



## Jammu & Kashmir Trade Promotion Organization

Industries & Commerce Department, Govt of J&K.  
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### Subject: Inauguration of Hausla-2<sup>nd</sup> Batch

Office Order No: JKTPO/J/ 61/48

Dated: /07/2024

Sanction is hereby accorded for constitution of following committees for coordination and execution of the Inaugural Event of 2nd Batch of Hausla at SKICC, Kashmir on 20th July 2024.

S.No.	Committee	Officials/Consultants	Duties
1.	Venue Management	Mr. Dawood Wani Mr. Aditya Chuni Mr. Asif Bhat Mr. Syed Mujtaba Mr. Mohsin Fazili Mr. Jeetan Kumar	Coordination with vendors for complete Set Up, Branding of the Venue, Coordinating with Photographer, Videographer, Caterer, moderator Finalizing rates, purchase orders Planning and facilitation of arrival, reception and movements of speakers/ Chief Guest.
2.	Invitations	Mr. Rouf Jan Mr. Burhan Mr. Muzzafar Mr. Bashir Mr. Shashi Kumar Ms. Radhika Mr. Amit	Preparation of invitee list and Distribution of Physical Invitations
3.	Branding and Marketing: Onsite branding (Facia branding, Banners, posters, standees, badges, coupons etc), Designing of collaterals, Advertisement in News paper.	Mr. Dawood Wani Mr. Aditya Chuni Mr. Asif Bhat Mr. Rahul Gujjer Mr. Anuroop Satle Ms. Baiza Mr. Udit Bhatyal	Design and printing of branding material.
4.	Social Media Management	Mr. Mohsin Ms. Radhika Gandotra	Media Management including social media
5.	Exhibitors	Ms. Gunjika Gandotra Ms. Misba Nissar	Mobilization/Calling of Hausla Exhibitors
6.	Mementos	Mr. Rouf Jan Mr. Mohsin Fazili Ms. Misba Nissar	

		Ms. Baiza	
7.	Talking points/ Press Release	Mr. Suhail Shawl Mr. Rahul Gujjer Mr. Anoop Khajuria	Preparing minute to minute, talking briefs and press releases with pictures.

Mr. Imran Mehmood, Financial advisor/Chief Accounts Officer, JKTP0 shall supervise the arrangements and ensure that all codal procedures and GFR norms are observed during execution of the event.

This issues with the approval of competent authority.

**Joint Director (Handloom)  
General Manager  
JKTP0**

*[Handwritten Signature]*  
16/7/24

Copy to.

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