

**File No.2-ITPO(2)/E-I/2015**  
**India Trade Promotion Organistaion**  
**(Administration Division, E-I Section)**

December 08, 2015

**Office Order No. Admn/998/2015**

**Subject: Designation/rationalization of Divisions in ITPO along with subjects/units allocated to each Division and allocation of Divisions among HODs.**

In supersession of all previous orders issued on the subject above, the following Divisions along with the subjects/units shown against each one of them and allocation of Divisions among HODs will come into effect forthwith and until further orders:

<b>Sl. No</b>	<b>Functional Divisions</b>	<b>Heads of Division (HODs)</b>	<b>Subjects/units allocated</b>
1	Administration Services	GM(V. Meera)	All matters relating to personnel including policy and recruitment, PI Cell, Legal Unit, General Section, Caretaking Unit, Canteen, Stores, R&I, Record Cell, Hindi Section and Regional Offices.
2	Fair Services-I	OSD(Meenakshi Singh)	Foreign Fairs, MDA Unit, Business Development Unit including MOUs with agencies domestic and external, MDA Unit, 3 <sup>rd</sup> party fairs and events and booking of space relating thereto.
3	Fair Services-II	GM(J. Gunasekaran)	Fairs in India unit including Coordination work and IITF desk
4	Corporate Communication Services	OSD(Meenakshi Singh)	Design & Display unit, Printing and Publication unit, Publicity and PR unit, Protocol unit and Cultural Activities unit.
5	Estate Management Services	GM(J. Gunasekaran)	Food & Beverages unit, Estate Management unit, Marketing of Conference facilities.
6	Engineering Services	GM/ DGM(R.P. Dhusia)	Civil unit, Electrical unit, Architect unit and Conservancy unit.
7	Finance & Accounts Services	FA&CAO(D.M. Sharma)	All matters related to finance, audit & accounts.

8	Trade Relations & Information Services (TRIS)	GM(Jayanta Das) (He will also be in charge of ED, NCTI)	Trade research, Consultancy and Information unit, library unit, trade publication, trade portal/data base unit, coordination with trade bodies unit.
9	Information Technology (IT) Services	GM(Jayanta Das)	Development and monitoring of Standard Operating Procedures (SOPs) Unit, IT Services Unit, Knowledge Management Unit and ERP.
10	Security Services	GM(Ajay Kr Vashist)	All matters relating to security
11	Corporate Law & Compliance Services	CS(S.R. Sahoo)	Company Secretary Unit, matters with DPE including performance MOU with DOC and matters of KTPO and TNTPO.
12	Vigilance Services	GM(J. Gunasekaran)	All matters relating to vigilance.

2. The earmarking of Fair Officers for fairs, domestic and foreign, will be done separately, whenever required, on a case by case basis, with the approval of CMD.
3. This issues with the approval of CMD, ITPO.

  
(D.K. Jain)

Dy. General Manager (Admn.)

To:

**All HoDs**

Copy for information to :

1. PS to CMD
2. All Regional Offices
3. DCVO
4. E-I (Computer)/Salary/Stores/Vigilance/R&I/RTI/General Section
5. Office Order Register
6. Copy to SD&CS Div. for hosting on Web site