



No.10-ITPO(1)/E-I/2021
India Trade Promotion Organisation
(Administration Division, E-I)

Pragati Maidan, New Delhi
Date: 14.07.2022

Office Order No. Admin./ 418 /2022

With the approval of the Competent Authority, the following is ordered with effect from 18th July, 2022:

- a) The office timings will be from 10:00 AM to 06:00 PM (General shift).
- b) All the provisions/relaxations made due to Covid-19 are discontinued.
- c) 20 minutes grace time/period in the morning at the time of arrival only.
- d) An official will be permitted to register attendance beyond 1000 hrs in case of unexpected exigencies, namely, traffic jams, vehicle breakdown etc. However, such late arrival will not be permitted beyond 1030 hrs and six days in a month. The official would compensate for the late arrival by putting matching hours beyond office timings on the date of such late arrival.
- e) The staff/officers will be allowed two short relaxations upto 11:00 AM and two short relaxations upto 12:00 Noon in a month. Half day's Casual Leave will be deducted for employees who have availed and exhausted the limit of two short relaxations upto 11.00 AM and two short relaxations upto 12 Noon in a month.
- f) The attendance of staff and officers which is being regularized at the level of HoD whose attendance is missing twice in a month in the record of biometric attendance machine will now be regularised at the level of ED/CMD.

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

To: All officers and staff.

Copy to:

1. All HODs
2. E-I/E-II/E-III/Vigilance/Salary Section/All ROs
3. IT Services Division – For uploading on ITPO's website.
4. Office order Register

Copy for information to:

1. PS to CMD
2. PS to ED