

**INDIA TRADE PROMOTION ORGANISATION**  
**Finance & Accounts Division**

Pragati Maidan, New Delhi  
May 02, 2018

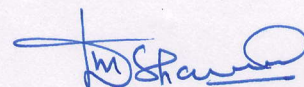
**Circular**

**Subject:- Timely issue of Advance Receipt by respective Divisions**

As per GST requirement, monthly returns are to be filed incorporating therein GST received during the month from various parties and GST collected has to be deposited before due date. During the weekly review meeting, it was brought to the notice of ED that to enable Finance Division to deposit correct amount of monthly GST, timely issue of Advance Receipt by the concerned Division is necessary, in the absence of which many pending entries are shown in the bank statement. Further, due to this the party's ledger is also not updated timely causing difficulty in invoicing as well as refund/adjustment.

Accordingly, it was decided to assign a Unique Code to each Division of ITPO which is to be mentioned by the party/exhibitor while making payments in the bank account of ITPO. The Unique Code assigned for each Division is annexed herewith. The Executive Divisions may further assign Unique Code sub-activitywise after Divisions Unique Code and inform the party/exhibitor to mention the same Unique Code while remitting the amount.

Accordingly, all Divisions are requested to advise party/exhibitor to prefix this code while sending money in the account of ITPO.



(D.M. Sharma)  
FA & CAO

All HoDs

Copy to:-

1. PS to ED



Unique Code assigned for each Divisions :

<b>Sr.No.</b>	<b>Functional Divisions</b>	<b>Unique Code</b>
1.	Fair Services – I	FS01
2.	Fair Services – II	FS02
3.	Security Services	SS03
4.	Estate Office	EO04
5.	Food & Beverages	FB05
6.	Estate Management Division	EMD06
7.	Engineering Division	ENG07
8.	Trade Relations & Information Services (TR&IS)	TR08
9.	Protocol	PR09
10.	Stores	ST10
11.	General Section	GS11
12.	Corporate Communication Service Division	CC12
13.	Administration Division	AD13
14.	Finance Division	FI14
15.	Library	LI15
16.	Cultural activity Unit	CU16
17.	Corporate Law & Compliance Services	CL17
18.	Business Development Divisions (BDD)	BDD18
19.	RTI Cell	RTI19
20.	Hindi section	HI20
21.	Printing Unit	PU21
22.	Design & Display Unit	DD22
23.	Information Technology Services (IT)	IT23
24.	Vigilance Division	VI24
25.	Law Division	LA25
26.	C.R. Unit	CR26
27.	R&I Section	RI27
28.	Caretaking Unit	CT28