



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

Pragati Maidan, New Delhi

Date: 25.07.2022

**Office Order No. Admin./436/2022**

In partial modification to office order No. Admin./418/2022 dated 14.07.2022 and with the approval of the Competent Authority, the following is ordered with immediate effect:

Point	Existing	Amended
(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.	The staff/officers will be allowed two short relaxations upto 11:00 AM and two short relaxations for maximum of 2 hours, either in the morning (at arrival), or in the evening (at departure) 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 for maximum of 2 hours, either in the morning (at arrival), or in the evening (at departure) in a month.

Other terms and conditions notified vide office order No. Admin/418/2022 dated 14.07.2022 will remain the same.

*Pushpam*  
(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