

No.1/Misc./SGM(FA)/ITPO/2012-13  
INDIA TRADE PROMOTION ORGANIZATION  
(FINANCE DIVISION)

Dated: 3<sup>rd</sup> May, 2012

CIRCULAR

This is in continuation of circular No.1/Misc./SGM(FA)/ITPO2011-12 dated 4/10/2011 (Copy enclosed) issued in regard to Standard Operating Procedure (SOP) in line with the financial rules, and other instructions issued on the subject for following two bid system. Following Officers from Finance Division are nominated for opening the bids.

1. Opening of technical bids:-(I) Shri B.K. Khanna-Manager is nominated for Bill Checking (Works) (II) Shri S.K. Verma is nominated for Non-Work Section or Vice-versa in case of absence.

2. Evaluation of Technical bids

Shri Gajraj Singh, Senior Manager (Finance) is nominated for evaluation of all Technical Bids).

Shri G.C. Sagar, Dy. General Manager (Finance) in the absence of Shri Gajraj Singh, Senior Manager (Finance)

3. Opening of financial bids

Shri Prakash Chand, DM (Fin.) for Civil Work. Shri Lokesh Chand Dhawan DM(Fin.) for Electrical Work nominated from Finance Division or vice-versa in case of absence.

4. Financial Concurrence -Shri B.K. Khanna, Manager (Finance) for Bill Checking Works/Non-Works.

All concerned are also advised to attend Financial/Technical bids depending upon the circumstances i.e. in regard to availability of the Officers or vice-versa in case of absence

All the HODs are requested to advise concerned officers those who are opening technical/financial bids to issue written instructions well before the opening of the bids requesting concerned officers as mentioned above for opening/evaluating the bids and to avoid further nomination.

A.Khanna  
(A.K. Khanna)  
SGM&FA

To:-  
All HODs  
All Concerned

Copy for kind information of ED/CMD

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DCM(YS)  
DCM(SK)  
SM(SB)  
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to DCM

rel DGM  
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