

No.8-ITPO(1)E.I/2019  
India Trade Promotion Organisation  
{Administration Division – E.I Section}

Pragati Maidan, New Delhi.  
February 03, 2020.


**Office Order No. Admn/164/2020**

The Competent Authority has approved change in nomenclature of the officials in E-0 pay scales to project them with better designation while discharging their official duties.

The change in the nomenclature of officials of E-0 pay scales is as follows :

S.No.	Existing Nomenclature	Revised Nomenclature
1.	Executive (General Cadre)	Assistant Manager (General Cadre)
2.	Personal Assistant	Assistant Manager (Secretarial)
3.	Executive (Finance & Accounts)	Assistant Manager (Finance & Accounts)
4.	Senior Artist (Design & Display)	Assistant Manager (Design & Display)
5.	Deputy Security Officer	Assistant Manager (Security)

It may please be noted that only the nomenclature of the post has been changed. However, the other terms & conditions of E-0 level posts will remain the same.

  
(Chandi Pd. Maithani)  
Deputy Manager (Admn.)

To : All concerned.

Copy to :

1. PS to CMD
2. PS to ED
3. All HoDs
4. Salary/Bill Checking Section/E.I(Computer)/Security/E.III Section/IT Services Division/Office Order File