

No.5-ITPO(5)/E.I/2017
India Trade Promotion Organisation
(Administration Division)

Pragati Maidan, New Delhi
May 15, 2018

Office Order No. Admn/ 541 /2018

In continuation of OO No. Admn/703/2017 dated September 07, 2017, it has been decided that the following procedures will be followed by all the nominated Fair Officers/HODs in order to economize expenditure on purchase of air tickets for overseas travel.

- a. Fair Officer will propose the tour programme to Coordination Division of FS-I and after the concurrence of FS-I, Fair Officer will seek the approval of the Competent Authority at-least two months in advance and forward it to Travel Unit to chalk out the best feasible and cheapest route for the desired dates in consultation with M/s Balmer Lawire & Co. Ltd. A copy of the approved tour programme may also be sent to Coordination Division of FS-I.
- b. After receipt of option and rates from M/s Balmer Lawire & Co. Ltd., and in consultation with Fair Officer, ***refundable tickets will be issued, pending approval of man-days and event's budget.***
- c. In case of any deviation in the approved programme wherein cancellation or re-issue of ticket is needed, the same will be got approved from the Competent Authority and copies will be sent to Coordination Division of FS-I and to Travel Unit for necessary action at their end.
- d. In case, submission and approval of tour programme is not possible two months in advance, the matter should be brought to the notice of ED with valid reasons.
- e. In order to observe economy, itinerary suggested by M/s Balmer Lawire & Co. Ltd. as per desired dates of Team, will be followed.


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All the Fair Officers are requested to plan their travel keeping in view the approved norms of FS-I for overseas events and in accordance with the above guidelines.

This issues with the approval of CMD, ITPO.


(B N Gupta)
Senior Manager (Admn.)

To : All DMs and above

Copy for information to :

- PS to CMD
- PA to ED
- All HODs
- Regional Offices Chennai/Kolkata/Mumbai
- Travel/Foreign Fairs Accounts/FS-I (Coordination)/E.I
- Notice Boards