

**5-ITPO(1)/E-I/2014 Vol-I**  
**India Trade Promotion Organisation**  
**(Administration Division, E-I Section)**

**Pragati Maidan, New Delhi**  
**Date: 13<sup>th</sup> October, 2020**

**Office Order No. Admin/ 947 /2020**

The Board of Directors in its 214<sup>th</sup> Board Meeting held on 22.09.2020 approved the following amendments in the Recruitment Rules for promotion within Group 'A' officers:

1. The minimum qualifying service requirement is amended as per details given below:

S. No.	Posts	Existing Qualifying service period (as amended in 2016)	Amended qualifying service period
1.	Senior General Manager (SGM)	3 years as GM	4 years as General Manager
2.	General Manager (GM)	3 years as DGM	5 years as DGM <i>failing which</i> 11 years' service as DGM and SM, including minimum 3 years as DGM <i>failing which</i> 17 years cumulative service as DGM, SM and Manager including minimum 3 years as DGM <i>failing which</i> 22 years cumulative service in Group A, including minimum 3 years as DGM
3.	Deputy General Manager (DGM)	3 years as SM	4 years as SM <i>failing which</i> 11 years' service as SM and Manager, including minimum 3 years as SM <i>failing which</i> 16 years cumulative service in Group A, including minimum 3 years as SM
4.	Senior Manager (SM)	3 years as Manager	5 years as Manager <i>failing which</i> 11 years cumulative service in Group A, including minimum 3 years as Manager
5.	Manager	3 years as DM	4 years as DM
6.	Deputy Manager	--	--

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2. The criteria of cumulative service effect will be applicable for an officer at the time of reckoning the eligibility for the immediate higher post only. It is a one-time special dispensation and will not be available to an officer again after getting promoted once based on this criteria.

3. The revised marking scheme for promotion to Group 'A' posts will be as mentioned below:

Criteria	Marks for promotion to Group A posts other than DM
Performance Appraisal (ACRs)	50
Interview	40
Seniority in the grade	10
Total	100

**Note: Minimum 65 marks will be required out of 100 marks in case of Group 'A' posts.**

4. For every additional year rendered on the present post over and above the substantive qualifying years of service, an officer will be awarded 2.5 marks subject to a maximum of 10 marks.

5. The criterion for awarding differential marks on the basis of educational/professional qualifications is discontinued.

6. The rules for promotion to the posts of DM and below as contained vide office orders No. Admin/759/2016 dated 18<sup>th</sup> October, 2016 and Admin/791/2018 dated 10/11 July, 2018 shall remain the same. However, the management will review those also critically and propose appropriate amendments incase of any anomalies.

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

**To:** All Group 'A' officers

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1. PS to CMD
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3. All HODs
4. All Regional Offices
5. SM(BKG) – For uploading in corporate website of ITPO
6. Library/Hindi Section
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8. Office Order Register