

File No.9-ITPO (14)/E1/2019
India Trade Promotion Organisation
(Administration Division, E1 Section)

19.04.2021

Office Order No. Admin. / 282 /2021

In supersession of all directions issued earlier vide various office orders/ circulars regarding issuance of NOC (in r/o official dealings of the officials) at the time of cessation of services of an official (retirement/VRS etc.), it has been decided that outstanding dues on account of official dealings while issuing NOC will be dealt with as under:

1. Outstanding dues pertaining to various official dealings will be updated by the Finance Division on a regular basis and notified to the concerned division/officials on a quarterly basis.
2. The concerned division will apprise the status/update/action taken reg. the notified outstanding dues to the Competent Authority on a timely basis for further directions/orders. The decision of the Competent Authority would be communicated to the Finance Division for reference at the time of issuing NOC to officials, calculation of the final dues on account of official dealings, updation of the Books of Accounts.
3. Finance Division will notify the consolidated dues on account of the official dealings, if any as per the Books of Accounts to the official six months prior to cessation of his/her service to ITPO. In case of Voluntary Retirement

Service/resignation, the same should be communicated on the same day of the approval by the Competent Authority.

4. The status/reason/action taken for the same will be notified by the concerned official to the Competent Authority (through HoD). Based on the decision of the Competent Authority, the final dues attributable to the official, if any, on account of the official dealings would be calculated.

This issues with the approval of the Competent Authority.

Pushpam

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

To:
All employees

For information:

1. PS to CMD
2. PS to ED