

# INDIA TRADE PROMOTION ORGANISATION

(Administration Division, E-I Section)

Pragati Bhawan, Pragati Maidan, New Delhi

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

Dated: 01/10/2021

## Office Order No. Admin/ 616 /2021

In continuation to the earlier Office Order No. Admin/524/2021 dated 31.08.2021, the following instructions/guidelines are issued for strict compliance by all officials at ITPO HQs:

- (i) All officials of the level of Group 'A', 'B', 'C' & D to attend offices on all working days.
- (ii) The divisional HoDs shall be responsible for ensuring compliance of COVID Appropriate Behaviours by all officials of their divisions.
- (iii) Security Division shall be responsible for the same in ITPO premises, if appropriate behaviours are not maintained by any individual, the matter may be brought to the Administration Division and strict action will be taken against defaulting officials.

All employees are to ensure strict compliance of instructions on Covid-19 appropriate behaviour issued by MHA, MoHFW, DoPT and DDMA from time to time.

The above instructions/guidelines shall come into force w.e.f. 04/10/2021 and shall remain in force until further orders.

This issues with the approval of the Competent Authority.



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

To: All HoDs.

Copy to:

1. All employees
2. IT Services Division – For uploading on ITPO website.
3. Notice Board

Copy for information to:

1. PS to CMD
2. PS to ED