



File No.14-ITPO(2)/E-I/2009  
**India Trade Promotion Organisation**  
(Administration Division, E-I Section)

Pragati Maidan, New Delhi  
05 September, 2016

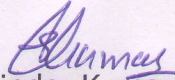
**Office Order No. Admn/ 647/2016**

The distribution of Admit-I passes to the officials of ITPO at headquarters for IITF 2016 will be as follows:-

| Sl. No. | Designation                      | Admit-I passes to be issued |
|---------|----------------------------------|-----------------------------|
| 1       | Chairman & Managing Director     | 1500                        |
| 2       | Executive Director               | 1200                        |
| 3       | General Manager & equivalent     | 600                         |
| 4       | Dy. General Manager & equivalent | 200                         |
| 5       | Sr. Manager & equivalent         | 150                         |
| 6       | Manager & equivalent             | 100                         |
| 7       | Dy. Manager & equivalent         | 80                          |
| 8       | Executives & equivalent          | 60                          |
| 9       | Sr. Assistants & equivalent      | 40                          |
| 10      | Assistants & equivalent          | 33                          |
| 11      | Jr. Assistants & equivalent      | 28                          |
| 12      | Attendants & equivalent          | 25                          |

Delhi Police has made a specific advisory to the effect that a **record of complimentary Admit-I passes should be maintained** in order to trace the person who used the complimentary Admit-I pass, if so requires. Accordingly, it is advised that the officers while distributing the passes must further advise the officers or persons concerned to keep a proper record while issuing the passes. For the sake of convenience, it is advised that this advisory at the time of distribution may invariably be passed on in an appropriate manner, preferably in writing.

This is issued with the approval of the Competent Authority.

  
(Surinder Kumar)  
Manager (Admn)

**To:**

All regular employees of ITPO at Headquarters.

P.T.O.


**Copy to:**

1. PS to CMD
2. PA to ED
3. All HoDs
4. Stores Division
5. Finance Division - To issue the complimentary Admit-1 passes as indicated above.
6. Security Division.
7. Office Order Register
8. Notice Board

| Sl. No. | Designation                      | No. of Admit-1 passes to be issued |
|---------|----------------------------------|------------------------------------|
| 1       | Chairman & Managing Director     | 1500                               |
| 2       | Executive Director               | 1200                               |
| 3       | General Manager & equivalent     | 600                                |
| 4       | Dy. General Manager & equivalent | 300                                |
| 5       | Sr. Manager & equivalent         | 150                                |
| 6       | Manager & equivalent             | 100                                |
| 7       | Dy. Manager & equivalent         | 80                                 |
| 8       | Executives & equivalent          | 60                                 |
| 9       | Sr. Assistants & equivalent      | 40                                 |
| 10      | Assistants & equivalent          | 33                                 |
| 11      | Jr. Assistants & equivalent      | 28                                 |
| 12      | Attendants & equivalent          | 25                                 |

Delhi Police has made a specific advisory to the effect that a record of complimentary Admit-1 passes should be maintained in order to trace the person who used the complimentary Admit-1 pass. Accordingly, it is advised that the officers while distributing the passes must further advise the officers or persons concerned to keep a proper record while issuing the passes. For the sake of convenience, it is advised that this advisory at the time of distribution may invariably be passed on in an appropriate manner, preferably in writing.

This is issued with the approval of the Competent Authority.

  
(Sunder Kumar)  
Manager (Admin)

To: All regular employees of TPO at Headquarters.