



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

Pragati Maidan, New Delhi
03 September 2021

Office Order No. Admin/ 540 /2021

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

- ❖ Shri Ajay, Senior Stenographer has been attached with Shri Bimal Kumar Dubey, GM/IO for clerical assistance.
- ❖ Smt. Babita Kumari, Senior Stenographer and Shri Uday Singh, Junior Assistant will look after the work of clerical assistance in absence of Shri Ajay, Senior Stenographer.

The above officials are advised to report to Shri Bimal Kumar Dubey, GM/IO.

Asif Siraj
(Asif Siraj)
Manager(Admin)

To: All concerned

Copy to:

1. OSD(Admin)/GM(IS)
2. E-II/E-III/E-I(Computer) / *Vigilance*
3. Office Order Register