

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

May 09, 2021

**Office Order No. Admin/ 310 /2021**

In continuation of earlier orders regarding Face recognition-based Biometric Attendance System and as a preventive measure to contain the spread of Covid-19, ITPO officials attending office are exempted to mark their attendance in Face recognition-based Biometric Attendance System till 23.05.2021.

2. During the period, officials shall record their attendance in Attendance Register maintained in concerned Divisions/Sections/Units.

3. For reconciliation and salary purpose, attendance record in prescribed proforma duly certified by HoD, shall be submitted to respective Personal Desk (E-II/E-III) with a copy to E-I section. Email Ids:

E-I: [nsrawat@itpo.gov.in](mailto:nsrawat@itpo.gov.in)

E-II: [surendersingh@itpo.gov.in](mailto:surendersingh@itpo.gov.in)

E-III: [akhan@itpo.gov.in](mailto:akhan@itpo.gov.in)

4. This issues with the approval of the Competent Authority.

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

To: All concerned

Copy to:

1. All HoDs
2. E-II/E-III/Salary/Vigilance
3. IT Services Division - For uploading on ITPO website.
4. Notice Board
5. Office Order Register

Copy for information to:

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