

File No.Admin-11019/6/2023-ADMIN-ITPO

India Trade Promotion Organisation


(Administration Division, EI Section)

13.04.2023

Circular No. Admin/ 21 / 2023

It has been decided to celebrate 132nd Birth Anniversary of Bharat Ratna Baba Saheb Dr. Bhimrao Ambedkar on 17th April, 2023 at 01:00 p.m. in the Auditorium of Hall No.-8.

All ITPO officials are invited and requested to pay floral tributes to Baba Saheb on 17.04.2023 at 01:00 p.m .


(Col. Pushpam Kumar, SM)
Officer on Special Duty (Admin)

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 1.00 p.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. PSO to CMD
2. PA to ED