

INDIA TRADE PROMOTION ORGANISATION
(Fair Services - I Division)

Date : 25 July, 2018

OFFICE ORDER NO. FS-I/001/2018

In suppression of the earlier internal order dated December 18, 2017, it has been decided to restore the Desk System to its originally constituted form as per Office Order No.462/ADMIN./2016 dated 21 June, 2016.

2. Accordingly, the three Foreign Desks currently in operation, along with the name of the Officer in-charge of each Desk are given below.

Sr. No.	Name of the Desk	Name of Officer In-charge
1.	Europe and America	Ms Jasdeep Seth, Dy. Manager
2.	Asia, Japan and Australia	Ms Savita Gupta, Dy. Manager
3.	Africa and Middle East	Ms Bimla Pandey, Dy. Manager

3. In addition to the above, Mr. Praful S. Nair, Dy. Manager will handle tendering work as envisaged in the Office Order No. 462/ADMIN./2016 for all the Desks.

4. Ms. Meenu Kapoor, Senior Manager is the overall supervisory officer of the Desk System.

5. The responsibilities of the Desk and the Fair Team nominated for each exhibition will continue to be the same as detailed in the original Office Order No.462/ADMIN./2016 dated 21 June, 2016 for strict compliance.



(Vikas Malhotra)
General Manager

To :-

1. All HODs
2. All Officers
3. Regional Offices

Copy to :-

1. PS to CMD
2. PS to ED