

File No. 9-ITPO (6)/EI/2024  
**India Trade Promotion Organisation**  
(Administration Division, EI Section)

02.06.2025

**Office Order No. Admin/447 2025**

In continuation to the office order no. Admin/740/2020 dated 30.07.2020 and in reference to the following observations of the Industrial Security, all concerned are requested to take note of the following:


Observation	Action to be taken by all concerned in ITPO
All classified documents should be kept in the custody of competent officer in steel admirals/cupboards under proper lock and key. Maps and layout design as well as other important SOPs may be security graded. Circulation of classified documents should be limited to minimum and covers containing such classified documents should be opened by the addressee only (2017).	The Safe upkeep of records involves organizing, storing, and retaining documents/records (including electronic records/files) to ensure their accuracy, accessibility, and compliance with legal and regulatory requirements. This includes implementing security measures for both physical and electronic records, as well as establishing a clear record retention policy.
Management must ensure proper classification of documents and handling/movement so that such documents are accessible to authorized persons only as per 'Need to Know' principle.	2. Accordingly, for the purpose of streamlining the record management, identification of old and obsolete records lying at various office buildings in ITPO, examination/review of each and every file/register/document including electronic records and other records pertaining to respective divisions of ITPO, utility of records for future maintenance to ensure that unwanted records are not kept unnecessarily, all officers/officials of ITPO are requested to strictly adhere to the following guidelines (latest edition/version) :-  a) <b>Record Retention Schedule</b> for Records Common to All Departments-issued by Department of Administrative Reforms and



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Observation	Action to be taken by all concerned in ITPO
	<p>Public Grievances, Ministry of Personnel, Public Grievances and Pensions, Government of India.</p> <p>b) <b>Central Secretariat Manual of Office Procedure-</b> issued by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions, Government of India</p> <p>c) <b>General Financial Rules</b> issued by Ministry of Finance, Government of India</p>

2. This issues with the approval of the Competent Authority.

  
Shankra Nand Bharti  
GM (Admin, EI Section)

To: All ITPO Officials (HQ & ROs)

Copy to:

1. All HoDs/Security Services Division/Stores Division
2. IT Services Division- for uploading the same on the website of ITPO
3. Office Order Register/Notice Board

For information:

1. PSO to CMD
2. PA to ED
3. PA to SGM