

File No.10/35/CS/TFAI/82-Vol II  
**India Trade Promotion Organisation**  
(Administration Division, EI Section)


10.03.2022

**Office Order No. Admin/155 / 2022**

In pursuant to notification published in the Gazette of India vide S.O. 198 dated 18.02.2022 and in compliance with office order office order no. Admin/300/2021 and no. Admin/794/2021 dated 30.04.2021 and 22.11.2021 respectively, Sh. SR Sahoo, Company Secretary, will take over the duties of 'Estate Officer' ITPO, in addition to his existing duties.

The official(s) assisting in the Estate matters will report to Sh. SR Sahoo, once he takes the charge of Estate Officer.

This issues with the approval of the Competent Authority.

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

To:

1. Sh. S.R. Sahoo (CS/GM/Estate Officer)

Copy to:

1. All HoDs
2. All divisions/sections/units
3. EIII for Personal file
4. Regional Offices (Kolkata, Mumbai, Chennai)
5. IT Services Division: to upload on ITPO website
6. Office order register
7. Notice Board

For information:

1. PS to CMD
2. PS to ED