

9-ITPO(2)/E-I/2019
INDIA TRADE PROMOTION ORGANISATION
ADMINISTRATION DIVISION
(E-I Section)

Pragati Maidan, New Delhi
27th April, 2020

CIRCULAR

Subject: EL Encashment reg.

In view of the country-wide lockdown declared by the Government consequent to the outbreak of COVID-19, it is informed that EL encashment applications submitted by ITPO employees during the period will be processed upon resumption of official duties after lockdown.

The effective/reckoning date for processing of EL encashment applications will be the date of receipt such requests at Personnel Desks/Administration Division.

Sd/-
(Col Pushpam Kumar, SM)
OSD(Admn.)

To: All Employees

Copy to :

1. PS to CMD
2. PA to ED
3. FA&CAO & All HODs
4. Salary Section/E-II/E-III.
5. Computer Division – for uploading on website

