

F. No. 145-ITPO (13) BDD/2018
India Trade Promotion Organization
(Business Development Division)

Pragati Maidan, New Delhi
27th June, 2018

Order No. BDD/703/2018

Subject: SOP of BDD online software and operations.

The competent authority has approved the below mentioned SOP, consisting the responsibility and time line to be followed in respect of BDD process on the online software. SOP details are as given below:

S.No.	Activity/Job involved	Suggested Timeline for completion of job	Accountability of the officer
1.	Online Filling up of application form by 3 rd party fair organiser for booking of halls - downloading of the same.	Within two working days	SM(BDD) (booking)
2.	After submitting the online application, the Fair Organiser will generate the challan form and will deposit the payment in the designated Bank within 48 hrs. Subsequently, the organiser will share the payment details like UTR No. date of deposit, amount deposited. After receipt of payment details, the Dealing Assistant/DM(BDD), with the help of officials of Finance Division (IFD) will get the confirmation & authorization of payment receipt after checking of TSA by IFD. Simultaneously, the receipt will be prepared in	Within one working day by IFD. One day by BDD	M(BDD) (booking) concerned Fair Officer

	Tally (within one day)		
3.	Generation of BDRC Agenda	Within two working days.	Booking (SM)
4.	Convening of BDRC Meeting	Within 15 days from receipt of online applications	SM(BDD) (Booking)
5.	Finalisation of the minutes of the BDRC meeting	Within one working day.	SM(BDD)- Booking
6.	Confirming approval of the event to the Fair organiser	Within one working day of the finalisation of the BDRC meeting minutes.	DM(BDD) (Booking)
7.	Forwarding hardcopy of approval/allotment letter by speed post of the event along with tentative invoice to the Fair organiser confirming with IFD.	Within three working days of the finalisation of the BDRC meeting minutes.	M(BDD)
8.	Subsequently, follow up with the Fair organiser for remittance of payments, as per schedule given in the invoice and upon receipt of payment, prepare the receipt in tally.	Time to Time (within two working days)	Fair officer
9.	Issuance of Service Note on receipt of services	At least 2 working days before start of the event subject to receipt of payments, required NOCs etc. In case there is any lacuna/shortfall, the service note for a tenancy period will only be issued at least one day before the tenancy period. Subsequently, upon receipt of full payments, & NOCs, fair officer to issue the service note for continuation of the services.	M(BDD) Final Inspection Report with penalties if any to be imposed by SM(BDD)
10.	Event reports are required to be forwarded by the User Deptt. to BDD	Two working days after the event	Manager (in line Deptt.)
11.	After completion of the	Within five working days.	Fair officer

	event – preparation of the Invoice with the assistance of officials of Finance Division, posted in BDD.		Within one working day after the close of event SM(BDD)
12.	Checking of Final invoice by IFD	2 days	DM(IFD)
13.	Forwarding files (final invoice to Revenue Deptt.)	2 days	Fair Officer
14.	Finalisation of Final invoice	4 days	M(Revenue)- Finance Division
15.	Issue Final invoice to the Fair Organiser	2 days	Fair Officer
16.	Forwarding of all TDS & Revenue deposit.	Within 2 days of receipt.	Fair Officer
17.	Confirmation by Revenue Department reference of TDS & Confirmation of refund amount	4 days	M(Revenue)
18.	Approval of DGM(BDD)	2 days	Fair Officer
19.	Submitting Refund voucher to Revenue Department	2 days	Fair Officer
20.	Passing of Refund	4 days	SM (Finance)



(S.R. Sahoo)
General Manager