



F.No. 18-ITPO(1)/E-I/2018
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
14/06/2019

Circular No. Admn/37/2019

With the approval of CMD following decision have been taken:

1. On completion of the overseas events with Market Access Initiative Grant (MAI) the Fair accounts as usual is to be submitted to Finance Division(FD) by the Team. Finance & Accounts will get it approved from the Internal Auditor who prepares Utilization Certificate (UC). The UC is then to be sent to DoC by FD completing all formalities relating to release of MAI grant by DoC and the same is to be uploaded on PFMS/MAI portal of Govt. website.
2. Follow up will be done by Finance & Accounts itself on all pending/current cases of MAI settlement. Any further observations from DoC can be replied by FD based on the reply from the team members who are in service or by the desk of FS-I, in case there is no team member left. Henceforth individual Team Member will not be responsible for the MAI settlement with DoC.
3. Henceforth, Terminal benefits/NOC of any team member will not be stopped/with held on account of settlement of MAI grant with DoC.


(Mukesh Chopra)
Manager (Admn.)

To:-
All Officers and staff of ITPO,

- Copy to:-
1. PS to CMD
 2. PA to ED
 3. All HoDs
 4. Notice Board