

F.No. Admin-11025/2/2024-ADMN-ITPO
INDIA TRADE PROMOTION ORGANISATION
(Administration Division, E-I Section)

30.09.2025

Circular No. Admn. 55/2025

The India International Trade Fair will be held from 14.11.2025 to 27.11.2025. The success of the mega event requires coordinated efforts of all employees of ITPO. The Competent Authority has approved the following for IITF'2025:

1. Refreshment/Sodexo Meal Coupon:

- a. Sodexo Meal Coupon @ Rs.180/- per day to ITPO employees (Both OTA and Non-OTA) for IITF 2024 from 14.11.2025 to 27.11.2025.
- b. Staff of Security Division will be issued Sodexo Meal Coupons for additional four days i.e. 11th, 12th, 13th and 28th November, 2025.

Note:

- c. The entitlement for Sodexo Meal Coupon is subject to the employees rendering minimum duty of 10.30 hours per day as per biometric attendance system.
- d. E-II Desk of Administration Division will issue Sodexo Meal Coupon as per actual basis on clearance by concerned HoDs.
- e. A duty roster (as per the format) of such officials shall be prepared by respective Divisions and sent to E-II Desk latest by 14/11/2025:

S.No	E.No	Name	Designation	Nature of work assigned
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2. Overtime Allowance (OTA)

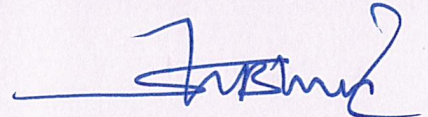
- a. Employees belonging to Group B, C & D and having Basic Pay equal to or less than Rs. 54000/- will be given Overtime Allowance for rendering of extra duties beyond duty/office hours in November month exclusively for IITF 2025.
- b. The ceiling of Overtime hours is restricted at 70 hours.

contd 1-

3. Compensatory Leave:

Non OTA entitled employees are entitled for Compensatory Leave as per office order no. Admin/1153/2019 dated 13.11.2019(attached).

Heads of Divisions will ensure that officials actually associated with IITF 2025 work are detained beyond normal office hours and/or deployed on holidays.



(Shankra Nand Bharti)
General Manager (Admin)

To: All HoDs/F&A/c Division/E-II/Vigilance Unit/Notice Boards/ITPO's website.

For information to:

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

File No.14-ITPO(2)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi,
13/11/2019

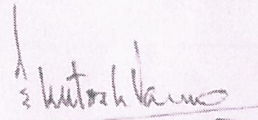
Office Order No. Admin//15/2019

Subject: Compensatory Leave reg.

With the approval of the Competent Authority, the conditions of Compensatory Leave in Rule 13 A of ITPO leave rules has been partially amended as under:

1. Compensatory Leave can be availed for IITF related duty during the month of November. Non OTA entitled employees may be considered for Compensatory leave in lieu of extra duties performed on holidays for IITF during the month of November.
2. The Compensatory leave, so accumulated on account of duty performed for IITF during the month of November may be availed in the following four months i.e. till March next year subject to maximum two compensatory leaves to be availed in each month.
3. Compensatory Leave may be prefixed/suffixed with holidays/weekends.

The Office Order Nos. 927/2013 dated 17.09.13 and 1282/2011 dated 20.12.11 will stand modified to the above extent. The other terms and conditions governing Compensatory Leave shall remain same.


(Ashutosh Varma)

General Manager (Admin)

To: All employees

Copy to:

1. PS to CMD
2. PS to ED
3. All HoDs
4. E-I/E-II/E-III/Vigilance Div./Salary Section
5. Office Order Register/Notice Boards

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INDIA TRADE PROMOTION ORGANISATION
(Administration Division, E-I Section)

30.09.2025

Office order no. Admn./ 730 /2025

It has been decided to disburse Honorarium @ Rs.4500/- to officials of ITPO, who shall be involved in IITF 2025(14-27 November, 2025).

The Honorarium will be given to all regular officers and staff, who are involved in IITF work and attended office on all days of the fair including Saturdays, Sundays & Holidays and performed duty for minimum 10.30 hrs. each day. The amount will be reduced proportionately in case of absence on any day during the fair (14-27 November, 2025).

The attendance of the employees will be verified from the bio- metric attendance records.

This issues with the approval of the Competent Authority.


(Shankra Nand Bharti)
General Manager (Admin)

To: Salary Section

Copy to:

1. All HoDs
2. E-II/ F & A/cs Division
3. Office order Register
4. Notice Board

Copy for kind information:

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

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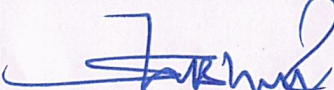
30.09.2025

Circular No. Admn./ 57 /2025

The Competent Authority has approved Refreshment/Meal Coupons @ Rs 100/- per day for officials of allied agencies deployed in IITF 2025 from 14.11.2025 to 27.11.2025. Details are as under:

S.no	Name of agency	Nos. of Coupons(for full duration)
1	Delhi Police	42,000
2	Delhi Traffic police	14,000
3	Delhi Fire Services	1,750
4	CISF	3,500
5	Ambulance	600
6	BSES	1344
7	Miscellaneous (private security, Jt CP licensing, DFS officials etc.)	1750

2. E-II Desk of Administration Division will be the nodal point for issuing of above coupons during IITF'2025.
3. Concerned Divisions of ITPO dealing with respective allied agencies shall take coupons from E-II for further handing over to personnel of such agencies. The facility of refreshment coupons will be on actual attendance (and not deployment generic). The demand for coupons for the day or week should be certified by the user department and seconded by concerned divisional head of ITPO.
4. Any additional requirement of coupon/s arising during the currency of the fair shall be met from miscellaneous quota.


(Shankra Nand Bharti)
General Manager (Admin)

To:

1. GM(VKS)/Security Division - Refreshment coupons pertaining to agencies at Serial no. 1 to 4
2. FA&CAO (RKT)/Finance Division - Refreshment coupons pertaining to Serial No. 6.
3. SM (AK)/General Section- Refreshment coupons pertaining to Serial no. 7.
4. Travel Unit – Refreshment coupons pertaining to serial no. 5.

Copy to : E-II Desk –To issue coupons to respective divisions of ITPO.

For information to:

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