

File No.11-ITPO(2)/EI/2020  
**India Trade Promotion Organisation**  
(Administration Division, EI Section)

23.01.2023

**Circular No. Admin/ 5 / 2023**

In reference to Circular no. Admin/4/2023 dated 19.01.2023, the copy of minute-to-minute schedule for the Flag hoisting Ceremony is enclosed herewith.

This issues with the approval of the Competent Authority.

*Amey*  
(Col. Pushpam Kumar, SM)  
OSD (Admn.)

To:

All employees

Copy to:

1. All HoDs
2. Engg. Division- Preparation of Flag Pole/Audio Visual system arrangement for National Anthem/Flower arrangement
3. Security Division – Preparation of Flag hoisting ceremony
4. F&B – Refreshment arrangement
5. Pragati Choir – For National Anthem
6. Regional Office (Kolkata, Mumbai, Chennai)
7. IT Services Division –for uploading on ITPO website
8. Circular register/Notice Boards

For information:

1. PSO to CMD

**Flag Hoisting Ceremony  
on the occasion of Republic Day  
On Thursday, the 26<sup>th</sup> January, 2023**

Venue: In front of ITPO's Main Building

Time: 08.00 A.M.

<b>Minute to Minute Programme</b>	
07:45 AM	Assembly of ITPO officials in front of Main Building
07:57 AM	Arrival of Hon'ble CMD, ITPO
07:58 AM	Welcome by ED (Projects)
8.01 AM	Guard of Honour to Hon'ble CMD, ITPO by CISF
08.02 AM	Play of National Anthem by Pragati Choir
08.04 AM	Speech Address by Hon'ble CMD
08.10 AM	Distribution of Refreshment/Snacks

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We may issue to all users.

*Atma*  
23/01

Col. Pushpam Kumar, SM  
GSD (Admin)

M(AS)

*Asp*  
23/01/2023

Copy to

DM(SJ)

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**Note:**

All Divisions/Units of ITPO will ensure preparatory arrangements w.r.t. Circular No. Admin/4/2023 dated 19/01/2023