

INDIA TRADE PROMOTION ORGANISATION

(Administration Division, E-I Section)
Pragati Bhawan, Pragati Maidan, New Delhi

F.No.11-ITPO (2)/E-I/2020

Dated:18/04/2022

Circular No. Admin/ 19 /2022

It has been decided to celebrate 131st Birth Anniversary of Bharat Ratna Baba Saheb Dr. Bhimrao Ambedkar on 19th April, 2022 at 11:30 AM in the Auditorium of Hall No.-8.

OSD(Admn.) & office bearers of ITPO SC/ST Employees Welfare Association are invited and requested to pay floral tributes to Baba Saheb at 11:30 am on 19th April, 2022.



(Srishti Jain)
Dy. Manager (Admn.)

To

All employees

Copy to:-

1. Design & Display Unit- for arrangement of photography of the celebration programme.
2. Protocol: for arrangement of Rose Petals, Rose garland- 2 Mtrs. and flowers for the table.
3. ITPO SC/ST Employees Welfare Association – for arrangement of Photo of Baba Saheb Dr. Bhimrao Ambedkar.
4. SM(SA)/Electrical Engg.- With a request for availability of Hall No. 8(Auditorium), AC/Mike/PA System etc.
5. Engg. Division:- For arrangement of Table etc.
6. Caretaking Unit –To keep ready the Auditorium of Hall No.-8 at 11.00 a.m.
7. IT Services Division- for uploading the same on the website of ITPO in Knowledge Management (Administration Division).
8. Circular register/Notice Board

For information:-

1. PS to CMD
2. PS to ED