

2-ITPO(1)/E-I/2019
India Trade Promotion Organisation
Administration Division

21.05.2020


Office Order No. Admin/ 390 /2020

With the approval of the Competent Authority, it has been decided that Senior Managers will not be provided with Personal Assistants. Henceforth, the PA's/Sr. Stenos attached with Sr. Managers will be utilised as Dealing Assistants/Hands in within/outside of division/s.

Accordingly, the following PAs/Sr. Stenos will be utilised as Dealing Hands/Assistants:

S.No	Name	Designation	Division
1	Ms. Raj Ahuja	Asst. Manager (Secretarial)	BDD
2	Ms. Satya Wahi	Asst. Manager (Secretarial)	FS-II
3	Ms. Saroj Nagpal	Asst. Manager (Secretarial)	FS-II
4	Ms. Veena Gulati	Asst. Manager (Secretarial)	Security
5	Ms. Nirupa Tirkey	Sr. Steno	BDD
6	Mr. Ramesh Kumar	Sr. Steno	BDD
7	Mr. Purushottam Lal	Sr. Steno	FS-II
8	Mr. Prakash Chander	Sr. Steno	FS-I
9	Ms. Kuldeep Kaur	Sr. Steno	FS-I

This issues with the approval of CMD, ITPO.


(Col. Pushpam Kumar, SM)
OSD (Admin)

To: All concerned.

Copy to:

1. PS to CMD
2. PS to ED
3. All HoDs
4. Salary Section/Vigilance/E-I/E-II/E-III/ACR.
5. Computer Division - for uploading on ITPO Website
6. Officer Order Register/Notice Boards