

INDIA TRADE PROMOTION ORGANISATION

(Administration Division, E-I Section)

Pragati Bhawan, Pragati Maidan, New Delhi

F.No. 5-ITPO (3)/EI/78-Vol III

Dated: 07/10/2021

Office Order No. Admin/659 /2021

The Board of Directors in its 214th Board meeting held on 22.09.2020 had approved the following amendment in ITPO Leave Rules 9(a) relating to Encashment of Earned Leave:

“ Except on retirement and death while in service, a regular employee (other than a temporary employee, a daily wage/contract employee, trainee or an apprentice) will be allowed encashment of EL at his/her credit once in a calendar year provided that the quantum of leave to be encashed is not more than 50% of the Earned Leave at credit or 20 days earned leave whichever is less, with the proviso that the balance of at least 30 days Earned Leave should remain at his/her credit after allowing encashment of Earned Leave.

2. Further, the Board directed that the above amendment in encashment of Earned Leave under Rule 9(a) of ITPO Leave Rules (while in service) will be notified but in-service encashment of leave will remain suspended till March 31, 2021. No arrears on this account for this period will be paid. All cases sanctioned but not disbursed will also be covered by this embargo and in the future will be dealt with as per the provisions of the revised policy as above.

3. A review in this regard will be done at the appropriate time considering the financial condition in terms of net surplus/loss and debt liability of ITPO. However, during the suspended period, an employee will be allowed encashment of Earned Leave (while in service) as per the approved amendment within twelve months preceding his/her superannuation.”

The above decision was notified vide order no. Admin/962/2020 dated 20.10.2020.

2. The Board in its 216th meeting held on 16.03.2021 had further approved the continuation of suspension of leave encashment upto 30.09.2021 for in service employees of ITPO as per terms and conditions as approved by the Board in its 214th meeting held on 22.09.2020. The same was notified vide Office Order No. Admin/264/2021 dated 08.04.2021.


3. The Board of Directors has approved the following by circulation:

a) Continuation of suspension of in-service encashment of leave beyond 30.09.2021 as of now for six months i.e. till 31.03.2022.

b) The following part as mentioned in sub para 3 of para 1 above, which was notified vide order no. Admin/962/2020 dated 20.10.2020, is deleted.

"However, during the suspended period, an employee will be allowed encashment of Earned Leave (while in service) as per the approved amendment within twelve months preceding his/her superannuation."

The other terms & conditions as mentioned vide order no. Admin/962/2020 dated 20.10.2020 will remain unchanged.


(Col. Pushpam Kumar, SM)
OSD (Admn.)

To :
All concerned

Copy to:-

1. All HoDs
2. Regional Offices(Mumbai, Chennai & Kolkata)
3. Salary Section/Personal Desk(E-II/E-III)
4. IT Services Division- for uploading on ITPO website in Knowledge Management (Administration Division).
5. Notice Board
6. Office order register

For information:-

1. PS to CMD
2. PS to ED