



File No.14-ITPO(2)/E-I/2009

India Trade Promotion Organisation

(Administration Division, E-I Section)

Pragati Maidan, New Delhi

05 September, 2016

Office Order No. Admn/ 646 /2016

The distribution of Admit-I passes for each Division/Unit for India International Trade Fair (IITF) 2016 will be as follows:-

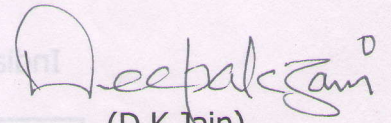
Sl. No.	Name of the Division/Unit	Number of passes to be issued
1.	Finance & Accounts Division	2500
2.	Security Division	3500
3.	Engineering Division	1800
4.	Law Division	500
5.	Administration Division	400
6.	Vigilance Deptt.	300
7.	CS & SD Division	200
8.	Corporate Services (C.S.Division)	500
9.	PR & Publicity Division	1000
10.	TIR&P	900
11.	Fair Services -I Division (Foreign Fair)	700
12.	Protocol	20000
13.	Marketing/BDD (Third Party Organisers)	500
14.	EMD/F&B	200
15.	CMD Secretariat for issue of passes to ex-CMDs	300
16.	ED Secretariat for issue of passes to Ex-EDs	200
17.	ITPO Employees Union	400
18.	ITPO Officers Association	400
19.	ITPO SC/ST Association	400
20.	OBC Welfare Association	400

Delhi Police has made a specific advisory to the effect that a **record of complimentary Admit-I passes should be maintained** in order to trace the person who used the complimentary Admit-I pass, if so requires. Accordingly, it is advised that the officers while distributing the passes must further advise the officers or persons concerned to keep a proper record while issuing the passes.

Contd...2/-

For the sake of convenience, it is advised that this advisory at the time of distribution may invariably be passed on in an appropriate manner, preferably in writing.

This is issued with the approval of the Competent Authority.


 (D K Jain)
 HOD (Admn)

Sl. No.	Name of the Division/Unit	Number of passes to be issued
1.	Finance & Accounts Division	2500
2.	Security Division	3500
3.	Engineering Division	1800
4.	Law Division	500
5.	Administration Division	400
6.	ITPO Employees' Union/ITPO Officers Association/ ITPO SC/ST Association/OBC Welfare Association	300
7.	Office Order Register	500
8.	Corporate Services Division	200
9.	PR & Publicity Division	1000
10.	TIR&P	900
11.	Fair Services - I Division (Foreign Fair)	700
12.	Protocol	20000
13.	Marketing/BDD (Third Party Organisers)	500
14.	EMD/F&B	500
15.	CMD Secretariat for issue of passes to ex-CMDs	300
16.	ED Secretariat for issue of passes to Ex-EDs	500
17.	ITPO Employees Union	400
18.	ITPO Officers Association	400
19.	ITPO SC/ST Association	400
20.	OBC Welfare Association	400

Copy to:

1. PS to CMD
2. PA to ED
3. All HoDs
4. Stores Division
5. ITPO Employees' Union/ITPO Officers Association/ ITPO SC/ST Association/OBC Welfare Association
6. Office Order Register

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