



File No.9-ITPO(12)/E-1/2017
India Trade Promotion Organisation
(Administration Division, E-I Section)

Bharat Mandapam, New Delhi
18 June 2025

Office Order No. Admin / 485 / 2025

Reg.: Re-allocation of office spaces

In modification to the previous Space Allocation orders, the following office spaces are hereby allocated/re-allocated to the ITPO officers (DM and above) and others in the ITPO Admin Block, Bharat Mandapam, New Delhi:


S. No.	Officer	Designation	Allocated Space
1.	Col. Pushpam Kumar (Retd.)	SGM	Cabin No. 1, First floor Sectt.: Cabin No. 3, First floor
2.	Sh. Vikash Kumar Singh	GM(Security)	Cabin No. 8, First floor
3.	Sh. Smruti Ranjan Sahoo	CS/GM	Cabin No. 9, First floor
4.	Ms. Lakshmi Kumari	CE(Projects)	Cabin No. 10, First floor
5.	Sh. Brij Lal	GM(D&D)	Cabin No. 11, First floor
6.	Sh. Raj Kumar Thakur	FA&CAO	Cabin No. 12, First floor
7.	Sh. Manish Prasad	DGM(F&A/Cs)	Cabin No. 14, First floor
8.	Sh. Vivekanand Vivek	DGM	Cabin No. 15, First floor
9.	Sh. Krishan Kumar	DGM	Cabin No. 16, First floor
10.	Sh. R P Pareek	DGM	Cabin No. 17, First floor
11.	Ms. Amrapali Dixit	DGM	Cabin No. 18, First floor
12.	Sh. Debjit Sikdar	SM(D&D)	Cabin No. 2, Second floor
13.	Ms. Rashmi Pandey	SM	Cabin No. 3, Second floor
14.	Sh. Tarun Kant Pant	SM	Cabin No. 4, Second floor
15.	Sh. Naveen Grover	M(D&D)	Cabin No. 7, Second floor
16.	Sh. Sahil Aggarwal	DM(D&D)	Cabin No. 8, Second floor
17.	Sh. Dinesh Mathur	Mgr	Cabin No. 9, Second floor
18.	Ms. Renu Choudhary	M(D&D)	Cabin No. 10, Second floor
19.	Ms. Ambika Singh	DM(D&D)	Cabin No. 11, Second floor
20.	Ms. Sujata Tanwar	DM	Cabin No. 12, Second floor

S. No.	Officer	Designation	Allocated Office Space
21.	Sh. Manish Yadav	Mgr	Cabin No. 13, Second floor
22.	Ms. Monica Gehlot	Mgr	Cabin No. 14, Second floor
23.	Ms. Seema Khurana	DM	Cabin No. 15, Second floor
24.	Sh. S K Gupta	RAILTEL	Cabin No. 16, Second floor
25.	Library	-	Cabin No. 17, Second floor
26.	Sh. Vinod Kumar	DM	Cabin No. 18, Second floor
27.	Ms. Jasdeep Seth	Mgr	Cabin No. 19, Second floor
28.	Sh. Rahul Bhatia	M(Civil)	Cabin No. 20, Second floor
29.	Sh. Dilip Singh	DM(Civil)	Cabin No. 21, Second floor
30.	Sh. Akshay	DM	Cabin No. 23, Second floor
31.	Sh. Anup Singh	DM(Civil)	Cabin No. 24, Second floor
32.	Sh. PK Singh	Consultant	Cabin No. 25, Second floor
33.	Sh. Raj Kumar Singh	M(Elect.)	Cabin No. 26, Second floor
34.	Sh. J Rama Rao	M(Elect.)	Cabin No. 27, Second floor
35.	Sh. Dharmendra Sagar	DM(Elect)	Cabin No. 28, Second floor
36.	Sh. Pradeep Kumar Singh	SM(Elect)	Cabin No. 29, Second floor
37.	Sh. Sanjay Azad	SM(Elect)	Cabin No. 30, Second floor
38.	Sh. A K Chitranshan	SM	Cabin No. 31, Second floor
39.	Sh. Satya Prakash Panda	SM	Cabin No. 32, Second floor
40.	Sh. Sanjay Vashishta	SM	Cabin No. 33, Second floor
41.	Sh. Azam Khan	SM	Cabin No. 1, Third floor
42.	Sh. Saurabh Sharma	SM(Arch)	Cabin No. 2, Third floor
43.	Sh. Saurabh Yadav	SM	Cabin No. 3, Third floor
44.	Sh. Asif Siraj	SM	Cabin No. 4, Third floor
45.	Sh. Prabir Kumar Basak	DM	Cabin No. 6, Third floor
46.	Sh. Ajay Ahuja	Mgr	Cabin No. 9, Third floor
47.	Vigilance Division	-	Cabin No. 10, Third floor
48.	Sh. Rajnesh Naudiyal	DM	Cabin No. 12, Third floor
49.	Ms. Srishti Jain	Mgr	Cabin No. 13, Third floor
50.	Administrative Purposes	-	Cabin No. 14, Third floor
51.	Ms. Bimla Pandey	Mgr	Cabin No. 15, Third floor
52.	Sh. Surender Singh	Mgr	Cabin No. 17, Third floor
53.	F&A Auditors/Inspections	-	Cabin No. 18, Third floor
55.	Sh. Shailender Chowdhary	M(F&A/Cs)	Cabin No. 19, Third floor
56.	Sh. Kulbhushan Malik	M(F&A/Cs)	Cabin No. 22, Third floor
57.	Sh. Kailash Gyan Chand	M(F&A/Cs)	Cabin No. 23, Third floor
58.	Sh. Sanjay Kumar	DM	Cabin No. 24, Third floor

S. No.	Officer	Designation	Allocated Office Space
59.	Sh. Deo Nath Pandit	DM(F&A/Cs)	Cabin No. 25, Third floor
60.	Sh. Shailesh Kumar Sachdeva	M(F&A/Cs)	Cabin No. 26, Third floor
61.	Sh. Sanjay Rastogi	DM(F&A/Cs)	Cabin No. 28, Third floor
62.	Ms. Jyoti Chawla	DM(F&A/Cs)	Cabin No. 29, Third floor
63.	Sh. Aniket	SM(F&A/Cs)	Cabin No. 30, Third floor
64.	Ms. Anchal Aggarwal	SM(F&A/Cs)	Cabin No. 31, Third floor
65.	F&A Auditors/Inspections	-	Cabin No. 32, Third floor
66.	Sh. Abhishek Chauhan	SM	Cabin No. 33, Third floor
67.	Sh. Harpal Singh	SM(F&A/Cs)	Cabin No. 38, Third floor
68.	Vigilance Inquiry Room	-	Cabin No. 39, Third floor
69.	Sh. Pankaj	SM	Cabin No. 6, Ground floor
70.	Sh. A R Verma	Mgr	Cabin No. 14, Ground floor

2. The officers that are re-allocated alternate spaces need to handover all the keys of the rooms that they are vacating to either the allottee or the Security Division.

This issues with the approval of the Competent Authority.


(Rajnesh Naudiyal)
Dy. Manager(Admin)

To:

All Concerned.

Copy to:

1. All HoDs
2. All Divisions/Sections/Units.
3. IT Services Division – For uploading on ITPO's website
4. Office Order Register
5. Notice Board

Copy for information to:

1. PSO to CMD
2. PA to ED