



File No.9-ITPO(2)/E-I/2007
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
02 March 2021

Office Order No. Admin/ 166 /2021

In supersession of previous office order and with immediate effect the ITPO Farewell Function Committee has been reconstituted for making arrangement of gift items, sweet boxes, memento, bouquets etc. in addition to their existing duties when any official(s) will retire from the services of ITPO. The ITPO Farewell Function Committee Members details are as under:

- (i) Col. Pushpam Kumar, SM, OSD(Admin)
- (ii) Shri Raj Kumar, Thakur, Dy. General Manager(Finance)
- (iii) Shri Rambir, Assistant Manager
- (iv) Shri Ravi Kandhari, Dy. Manager(F&A/Cs; NF) – For account work
- (v) Shri Jai Prakash, Assistant Manager (N/F) – For sweet boxes arrangement
- (vi) Shri Ram Niwas, Assistant

Further, the following divisions will make arrangement of gift items and flower bouquets:

- (i) Stores Division – For arrangement/purchase of gift items.
- (ii) Protocol Division – For arrangement of flower bouquets.

This issues with the approval of the Competent Authority.

Asif Siraj
(Asif Siraj)
Manager (Admin)

To: All concerned.

Copy to:

1. All HoDs
2. IT Services – with a request to upload on ITPO Website
3. Bill Checking Section/Protocol/Stores/Canteen/E-II/E-III Section
4. All Regional Offices
5. Office Order Register
6. Notice Boards

Copy for information to:

1. PS to CMD
2. PS to ED