

F.No.5-ITPO(3)/E-I/78 Vol-II
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
10th September, 2014

Office Order No. Admn/981/2014

The BoD in their 187th meeting held on 25/08/2014 has approved the following amendment in ITPO Leave Rules:-

Existing ITPO's Leave Rule, Point No.9(a)	Amended ITPO's Leave Rule, Point No.9(a)
" Except on retirement and death while in service the earned leave at the credit of an employee other than a temporary employee, a daily wage/contract employee, trainee or an apprentice, will be allowed encashment of leave once in a calendar year subject to maximum of 60 days with the proviso that 15 days earned leave should be on credit at all times. No separate account needs to be maintained for encashable and non-encashable leave w.e.f. 1.1.1992. The employees will be entitled to receive pay plus dearness allowance last drawn for the period of leave encashed."	"Except on retirement and death while in service the earned leave at the credit of an employee other than a temporary employee, a daily wage/contract employee, trainee or an apprentice, will be allowed encashment of E.L. at his /her credit once in a calendar year subject to a maximum of 60 days with the proviso that 30 days, E.L. should be on credit at all times. Further, an employee within one year of his/her superannuation will be allowed encashment of E.L. at his/her credit twice in a calendar year subject to the proviso that 30 days' E.L. should be on credit at all times. The employees will be entitled to receive pay plus dearness allowance last drawn for the period of leave encashed."

The above amendment has been made w.e.f. 25/08/2014.



(H.P.Dharod)
Senior Manager(Admin.)

To: All Officers and Staff

Copy to:

1. PS to CMD
2. PA to ED
3. All HoDs
4. All Regional Offices
5. E-II/E-III/Vigilance/Salary/Security
6. Computer (E-I)- for updating ITPO Leave Rules
7. Notice Board/Office Order Register

KMC