



No.11-ITPO(1)/E-I/2000 Vol-II
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
17th November, 2017

APPEAL

Dear Colleagues,

National Foundation for Communal Harmony, an Autonomous Organisation under Ministry of Home Affairs has been promoting Communal Harmony and National Integration in a sustained manner. The foundation provides financial assistance to children rendered orphan or destitute in communal, caste, ethnic or terrorist violence for their care, education and training for their effective rehabilitation; under project 'Assist' of the Foundation. The foundation has been observing 'Fund Raising Week' every year to augment their resources. In pursuit of its objectives, the foundation will observe the 'Fund Raising & Communal Harmony Week' this year from 19th to 25th November, 2017 and '**Flag Day**' on **24th November, 2017**.

Having regard to the noble objectives of the foundation, it is necessary and appropriate to involve all the employees in a big way in the fund raising efforts of the Foundation.

Donations to the National Foundation for Communal Harmony are eligible for 100% exemption from Income Tax under Section 80G (2) [iii(e)] of the Income Tax Act, 1961. The Permanent Account Number (PAN) of the Foundation is AAATN0562A.

It would be of immense help and value, if you could contribute generously to the above mentioned fund. Kindly mention the amount you are willing to contribute in the proforma overleaf and send to Shri A.K. Batra, Manager, Salary Section for deduction from your next salary.

(Nazneen Begum)
Deputy Manager (Admn)

To: All Officers/Staff of ITPO

Copy to:

1. PS to CMD
2. PA to ED
3. Salary Section - Shri A.K. Batra, Manager for necessary action.
4. All Regional Offices of ITPO.

INDIA TRADE PROMOTION ORGANISATION

1. NAME OF THE EMPLOYEE :
DESIGNATION & EMPLOYEE NO.

2. AMOUNT OF CONTRIBUTION :
TO BE DEDUCTED FROM
SALARY OF NOVEMBER' 2017
FOR NATIONAL FOUNDATION
COMMUNAL HARMONY

Pragati Maidan, New Delhi
17th November, 2017

Amo/4.7/2017

Communal Harmony Week from 19th to
25th November 2017.

Communal Harmony Week will be observed during November 19 – 25,
2017 and a pledge for National Integration will be administered to all officers
and staff of ITPO at 11:00 a.m. on 19th November, 2017.

All Officers and staff of ITPO are requested to observe the
Treason & to be at strategic field duties during ITPO Communal Harmony Week
at their place of duty.

SIGNATURE OF THE EMPLOYEE
EMPLOYEE NO. _____

(Name) (Signature)
Deputy Manager (Admin)

To:-
All Officers and staff of ITPO.

Copy to:-

1. TS to CMD
2. PA to ED
3. All HoDs
4. CMRPO - For arrangement of light, noise & playing of
National Anthem
5. Carpenter Unit - To get ready Conference Room at 10.00 a.m.
6. Security Unit-N(MS)