

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

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

20.04.2021

CIRCULAR No.IR/10/2021

Sub: Preventive measures to contain the spread of COVID 19 - Instructions on maintenance of attendance of officers/staff- regarding.

Reference is invited to Order No.F.2/07/2020/t file-III/381 dated 19.04.2021 issued by Delhi Disaster Management Authority, Govt. of NCT of Delhi imposing curfew on movement of individuals in territory of NCT of Delhi w.e.f. 10:00 pm on 19.04.2021(Monday) to 5:00 am on 26.04.2021(Monday) and Office Memorandum No.11013/9/2014-Estt.A-III dated 19.04.2021 issued by DoPT on preventive measures to contain the spread of novel COVID-19, attendance of Central Government Officials. In view of above, in continuation of STC Circular No: IR/09/2021 dated 15.04.2021, the following is reiterated:

- i) All officers (Manager and above) excluding those confirmed COVID positive at Corporate Office/Branch and Representative Offices 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. All Divisional Heads/Branch Manager/Controlling Officers may regulate the attendance of officers and may on administrative grounds, direct more officials to attend office. A roster may be prepared accordingly and same may be forwarded to Personnel Division in advance.
- iii) The officers/ staff shall follow staggered timings to avoid over-crowding at a given point of time in offices/workplaces, as indicated below:

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

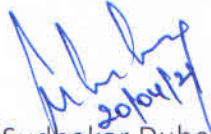
- iv) The remaining officers and all staff employees at Corporate Office/Branch and Representative Offices will work from home till 30.04.2021. The officers/staff employees who do not attend office on a particular day and are working from home should be available on phone and/or any other electronic means of communication at all times from their residence. They should attend office, if called for, in the event of any exigencies of work.

- 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 leave. Commuted leave to such employee(s) will be granted without production of medical certificate for a period upto 30.04.2021.
- vi) 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.
- vii) Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home, until further orders.
- viii) All officials who attend office shall strictly follow COVID-appropriate behavior 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) All employees of the age of 45 years and above are advised to get themselves vaccinated for COVID along with their eligible family members.
- xiii) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.
- xiv) 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 behavior issued by MHA, MoH&FW and DoP&T from time to time. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.



3. The above instructions/guidelines shall come into effect immediately and will remain in force until 30.04.2021 or further orders, whichever is earlier.
4. This issues with the approval of the Competent Authority.


(Sudhakar Dubey)
Deputy Manager (Pers.)

By E-mail:

- Exe. Secy. to CMD
- Exe. Secys. to Directors/CVO
- All CGMs/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