



File No. Admin-11021/1/2023-ADMN-ITPO
India Trade Promotion Organisation
(Administration Division, E-I Section)

Ref. No.11-ITPO(1)/E-I/2020

Bharat Mandapam, New Delhi
17 December 2024

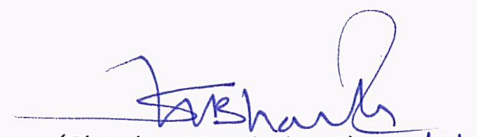
Office Order No. Admin/ 1018 /2024

In partial modification of Office Order No. Admin/694/2024 dated 20/08/2024 and with reference to Office Order No. Admin/980/2024 dated 09/12/2024, the following officers are HoDs/Functional Heads/Link Officers of Divisions/Sections/Units:

Sl. No	Heads of Division (HoDs)	Functional Division/Section/Unit	Link Officer
1.	Col. Pushpam Kumar, SM(Retd.), Senior General Manager	HoD of Bharat Mandapam Convention Centre, Fair Services Division (Foreign Fairs) and Hotel Project	GM(IS)
2.	Lt. Col. Harsh Kondilya, OSD(Admin)	Fairs Services Division-II (Domestic Fair) HoD of Regional Office, Kolkata	GM(GM)
3.	Lt. Col. Deependra Mishra, General Manager(Works)	Engineering Services, Housekeeping Unit and Caretaking Unit. GM(Works)/Link Officer will route files of Engg. Division through SGM	CE(Project)
4.	Smt. Lakshmi Kumari, Chief Engineer (Project)	HoD for Project Division handling Handing over/Taking over of the IECC Project(Phase 1) IECC Project (Phase 2) Osaka World Expo(Technical aspect) Hotel Project (Technical aspect).	GM(Works)
5.	Dr. Garima Mittal General Manager	HoD World Expo, Osaka and Food & Beverages Unit.	OSD(Admin)
6.	Shri Rakesh Chandra Sharma, General Manager(Information System)	IT Services Division, Business Development Division, and HoD of Regional Office Mumbai	OSD(Admin)
7.	Shri S R Sahoo, Company Secretary/ General Manager	Company Secretary Unit, Law Division and HoD of Regional Office Chennai.	FA&CAO

Sl. No	Heads of Division (HoDs)	Functional Division/Section/Unit	Link Officer
8.	Shri Shankra Nand Bharti, GM(BM-Coord.)	HoD(E-I & E-II Section), ACR, Stores Division, Protocol, Publicity, Corporate Communication Services, Hindi, General Section, R&I, Travel Unit, COO(ISL), Chairman(IECC) Transition Committee, Culture Unit, Law Division (case pertaining to Estate Office)	SGM
9.	Shri Vikash Kumar Singh, General Manager (Security)	Security Services Division	OSD(Admin)
10.	Shri Raj Kumar Thakur, FA & CAO	Finance & Accounts Division	GM(SRS)
11.	Shri Brij Lal, General Manager(D&D)	Arch. Unit and Design & Display Unit (including Printing Unit)	CE(Project)
12.	Shri Ashok Kumar, DGM	EMD (Independent Charge) Routing the files through SGM.	GM(BL)

All HoDs/Functional Heads may intimate their leave/itinerary to the concerned Link Officers in advance. In case, both HoD/Functional Head and Link Officer are on leave/tour, then the Deputy General Manager of the Division concerned may look after the work and report directly to ED/CMD in case of exigencies.


 (Shankra Nand Bharti) 17/12
 General Manager(BM-Coord)-HoD(Admin)

To: All concerned

Copy to:

1. All Divisions/Sections/Units
2. All Regional Offices
3. IT Services Division – For uploading on ITPO's Website
4. Notice Boards
5. Office Order Register

Copy for information to:

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