



कृषि और प्रसंस्कृत खाद्य उत्पाद
निर्यात विकास प्राधिकरण
(बाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

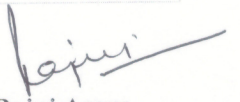
**Agricultural and Processed Food Product
Export Development Authority**
(Ministry of Commerce & Industry, Govt. of India)

Dated 21.08.2026

In pursuance to office order dated 20.08.2026, the work allocation of Administration Division is as follows:

AGM (CSD)	AGM (HS)
• Procurement (stationery, gifts, lunch & refreshments, furniture, data cards, telephone service and cafeteria management) & Store • Sitting arrangements • Work related to CCTV • Biometric attendance and gate pass • Hotel and banquet hall arrangements • PIO (RTI) • AMC & DG set service • Plantation • Regional Office related work • Weeding out of files and disposal of old items • Any other work assigned.	• Renovation and civil works, including liaison with CPWD / NBCC / NDMC / local authorities • Asset management, building insurance and tagging • APEDA Guest House • Housekeeping • Security • Uber / Taxi & Vehicle repair • Repair and maintenance for plumber, carpenter and electrician work for APEDA premises at Headquarters, including Guest House. • Events: Swachhata Pakhwada / Special Campaign, Swachhata Abhiyan, Yoga Day / Fit India activities, national events / government campaigns • Diary & Dispatch • Any other work assigned.

This issues with the approval of the Competent Authority.


Rajni Arora
DGM

To

Concerned Officials

CC : All Officials/C&I Division/RTI Division/Hindi Division