

File No.9-ITPO(12)/E-1/2017
India Trade Promotion Organisation
(Administration Division)

Bharat Mandapam, New Delhi
18 September 2025

Office Order No. Admin/ 692 /2025

Reg.: Allocation/re-allocation of office space for officers on temporary basis

1. The following office spaces have been allocated in the newly prepared Annexe in Business Hall Nos. 2-3, BMCC Business Centre as follows:

S.no.	Name of the officers and designation	Allocated Space
1.	Meeting room and site office for SGM/GMs	Cabin No.1
2.	Sh. Ashish Dhar Dwivedi, Sr. Manager (Civil)-IECC	Cabin No. 2 & 3
3.	Sh. Siya Kant Suman, Sr. Manager (Civil)	Cabin No. 4
4.	Sh. Kapil Yadav, Manager (Security)	Cabin No. 7
5.	Sh. Mukesh Kumar, Dy Manager (Elec)	Cabin No. 6
6.	Sh. Dheeraj Sethi, Dy Manager (Civil)	Cabin No. 5

2. The following officers have been allocated spaces in the Administration Block as follows:


S. no.	Name of the officers and designation	Allocated Space
1.	Sh. Harsh Kumar Malviya, Sr. Manager (Civil)	Cabin No. 33, Second floor
2.	Sh. Raj Kumar Ghandhi, Dy. Manager (F&A)	Cabin No. 22, Third floor

3. The following requests for change in space allocation within or lower than their entitlement as per O.o. no. Admin/529/2024 dated 20.06.2024 has been approved:

S.no.	Name of the officers and designation	Re-allocated Space
1.	Sh. Krishan Kumar, Dy. General Manager	Cabin No. 20 vice earlier allocation of Cabin no. 16, First floor
2.	Sh. Abhishek Chauhan, Sr. Manager	Cabin No. 18, Second floor vice earlier allocation of Cabin no. 33, Third floor
3.	Sh. Sanjay Vashistha, Sr. Manager	Cabin No. 7, Third floor vice earlier allocation of Cabin no. 33, Second floor
4.	Sh. Vinod Kumar, Dy. Manager	Cabin No. 10, Third floor vice earlier allocation of Cabin no. 18, Second floor

4. The officers that are re-allocated alternate spaces need to hand-over all the keys of the rooms/spaces that they are vacating to Security Division.

This issues with the approval of the Competent Authority.


(Rajnesh Naudiyal)
Dy. Manager(Admin)

To: All concerned

For information:

1. PSO to CMD
2. PA to ED
3. All HoDs