

P-24039/138/2024-IPR -International Policy Section  
Government of India  
Ministry of Commerce & Industry  
Department for Promotion of Industry and Internal Trade  
IPR - International Policy Section

Vanijya Bhawan, New Delhi.

Dated: 26 November, 2024

**ORDER**

Sanction of the President is hereby conveyed for the deputation of **Ms. Vishakha Gupta**, Assistant Controller of Patents and Designs to Singapore for participating in the **WIPO-PCT Regional Seminar for ASEAN IP Offices from November 27 to 29, 2024** (excluding travel time and enforced half, if any)

2. The tour of officer will commence from date of departure from India and conclude on the date of arrival in India. The total period of absence from India shall not exceed the period indicated above, excluding journey time and enforced halts, if any.

3. The terms and conditions of the deputation are as under:

- i. **Period of deputation:** The officer will be on deputation for 3 days (i.e. from November 27 to 29, 2024), excluding journey time and enforced halts, if any.
- ii. **Pay:** During the period of deputation, the officer will draw her pay and allowances in the existing capacity. The expenditure on her pay and allowances will be debitable to the same budget head to which it is being debited at present. The pay and allowances will be drawn only in Indian currency. The officer will not be allowed to draw any part of the salary in foreign exchange.
- iii. **Medical Assistance:** The officer will be entitled to medical assistance in accordance with the Orders issued by the Ministry of External Affairs and Ministry of Finance, as amended from time to time.
- iv. **Passage etc.:** Travel by Air, Hotel accommodation and daily subsistence expenses etc. will be borne by the World Intellectual Property Organization (WIPO). No expenditure on account of TA/DA will be borne by DPIIT.
- v. The officer will submit a report after completion of program.

4. Other Expenditure in respect of Ms. Vishakha Gupta such as Medical, Mobile Phone, Visa fees, local domestic transport, etc. will be debitable to the FTE Head- 3475.00102.11.01.12 of O/o CGPDTM under Demand No. 11 of the Department for Promotion of Industry and Internal Trade for the year 2024-25.

5. All other aspects of deputation which are not covered under these terms and conditions will be regulated in accordance with the orders on the subject issued by the Ministry of Finance, Department of Personnel & Training and Ministry of External Affairs etc. from time to time.



6. This issues with the concurrence of AS&FA of the Department for Promotion of Industry and Internal Trade (DPIIT) vide Note No. 16 dated 26/11/2024 of File No. P-24039/138/2024-IPR -International Policy Section (Comp No. 203790).

  
(Deepak Kumar)  
Deputy Director

To:

**The Pay & Accounts Officer (PAO),**  
DPIIT, Udyog Bhawan.

Copy to:

- i. Mr. Ashwani Kumar, First Secretary (HOC & IC), HCI, Singapore
- ii. Mr. Gaurav Kumar Thakur, Counsellor, PMI, Geneva
- iii. The Joint Secretary (Southern Division), MEA.
- iv. The Joint Secretary (MER), MEA, Jawaharlal Nehru Bhawan.
- v. Ms. Vishakha Gupta, Assistant Controller of Patents and Designs, O/o CGPDTM
- vi. PA to CGPDTM, O/o CGPDTM
- vii. The Chief Controller of Accounts, DPIIT, Udyog Bhawan.
- viii. Sr. PPS to SIPP/PPS to AS(HP)/PA to Dir.(KT)
- ix. IPR-Establishment, Vanijya Bhawan, New Delhi.
- x. Fin-II Section for uploading in FVMS/Protocol Section/ /Guard File