

File No.9-ITPO (2)/EI/2024
India Trade Promotion Organisation
(Administration Division, E-I Section)

11.06.2024

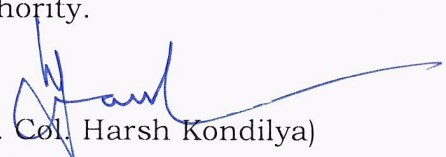
Office order No. Admin. / 506 /2024

It has been observed that in many cases the accounts of the parties in the various divisions are not finalised in a time bound manner and the refund process is very cumbersome.

2. The matter has been viewed seriously by the management and pointed out that ITPO adopts a policy of 'Zero' tolerance towards any potential corrupt practices.

3. Accordingly, all the General Managers in-charge should examine the processes of various works in their respective division and make it easy and user friendly along with expeditious decisions on cases without any undue delay. Further, they are directed to carry out surprise inspection of some files within their division at least once in every quarter and initiate action against the official found responsible for undue delay in disposing of the matter.

4. This issues with the approval of the Competent Authority.


(Lt. Col. Harsh Kondilya)
Officer on Special Duty (Admin)

To:

All HoDs

Copy to:

1. Regional Offices (Kolkata, Mumbai, Chennai)
2. IT Services Division: to upload on ITPO website
3. Notice Board
4. Circular Register

For information:

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