

INDIA TRADE PROMOTION ORGANISATION
(Administration Division, E-I Section)
Pragati Bhawan, Pragati Maidan, New Delhi

F.No.10-ITPO (2)/E-I/2020

Dated: 29/12/2020

Office Order No. Admin/1073/2020

Subject: Preventive measures to be taken to contain the spread of novel Coronavirus (Covid - 19) - Attendance reg.

In continuation to various orders of even no. issued by the Administration Division from time to time regarding attendance during Covid-19 pandemic in line with the directions/guidelines issued by MHA/MoHFW, Govt. of India, the following must be adhered to:

- a) All officers of the rank of Assistant Manager (N/F)/equivalent and above shall attend office on all working days.
 - b) For regulating the attendance of staff below the level of Assistant Manager(N/F)/equivalent, HoDs shall prepare a roster to ensure that atleast 50% of staff below the level of Assistant Manager (N/F)/equivalent, are present on any working day.
 - c) If deemed required by HoDs, strength of staff below the level of Assistant Manager(N/F)/equivalent, in excess of the stipulation as mentioned at (b) above , may be called subject to exigency of work.
 - d) The same is to be done while ensuring that social distancing is maintained under all circumstances.
2. The above instructions shall be in force with immediate effect until further orders.

This issues with the approval of the Competent Authority.

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

To

All HoDs

Copy to:

1. All Employees(HQs & ROs)
2. IT Services(for uploading on ITPO website)
3. Notice Board
4. Office Order Register

Copy for information:

1. PS to CMD
2. PS to ED