

F.No. 14-ITPO(2)/E-I/2019
INDIA TRADE PROMOTION ORGANISATION
(Administration Division, E-I Section)

04 November, 2022

Circular No. Admn./ 68 /2022

The 41st India International Trade Fair will be held from 14.11.2022 to 27.11.2022. The success of the mega event requires coordinated efforts of all employees of ITPO. The Competent Authority has approved the following for IITF'2022:

1. Refreshment/Sodexo Meal Coupon:

- a) Sodexo Meal Coupon @ Rs.132/- per day to ITPO employees (Both OTA and Non-OTA) for IITF 2022 from 14.11.2022 to 27.11.2022.
- b) Staff of Security Division will be issued Sodexo Meal Coupons for additional four days i.e. 11th, 12th, 13th and 28th November, 2022.

Note:

- c) The entitlement for Sodexo Meal Coupon is subject to the employees rendering minimum duty of 10.30 hours per day as per biometric attendance system.
- d) E-II Desk of Administration Division will issue Sodexo Meal Coupon as per actual basis on clearance by concerned HoDs.
- e) A duty roster (as per the format) of such officials shall be prepared by respective Divisions and sent to E-III Desk latest by 14/11/2022:

S.No	E.No	Name	Designation	Nature of work assigned

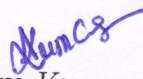
2. Overtime Allowance (OTA)

- a) Employees belonging to Group B, C & D and having Basic Pay equal to or less than Rs. 54000/- will be given Overtime Allowance for rendering of extra duties beyond duty/office hours in November month exclusively for IITF 2022.
- b) The ceiling of Overtime hours is restricted at 70 hours.

3. Compensatory Leave:

Non OTA entitled employees are entitled for Compensatory Leave as per office order no. Admin/1153/2019 dated 13.11.2019(attached).

Heads of Divisions will ensure that officials actually associated with IITF 2022 work are detained beyond normal office hours and/or deployed on holidays.


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

To:

- 1 All HoDs
- 2 Finance & Accounts Division/E-III/Vigilance Division/Notice Boards/ITPO's website.

Copy for information to:

- 1 PS to CMD
- 2 PS to ED
- 3 PA To ED(P)