

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

Industries & Commerce Department

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

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

OFFICE ORDER No. JKTPO/J/61/19

Dated: 21-11-2022

Sanction is hereby accorded to the below-mentioned officials of JKTPO for accompanying Managing Director for making necessary arrangements for "JK Day Celebration" attending India International Trade Fair (IITF) – 2022 at Pragati Maidan, New Delhi w.e.f 21st of November 2022:

Sno	Name of the official/Consultant	Designation
1	Mr. Rouf Jan	J.E.
2	Ms. Gunjika Gandotra	Office Executive, JKTPO
3	Ms. Misba Shah	Office Executive, JKTPO

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 JK 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
21/11/22

Copy to:

1. Managing Director for kind information.
2. FA&CAO for kind information.
3. Mr. Rouf Jan, J.E/ Ms. Gunjika Gandotra, Office Executive/ Ms. Misba Shah, Office Executive.
4. Office File.