



File No.9-ITPO(10)/E-I/2007

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

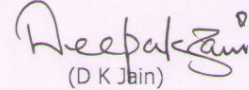
Pragati Maidan, New Delhi
25th January, 2017

Circular No. Admn/ 7 /2017

In supersession of Circular No.Admn/06/2017 dated 20th January, 2017, with the approval of competent authority, a function will be held on 31/01/2017, at 4.00 p.m. in Shringar Theatre (Hall No.1) to bid farewell to the following employees who are superannuating on 31/01/2017:-

- 1. Mrs. Vinod Malhotra, Senior Manager**
- 2. Shri Jai Pal Singh, Security Supervisor (N/F)**
- 3. Shri Brahm Pal, Sr. Wireman-Gr.II(N/F)**

All employees of the Organisation are requested to make it convenient to attend the function.


(D K Jain)

Deputy General Manager (Admn)

To: All Employees

Copy to:

- 1 All HoDs
- 2 M(SA; Electrical Engg.) - For availability of Shringar Theatre (Hall no.1), Mike etc.
- 3 SM(RDS; Civil Engg.) - Seating Arrangements.
- 4 M(AKS; General Section) - for arrangement of plying Stillers.
- 5 Farewell Committee - for arrangement of memento, gift items(4)- 3 for headquarters and 1 for RO(Bangalore) for Mrs. Usha Prasad, Executive(TDC), sweet boxes, tea, bouquet, etc.
- 6 Design & Display Unit- for arrangement of photography of the function
- 7 Notice Board

Copy for information to:

1. PS to CMD
2. PA to ED