

File No.14-ITPO(1)/E-I/2017  
**India Trade Promotion Organisation**  
(Administration Division, E-I Section)

Pragati Maidan, New Delhi  
03<sup>rd</sup> November, 2017

**Circular No. Admin/ 62 /2017**

India International Trade Fair-2017 (IITF), the mega event of ITPO, will be organized from November 14 - 27, 2017. A large number of Indian and foreign companies will be showcasing their products in this event, which will be visited by VIPs, Foreign delegations, business visitors and general public during the period of 14 days from 14<sup>th</sup> to 27<sup>th</sup> November, 2017.

2. In order to facilitate the exhibitors and visitors and to provide quality service to them, it is necessary for certain employees to attend office on Saturdays, Sundays and Holidays during the preparatory period and currency of the fair as per requirement of work and direction of HoD concerned. The HoDs concerned may, therefore, make an assessment of work and direct those officials under their charge who are required to attend office as per requirement of work. Leave of any kind may not be availed by those employees and may be sanctioned in emergent circumstances with the approval of the HoD only.

3. During IITF-2017, the normal working hours will be 9.00 am to 7.30 pm except duties where hours followed are different. Total working of hours will be 10.30 hrs in a day in all the cases.

4. HoDs may forward a list of such employees who have been directed to attend office during the entire period of fair including Saturdays, Sundays and Holidays indicating the duty hours with proper justification to Administration Division as per the following format:

Sl. No.	Name of Employee & Employee No.	Designation	Work assigned to the employee	Duty hours
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5. In the event of any employee(s) not performing the duty as per direction of HoD, the name(s) of such employee(s) may be forwarded to Administration Division for appropriate disciplinary action.

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6. It is further emphasized that the officers/officials deputed to Central Facilitation Centre/Halls/Hangers, etc. from 8<sup>th</sup> November, 2017 to 28<sup>th</sup> November, 2017 may ensure that their regular work does not suffer during the period.

Circular No. Admin/ 62 /2017

Vikas

(Vikas Malhotra)  
General Manager (Admin)

To: All officials of ITPO.

**Copy to:**

1. All HoDs
2. M(AB) - Caretaking Unit/M(RP)-Canteen
3. All Regional Offices (Chennai, Kolkata & Mumbai)
4. Notice Boards

**Copy for kind information:**

1. CMD
2. ED

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