



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

Pragati Maidan, New Delhi  
07 January 2022

**Office Order No. Admin/ 15 /2022**

This is in continuation of the earlier Office Orders and Circulars issued from time to time regarding compliance of instructions/guidelines issued by MHA, MoHFW, DoPT and DDMA in respect to contain the spread of Covid-19. In view of initial sign of surge in cases of Covid-19, the following instructions/guidelines are issued for strict compliance:

- i. Physical attendance of employees below the level of Assistant Manager(N/F) and equivalent shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. All the HoDs may prepare roster accordingly. Those officials who are not attending office and working from home shall be available on telephone and other electronic means of communication at all times.
- ii. All officers/officials of the level of Assistant Manager(N/F) & equivalent and above are to attend office on regular basis.
- iii. If deemed required by HoDs, strength of officials below the level of Senior Assistant(N/F) & equivalent and below, in excess of the stipulation as mentioned at (i) above, may be called subject to exigency of work. The same is to be done while ensuring that social distancing is maintained under all circumstances.
- iv. Persons with Disabilities and pregnant women employees shall be exempted from attending office but are required to work from home.
- v. All HoDs have to provide the attendance record as per roster of all officials from the level of Senior Assistant(N/F) & equivalent and below in the prescribed format to Personal Desks i.e. E-II and E-III Section latest by 07.02.2022 for further submission to Salary Section.
- vi. The staggering timings to attend the office and attendance through facial recognition-based attendance system shall remain operational.
- vii. Wearing of mask/face cover is compulsory. Individuals must maintain a minimum distance of 6 feet (Do Gaz Ki Doori). HoDs may also ensure non-crowding in corridors, etc.

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- viii. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured, including between shifts. Spitting is prohibited in the premises.
- ix. Entry gates to have thermal screening provisions. Hand wash or sanitizers will be made at all entry points/exit points/common area.
- x. The above instructions shall be in force with immediate effect till 31/01/2022 or until further orders.

This issues with the approval of the Competent Authority.



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

To:

All employees

Copy to:

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

For Information:

1. PS to CMD
2. PS to ED

Certification of Attendance as per Office Order No. Admin/15/2022 dated 07/01/2022

Name & Designation:

Month:

Emp. No.

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Duty/Roster																															
Attended on																															
Remarks (If any)																															

(Employee signature)

Legend:

- CL :Casual Leave
- RH :Restricted Holiday
- GH :Government Holiday
- CH :Compensatory Holiday
- HPL :Half Pay Leave
- ML :Medical Leave (Fitness Certificate Required)
- EL :Earned Leave
- OD :Official Duty(WFH)
- WO :Weekly Off (Saturday/Sunday or as per other)
- P :Present at office
- A :Absent
- HLF :Half Day
- PWO Present on Weekly Off

Certified by HoD