

INDIA TRADE PROMOTION ORGANISATION
(Fair Services - I Division)

Date : 25 July, 2018

Office Order

The functioning of the Desk System in the FS-I Division was reviewed at the level of Executive Director, ITPO on 10.07.2018, wherein, it was observed that the guidelines laid out in the Office Order No.462/ADMIN./2016 dated 21 June, 2016 needs to be complied.

2. All the Desks and Fair Teams of overseas exhibitions are hereby advised to follow the processes to ensure compliance with the said guidelines. The following activities are once again emphasised on :-

- (a) The booth allocation is to be made by the Fair Team in consultation with the concerned Desk. The Team must ensure that every time there is a change in the layout, a copy of the same is sent to the concerned Desk for information.
- (b) All allotment letters need to be countersigned by the concerned Desk Officer before the Fair Team issues them to the participants.
- (c) The budget order issued by the fair team also needs to be countersigned by the Desk Officer concerned.

3. To preserve and document the institutional memory for administrative and reference purposes, the Fair Officers are advised to submit all the files and other documents related to an exhibition to the concerned desk after settlement of the fair account within one month of the completion of the fair. The Finance Division will settle/ close the fair accounts only after receiving the clearance from the Desk certifying that the files and other records have been submitted by the team.

4. In view of above, all the concerned are advised to strict comply with above and other guidelines laid out in the Office Order No.462/ADMIN./2016 dated 21 June, 2016.


(Vikas Malhotra)
General Manager

To :-

1. All Desks
2. FA&CAO – With a request that the fair account may be settled and closed only after receiving clearance from the FS-I Division.
3. Coordination Section – With a request to incorporate Para 2 and 3 in the nomination orders.

Copy to :-

1. PS to CMD – For information
2. PS to ED – For information
3. All HODs