

Subject: Work Distribution.

Reference: This office order no. JKTPO/61/20 dated 28-06-2023.

Office Order No: JKTPO/J/61/43

Dated: 01/11/2023

The Industries & Commerce Department vide Government Order No. 187-JK(IND) of 2023 dated 12-10-2023 assigned additional charge to 02 officers from H&H, Jammu/Kashmir for assisting Managing Director, JKTPO, as an interim arrangement, till the posts are suitably filled up or till further orders, as per the detail given here under:

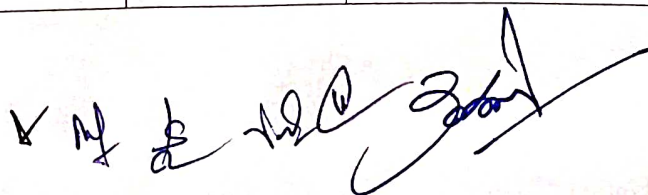
1. Mr. Shahid Mirza, Deputy Director, H&H, Kashmir.
2. Ms. Megha Baogia, Deputy Director, Planning, H&H, Jammu.

In view of the above and all previous orders issued on the subject, the following work allocation is hereby ordered amongst the officers/officials/executives, as per the details shown against each below:

S. No	Name of the Officer/Official	Designation	Looking After All kind of works related to	Posted in
1.	Mr. Imran Mehmood	Financial Advisor & Chief Accounts Officer	<ul style="list-style-type: none"> - Accounts/Finance Section - Contracts/Tenders/RFPs - Administration Section - Audit - RAMP - All Financial Matters - EY deliverables/MPRs/ Scope of Work/ Meetings of PMC 	Jammu/Srinagar
2.	Mr. Shahid Mirza	I/C General Manager	<ul style="list-style-type: none"> - Trade Promotion - Start Up Promotion - Branding and Publicity - E- Commerce - Board of Directors Meeting and Annual General Meeting - Coordination and General/Miscellaneous works - Administration Section 	Srinagar
3.	Ms. Megha Baogia	I/C General Manager	<ul style="list-style-type: none"> - Export Promotion - ODOP - District as Export Hub - Investment Promotion - Hausla - EY deliverables/MPRs/ Scope of Work/ Meetings of PMC. - RAMP 	Jammu

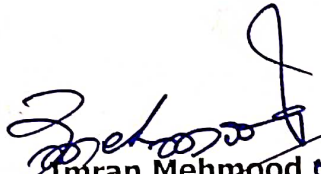

Handwritten signatures and initials at the bottom of the page.

4.	Mr. Sajad Hussain Sofi	Associate Project Manager	<ul style="list-style-type: none"> - Export Promotion - ODOP - District as Export Hub - EY deliverables/MPRs/ Scope of Work/ Meetings of PMC - Start Up Promotion - Administration Section 	Srinagar
5.	Mr. Dawood Rasool Wani	Computer Engineer	<ul style="list-style-type: none"> - Trade Promotion (Kashmir) - Investment Promotion (Kashmir) - Overall responsibility for IT operations in the Organization - RTI - Procurement through GeM - Contracts/Tenders/RFPs - EY deliverables/MPRs/ Scope of Work/ Meetings of PMC 	Srinagar
6.	Mr. Aditya Chuni	Manager	<ul style="list-style-type: none"> - Trade Promotion (Jammu) - Investment Promotion (Jammu) - E Commerce/Workshop (Jammu) - Hausla 	Jammu
7.	Mr. Rouf Jan	Junior Engineer (Chemical)	<ul style="list-style-type: none"> - Trade Promotion (Kashmir) - E Commerce/Workshop (Kashmir) - Social Media Handles of the Organization - Regular Correspondences (Kashmir) - RTI (Administration) 	Srinagar
8.	Mr. Vinod Kumar	Accountant	<ul style="list-style-type: none"> - Accounts/Finance Section - Contracts/Tenders/RFP - RTI (Accounts/Finance) - Audit 	Jammu
9.	Mr. Bashir Ahmad Ganai	Clerk	<ul style="list-style-type: none"> - Dispatch/Dak Runner (Kashmir) - Record/Stock Keeper (Kashmir) - Leave Record and Attendance (Kashmir) 	Srinagar
10.	Mr. Shashi Kumar	Office Assistant	<ul style="list-style-type: none"> - Accounts/Finance Section - Audit - Financial Record Maintenance 	Jammu
11.	Mr. Amit Gupta	Office Attendant	<ul style="list-style-type: none"> - Dispatch/Dak Runner (Jammu) - Record/Stock Keeper (Jammu) - Leave Record and Attendance (Jammu) 	Jammu
12.	Mr. Avi Gupta	MBA Executive, NICS Resource	<ul style="list-style-type: none"> - Export Promotion - ODOP - District as Export Hub - Official Website of the organization - Regular Correspondences 	Jammu
13.	Ms. Gunjika Gandotra	MBA Executive, NICS Resource	<ul style="list-style-type: none"> - Investment Promotion (Jammu) - Hausla - Administration Section. 	Jammu



			<ul style="list-style-type: none"> - Regular Correspondences - EY deliverables/MPRs/ Scope of Work/ Meetings of PMC 	
14.	Mr. Udit Bhatyal	MBA Executive, NICSI Resource	<ul style="list-style-type: none"> - Accounts/Finance Section - Assistance to FA/CAO - Audit - Board Meetings and Annual General Meetings - Contracts/Tenders/RFPs - Regular Correspondences 	Jammu
15.	Ms. Radhika Gandotra	MBA Executive, NICSI Resource	<ul style="list-style-type: none"> - Trade Promotion (Jammu) - Handling of official E mail (Jammu) - Start Up Promotion - Social Media Handles of the organization - Regular Correspondences 	Jammu
16.	Ms Misba Nissar	MBA Executive, NICSI Resource	<ul style="list-style-type: none"> - Investment Promotion (Kashmir) - Handling of official E mail (Kashmir) - Hausla - EY deliverables/MPRs/ Scope of Work/ Meetings of PMC. - Regular Correspondences 	Srinagar

This issue with the approval of Competent Authority.


 Imran Mehmood 01/11/2023
 Financial Advisor/Chief Accounts Officer
 JKTPO 

Copy to:

1. All concerned officers/officials/executives for compliance.
2. Office file.