

9-ITPO(40)/E.I/1993
India Trade Promotion Organisation
(Administration Division)

Dated : 29th August, 2018

Circular No. Admn/ 41 /2018

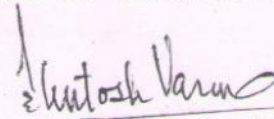
The State of Kerala has recently witnessed unprecedented flood due to heavy rains. This resulted major loss to property and lives in the State.

It is proposed that officers and staff of ITPO may contribute their one day's salary (Basic Pay) towards the Prime Minister's National Relief Fund for providing relief to the affected fellow citizens of Kerala.

Accordingly, deduction of one day's salary (Basic Pay) will be made from the Salary of all employees for the month of September, 2018. The employees, who do not wish to contribute, may intimate their unwillingness to the Salary Section latest by 24th September, 2018. In case, no information is received by 24th September, 2018, it will be presumed that the employee has given his/her consent and the said deduction will be made from his/her salary for the month of September, 2018.

Employees, who wish to contribute more than one day's salary may also inform Salary Section accordingly.

The contribution, so collected, will be sent to the Prime Minister's National Relief Fund. The contribution is fully exempted from income tax under Section 80(G) of the Income Tax Act.



(Ashutosh Varma)
General Manager (Admn)

To: All Officers/Staff of ITPO

Copy to:

- (i) CMD
- (ii) ED
- (iii) All HODs
- (iv) All Regional Offices. Chennai/Kolkata/Mumbai
- (v) President, ITPO Officers' Association
- (vi) President, ITPO Employees' Union
- (vii) Notice Boards