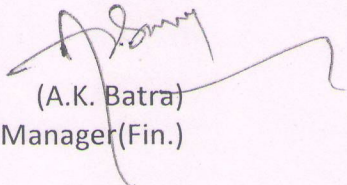


INDIA TRADE PROMOTION ORGANIZATION
(SALARY AND PF SECTION)
No.ITPO/Salary/Gen./2018-19

Date : - 02.05.2018

CIRCULAR

It has been decided that henceforth all payments relating to Overtime Allowance Claims of Employees of ITPO would be released along with their monthly salary. The OTA bills should reach to Finance Division before 15th of every month so that admissible amount could be incorporated in the monthly salary. Claims received after 15th of the month will be considered for reimbursement along with salary of next month. This issues with the approval of FA&CAO.


(A.K. Batra)
Manager(Fin.)

To All Concerned

Copy for kind information :- 1. DGM(RKT)
2.FA&CAO

for all users