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Jammu & Kashmir Trade Promotion Organization
Industries & Commerce Department, Govt of J&K.
6th Floor, JLN UdyogBhawan, Jammu / 3rd Floor, Sanat Ghar, Bemina, Srinagar
Email: contactjktpo@gmail.com Phone: 0191-2479924

Subject: Committee for Designing and Publication of various reports

Office Order No. JKTPO/J/61/56
Dated: 22-08-2024

A committee comprising following Officials/Consultants headed by Mr. Vishal Ray is constituted to ensure timely and high-quality design, publication, and dissemination of various reports/e-newsletters/investment guides/other related documents (list enclosed as Annexure A):

1. Mr. Anuroop Satle, Consultant EY
2. Mr. Syed Mujtaba, Consultant EY
3. Mr. Anoop Khajuria, Consultant EY
4. Ms. Baiza Sajad, Consultant EY
5. Mr. Burhan Bashir Consultant EY

Terms of Reference:

The Committee-

1. will oversee the design and layout of all reports/documents, ensuring they adhere to the quality standards.
2. is responsible for reviewing the content of the reports (proof reading) for appropriateness, accuracy, consistency, and clarity.
3. will coordinate with the designer to ensure that reports are printed and published within the stipulated deadlines.

This order is issued with the approval of the competent authority.


Imran Mehmood,
Financial Advisor / Chief Accounts Officer,
JKTPO

Copy to:

1. Managing Director, JKTPO for favour of information.
2. All Officers/Officials for compliance.
3. Office file

"Annexure A"

Sno	Particulars	Consultant/ Resource
1	Compendium	Mr. Syed Mujtaba, Consultant EY Ms. Baiza Sajad, Consultant EY Mr. Anoop Khajuria, Consultant EY
2	Post event Report – Agro and Food Fest	Mr. Anuroop Satle, Consultant EY
3	Post event Report- Lavender Fest at District Doda	Mr. Anoop Khajuria, Consultant EY
4	Post event Report -J&K Trade Show 2024	Mr. Syed Mujtaba, Consultant EY Ms. Burhan Bashir, Consultant EY
5	Post event Report - J&K Food Processing and Wellness Conclave	Mr. Anuroop Satle, Consultant EY
6	Post event Report- Czech Republic Ambassador meet	Ms. Baiza Sajad, Consultant EY
7	All District Export Action Plans	Mr. Anuroop Satle, Consultant EY Mr. Syed Mujtaba, Consultant EY Mr. Anoop Khajuria, Consultant EY Ms. Baiza Sajad, Consultant EY Mr. Burhan Bashir Consultant EY
8	All Export/ODOP E-newsletters	Mr. Syed Mujtaba, Consultant EY Ms. Baiza Sajad, Consultant EY Mr. Burhan Bashir Consultant EY

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9	Export Guidebook	Mr. Anuroop Satle, Consultant EY Mr. Anoop Khajuria, Consultant EY
10	Export Strategies	Ms. Baiza Sajad, Consultant EY Mr. Burhan Bashir Consultant EY
11	Market Research and Competitive Analysis of GI Tagged products	Mr. Syed Mujtaba, Consultant EY
12	Value Chain Analysis of ODOP/DEH/GI Tagged products	Mr. Anuroop Satle, Consultant EY Mr. Burhan Bashir Consultant EY
13	Case studies/Success Stories	Mr. Burhan Bashir Consultant EY Mr. Anoop Khajuria, Consultant EY
14	Investor Guides	Ms. Baiza Sajad, Consultant EY Mr. Syed Mujtaba, Consultant EY
15	Outreach strategies	Mr. Anuroop Satle, Consultant EY Mr. Anoop Khajuria, Consultant EY

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