



File No.2-ITPO(1)/E-I/2024  
**India Trade Promotion Organisation**  
(Administration Division, E-I Section)

Bharat Mandapam, New Delhi  
07 August 2024

**Office Order No. Admin/ 668 /2024**

With immediate effect, Smt. Amrita Ghai, Deputy Manager is assigned additional charges of Hindi Section and Library in addition to her existing duties.

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

To:

Smt. Amrita Ghai  
Dy. Manager

Copy to:

1. All HoDs
2. E-I(Computer)/E-II/Vigilance/CR Unit/Hindi Section/Security Division/  
Finance Division
3. IT Services Division – For uploading on ITPO's website
4. Office Order Register

Copy for information to:

1. PA to ED