

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

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

23.05.2021

CIRCULAR No.IR/16/2021

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

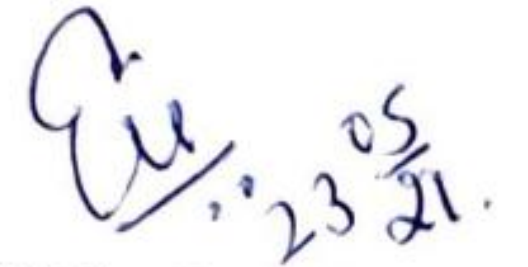
Ref : STC's Circular No.IR/08/2021 dated 13.04.2021
STC's Circular No.IR/09/2021 dated 15.04.2021
STC's Circular No.IR/10/2021 dated 20.04.2021
STC's Circular No.IR/12/2021 dated 26.04.2021
STC's Circular No.IR/13/2021 dated 02.05.2021
STC's Circular No.IR/14/2021 dated 09.05.2021

In continuation to STC's Circular No.IR/15/2021 dated 16.05.2021 and in view of the decision for further extension of Curfew upto 31.05.2021 (till 5.00 AM) by the State Government of Delhi, with a view to control the surge of COVID pandemic, it has been decided that all employees of Corporate Office shall continue to work from home w.e.f 24.05.2021 to 30.05.2021 or till further orders and take all steps for protecting themselves in line with directives issued in this regard.

2. The employees on work from home are advised to attend to all the works of urgent nature and may dispose of the same on priority within prescribed timeline. Further, if any work calls for physically coming to the office, they shall come for that specific work. The employees may ensure that work may not get hampered due to work from home. All Divisional Heads may monitor the works/tasks to be got completed by the respective Divisions while on work from home.

3. The employees of Branch/Representative Offices will follow the instructions issued vide STC's Circular No.IR/10/2021 dated 20.04.2021 on the subject till further orders. However, they shall comply with the directions/guidelines issued by their respective State Govt./Local Administration from time to time. As regards, working at Branch/Representative Offices same will be reviewed by CGM(P) based on the inputs received from them.

4. This issues with the approval of 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./Branch
- 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