

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

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

Dated : 08.02.2022

CIRCULAR No.IR/ 05 /2022

Sub: Preventive measures to contain the spread of COVID-19 - Instructions on maintenance of attendance of Officers/Staff - reg.

Ref : STC Circular No. IR/01/2022 dated 04.01.2022
STC Circular No. IR/02/2022 dated 10.01.2022
STC Circular No. IR/04/2022 dated 01.02.2022

In view of DoPT OM No. F.No. 11013/9/2014-Estt.A-III dated 06.02.2022, it has been decided that:-

- i. All Staff and Managers both in Corporate Office and Representative Offices/Branch, without any exemption, shall attend office on all working days, maintaining the norms of social distancing and observe staggered timings, as under:

1st Shift : 9.30 AM to 5.30 PM
2nd Shift : 10.30 AM to 6.30 PM
 - ii. Biometric attendance shall continue to be suspended till 15.02.2022 or further order, whichever is earlier.
 - iii. The Branch/Representative Offices may comply with the directions/guidelines issued by their respective State Govt./Local Administration from time to time.
 - iv. The above instructions will come into force with immediate effect.
2. This issues with the approval of the Competent Authority.



(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, appearing to be "R. N. N. N.", is written over the list of recipients.