

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

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

25.08.2020

CIRCULAR No.IR/ 25/2020

Sub: Preventive measures to contain the spread of COVID 19

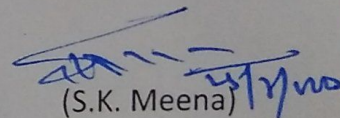
In continuation of STC Circular No: IR/24/2020 dated 01.08.2020, it has been decided that:

- i) All Managers (AM and above) both in Corporate Office and Branches shall attend the office on all working days along with 50% staff employees maintaining the norms of social distancing and observe staggered timings, as under:

1st Shift: 9.30 AM to 5.30 PM

2nd Shift: 10.00 AM to 6.00 PM.

- ii) All Divisional Heads to ensure that the above mentioned timings must be strictly adhered to.
- iii) In case any specific Manager is permitted to work from home for any specific reasons, the same may be with the approval of the concerned Director.
2. The above instructions shall come into force with immediate effect.
3. 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
- 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