



File No.5-ITPO(3)/E-I/78 Vol-III
India Trade Promotion Organisation
(Administration Division, E-I Section)


Pragati Maidan, New Delhi
07 September 2022

Office Order No. Admin/ 545 /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
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.	The attendance of staff and officers whose attendance is missing upto twice in a month in the record of biometric attendance machine, will now be regularised at the level of HoD.

Other terms and conditions notified vide Office Order No. Admin/418/2022 dated 14/07/2022 and Office Order No. Admin/436/2022 dated 25/07/2022 will remain the same.


(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
5. Notice Boards

For information:

1. PS to CMD
2. PS to ED