



File No.10-ITPO(2)/E.I/2018
India Trade Promotion Organisation
Administration Division (E-I Section)

Pragati Maidan, New Delhi
5th June, 2020

Office Order No. Admin/ 475 / 2020

Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) - Attendance regarding.

Further to the office orders/circulars issued by Administration from time to time on the basis of the directions/guidelines received from MHA/DoPT/DPE on the above cited subject and with reference to the recent MHA's Order No. 40-3/2020-DM-I(A) dated 30.05.2020, whereby lockdown has been extended in the containment zones upto 30th June, 2020 and phased reopening of activities under "Unlock-1" in areas outside containment zones.

2. The National Directives for COVID-19 Management, as specified in Annexure I of MHA's Order No. 40-3/2020-DM-I(A) dated 30.05.2020 and SOP on preventive measures dated 4th June 2020 issued by MoFHW, Govt of India as detailed in Annexure II continued to be followed strictly in ITPO HQs and ROs.

3. On the lines of above, the following preventive public health measures are to be observed by all ITPO employees/visitors to reduce the risk of infection with COVID-19:

- a. Entry gates to have mandatory screening provisions. Only asymptomatic officials/visitors with face covers/masks will be allowed. The face cover/mask has to be worn at all times inside the office premises.
- b. Individuals must maintain a minimum distance of 6 feet as far as feasible.
- c. Employees are advised to practice frequent hand washing with soap. Use of alcohol-based hand sanitizers can be made wherever feasible. Caretaking Unit must ensure regular supply of hand sanitizers, soap and running water in the washrooms.
- d. Employees must follow basic respiratory etiquettes like covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly etc.

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- e. Employees with co-morbidities/underlying health conditions/pregnant women/high risk cases are advised to take extra precautions. They are further directed to take necessary orders from their respective HoDs for work from home/attending office in exigencies. HoDs may assess the tasks assigned to such employees under work from home. Attendance of employees working from home will be considered on recommendation of concerned HoDs.
 - f. Self-monitoring of health by all employees and reporting of any illness at the earliest to the immediate supervisory officer.
 - g. Any officer and staff residing in containment zone must inform the same to his/her supervisory officer and not attend the office and work from home till containment zone is de-notified. HODs should take this aspect into consideration while preparing rosters.
 - h. Proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces must be ensured by Engineering Division.
 - i. Engineering Division should also ensure guidelines of CPWD for air-conditioning/ventilation which *inter alia* emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40- 70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
 - j. Unwarranted gathering/roaming of employees is strictly prohibited. Action deemed fit shall be initiated against delinquent employees.
 - k. Adequate crowd and queue management must be maintained to ensure social distancing norms.
 - l. If there are one or two cases reported, the disinfection procedure will be limited to places/areas visited by the patient in past 48 hrs. The work in such places can be resumed after disinfection as per laid down protocol. However, if there is a larger outbreak, the building/block will be closed for 48 hours after thorough disinfection. During such time, all the officers/staff will work from home, till the building/block is adequately disinfected and is declared fit for re-occupation.
 - m. Installation & use of Aarogya Setu App is mandatory by all employees.
4. In accordance with the above guidelines on COVID-19, HoDs are directed to prepare Rosters in such a manner that services of employees can be utilized without compromising the preventive guidelines issued by MoHFW as well as work continuity of their respective division/s, the attendance in India Trade Promotion Organisation shall be regulated as follows:
- a) All officers of the rank of Deputy Manager and above shall attend office on all working days.
 - b) For regulating the attendance of staff below the level of Deputy Manager, HoDs shall prepare a roster so as to ensure that 33 percent {33%} of staff attend office on working days and a total 50% of all officials are present on any working day. If deemed required by HoDs, strength of officer and staff in excess of this stipulation may be called subject to exigency of work.

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- c) Bio-metric attendance shall continue to be suspended.
- d) All HoDs shall ensure that the 50 percent of officers and staff who attend office observe staggered timings, as under:-
- ❖ 1st shift : 9:00 a.m. to 5:00 p.m.
 - ❖ 2nd shift : 9:30 a.m. to 5:30 p.m.
 - ❖ 3rd shift : 10:00 a.m. to 6:00 p.m.
- e) HoDs must also ensure the completion of daily task/s assigned to employees working from home (on account of containment zones/co-morbidities/underlying health conditions/pregnant women/high risk cases etc.) and recommend their attendance for regularization.

5. All HoDs are requested to e-mail daily attendance details to Admin. Division as per procedure invoked. The revised roster may be sent to Administration Division and copy to rajukumar@itpo.gov.in latest by 07 June, 2020.

The above instructions shall be in force with immediate effect and until further orders.

Sd/-
(Col. Pushpam Kumar, SM)
Officer on Special Duty(Administration)

To:
All HoDs

Copy to:

1. All employees at HQs/ROs
2. Notice Board/ITPO website

Copy for information to:

1. PS to CMD
2. PS to ED