

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

27.04.2021

Office Order No. Admin/ 292 /2021

In continuation to various orders of even number issued by Administration Division from time to time regarding attendance during Covid-19 pandemic, following must be adhered to at ITPO HQs:

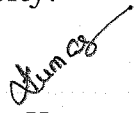
- a) For officials upto Deputy Manager, HoDs shall prepare a roster to ensure a minimum of 25% and maximum of 50% of officials in a division/section/unit to attend office as per work requirement and remaining officials should be instructed to work from home.
- b) For manager and above, HoDs may decide WFH on a case to case basis depending on work, co-morbidity, health issues, health issues in family etc. A minimum of 50% of attendance be ensured for officials from manager and above in a division/section/unit except in exceptional circumstances.
- c) For 29.4.2021 and 30.4.2021, concerned HoDs may give work from home and physical attendance be kept only in case of work involving urgent compliances.
- d) In work from home scenario, concerned HoDs may set targets to be completed by the officials working from home and keep a record of their output with respect to such targets. Officials working from home must ensure completion of task within time frame specified by the HoDs.
- e) The working hours and attendance through facial recognition based attendance system shall remain in force for all the officials attending office.
- f) In view of the aforementioned, all HoDs are advised to maintain attendance record of work from home for their respective division/section/unit. Consolidated attendance record of work from

home of each division/section/unit for the period may be forwarded as per enclosed proforma.

- g) All the preventive measures to be taken to contain the spread of COVID-19, issued vide Circular No. Admn/13/2021 dated March 30, 2021, must be adhered to.

The above instructions shall be in force with immediate effect till 03/05/2021 or until further orders, whichever is earlier.

This issues with the approval of the Competent Authority.


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

To: All HoDs

Copy to:

1. All Employees (HQs & ROs)
2. IT Services Division – For uploading on ITPO website.
3. Notice Board