



No. 4-ITPO(22)/E-I/2019  
India Trade Promotion Organisation  
(Administration Division, E-I Section)

Pragati Maidan, New Delhi  
Date: 20<sup>th</sup> May, 2021  
25<sup>th</sup>

**Office Order No. Admin/333 /2021**

With the approval of the Competent Authority, the term of contract in respect of Mrs. Richa Kaushik as Consultant (Company Secretary) on contractual basis in ITPO is extended for a further period of one year beyond 27.05.2021.

Other terms and conditions as notified vide office order No. Admin/622/2020 dated 03.07.2020 will remain the same.

*Asif Siraj*  
(Asif Siraj)  
Manager (Admin)

To:

Mrs. Richa Kaushik,  
Consultant (Company Secretary)

Copy to:

1. OSD(Admin)/CS (SRS)
2. DGM(RKT)
3. Bill Checking Section/E-III/Salary/Vigilance/General Section/IT Services Division/Stores/Security
4. Office Order Register

Copy for information to:

1. PS to CMD
2. PS to ED