

**THE STATE TRADING CORPORATION OF INDIA LTD., NEW DELHI
(PERSONNEL DIVISION)**

STC/CO/PER/IR/02005(Vol-II)/2006

26.04.2021

CIRCULAR No.IR/12/2021

Sub: Preventive measures to contain the spread of COVID 19 - reg.

Ref : STC's Circular No.IR/08/2021 dated 13.04.2021

STC's Circular No.IR/09/2021 dated 15.04.2021

STC's Circular No.IR/10/2021 dated 20.04.2021

Keeping in view the current circumstances the Corporate Office (C.O.) witnessed 27 confirmed COVID cases, 2 casualties and many others are under self-quarantine awaiting reports and in view of extension of curfew upto 03.05.2021 (till 05:00 am) by Delhi Disaster Management Authority, Govt. of NCT of Delhi vide Order No.F.2/07/2020/pt file-III/397 dated 25.04.2021, the following has been decided:


- i) All employees at Corporate Office shall work from home with effect from 26th April 2021 to 2nd May 2021 or till further orders, whichever is earlier.
- ii) The employees at C.O. who are working from home should be available on phone and other electronic means of communication at all times. In case of exigency of work, any Officer or Staff may be called to attend the Office to carry out essential functions for smooth conduct of office operations by the concerned Head of Division/Branch/RO/Director-in-Charge.
- iii) The employees at C.O. who may be attending office for any urgent exigencies of work shall invariably carry with them the Office Identity Card along with any other Government ID for reaching the Office and discharging their duties. All such officials who attend the office shall take utmost care by adopting all safety measures wearing face mask, maintaining social distance and other hygiene guidelines/covid protocols issued by the Government to contain the spread of COVID-19 in the country.

2. The above instructions will be applicable for Corporate Office. The Branch/Representative Offices will follow the directions/guidelines issued by their respective State Govt./Local Administration from time to time. As regards, working at Branch/Representative Offices same will be reviewed by CGM(P) based on the inputs received from them.

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

By E-mail:

- Exe. Secy. to CMD
- Exe. Secys. to Directors/CVO
- All CGMs/GMs
- All Divisional Heads, C.O./Branch
- All ROs


(Etika Sethi)
Manager (Pers.)

Copy to

- DGM(F)(A&E), C.O.
- GS, STC Officers' Association
- GS, STC Employees' Union
- GS, SC/ST Employees' Association
- Notice Board
- Website

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26th
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