

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

09.11.2021

**Office Order No. Admin/ 752 /2021**


The distribution of Admit-I passes for each Division/Section/Unit for India International Trade Fair (IITF) 2021 will be as follows:-

<b>Sl. No.</b>	<b>Division/Unit</b>	<b>Total no. of passes to be issued</b>
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*	600
11.	Fair Services -I Division (Foreign Fair)	488
12.	Protocol	16000
13.	Marketing/BDD (Third Party Organisers)	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	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

\* Vide office order no. Admin/744/2021 dated 03.11.2021 , TR&IS and Design & Display Unit has been merged with Business Development Division(BDD) and Engineering Division respectively.

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.

  
(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



No.11-ITPO(1)/E-I/2020  
India Trade Promotion Organisation  
(Administration Division, E-I)

Pragati Maidan, New Delhi

Date: 1<sup>st</sup> November, 2021

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Office Order No. Admin/744/2021

With the approval of the Competent Authority, following are ordered with immediate effect:

S. No.	Division/Unit	Merged with
1.	Trade Relation and Information Services Division/Membership Unit	Business Development Division (BDD)
2.	Design and Display Unit	Engineering Division

2. Publicity, Corporate Communication Services Unit and Culture Unit will be looked after by OSD(Admin).

3. Files pertaining to Engineering Division will be sent through DGM(D&D) and DGM(Electrical) to ED and CMD, as the case may be.

  
(Col. Pushpam Kumar, SM)  
Officer on Special Duty (Admin)

**To:**

All concerned.

**Copy to:**

1. All HODs
2. All DGMs
3. All Regional Offices, Chennai, Mumbai, Kolkata
4. Salary/Vigilance/E-I(Computer)/IT Services Division
5. Office Order Register

**Copy for information to:**

1. PS to CMD
2. PS to ED