

MOST URGENT

No.9/109/CS/ITPO/2013-Vol.II  
INDIA TRADE PROMOTION ORGANISATION  
(C.S. DIVISION)

Date : 01-10-2013

Sub : Inputs regarding Achievements, New Initiatives & Good Practices Initiated.

The customary Bi-monthly D.O. letter from CMD to the Hon'ble Commerce & Industry Minister is due to be sent, incorporating achievements, new initiatives and good practices made during the period July, August and September, 2013.

In view of the above, it is requested that HoDs may kindly provide inputs concerning the Divisions under their purview, to the undersigned, **positively before 4th October, 2013** for placing before Competent Authority.

Further it is requested to send a "monthly" inputs in respect of the above by 5th of succeeding month invariably as a matter of routine to avoid delay, inconvenience etc. and for operational ease.



(S.R. Sahoo)  
Company Secretary

SGM  
OSD(BLM)  
OSD(MS)  
GM(SKS)  
GM(VS)  
GM(DS)  
GM(RKS)  
GM(AC)  
GM(VM)

Copy to : PS to CMD  
PA to ED