

File No.10-ITPO(2)/E-I/2020
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
19th January 2022

Office Order No. Admin/ 34 /2022

With the approval of the Competent Authority, following guidelines are issued as a special provision for treatment of period of absence due hospitalisation/quarantine period during recent surge of COVID-19 cases:-

Sl. No.	Situation	Treatment of period of absence
1.	When the employee himself is COVID positive and is in home isolation/quarantine.	<p>(i) Shall be granted Commuted Leave up to 7 days, if due and admissible, without Medical Certificate, on mere production of his/her COVID positive report.</p> <p>(ii) If Commuted Leave is not available, he/she shall be granted Special Casual Leave (SCL) for 7 days.</p> <p>(iii) If, however, after 7th day, the employee is required to remain at home for post-COVID recovery, he/she may be granted leave of any kind due and admissible to him/her, with the approval of the concerned Competent Authority as per the ITPO Leave Rules.</p>
2.	When the Employee himself is COVID positive, and is in home isolation and has also been hospitalised.	<p>(i) Shall be granted Commuted Leave/SCL for a period up to 7 days starting from the time having tested COVID positive, if the period of home quarantine/discharge from hospital falls within 7 days, as per Sl. No. 1 above.</p> <p>(ii) In case of hospitalisation beyond the 7th day from his/her testing COVID positive, he/she shall be granted Commuted Leave, on production of documentary proof of hospitalisation.</p> <p>(iii) If, however, after discharge from the hospital, the employee is required to remain at home for post-COVID recovery, he/she may be granted leave of any kind due and admissible to him/her, with the approval of the concerned Competent Authority as per the ITPO Leave Rules.</p> <p>(iv) It is only when the Commuted Leave is not available to the credit of the employee that SCL of 7 days shall be considered.</p>

Contd at P-24--

3.	When a dependent family member of employee is COVID positive or parents whether dependent or not, living with him are COVID positive.	(i) Shall be granted SCL of 7 days on production of COVID positive report of dependent family member/parents. (ii) In case of active hospitalisation of any of the family member/parents even after 7 days of the expiry of SCL, the employee may be granted leave of any kind due and admissible beyond 7 days of SCL till their discharge from hospital. After discharge from the hospital of dependent family member/parents, if the employee wishes to avail further leave, he/she shall be considered for the leave due and admissible as per the ITPO Leave Rules, subject to functional requirements and sanction of leave by the Competent Authority. The Competent Authority is advised to take a liberal view in such cases and its decision in the matters shall be final.
4.	When the employee comes into direct contact with a COVID positive person and remains in home quarantine.	The HoD is advised to take a view in such cases for treating employee as on duty/Work from Home based on submission of relevant documents by the concerned employee.
5.	The period of quarantine spent by employee as a precautionary measure, residing in the Containment Zone.	The HoD is advised to take a view in such cases for treating employee as on duty/Work from Home based on the guidelines regarding Containment Zone issued from time to time by DDMA/MHA and submission of relevant documents by the concerned employee.

2. These orders shall be applicable w.e.f. 01.01.2022 and shall continue until further orders.



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

To:

All employees

Copy to:

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

For Information to:

1. PS to CMD
2. PS to ED