

F.No. 10-ITPO(2)/E-I/2020
India Trade Promotion Organisation
(Administration Division)

Pragati Maidan, New Delhi
March 18, 2021

Circular No. Admin/ 8 /2021


This is with reference to the previous office orders / circulars issued from time to time by the Administration Division regarding preventive measures to be taken to contain the spread of COVID-19. Instructions were issued for face cover / wearing mask all the times inside the office premises, frequent washing hands with soap or using alcoholic-based hand sanitizers, and maintain social distancing as per Govt. directives

It has been noticed that some of the officials are not following the above instructions in letter and spirit.

It is once again advised that all officers/ officials of ITPO must ensure strict compliance of the above instructions and the directives of Ministry of Health & Family Welfare, Govt. of India and concerned authorities in this regard.

ITPO Security Unit is also advised to ensure strict compliance of the above instructions by ITPO officials, participants and general public visiting Pragati Maidan from time to time.

This issues with the approval of the Competent Authority.


(Col. Pushpam Kumar, SM)
Officer on Special Duty (Admn)

To: All concerned

Copy to:

- ❖ All HoDs
- ❖ Security Division
- ❖ IT Services Division – for uploading on ITPO website
- ❖ Notice Board
- ❖ Circular Register

Copy for information to:

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- ❖ PA to ED