



Jammu & Kashmir Trade Promotion Organization

Industries & Commerce Department, Govt of J&K.

6th Floor, JLN Udyog Bhawan, Jammu / 3rd Floor, Sanat Ghar, Bemina, Srinagar

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Subject: Constitution of Committees for Jammu and Kashmir Textile Sourcing Fair 2024.

Office Order No: JKTPO/J/277/73

Dated: 27/11/2024

Regarding the J&K Textile Sourcing Fair 2024 (Buyer Seller Meet), which will be held in collaboration with HEPC on 28-29th November 2024 at SKAUST Srinagar, the following officials/consultants have been assigned specific responsibilities.

S.No	Committee	Officials/Consultants	Duties
1	Gate Duty	Mr. Sakib Bazaz Mr. Burhan	<ul style="list-style-type: none">Event Entry PassesEntry of Buyers and Sellers at the event
2	Registration Desk	Ms. Misba Ms. Nighat Mr. Muzaffer (Jammu Team on standby for calling to sellers/exhibitors)	<ul style="list-style-type: none">Registration of SellersRegistration of BuyersHandover of Welcome Kit
3	Buyer Seller Meets Hall-A	Mr. Shabir Sofi Mr. Narinder Mr. Mujtaba	<ul style="list-style-type: none">Coordinating Buyer Seller Meetings andTaking minutes
4	Buyer Seller Meets Hall-B	Mr. Mohsin Mr. Baiza	<ul style="list-style-type: none">Coordinating Buyer Seller Meetings andTaking minutes
5	Kehwa Lounge (Food Court)	Mr. Waseem -Deloitte	<ul style="list-style-type: none">Arrangements for Kehwa throughout the Event
6	Food Court	Ms. Misba Ms. Nighat Mr. Muzaffer Mr. Asif	<ul style="list-style-type: none">Coordination for arrangements for Lunch for Buyers/SellersPA System arrangements
7	Inaugural Session (Auditorium) Stage-Arrangements	Mr. Dawood Wani Mr. Asif	<ul style="list-style-type: none">Planning and facilitation of arrival, reception and movement of speakers/Chief Guest, etc.Supervising Dias Plan and Seating PlanMementoes, Trays, Resources etc.
8	Auditorium Seating	Mr. Shabir Mr. Narinder Ms. Misba Ms. Nighat Ms. Mujtaba	Arrange the seating for all participants and keep the first row reserved for VIPs.
9	Talking Points Press release	Mr. Burhan Mr. Mujtaba	<ul style="list-style-type: none">Press releaseTalking points

This issues with the approval of competent authority.


General Manager
JKTPO

Copy to.

1. Managing Director for kind information please.
2. All concerned officials/Consultants