



File No.Admin-11012/1/2023-ADMIN-ITPO  
India Trade Promotion Organisation  
(Administration Division, E-I Section)

Ref. No.2-ITPO(1)/E-I/2024

Bharat Mandapam, New Delhi  
05 November 2024

Office Order No. Admin/ 908 /2024

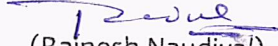
CMD, ITPO will Chair a meeting daily at 9:30 a.m. to review the progress of preparation of IITF'2024. In this connection, the following secretarial staff are deployed as per days mentioned against each to note the minutes/deliberation during the course of meeting:

Sl.No.	Name of the officials	Days
1.	Shri Jai Prakash, Assistant Manager(Secretarial) Smt. Medni, Assistant Manager (Secretarial)	Monday
2.	Smt. Charu Khurana, Asstt. Manager (Secretarial) Shri Tarachand Verma, Asstt. Manager (Secretarial; N/F)	Tuesday
3.	Shri Raman Madan, Asstt. Manager (Secretarial) Smt. Seema Tiwari, Asstt. Manager (Secretarial)	Wednesday
4.	Smt. Manoj Kumar Upreti, Assistant Manager(Secretarial) Shri Rakesh Kumar, Assistant Manager(Secretarial; N/F)	Thursday
5.	Shri Prakash Chander, Asstt. Manager (Secretarial) Smt. Kuldeep Kaur, Asstt. Manager (Secretarial; N/F)	Friday

**In Panel:** Smt. Babita Kumari, Sr. Steno.

2. In case of leave of any official, the official in panel will attend the meeting for the said task. If the official in panel is also on leave, the official in the panel for next day will attend the meeting.
3. All above officials are directed to be present in the Committee Room as per their schedule at 9:20 a.m. sharp without fail.

This issues with the approval of the Competent Authority.

  
(Rajnesh Naudiyal)  
Dy. Manager(Admin)

To: All concerned

Copy to:

1. All HoDs
2. IT Services Division – For uploading on ITPO's website
3. Office Order Register

Copy for information to:

1. PSO to CMD
2. PA to ED