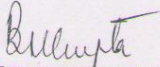


**No.9-ITPO(1)/E-I/2017 Vol-I
India Trade Promotion Organisation
(Administration Division, E-I Section)**

Pragati Maidan, New Delhi
Date: 10th August, 2017

Office Order No. Admin/629/2017

It has been decided by the Competent Authority that Publicity Plan of each event (both domestic and foreign) will be finalized not less than 6 months before the event. HODs and Fair Officer of the event will prepare publicity plan and will be fully responsible for its implementation including its audit, RTI, Parliament Questions etc. They may, if required, consult Corporate Communication & Services Division (CC&D). The CC&SD will assist in execution of approved publicity plan and will also process the payment for its approval by the respective HODs/Fair Officer.


(B.N. Gupta)
Senior Manager (Admin)

To:

All HODs
All Officers

Copy for information to:

1. PS to CMD
2. PA to ED