

File No. 9-ITPO(6)/EI/2024
India Trade Promotion Organisation
(Administration Division, EI Section)


02.06.2025

Office Order No. Admin/446/2025

It has been observed with concern that instances of unauthorised gatherings, unnecessary movement, and lack of discipline among contractual employees/personnel including Young Professionals and workers engaged by ITPO and through third-party agencies are on the rise. Such behaviour poses a potential risk to security in the Bharat Mandapam complex.

2. In order to comply with the 'Need to Go' principle, all contractual employees/personnel, YPs and workers engaged by ITPO including those by third-party agencies are hereby directed not to loiter in corridors/Bharat Mandapam complex during office hours, observe strict discipline and to confine themselves only at their respective assigned duty locations to comply with the directions given by their Reporting Officer or Head of Department, without exception. Violation of these instructions, may attract disciplinary action, as deemed fit, including debarment from entry into the Bharat Mandapam Complex, ITPO Headquarters, New Delhi.

3. This issues with the approval of the Competent Authority.


(Shankra Nand Bharti)
GM (Admin, EI Section)

To: All Young Professionals/Consultants/Site Inspector(s)

Copy to:

1. All ITPO Officials (HQ & ROs)
2. All HoDs/Reporting Officers/Vigilance Unit/Security Services Division: to ensure strict compliance of the above instructions.
3. IT Services Division- for uploading the same on the website of ITPO
4. Office Order Register/Notice Board

Copy for information to:

1. PSO to CMD
2. PA to ED
3. PA to SGM