

**Delhi State Industrial & Infrastructure Development Corporation Ltd.**

N-36, Bombay Life Building, Connaught Circus, New Delhi -110001

(A Government Undertaking)

(IPD DIVISION)

No. DSIIDC/IITF-24/2024-25/IPD/181

Dated: 12.11.2024

**Sub:- Duty Roaster for IITF-2024**

In pursuance of Office order No.95 dt.12/11/2024 issued by Personnel division deputing DSIIDC officials for IITF-2024 duty (in addition to their existing assignment) as per the requirement of IPD division.

In this connection, the duties assigned to the above officials as well as existing IPD staff is as under:-

S. No.	Name of Official	Duties allocated
1	Sh. Rajendra Kumar, Sr. Manager Sh. Pawan Kumar Yadav, Manager Sh. Gaurav Sharma, DRO Mohd. Yasar Khan, Attendant Rehbar Ali Naqvi, DEO	1) To handle protocol of attending VVIPs/dignitaries/senior officers and arranging for their smooth movement to Delhi Pavilion. 2) Entry and exit of Vehicles of VVIPs/dignitaries/senior officers/DSIIDC officers etc. to IITF. 3) To handle all works pertaining to GAD such as printing and distribution of invitation cards, vehicle arrangement for IITF duty, gift items for VVIPs. 4) To coordinate with ITPO and arrange for all kinds of Pass/badge etc and distribution of the same as per requirement.
2	Sh. S K Thakur, Sr. Manager Sh. Ramesh Kumar, AG-II Sh. Ramesh Kumar, AG-III Sh. Nand Kishore, ACA Ms. Neeru Anand, DEO Sh. Suresh Kapar, Attendant Sh. Rajesh Kumar, Attendant Sh. Deepak Khare, Attendant	1) To handle the overall supervision of Delhi Pavilion. 2) To coordinate with M/s ITE India Pvt. Ltd. and ensure smooth arrangement of work as per scope a. Setting up the reception table with the receptionist and visitor book. b. Cleaning the exhibition areas/ office/ corridors/ sides & front of the Pavilion during the entire period of exhibition. c. Design of VIP lounge having sofa sets with seating capacity of at least 10 persons, centre table, storage, pantry and one work space. d. Fresh Flower Pots for VIP Lounge, & Reception Counters etc. e. Drinking Water facility at VIP Lounge.

		<p>f. Arrangement of Tea and Coffee vending machine with regular supply of tea/coffee powder and cookies/snacks.</p> <p>g. Providing 02 pantry boys(at least) for entire event with Indian Dress Code and two persons with necessary consumables, tools and equipment for hospitality service during entire fair period</p> <p>h. Flower decoration &amp; providing of bouquet on inaugural day and Delhi Day.</p> <p>3) To look after catering arrangements for Inaugural day and Delhi Day and also day to day lunch arrangement for DSIIDC staff deputed on IITF duty.</p>
--	--	---

In addition to above duties, other duties may be assigned as per requirement. The above arrangement will be in force till 27th Nov 2024.



**Mudit Singh**  
Divisional Manager (IPD)

To,  
All concerned

Copy for information to:-

- 1) PS to MD, DSIIDC
- 2) PS to ED, DSIIDC

3) IIT, pl. upload on website

*2nd*  
P.S. to DM (IPD)