



F.No.9-ITPO(4)/E-I/2019

India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi

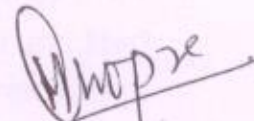
10/05/2019

Circular No. Admn/33/2019

It has been reported that on 02.05.2019, a fire broke out in the window AC in ITPO Office building, due to short-circuit in the power socket. To avoid such mishaps, the following measures are advised:

1. No housekeeping staff should operate the Air-Conditioners and Office Electrical appliances. Only office attendants should operate the ACs & other appliances and keep a vigil after turning them 'ON'.
2. Unused furniture and records in the passage ways of Hall 7(First Floor), 7FGH, 9 and 10 offices, that pose fire hazard should be removed immediately from passageways so that people can evacuate safely and quickly in case of fire emergency.

All officers and Staff are requested to comply with the instructions.


(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. Manager(Security)
5. Notice Board