



eFile No.Admin-11012/1/2023-ADMIN-ITPO
India Trade Promotion Organisation
 (Administration Division, E-I Section)

Ref. No.14-ITPO(2)/E-I/2024

Bharat Mandapam, New Delhi
 28 October 2024

Office Order No. Admin/ 877 /2024

The 43rd edition of India International Trade Fair-2024 (IITF) will be held in Bharat Mandapam during 14th to 27th November 2024. In this connection and to facilitate and ensure quality services to the participants and visitors, following is ordered:

- (i) For preparatory work, all officials at the level of AM & above, and those who have been assigned work relating to IITF'2024, are advised to attend the office on 07/11/2024 (Thursday).
 - (ii) All officials shall attend office on 13/11/2024 (Wednesday). All HoDs must ensure the presence of officials under their charge.
 - (iii) The office timings during the period of IITF-2024 would be from 9:00 a.m. to 7:30 p.m. The officers/officials deputed for Hall Masters/CFC etc. must ensure that their regular work does not suffer, while discharging their IITF duties. The officials who have been assigned shift duties are directed to report to respective reporting officers after/before shifts to attend to their regular official work.
 - (iv) Employees as and when required by their respective HoDs to attend the office beyond routine office hours or on Saturdays/Sundays/Holidays during the event/post-event, shall adhere to the directions. HoDs will ensure that officials associated with IITF'2024 work only are detained beyond normal working hours and/or deployed on Saturdays/Sundays/Holidays.
 - (v) Leave of any kind may not be sanctioned by any officer to any employee who is deployed for IITF related duties unless it is already sanctioned (to be apprised to the Competent Authority) or in case of exigencies/unavoidable circumstances.
 - (vi) In case of exigency/leave of officials, due to reasons through their respective HoDs, the concerned HoDs will make replacement of the officials from their Divisions/Sections/Units accordingly.
2. Smt. Hema Maity, General Manager will be the Nodal Compliance Officer (IITF 2024). She will be assisted by the officers of FS-II Division.

(A) Central Facilitation Centre (CFC) and Hall Masters

Central Facilitation Centre (CFC): will be functional from 07/11/2024 to 28/11/2024. Shri Rakesh Chandra Sharma, General Manager (IS) will coordinate the overall functioning of Central Facilitation Centre (CFC-1 & CFC-2) and Halls. CFCs through GM(RCS) shall keep ED/CMD informed of all developments. Officials of the Central Facilitation Centers (CFCs) shall attend to the complaints received from exhibitors, public and will intimate the same to the concerned divisions for taking necessary actions.

The Engineering Division will depute officials of Electrical and Civil along with their contact numbers in CFC-1 and CFC-2. Security Division will depute officials of Security and Fire Services along with their contact numbers. Medical Teams will be deployed in CFC-1 & CFC-2 by the concerned division.

Hall Masters: The officers nominated as Hall Masters will work under the overall supervision of Central Facilitation Centers (CFCs). Each team will be assisted by the officials from the Engineering and Security Division. All Hall Masters will report to their respective Central Facilitation Centre (CFC), which will in turn report to GM(HM). The Hall Masters will initiate immediate action for the setting up of their offices with the assistance of the Engineering Division, Architecture Unit, Stores and General Section.

i. Central Facilitation Centre and Hall Masters for Old Halls

a. Central Facilitation Centre (CFC-1)

Shri Ravi Prakash Pareek, DGM: In-charge of CFC-1. The deployment of other officials is as under:

1st Shift (09:00 a.m. to 03:00 p.m.) 1. Sh. Harpal Singh, SM(Fin.) 2. Sh. Nitesh Khatri, YP 3. Smt. Parvati Devi, Asstt. (N/F) 4. Security Staff - To be nominated by GM(Security)	2nd Shift (02:00 p.m. to 08:00 p.m.) 1. Sh. A K Chitranshan, SM 2. Sh. Aditya Sahni, YP 3. Sh. Ram Prasad, Sr. Asstt. (N/F) 4. Security Staff - To be nominated by GM(Security)
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b. Hall Masters:

For each hall mentioned in the table below, Engineering Division will depute officials of Electrical and Civil along with their contact numbers. Likewise, Security Division will depute officials of Security and Fire Services along with their contact numbers. Deployment of hall masters in old halls is as under:

Hall No.	1 st Shift (09:00 a.m. – 03:00 p.m.)	2 nd Shift (02:00 p.m. to 08:00 p.m.)
Hall No.9 to 11	<ul style="list-style-type: none"> ➤ Ms. Srishti Jain, DM ➤ Sh. Lovish Mahajan, YP ➤ Smt. Saira Khatoon, Sr. Mason Gr.III(NF) 	<ul style="list-style-type: none"> ➤ Sh. Prabir Kumar Basak, DM ➤ Sh. Manoj Meena, YP ➤ Sh. Vijender Singh, Asstt. (N/F)
Hall No.12 and 12 A	<ul style="list-style-type: none"> ➤ Smt. Renu Choudhary, Manager(D&D) ➤ Smt. Alka, Assistant ➤ Smt. Kavita, Sr. Mate Gr.II(NF) 	<ul style="list-style-type: none"> ➤ Sh. Rajinder Singh Pal, DM (F&A/Cs; NF) ➤ Sh. Satish Kumar Sharma, Sr. Asstt. ➤ Sh. Sanjeev Kumar Bhatia, Sr. Mason Gr-II(NF)

ii. Central Facilitation Centre and Hall Masters for New Halls

a. Central Facilitation Centre (CFC-2)

Sh. Krishan Kumar, DGM: In-charge of CFC-2. The deployment of other officials is as under:

1st Shift (09:00 a.m. – 03:00 p.m.) 1. Sh. Sanjay Vashishta, SM 2. Sh. Shreya Chawla, YP	2nd Shift (02:00 p.m. to 08:00 p.m.) 1. Sh. Saurabh Yadav, SM 2. Sh. Virendra Kumar, YP
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3. Sh. Surender Pratap Singh, Sr. Asstt(NF)	3. Sh. Vijender, Sr.Mason Gr-II(NF)
4. Security Staff (To be nominated by GM(Security))	4. Security Staff (To be nominated by GM(Security))

b. Hall Masters:

For each hall mentioned in the table below, Engineering Division will depute officials of Electrical and Civil along with their contact numbers. Likewise, Security Division will depute officials of Security and Fire Services along with their contact numbers. Deployment of hall masters in old halls is as under:

Hall No.	1 st Shift (09:00 a.m. – 3:00 p.m.)	2 nd Shift (02:00 p.m. to 08:00 p.m.)
Hall No.1 (GF)	<ul style="list-style-type: none"> ➤ Smt. Jyoti Chawla, Manager(F&A/Cs; NF) ➤ Sh. Ramesh Kumar, AM (Secretarial) ➤ Sh. Khazan Singh, Asstt.(NF) 	<ul style="list-style-type: none"> ➤ Sh. Shrey Raj Shrivastava, DM ➤ Sh. Yogesh Sahu, Asstt(A/Cs.) ➤ Sh. Shatrughan Mehto, Sr. Asstt. (N/F)
Hall No.1 (FF)	<ul style="list-style-type: none"> ➤ Smt. Anchal Aggarwal, M(Fin.) ➤ Ms. Yogita Sharma, YP ➤ Sh. Harish Kumar, Sr. Asstt(N/F) 	<ul style="list-style-type: none"> ➤ Sh. Rajnesh Naudiyal, DM ➤ Sh. Raju Kumar, Sr. Assistant ➤ Sh. Vijay Prakash, Head Cook(NF)
Hall No.2 (GF)	<ul style="list-style-type: none"> ➤ Sh. Dharmendra Kumar Choudhary, M(Fin.; N/F) ➤ Ms. Neha Rani, YP ➤ Sh. Vidyanand Sharma, Sr. Asstt.(N/F) 	<ul style="list-style-type: none"> ➤ Sh. Abhishek Kumar, Manager ➤ Sh. Charanjeet, AM ➤ Sh. Bed Ram, Assistant(N/F)
Hall No.2 (FF)	<ul style="list-style-type: none"> ➤ Smt. Sunita Kamboj, DM ➤ Sh. Rahul Kumar, YP ➤ Sh. Jagbir Singh, Sr. Assistant(N/F) 	<ul style="list-style-type: none"> ➤ Sh. Sanjay Kumar, DM ➤ Sh. Rajesh Kumar, Jr. Assistant ➤ Sh. Tule Ram, Asstt.(NF)
Hall No.3 (GF)	<ul style="list-style-type: none"> ➤ Smt. Bimla Pandey, Manager ➤ Smt. Kavita Rana, Sr. Assistant ➤ Smt. Jayawanti, Asstt.(NF) 	<ul style="list-style-type: none"> ➤ Sh. Dinesh Mathur, Manager ➤ Sh. Rajender Giri, Sr.Asstt.(N/F) ➤ Sh. Bishamber, Sr. Mate Gr.I (N/F) (Emp. No.1252)
Hall No.3 (FF)	<ul style="list-style-type: none"> ➤ Sh. Kulbhushan Malik, M(Fin; NF) ➤ Smt. Sualeha Naseer, Asstt.(A/Cs) ➤ Smt. Uma Devi, Asstt. (N/F) 	<ul style="list-style-type: none"> ➤ Sh. Vinod Kumar, DM ➤ Sh. Ram Niwas, Sr. Assistant ➤ Sh. Bishamber, Sr. Mate Gr.I (N/F)(Emp. No.1104)
Hall No.4 (GF)	<ul style="list-style-type: none"> ➤ Sh. Kailash Chand, M(Fin.; N/F) ➤ Smt. Meena Dogra, AM(NF) ➤ Smt. Sumitra Devi, Sr. Asstt (N/F) 	<ul style="list-style-type: none"> ➤ Sh. Anil Bhatia, M(Fin.; N/F) ➤ Sh. Sumit Kumar, Asstt.(A/Cs) ➤ Sh. Mohd Afroz, Elec. Workman Gr-II(NF)
Hall No.4 (FF)	<ul style="list-style-type: none"> ➤ Sh. A R Verma, Manager ➤ Smt. Anita Rawat, AM ➤ Smt. Rangamma, Asstt.(N/F) 	<ul style="list-style-type: none"> ➤ Sh. Narender Kumar, DM(Fin.; N/F) ➤ Sh. Vivek Verma, Asstt.(A/cs) ➤ Sh. Kanhiya, Sr. Mate Gr-I(NF)
Hall No.5 (GF)	<ul style="list-style-type: none"> ➤ Sh. Shailender Chowdhary, Manager(Fin; N/F) ➤ Sh. Akash Ghanshyam Maniyar, YP ➤ Sh. Rajesh Kumar, Sr. Assistant(NF) 	<ul style="list-style-type: none"> ➤ Sh. Ashok Kumar, M(Fin; N/F) ➤ Sh. Murlil Kumar, YP ➤ Sh. Shyam Lal, Head Cook (NF)
Hall No.5 (FF)	<ul style="list-style-type: none"> ➤ Smt. Jasdeep Seth, Manager ➤ Sh. Jai Singh, Ticket Supervisor(NF) ➤ Smt. Kamlesh, Asstt. (NF) 	<ul style="list-style-type: none"> ➤ Sh. Rambir, DM ➤ Sh. Mukesh Kumar, Assistant ➤ Sh. Shokinder, Sr. Mate Gr-II(NF)

Hall No.6	<ul style="list-style-type: none"> ➤ Sh. Sadar Vitthal Sakaram, DM ➤ Ms. Priya Chauhan, YP ➤ Sh. Rishi Bhatia, YP ➤ Sh. Shri Ram, Sr.Mason Gr-II(NF) 	<ul style="list-style-type: none"> ➤ Sh. Rohit Sonkar, Manager ➤ Sh. Chiruguri Victor Emmanuel, YP ➤ Sh. Subhash Kanhaiyalal Patel, YP ➤ Sh. Rajesh Kumar, Sr.Mate Gr-I (NF)
Hall No.14 (GF)	<ul style="list-style-type: none"> ➤ Sh. Narayan Prasad Yadav, Manager(Fin.) ➤ Sh. Jimmi Nery Tirkey, YP ➤ Smt. Munni Mishra, Asstt(N/F) 	<ul style="list-style-type: none"> ➤ Sh. Anirudh Kumar Bhatia, Manager (Fin; NF) ➤ Sh. Jaibir Singh, AM ➤ Sh. Sukhbir Singh, Sr. Mate Gr-II (NF)
Hall No.14 (FF)	<ul style="list-style-type: none"> ➤ Sh. Sanjay Rastogi, Manager(Fin; N/F) ➤ Sh. Rajeev Sehgal, Ticket Supervisor(NF) ➤ Sh. Ashok Bahadur, Asstt(NF) 	<ul style="list-style-type: none"> ➤ Sh. Deo Nath Pandit, DM(Fin.) ➤ Sh. Rakesh Kumar Dagar, Sr. Asstt. ➤ Sh. Ramesh Chand, Head Cook(NF)

iii. **A Centralized Control Room will be operational in Horse-Shoe in front of Hall No.5. Lt. Col. Harsh Kondilya, OSD(Admin) will be overall in-charge:**

- (1) Smt. Durgesh Nandi Batra, SM
- (2) Sh. Pankaj, Sr. Manager
- (3) Sh. Manish Kumar Pandey, YP
- (4) Sh. Saurav Barman, YP
- (5) Sh. Pat Ram Singh, Sr. Assistant(N/F)
- (6) GM(Works) will deploy officials of Elect. & Civil.

(B) **Protocol Services:** - Sh. Shankra Nand Bharti, General Manager (BM-Coordination) - Over all In-charge.

i. **Protocol Unit for distribution of invitation card from 10-13 November 2024:**

1. Sh. Azam Khan, SM
2. Smt. Seema Khurana, Dy. Manager
3. Sh. Dharamveer Gaur, Sr. Assistant
4. Sh. Laxman Singh Rawat, Sr. Assistant
5. Sh. Tarun Kumar Sagar, Jr. Asstt.
6. Sh. Ashok Kumar Sharma, Asstt.(NF)
7. Sh. Rajesh Kumar, Sr. Asstt.(NF)

ii. **Protocol Lounge and International Business Lounge (IBL) (14-27 November 2024) 9.00 AM to 7.00 PM:**

1. Sh. Manish Prasad, DGM- In-charge
2. Sh. Azam Khan, SM
3. Smt. Seema Khurana, Dy. Manager
4. Sh. Ravi Kandhari, Dy. Manager(F&A/Cs; NF)
5. Smt. Nirupa Tirkey, Asstt. Manager
6. Sh. Laxman Singh Rawat, Sr. Assistant
7. Sh. Tarun Kumar Sagar, Jr. Asstt.
8. Sh. Vinayak Mahadev Radderatti, YP
9. Sh. Ashok Kumar Sharma, Asstt.(NF)
10. Sh. Prahlad Singh, Asstt. (N/F)
11. Sh. Mangal Singh, Sr.Mate Gr-I(NF)

iii. **Deployment of Officials for escorting of VIPs/important Guests:**

1. Sh. Vivekanand Vivek, DGM
2. Sh. Krishan Kumar, DGM
3. Sh. Ashok Kumar, DGM
4. Sh. Ravi Prakash Pareek, DGM

(C) **Allocation and Distribution of Passes to Ministries/Govt. Department etc. w.e.f. 04/11/2024:**

1. Sh. Raj Kumar Thakur, FA&CAO
2. Sh. Shailesh Kumar Sachdeva, M(Fin; N/F)
3. Sh. Raj Kumar Gandhi, Manager(Fin; N/F)
4. Sh. Rakesh Kumar, Sr. Asstt. (N/F)

Note:

FA&CAO(RKT) to ensure the policy for issuance of complementary passes and its distribution. He will establish a separate request cell (to compile and collate all requests received and distributed) under his charge. He will also ensure that every day request received should be recorded with the facilitation of IT support, to be provided by the IT Services Division. Request from all Ministries/Departments/ Govt Organizations will be forwarded to FA &CAO for further coordination and issue of complimentary passes.

(D) **Gate and Crowd Management:** Shri Vikash Kumar Singh, GM(Security)- Over all in-charge.

(E) **CPPR Unit:**

1. Mrs. Amrita Ghai, Dy. Manager
2. Sh. Prem Prakash, Sr. Assistant
3. Ms. Shovita Verma, YP
4. Sh. Ram Charan, Assistant

(F) **Culture:**

1. Sh. Akshay, Dy. Manager
2. Sh. Deepak Jain, Sr. Assistant
3. Sh. Akshay Lohat, Hindi Translator

(G) **Refreshment Coupons preparation, distribution and coordination for ITPO's officials/ other service organisations:**

1. Sh. D.D. Sharma, AM(NF)
2. Sh. Harminder Singh Kular, Asstt.(N/F)

(H) **Shuttle Management Cell:**

1. Sh. Surender Singh, Manager
2. Sh. Adesh Kumar, Jr. Assistant(NF)

(I) **Management of Convention Centre (Bharat Mandapam) during IITF 2024 for events/functions etc.:** Col. Pushpam Kumar, SM(Retd.), Sr. General Manager- Overall in-charge.

1. Sh. Virender Pal Bhatia, Consultant (BDD)
2. Sh. Surinder Kumar, Consultant (BDD)
3. Sh. Sanjeev Joshi, YP
4. Sh. Gaurav Kumar Chandra, YP
5. Sh. Akhilesh Kumar, YP

(J) Inspection Committees:

The following Committees under the overall supervision of Sh. S.R. Sahoo, GM/CS. The committees will visit respective locations for compliance twice a day and submit their report to ED/CMD through Sh. S.R. Sahoo, GM/CS:-

- (i) **Hygiene Team:** Inspection of Food outlets to ensure to maintain hygienic food, Consumption of Smoking, Chewing Tobacco and Gutka etc.:
1. Sh. Ravi Prakash Pareek, DGM
 2. Sh. Saurabh Yadav, SM
 3. Smt. Rashmi Pandey, SM
 4. Sh. Vijay Pal, SM(Security)
 5. Sh. Moinuddin, SM(Civil; N/F)
- (ii) **Housekeeping:** Inspection of conservancy arrangement for Swachhta, maintain overall cleanliness of halls/ground, toilets with the facilitation of Housekeeping Unit:
1. Sh. Satya Prakash Panda, SM
 2. Sh. Siya Kant Suman, SM(Civil)
 3. Sh. Rahul Bhatia, DM(Civil)
 4. Sh. Arun Kumar Gautam, DM(Civil; N/F)
- (iii) **Business Development:** Inspection and monitor any violations like subletting of booths including F&B outlets, display of products, unauthorised encroachment of the spaces:
1. Sh. Vivekanand Vivek, DGM
 2. Sh. Harpal Singh, Sr. Manager(Fin.)
 3. Sh. Saurabh Sharma, Sr. Manager(Arch.)
 4. Sh. Dinesh Mathur, Manager
 5. Sh. Kapil Yadav, DM(Security)

3. All the above officers/officials shall report for their respective duties on the date and time indicated without fail in compliance of these orders.

4. To ensure crowd management, mobile (foot) patrol comprising of Security personnel and Civil Defence Volunteers to be incorporated by the Security Division.

5. GM(HM) to ensure the orientation/briefings of the officer/officials who are being deployed during IITF-2024.

7. All senior officers of the ITPO shall function with their respective attached personal staff/Attendants as required by them.

This issues with the approval of the Competent Authority.



(Shankra Nand Bharti)
General Manager(BM-Coord.) & HoD, E-I


To: All concerned.

Copy to:

1. All HoDs With a request to relieve the above officials from November 07-28, 2024. They may make internal adjustments by redeployment of the staff to cope with normal day-to-day work in the absence of their officials.
2. GM(Works)
 - (a) With request to earmark suitable space for construction of Hall Master's site office and nomination of officials of Engg. Div.; Civil & Elect. for duty in CFCs & Hall Master's Office.
 - (b) To arrange to provide each Hall Master's site office with suitable public address system.
 - (c) For deployment of officials of Electrical and Civil along with their contact numbers in each hall mentioned in the table of Old and New Hall Masters.
3. SM(SV) - Stores To provide each Hall Master's site office with furniture
4. Gen. Section To provide each Hall Master's site office with a landline telephone
5. Security Division For deployment of officials of Security and Fire along with their contact numbers in each hall mentioned in the table of Old and New Hall Masters
6. Central Facilitation Centre (I & II)/Vigilance/Architecture Unit/BDD/IT Services
7. Notice Boards
8. Office Order Register

Copy for kind information to:

1. PSO to CMD
2. PA to ED



(Shankra Nand Bharti)

General Manager(BM-Coord.)& HoD, E-I