

File No.9-ITPO (23)/E-I/98 Vol-IV  
**India Trade Promotion Organisation**  
(Administration Division, E-I Section)

16 .08.2021

**Circular No. Admin/ 35 /2021**

**Sub:** Holidays to be observed in ITPO's HQs during the year 2021.

In continuation to Circular No. Admin/1/2021 dated 04.01.2021 regarding above mentioned subject, the holiday on account of Muharram will now be observed on 20.08.2021 instead of 19.08.2021.

This issues with the approval of the Competent Authority.

Srishti Jain  
Dy. Manager (Admin)

To:

All employees at HQs

Copy to:

1. All HODs
2. Regional Offices(Kolkata, Chennai, Mumbai)
3. E-I/E-II/E-III/Salary Section/Vigilance Section
4. IT Services Division: for uploading on ITPO website
5. Notice Boards
6. Office Order Register

For information:

1. PS to CMD