

Subject: Constitution of Committees for J&K Textile Sourcing Fair -2023

Office Order No: JKTPO/J/30


Dated: 19/08//2023

Sanction is hereby accorded for constitution of following committees under the overall supervision of FA&CAO JKTPO for coordination for JKTSF-2023 Buyer Seller Meet to be held in association with HEPC on 21st & 22nd August 2023 at Hazratbal, Srinagar.

S.No.	Committee	Officials/Consultants	Duties
1.	Inaugural Session	Mr. Dawood Wani Mr. Suhail Shawl EY Mr. Faizan EY Mr. Asif EY Ms. Misba	(i) Planning and facilitation of arrival, reception and movement of speakers/Chief Guest, etc. (ii) Supervising Dias Plan and Seating Plan
2.	Venue Management/Bookings/Procurement/Branding/Cordination with vendors	Mr. Dawood Wani Mr. Rouf Jan Mr. Shashi Mr. Asif EY Mr. Faizan EY Mr. Rahul G EY Mr. Jeetan EY Mr. Anuroop EY	(i) Coordination with Event Company for complete Set Up (ii) Branding of the Venue (iii) Catering arrangements (iv) Coordinating Press Conference (v) Coordinating with Photographer (vi) Finalizing rates, purchase orders (vii) Purchase of Souvenirs, Stationery, delegation Kits and any other items required
3.	Buyer Seller Meets	Mr. Rouf Jan Mr. Shabir EY Mr. Mujtaba EY Mr. Mohsin EY Mr. Jeetan EY Mr. Anuroop EY	(i) Coordinating Buyer Seller Meetings and taking minutes

4.	Accommodation and Transportation	Mr. Dawood Wani Mr. Asif EY Mr. Mohsin EY	i) Hotel Bookings and Room Mapping ii) Local Transport Arrangement and Coordination with Drivers ii) Transport Itinerary
5.	Gate Duty	Mr. Mujtaba EY Mr. Rahul EY Mr. Anuroop EY Mr. Sajad	(i) Event Entry Passes (ii) Airport Entry Passes (iii) Entry of Buyers and Sellers at the event
6.	Media Management/Branding	Mr. Faizan EY Mr. Mohsin EY Mr. Bashir	1. Design and printing of Branding Material 2. Social media marketing, outdoor campaigns 3. Media Invitations 4. Press Notes
7.	Presentation and Talking Points	Mr. Suhail (EY) Mr. Shabir (EY)	1. OOH Hoardings 2. MTM 3. Taking briefs & presentation
8.	Cordination with Departments	Mr. Rouf Jan Mr. Asif EY Ms. Misba	1. Cordination for sellers participation in the event
9.	Invitations	Mr. Dawood Wani Mr. Rouf Jan Mr. Asif EY Mr. Faizan EY Ms. Misba	1. Ensure formal invitations to VVIPs/VIPS/Depts/etc
10.	Airport Duty	Mr. Rouf Jan Mr. Vinod Kumar Mr. Rahul C	For smooth arrival of Buyers at the airport.

This issues with the approval of competent authority.


Imran Mehmood
Financial Advisor & CAO
JKTPO

Copy to.

1. Managing Director for kind information please.
2. All concerned officials/ EY Team