



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

Ref. No.2-ITPO(1)/E-I/2023

Bharat Mandapam, New Delhi
08 August 2025

Circular No. Admin/ 45 / 2025

The Flag hoisting Ceremony will be held on the occasion of the Independence Day on 15th August 2025 at 8:00 a.m. in front of Natraja Statue. The Flag will be hoisted by Executive Director, ITPO.

All the officials/YPs, etc. of ITPO are requested to assemble for the Flag Hoisting Ceremony.

This issues with the approval of the Competent Authority.

(Shankra Nand Bharti)
GM(BM-Coord.)/HoD(Admin)

To: All employees/YPs

Copy to:

1. All HoDs
2. D&D Division:- for arrangement of banner, photography of the programme.
3. Engg. Division:- Preparation of Flag Pole/Audio Visual System arrangement for National Anthem/Flower arrangement/Carpeting of area.
4. Security Services Division:- Preparation of Flag hoisting ceremony and coordination with CISF to participate in ceremony.
5. F&B – arrangement of refreshment box, drinking water will be decided by the F&B Unit.
6. IT Services Division:- To ensure display of relevant pictures, banner and content on website and uploading circular on ITPO website.
7. Publicity Unit:- To ensure display of relevant pictures, banner and content on website and uploading circular on ITPO's social media platforms.
8. Regional Office (Kolkata, Mumbai, Chennai)
9. Circular register/Notice Boards

Copy for information to:

1. PSO to CMD
2. PA to ED
3. PA to SGM