

File No.Admin-11019/6/2023-ADMIN-ITPO
India Trade Promotion Organisation
(Administration Division, EI Section)


Ref. No.11-ITPO(2)/E-I/2020

Bharat Mandapam, New Delhi
07 April 2025

Circular No. Admin/ 22 / 2025

It has been decided to celebrate 134th Anniversary of Bharat Ratna Baba Saheb Dr. Bhimrao Ambedkar on 15th April 2025 at 1:00 p.m. in the Multipurpose Hall, Ground Floor, Admin Block, ITPO HQs. New Delhi.

All officials of ITPO are invited and requested to pay floral tributes to Baba Saheb on 15/04/2025 at 1:00 p.m.


(Rajhesh Naudiyal)
Dy. Manager (Admin)

To:- All employees

Copy to:-

1. F&B Unit: For arrangements of Prasad/Bhandara, etc., on this occasion.
2. Design & Display Unit- for arrangement of photography of the celebration programme.
3. Protocol: for arrangement of Rose Petals, Rose garland- 2 Mtrs. and flowers for the table.
4. ITPO SC/ST Employees Welfare Association – for arrangement of Photo of Baba Saheb Dr. Bhimrao Ambedkar.
5. SM(SA) Electrical Engg. –For availability of AC/Mike etc.
6. DM(AKG) Civil Engg. – For seating arrangement and cleaning arrangement.
7. IT Services Division- for uploading the same on the website of ITPO in Knowledge Management (Administration Division).
8. Circular Register/Notice Board

Copy for information to:

1. PSO to CMD
2. PA to ED
3. PA to SGM
4. All HoDs/Liaison Officer SC, ST & PWD