



eFile No.Admin-11012/1/2023-ADMIN-ITPO
India Trade Promotion Organisation
(Administration Division, E-I Section)

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

Bharat Mandapam, New Delhi
18 August 2025

Office Order No. Admin/ 630 /2025

Considering the shortage of manpower, increasing use of automation, converging functional requirement, need has been felt to consolidate the overlapping divisions to ensure better utilisation of available resources and synergy of operations amongst Divisions in ITPO. In view of this, it has been decided to merge the existing F&B Unit with Fair Services Division-II of ITPO with the approval of Competent Authority.

2. Henceforth, the merged divisions will be known as Fair Services Division-II with the all functions and staff of F&B subsumed in FS-II Division. Further, Lt. Col. Harsh Kondilya, OSD(Admin) & HOD(FS-II) shall continue to be overall in-charge of the Fair Services-II (FS-II) Division with additional merged role of F&B Division. He may reassign the responsibilities within FS-II Division as per the requirement of work.
3. This issues with the approval of the Competent Authority.

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

To: All concerned.

Copy to:

1. All HoDs
2. Salary/Vigilance/E-I(Computer)/Store/E-II Section/EMD/FS-II
3. IT Services Division - For uploading on ITPO's website
4. Office Order Register
5. Notice Boards

Copy for information to:

1. PSO to CMD
2. PA to ED