

**F.No.10-ITPO(1)/E-I/2011**  
**India Trade Promotion Organisation**  
**(Administration Division, E-I Section)**

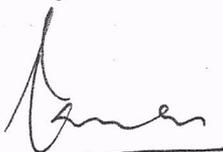
Pragati Maidan, New Delhi  
16<sup>th</sup> December, 2013

**Circular No. Admn./89/2013**

Administration Division has been receiving requests from ITPO employees through concerned HoDs for regularization of attendance which they have forgotten to mark in the Bio-metric attendance system. While as per circulars earlier issued by Administration only on two occasions such non-punching for any reason is allowed and on the 3<sup>rd</sup> occasion 1 day's casual leave is to be deducted from the concerned employees leave account, it is noticed that the number of requests for regularization sometimes add upto 8 times in a month.

The instructions are, therefore, reiterated that non-punching for a maximum of two times only is allowed by an employee in a month duly approved by HoD and thereafter full day casual leave will be deducted from the employee's leave account.

This issues with the approval of Competent Authority.

  
**(P.P. Yohannan)**  
**Dy. General Manager (Admn.)**

To:

All officers/officials of ITPO at Hqrs. & Regional Offices

Copy to:

1. PS to CMD
2. PA to ED
3. All HoDs
4. Salary/E.I/E.II/E.III/Vigilance/All Divisions
5. Office Order Register
6. Notice Board