

**JAMMU & KASHMIR TRADE PROMOTION ORGANISATION  
(A J&K Govt. Undertaking)**

**Industries & Commerce Department**

**6<sup>th</sup> Floor, Jawaharlal Nehru Udhog Bhawan, Rail Head Complex, Jammu.**  
**Website: www.jktpo.in email: contactjktpo@gmail.com Phone No: 0191-2479924**

**Subject: Deputation Order for "India International Trade Fair (IITF) – 2022"**

**OFFICE ORDER No. JKTPO/J/184/19**

**Dated: || -11-2022**

Sanction is accorded to the below-mentioned official/Consultant of JKTPO for attending India International Trade Fair (IITF) – 2022 at Pragati Maidan, New Delhi w.e.f 12<sup>th</sup> of November 2022:

<b>Sno</b>	<b>Name of the official/Consultant</b>	<b>Designation</b>
1	Mr. Aditya Chuni	Manager, JKTPO
2	Mr. Avi Gupta	Office Executive, JKTPO
3	Mr. Abhaya Singh	EY Consultant

The aforementioned official/ Consultant will be responsible for the following:

1. Coordination with all the exhibitors for ensuring their meaningful participation in the event.
2. Coordination with officers/officials of all departments participating in the event.
3. Preparation for State Day in coordination with Department of Handloom & Handicraft, Jammu and Kashmir.
4. Ensuring proper branding in the event especially J&K Pavilion.
5. Record of videos/photos of the event.
6. Publicize event through social media/ press release.
7. Maintaining attendance record of all exhibitors in J&K Pavilion.
8. Maintaining Buyer record present in the event.
9. Submission of post-event report.

  
**General Manager**  
**JKTPO**

**Copy to:**

1. Managing Director for kind information.
2. FA&CAO for kind information.
3. Mr. Aditya Chuni, Manager/ Mr. Avi Gupta, Office Executive/Mr. Abhaya Singh, EY Consultant.
4. Office File.