

File No.14-ITPO(2)/E-I/2009
India Trade Promotion Organisation
(Administration Division, E-I Section)

09.11. 2022

Office Order No. Admin/ 660/2022

The distribution of Admit-I passes for each Division/Section/Unit for India International Trade Fair (IITF) 2022 will be as follows:-

Sl. No.	Division/Unit	Total no. of passes to be issued
1.	Finance & Accounts Division	1500
2.	Security Division	2250
3.	Engineering Division	1200
4.	Law Division	338
5.	Administration Division	413
6.	Vigilance Unit	225
7.	IT Services	338
8.	Corporate Services (C.S. Division)	700
9.	PR & Publicity Division	675
10.	TIR&P/TR&IS(merged with BDD)	600
11.	Fair Services Division	488
12.	Protocol	16000
13.	BDD	1500
14.	EMD	150
15.	F&B	150
16.	Hindi Section	75
17.	General Section	200
18.	Stores Division	200
19.	Travel Unit	200
20.	Design & Display Unit	150
21.	Printing Unit(merged with Design & Display Unit)	200
22.	CMD Secretariat for issue of passes to ex-CMDs	225
23.	ED Secretariat for issue of passes to Ex-EDs	150
24.	ITPO Employees Union	150
25.	ITPO Officers Association	150
26.	ITPO SC/ST Association	150
27.	OBC Welfare Association	150

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Earlier, Delhi Police has made a specific advisory to the effect that a record of complimentary Admit-I passes should be maintained in order to trace the person who used the complimentary Admit-I pass, if so requires. Accordingly, it is advised that the officers while distributing the passes must further advise the officers or persons concerned to keep a proper record while issuing the passes. For the sake of convenience, it is advised that this advisory at the time of distribution may invariably be passed on in an appropriate manner, preferably in writing.

This issues with the approval of the Competent Authority.

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

To: All HoDs

Copy to:

1. Stores Division
2. ITPO Employees' Union/ITPO Officers Association/ ITPO SC/ST Association/OBC Welfare Association
3. IT Services Division : for uploading on ITPO Website
4. Office Order Register
5. Notice Board

For information:

1. PS to CMD
2. PS to ED