

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

F.No.10-ITPO(2)/E-I/2020

Dated: 30/03/2021

**Circular No. Admin/13 /2021**

Vide circular no. Admin/08/2021 dated 18.03.2021, instructions were issued regarding strict compliance of preventive measures to be taken to contain the spread of COVID-19.


However, it has been observed that some of the ITPO officials are still not following the instructions in letter & spirit.

In view of the present COVID-19 scenario, the same has been viewed seriously by the Competent Authority.

Any ITPO Official found in violation of the preventive measures to contain the spread of COVID-19, like wearing mask all time inside of the office premises, frequent washing of hands with soap/using alcohol based sanitizers, maintaining social distancing as per Government directives, would be dealt as per the extant ITPO CDA Rules.

Further, Security Services Division is requested to depute their officials to ensure strict compliance of the preventive measures to be taken to contain the spread COVID-19. Vigilance Unit to monitor the compliance of the instructions by the ITPO Officials.

This issues with the approval of the Competent Authority.

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

To

All employees

Copy to:

1. All HoDs
2. All Regional Offices
3. Security Services Division/Vigilance Unit
4. IT Services Division- for uploading the same on the website of ITPO in Knowledge Management (Administration Division).
5. Circular Register
6. Notice Board

For information:

1. PS to CMD
2. PS to ED