

No.10-ITPO (02)/E.I/2020
INDIA TRADE PROMOTION ORGANISATION
(ADMINISTRATION DIVISION, E-I SECTION)


Pragati Maidan, New Delhi
16th October, 2020

Office Order No. Admin/ 958 /2020

ITPO has been issuing office orders/circulars from time to time for maintaining punctuality in office timings. Biometric Attendance System was discontinued until further orders due to Covid-19 Pandemic. The officials were advised to mark the attendance in attendance Register during the exempted period of Biometric system.

2. Further, detailed office Order No. Admin/850/2020 dated 14th September, 2020 was issued in this regard for providing the guidelines for maintaining Attendance.
3. It has been observed that some of the officers and staff are not adhering to the official timings and taking undue benefits of exempted attendance in the Biometric System. This act has been viewed seriously by the Management.
4. All the officers/staff are again advised to follow the office timings strictly failing which disciplinary action would be taken against the defaulters.
5. HoDs are also advised to strictly monitor the attendance of their officers/staff.

This issued with the approval of the Competent Authority.


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

To: All officers/Staff (HQ and ROs)

Copy to:

1. PS to CMD
2. PS to ED
3. All HoDs
4. Vigilance Section- For surprise checking
5. E.II/E.III
6. Office Order file
7. Notice Board
8. IT Services- for uploading the same on the website under Knowledge Management (Admin Division)