

**ACTIVITY CHART FOR PARTICIPATION IN THE INDIA INTERNATIONAL
TRADE FAIR 2003-2004 FROM 14th NOV. TO 27th NOV. 2003 AT PRAGATI
MAIDAN, NEW DELHI.**

SL. No.	Activity	Target date	Responsibility	Remarks.
1	Proposal to Administration for participation in IITF with the theme Tourism. And Promoting Exports by Small and medium enterprises.	24/07/03		Meeting was held in the chamber of Secretary (Ind) on 24/7/03 to discuss about IITF 2003 and Andaman Day (45/c)
2	Approval of the Administration	29/07/03		
3	Holding of the meeting in the Chamber of Commissioner (Ind.)/ Commissioner (IP&T) to discuss about IITF-2002 and Andaman Day.	24/07/03		
4	Letter to DRC asking him to sign the application cum catalogue entry form on behalf of the Administration	30/07/03		A letter was sent to the PAO -XIII, New Delhi regarding transfer of fund to DRC New Delhi to enable him to pay the license fee on 30/07/2003. (44/c)
5	Publication of the News Item	25/8/03	Sr. Manager	News item was published in the Daily Telegrams on 25/8/2003. (78/c)
6	Letter to Associations for participation in the IITF	25/8/03	Sr. Manager	A letter was issued to Associations for participation in the IITF on 25/8/2003. (60/c)
7	Inform IPO C/N for procurements of Tribal Handicraft	2/9/03	Sr. Manager	A letter was issued to IPO, C/N for procurement of Tribal Handicrafts on 11/9/2003. (86/c)
8	Inform IPO Bakultalla, Rangathi for procurements of Cane & Bamboo Handicraft	2/9/03	Sr. Manager	A letter was issued to IPO, Rangathi for procurement of Cane & Bamboo Handicrafts on 11/9/2003. (85/c)
9	Inform EO Diglipour for procurements of Cane & Bamboo Handicraft	2/9/03	Sr. Manager	A letter was issued to EO, Diglipour for procurement of Cane & Bamboo Handicrafts on 11/9/2003. (85/c)
10	Note to Manager Workshop for manufacturing furniture / handicrafts from the departmental workshop	14/08/03	Sr. Manager	Note was issued to Manager(W/S) on 14/8/2003. (56/c)