

**INDIA TRADE PROMOTION ORGANISATION**  
**(Administration Division, E-I Section)**  
Pragati Bhawan, Pragati Maidan, New Delhi


F.No.5-ITPO (3)/E-I/78 Vol-III

Dated: 08/04/2021

**Office Order No. Admin/ 264 /2021**

This is in continuation to the instruction issued regarding encashment of Earned Leave vide office order Admin/962/2020 dated 20.10.2020(Copy Enclosed).

The Board of Directors in its 216<sup>th</sup> Board meeting held on 16.03.2021 has approved the continuation of suspension of leave encashment upto 30.09.2021 for in-service employees of ITPO as per terms and conditions as approved by the Board in its 214<sup>th</sup> Board meeting held on 20.09.2020 and subsequently circulated by aforementioned office order.

  
(Col. Pushpam Kumar, SM)  
OSD (Admn.)

To

All Concerned

Copy to:-

1. All HoDs
2. Regional Offices, Mumbai/Chennai/Kolkata
3. Salary Section/Personal Desk(E-II/E-III)
4. IT Division- for uploading the same on the website of ITPO in Knowledge Management (Administration Division).
5. Notice Board
6. Office order register

Copy for kind information to:-

1. PS to CMD
2. PS to ED

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No.5-ITPO (3)/E.I/78-Vol.III  
INDIA TRADE PROMOTION ORGANISATION  
(ADMINISTRATION DIVISION, E-I SECTION)

Pragati Maidan, New Delhi  
20<sup>th</sup> October, 2020

**Office Order No. Admin/ 962/2020**

The Board of Directors in its 214<sup>th</sup> Board meeting held on 22.09.2020 has approved the following amendment in ITPO Leave Rules 9(a) relating to Encashment of Earned Leave:

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 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."	"Except on retirement and death while in service, a regular employee (other than a temporary employee, a daily wage/contract employee, trainee or an apprentice) will be allowed encashment of EL at his/her credit once in a calendar year provided that the quantum of leave to be encashed is not more than 50% of the Earned Leave at credit or 20 days earned leave whichever is less, with the proviso that the balance of at least 30 days Earned Leave should remain at his/her credit after allowing encashment of Earned Leave."

2. Further, the Board directed that the above amendment in encashment of Earned Leave under Rule 9.(a) of ITPO Leave Rules (while in service) will be notified but in-service encashment of leave will remain suspended till March 31, 2021. No arrears on this account for this period will be paid. All cases sanctioned but not disbursed will also be covered by this embargo and in the future will be dealt with as per the provisions of the revised policy as above.

3. A review in this regard will be done at the appropriate time considering the financial condition in terms of net surplus/loss and debt liability of ITPO. However, during the suspended period, an employee will be allowed encashment of Earned Leave (while in service) as per the approved amendment within twelve months preceding his/her superannuation.

*Amice*  
(Col. Pushpam Kumar, SM)  
OSD(Administration)

To: All Officers and Staff

**Copy to:**

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