

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

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

25.08.2021

CIRCULAR No.IR/27/2021

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

In continuation of STC Circular No: IR/19/2021 dated 06.06.2021, IR/23/2021 dated 18.06.2021 & IR/24/2021 dated 15.07.2021, it has been decided that:

- i. All Staff and Managers both in Corporate Office and Representative Offices/Branch shall attend office on all working days, maintaining the norms of social distancing and observed staggered timings, as under:  

1<sup>st</sup> Shift: 9.30 AM to 5.30 PM  
2<sup>nd</sup> Shift: 10.30 AM to 6.30 PM
  - ii. Concerned Divisional Head/Controlling Officer may allow any employee(s) under his/her control to stay and avail leave keeping in view COVID like symptoms and health condition of the employee. Commuted leave to such employee(s) will be granted.
  - iii. All employees need to ensure strict adherence of the precautionary measures at work place as compiled at Annexure-I under all circumstances, while attending office.
  - iv. Biometric attendance shall continue to be suspended until further orders.
  - v. The above instructions will come into effect with immediate effect.
2. This issues with the approval of Competent Authority.

  
(S.K. Meena)

Jt. General Manager (Pers.)

By E-mail:

- Exe. Secy. to CMD
- Exe. Secys. to Directors/CVO
- CGM/GM

- Divisional Heads at CO
- All R.Os/ Agra Branch

Copy to

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

**Guidelines for the Employees on resumption of the work.**

- All employees to strictly adhere to the social distancing of minimum 1 meter or as per the guidelines issued by the Ministry of Health & Family Welfare should be maintained.
- Wearing of masks/covering of mouth & nose at places inside as well outside the premises.
- Employees shall work from their seats and avoid going to other's seat, as far as possible.
- To the maximum extent possible, the discussion/interaction should be done through landline & mobile phones within office premises too.
- Large gatherings or meetings of 10 or more people to be discouraged. Seating at least 6 feet away from others on job sites and in gathering, meeting and training sessions.
- Ensure maintenance of hygiene at workplace.
- All employees are instructed to keep separate water bottles and avoid common water bottle / mug / glass / utensils / towels etc.
- Sharing of food, drinking and eatable items should be avoided.
- Adequate hand sanitizers will be provided at the workplace, however, individuals are advised to carry the same as part of their personal kit.
- Not more than 2/4 persons(depending on size) will be allowed to travel in lifts.
- Use of staircase for climbing should be encouraged.
- There should be total ban on non-essential visitors.
- Avoid contact with sick people and don't come to office if feeling sick, having fever, cough or shortness of breath.
- Don't shake hands when greeting others and while meeting people at workplace or at home.
- Spitting at any place is strictly prohibited.

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Handwritten signature and date: 25/11/2021