

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

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

January 04 ,2022

CIRCULAR No.IR/01/2022

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

In view of fresh signs of surge in cases of COVID-19, in compliance with DoPT OM No. F.No.11013/9/2014-Estt.A-III dated 03.01.2022 with regard to attendance of Central Government Officials, following has been decided.

- i) All officers (Manager and above) at Corporate Office/Branch and all Officers at Representative Offices shall attend the office on all working days on regular basis maintaining the norms of social distancing and complying other COVID-19 protocols.
- ii) Officers of the level of Dy. Manager/Assistant Manager will attend office with restriction of 50% of the actual strength till 31.01.2022. All Divisional Heads/Branch Manager/Controlling Officers may regulate the attendance of Officers/Staff and roster may be prepared accordingly and same may be forwarded to Personnel Division in advance. The officers who do not attend office on a particular day and are working from home should be available on phone and or any other electronic means of communication at all times from their residence at current place of posting. They should attend office, if called for, in the event of any exigencies of work.
- iii) All staff employees to work from home till 31.01.2022. The staff should be available on phone and or any other electronic means of communication at all times from their residence. They should attend office, if called for, in the event of any exigencies of work
- iv) Those allowed work from home must continue at the locations they are posted, to ensure that at short notice person can be called at office to attend urgent work etc.
- v) To put on hold/suspend the use of Biometric Attendance System till 31.01.2022.
- vi) The officers/staff shall follow staggered timings to avoid over-crowding at a given point of time in offices/workplaces, as indicated below:



1st Shift 9.30 AM to 5.30 PM
2nd shift 10.30 AM to 6.30 PM

- vii) All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified and may be allowed to work from home.
 - viii) Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they are required continue to work from home.
 - ix) All officials who attend office shall strictly follow COVID-appropriate behaviour including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
 - x) Meetings, as far as possible, to be conducted through Video-Conferencing and personal meetings with visitors, unless absolutely necessary in public interest are to be avoided.
 - xi) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may ensure non-crowding in corridors etc.
 - xii) The Branch/Representative Offices may comply with the directions/guidelines issued by their respective State Govt./Local Administration from time to time.
2. All employees are to ensure strict compliance of instructions on COVID-appropriate behaviour issued by MHA, MoH&FW and DoP&T from time to time.
3. The above instructions/guidelines shall come into effect immediately and will remain in force until 31.01.2022 or further orders, whichever is earlier.
4. This issues with the approval of the Competent Authority.

 24/01/2022

(S.K. Meena)

Jt. General Manager(Pers.)

By E-mail:-

- Exe. Secy. to CMD
- Exe. Secys. to Directors/CVO
- CGM
- All Divisional Heads at C.O
- All ROs/BM, STC Agra

Copy to:-

- DGM (F) & CFO, C.O.
- GS, STC Officer's Association
- GS, STC Employees' Union
- GS, SC/ST Employees Association
- Notice Board
- STC Website

A handwritten signature in blue ink, consisting of a stylized, cursive 'S' or 'G' shape with a long horizontal stroke extending to the right.