



Jammu & Kashmir Trade Promotion Organization

Industries & Commerce Department, Govt of J&K.

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

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Subject: Responsibility Sheet for 2nd edition of Textile Sourcing Fair 2024:

Office Order No: JKTPO/J/61/51

Dated: 10/08//202

The 2nd edition of Jammu & Kashmir textile Sourcing fair is scheduled from 14th-15th of October 2024, in this regard the following responsibilities have been assigned to the below mentioned officials/consultants/NICSI resource/MTS of this Organization:


S.No	Official/Consultant	Responsibility assigned
1	Mr. Dawood Rasool Wani	1. Venue arrangement/booking 2. Tender/vendor arrangement 3. Procurement through GeM/Govt. Departments. 4. Catering arrangements. 5. Photographer/Videographer
2	Mr. Rouf Jan	1. File work/Necessary approvals 2. Short listing of exhibitors 3. Other related jobs
3	Mr. Suhail Shawl	1. Souvenirs 2. Talking points 3. MTM
3	Mr. Asif, EY Consultant	4. Security clearance for the event 5. Coordination with HEPC 6. Coordination with Buyers 7. Broucher/Invitation cards/IDs for employees
4	Mr. Mohsin, EY Consultant	1. Branding at Venue 2. Media Coverage 3. Radio jingles
5	Mr. Mujtaba, EY Consultant	1. Transport arrangement 2. Hotel Arrangements 3. Souvenir
6	Mr. Burhan, EY Consultant	1. Hoardings installations 2. Media arrangements
7	Ms. Misbha	1. Drafting of Letters 2. Email 3. Calling of exhibitors
8	Mr. Avi Gupta	1. Calling of exhibitors 2. Calling of Jammu based associations.
9	Ms. Gunjika	1. Calling of Jammu based exhibitors 2. Calling of Jammu based associations
10	Ms. Radhika	1. Email to all registered exhibitors. 2. Calling of exhibitors

11	Mr. Muzaffer	1. Calling of Kashmir based exhibitors 2. Calling of Kashmir based associations.
12	Mr. Bashir Ahmad	Distribution of Invitation Cards
13	Mr. Sajad Ahmad (MTS)	Distribution of Invitation Cards
14	Mr. Rahul (MTS)	Distribution of Invitation Cards
15	Mr. Shubam (MTS)	Distribution of Invitation Cards

This issues with the approval of Competent Authority.

Note:

1. All concerned are directed to update General Manager (SA) on daily basis regarding their assigned work.
2. Financial Advisor/ Chief Accounts officer shall look after procurements made/required during the event.


General Manager
JKTPO
 10/8/24
 By

Copy to;

1. Managing Director for kind information
2. FA&CAO
3. Jt. Director (KS)
4. General Manager (SS)
5. All concerned
6. Office file.