



No10 -ITPO(2)/E-I/2020
India Trade Promotion Organisation
(Administration Division, E-I)

Pragati Maidan, New Delhi

Date: 7th February, 2022

Office Order No. Admin/ 92 /2022

This is in continuation of the office orders of even number dated 07.01.2022 and 02.02.2022, the following instructions/guidelines are issued for strict compliance by all officials at ITPO HQs:

- (i) All officials of the level of Group 'A', 'B', 'C' and 'D' will attend office on all working days.
 - (ii) The Divisional HoDs shall be responsible for ensuring compliance of COVID appropriate behaviour by all officials of their Divisions.
 - (iii) Security Division shall be responsible for the same in ITPO premises, if COVID appropriate behavior is not maintained by any individual, the matter may be brought to the Administration Division and strict action taken against defaulting officials.
 - (iv) All employees are to ensure strict compliance of instructions on COVID-19 appropriate behavior issued by MHA, MoHFW, DoPT and DDMA from time to time.
2. The above instructions/guidelines shall come into force with immediate effect and shall remain until further orders.
3. This issues with the approval of the Competent Authority.

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

To: All HoDs

Copy to:

1. All employees
2. IT Services Division – For uploading on ITPO website.
3. Notice Board/Office Order Register

Copy for information to:

1. PS to CMD
2. PS to ED