



eFile No.Admin-11025/3/2023-ADMIN-ITPO
India Trade Promotion Organisation
(Administration Division, E-I Section)

Ref. No. 15-ITPO(1)/E-I/2019

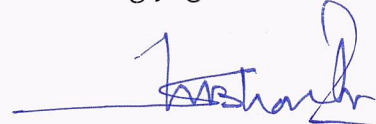
Bharat Mandapam, New Delhi
19 June 2025

Circular No. Admin/ 37 /2025

The International Day of Yoga (IDY) is being organised by Department of Commerce, Department for Promotion of Industry and Internal Trade (DPIIT), and India Trade Promotion Organisation (ITPO) on 21 June 2025 at 6:00 a.m. onwards at Multipurpose Hall at BMCC.

2. All ITPO officials/YPs/Consultants are requested to participate in the above cited Yoga Programme for awareness of a healthy and stress-free life.
3. The officials/YPs/Consultants attending Yoga Programme should ensure that they are in outfit appropriate for yoga.

Note: Participating Employees should ensure that they should not suffer from any chronic illness/ stressed conditions. Those who have chronic disease/ pain / cardiac problems etc. should consult yoga therapist or physician prior to performing yoga exercises.


(Shankra Nand Bharti)
GM(BM-Coord)/HoD(Admin)

To: All Concerned.

Copy to division concerned for making arrangement as under:

1. **Security Division:** To ensure that Gate Nos. 6, 7, and 10 are required to be made operational on the day of the event.
 - a. Invitees are to enter via Gate Nos. 7 and 10.
 - b. VVIPs and officers of Secretary level and above are to use Gate No. 6.
 - c. ITPO is requested to permit entry of vehicles based on Vanijya Bhawan-issued stickers.
 - d. ITPO requested that a special entry pass be issued for all attendees for easy identification; a sample copy is to be shared with ITPO.
 - e. ITPO requested that representatives from DoC/DPIIT be deployed at Gates 7 & 10 to identify vehicles arriving for the event (expected to be around 150-200 vehicles).
 - f. A sample vehicle pass is also to be issued and shared with ITPO.
2. **F&B Division:** To arrange and place 5-6 water dispensers along with a sufficient number of cups for approximately 600 participants.
3. **BMCC Div:** To arrange 8-10 chairs and desks for VVIPs and senior officials.
4. **Stores Div:** To make arrangement to issue T-shirts and yoga mats to ITPO staff participating in the event.
5. **DM(Akshay):** To ensure provision of a medical room and medical kit.
6. **IT Services Division** – For uploading in ITPO's Website.
7. Office Circular Register/Notice Board

For information to:

1. PSO to CMD
2. PA to ED
3. PA to SGM

4. All HoDs with a request to ensure the staff members under their respective divisions attend the IDY as per schedule on 21st June, 2025 without fail.

Shankra Nand Bharti
General Manager (BM-Coordination)