



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

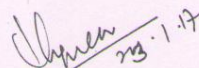
Pragati Maidan, New Delhi  
23 January, 2017

**Office Order No. Admin/ 58 /2017**

It has been decided by the Competent Authority, the New Year Calendar 2017 will be published and distributed among various categories of officials. Accordingly, the distribution of New Year Calendar 2017 to the officers/officials of ITPO at headquarters will be as follows:-

Sl. No.	Designation	Quantity of New Year Calendar 2017
1	Chairman & Managing Director	45
2	Executive Director	35
3	General Manager & equivalent	20
4	Dy. General Manager & equivalent	10
5	Sr. Manager & equivalent	6
6	Manager & equivalent	5
7	Dy. Manager & equivalent	4
8	Executives & equivalent	3
9	Sr. Assistants & equivalent	2
10	Assistants & equivalent	1
11	Jr. Assistants & equivalent	1

All the officers/officials are requested to collect their calendars as per the quantity indicated against each officers/officials from Stores Division on 24/01/2017 (Tuesday) onwards.

  
(Nazneen Begum)  
Deputy Manager (Admin)

To:  
All regular employees of ITPO at Headquarters.

Copy to:

1. PS to CMD
2. PA to ED
3. All HoDs
4. Stores Division - To issue the New Year Calendar 2017 as indicated above.
5. Office Order Register
6. Notice Board