



File No.10-ITPO(2)/E-1/2020  
**India Trade Promotion Organisation**  
(Administration Division, E-I Section)

Pragati Maidan, New Delhi  
20 January 2021

**Office Order No. Admin/ 39 /2021**

This is in reference to the various office orders of even number issued from time to time by Administration Division whereby biometric attendance was discontinued for ITPO office as a preventive measure to stop the spread of Covid 19 through infected surfaces.

Keeping in view the safety and to ensure proper attendance management of the ITPO officials, a new cloud-based, Fingerprint recognition & Face recognition-based Biometric Attendance System is being implemented in the ITPO HQs.

The face enrollment process for the same is under process and the last date for enrollment is 22/01/2021 (Friday). The officials who are present/on duty in the office till 22/01/2021 but not found enrolled in the new biometric system beyond 22/01/2021, their salary would be stopped. (Copy of the list of employees not enrolled in the new biometric system is enclosed)

All the officials at the ITPO HQs are requested to mark their respective attendance invariably through the new biometric machines placed at following locations inside the ITPO HQ premises from 22/01/2021 onwards to ensure functioning with 100% staff strength.

- Office building adjacent to Hall No.7
- Office building, First Floor, Hall No.07
- CMD Building
- Admin block, First Floor, Hall No. 09-10
- Finance block, First Floor, Hall No. 10-11
- Office building adjacent to Hall No. 12

In view of the Covid19 pandemic (avoid crowding at a particular time), staggered timings/arrival time of 9:00 a.m. to 11:00 a.m. would be observed by all officials in the ITPO HQs. The officials would compensate for the arrival time in morning by putting in matching hours between the time slot of 5:00 p.m. to 7:00 p.m.

**Contd... 2/-**

Any other guidelines/orders/circulars etc w.r.t grace period at arrival/departure time, short leave etc issued previously in r/o attendance mgt in the old biometric system shall remain suspended until further orders.

Until further orders, all the HoDs are requested to ensure that the physical copies of the attendance record are also maintained and approved for salary purpose, as per the format shared by Administration Division previously from time to time. (Copy of format attached).

One copy each to be sent to concerned personal section (E-II/E-III Section). (e-mail id: akhan@itpo.gov.in; surendersingh@itpo.gov.in) and (E-I Section) (e-mail id: nsrawat@itpo.gov.in). The date of submission of the physical copies of the attendance sheets would be intimated by the Personnel Desk.

The biometric attendance to be marked by the concerned while following social distancing norms under all circumstances. The appropriate measures to enforce social distancing in officer should be ensured at all the levels.

Technical problems, if any, faced while marking attendance may be reported to IT Division/Administration Division.

This issues with the approval of the Competent Authority.



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

**To:** All concerned

**Copy to:**

- ❖ All HoDs
- ❖ E-II/E-III Section/Salary Section/ Vigilance Unit/ IT Services Division
- ❖ ITPO website
- ❖ Notice Board
- ❖ Office Order Register

**For information:**

- ❖ PS to CMD
- ❖ PS to ED

S.No.	Emp No.	Card No.	Name	Depot	OU Code	OU Name	Job Title
1.	136	136	RAJ KUMAR	PRAGATI	Works Div-Civil-ES	WORKS DIV-CIVIL-ES	Beldar
2.	427	427	ASHOK KUMAR	PRAGATI	BDD-Mktg.	BDD-MKTG.	Asstt. Manager-F&A/Cs
3.	372	372	BHAGWAN DASS	PRAGATI	Security Services	SECURITY SERVICES	Mason
4.	1498	1498	MANOJ KUMAR	PRAGATI	Admin-	ADMIN-	Driver
5.	558	558	KALAM SINGH	PRAGATI	Security Services	SECURITY SERVICES	Security Guard
6.	799	799	BRIJ LAL	PRAGATI	Architecture	ARCHITECTURE	DGM-Arch.
7.	1273	1273	PREM PAL	PRAGATI	Security Services	SECURITY SERVICES	Sewerman
8.	17	17	MANOJ KUMAR	PRAGATI	Fair Services-II-	FAIR SERVICES-II-	Sr.Assistant-TDC
9.	384	384	RAM NIWAS	PRAGATI	Caretaking Unit	CARETAKING UNIT	Assistant-GC
10.	1505	1505	SUALEHA NASEER	PRAGATI	Fin.&A/Cs	FIN.&A/CS	Assistant-A/cs
11.	477	477	KULDEEP KAUR	PRAGATI	Fair Services-I-	FAIR SERVICES-I-	Sr.Steno

**Certification of Attendance as per O.O.No./Admn./765/2020 dated 06.08.2020**

Name & Designation: \_\_\_\_\_

Month: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Duty																															
Roaster																															
Attended on																															
Remarks (if any)																															

**Legend:**

- CL : Casual Leave
  - RH : Restricted Holiday
  - GH : Government Holiday
  - CH : Compensatory Holiday
  - HPL : Half Pay Leave
  - ML : Medical Leave (Fitness certificate required)
  - EL : Earned Leave
  - OD : Official duty (Worked from home treated as OD)
  - WO : Weekly Off (Saturday/Sunday or as per roster)
- P : Present at office
  - A : Absent
  - HLF : Half day

**Certified by HOD**