



File No.11-ITPO(2)/E-I/2020

**India Trade Promotion Organisation**  
(Administration Division, E-I Section)

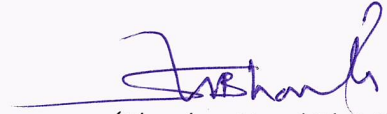
Bharat Mandapam, New Delhi  
24 January 2025

**Circular No. Admin/ 8 /2025**

The Flag hoisting ceremony will be held on 26/01/2025 at 8:00 a.m. on the occasion of the 76<sup>th</sup> Republic Day in front of Nataraja Statue. The Flag will be hosted by the Hon'ble Chairman, ITPO.

All the Officials/Young Professionals/Consultants are requested to assemble for the Flag Hoisting Ceremony on 26/01/2025 in front of Nataraja Statue near Flag post.

This issues with the approval of the Competent Authority

  
(Shankra Nand Bharti)  
GM(BM-Coord.)/HoD(Admin)

To: All concerned

Copy to:

1. All HoDs
2. D&D Unit : For arrangement of banner, photography of the programme.
3. Engg. Division – Preparation of Flag Pole/Audio Visual System arrangement for National Anthem/Flower arrangement/carpeting of area.
4. Security Division – Preparation of Flag hoisting ceremony and coordination with CISF to participate in ceremony.
5. F&B Unit – For refreshment arrangement approx. 200 persons.
6. IT Services Division/ Publicity Unit – to ensure display of relevant pictures, banner and content on website and uploading circular on ITPO website/social media platforms.
7. All Regional Offices
8. Circular Register/Notice Boards

Copy for information to:

1. PSO to CMD
2. PA to ED
3. PA to SGM