

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

May 07, 2021

Office Order No. Admin/305/2021


This is in reference to the office orders of even no. dt. 20.01.2021 and 22.03.2021, regarding Face recognition-based Biometric Attendance System.

In view of the current scenario of Covid-19 pandemic, the following relaxations are being granted to the Caretaking Staff:

- i. Arrival time between 8.00 am to 9.00 am with minimum 8 working hours.
- ii. The officials would compensate for the arrival time in morning by putting in matching hours between the time slot 4.00 pm to 5.00 pm.

The above orders shall enforce w.e.f. 01.05.2021

This issue with the approval of the Competent Authority.


(Colonel Pushpam Kumar, SM)
OSD(Admin)

To: All HoDs

Copy to:

1. All Employees
2. IT Services Division — For uploading on ITPO website.
3. Notice Board

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1. PS to CMD
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