



eFile No. Admin-11012/1/2023-ADMIN-ITPO-Part(1)

India Trade Promotion Organisation
(Administration Division, E-I Section)

Ref. No.2-ITPO(1)/E-I/2024

Bharat Mandapam, New Delhi
10 June 2025

Office Order No. Admin/ 478 /2025

With immediate effect, the following is ordered:

S.No.	Name & Designation	From (Division)	To (Division)
1.	Shri Asif Siraj Sr. Manager	Administration Division (E-I Section)	Administration Division (E-I Section) with additional charge of ACR
2.	Shri Saurabh Yadav Sr. Manager	F&B Unit	Vigilance Division
3.	Ms. Srishti Jain Manager	Administration Division (E-I Section)	Administration Division (E-I Section) with additional charge of ACR
4.	Smt. Alka Assistant	Administration Division (E-II Section)	Administration Division (E-II Section) with additional charge of ACR

This issues with the approval of the Competent Authority.

(Shankra Nand Bharti)
GM(BM-Coord.)/HoD(Admin)

To: All concerned.

Copy to:

1. GM(GM)
2. Vigilance/E-I (Computer)/Store/E-II Section/ACR/F&B/Finance
3. IT Services Division - For uploading on ITPO's website
4. Office Order Register

Copy for information to:

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