



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

May 28, 2021

Office Order No. Admin/ 335 /2021

In continuation to the earlier Office Order No. Admin/301/2021 dated 02.05.2021 regarding preventive measures to contain Covid-19 cases, 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 Assistant Manager, HoDs shall prepare a roster to ensure that physical attendance to be restricted to 33% of the actual strength 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 Deputy 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 DGM and above are to attend office on regular basis.
 - e. In supersession of Office Order No. Admin/324/2021 dated 23.05.2021, working hours and attendance through facial recognition-based attendance system shall operational for all the officials attending office.
 - f. The officers/staff shall follow staggered timings as stipulated vide Office Order No. Admin/39/2021 dated January 20, 2021 and Office Order No. Admin/309/2021 dated 07.05.2021 (for Caretaking staff) to avoid over-crowding in offices.
2. Other instructions/guidelines to prevent the spread of Covid-19 issued vide above cited Office Order No. Admin/301/2021 dated 02.05.2021 shall remain same.
 3. The above instructions/guidelines shall come into force w.e.f. 31.05.2021 and shall 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
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