



# Jammu & Kashmir Trade Promotion Organization

Industries & Commerce Department, Govt of J&K.

6<sup>th</sup> Floor, JLN UdyogBhawan, Jammu / 3<sup>rd</sup> Floor, Sanat Ghar, Bemina, Srinagar

Email: [contactjktpo@gmail.com](mailto:contactjktpo@gmail.com); [jktpo2020@gmail.com](mailto:jktpo2020@gmail.com) / Phone: 0191-2479924

**Subject: Work Distribution.**

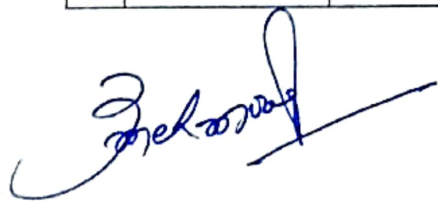
**Office Order No: JKTPO/61/20**

**Dated: 28.06.2023**

S. No	Name of the Officer/Official	Designation	Responsibility	Posted in
1	Mr. Imran Mehmood (JKAS)	Financial Advisor/ Chief Accounts Officer	Heading Finance/Accounts Section	Jammu
2		General Manager	Heading Administration work/ Operations section. All files relating to Administration, operations & other activities shall be routed through General Manager	Jammu
3		General Manager	Heading Administration work/ Operations section. All files relating to Administration, operations & other activities shall be routed through General Manager	Srinagar
4	Mr. Dawood Rasool Wani	Computer Engineer	<p>-Overall responsibility for IT operations in the Organization including-</p> <ul style="list-style-type: none"><li>(i) Backend support, Creation of ID's regarding E-Office handling.</li><li>(ii) Regular Website Maintenance and Updation</li><li>(iii) Preparation and Floating of tenders</li><li>(iv) Handling of GEM Portal viz regular operations and procurement.</li></ul> <p>-Export Promotion (Coordinating with Stakeholders) &amp; DEH-ODOP related work.</p> <p>-Managing Events conducted/ participation by JKTPO</p> <p>-Investment Promotion (handling to Investor's Queries, Liasoning with Investors/ Organisations)</p>	Srinagar
5	Mr. Aditya Chuni	Manager	<p>-Investment Promotion (handling to Investor's Queries, Liasoning with Investors/ Organisations)</p> <p>-Events of JKTPO-</p> <ul style="list-style-type: none"><li>(i) Preparing Calendar of events to be organised by JKTPO</li><li>(ii) Preparing Calendar of events to be participated by JKTPO and coordination with organising agencies.</li><li>(iii) Preliminary preparations for events.</li></ul>	Jammu
6	Mr. Rouf Jan	Junior Engineer	<p>-Coordinating with different agencies for organizing BSMs/Trade fairs/Exhibitions etc.</p> <p>-Preparing Calendar of Events to be organized by JKTPO</p>	Srinagar



			<ul style="list-style-type: none"> <li>-Preparing Calendar of Events to be participated by JKTPO.</li> <li>-Creation of post for social media handles of JKTPO.</li> <li>-Regular Correspondence relating to Administration Section.</li> </ul>	
7	Mr. Bashir Ahmad Ganai	Office Clerk	<ul style="list-style-type: none"> <li>-Record Keeper, dispatch and receiving of office communication at Srinagar Office</li> <li>-Maintenance of Attendance Register and Leave Record for Srinagar Office</li> </ul>	Srinagar
8	Mr. Amit Gupta	Office Attendant	<ul style="list-style-type: none"> <li>-Record keeper, dispatch and receiving of office communication at Jammu Office</li> <li>-Ensuring records are available when required.</li> </ul>	Jammu
9	Mr. Avi Gupta	MBA Executive	<ul style="list-style-type: none"> <li>-Coordination with various offices and stakeholders.</li> <li>-Coordinating various meetings/ events.</li> <li>- Drafting Correspondence, meeting notes, and forms among other documents.</li> <li>- Updation of JKTPO's website</li> <li>- District as Export Hub/ ODOP/ Trade Fairs/Exhibitions/ Conferences/Meets- International related work.</li> <li>- Other Works assigned from time to time.</li> </ul>	Jammu
10	Ms. Gunjika Gandotra	MBA Executive	<ul style="list-style-type: none"> <li>-Coordination with various offices and stakeholders.</li> <li>-Coordinating various meetings/ events.</li> <li>- Drafting Correspondence, meeting notes, and forms among other documents.</li> <li>- Hausla program.</li> <li>- Other Works assigned from time to time.</li> <li>-Investment Promotion activities.</li> <li>-District as Export Hub- ODOP</li> </ul>	Jammu
11	Ms. Radhika Gandotra	MBA Executive	<ul style="list-style-type: none"> <li>- Coordinating with Srinagar Office.</li> <li>- Official e-mail handling of JKTPO.</li> <li>-Coordination with various offices and stakeholder.</li> <li>-Coordinating various meetings/ events.</li> <li>- Trade Fairs/Exhibitions/ Conferences/Meets- National &amp; Local related work.</li> <li>- Drafting Correspondence, meeting notes, and forms among other documents.</li> <li>-Other Works assigned from time to time</li> <li>- Drafting replies for Audit compliance.</li> <li>- Start up promotion activities.</li> <li>- Other Works assigned from time to time.</li> </ul>	Jammu
12	Ms Misba Nissar	MBA Executive	<ul style="list-style-type: none"> <li>-Official e-mail handling from Srinagar.</li> <li>- Drafting Correspondence, meeting notes, and forms among other documents.</li> <li>-Work related to Investment Promotion activities.</li> <li>-Other Works assigned from time to time</li> <li>-Hausla Program.</li> <li>- Other Works assigned from time to time.</li> </ul>	Srinagar
13	Mr. Vinod Kumar	Accountant	<ul style="list-style-type: none"> <li>-Maintenance of Attendance Register and Leave Record for Jammu Office</li> <li>-Store/Store In- Charge</li> </ul>	Jammu



			-Imprest In-Charge -Execution of works related to physical events i. Printing of Advertisement material ii. Arrangement of stationary iii. Arrangement of refreshments/ Catering	
14	Mr. Shashi Kumar	Junior Assistant	-Looking after Finance Section -Processing expense requests. -Cash book maintenance. - Banks reconciliation. - Preparing payrolls.	Jammu
15	Mr. Udit Bhatyal	MBA Executive	-Assistance to FA/CAO and Finance/Accounts Section of JKTPO. -Liaisoning with third party providers, clients and suppliers (Finance related) -Bill Payments. -Drafting of agenda for Board of Director meetings, Annual General Meetings -Liaisoning with Company Secretary. - Drafting replies for Audit compliance. -Other Works assigned from time to time.	Jammu

For smooth functioning of the JKTPO, the following work allocation is hereby ordered amongst the officials/ executives as per the details shown against each below-

- Investor Facilitation Cell shall function as per the order already issued and variation/divergence, if any, between this order and the one related to IFC shall be resolved by the FA/CAO and General Manager.
- The Committee headed by General Manager shall be responsible for organising the events on behalf of the JKTPO, within J&K.
- NISCI hired MBA Executives will initiate note in offline mode pertaining to their assigned subjects, which shall be made part of file on e-office.

**This issue with the approval of Competent Authority.**

  
 Imran Mehmood  
 Financial Advisor/ Chief Accounts Officer  
 JKTPO

**Copy to:**

1. All concerned officers/officials.
2. Office file.