

File No.14-ITPO(2)/E-I/2009  
**India Trade Promotion Organisation**  
(Administration Division, E-I Section)

08.11.2023

**Office Order No. Admin/881 /2023**

The distribution of Admit-I passes to the officials of ITPO at headquarters for IITF 2023 will be as follows:-

Sl. No.	Designation	Total no. of passes to be issued
1.	Chairman & Managing Director	1500
2.	Executive Director	1100
3.	Executive Director(Projects)	1100
4.	General Manager & equivalent	600
5.	Dy. General Manager & equivalent	200
6.	Sr. Manager & equivalent	150
7.	Manager & equivalent	100
8.	Dy. Manager & equivalent	80
9.	Executives & equivalent	55
10.	Sr. Assistants & equivalent	40
11.	Assistants & equivalent	33
12.	Jr. Assistants & equivalent	28

Earlier, 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. 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 issues with the approval of the Competent Authority.

  
(Col. Pushpam Kumar, SM)  
OSD (Admin.)

To: All regular employees of ITPO at Headquarters.

Copy to:

1. All HoDs/Stores Division/Security Division
2. Finance Division - To issue the complimentary Admit-1 passes as indicated above.
3. IT Services Division - for uploading on ITPO website
4. Office Order Register/Notice Boards

For information:

1. PSO to CMD
2. PA to ED