



**Jammu & Kashmir Trade Promotion Organization
Industries & Commerce Department, Govt of J&K.**

6th Floor, JLN Udyog Bhawan, Jammu / 3rd Floor, Sanat Ghar, Bemina, Srinagar

Email: contactiktpo@gmail.com; jktpokashmir@gmail.com / Phone: 0191-2479924

Subject: Constitution of Committees for Basmati Fest-2024

Office Order No: JKTPO/0/09/70

Dated: 20-11-2024

Sanction is hereby accorded for constitution of following committees under the overall supervision of General Manager, Jammu for smooth conduct of Basmati Fest-2024 to be held on 21st of November at SKUAST, Jammu-

S. No.	Committee	Officials/Consultants	Duties
1.	Coordination with Stakeholders including SKUAST	Mr. Vishal Ray Dr. Abhinandan Magotra Mr. Anoop Khajuria	Coordination and Liasoning with all stakeholders of the event
2.	Inaugural Session	Mr. Vishal Ray Mr. Suhail Shawl Mr. Anoop Khajuria Mr. Avi Gupta Ms. Gunjika Gandotra	Planning and facilitation of arrival, reception and movements of Chief Guest /other Dignitaries.
3.	Venue Management/Procurement/Branding/Coordination with vendors (including Booth)	Dr. Abhinandan Magotra Mr. Aditya Chuni Mr. Shashi Kumar Mr. Anoop Mr. Jeetan Mr. Avi Gupta	Coordination with Event Company for complete Set Up, Branding of the Venue, Catering, Coordinating with Photographer, Finalizing rates, purchase orders
4.	Accommodation/Transportation/Media Management	Mr. Vishay Ray Mr. Shashi Kumar Mr. Udit Bhatyal Mr. Anoop Mr. Jeetan	(i) Hotel Bookings and Room Mapping (ii) Local Transport arrangements and coordination with drivers
5.	Presentations/Talking Points/Press Notes/M2M	Mr. Suhail Shawl Mr. Anoop	Preparing minute to minute, talking briefs and press releases with pictures.

6	Invitations	Mr. Amit Mr. Jeetan Ms. Radhika	Ensure formal invitations to VVIPS/ VIPS/ Depts. etc
8.	Social Media Management	Mr. Anoop Ms. Radhika	Ensuring vibrant media campaign and timely posting on social media handles.

This issues with the approval of competent authority.


General Manager
JKTPO

Copy to:

1. All concerned officials /EY Team.