

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

09.11.2021


Office Order No. Admin/ 751 /2021

The distribution of Admit-I passes to the officials of ITPO at headquarters for IITF 2021 will be as follows:-

Sl. No.	Designation	Total no. of passes to be issued
1.	Chairman & Managing Director	1125
2.	Executive Director	900
3.	General Manager & equivalent	450
4.	Dy. General Manager & equivalent	150
5.	Sr. Manager & equivalent	113
6.	Manager & equivalent	75
7.	Dy. Manager & equivalent	60
8.	Executives & equivalent	45
9.	Sr. Assistants & equivalent	30
10.	Assistants & equivalent	25
11.	Jr. Assistants & equivalent	21
12.	Attendants & equivalent	19

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 is issues with the approval of the Competent Authority.


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

To: All regular employees of ITPO at Headquarters.

Copy to:

1. All HoDs
2. Stores Division
3. Finance Division - To issue the complimentary Admit-1 passes as indicated above.
4. Security Division.
5. IT Services Division - for uploading on ITPO website
6. Office Order Register
7. Notice Boards

For information:

1. PS to CMD
2. PS to ED