



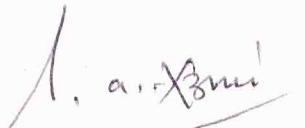
F. No. 9-ITPO(2)/E-I/2021
India Trade Promotion Organisation
(E.II Section, Admin)

7th April, 2021
Pragati Maidan, New Delhi.

Circular No. Admin/ 14 /2021

It has been observed that some time officials apply for Half Pay Leave but at a later stage requests are received to convert such leave to other leave which is difficult for us because once leave is sanctioned by Admn. Division, Salary Section prepare salary accordingly. Once the salary released, it is very difficult to release half day salary in case of Half Pay Leave because software do not convert HPL into EL/CL/ML.

This issues with the approval of Competent Authority


(S.A. Azmi)
Sr.Manager(Admn.)

To,

All employees of ITPO

Copy to:

1. PS to CMD
2. PA to ED
3. All HOD's
4. Salary Section /Vigilance Section/E-I Section
5. Notice Board