

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

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

August 01, 2020

CIRCULAR No.IR/24/2020

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

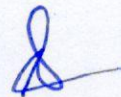
In compliance with the MHA's Order No. 40-3/2020-DMI(A) dated 29.07.2020 directing to re-open more activities in a calibrated manner, in the areas outside the Containment Zones and to extend the lockdown in containment zones up to 31.08.2020, it has been decided that:

- i) All Divisional Heads (CGM/GM/JGM/DGM) and Branch Managers shall attend the office on all working days along with their subordinate employees (Managers & Staff both) with maximum limit of 50% of manpower, maintaining the norms of social distancing and subject to free movement upto the workplace.
- ii) To put on hold/ suspend the use of Biometric Attendance System till further orders.
- iii) Fresh rosters shall be prepared by all Divisional Heads/Branch Managers in respect of the employees (Managers & Staff both) below them, so as to ensure 50% of employees attend office on every alternate day based upon the work requirement and observe staggered timings, as under:

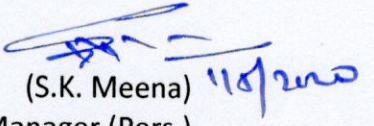
1st Shift: 9.30 AM to 5.30 PM

2nd Shift: 10.00 AM to 6.00 PM

- iv) The rest of the employees will continue to 'work from home,' and should be available on telephone & other electronic means of communication, at all times. They should also attend office, whenever required, in case of any exigencies of work.
 - v) In case any specific employee, as in para (ii) above, is permitted for working from home for any specific reason, the same may be with the approval of the concerned HOD/BM.
 - vi) The Branch Managers may comply with the directions/guidelines issued by their respective State Govt./Local Administration from time to time.
2. Further, all Divisional Heads/Branch Managers also to ensure that:
- a. The employees who are residing in hotspot areas or in containment zone shall be exempted from attending the office.



- b. All such persons who have been directed by health care personnel to remain under strict home/ institutional quarantine for a period as desired by Local Health Authorities should be exempted for that period.
 - c. Pregnant women shall be exempted and not to be included in the roster for attending the office and may continue to work from home.
 - d. Employees who have underlying conditions (co-morbidities) and were undergoing treatment for these ailments before lockdown, may as far as possible be exempted from roster duty upon production of medical prescription from treating physician and may continue to work from home.
 - e. AarogyaSetu App is installed by all employees having compatible mobile phones with a view to ensuring safety in offices and work places, as it enables early identification of potential risk of infection, and thus acts as a shield for individuals and the community guidelines.
3. The above instructions will be applicable with immediate effect and will remain into force till 31.08.2020 or as notified by the Government.
4. This issues with the approval of Competent Authority.


(S.K. Meena) 11/8/2020
Jt. General Manager (Pers.)

By E-mail:

- Exe. Secy. to CMD
- Exe. Secys. to Directors/CVO
- PS to CFO
- All CGMs/GMs
- Divisional Heads, CO
- All Branch Managers

Copy to

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