

THE STATE TRADING CORPORATION OF INDIA LTD: NEW DELHI

PERSONNEL DIVISION

(I.R. GROUP)

Dated: 08.03.2022

CIRCULAR No: IR/ 07 /2022

SUB: Preventive measures to contain the spread of Novel Corona virus (COVID-19) - Resumption of Biometric Attendance - reg.

In continuation to STC's Circular No. IR/05/2022 dated 08.02.2022, it has been decided to resume the Biometric Attendance of all levels of employees of the Corporation as follows, with effect from 09.03.2022:-

- (i) Resumption of Biometric Attendance in STC Corporate Office, Site office at STC Housing Colony and STC Agra Branch with effect from 09.03.2022.
 - (ii) Officials at respective ROs would register their attendance manually and the same will be reported to respective Divisions at C.O. timely till further orders.
 - (iii) The office timing will be 9:30 AM to 5:30 PM. There is no staggered timing(s) to attend the office for employees of STC Corporate Office, Site office at STC Housing Colony, STC ROs/ Branch.
 - (iv) All employees will follow the preventive measures to contain the spread of Novel Corona virus (COVID-19).
 - (v) This circular will supersede all instructions/directions issued by the Corporation vide various circulars/orders in respect of attendance marking during the COVID-19 Pandemic.
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./BM, STC Agra
- All ROs

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*


5/31/22