

**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: contactjktpo@gmail.com Phone No: 0191-2479924****Subject: Constitution of Committees for Buyer Seller Meet.****Office Order No: JKTPO/J/222/06****Dated: 21/02/2023**

Sanction is hereby accorded for constitution of following committees for coordination for Buyer Seller Meet to be held in association with TPCI on 1st March 2023 at SKICC-

S.No.	Committee	Officials/Consultants	Duties
1.	Inaugural Session	Mr. Suhail Shawl (EY) Mr. Abhijeet (EY) Mr. Shabir Sofi (EY) Mr. Bashir Ms. Misba	(i) Planning and facilitation of arrival, reception and movement of speakers/Chief Guest, etc. (ii) Supervising Dias Plan and Seating Plan
2.	Venue Management/Bookings/Procurement/Branding/Coordination with the Vendor	Venue Arrangements- Mr. Dawood Wani, CE Mr. Vinod Kumar, Accountant Mr. Rouf Jan, JE Mr. Shashi Kumar Mr. Mohsin (EY)	(i) Coordination with Event Company for complete Set Up (ii) Branding of the Venue (iii) Catering arrangements (iv) Coordinating Press Conference (v) Coordinating with Photographer (vi) Finalizing rates, purchase orders (vii) Purchase of Souvenirs, Stationery, delegation Kits and any other items required
3.	Buyer Seller Meets	Mr. Rouf Jan Mr. Faizan (EY) Mr. Abhay (EY) Mr. Asif (EY) Ms. Sawan (EY)	(i) Coordinating Buyer Seller Meetings and taking minutes

4.	Accomodation and Transportation	Mr. Dawood Wani Mr. Mohsin (EY) Mr. Asif (EY)	(i) Hotel Bookings and Room Mapping (ii) Local Transport Arrangement and Coordination with Drivers (iii) Transport Itinerary
5.	Security	Mr. Rouf Mr. Mohsin (EY) Mr. Jeetan (EY)	(i) Event Entry Passes (ii) Airport Entry Passes (iii) Entry of Buyers and Sellers at the event
6.	Media Management/Branding	Mr. Faizan (EY) Mr. Mohsin (EY) Mr. Shashi	(i) Design and printing of Branding Material (ii) Social media marketing, outdoor campaigns (iii) Media Invitations (iv) Press Notes
7.	Presentation and Talking Points	Mr. Suhail (EY) Mr. Abhijeet (EY)	(i) OHH Hoardings (ii) Finalizing Minute to Minute (iii) Talking Briefs & Presentation
8.	Coordination with Departments	Mr. Rouf Mr. Asif (EY) Ms, Sawan (EY)	(i) Coordination for sellers participations in the event
9.	Invitations	Mr. Dawood Wani Mr. Mohsin (EY)	(i) Ensuring formal invitations to WVIPS/VIPs/Departments, etc

Issued with the approval of competent authority.


General Manager
JKTPO

Copy to:

1. Managing Director, JKTPO for information
2. FA/CAO, JKTPO for information
3. All concerned officials/ EY Team