

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

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

06.06.2021

CIRCULAR No.IR/19/2021

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

In continuation to STC's Circular No.IR/08/2021, 09/2021, 10/2021, 12/2021, 13/2021 14/2021, 15/2021, 16/2021, 17/2021 & 18/2021 and keeping in view of the decision by the State Government of Delhi vide Order dated 05.06.2021 as allowed further opening of essential and permitted activities in a phased manner, the following has been decided:

- i) All officers (Manager and above) at Corporate Office shall attend the office on all working days on regular basis maintaining the norms of social distancing.
- ii) Officers of the level of Dy. Manager and Assistant Manager will attend office with restriction of 50% of the actual strength on every alternate day on roster basis. All Divisional Heads/Controlling Officers may regulate the attendance of officers and may on administrative grounds, direct more officials to attend office. As Biometric attendance is continued to be suspended, physical attendance registers are to be maintained until further orders.
- iii) Divisional Heads shall prepare the roster in such a manner that the employees are called as per following staggered timings to avoid over-crowding and ensure social distancing at a given point of time in offices/workplaces:

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

- iv) All staff employees at Corporate Office/Branch and Representative Offices will work from home till further orders. The officers/staff employees 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. They should attend office, if called for, in the event of any exigencies of work. Officials who are



absent on days wherein their names are included in the roster, shall apply for leave as admissible.

- v) Any employee having COVID like symptoms (fever/cough) and/or keeping himself/herself under self-quarantine, the concerned Divisional Head/Controlling Officer may allow him/her to stay at home and avail his/her leave.
- vi) All employees 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.
- vii) Employees with disability and pregnant women officials shall be exempted and not to be included in the roster for attending the office and may continue to work from home.
- viii) All employees who attend office shall strictly follow COVID-appropriate behavior protocol including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- ix) Crowding in lifts, staircases, corridors, common areas including parking areas is to be strictly avoided.
- x) Meetings, as far as possible, to be conducted through video-conferencing.
- xi) Entry of outsiders/visitors to be curtailed appropriately.
- xii) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.
- xiii) All employees are advised to get themselves vaccinated for COVID along with their eligible family members, as per relevant guidelines of the Government.
- xiv) The Branch/Representative Offices may comply with the directions/guidelines issued by their respective State Govt./Local Administration from time to time.



2. The above instructions will also be applicable to the Branch/Representative Offices, where local authority has relaxed/lifted the lockdown/curfew to that effect.

3. All employees are to ensure strict compliance of instructions on COVID-19 appropriate behavior protocol issued by MHA, MoH&FW and DoP&T from time to time.

4. The above instructions/guidelines shall come into effect immediately and will remain in force till further orders.

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


(Etika Sethi)
Manager (Pers.)

By E-mail:

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

Copy to

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