

THE STATE TRADING CORPORATION OF INDIA LTD: NEW DELHI

(PERSONNEL DIVISION)

IR GROUP

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May 11, 2016

CIRCULAR NO: IR/M/2016

Subject: Availability of employees at Workplace

It is observed that employees are usually not found on their seats during the working hours in office leading to unavailability of manpower during execution of work/assignments. Hereinafter, any absence from the designated place of work/seating position for more than 30 minutes for any work other than official work shall require prior permission of the Divisional Head/Reporting Officer and as such the onus lies on the employee concerned to obtain the permission. The Divisional Head/Reporting Officer may grant/refuse permission in this regard depending on work exigency. The aforesaid restriction shall also hold good for employees going out of office during office hours.

2. It is also reported that certain female employees of the Corporation are found at the Ladies Room, located on 4<sup>th</sup> Floor, STC, Jawahar Vyapar Bhawan during working hours. In order to ensure discipline, it has been decided that the Ladies Room shall remain open for use by female employees of the Corporation from 1:30PM to 2:00 PM, every day, from Monday to Friday. In case of emergent situations like fever, sudden health deterioration of any female employee, except during the timing as mentioned above, the ladies room could be opened for enabling such employees to take rest with due prior knowledge of the Divisional Head/Reporting Officer. The opening and closing of Ladies Room as per timing mentioned above shall be regulated by GAD.

3. The above acts of omission and commission by employees of not being in their designated place of work has been viewed seriously by the Management and tantamount to misconduct under Rules 5(8) and 5(18) of the STC Employees' (Conduct,

Discipline & Appeal) Rules, 1975 and as such liable for initiation of disciplinary proceedings under the rules.

4. Strict compliance of the above stipulations by all the employees of the Corporation is solicited.

This issues with the approval of the Competent Authority.

  
(Kapil Rohatgi)

Deputy General Manager (Pers)

- Exe. Secy. to CMD
- Exe. Secys. to Directors/CVO
- All CGMs
- All divisional Heads/All BMs
- DGM(A&E)
- SG, Fed. of STCEUs, New Delhi
- SG, Fed. of STCOAs, New Delhi
- SG, All India Fed. of STC SC/ST Emp. Association, New Delhi
- Notice Board/Website