

**ITPO/ITSD/IT Solutions/2019**  
**India Trade Promotion Organisation**  
**(I.T. Services Division)**

Dated the 7<sup>th</sup> August, 2019

Office Order No.....873/2019.....

CMD has kindly approved action plan for nomination of Nodal Officers (Social Media/ Digital Marketing Managers) from all the departments with mandate to submit updates frequently for Social Media platforms and Website vide Office Order no. Admn./ 761/2019 dated 9<sup>th</sup> July, 2019.

Accordingly, following officers have been nominated by the HODs of their respective departments as Nodal Officers (Social Media/ Digital Marketing Managers):-

| S. No. | Department     | Nominated Nodal Officer (Social Media/ Digital Marketing Manager)                                      |
|--------|----------------|--|
| 1.     | FS-I           | <ul style="list-style-type: none"><li>• Sh. Krishan Kumar, SM</li><li>• Ms. Meenu Kapoor, SM</li></ul> |
| 2.     | FS-II          | <ul style="list-style-type: none"><li>• Sh. Tarun Kant Pant, Manager</li></ul>                         |
| 3.     | BDD            | <ul style="list-style-type: none"><li>• Sh. P.S. Nair, Manager</li></ul>                               |
| 4.     | Finance        | <ul style="list-style-type: none"><li>• Sh. Aniket, Manager</li></ul>                                  |
| 5.     | Administration | <ul style="list-style-type: none"><li>• Sh. Surinder Singh, DM</li></ul>                               |

Activities of ITPO on Social Media platforms precisely `Facebook` and `Twitter` are being closely monitored by Department of Commerce currently and it is expected that departments/ PSUs under the Ministry proactively publish content on their respective social media platforms.

All nominated Nodal Officers are requested to identify/ create content for Social Media updation daily particularly for Facebook and Twitter and submit the same to IT Department for necessary updation on relevant platforms. A WhatsApp group vide which the Nodal Officers may submit the content will be created in due course.

  
(Vikas Malhotra)  
General Manager

To:-

- All HODs
- All Nodal Officers

Copy to:-

- PS to CMD
- PS to ED