



File No.2-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
20 May 2022

Office Order No. Admin/ 269 /2022

With the approval of the Competent Authority and with immediate effect the following officers/officials have been assigned to look after the work of “Housekeeping Unit” under the charge of OSD(Admin):

A. Old Complex (Hall No.7, 8, 9, 10, 11, 12 & 12A including inner and surrounding area)

Sl. No.	Officer/Official	Particulars of work
1.	Shri Ashok Kumar, Sr. Manager	In charge of Housekeeping of Complex and CTU work, in addition to his existing work in EMD.
2.	Shri Subash Kalia, Manager	Housekeeping of Old Complex and CTU work, in addition to his existing work in EMD.
3.	Shri Ram Niwas, Assistant	Caretaking Unit work

B. New Complex (Hall No.2, 3, 4 & 5 GF & FF - including inner and surrounding area)

Sl. No.	Officer/Official	Particulars of work
1.	Shri Vivekanand Vivek, Sr. Manager	In charge of Housekeeping of New Complex and all work related to tenders, in addition to his existing work in CPPR.
2.	Shri Surender Singh, Dy. Manager	Housekeeping of New Complex and all work related to tenders, in addition to his existing work in General Section and R&I.


C. Further to the above, following officials are also posted in Housekeeping Unit:

Sl. No.	Official	Particulars of work	Remarks
1.	Shri Dilip Singh, Sr. Assistant (Civil)	Housekeeping of Halls No.8 to 12 A and surrounding area, Inauguration function/ activities of ITPO exhibitions/ fairs including IITF, cleaning of the footpath, pavements, and roads in the premises including service road near Hall 8 to 10.	Will report to M(Subash Kalia) and SM(Ashok Kumar).

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Sl. No.	Official	Particulars of work	Remarks
2.	Shri Pradeep Kumar Jain, Sr. Supervisor (Cons.) Gr-II(NF)	Conservancy and sanitation arrangement of Pragati Maidan premises throughout the year, housekeeping of outside toilet blocks in the premises, disposal of garbage including building rubbish and other unserviceable materials from the premises during pre-fairs and fairs and non-fair periods, disinfection/ fumigation of premises, cleaning of sewer lines and drains, sprinkling of water on roads.	Will report to M(Subash Kalia)/ SM(Ashok Kumar) as well as DM(Surender Singh)/ SM(Vivekanand Vivek).
3.	Shri Abhey Kumar, Sr. Supervisor (Cons.) Gr-II(NF)		
4.	Shri Arun Kumar Gautam, Sr. Assistant (Civil)	Hall No.7, Gate No.1 including Lounge A, B & C, Gate No.11 incl. toilets & surrounding area of Hall No.7, Gate No.1 & 11, Prantik Building, housekeeping of halls under their charge, Kiosk No.6, CPWD Sub-station No.2 & 9, new Pragati Bhawan near Hall No.7, scanner room at Gate No.1 & 11, C&D work including hangers for IITF, other fairs of ITPO & other related works.	Will report to M(Subash Kalia)/ SM(Ashok Kumar).
5.	Shri Anup Singh, Sr. Assistant (Civil)	Housekeeping of Hall No 2-5 complex, including ITPO fairs.	Will report to DM(Surender Singh)/ SM(Vivekanand Vivek).

The above officers/officials are advised to report to their new place of posting, immediately.


(Col. Pushpam Kumar, SM)
Officer on Special Duty(Admin)

To:

All concerned

Copy to:

1. All HoDs
2. Engg. Division/Housekeeping Unit/Vigilance/Security Division
3. IT Services Division – For uploading on ITPO website.
4. Office Order Register

Copy for information to:

1. PS to CMD
2. PS to ED