

INDIA TRADE PROMOTION ORGANISATION

(Administration Division, E-I Section)
Pragati Bhawan, Pragati Maidan, New Delhi


F. No. 11-ITPO (1)/EI/2020

Dated: 10.05.2022

Office Order No. Admin/252/2022

With immediate effect, the Care Taking Unit and the Housekeeping work are merged and the new unit will be known as the Housekeeping unit.

2. The new housekeeping unit will be a part of Administration Division with immediate effect.
3. All the files/papers relating to Housekeeping available in Engineering Division are accordingly shifted to Administration Division.
4. This issues with the approval of the Competent Authority.


Col Pushpam Kumar, SM
OSD(Admin)

To

All employees

Copy to:-

1. All HoDs/DGMs
2. Regional Offices(Mumbai/Chennai/Kolkata)
3. IT Services Division(For uploading on ITPO website)
4. Office Order Register/Notice Board

Copy for information to:-

1. PS to CMD
2. PS to ED