



File No.9-ITPO(14)/E-I/2019
 India Trade Promotion Organisation
 (Administration Division, E-I Section)

Pragati Maidan, New Delhi
 13 February 2020

Office Order No. Admin/192/2020

It has been decided by the Competent Authority that terminal benefits/NOC of any team members deputed for any foreign event may not be stopped/withheld on account of reasons hereunder and ITPO will take the following actions:

- Deduction of TDS amount by Government/Private Organisations:-** An undertaking may be taken from the concerned party to the effect that they will follow all the provisions of the Income Tax Act regarding deduction and payment of TDS, failing which ITPO may report to the concerned authority and /or take legal action and fair team will not be held responsible. A copy of the undertaking is attached herewith.
- Participation fee from Government Organisations:-** It is the responsibility of the concerned Fair Team to collect the participation charges. At the stage of superannuation of any of the team members, the individual case may be examined by FS-I Desk for issue of NOC. If FS-I Division is satisfied with the efforts made by the fair Team for recovery of participation charges, then issue of NOC may be considered by FS-I Division. Further, all relevant documents/communications to concerned Govt. Departments may be handed over to the FS-I Desk before superannuation. The desk will follow up with the Government Department proactively for recovery of the due participation charges. Foreign Fair Desk will not have any financial responsibility. Further, where no team member is left then the dues may be adjusted against the amount received for the next edition of the event after approval of HOD.
- In order to avoid similar situations that the terminal benefits of the superannuating employee is withheld, it is proposed that while nominating Team for Foreign Fairs, the fair may not be allocated to the officials who are superannuating at least six months from the start of the fair.
- Efforts should be made to ensure that dues does not remain outstanding.

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

To:

- All HoDs
- Vigilance/Finance/ITPO Website/ITPO Regional Offices

Copy for information to:

- PS to CMD
- PS to ED

JS (SA) - re-uploaded on website.

on web 8/2/20

DGM/Amulya
A. Ch. Rai B
14/2/2020

18/02/2020
14/2/2020

Handy
18/2/2020