



File No.18-ITPO(5)/TRG/2010 Vol-II  
**India Trade Promotion Organisation**  
(Administration Division, E-I Section)

Pragati Maidan, New Delhi  
17 April 2023

**Circular No. Admin/22/2023**

“Fire Service Week” is observed in ITPO from 14<sup>th</sup> to 20<sup>th</sup> April 2023.

In regard to the above, Security Services Division has arranged Fire Safety and Fire Warden training on 18<sup>th</sup> April 2023 at 1500 hrs to 1700 hrs in Hall No.8 Conference Room and Fire Evacuation Drill on 19<sup>th</sup> April 2023 for ITPO employees (List enclosed at Annexure ‘A’).

Security Services Division to ensure all Covid appropriate behavior during the training.

All officials are requested to kindly make it convenient to attend the above training.

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

To:

All officials of ITPO

Copy to:

1. All HoDs
2. IT Services Division - with a request to upload on ITPO Website
3. Security Services Division.
4. Notice Boards
5. Circular Register

For information:

1. PSO to CMD
2. PA to ED

## Annexure 'A'

Sl. No.	Emp. No.	Name	Designation
1.	01388	A K Chitranshan	Manager(GC)
2.	00642	A R Verma	Manager(GC)
3.	01486	Abhishek Kumar	Dy.Manager(GC)
4.	01441	Adesh Kumar	Attendant
5.	00976	Ajay Ahuja	Dy.Manager(GC)
6.	01170	Alekh Kumar	Sr.Plumber Gr-II(NF)
7.	01507	Alka (Ms)	Jr.Assistant(GC)
8.	01359	Ambika Singh (Mrs)	Asstt. Manager(D&D)
9.	00840	Amrita Ghai (Mrs)	Dy.Manager(GC)(NF)
10.	01463	Aniket	Manager(F&A/Cs)
11.	00421	Anil Bhatia	Dy.Manager(F&A/Cs)(NF)
12.	01220	Anil Kumar	Sr.Mason Gr-II(NF)
13.	00244	Anju Handa (Mrs)	Asstt. Manager(GC)(NF)
14.	01456	Anup Singh	Sr.Assistant(Civil)
15.	01383	Arjumand Bano (Mrs)	Jr.Assistant(GC)(NF)
16.	01470	Arun Kumar Gautam	Sr.Assistant(Civil)
17.	01126	Ashok Bahadur	Assistant(GC)(NF)
18.	00427	Ashok Kumar	Dy.Manager(F&A/Cs)(NF)
19.	01140	Ashok Kumar Sharma	Assistant(GC)(NF)
20.	01442	Baby Khatoon (Mrs)	Safai Karamchari
21.	00160	Baijanath-I	Sr.Mason Gr-III(NF)
22.	01262	Banwari	Sr.Mate Gr-II(NF)
23.	01418	Banwari Lal	Sr.Mate Gr-I(NF)
24.	01127	Bed Ram	Assistant(GC)(NF)
25.	00378	Bhim Singh Rawat	Sr.Assistant(GC)(NF)
26.	01104	Bishamber-I S/O Sh. Ram Saran	Sr.Mate Gr-I(NF)
27.	01252	Bishamber-II	Sr.Mate Gr-I(NF)
28.	00205	Braham Dev Thakur	Sr.Mason Gr-III(NF)
29.	01267	Chander Bhan	Sr.Mate Gr-II(NF)
30.	01129	Chander Bhan	Assistant(GC)(NF)
31.	00185	Chander Mohan	Sr.Mason Gr-III(NF)
32.	00128	Chandu	Sr.Bhishti Gr-II(NF)
33.	00617	Charanjeet	Sr.Assistant(GC)
34.	01345	Charanjeet Kaur (Mrs)	Sr.Farash Gr-III(NF)
35.	00478	Charu Khurana (Mrs)	Asstt. Manager (Secretarial)(NF)
36.	00273	D D Sharma	Asstt. Manager(GC)(NF)
37.	01057	Dalip Chand	Sr.Assistant(GC)(NF)
38.	01020	Dashrath Mehto	Sr.Assistant(GC)(NF)
39.	00138	Dashrath Thakur	Sr.Mason Gr-III(NF)
40.	00133	Davender Kumar Mehta	Sr.Mason Gr-III(NF)
41.	01455	Debjit Sikdar	Manager(D&D)
42.	00311	Deepak Jain	Sr.Assistant(GC)(NF)
43.	00227	Dharam Pal	Sr.Bhishti Gr-II(NF)

Sl. No.	Emp. No.	Name	Designation
44.	00279	Dharamveer Gaur	Sr.Assistant(GC)(NF)
45.	00429	Dharmendra Kumar Choudhary	Dy.Manager(F&A/Cs)(NF)
46.	01393	Dharmendra Sagar	Dy.Manager(Elect)
47.	01450	Dheeraj Sethi	Sr.Assistant(Civil)
48.	01449	Dilip Singh	Sr.Assistant(Civil)
49.	00564	Dinesh Kumar	Sr.Secy.Supervisor(NF)
50.	00910	Dinesh Mathur	Dy.Manager(GC)
51.	01215	Ganga Thakur	Sr.Mason Gr-II(NF)
52.	01022	Gauri Shankar	Sr.Assistant(GC)(NF)
53.	01535	Gona Jagadish	Sr.Assistant(Elect)
54.	01146	Guddi (Mrs)	Assistant(GC)(NF)
55.	01048	Harish Kumar	Sr.Assistant(GC)(NF)
56.	00262	Indra (Mrs)	Asstt. Manager(GC)(NF)
57.	01061	Jagbir Singh	Sr.Assistant(GC)(NF)
58.	00170	Jagdish-li S/O Shri Dal Singh	Sr.Bhishti Gr-II(NF)
59.	01189	Jai Kirpal	Sr.Mason Gr-II(NF)
60.	00249	Jai Raj	Asstt. Manager(GC)
61.	00388	Jai Singh	Ticket Superviosr(NF)
62.	00008	Jaibir Singh	Sr.Assistant(TDC)
63.	01171	Jaswant	Sr.Plumber Gr-II(NF)
64.	01337	Jayawanti (Ms)	Jr.Assistant(GC)(NF)
65.	00446	Jit Ram	Dy.Manager(F&A/Cs)(NF)
66.	00428	Kailash Chand	Dy.Manager(F&A/Cs)(NF)
67.	00194	Kalicharan	Sr.Mason Gr-III(NF)
68.	01136	Kamlesh (Mrs)	Assistant(GC)(NF)
69.	01254	Kanhiya	Sr.Mate Gr-I(NF)
70.	01148	Kanta Devi (Mrs)	Assistant(GC)(NF)
71.	00173	Karori	Sr.Bhishti Gr-II(NF)
72.	01277	Kavita (Mrs)	Sr.Mate Gr-II(NF)
73.	00230	Kirpal	Sr.Bhishti Gr-II(NF)
74.	01142	Kisun Ram	Sr.Packer Gr-II(NF)
75.	00171	Krishan Kumar	Sr.Mason Gr-III(NF)
76.	00174	Krishan Pal	Elec.Workman Gr-II(NF)
77.	00423	Kulbhushan Malik	Dy.Manager(F&A/Cs)(NF)
78.	00308	Lakshman Singh	Sr.Assistant(GC)
79.	00374	Laxman Singh Rawat	Assistant(GC)
80.	01250	Mangal Singh	Sr.Mate Gr-I(NF)
81.	01481	Manish Yadav	Dy.Manager(GC)
82.	00485	Medni (Mrs)	Asstt. Manager (Secretarial)(NF)
83.	00270	Meena Dogra (Mrs)	Asstt. Manager(GC)(NF)
84.	00191	Mohan Chandra	Sr.Wireman Gr-III(NF)
85.	00190	Mohd Akhtar	Sr.Mason Gr-III(NF)
86.	00196	Mohd Akhtar-I	Sr.Mason Gr-III(NF)
87.	00180	Mohd Ali	Sr.Mason Gr-III(NF)
88.	00200	Mohd Aslam-I	Sr.Mason Gr-III(NF)

Sl. No.	Emp. No.	Name	Designation
89.	01046	Mohd Ozair	Sr.Assistant(GC)(NF)
90.	00189	Mohd Rafeeque	Sr.Mason Gr-III(NF)
91.	01178	Mohd Saleem Khan	Sr.Wireman Gr-II(NF)
92.	00164	Mohd Sarif	Sr.Bhishti Gr-II(NF)
93.	00221	Mohd Soyeb	Sr.Mason Gr-III(NF)
94.	01341	Mohd. Afroz	Elec.Workman Gr-III(NF)
95.	01360	Mohd. Haider	Mason(NF)
96.	01529	Monica Gehlot (Ms)	Dy.Manager(GC)
97.	00618	Mubaraq Ali	Security Supervisor(NF)
98.	01506	Mukesh Kumar	Jr.Assistant(GC)
99.	01531	Mukesh Kumar	Dy.Manager(Elect)
100.	01343	Munni Devi (Ms)	Mate(NF)
101.	01117	Munni Mishra (Mrs)	Assistant(GC)(NF)
102.	00927	Narayan Prasad Yadav	Manager(F&A/Cs)(NF)
103.	00442	Narender Kumar	Dy.Manager(F&A/Cs)(NF)
104.	00584	Narender Singh Negi	Sr.Secy.Supervisor(NF)
105.	01312	Naresh Singh Rawat	Assistant(GC)
106.	00906	Naveen Grover	Manager(D&D)
107.	01473	Nazneen Begum (Mrs)	Manager(GC)
108.	00030	Nirmala Azaad (Mrs)	Dy.Manager(TDC)
109.	01379	Nirupa Tirkey (Mrs)	Sr.Steno
110.	01452	Pankaj	Manager(GC)
111.	01386	Pappy (Mrs)	Mason(NF)
112.	00183	Pardeep Kumar	Sr.Mason Gr-III(NF)
113.	01385	Parmeshwari Devi (Mrs)	Mate(NF)
114.	01144	Parvati Devi (Mrs)	Assistant(GC)(NF)
115.	01055	Pat Ram Singh	Sr.Assistant(GC)(NF)
116.	00021	Prabir Kumar Basak	Asstt. Manager(Secretarial)
117.	01488	Praful S Nair	Manager(GC)
118.	01352	Prahlad Singh	Assistant(GC)(NF)
119.	00465	Prakash Chander	Asstt. Manager (Secretarial)(NF)
120.	01113	Prem Chand	Sr.Mate Gr-I(NF)
121.	00263	Prem Grover (Mrs)	Asstt. Manager(GC)(NF)
122.	01138	Prem Prakash	Assistant(GC)
123.	01338	Promila Devi (Ms)	Mason(NF)
124.	01295	Purshotam Lal	Asstt. Manager (Secretarial)(NF)
125.	00933	R M Gedam	Sr.Manager(F&A/Cs)(NF)
126.	01451	Rahul Bhatia	Dy.Manager(Civil)
127.	00844	Raj Ahuja (Mrs)	Dy.Manager(GC)(NF)
128.	01268	Raj Kumar	Sr.Mate Gr-II(NF)
129.	00425	Raj Kumar Gandhi	Dy.Manager(F&A/Cs)(NF)
130.	01079	Raj Kumar Mehto	Sr.Packer Gr-I(NF)
131.	00837	Raj Kumar Singh	Manager(Elect)
132.	01068	Rajender Giri	Sr.Assistant(GC)(NF)
133.	01109	Rajesh Kumar	Sr.Mate Gr-I(NF)

Sl. No.	Emp. No.	Name	Designation
134.	01512	Rajesh Kumar	Jr.Assistant(GC)
135.	00577	Rajesh Kumar-II	Sr.Assistant(GC)(NF)
136.	01131	Rajesh Kumar-Ii	Sr.Mate Gr-II(NF)
137.	00443	Rajinder Singh Pal	Dy.Manager(F&A/Cs)(NF)
138.	01384	Raju Kumar	Assistant(GC)
139.	01072	Rakesh Kumar	Assistant(GC)(NF)
140.	00484	Rakesh Kumar	Asstt. Manager (Secretarial)(NF)
141.	00280	Rakesh Sharma	Sr.Assistant(GC)(NF)
142.	01305	Ram Charan	Jr.Assistant(GC)
143.	00384	Ram Niwas	Sr.Assistant(GC)(NF)
144.	01101	Ram Prasad	Sr.Assistant(GC)(NF)
145.	01181	Ram Singh	Sr.Wireman Gr-II(NF)
146.	01134	Ram Surat	Sr.Assistant(GC)(NF)
147.	00482	Raman Madan	Asstt. Manager (Secretarial)(NF)
148.	00471	Rambir	Asstt. Manager(GC)
149.	00391	Ramesh Chand	Sr.Assistant(GC)(NF)
150.	01124	Rangamma (Mrs)	Assistant(GC)(NF)
151.	00448	Ravi Kandhari	Dy.Manager(F&A/Cs)(NF)
152.	01443	Rekha (Mrs)	Attendant
153.	00248	Renuka Pathania (Mrs)	Asstt. Manager(GC)(NF)
154.	01477	Rewat Ram Goyal	Dy.Manager(Civil)
155.	01480	Rohit Sonkar	Manager(GC)
156.	00843	S Sundararaman	Dy.Manager(GC)
157.	00413	Sadar Vitthal Sakaram	Asstt. Manager(GC)
158.	01300	Saira Khatoon (Mrs)	Sr.Mason Gr-III(NF)
159.	01382	Sanjay Azad	Sr.Manager(Elect)
160.	00853	Sanjay Kumar	Dy.Manager(GC)(NF)
161.	01437	Sanjay Kumar	Cook(NF)
162.	00884	Sanjay Vashishta	Manager(GC)
163.	00139	Santosh Kumar	Sr.Wireman Gr-III(NF)
164.	00486	Sapneswar Behera	Asstt. Manager (Secretarial)(NF)
165.	00393	Saroj Nagpal (Ms)	Dy.Manager(GC)(NF)
166.	01284	Satish Kumar	Elec.Workman Gr-II(NF)
167.	00377	Satish Kumar Sharma	Sr.Assistant(GC)(NF)
168.	00614	Satya Pal-II	Security Supervisor(NF)
169.	01391	Satya Prakash Panda	Sr.Manager(GC)
170.	01474	Saurabh Yadav	Manager(GC)
171.	00449	Seema Khurana (Mrs)	Asstt. Manager(Secretarial)
172.	00479	Seema Tiwari (Ms)	Asstt. Manager (Secretarial)(NF)
173.	00418	Shalesh Kumar	Dy.Manager(F&A/Cs)(NF)
174.	01066	Shatrughan Mehto	Sr.Assistant(GC)(NF)
175.	01532	Shobhit Gupta	Sr.Assistant(Elect)
176.	01525	Shrey Raj Shrivastava	Dy.Manager(GC)
177.	00158	Shri Ram	Sr.Mason Gr-III(NF)
178.	01211	Sri Nath	Sr.Mason Gr-II(NF)

<b>Sl. No.</b>	<b>Emp. No.</b>	<b>Name</b>	<b>Designation</b>
179.	01505	Sualeha Naseer (Ms)	Assistant(A/cs)
180.	00309	Subhash Chaturvedi	Sr.Assistant(GC)(NF)
181.	00852	Sujata (Mrs)	Dy.Manager(GC)(NF)
182.	01274	Sukhbir Singh	Sr.Mate Gr-II(NF)
183.	01526	Suman Mondal	Dy.Manager(GC)
184.	01510	Sumit Kumar	Assistant(A/cs)
185.	01039	Sumitra Devi (Mrs)	Sr.Assistant(GC)(NF)
186.	00046	Sunita Batra (Mrs)	Asstt. Manager(TDC)(NF)
187.	00849	Sunita Kamboj (Mrs)	Dy.Manager(GC)(NF)
188.	00557	Surender Pratap Singh	Sr.Assistant(GC)(NF)
189.	00894	Surender Singh	Dy.Manager(GC)
190.	00913	Sweety Paul (Mrs)	Dy.Manager(GC)
191.	01356	Tarun Kumar Sagar	Jr.Assistant(GC)
192.	01508	Uday Singh	Jr.Assistant(GC)
193.	01123	Uma Devi (Mrs)	Assistant(GC)(NF)
194.	00062	Umesh Singh	Sr.Assistant(TDC)
195.	00848	Veena Gulati (Mrs)	Dy.Manager(GC)(NF)
196.	01409	Vijay Prakash	Head Cook(NF)
197.	00223	Vijender	Sr.Mason Gr-III(NF)
198.	01141	Vijender Singh	Assistant(GC)(NF)
199.	01504	Vivek Verma	Assistant(A/cs)
200.	01511	Yogesh Sahu	Assistant(A/cs)