



**JAMMU & KASHMIR TRADE PROMOTION ORGANISATION**

(A J&K Govt. Undertaking)

Industries & Commerce Department

6<sup>th</sup> Floor, Jawaharlal Nehru Udhog Bhawan, Rail Head Complex, Jammu.

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**Subject: Weekly Roster of Multitasking Staff**


**Office Order No. JKTPO/5/61/41**

**Dated: 27-10-2023**

It is hereby ordered that the below mentioned multitasking staff of JKTPO Jammu Office shall be responsible for opening/closing of offices as per the office timings (9:00 AM – till office hours as per the weekly roster).

Sno.	Week	Multi-tasking Staff
1	1 <sup>st</sup>	Mr. Tara Chand
2	2 <sup>nd</sup>	Mr. Rahul Sharma
3	3 <sup>rd</sup>	Mr. Inderjeet Singh
4	4 <sup>th</sup>	Mr. Shubham Angral

Further, Mr. Shashi Kumar, Office Assistant and Mr. Amit Gupta, Office Attendant shall supervise the aforementioned Multi-tasking staff in addition to the duties allotted to them.

  
Imran Mehmood,  
Financial Advisor/ Chief Accounts Officer  
JKTPO

**Copy to:**

1. Mr. Shashi Kumar, Office Assistant & Mr. Amit Gupta, Office Attendant for compliance
2. All concerned Multi-tasking staff for strict compliance
3. Office File for record purpose