

INDIA TRADE PROMOTION ORGANISATION

(Administration Division, E-I Section)

PragatiBhawan, PragatiMaidan, New Delhi

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

Dated: 30/12/2021

Office Order No. Admin/ 870 /2021

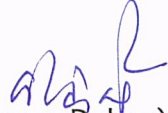
This is in continuation of the earlier Office Orders and Circulars issued from time to time regarding compliance of instructions/guidelines issued by MHA, MOHFW, DoPT and DDMA in respect to contain the spread of COVID-19.

2. **In view of the initial signs of surge in cases of COVID-19 as well as increased detection of the Variant of Concern (VoC), 'Omicron'** and as per guidelines received for compliance of National Directives for COVID- 19, following must be complied:-

- i. Wearing of mask/face cover is compulsory. Individuals must maintain a minimum distance of 6 feet (2 gazkidoori). Spitting is prohibited in office premises.
- ii. Screening & hygiene: Provision for thermal scanning, hand wash or sanitizer will be made at all entry points and of hand wash or sanitizer at exit points and common areas.
- iii. Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., will be ensured, including between shifts.
- iv. All persons in charge of work places will ensure adequate distance between workers and other staff.

All employees are hereby directed to ensure strict compliance and instructions on COVID-19 appropriate behaviour issued by MOHFW, DOPT, MHA and DDMA from time to time to contain the spread of the virus.

This issue with the approval of the Competent Authority


(Bimal Kumar Dubey) 30/12/2021
GM/LO(Admn.)

To

All Concerned

Copy to:

1. All HoDs
2. All Regional Officers
3. Security Division/Engineering Division/ Conservancy Unit- for proper arrangements of the above facilities.
4. IT Servicers- for uploading on ITPO's website.
5. Office Order Register

Copy for information to:-

1. PS to CMD
2. PS to ED