

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

May 02, 2021

Office Order No.Admin/301/2021

In view of the unprecedented rise in the numbers of Covid-19 cases, and to take measures to prevent its spread, the following instructions / guidelines are issued for strict compliance by all officials at ITPO HQ:

- a. Physical attendance of all officials to be restricted to a maximum 50% of the actual strength.
- b. For officials upto Deputy Manager, HoDs shall prepare a roster to ensure a minimum of 25% and maximum of 33% of officials in a Division /Section/Unit attend office as per work requirement and remaining officials should be instructed to work from home.
- c. For Manager and above, physical attendance to be restricted to 50% of the actual strength of the officers and HoDs may decide work from home on the basis of nature of work, co-morbidity, health issues, health issues in family etc. A roster may be prepared accordingly.
- d. All officers of the level of HoD, are to attend office on requirement basis, minimum as per roster given by Admin Division.
- e. In work from home scenario, concerned HoDs may set targets to be completed by the officials working from home and keep a record of their output with respect to such targets. Officials working from home are to make themselves available on mobile / telephone and other electronic means of communication at all times from their residence and must ensure completion of task within time frame specified by the HoDs.
- f. The working hours and attendance through facial recognition-based attendance system shall remain in force for all the officials attending office. The officers / staff shall follow staggered timings as stipulated vide Office Order No. Admin/39/2021 dated January 20, 2021 to avoid over-crowding in offices
- g. HoDs are advised to maintain attendance record of work from home for their respective Division/Section/Unit. Consolidated attendance record of work from Home of each Division/Section/Unit for the period may be forwarded to the respective Personal Desks in the prescribed proforma.
- h. All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- i. Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home, until further orders.
- j. HoDs may ensure that seating arrangement for officials in the Divisions/Sections/Units should be in accordance with the social distancing norms.

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- k. All officials who attend office shall strictly follow Covid-appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
 - l. Crowding in staircases, corridors, common areas including halls/grounds and parking areas is to be strictly avoided.
 - m. Meetings, as far as possible, to be conducted through video-conferencing.
 - n. Entry of outsiders /visitors to be curtailed appropriately.
 - o. In compliance of GoI guidelines, all employees are advised to get themselves vaccinated.
 - p. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces must be ensured.
2. All employees are to ensure strict compliance of instructions on Covid-appropriate behavior issued vide Circular No. Admin/13/2021 dated March 30, 2021 as well as MHA, MoH&FW and DoP&T from time to time.
 3. The above instructions / guidelines shall come into effect immediately and will remain in force until further orders.
 4. This issues with the approval of the Competent Authority.

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

To: All HoDs

Copy to:

1. All Employees (HQs & ROs)
2. IT Services Division — For uploading on ITPO website.
3. Notice Board

Copy for information to:

1. PS to CMD
2. PS to ED/CVO