

DELHI STATES INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.
N-36, BOMBAY LIFE BUILDING CONNAUGHT CIRCUS NEW DELHI-110001
(INDUSTRIAL PROMOTION DIVISION)

F.No. DSIIDC/011/IITF-2023/2023-24/IPD

Dated: 06.11.2023

Office Order

Subject:- Allocation of duties during India International Trade Fair (IITF) – 2023

For setting up of Delhi Pavilion and successful completion of exhibition/events at India International Trade Fair, 2023 to be held from 14.11.2023 to 27.11.2023 in Pragati Maidan, the duties are assigned to the following officers/officials from 10.11.2023 to 28.11.2023 as detailed below:

S.No	Name of Officer/Official with designation	Mobile Number	Work Allocation
Entire Administration of Exhibition			
1.	Shobhit Gupta, Chief Manager (IPD)	8920341774	Entire Administration of exhibition as Director Delhi Pavilion
2.	Mahesh Arora, Divisional Manager (IPD)	9350066210	All Events Management
General Administration, Fabrication, Supervision, Maintenance, Protocol and arrangements for VIPs etc.			
3.	Rajender Kumar, Sr. Manager (IMFL)	8076883252	Protocol and arrangements for VIPs
4.	S.K. Thakur, Sr. Manager (H/CWC)	9911185518	Protocol and arrangements for VIPs
5.	Sunil Arora, Manager (IPD)	9968313994	Planning, Supervision of fabrication work, Security, Coordination with Government Departments, Protocol, Preparation of list & notes of dignitaries, and sending invitations, uploading photos and videos on the website
6.	Harsh Wardhan, Attendant (IPD)	8802649404 9711996631	Fabrication, Protocol, cleanliness, waste management, delivery of daks/invitations/passes etc.
7.	Gaurav Sharma, Dak Rider (GAD)	9718831445	General Administration, Protocol, Human Traffic Management, delivery of daks/invitations/passes etc.
8.	Suresh Burman, Attendant (IPD)	9999411814	Supervision, Security, cleanliness, waste management
9.	K. Chinna Raj, Driver	9999080588	With CM(IPD), Logistics, delivery of daks/invitations/passes etc.
Coordination, Promotion, Hospitality, Grievances, Feedback etc.			
10.	Reena Singh, Manager (IPD)	9810277144	Planning of inauguration, Seminar and Delhi Day celebration, Stage shows, grievances, Feed back
11.	Preet Kaur, PPS	9958143916	Publicity, Stage shows, Coordination with entire team and exhibitors during

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			the entire event including on the occasions of Inaugurations, Seminar, Delhi Day etc.
12.	Vikrant Bhama, SLPM (PMFME, SPMU)	7696588695	Hospitality, Media, Planning of Seminar/Workshop, Reception
13.	Ankit Kumar, Marketing Manager (PMFME, SPMU)	8287172625	Promotion, Workshop/seminar, Coordination with ITPO, contractors, Exhibitors and team; collection and distribution of passes and exhibitor badges etc.
14.	Anijit Kumar, SPMU(MSME)	9088210144	Reception, Media, Publicity, Press Note, Planning of Conference/ Workshop/ Seminar etc.
15.	Ramesh Kumar, Photographer	9810280073	Photography and video coverage, Media, uploading photos and videos on the website, Hospitality, Protocol
16.	Neetu Anand, DEO(GAD)	8860584879	Inaugural of events, lighting of Lamps, Stage shows and events
17.	Deepak Khare, Attendant (IPD)	9818865770	With coordination Team and Hospitality
18.	Md. Riyazudin, Attendant (MD Cell)	9818447180	Hospitality, Mob Control
Accounts and finance			
19.	Anil Kumar, SO(Accounts)	8800156591	Payments, Accounts, Banking, Finance etc.
20.	Krishna Kumar, ACA (Exh.)	9810211054	Payments, Accounts, Banking, Finance etc.

2. CM(IPD)/DM(IPD) may reassign duties to the officials in case of need. A briefing meeting is scheduled at 11:00 AM on 7.10.2023 in Conference Room, DSIIDC HQ. All concerned officers/officials may attend the meeting.

This issues with approval of the MD, DSIIDC.


(Shobhit Gupta)
Chief Manager

To,

Concerned Officers & Officials

Copy to :

- (i) PS to MD, DSIIDC
- (ii) PS to ED, DSIIDC
- (iii) Concerned Division Heads, DSIIDC with the request to temporarily relieve concerned officers/officials with immediate effect with the direction to report CM(IPD).
- (iv) MoD Interiors (Pvt.) Ltd.
- (v) Manager (IT) for uploading on website