

Subject: Constitution of Committees for J&K Agro & Food Fest-2023.

Office Order No: JKTPO/J/20


Dated: 23/08//2023

Sanction is hereby accorded for constitution of following committees under the overall supervision of FA&CAO JKTPO for coordination for J&K Agro and Food Fest-2023 Buyer Seller Meet to be held in association with TPCI on 27th August 2023 at SKAUST Campus, Jammu.

S.No.	Committee	Officials/Consultants	Duties
1.	Inaugural Session	Mr. Dawood Wani Mr. Suhail Shawl EY Ms. Gunjika	(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/Cordination with vendors	Mr. Vinod Kumar Mr. Avi Mr. Rahul G 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. Dawood Wani Mr. Anuroop EY Mr. Rahul C EY Mr. Asif EY	(i) Coordinating Buyer Seller Meetings and taking minutes
4.	Accommodation and Transportation	Mr. Jeetan EY Mr. Shashi Mr. Rahul C EY	i) Hotel Bookings and Room Mapping ii) Local Transport Arrangement and Coordination with Drivers ii) Transport Itinerary

5.	Gate Duty	Mr. Avi Mr. Anuroop 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. Shashi	1. Design and printing of Branding Material 2. Social media marketing, outdoor campaigns 3. Media Invitations 4. Press Notes
7.	Presentation and Talking Points	Mr. Suhail (EY) Mr. Asif (EY)	1. OOH Hoardings 2. MTM 3. Taking briefs & presentation
8.	Cordination with Departments	Mr. Dawood Wani Ms. Gunjika Ms. Radhika	1. Cordination for sellers participation in the event
9.	Invitations	Mr. Shashi Mr. Avi	1. Ensure formal invitations to VVIPs/VIPS/Depts/etc
10.	Airport Duty	Mr. Vinod Kumar Mr. Rahul C	For smooth arrival of Buyers at the airport.

This issues with the approval of competent authority.


Imran Mehmood 23/12/2021
Financial Advisor & CAO
JKTPO

Copy to.

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