

INDIA TRADE PROMOTION ORGANISATION
(Administration Division, E-I Section)
Pragati Bhawan, Pragati Maidan, New Delhi

F.No.9-ITPO (10)/E-I/2007-Vol.II

Dated: 15/02/2021

Circular No. Admn./ 5 /2021

All ITPO officials are hereby informed that a farewell function will be organised on **26/02/2021 at 4:00 p.m. in Hall no.- 11**, to bid farewell to the following employees who will superannuate on **28/02/2021**:

1. Mohd Umar, Sr.Mason Gr-III(NF)
2. Smt. Shakuntla II, Sr.Mate Gr-II(NF)

All the ITPO officials are requested to make it convenient to attend the function.

In view of covid-19, the appropriate measures to enforce social distancing should be ensured by all concerned. Further, officials are also advised to follow covid guidelines during the function.



(Srishti Jain)
Dy. Manager (Admn.)

To:

All Employees

Copy to:-

1. PS to CMD
2. PS to ED
3. All HoDs
4. Farewell Committee - For arrangement of Momento, Sweet boxes, Tea, Bouquet, etc.
5. Store Division- for arrangement of Gift items
6. SM (SA) Electrical Engg.- With a request for availability of **Hall No. 11**, AC/Mike etc.
7. SM (ML) Civil Engg.- Request for Seating Arrangements.
8. Design & Display Unit- for arrangement of photography of the function.
9. Canteen
10. Notice Board