

**INDIA TRADE PROMOTION ORGANISATION**  
(Administration Division, E-I Section)  
Pragati Bhawan, Pragati Maidan, New Delhi

F.No.5-ITPO (7)/E-I/2017

Dated: 08/04/2021  
09

**Office Order No. Admin/ 267/2021**

The Board of Directors in its 216<sup>th</sup> meeting held on 16.03.2021 decided to reduce the existing level of perquisites from 31% to 25% for one year w.e.f. 01.04.2021 onwards or till the review of same is done in terms of the DPE guidelines after closure of accounts for the financial year 2020-21 whichever is earlier.

This issues with the approval of the Competent Authority.

*Pushpam*  
(Col. Pushpam Kumar, SM)  
OSD (Admn.)

To

All Concerned

Copy to:-

1. All HoDs
2. Regional Offices, Mumbai/Chennai/Kolkata
3. Finance Division(Salary Section).
4. IT Division- for uploading the same on the website of ITPO in Knowledge Management (Administration Division).
5. Notice Board
6. Office Order register.

For information to:-

1. PS to CMD
2. PS to ED