



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
30 September 2021

Office Order No. Admin/ 606 /2021

With the approval of the Competent Authority and with immediate effect Shri Lakshman Singh, Senior Assistant is transferred from CPPR Division to EMD Section.

Shri Lakshman Singh, Senior Assistant is directed to report to Shri Subash Kalia, Manager, EMD.

(Srishti Jain)

Deputy Manager(Admin)

To:

Shri Lakshman Singh
Sr. Assistant
Emp. No.00308

Copy to:

1. OSD(Admin)/HoD(CPPR)
2. M(SK)/M(SV)
3. E-II/E-I(Computer)
4. Office Order Register

File No.2-ITPO(1)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
Date: 16th September, 2021

Office Order No. Admin./ 572 /2021

With the approval of the Competent Authority and with immediate effect, the following transfers/postings are ordered :

S.N	Name & Designation	From	To
1.	Mrs. Sunita Kamboj, DM(N/F)	Security Division	TIR&P Division upto 31.10.2021. Thereafter, she will report to Admin (E-I) for further postings.
2.	Sh. Sanjay Wadhwa, Sr. Assistant	RTI Cell/Travel/Fair Services-I	RTI Cell and Travel Unit
3.	Mrs. Alka Junior Assistant	ACR Unit	Stores
4.	Sh. Bhim Singh Rawat, Assistant	Admin(E-I)	Admin (E-I) in addition to ACR Unit

Asif Siraj
04/10/21

2. The above officials are advised to report to their new place of postings, immediately.

Asif Siraj
(Asif Siraj)
Manager (Admin)

To: All concerned

Copy to:

1. SGM(JD)/OSD(Admin)/GM(Security)/GM(FS-I)
2. E-II/E-III/E-I(Computer)/Salary/Vigilance/CR Unit/IT Services Division
3. Office Order Register

File No.2-ITPO(1)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I Section)


Pragati Maidan, New Delhi
Date: 16th September, 2021

Office Order No. Admin./ 571 /2021

With the approval of the Competent Authority and with immediate effect, the following transfers/postings are ordered :

S.No.	Name & Designation	From	To
1	Sh. Ashok Kumar, Senior Manager	Fair Services-II	Estate Management Division
2.	Mrs. Meenu Kapoor, Senior Manager	Estate Management Division	Stores Division
3.	Shri Tarun Kant Pant, Manager	BDD	BDD with additional duty for IITF 2021
4.	Mrs. Durgesh Nandni Batra, Manager	Fair Services-II	Stores Division with additional charge of Security Division for the purpose of Security Expo- 2021
5.	Sh. Pankaj, Manager	Stores Division	Fair Services-II
6.	Sh. Vasdev, Manager	Fair Services-I	ED Secretariat with additional charge of Fair Services-I

The above officers are advised to report to their new place of postings, immediately.


(Col. Pushpam Kumar, SM)
Officer on Special Duty (Admin)

To: All concerned

Copy to:

1. All HODs
2. E-III/E-I(Computer)/Salary/Vigilance/CR Unit/IT Services Division
3. Office Order Register

Copy for information to:

PS to CMD



No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
07th September, 2021

Office Order No. Admin/548/2021

With the approval of the Competent Authority, the following transfers/postings are ordered:

Sl. No.	Name of the official with designation	From Division	To Division
1.	Mrs. Sunita Kamboj, DM (N/F) E.No. 00849	TIR&P	Security Division - As a Dealing Executive/Officer
2.	Mrs. Babita Kumari, Sr. Steno E.No. 01377	Admin (E-I)	Admin (E-III) - To work as dealing hand
3.	Mrs. Sheetal, AM (N/F) E.No. 00475	BDD	Security Division - To work as dealing hand
4.	Sh. Ram Surat Sr. Assistant (N/F) E.No. 01134	C.S. Unit	Stores Unit w.e.f. 01.10.2021
5.	Sh. Davender Kumar Mehta, Sr. Mason Grade-III (N/F) E.No. 00133	IT Services	ED Secretariat

The above officials are hereby directed to report to their new place of posting immediately.

Asif Siraj
(Asif Siraj)
Manager (Admin)

To:
All concerned.

Copy to:

1. All HoDs
2. Salary/Vigilance/E-I(Computer)/E-II/E-III/ACR
3. IT Services - for uploading on ITPO website.
4. Officer Order Register/Notice Boards



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
05th August, 2021

Office Order No. Admin/ 475 /2021

With the approval of the Competent Authority, the following transfers/postings are ordered:

Sl. No.	Name of the official with Designation	From Division	To Division
1.	Shri Bhoop Singh, Sr. Mason Gr.-III(N/F) Emp. No.00222	Personal Section of Dr. K M Soni, Consultant	Administration (E-I Section) for further posting.
2.	Shri Sanjeev Kumar Bhatia, Sr. Mason Gr.-III(N/F) Emp. No.00187	Engineering Division	Personal Section of Dr. K M Soni, Consultant

The above officials are hereby directed to report to their new place of posting immediately.

Asif Siraj
(Asif Siraj)
Manager (Admin)

To:

1. Shri Bhoop Singh, Sr. Mason Gr.-III(N/F)
2. Shri Sanjeev Kumar Bhatia, Sr. Mason Gr.-III(N/F)

Copy to:

1. All HoDs
2. Dr. K.M. Soni, Consultant(IECC)
3. Salary/Vigilance/E-I (Computer)/E-II/ACR.
4. IT Services – for uploading on ITPO Website.
5. Office Order Register
6. Notice Boards



File No.2-ITPO(1)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I Section)


Pragati Maidan, New Delhi
30 July 2021

Office Order No. Admin/ 465 /2021

With the approval of the Competent Authority and with immediate effect the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From (Division)	To (Division)
1.	Shri Tarun Kant Pant Manager /1454	Fair Services-II	Business Development Division
2.	Shri Kailash Chand, Dy. Manager (Fin) /428	Business Development Division	Finance Division

The above officers are advised to report to their new place of posting, immediately.


(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To:
All concerned

Copy to:

1. GM(SRS)/DGM(DP)
2. E-III/E-I(Computer)/CR Unit/IT Services Division/Vigilance/Salary Section
3. Office Order Register

Copy for information to:

PS to CMD

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Page No.
Date:



File No.2-ITPO(1)/E-1/2021
India Trade Promotion Organisation
(Administration Division, E-1 Section)

Pragati Maidan, New Delhi
29 July 2021

Office Order No. Admin/ 463 /2021

() With the approval of the Competent Authority and with immediate effect the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From (Division)	To (Division)
1.	Shri Sukhbir Singh Sr. Mate (N/F) Emp. No.01274	Caretaking Unit	Administration (R&I Section)
2	Shri Raj Kumar Mehto Sr. Packer Gr.I (N/F) Emp. No.01079	R&I Section	Administration (E-1 Section) for further posting.

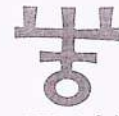
The above officials are advised to report to their new place of posting, immediately.

(Asif Siraj)
Manager(Admin)

To:
All concerned

Copy to:

1. OSD(Admin)/HoD(Vig.)
2. SM(SAA)/M(AK)/ DM(SS)
3. E-II/E-I(Computer)/CR Unit/Computer/Vigilance Section
4. Office Order Register



File No.2-ITPO(1)/E-I/2021

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

Pragati Maidan, New Delhi
08 July 2021

Office Order No. Admin/ 411 /2021

With the approval of the Competent Authority and with immediate effect the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From (Division/Section)	To (Division/Section)
1.	Shri Prakash Chander Assistant Manager(Secretarial; N/F) Emp. No.465	Security Services	Finance and Accounts
2.	Shri Ajay Senior Steno Emp. No.1364	Presently reporting to E-I Section	Personal Section of GM(IS) on his joining
3.	Shri Mom Raj Singh Assistant(N/F) Emp. No.1128	Presently reporting to E-I Section	Personal Section of GM(IS) on his joining
4.	Shri Jaibir Singh Senior Assistant(TDC) Emp. No.8	IT Services	F&B Unit
5.	Shri Tule Ram, Assistant(N/F) Emp. No.1137	R&I Section	Finance and Accounts with SM(MP)
6.	Shri Raj Kumar Mehto Senior Packer Grade-I(N/F) Emp. No.1079	BDD	R&I Section

The above officials are advised to report to their new place of posting, immediately.


(Asif Siraj)
Manager(Admin)

To: All concerned

Copy to:

1. OSD(Admin)/GM(Security)
2. DGM(DP)
3. SM(MP)/M(AK)/M(AC)
4. E-II/E-I(Computer)/CR Unit/Security/Computer
5. Office Order Register



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

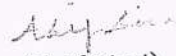
Pragati Maidan, New Delhi
22 June 2021

Office Order No. Admin/332/2021

With the approval of the Competent Authority the following are ordered with immediate effect:-

- i. Shri Uday Singh, Junior Assistant shall report Shri S R Sahoo, GM and Inquiry Officer for clerical assistance during disciplinary proceedings against Sh. Rohit Sonkar, Manager (u/s) and Sh. Akshay, Dy. Manager, (u/s).
- ii. Smt. Nipura Tirkey, Senior Stenographer will look after the work of clerical assistance in absence of Shri Uday Singh, Junior Assistant.

This issues with the approval of the Competent Authority.


(Asif Siraj)
Manager(Admin)

To: All concerned

Copy to:

1. GM(SRS)
2. E-II/E-III/E-I(Computer)/Vigilance/CS/BDD
3. Office Order Register

Copy for information to:

1. PS to ED
2. OSD (Admin)



File No.2-ITPO(2)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I Section)


Pragati Maidan, New Delhi
22nd June 2021

Office Order No. Admin/ 383 /2021

With the approval of the Competent Authority the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From (Division)	To (Division)
1	Shri Vasdev Manager Emp. No.00947	ED Secretariat with additional charge of FS-I	Full time posting in FS-I with additional charge of ED Secretariat Upto June 2021
2	Ms. Monica Gehlot Dy. Manager Emp. No.01529	CPPR Unit with additional charge of IT Services	Full time posting in IT Services with additional charge of CPPR Unit.

The above officials are advised to report to their new place of posting.


(Col. Pushpam Kumar, SM)
OSD (Admin)

To: All concerned

Copy to:

1. GM(IT)
2. E-III/E-I(Computer)/CR Unit/CPPR/IT
3. Office Order Register

Copy for information to:

1. PS to CMD
2. PS to ED



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)


Pragati Maidan, New Delhi
21 May 2021

Office Order No. Admin/ 323 /2021

With the approval of the Competent Authority, the following transfers/postings are ordered:

Sl. No.	Name & Designation	From	To
1.	Sh. Bijender Kumar, Dy. Manager Emp. No.846	General Section	E-II Section
2.	Sh. Surender Singh, Dy. Manager Emp. No.894	E-II Section	General Section with existing additional charge of R&I Section

The above officers are directed to report to their new place of posting immediately.


(Col. Pushpam Kumar, SM)
Officer on Special Duty (Admin)

To:

1. Sh. Bijender Kumar, Dy. Manager
2. Sh. Surender Singh, Dy. Manager

Copy to:

1. All HoDs
2. Salary/Vigilance/E-I (Computer)/E-II/E-III/ACR.
3. IT Services – for uploading on ITPO Website.
4. Office Order Register
5. Notice Boards

Copy for information to:

1. PS to CMD
2. PS to ED



No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
Date: 05th October, 2021

Office Order No. Admin/556/2021

In continuation of office Order No. Admin/572/2021 dated 16.09.2021 and with the approval of the Competent Authority, Mrs. Sunita Kamboj, Deputy Manager (N/F), is transferred from Trade Relations & Information Services (TR&IS) to Food & Beverages Unit (F&B). However, in addition to F&B Unit, she will look after the work of TR&IS, till superannuation of SGM(JD) i.e. upto 31.10.2021

She is advised to report to her new place of postings, immediately.

Pusham Kumar
(Col. Pushpam Kumar, SM)
Officer on Special Duty (Admin)

To:

Mrs. Sunita Kamboj,
Deputy Manager (N/F)
E. No. 00849

Copy to:

1. SGM(JD)
2. GM(F&B)
3. M(AC)
4. Salary/Vigilance/E-III/CR Unit/IT Services Division/E-I (Computer)
5. Office Order Register




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

Bharat Mandapam, New Delhi
02 May 2024

Office Order No. Admin/ 303 /2024

With the approval of the Competent Authority and immediate effect
Shri Akshay, Deputy Manager, Emp. No.1483 is posted to Osaka Cell.

He is advised to report to Dr. Garima Mittal, General Manager,
immediately.


(Col. Pushpam Kumar, SM(Retd.)
Senior General Manager

To:

Shri Akshay
Dy. Manager

Copy to:

1. GM(GM)
2. Vigilance/CR Unit/E-I (Computer)/General/Store/E-II Section
3. IT Services Division - For uploading on ITPO's website
4. Office Order Register

Copy for information to:

1. PSO to CMD
2. PA to ED



File No.2- ITPO (1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Bharat Mandapam, New Delhi
01 May 2024

Office Order No. Admin/ 294 /2024

With immediate effect the following postings are ordered:

Sl. No.	Name & Designation	From	To
1.	Smt. Medni, Assistant Manager (Secretarial)	Personal Section of Dr. Garima Mittal, General Manager	Personal Section of Lt. Col. Harsh Kondilya, OSD(Admin)
2.	Shri Prakash Chander, Assistant Manager (Secretarial)	Fair Services Division (Domestic Fair)	Personal Section of Dr. Garima Mittal, General Manager
3.	Smt. Charu Khurana, Assistant Manager (Secretarial; NF)	Personal Section of Ex- GM(Devender Pal)	Administration Division (E-I Section for further posting)
4.	Shri Gyasi, Sr. Bhishti Gr-I(NF)	Finance Division	Personal Section of Lt. Col. Harsh Kondilya, OSD(Admin)
5.	Shri Ram Prasad, Sr. Assistant(N/F)	Reception Gate No. 10	General Section
6.	Shri Mohd. Afroz, Elec. Workman Gr-II(NF)	Personal Section of Ex- GM(Devender Pal)	Stores Division

2. The above officials are advised to report their new place of posting immediately.
3. This issues with approval of the Competent Authority.

Asif Siraj
(Asif Siraj)
Senior Manager(Admin)

To: All concerned

Copy to:

1. All HoDs
2. Salary/Vigilance/General/Stores/Security/E-I (Computer)/E-II Section
3. Office Order Register



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Bharat Mandapam, New Delhi
14 March 2024

Office Order No. Admin/ 157 /2024

With the approval of the Competent Authority and with immediate effect the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From (Division)	To (Division)
1.	Col. Pushpam Kumar, SM Officer on Special Duty(Admin)	--	HoD of Convention Centre, Fair Services Division (Foreign Fairs) and Administration, Protocol, COO(ISL), Chairman (IECC Transition Committee), Publicity and Corporate Communication Services, Culture Unit and Law Division (Case pertaining to Estate Office)
2.	Shri S R Sahoo, CS/General Manager	--	GM(CS) & Law. Additional Responsibility of CS, ISL
3.	Shri Rakesh Chandra Sharma General Manager(Information System)	--	GM(IS) & OSD(BDD) to take over as GM(BDD) on retirement of Shri Devender Pal, GM(BDD).
4.	Shri Manish Prasad Dy. General Manager(F&A/Cs)	--	DGM(Finance) & CS Division
5.	Shri Ravi Prakash Pareek Dy. General Manager 1387	Law and CS Division	IT Services Division and World Expo(Osaka)
6.	Smt. Amrapali Dixit Sr. Manager(Security) 1516	Security Services Division	Fair Services Division (Foreign Fairs)
7.	Smt. Durgesh Nandni Batra 1 Sr. Manager	Fair Services Division (Foreign Fair)	EMD
8.	Shri Abhishek Kumar Manager 1486 2	EMD	Administration Division (Stores)
9.	Smt. Jasdeep Seth Manager 885 3	F&B Unit	Fair Services Division (Foreign Fairs)

Handwritten signature and date
14/3

No.			
10.	Shri Dinesh Mathur Manager 910 4	Fair Services Division-II (Domestic Fair)	F&B Unit
11.	Ms. Monica Gehlot Dy. Manager 1529	IT Services Division	Fair Services Division-II (Domestic Fair)
12.	Shri Shrey Raj Shrivastava Dy. Manager 1525 5	Business Development Division	RO(Chennai) for smooth closure of the Chennai Office. He is entitled for TA only as per ITPO rules.
13.	Smt. Sujata Tanwar Dy. Manager 852	Personal Section of Shri S R Sahoo, CS/GM	Fair Services Division-II (Domestic Fair)
14.	Shri Jai Prakash Assistant Manager(Secretarial) 464	Administration Division (E-I Section)	Personal Section of Shri S R Sahoo, CS/GM
15.	Shri Jai Singh Ticket Supervisor 388	Engg. Division (Housekeeping Unit)	Administration Division(Stores)
16.	Shri Ajay Sr. Steno. 1364	Personal Section of Shri Bimal Kumar Dubey, Ex- GM(IS)	Personal Section of Shri Rakesh Chandra Sharma General Manager (Information System)
17.	Smt. Alka Jr. Assistant 1507	Administration Division(Stores)	Administration Division(E-II Section)
18.	Shri Munna Sr. Bhishti Gr.-I(N/F) 150	Personal Section of Shri Jatin Narwal, IPS	Personal Section of Shri Rakesh Chandra Sharma General Manager (Information System)
19.	Shri Piyush Kumar Maurya Young Professional	Fair Services Division (Domestic Fair)	IT Services Division

The above officials & YP are advised to report to their new place of posting, immediately.

Pushpam 14/3
(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

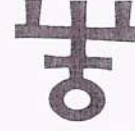
To: All concerned

Copy to:

1. All HoDs
2. E-I(Computer)/E-II/Vigilance/CR Unit/Security Division/Finance Division
3. All Regional Offices
4. IT Services Division – For uploading on ITPO's website
5. Office Order Register

Copy for information to:

1. PSO to CMD
2. PA to ED
3. PA to ED(P)



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

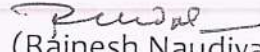
PISL
28/2/24

Pragati Maidan, New Delhi
27 February 2024

Office Order No. Admin/ 122 /2024

With immediate effect, Shri Mom Raj Singh, Assistant(N/F) is posted to Personal Section of Shri Krishan Kumar, Deputy General Manager.

He is advised to report to his new place of posting.


(Rajnesh Naudiyal)
Dy. Manager(Admin)

To:

Sh. Mom Raj Singh,
Assistant (N/F)
E.No. 1128

Copy to:

1. OSD(Admin)
2. DGM(KK)
3. E-I(Computer)/ E-II/Vigilance/CR Unit/Security Division
4. IT Services Division – For uploading on ITPO's website
5. Office Order Register



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
16 October 2023

Office Order No. Admin/ 816 /2023

With the approval of the Competent Authority and immediate effect
Shri Narayan Prasad Yadav, Manager (F&A/Cs) posted to Finance Division
from Printing Unit (merged with D&D Unit).

He is advised to report to FA&CAO for further instruction.

Pushpam
(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To:
Shri Narayan Prasad Yadav
Manager(F&A/Cs)

Copy to:

1. FA&CAO/GM(BL)
2. E-I(Computer)/E-II/Vigilance/CR Unit
3. Office Order Register

Copy for information to:

1. PSO to CMD
2. PA to ED



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)


Pragati Maidan, New Delhi
04 October 2023

Office Order No. Admin/794/2023

With the approval of the Competent Authority and with immediate effect the following officials and YPs are transferred/assigned the additional charge in addition to their existing duties:

Sl. No.	Name & Designation	From (Division)	To (Division)
1.	Shri Tarun Kant Pant Senior Manager	Engg. Services (IECC) with addition to BDD	Engg. Services (IECC) with the additional charge of FS- II Division
2.	Smt. Medni Asstt. Manager(Secretarial; N/F)	Personal Sectt. of Ms. Shalia Shah (IFS:2012), Dy. Secretary, D/o Higher Education.	Fair Services-II Division
3.	Shri Dalip Chand Sr. Assistant(N/F)	Personal Sectt. of Ms. Shalia Shah (IFS:2012), Dy. Secretary, D/o Higher Education.	Fair Services-II Division
4.	Shri Sachin Sharma Young Professional	Engg. Services Division with the additional charge of BDD	Engg. Services with the additional charge of FS-II Division
5.	Shri Lokesh Aggarwal Young Professional	Engg. Services Division	Engg. Services with the additional charge of FS-II Division

The above officials and YPs are directed to report to GM(HM) for further instructions.


(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To: All Concerned

Copy for information to:

1. PSO to CMD
2. PA to ED
3. All HoDs

File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
08 June 2023

Office Order No. Admin/ 471 /2023

Vide DoPT's OM No.31/20/2023-EO(MM-I) dated 05/06/2023 officers presently working as DS/Director in the Ministry/Department are deployed through D/o Commerce to ITPO, in connection with the work relating to G20 Leaders' Summit with immediate effect up to 30/09/2023 or till completion of the work or until further orders, whichever is the earlier in addition to their present assignment in the concerned Ministry/Department.

Accordingly, with immediate effect the following personnel staffs are deployed with the officers:

Sl. No.	Name of the officers	Personal Staff
a)	Shri Sanjay Kumar, IAS(UT:2008), Director, D/o Investment & Public Management	❖ Shri Prakash Chander, Asstt. Manager (Secretarial) ❖ Shri Rakesh Kumar, Sr. Assistant(N/F)
b)	Shri Pawan Yadav, IAS(MN:2014), Deputy Secretary, M/o Electronic & Information Technology.	❖ Shri Purshotam Lal, Asstt. Manager(Secretarial; N/F) ❖ Shri Ramesh Chand, Head Cook(N/F)
c)	Ms. Shalia Shah, (IFS:2012), Deputy Secretary, D/o Higher Education.	❖ Smt. Medni, Asstt. Manager (Secretarial; N/F) ❖ Shri Dalip Chand, Sr. Assistant(N/F)
d)	Shri Jatin Narwal, IPS(UT:2006), Director, D/o Sports.	❖ Shri Sapneswar Behera, Asstt. Manager (Secretarial; N/F) ❖ Shri Rajesh Kumar, Sr. Assistant(N/F)
e)	Shri Amar Singh Meena, (ITS:1995) Director, D/o Corporate Affairs.	❖ Shri Jai Prakash, Asstt. Manager (Secretarial; N/F) ❖ Shri Ram Prasad, Sr. Assistant(N/F)

The above personnel staff are directed to take necessary action for preparation of office of their respective officers in New Administrative Block in coordination with GM(Brij Lal), Stores, Housekeeping, General Section, IT Services, Works, Pantry and F&B in all aspects.

It is further directed that the personnel staff will coordinate with the Secretariat of officers for further instructions.

Pushpam
(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To: All concerned

Copy to:

1. All HoDs
2. E-I(Computer)/ E-II/Vigilance/CR Unit/Security Division
3. Office Order Register

Copy for information to:

1. PSO to CMD
2. PA to ED

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Page No.

Date:

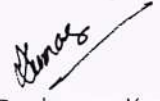
e-File No.Admin-11012/1/2023-ADMIN-ITPO
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
31 May 2023

Office Order No. Admin/ 397/2023

(With immediate effect Shri Narayan Prasad Yadav, Manager (F&A/Cs) (NF) is transferred from Finance Division to Printing Unit.

He is directed to report to GM(BL) for further instructions.


(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To:
Shri Narayan Prasad Yadav
Manager(F&A/Cs)(N/F)

Copy to:

1. FA&CAO/GM(BL)
2. E-I(Computer)/E-II/Vigilance/CR Unit/Printing Unit
3. Office Order Register

Copy for information to:

PA to ED/CVO

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Page No.
Date:



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

Pragati Maidan, New Delhi
 21 June 2023

Office Order No. Admin/507/2023

With immediate effect the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From (Division)	To (Division)
1.	Shri Rajesh Kumar Sr. Mate Gr-II(NF) Emp. No.01131	Caretaking Unit	CMD Sectt.
2.	Shri Rajesh Kumar Sr. Assistant(NF) Emp. No. 00577	Personal Section of Shri Jatin Narwal, IPS (UT:2006), Director, D/o Sports.	E-II Section
3.	Shri Munna Sr. Bhishti Gr-I(NF) Emp. No.00150	CMD Sectt.	Personal Section of Shri Jatin Narwal, IPS (UT:2006), Director, D/o Sports.

The above officials are directed to report to their new place of posting, immediately.

(Col. Pushpam Kumar, SM)
 Officer on Special Duty(Admin)

To:
 All concerned

Copy to:

1. PA to Dir(JN)
2. E-I(Computer)/ E-II/Vigilance/CR Unit/Security Division/Caretaking Unit
3. Office Order Register

Copy for information to:

1. PSO to CMD

513 / 514

Page No.
Date:



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

Pragati Maidan, New Delhi
26 June 2023

Office Order No. Admin/ 513 /2023

With immediate effect Shri Devideen, Senior Bhishti Grade-I(N/F), Emp. No.00229 is directed to report to ED Sectt.

(Signature)
(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To:

Shri Devideen
Sr. Bhishti Gr.-I(N/F)
Emp. No.00229

Copy to:

1. E-I(Computer)/E-II/Vigilance/CR Unit
2. Office Order Register

Copy for information to:

1. PA to ED




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

Pragati Maidan, New Delhi
04 July 2023

Office Order No. Admin/ 539 /2023

With immediate effect, Shri Surya Bali Ram, Senior Assistant (N/F) is posted to Stores Division.

He is directed to report to M(SV) for further instruction.


(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To:
Shri Surya Bali Ram
Sr. Assistant(N/F)

Copy to:
1. OSD(Admin)/DGM(AK)/M(SV)/DM(AK)
2. E-II/Vigilance/CR Unit/Store Division
3. Office Order Register



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

Pragati Maidan, New Delhi
 17 July 2023

Office Order No. Admin/ 577 /2023

With immediate effect the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From (Division)	To (Division)
1.	Shri Mangal Singh, Sr. Mate Gr-I (N/F) Emp. No. 1250	Caretaking Unit	Architect
2.	Shri Prem Chand, Sr. Mate Gr-I (N/F) Emp. No. 1113	Caretaking Unit	CPPR
3.	Shri Shokinder Sr. Mate Gr-II (N/F) Emp. No. 1271	Caretaking Unit	EMD with DGM(AK)
4.	Shri Bishamber Sr. Mate Gr-I (N/F) Emp. No. 1252	Caretaking Unit	Personal Section of OSD(Admin)
5.	Mrs. Baby Khatoon, Mate (N/F) Emp. No. 1442	Caretaking Unit	Admin (Store)

The above officials are advised to report to their new place of posting, immediately.

(Col. Pushpam Kumar, SM)
 Officer on Special Duty(Admin)

To:

All concerned

Copy to:

1. DGM(AK)/M(SS)/M(SV)/DM(AG)
2. E-I(Computer)/ E-II/Vigilance/CR Unit/Security Division/
3. IT Services Division – For uploading on ITPO's website
4. Office Order Register

585

Page No.

Date:



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

Pragati Maidan, New Delhi
 19 July 2023

Office Order No. Admin/585/2023

With immediate effect the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From (Division)	To (Division)
1.	Smt. Kuldeep Kaur Assistant Manager(Secretarial; NF) Emp. No. 477	Fair Services-I	Personal Sectt. of Shri Sambangi Raja Sekhar, Scientist-E, NIC
2.	Shri Gyasi Sr. Bhishti Gr-I(NF) Emp. No. 130	Caretaking Unit	

The above officials are advised to report to their new place of posting, immediately.

(Signature)
 (Col. Pushpam Kumar, SM)
 Officer on Special Duty(Admin)

To:

All concerned

Copy to:

1. Shri Sambangi Raja Sekhar, Scientist-E/GM(HM)
2. E-I(Computer)/ E-II/Vigilance/CR Unit/Security Division/
3. IT Services Division – For uploading on ITPO's website
4. Office Order Register

Copy for information to:

1. PSO to CMD
2. PA to ED



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

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Office Order No. Admin/ 470 /2023

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With immediate effect the following transfers/postings are order:

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- (i) Smt. Sheetal, Asstt. Manager(Secretarial; N/F) is posted to GM(BL) in place of S Jai Prakash, Asstt. Manager(Secretarial; N/F).
- (ii) Smt. Saira Khatoon, Sr. Mason Gr-III(NF) will attend the work of RTI and Tra Unit in addition to her existing duties.
- (iii) Smt. Prem Devi, Assistant(N/F) will look after the work of Shri Dalip Chand, Assistant(N/F).
- (iv) Shri Sukhbir Singh, Sr. Mate Gr-II(NF) will attend the work of General Section addition to his duties in R&I Section.
- (v) Shri Vijay Prakash, Head Cook(N/F) will also attend the duties in Personal Secti of OSD(Admin) in addition to his existing duties.

The above officials are advised to report to their new place of postir immediately.

Pushpam
(Col. Pushpam Kumar, SM
Officer on Special Duty(Admi

To:
All concerned

- Copy to:
- 1. GM(Security)
 - 2. E-I(Computer)/ E-II/Vigilance/CR Unit/Security Division
 - 3. Office Order Register



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
01 May 2023

Office Order No. Admin/ 237 /2023

With immediate effect the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From (Division)	To (Division)
1.	Shri Braham Dev Thakur Sr. Mason Gr-III(NF) Emp. No.0205	Personal Section of Shri Hemant Kumar Singh, SM(Civil) and Shri Pradeep Kumar Singh, SM(Elect.)	Attached with M(TKP) - Engineering Division for IECC related work
2.	Shri Dashrath Mehto Sr. Assistant (N/F) Emp. No.1020	Fair Services-II Division	Stores Division
3.	Shri Mohd. Ozair Sr. Assistant(NF) Emp. No.1046	Personal Section of Shri Ravi Prakash Pareek, SM	Personal Section of OSD(Admin)
4.	Shri Mohd. Afroz Elec. Workman Gr-III(NF) Emp. No.1341	Finance Division	Personal Section of Shri Devender Pal, GM
5.	Shri Shyam Lal Head Cook(N/F) Emp. No.1416	Canteen Unit	Personal Section of Shri S P Panda, SM
6.	Shri Madan Pal Sr. Assistant(N/F) Emp. No.1106	R&I Section	Stores Division
7.	Smt. Jayawanti Jr. Assistant(N/F) Emp. No.1337	Fair Services-I	Personal Section of Shri Ravi Prakash Pareek, SM
8.	Shri Sanjay Kumar Cook(N/F) Emp. No.1437	Canteen Unit	Fair Services-II Division
9.	Shri Sanjeev Kumar Bhatia Sr. Mason Gr.-III(N/F) Emp. No.0187	Personal Section of OSD(Admin)	Personal Section of Shri Hemant Kumar Singh, SM(Civil) and Shri Pradeep Kumar Singh, SM(Elect.)

The above officials are advised to report to their new place of posting, immediately.



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
24 April 2023

Office Order No. Admin/ 232 /2023

Shri Ansuya Prashad, Senior Assistant(N/F) is posted from Business Development Division to ED's Secretariate with immediate effect.

He is advised to report to his new place of posting, immediately.

Pushpam
(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To:

Shri Ansuya Prashad
Sr. Assistant(N/F)
Emp. No.00345

Copy to:

1. GM(DP)
2. E-I(Computer)/E-II/Vigilance/CR Unit/Salary
3. Office Order Register

Copy for information to:

1. PA to ED



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

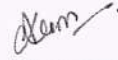
Pragati Maidan, New Delhi
02 March 2023

Office Order No. Admin/ 79 /2023

With immediate effect the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From (Division)	To (Division)
1	Shri Lokesh Kumar Sharma Assistant(N/F) Emp. No.1116	Finance Division (Management Accounts)	ED's Sectt.
2	Shri Harish Kumar Assistant(N/F) Emp. No.1048	ED's Sectt.	Finance Division (Management Accounts)

The above officials are advised to report to their new place of posting, immediately.


(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To: All concerned

Copy to:

1. HoD(RKT)
2. M(AA)/E-I(Computer)/E-II/Vigilance/CR Unit/ Security Division
3. Office Order Register


ORDER

Whereas, Shri Rohit Sonkar, Manager, Emp. No. 1480 was placed under suspension vide Order No. (R-77)/ITPO/E-III/2015 dated 25.02.2020 and his headquarters was shifted to ITPO's Regional Office Kolkata.

And whereas, his suspension has been reviewed on the sixth occasion by a Review Committee headed by CMD, ITPO in its meeting held on 20.01.2023. The Review Committee after detailed deliberations and taking into account the facts and circumstances of the case has given its recommendations.

Now therefore, on the basis of recommendations of the Review Committee and in exercise of the powers conferred by Rule 22(5) of ITPO CDA Rules, the suspension of Shri Rohit Sonkar is hereby revoked with immediate effect. Further, considering the ongoing departmental inquiry, Shri Rohit Sonkar may not be posted in sensitive divisions or dealing with financial transactions.

Accordingly, the above order is hereby communicated to Shri Rohit Sonkar, Manager, for and on behalf of the Competent Authority.


(Col. Pushpam Kumar, IAS)
Officer on Special Duty (Adm.)

Shri Rohit Sonkar,
Manager, Emp. No. 1480

Copy to:

1. PSO to CMD
2. PS to ED
3. GM(Security) / DGM(Fin.)
4. Salary Section/E-II Section/ACR Dossier/RO(Kolkata)



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

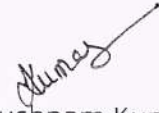
Pragati Maidan, New Delhi
13 February 2023

Office Order No. Admin/ 60 /2023

With immediate effect the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From (Division)	To (Division)
1	Shri Manoj Kumar Upreti ✓ Sr. Steno. Emp. No.0476	FS-II Division	ED's Secretariate
2	Shri Davender Kumar Mehta Senior Mason Gr-III(NF) Emp. No.0133	CMD's Secretariate	ED's Secretariate
3	Shri Lokesh Kumar Sharma Assistant(N/F) Emp. No.1116	CMD's Secretariate	Finance Division (Management Accounts)
4	Shri Harish Kumar Assistant(N/F) Emp. No.1048	Finance Division (Management Accounts)	ED's Secretariate
5	Shri Munna ✓ Sr. Bhishti Gr.-II(N/F) Emp. No.0150	BDD	CMD's Secretariate

The above officials are advised to report to their new place of posting, immediately.


(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To: All concerned

Copy to:

1. GM(HM)/GM(BKD)/HoD(RKT)
2. SM(SPP)/M(AA)/E-I(Computer)/E-II/Vigilance/CR Unit/Salary/Security Division
3. IT Services Division – For uploading on ITPO's website
4. Office Order Register

Copy for information to:

1. PSO to CMD



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
10 February 2023

Office Order No. Admin/59/2023

With immediate effect the following officials are deployed on the days mentioned against each to attend the CMD's Sectt. for taking minutes of HoDs on daily basis at 10:00 a.m.:

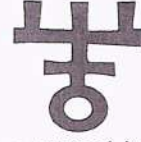
Sl. No.	Name of the officials	Days
1.	Shri Tarachand Verma, Sr. Steno. and Smt. Babita Kumari, Sr. Steno.	Monday
2.	Smt. Seema Tiwari, Sr. Steno. and Smt. Charu Khurana, Sr. Steno.	Tuesday
3.	Shri Rakesh Kumar Varma, Assistant Manager(Secretarial) and Shri Raman Madan, Sr. Steno.	Wednesday
4.	Smt. Sujata, Assistant Manager (Secretarial) and Shri Rakesh Kumar, Assistant Manager (Secretarial; NF)	Thursday
5.	Shri Ajay, Sr. Steno. and Shri Anil Kumar Jha, Sr. Steno.	Friday

Pushpam
(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To:
All concerned

Copy to:
1. All HoDs
2. Office Order Register

Copy for information to:
1. PSO to CMD




File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
08 February 2023

Office Order No. Admin/ 56 /2023

With immediate effect Shri Rohit Sonkar, Manager, Emp. No.1480 is advised to report to Administration Division(E-I Section) for further posting.


(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To:
Shri Rohit Sonkar
Manager

Copy to:

1. E-I(Computer)/E-II/Vigilance/CR Unit
2. Office Order Register

Copy for information to:

1. PSO to CMD



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
24 January 2023

Office Order No. Admin/ 35 /2023

With immediate effect Shri Lokesh Kumar Sharma, Assistant(N/F) and Shri Davender Kumar Mehta, Senior Mason Grade-III(N/F) posted in personal section of ED are advised to report to personal section of CMD till further orders.

Pushpam
(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To:

Shri Lokesh Kumar Sharma
Assistant (N/F)

Shri Davender Kumar Mehta
Sr. Mason Gr.-III(N/F)

Copy to:

1. E-I(Computer)/E-II/Vigilance/CR Unit
2. Office Order Register

Copy for information to:

1. PSO to CMD



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
24 January 2023

Office Order No. Admin/ 35 /2023

With immediate effect Shri Lokesh Kumar Sharma, Assistant(N/F) and Shri Davender Kumar Mehta, Senior Mason Grade-III(N/F) posted in personal section of ED are advised to report to personal section of CMD till further orders.

(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To:

Shri Lokesh Kumar Sharma
Assistant (N/F)

Shri Davender Kumar Mehta
Sr. Mason Gr.-III(N/F)

Copy to:

1. E-I(Computer)/E-II/Vigilance/CR Unit
2. Office Order Register

Copy for information to:

1. PSO to CMD



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)


Pragati Maidan, New Delhi
6 January 2023

Office Order No. Admin/ 12 /2023

In continuation to Office Order No. Admin/10/2023 dated 05/01/2023, the partial modification is being made corresponding to the entry against the Sl. No.2 as under:-

Sl. No.	Name & Designation	From (Division)	To (Division)
2.	Shri Dinesh Mathur, Deputy Manager	FSD and additional charge of CMD Sectt.	FS-II Division

The other entries of the Office Order No. Admin/10/2023 dated 05/01/2023 will remain the same.


(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To:

All concerned

Copy to:

1. GM(HM)/GM(BKD)
2. E-I(Computer)/ E-II/Vigilance/CR Unit/Security Division
3. IT Services Division – For uploading on ITPO's website
4. Office Order Register

Copy for information to:

1. PSO to CMD



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
5 January 2023

Office Order No. Admin/ 10 /2023

With the approval of the Competent Authority and with immediate effect the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From (Division)	To (Division)
1.	Shri Vasdev, Manager	ED Sectt.	FS Division till further orders
2.	Shri Dinesh Mathur, Deputy Manager	CMD Sectt.	FS-II Division
3.	Shri Manoj Kumar Upreti, Sr. Steno.	ED Sectt.	FS-II Division till further orders
4.	Shri Sanjeev Kumar, Sr. Steno.	CMD Sectt.	BDD

The above officials are advised to report to their new place of posting, immediately.

Atmang
(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To:
All concerned

Copy to:

1. GM(HM)/DGM(BL)
2. E-I(Computer)/ E-II/Vigilance/CR Unit/Security Division
3. IT Services Division – For uploading on ITPO's website
4. Office Order Register

Copy for information to:

1. PSO to CMD

2023

11

172

Date: _____

File No.9-ITPO(52)/E-I/85 Pt.
India Trade Promotion Organisation
Administration Division, E-I Section

Pragati Maidan, New Delhi
22nd December 2022

Office Order No. Admin/ 747/ 2022

With immediate effect, the following is ordered:

Sl. No.	Name & Designation	From	To
1.	Shri Shyam Lal, Head Cook(N/F) 1416	Stores Division	Directed to report Shri Desh Pal, Senior Assistant (N/F) (Canteen) for deployment at tea/coffee machines.
2.	Shri Sanjay Kumar, Cook(N/F) 1437	Administration Division (Gate No.1)	
3.	Shri Mohd. Afroz 6/541	Administration Division (Gate No.1)	Till further orders, report to M(Harpal Singh) Finance Division for further deployment.

2. In case of leave/absence of officials mentioned at Sl. No. 1 and 2, Sh. Desh Pal, Sr. Assistant will manage the deployment within the existing manpower of Canteen.
3. Security Division is requested to manage reception at Gate No-1 through ITPO Security/CISF/Private Security personnel till further orders.

Pushpam Kumar
(Col. Pushpam Kumar, SM)
Officer on Special Duty (Admin)

To: All concerned.

Copy to:

1. All HODs
2. Office Order Register/Notice Board




File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
07 December 2022

Office Order No. Admin/ 727/2022

With the approval of the Competent Authority, it is ordered with immediate effect that:-

- i. Fair Services-II (FS-II) Division stands separated from Business Development Division (BDD) and Smt. Hema Maity, General Manager will be the overall in-charge of Fair Services-II (FS-II) Division.
- ii. Shri Suman Mondal, Deputy Manager is posted to Engg. Division.


(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To:
All concerned

Copy to:

1. All HoDs
2. E-I(Computer)/E-II/Vigilance/CR Unit/Salary/Security Division
3. IT Services Division – For uploading on ITPO's website
4. Office Order Register

Copy for information to:

1. PS to CMD
2. PA to ED(P)




File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
01 December 2022
02

Office Order No. Admin/707/2022

With immediate effect the following is ordered:

- (i) Shri D D Sharma, Sr. Assistant(N/F) will assist Smt. Durgesh Nandni Batra, Manager for Delhi Book Fair-2022 till 26/12/2022.
- (ii) Smt. Medni, Sr. Steno. will assist Shri Azam Khan, Manager for Stationary Fair/Office Automation Fair/Gift Fair-2022 till 26/12/2022


(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To: All concerned.

Copy to:

1. GM(BDD)
2. M(AK)/M(DNB)
3. Vigilance Unit/CR Section
4. Office Order Register



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
25 October 2022

Office Order No. Admin/ 628 /2022

With immediate effect the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From (Division)	To (Division)
1	Shri Vijay Prakash Head Cook(N/F) Emp. No.01409	Administration Division (E-I Section)	Personal Section of OSD(Admin)
2	Shri Sanjeev Kumar Bhatia Sr. Mason Gr-III(N/F) Emp. No.00187	Personal Section of OSD(Admin)	Administration Division (E-I Section)

The above officials are advised to report to their new place of posting, immediately.

Mun...
(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To:

Shri Vijay Prakash
Head Cook(N/F)

Shri Sanjeev Kumar Bhatia
Sr. Mason Gr.-III(N/F)

Copy to:

1. DM(SJ)/E-I(Computer)/E-II/Vigilance/CR Unit/Salary/Security Division
2. IT Services Division – For uploading on ITPO's website
3. Office Order Register




File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
01 September 2022

Office Order No. Admin/ 521 /2022

With the approval of the Competent Authority and with immediate effect, the following are ordered :-

1. Shri Vivekanand Vivek, Sr. Manager is assigned the additional charge of E-II Section and Caretaking Unit in addition to his existing work of CPPR.
2. Smt. Meena Sachdeva, Manager is assigned the additional charge of Hindi Section in addition to her existing work of CR Section.


(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

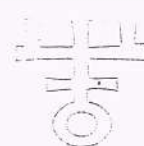
To: All concerned

Copy to:

1. All HoDs
2. DM(BK)/DM(BP)/DM(NA)
3. E-I(Computer)/E-II/E-III/Vigilance/CR Unit/Security Division
4. IT Services Division – For uploading on ITPO's website
5. Office Order Register

Copy for information to:

1. PS to CMD
2. PS to ED



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
18 August 2022

Office Order No. Admin/ 484 /2022

With immediate effect, the following transfers/postings are ordered :-

No.	Name & Designation	From (Division)	To (Division)
1.	Shri Prakash Chander Assistant Manager(Secretarial; NF) Emp. No.465	Finance Division	Business Development Division - As a dealing hand
2.	Shri Rakesh Kumar Verma Assistant Manager(Secretarial) Emp. No.854	Business Development Division	Personal Section of Shri Vikash Kumar Singh, GM(Security)
3.	Shri Sanjay Kumar Assistant Manager(Secretarial) Emp. No.853	Personal Section of Shri Vikash Kumar Singh, GM(Security)	Finance Division - As a dealing hand
4.	Shri Rakesh Kumar Assistant(N/F) ✓ PIS Emp. No.1072	Administration Division (Gate No.1 Reception)	Finance Division
5.	Shri Mohd. Afroz Elec. Workman Gr-III(NF) ✓ PIS Emp. No.1341	Attached with Shri Hemant Kumar Singh, SM(Civil) and Shri Pradeep Kumar Singh, SM(Elect.)	Administration Division (Gate No.1 Reception)
6.	Shri Braham Dev Thakur Sr. Mason Grade-III (N/F) Emp. No. 0205	Engineering Division	Personal Section of Shri Hemant Kumar Singh, SM(Civil) and Shri Pradeep Kumar Singh, SM(Elect.)

The above officials are advised to report to their new place of posting, immediately.

(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

All concerned

- to:
- GM(BKD)/GM(VKS)/GM(Works)
 - DGM(RKT)/SM(HKS)/SM(PKS)
 - E-I(Computer)/E-II/E-III/Vigilance/CR Unit/Security Division
 - IT Services Division - For uploading on ITPO's website
 - Office Order Register

- For information to:
- PS to CMD
 - PS to ED



File No.16-ITPO(1)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
01 July 2022

Office Order No. Admin/371/2022

With the approval of the Competent Authority and with immediate effect the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From (Division)	To (Division)
1	Shri Adesh Kumar Attendant Emp. No.1441	Reception Counter Gate No.10 (Administration Division)	General Section
2	Shri Ram Prasad Sr. Assistant(N/F) Emp. No.1101	TIRP	Reception Counter Gate No.10 (Administration Division)
3	Shri Vijender Sr. Mason Gr-III(NF) Emp. No.0223	General Section	TIRP

The above officials are advised to report to their new place of posting, immediately.

Asif Siraj
(Asif Siraj)
Manager(Admin)

To: All concerned

Copy to:

1. M(AK)/DM(SS)/DM(SS - TRIP)
2. E-I(Computer)/ E-II/Vigilance/CR Unit/Security Division
3. Office Order Register



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
03 June 2022

Office Order No. Admin/307/2022

With immediate effect, the following transfers/postings are ordered:-

Sl. No.	Name and Designation	From(Division)	To(Division)
1.	Shri Sanjeev Kumar Bhatia Sr. Mason Grade-III(N/F) Emp. No.0187	Ex-Consultant (Dr. K M Soni)	Personal Section of OSD(Admin)
2.	Shri Munna Sr. Bhisti Grade-II(N/F) Emp. No.0150	Personal Section of OSD(Admin)	BDD with SM(SPP)
3.	Shri Ashok Kumar Sharma Assistant(N/F) Emp. No.1140	Admin Division (E-II Section)	Protocol Unit with M(AK)
4.	Shri Vijender Sr. Mason Gr-III(N/F) Emp. No.0223	Works Division	General Section

The above officials are advised to report to their new place of posting, immediately.

(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To:
All concerned.

Copy to:

1. GM(Works)
2. SM(SPP)/SM(SAA)/M(AK)/DM(BK)/DM(BP)
3. General/R&I/E-II Section/E-I(Computer)
4. Office Order Register



File No.2-ITPO(1)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
30 May 2022

Office Order No. Admin/ 291 /2022

() With the approval of the Competent Authority and with immediate effect Shri Rajesh Kumar, Junior Assistant, has been posted to IECC Project Unit from E-I Section.

He is advised to report to his new place of posting, immediately.

(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To:
Shri Rajesh Kumar
Junior Assistant
1512

Copy to:

1. ED(Project)
2. E-I(Computer)/ E-II/Vigilance/CR Unit/Salary/Security Division/IECC Project Unit
3. IT Services Division – For uploading on ITPO's website
4. Office Order Register

Copy for information to:

1. PS to CMD
2. PS to ED



File No.16-ITPO(1)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I Section)

PS

Pragati Maidan, New Delhi
25 May 2022

Office Order No. Admin/ 280 /2022

With immediate effect, the deployment of the officials is being made at following locations:

Reception Gate No.1: Timing 10:00 a.m. to 6:00 p.m.(All Working days)

Sl. No.	Name & Designation
1	Shri Rakesh Kumar, Assistant(N/F), Emp. No.1072
2	Shri Sanjay Kumar, Cook(N/F), Emp. No.1437

Reception Gate No.10: Timing 10:00 a.m. to 6:00 p.m.(All Working days)

Sl. No.	Name & Designation
1	Shri Mohd Rihan, Sr. Assistant (N/F), Emp. No.1025
2	Shri Adesh Kumar, Attendant, Emp. No.1441

2. The following officials have also been kept reserved for further deployment at gates as and when required:

- Shri Rajesh Kumar, Sr.Assistant(NF), Emp. No.0577
- Shri Surender Pratap Singh, Sr. Assistant, Emp. No.0557
- Shri Mohd Ozair, Assistant(N/F), Emp. No.1046
- Shri Harish Kumar, Assistant (N/F), Emp. No.1048

3. This issues with the approval of the Competent Authority.

(Col. Pushpam Kumar, SM)
Officer on Special Duty(Administration)

To: All concerned

Copy to:

- All HoDs
- Engg. Division/Housekeeping Unit/Vigilance/Security Division
- IT Services Division – For uploading on ITPO website.
- Office Order Register

Copy for information to:

- PS to CMD
- PS to ED



File No.2-ITPO(1)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I Section)

PISL ✓

Pragati Maidan, New Delhi
24 May 2022

Office Order No. Admin/279/2022

With the approval of the Competent Authority and with immediate effect the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From (Division)	To (Division)
1	Shri Tarachand Verma Sr. Steno. Emp. No.1307	FS-II Division	Personal Section of Shri Mathura Prasad, ED(Project)
2	Smt. Babita Kumari Sr. Steno. Emp. No.01377	E-III Section	Personal Section of Shri Suresh Kumar Sinha, GM(Works)
4	Shri Pardeep Kumar Sr.Mason Gr-III(N/F) Emp. No.0183	Engg. Division	Personal Section of Shri Mathura Prasad, ED(Project)
5	Shri Mohd. Haider Mason(NF) Emp. No.1360	Engg. Division	Personal Section of Shri Suresh Kumar Sinha, GM(Works)
6	Shri Mohd. Afroz Elec.WorkmanGr-III(NF) Emp. No.01341	Personal Section of OSD(Admin)	Attached with Shri Hemant Kumar Singh, SM(Civil) and Shri Pradeep Kumar Singh, SM(Elect.)

() The above officials are advised to report to their new place of posting, immediately.

(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To: All concerned

Copy to:

1. DGM(RKT)
2. E-I(Computer)/E-II/E-III/Vigilance/CR Unit/Security Division
3. IT Services Division – For uploading on ITPO's website
4. Office Order Register



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
12 May 2022

Office Order No. Admin/ 255 /2022

With the approval of the Competent Authority and with immediate effect the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From (Division)	To (Division)
1.	Shri Suresh Chander Senior Assistant(N/F) Emp. No.00285	E-I Section	Law Unit
2.	Shri Surya Bali Ram Senior Assistant(N/F) Emp. No.01034	Computer Division	EMD
3.	Shri Madan Pal Senior Assistant(N/F) Emp. No.01106	Hindi Section	R&I Section
4.	Shri Mohd. Afroz Elec. Workman Gr-III(N/F) Emp. No.01341	BDD	Personnel Section of OSD(Admin)
5.	Smt. Uma Devi Assistant (N/F) Emp. No.01123	EMD	Law Unit
6.	Smt. Kanta Devi Assistant (N/F) Emp. No.01148	Law Unit	Hindi Section
7.	Shri Bed Ram Assistant (N/F) Emp. No.01127	CPPR	BDD

The above officials are advised to report to their new place of posting, immediately.

(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To: All concerned

Copy to:

1. DGM(DP)/SM(RPP)/SM(VV)/DM(SS)
2. E-I(Computer)/ E-II/Vigilance/CR Unit/Security Division
3. IT Services Division – For uploading on ITPO's website
4. Office Order Register

P152

No. 2-ITPO(1)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
25th February, 2022

Office Order No. Admin./126/2022

With the approval of Competent Authority and with immediate effect, the following transfers/postings are ordered:-

S.No.	Name and Designation	From (Division)	To (Division)
1.	Sh. Vivekanand Vivek, Senior Manager (00817)	BDD	CPPR
2.	Sh. Sanjay Vashishtha, Manager (00884)	CPPR	FS-I

The above officers are advised to their new place of posting immediately.

Pushpam
(Col. Pushpam Kumar, SM)
Officer on Special Duty (Admin)

To: All concerned.

Copy to:

1. All HoDs
2. E-I (Computer)/E-III/Vigilance/C.R. Unit/Salary/Security Division
3. IT Services Division – For uploading on ITPO's website
4. Office Order Register

Copy for information to:

1. PS to CMD
2. PS to ED



File No.2-ITPO(1)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I Section)

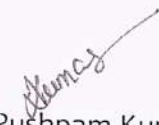
Pragati Maidan, New Delhi
15 February 2022

Office Order No. Admin/ 112/2022

With the approval of the Competent Authority and with immediate effect, the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From (Division)	To (Division)
1	Shri Tarun Kant Pant Manager Emp. No.01454	BDD	Engineering Division for IECC related work. He will also look after all IT issues of IECC.
2	Shri Suman Mondal Dy. Manager Emp. No.01526	FS-II Division	Engineering Division for IECC related work. He will also look after all IT issues of IECC.

The above officers are advised to report to their new place of posting immediately.


(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To: All concerned

Copy to:

1. All HoDs
2. C(KMS)
3. E-I(Computer)/ E-III/Vigilance/CR Unit/Salary/Security Division
4. IT Services Division – For uploading on ITPO's website
5. Office Order Register

Copy for information to:

1. PS to CMD
2. PS to ED

No.2-ITPO(2)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I)

Pragati Maidan, New Delhi
Date: 02.02.2022

Office Order No. Admin./ 85 /2022

With the approval of the Competent Authority and with immediate effect, Sh. Jai Prakash, Assistant Manager (Sectt) (N/F) has been assigned the additional work of Engineering Division (Civil) with SM(ML), in addition to his existing duties with DGM(BL).

He is advised to report to SM(ML), immediately.

(Col. Pushpam Kumar, SM)
Officer on Special Duty (Admin)

To:

Sh. Jai Prakash,
Asstt. Manager (Sectt) (N/F)
E.No. 00464

Copy to:

1. DGM(BL)
2. SM(ML)
3. Salary /Vigilance/E-I (Computer)
4. Office Order Register



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

P15
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Pragati Maidan, New Delhi
02 November 2021

Office Order No. Admin/ 739 /2021

With the approval of the Competent Authority and with immediate effect the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From (Division)	To (Division)
1	Shri Sanjay Kumar, Assistant Manager(Secretarial) Emp. No.00853	Personal Section of Consultant (KMS)	Personal Section of GM(Security)
2	Shri S K Nirwan, Sr. Steno Emp. No.00481	Personal Section of GM(Security)	ED Secretariat
3	Shri Lakshman Singh Sr. Assistant Emp. No.00308	EMD, with additional duty in CPPR till 30/11/2021 for IITF.	

The above officials are advised to report to their new place of posting, immediately.


(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To:
All concerned

Copy to:

1. GM(Security)/C(KMS)
2. M(SV)/E-III/E-I(Computer)/CR Unit/Salary/Vigilance
3. IT Services Division – For uploading in ITPO's Website
4. Office Order Register
5. Notice Board

Copy for information to:

1. PS to ED



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
26 October 2021

Office Order No. Admin/721/2021

With the approval of the Competent Authority and with immediate effect the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From (Division)	To (Division)
1	Shri Vasdev Manager Emp. No.947	FS-I Division	Full charge of ED Secretariat
2	Shri Vinod Kumar Assistant Manager(Secretarial) Emp. No.450	Personal Section of CS(SRS)	Law Division with additional charge of Estate Office
3	Smt. Sujata Assistant Manager(Secretarial) Emp. No.852	E-I Section	Personal Section of CS(SRS)

The above officers/officials are advised to report to their new place of posting, immediately.

(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To: All concerned

Copy to:

1. CS(SRS) /GM (HM)
2. E-III/E-I(Computer)/CR Unit/Law Unit/Salary/Vigilance
3. IT Services Division – For uploading on ITPO's Website
4. Office Order Register
5. Notice Board

Copy for information to:

1. PS to CMD
2. PS to ED



No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I)

Pragati Maidan, New Delhi
Date: 22nd October, 2021

Office Order No. Admin./ 712 /2021

With the approval of the Competent Authority and with immediate effect, Sh. Rambir, Assistant Manager, Stores Division, is hereby assigned the additional duties of General Section w.e.f. 25.10.2021 to 30.11.2021.

Asif Siraj
(Asif Siraj)
Manager(Admin)

To:
Sh. Rambir
Assistant Manager

Copy for information to:

1. OSD(Admin)
2. SM(MK)/M(DNB)/M(AK)
3. Salary/Vigilance/General/CR Unit/E-III/E-I(Computer)
4. Office Order Register



File No.2-ITPO(1)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
05 August 2020
7

Office Order No. Admin/ 769 /2020

With the approval of the Competent Authority and with immediate effect, Shri Gona Jagadish, Senior Assistant (Elect.) is hereby posted to IECC Unit. He is also nominated in the internal "Scanning & Digitization Activity Team" vide Office Order No. Admin/750/2020 dated 04/08/2020.

He is advised to report to Shri Nitin Kohli, Deputy General Manager(Civil), immediately.

Asif Siraj
(Asif Siraj)
Manager (Admin)

To:
Shri Gona Jagadish
Senior Assistant (Elect.)

Copy to:

1. PS to ED
2. OSD(Admin)/DGM(NK)
3. E-III/E-I(Computer)/CR Unit/Vigilance/Engg./General Section/Stores/IECC Unit
4. Office Order Register
5. Notice Boards



File No.2-ITPO(1)/E-I/2019

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

Pragati Maidan, New Delhi
February 11, 2021

Office Order No. Admin/ 114 /2021

With the approval of the Competent Authority, the following transfers/postings are ordered:

Sl. No.	Name	Designation	From	To
1.	Sh. Manish Yadav	Dy. Manager	IT Services	BDD
2.	Mrs. Nirmala Azad	Dy. Manager	FS-II	Hindi Section
3.	Sh. Puneet Kumar	Dy. Manager	Printing and Estate Office	F&B and Estate Office
4.	Sh. Abhishek Kumar	Dy. Manager	FS-I	E-III with additional charge of Caretaking Unit
5.	Mrs. Sweety Paul	Dy. Manager	CPPR	TIRP
6.	Sh. Shashvat Sangwan	Dy. Manager	BDD	IT Services

The above officers are directed to report to their new place of posting immediately.

This issues with the approval of CMD, ITPO.

(Col. Pushpam Kumar, SM)
OSD(Admin)

To: All concerned.

Copy to:

1. All HoDs
2. Salary/Vigilance/E-I (Computer)/E-III/ACR.
3. Computer Division – for uploading on ITPO Website.
4. Office Order Register
5. Notice Boards

Copy for information to:

1. PS to CMD
2. PS to ED



File No.2-ITPO(1)/E-1/2019
India Trade Promotion Organisation
(Administration Division, E-I Section)


Pragati Maidan, New Delhi
February 11, 2021

Office Order No. Admin/ 115 /2021

The following officers have been assigned additional charges as mentioned below:

Sl. No.	Name	Designation	Additional charge
1.	Sh. S A Azmi	Sr. Manager	Hindi Section
2.	Sh. Ravi P Pareek	Sr. Manager	CS and Law
3.	Mrs. Amrapali Dixit	Sr. Manager (Security)	PIO
4.	Sh. Krishan Kumar	Sr. Manager	Alt. PIO
5.	Sh. Abhishek Chauhan	Manager	IT Services

This issues with the approval of CMD.


(Col. Pushpam Kumar, SM)
OSD(Admin)

() To: All concerned.

Copy to:

1. All HoDs
2. Salary/Vigilance/E-I (Computer)/E-III/ACR.
3. Computer Division – for uploading on ITPO Website.
4. Office Order Register
5. Notice Boards

Copy for information to:

1. PS to CMD
2. PS to ED

25/02/ 2020


ORDER

WHEREAS a case against Shri Akshay, Deputy Manager (Emp. No. 1483) in respect of a criminal offence is under investigation by CBI.

AND WHEREAS the said Shri Akshay has been in CBI custody from 17.02.2020 which is for a period exceeding forty-eight hours.

NOW, THEREFORE, the said Shri Akshay, Deputy Manager (Emp. No. 1483) is deemed to have been suspended with effect from the date of detention, i.e., the February 17, 2020 in terms of sub rule (2) of Rule 22 of the ITPO Employees (CDA) Rules and shall remain under suspension until further orders.

It is further ordered that the HQ of Shri Akshay, Deputy Manager (under suspension) stands shifted to ITPO, Chennai with immediate effect in public interest.


(Col. Pushpam Kumar)
Officer on Special Duty (Admin) &
Appointing Authority

To:
Shri Akshay
Deputy Manager (Under Suspension - Emp. No.: 1483)

Copy to:

1. GM(Vigilance)
2. FA&CAO
3. Salary Section
4. E-III Section
5. ACR Unit / Dossier
6. Shri Atul Hajela, DSP, Anti Corruption Bureau, CBI, CGO Complex, New Delhi
7. Present Address of Shri Akshay : F-77, Kunwar Singh Nagar, Nangloi, Delhi - 110041.
8. Permanent Address of Shri Akshay : A-5, Shanti Niketan, Madhuban, Chittorgarh, Rajasthan
9. Jail Superintendent, Tihar Jail, Delhi - with the request to serve copy of this order to Shri Akshay under judicial custody vide FIR No. RC-DAI-2020-A-0007 dated 17.02.2020
10. The Regional Office, ITPO, Chennai.

Copy for information:

1. PS to CMD
2. PS to ED/CVO



No.2-ITPO(2)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I)

Pragati Maidan, New Delhi
18th November, 2020

Office Order No. Admin./ 1002 /2020

With the approval of the Competent Authority, Sh. Pat Ram Singh, Assistant (GC)-N/F is hereby posted with Sh. Surinder Kumar, Senior Manager (BDD).

He is directed to report to Sh. Surinder Kumar, SM(BDD) with immediate effect.

(Srishti Jain)
Dy. Manager (Admin)

To:

Sh. Pat Ram Singh,
Assistant (GC)-N/F
E.No. 01055

Copy to:

1. OSD(Admin)/DGM(DP)
2. SM(SK)
3. Salary/Vigilance/E-II/E-I(Computer)/CR Unit
4. Office Order Register/Notice Board

INDIA TRADE PROMOTION ORGANISATION
(Administration Division, E-I Section)
Pragati Bhawan, Pragati Maidan, New Delhi

F.No.2-ITPO (1)/E-I/2019

Dated: 22.10.2020


Office Order No. Admn/463/2020

With the approval of the Competent Authority, the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From	To	Remarks
1.	Sh. Sabar Singh, Assistant Manager (Secretarial) Emp. No. 0581	IT Services	F&B Unit	Sh. Sabar Singh to be posted to F&B Unit on relieving from e file scanning duty and in meanwhile Sh. Prakash Chander (Sr. Steno) presently working in FS-I will be posted to F&B as dealing hand.
2.	Sh. Prakash Chander, Sr. Steno Emp.No. 0465	Fair Services-I	F&B Unit	
3.	Sh. Rajnesh Kumar Naudiyal Assistant Manager(GC) Emp. No. 0412	F&B Unit	E-I Section (Administration)	—
4.	Sh. Bhim Singh Rawat Assistant(GC) Emp. No. 0378	Printing Unit	E-I Section (Administration)	—

1. The above officials are directed to report to their new place of posting, immediately.
2. For handing/taking over of charge, 20 days time is provided w.e.f. the date of issue of this order.
3. The handing/taking over report should be signed by both officials and counter signed by their respective HoDs. Any dispute during handing/taking over between officers must be resolved at HoDs level in time bound manner.
4. As per requirement, the above officials may be asked to work at their new place of posting during the time of handing & taking over of charge.

After the mentioned time of 20 days, the concerned to work fully at their new place of posting.


(Srishti Jain)
Dy. Manager (Admn.)

To

- 1) Sh. Sabar Singh, Dy. Manager(GC)(NF)
- 2) Sh. Prakash Chander, Asstt. Manager (Secretarial)(NF)
- 3) Sh. Rajnesh Kumar Naudiyal, Asstt. Manager
- 4) Sh. Bhim Singh Rawat, Assistant

Copy to:-

1. OSD(Admn.)
2. GM(HM)/DGM(BL)/ DGM(IT)/M(AS)
3. Vigilance/E-I(Computer)
4. Office Order Register

No.4-ITPO (1)/E.I/2020
INDIA TRADE PROMOTION ORGANISATION
(ADMINISTRATION DIVISION, E-I SECTION)

Pragati Maidan, New Delhi
16th October, 2020

Office Order No. Admin/ 953 /2020

With the approval of the competent authority and with immediate effect, the post of Dy. Manager –N/F (Fin.) has been retained in BDD.

Shri Kailash Chand, Dy. Manager-N/F (Fin.) presently posted in BDD is being sent back to FA& CAO for further posting in the Finance & Accounts.

The concerned officials are advised to act accordingly.

(Col. Pushpam Kumar, SM)
OSD (Administration)

To
Shri Kailash Chand, DM-N/F
Shri Ashok Kumar, DM-N/F

Copy to

1. PS to CMD
2. PS to ED
3. I A&CAO/ DGM(DP)
4. All HoDs
5. Regional Offices
6. E-II/E-III/Vigilance/Salary/Security
7. E-I Computer.
8. Notice Board/ Office Order Register



No.2-ITPO(2)/E-1/2020
India Trade Promotion Organisation
(Administration Division, E-1)

Pragati Maidan, New Delhi
27th August, 2020

Office Order No. Admin./ /2020

With the approval of the Competent Authority, the following transfers are made:

S.No.	Name and Designation	Division (From)	Division (To)
1.	Sh. Sanjay Wadhwa, Senior Assistant, E.No. 00268	RTI Cell in addition to his existing duties	
2.	Sh. Rajesh Kumar-II Sr. Assistant (N/F), E.No.00577	Protocol Unit	Admin (E-II) -For Diary and dispatch work, etc.
3.	Sh. Gauri Shankar, Sr. Assistant (N/F), E.No. 01022	Personal Section of SM(BKG)	Personal Section of DGM(ACMK)
4.	Sh. Krishan Kumar, Sr. Mason Gr-III (N/F) E.No. 00171	Personal Section of DGM(ACMK)	Store Unit
5.	Sh Adesh Kumar, Attendant, E.No. 01441	IT Division	Personal Section of SM(BKG)
6.	Mrs. Prem Devi, Jr. Assistant (N/F), E.No. 01303	Store	Admin(R&I)
7.	Sh. Shyam Lal, Head Cook (N/F),E.No. 01416	Canteen	FS-II with SM(Ashok Kumar)
8.	Sh. Patwari Lal, Head Cook (N/F), E.No. 01412	Canteen	Law Unit
8.	Sh. Madan Pal, Sr. Assistant (N/F), E.No. 1106	Travel	Travel and Hindi Section -Till further orders
10.	Sh. Dharam Pal, Sr. Bhisti Grade-II (N/F) E.No. 00227	E-III	E-III and E-II -Till further orders
11.	Sh. Karam Vir, Sr. Assistant (N/F), E.No. 00060	M(AK)/R&I	M(AK)-Protocol Unit

All concerned are advised to report to their new place of posting, immediately.

Asif Siraj
(Asif Siraj)
Manager (Admin)

To: All concerned

Copy to:

1. OSD(Admin)/DGM(ACMK)
2. SM(BKG)/SM(AK)/SM(AD)/M(AK)
3. Salary/Vigilance/Stores/Protocol/Hindi/Travel/R&I/E-II/E-III/E-I(Computer)/CR Unit
4. Office Order Register/Notice Board

SAC(KR)

I hereby join Stores Division w.e.f. 1st September, 2020.

M(Punjab)
Manager (E-I)

Rankey
31/08/2020
Manager

(Krishan Kumar)
Sr. Mason Gr. III
31/8/2020



No.2-ITPO(2)/E-1/2020
India Trade Promotion Organisation
(Administration Division, E-I)

Pragati Maidan, New Delhi
27th August, 2020

Office Order No. Admin./ 818 /2020

With the approval of the Competent Authority, the following transfers are made:

S.No.	Name and Designation	Division (From)	Division (To)
1.	Sh. SanjayWadhwa, Senior Assistant, E.No. 00268	RTI Cell in addition to his existing duties	
2.	Sh. Rajesh Kumar-II Sr. Assistant (N/F), E.No.00577	Protocol Unit	Admin (E-II) -For Diary and dispatch work, etc.
3.	Sh. Gauri Shankar, Sr. Assistant (N/F), E.No. 01022	Personal Section of SM(BKG)	Personal Section of DGM(ACMK)
4.	Sh. Krishan Kumar, Sr. Mason Gr-III (N/F) E.No. 00171	Personal Section of DGM(ACMK)	Store Unit
5.	Sh Adesh Kumar, Attendant, E.No. 01441	IT Division	Personal Section of SM(BKG)
6.	Mrs. Prem Devi, Jr. Assistant (N/F), E.No. 01303	Store	Admin(R&I)
7.	Sh. Shyam Lal, Head Cook (N/F),E.No. 01416	Canteen	FS-II with SM(Ashok Kumar)
8.	Sh. Patwari Lal, Head Cook (N/F), E.No. 01412	Canteen	Law Unit
8.	Sh. Madan Pal, Sr. Assistant (N/F), E.No. 1106	Travel	Travel and Hindi Section -Till further orders
10.	Sh. Dharam Pal, Sr. Bhisti Grade-II (N/F) E.No. 00227	E-III	E-III and E-II -Till further orders
11.	Sh. Karam Vir, Sr. Assistant (N/F), E.No. 00060	M(AK)/R&I	M(AK)-Protocol Unit

All concerned are advised to report to their new place of posting, immediately.

Asif Siraj
(Asif Siraj)
Manager (Admin)

To: All concerned

Copy to:

1. OSD(Admin)/DGM(ACMK)
2. SM(BKG)/SM(AK)/SM(AD)/M(AK)
3. Salary/Vigilance/Stores/Protocol/Hindi/Travel/R&I/E-II/E-III/E-I(Computer)/CR Unit
4. Office Order Register/Notice Board




No.2-ITPO(2)/E-1/2019
India Trade Promotion Organisation
(Administration Division, E-I)

Pragati Maidan, New Delhi
Date: 17th July, 2020

Office Order No. Admin/677/2020

With the approval of the Competent Authority, Mrs. Prem Devi, Attendant-Jr. Assistant (N/F) is hereby posted to Administration (Store Unit)-Ground Floor..

She is advised to report to her new place of posting, immediately.


(C.P. Maithani)
Dy. Manager (Admin)

To:
Mrs. Prem Devi,
Attendant-Jr. Assistant (N/F)
E.No 01303

Copy to:

1. OSD(Admin)
2. Salary/Vigilance/E-II/E-I(Computer)/CR Unit
3. Office Order Register



File No.2-ITPO(2)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
11 March 2020

Office Order No. Admin/252/2020

With the approval of the Competent Authority and with immediate effect the following transfers/postings are ordered:-

Sl. No.	Name, Designation & Emp. No.	From (Division)	To (Division)
1	Shri Khazan Singh Assistant (N/F) Emp. No.01132	Store Division	Computer Division
2	Shri Dharam Pal Sr. Mason Gr.-III (N/F) Emp. No.00126	Computer Division	Store Division

The above officials are advised to report to their new place of posting, immediately.


(Mukesh Chopra)
Manager(Admin)

To:
All concerned

Copy to:

1. OSD(Admin)
2. SM(SPP)/M(AC)
3. E-II/E-I(Computer)/CR Unit
4. Office Order Register



File No.2-ITPO(1)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
02 March 2020

Office Order No. Admin/ 239 /2020

With the approval of the Competent Authority and with immediate effect, Shri Subash Kalia, Manager, Emp. No.00948 is hereby transferred from CS Unit to EMD Section.

He is advised to report to OSD(Admin), immediately.


(Mukesh Chopra)
Manager (Admin)

To:
Shri Subash Kalia
Manager

Copy to:

1. OSD(Admin)/CS(SRS)
2. SM(SAA)
3. E-III/E-I(Computer)
4. Office Order Register



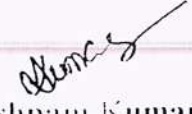
No.2-ITPO (1)/E-1/2019
India Trade Promotion Organization
(Administration Division, E-1)

Pragati Maidan, New Delhi
03rd June, 2020

Office Order No. Admin./ 460 /2020

Mrs. Medni, Sr. Stenographer (E.No. 0485) is hereby transferred from Personal Section of SM(BKG) to Administration Division (E-III Section) as a dealing hand.

She is advised to report to her new place of posting, immediately.


(Col. Pushpan Kumar, SM)
OSD (Admin)

To:
Mrs. Medni,
Senior Stenographer

Copy to:

1. OSD(Admin)
2. SM(BKG)/SM(SAA)
3. Salary/Vigilance/E-III/E-I(Computer)/CR Unit
4. Office Order Register/Notice Boards

File No.2-ITPO(1)/E-1/2019
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
28th May, 2020

Office Order No. Admin/ 422 /2020

With the approval of the Competent Authority and with immediate effect, the following transfers/postings are ordered:

Sl. No.	Name & Designation of the officials	Posted to (Division)
1.	Ms. Surbhi Seth, Deputy Manager	F&B Unit
2.	Mr. Shashvat Sangwan, Deputy Manager	BDD
3.	Mr. Shrey Raj Shrivastava, Deputy Manager	BDD
4.	Ms. Srishti Jain, Deputy Manager	Admin (E-I Section)
5.	Mr. Suman Mondal, Deputy Manager	FS-II
6.	Mr. Rahul Kumar Meena, Deputy Manager	FS-I
7.	Mr. Snehil Krishna Verma, Deputy Manager	IT Services
8.	Ms. Monica Gehlot, Deputy Manager	Publicity, Additional charge – IT Services Law,
9.	Ms. Charu Rawat, Deputy Manager	Additional charge – EMD ED's Secretariat
10.	Mr Varunn Kaushik, Deputy Manager	

The above officers are directed to report to their new place of posting, immediately.

(Col. Pushpam Kumar, SM)
Officer on Special Duty (Admin)

To: All concerned

Copy to:

1. PS to CMD
2. PS to ED
3. All HoDs
4. Salary/Vigilance/E-III/E I(Computer)/CR Unit
5. Office Order Register
6. Notice Boards

393-2-1-19

Page No.
Date:

2-ITPO(1)/E-I/2019
India Trade Promotion Organisation
Administration Division

21.05.2020

Office Order No. Admin/ 393 /2020

With the approval of the Competent Authority, HODs are assigned the following Divisions/units as mentioned below:

S.No.	HoDs	Divisions
1	Col. Pushpam Kumar, SM, OSD	Administration Division Food & Beverages Unit
2	Sh. Jayanta Das, SGM	Trade Relation and Information Services(TR&IS) Culture
3	Sh. Ashutosh Varma, GM	Vigilance Printing Unit Publicity Unit Corporate Communication
4	Ms. Hema Maity, GM	Fair Services- I(Foreign Fairs)
5	Sh. D M Sharma, FA & CAO	Finance and Accounts
6	Sh. S R Sahoo, GM	C S Unit Law Department Fair Services -II
7	Sh. A K Vashist, GM	Security Division
8	Sh. Vikas Malhotra, GM	Information Technology Services Business Development Division IECC Unit
9	Sh. K M Soni	Consultant
10	Sh. Brij Lal, DGM	Architecture Division and Design & Display
11	Sh. ACM Kumar, DGM	Independent charge of EMD (Additional to IT Services)

The above issues with the approval of CMD, ITPO

Pushpam
(Col. Pushpam Kumar, SM)
OSD (Admin)

To: All HoDs

Copy to :

1. PS to CMD
2. PS to ED
3. E-I/E-III/Computer Division/Officer Order Register/Notice Boards

2-ITPO(1)/E-I/2019
India Trade Promotion Organisation
Administration Division

21.05.2020

Office Order No. Admin/ 388 /2020

1. With the approval of the Competent Authority, the following transfers/postings are ordered:

S.No	Name	Designation	From (Division)	To (Division)
Group A				
1	Mr. B K Garg ✓	Sr. Manager	E-II	IT Services
2	Mr. S A Azmi ✓	Sr. Manager	EMD	E-II & E-III (Admin)
3	Mr. S P Panda ✓	Sr. Manager	Stores (Admin)	BDD
4	Ms. Meenu Kapoor ✓	Sr. Manager	FS-I	EMD
5	Mr. R P Pareek ✓	Sr. Manager	BDD	FS-I
6	Mr. Krishan Kumar ✓	Sr. Manager	FS-I	FS-II
7	Mr. D Selvam	Sr. Manager	Regional Office Chennai	FS-II (ITPO HQs)
8	Mr Azam Khan ✓	Manager	E-II	E-III
9	Mr. Pankaj ✓	Manager	CS	Stores (Admin)
10	Ms. Shashi Gupta ✓	Manager	TIRP/Library	Hindi Section (Admin)
11	Mr. Asif Siraj ✓	Manager	Vigilance	E-I (Policy and HR)
12	Mr. Abhishek Chauhan ✓	Manager	IT Services	F&B
13	Ms. Anita Bidani ✓	Manager	FS-II	TIRP
14	Ms. Durgesh Nandini Batra ✓	Manager ✓	Security	FS-II
15	Ms. Rashmi Panwar ✓	Manager	F & B	FS-II
16	Ms. Nazneen Begum ✓	Manager	E-I (Policy) & E- III	Vigilance
17	Ms. Bimla Pandey ✓	Dy. Manager	FS-I	E-II
18	Mr. S. Sunderraman ✓	Dy. Manager	E-II	TIRP
19	Mr. Bijender Kumar ✓	Dy. Manager	Stores (Admin)	General Section
20	Mr. Ajay Ahuja ✓	Dy. Manager	CPPR	CS Unit
21	Mr. Puneet Kumar ✓	Dy. Manager	PIC/RTI	Printing Unit
22	Mr. Manish Yadav	Dy. Manager	BDD	IT Services
23	Ms. Neelam Wadhawan ✓	Dy. Manager	FS-II	FS-I

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Group B				
24	Mr. Rambir ✓	Asst. Manager (GC)	General Section	Stores (Admin)
25	Mr. Prabir Kumar Basak ✓	Asst. Manager (Secretarial)	E-III	E-I
26	Mr. Rakesh Kumar Verma ✓	Asst. Manager (Secretarial) ✓	Engineering	FS-II
27	Ms. Vimlesh Kumari	Asst. Manager (Secretarial)	D & D	Architecture Division
28	Mr. S N Nair ✗	PA	Regional Office Mumbai	IT Services (at ITPO HQs as dealing hand)
Group C				
29	Ms. Neeru Mahendru ✓	Sr. Assistant	IT Services	Reception (Admin)
30	Ms. Praveen Brar ✓	Sr. Assistant	BDD	E-II
31	Mr. S D Khandare ✗	Sr. Assistant	Regional Office Mumbai	Stores (Admin) (at ITPO HQs)
32	Ms. Anita Rawat ✓	Sr. Assistant	ACR Unit	IT Services
33	Mr. Sapneshwar Behera ✓	Sr. Steno	Finance Division/ SM(MP)	Printing Unit
34	Mr. Rakesh Kumar ✗	Sr. Steno	GM(AV) Secretariat	Admin/E-I (w.e.f. 01.07.2020)
35	Mr. Tarachand Verma ✓	Sr. Steno	Engineering	FS-II (as Dealing Hand)
36	Anil Kumar Jha ✗	Sr. Steno	On Deputation	BDD (on return from deputation)
37	Ms. Annie Mathew ✗	Assistant	Regional Office Mumbai	E-I (at ITPO HQs)
38	Mr. D D Sharma ✓	Assistant	E-II	E-III
39	Mr. Ramesh Khatri ✓	Assistant	E-III	E-II
40	Mr. Ramesh Chand ✓	Assistant	E-II	ACR Unit
41	Mr. Rakesh Sharma	Assistant	BDD	CS Unit
42	Mr. Dharamveer Gaur	Assistant	IT Services	CS Unit
43	Mr. Satish Kumar Sharma ✓	Assistant	FS-II	IT services
44	Mr. Dharambir ✗	Assistant	GM(AV) Secretariat	Admin/E-I (w.e.f. 01.07.2020)

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Group D				
45	Mr. Manoj Kumar Sharma ✓	Attendant	FS-II	E-I
46	Ms. Saira Khatoon ✓	Beldar	E-II	PIC/RTI Cell
47	Mr. Krishan Kumar S/O Ram Swaroop ✓	Beldar ✓	Design & Display Division	Architecture Division

2. The above Officers/Officials are directed to report to their new place of positing immediately.
3. The officials transferred from Regional Offices to HQs would be entitled for admissible joining time/TA, etc. as per extant Rules.
4. For handing/taking over of charge, one month time is provided. The handing/taking over report should be signed by both officials and counter signed by their respective HoDs. Any dispute during handing/taking over between officers must be resolved at HoDs level in time bound manner.
5. All HoDs are advised to submit handing/taking over charge report and Allocation of Duties with chain of reporting of all officials in their respective divisions to Administration latest by 01.07.2020.

This issues with the approval of CMD, ITPO.

Pushpam
(Col. Pushpam Kumar, SM)
OSD (Admin)

To: All concerned.

Copy to:

1. PS to CMD
2. PS to ED
3. All HoDs
4. Salary Section/Vigilance/E-I/E-II/E-III/ACR.
5. Computer Division - for uploading on ITPO Website
6. Officer Order Register/Notice Boards

2-ITPO(1)/E-I/2019
India Trade Promotion Organisation
Administration Division

21.05.2020


Office Order No. Admin/ 390 /2020

With the approval of the Competent Authority, it has been decided that Senior Managers will not be provided with Personal Assistants. Henceforth, the PA's/Sr. Stenos attached with Sr. Managers will be utilised as Dealing Assistants/Hands in within/outside of division/s.

Accordingly, the following PAs/Sr. Stenos will be utilised as Dealing Hands/Assistants:

S.No	Name	Designation	Division
1	Ms. Raj Ahuja	Asst. Manager (Secretarial)	BDD
2	Ms. Satya Wahi	Asst. Manager (Secretarial)	FS-II
3	Ms. Saroj Nagpal	Asst. Manager (Secretarial)	FS-II
4	Ms. Veena Gulati	Asst. Manager (Secretarial)	Security
5	Ms. Nirupa Tirkey	Sr. Steno	BDD
6	Mr. Ramesh Kumar	Sr. Steno	BDD
7	Mr. Purushottam Lal	Sr. Steno	FS-II
8	Mr. Prakash Chander	Sr. Steno	FS-I
9	Ms. Kuldeep Kaur	Sr. Steno	FS-I

This issues with the approval of CMD, ITPO.


(Col. Pushpam Kumar, SM)
OSD (Admin)

To: All concerned.

Copy to:

1. PS to CMD
2. PS to ED
3. All HoDs
4. Salary Section/Vigilance/E-I/E-II/E-III/ACR.
5. Computer Division - for uploading on ITPO Website
6. Officer Order Register/Notice Boards

2-ITPO(1)/E-I/2019
India Trade Promotion Organisation
Administration Division

21.05.2020

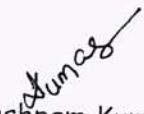
Office Order No. Admin/ 391 /2020

With the approval of the Competent Authority, it has been decided to form an IECC Unit within the Business Development Division to coordinate all activities relating to IECC. The newly formed IECC unit will be responsible for smooth transition to new upcoming complex and completion of all requisite services. The IECC unit will coordinate and monitor provision of all services including preparedness of ITPO to takeover and operationalize the new complex in coordination with the concerned divisions.

The IECC Unit will operate through an internal IECC Transition Committee as detailed below. The Committee will create a road map for future operations of the new complex in an optimal manner.

S.No.	Name	Designation
BDD		
1	Mr. Vikas Malhotra	GM(BDD) - Chairman
2	Mr. Devender Pal	DGM (BDD)
3	Mr. Amrit Chitranshan	Manager (Engg. & IECC)
4	Newly recruited DMs posted in BDD, one each will have Addl. Charge for Convention and Exhibition (Separately). Both will be part of the committee but member secretary for their part of the complex.	Dy. Manager - Member Secretary
Addl. Charge to officials from other divisions		
5	Mr. Nitin Kohli	DGM(Civil)
6	Mr. Santosh Kumar	DGM(Elect.)
7	Ms. Amrapali Dixit	Sr. Manager (Security)
8	Ms. Anchal Aggrawal	Manager (Finance)
9	Mr. Saurabh Sharma	Dy. Manager (Architecture)
10	Ms. Charu Rawat	Dy. Manager (Law)

This issues with the approval of CMD, ITPO.


(Col. Pushpam Kumar, SM)
OSD (Admin)

To: All concerned.

Copy to:

1. PS to CMD
2. PS to ED
3. E-I/E-III/Computer Division/Officer Order Register/Notice Boards

2-ITPO(1)/E-I/2019
India Trade Promotion Organisation
Administration Division

21.05.2020


Office Order No. Admin/ 392 /2020

With the approval of the Competent Authority, it has been decided to develop a Centralized Procurement Cell (CPC) within the store division.

The function of the CPC will be :

- i. Vetting of all procurement related bids and contracts
- ii. Keeping track of all contracts and its closure in digital format
- iii. Ensuring consistency in tender conditions across all procurements and compliance of Govt guidelines.

Administration Division will submit a proposal for formulation of the CPC.


(Col. Pushpam Kumar, SM)
OSD (Admin)

To:

1. PS to CMD
2. PS to ED
3. DM(CPM)

2-ITPO(1)/E-I/2019
India Trade Promotion Organisation
Administration Division


21.05.2020

Office Order No. Admin/ 389 /2020

The following officers/officials have been assigned additional charges as mentioned below:

S. No	Name	Designation	Additional Charge
1	Mr. ACM Kumar	Dy. General Manager	Independent charge of EMD
2	Mr. Vasdev	Manager	FS-I
3	Mr. Azam Khan	Manager	General Section and Protocol.
4	Mr. Amrit Kumar Chitranshan	Manager	IECC Unit
5	Ms. Nazneen Begum	Manager	PIC/RTI and coordinate in ACR unit.
6	Mr. Surender Singh	Dy. Manager	R & I Section.
7	Ms. Seema Khurana	Asst. Manager (Secretarial)	Protocol Division.
8	Mr. Sanjay Wadhwa	Sr. Assistant	Caretaking Unit.

This issues with the approval of CMD, ITPO.


(Col. Pushpam Kumar, SM)
OSD (Admin)

To: All concerned.

Copy to:

1. PS to CMD
2. PS to ED
3. All HoDs
4. Salary Section/Vigilance/E-I/E-II/E-III/ACR.
5. Computer Division - for uploading on ITPO Website
6. Officer Order Register/Notice Boards



No.2-ITPO(1)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I)

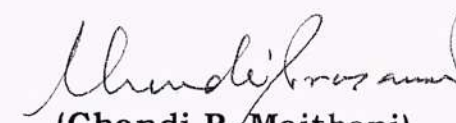
Pragati Maidan, New Delhi
08th May, 2020

Office Order No. Admin./ 320 /2020

With the approval of the Competent Authority and with immediate effect, the following transfers/postings are ordered:

S.No.	Name & Designation of the officials	From (Division)	To (Division)
1.	Mrs. Medni, Senior Stenographer (E.No. 00485)	DGM(ACMK)- Computer Division	SM(BKG)- Administration
2.	Sh. Purshotam Lal, Senior Stenographer (E.No. 01295)	Ex-SM(BNG)	DGM(ACMK)- Computer Division
3.	Sh. Manoj Kumar Sharma, Assistant (GC) (N/P) (E.No. 01143)	Ex-SM(BNG)	Admin (E-I Section)

The above officials advised to report to their new place of posting, immediately.


(Chandi P. Maithani)
Dy. Manager (Admin)

To: All concerned

Copy to:

1. OSD(Admin)/GM(VM)
2. DGM(ACMK)/SM(BKG)
3. Salary/Vigilance/E-II/E-III/E-I(Computer)/CR Unit
4. Office Order Register



File No.2-ITPO(1)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I Section)


Pragati Maidan, New Delhi
21 February 2020

Office Order No. Admin/215/2020

With the approval of the Competent Authority and with immediate effect the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From (Division)	To (Division)
1	Shri Praful S. Nair Manager Emp. No.1488	BDD	FS-II Division
2	Smt. Sunita Batra Asstt. Manager(N/F) Emp. No.0046	FS-I Division	FS-II Division
3	Shri Manoj Kumar Sr. Assistant Emp. No.0017	Computer Division	FS-II Division
4	Shri Dharamveer Gaur Sr. Assistant (N/F) Emp. No.0279	FS-II Division	Computer Division
5	Smt. Meena Dogra Sr. Assistant (N/F) Emp. No.0270	FS-II Division	FS-I Division

The above officials stand relieved from their existing place of posting and are advised to report to their new place of posting, immediately.


(Mukesh Chopra)
Manager (Admin)

To: All concerned

Copy to:

1. PS to CMD
2. PS to ED
3. GM(FS-I)/GM(FS-II)/GM(VM)
4. E-II/E-III/E-I(Computer)/CR Unit
5. Office Order Register

INDIA TRADE PROMOTION ORGANISATION
(Administration Division, E-I Section)
Pragati Bhawan, Pragati Maidan, New Delhi

F.No.2-ITPO (2)/E-I/2019

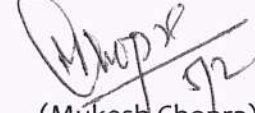
Dated: 04/02/2020

Office Order No. Admn/173/2020

With the approval of the Competent Authority, the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From	To
1.	Smt. Munni Mishra, Assistant(N/F) Emp. No. 1117	Hindi Section	CCSD/PR Unit
2.	Smt. Rajni, Assistant(N/F) Emp. No. 1073	E-I Section	Hindi Section
3.	Sh. Jagdish, Sr. Assistant(N/F) Emp. No. 1012	FS-II	Personal Section of SM(AK)FS-II

The above officials are advised to report to their new place of posting, immediately.


(Mukesh Chopra)
Manager (Admn.)

To

1. Smt. Munni Mishra, Assistant (N/F)
2. Smt. Rajni, Assistant(N/F)
3. Sh. Jagdish, Sr. Assistant(N/F)

Copy to:-

1. OSD(Admin)/GM(AV)
2. SM(BKG)/SM(AK)/M(SV)
3. Vigilance/E-II/E-I(Computer)/Hindi Section
4. Office Order Register

() 2020

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फाईल सं.2-आई.टी.पी.ओ.(2)/ई-1/2019
इंडिया ट्रेड प्रमोशन आर्गनाइजेशन
(प्रशासन प्रभाग, स्थापना-1 अनुभाग)

प्रगति मैदान, नई दिल्ली
31 दिसंबर 2019

कार्यालय आदेश संख्या / 1284/2019

सक्षम प्राधिकारी के अनुमोदन के साथ, निम्नलिखित कर्मचारियों को उनके स्थान से
व्रेभाग में आंतरिक व्यवस्था के अंतर्गत स्थानान्तरण / पोस्टिंग का आदेश दिया जाता
व्यवस्था तब तक सुचारू रहेगी जब तक हिन्दी विभाग में अस्थाई रूप से भर्ती नहीं
:-

श्रीमती भावना जोशी, वरिष्ठ सहायक, कर्मचारी संख्या 00264
श्रीमती संतोष सेठी, वरिष्ठ सहायक, कर्मचारी संख्या 00267

उपरोक्त कर्मचारियों को सलाह दी जाती है कि वे हिन्दी विभाग में रिपोर्ट करें।

(बी. के. गर्ग)

वरिष्ठ प्रबंधक (प्रशासन)

वे :- सभी कर्मचारी

वे सूचनार्थ :

विशेष कार्याधिकारी (प्रशासन)
स्थापना अनुभाग - II / III
नोटिस बोर्ड



फाईल सं.2-आई.टी.पी.ओ.(2)/ई-1/2019
इंडिया ट्रेड प्रमोशन आर्गनाइज़ेशन
(प्रशासन प्रभाग, स्थापना-1 अनुभाग)


प्रगति मैदान, नई दिल्ली
20 दिसंबर 2019

कार्यालय आदेश संख्या /1262/2019

सक्षम प्राधिकारी के अनुमोदन के साथ, निम्नलिखित कर्मचारियों को उनके स्थान से हिन्दी विभाग में आंतरिक व्यवस्था के अंतर्गत स्थानान्तरण / पोस्टिंग का आदेश दिया जाता है, यह व्यवस्था तब तक सुचारू रहेगी जब तक हिन्दी विभाग में अस्थाई रूप से भर्ती नहीं हो जाती :-

- ❖ श्रीमती सुषमा नागपाल, कार्यकारी (एन./एफ.), कर्मचारी संख्या 00238
- ❖ श्रीमती सुनीता बत्रा, कार्यकारी (एन./एफ.), कर्मचारी संख्या 00046

उपरोक्त कर्मचारियों को सलाह दी जाती है कि वे हिन्दी विभाग में रिपोर्ट करें।


(मुकेश चोपड़ा)
प्रबंधक (प्रशासन)

प्रतिलिपि :- सभी कर्मचारी

प्रतिलिपि सूचनार्थ :

- क) विशेष कार्याधिकारी (प्रशासन)
- ख) स्थापना अनुभाग - II / III
- ग) नोटिस बोर्ड



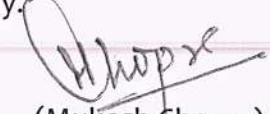
File No.2-ITPO(1)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
14 January 2020

Office Order No. Admin/103/2020

With the approval of the Competent Authority, Shri Bhoop Singh, Senior Mason Grade-III (N/F), Emp. No.00222 is hereby posted in the Personal section of Dr. K M Soni, Consultant (IECC Project).

He is advised to report to Dr. K M Soni, Consultant, immediately.


(Mukesh Chopra)
Manager (Admin)

To:

Shri Bhoop Singh
Sr. Mason Gr.-III (N/F)

Copy to:

1. OSD(Admin)/HoD(Works)
2. Consultant (Dr. K M Soni)
3. E-II/E-I(Computer)/CR Unit
4. Office Order Register



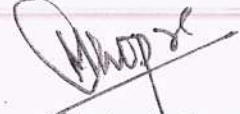
File No.2-ITPO(1)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
13 January 2020

Office Order No. Admin/95/2020

With the approval of the Competent Authority, Shri Sanjay Kumar, Personal Assistant, Emp. No.00853 is hereby transferred from Personal section of SM(BKG) to Personal Section of Consultant (Dr. K M Soni).

He is advised to report to Dr. K M Soni, Consultant, immediately.


(Mukesh Chopra)
Manager (Admin)

To:
Shri Sanjay Kumar
Personal Assistant

Copy to:

1. OSD(Admin)
2. Consultant(KMS)
3. SM(BKG)
4. E-III/E-I(Computer)/CR Unit
5. Office Order Register



File No.2-ITPO(1)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I Section)

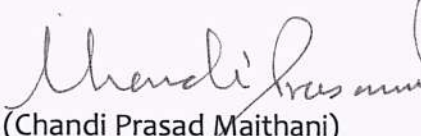
Pragati Maidan, New Delhi
10 January 2020

Office Order No. Admin/ 82 /2020

With the approval of the Competent Authority, the following transfers/postings are made:-

- A. Mrs. Hemlata Diwani, Dy. Manager (N/F) is requested to report in E-I Section for further posting. - 850
- B. Shri Tarachand Verma, Sr. Steno is posted with SM(Electrical) & SM(Civil)
- C. Shri Ganga Thakur, Attendant is posted with M (MC)/M (NB). - 1245

The above officials are advised to report to their new place of posting, immediately.


(Chandi Prasad Maithani)
Dy. Manager (Admin)

To: All concerned

Copy to:

1. OSD(Admin)/GM(AV)/HoD(Works)
2. SM(Elect.)/SM(Civil)
3. M(MC)/M(NB)
4. E-II/E-III/E-I(Computer)/CR Unit
5. Office Order Register



File No.2-ITPO(2)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
07 January 2020

Office Order No. Admin/ 64 /2020

With the approval of the Competent Authority and with immediate effect the following transfers/postings are ordered:-

Sl. No.	Name & Designation	From (Division)	To (Division)
1	Shri Diwan Singh Rawat, Assistant, Emp. No.01059	EMD Section	Personal Section of OSD(Admin)
2	Shri Tarun Kumar Sagar, Jr. Assistant, Emp. No.01356	Personal Section of SGM(JD)	EMD Section
3	Shri Sri Ram, Sr. Mason Gr.-III (N/F), Emp. No.00158	Engineering Division	Personal Section of SGM(JD)

The above officials are adviced to report to their new place of posting, immediately.


(Basant Kumar Garg)
Sr. Manager (Admin)

To: All concerned

Copy to:

1. SGM(JD)/OSD(Admin)/HoD(Works)
2. SM(SAA)
3. E-II/E-I(Computer)/CR Unit
4. Office Order Register