

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

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

30.05.2021

CIRCULAR No.IR/17/2021

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

In continuation to STC's Circular No.IR/08/2021, 09/2021, 10/2021, 12/2021, 13/2021, 14/2021, 15/2021 & 16/2021 and in view of the decision for further extension of Curfew upto 07.06.2021 (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 31.05.2021 to 06.06.2021 or till further orders and take all steps for protecting themselves in line with directives issued in this regard.

2. However, in view of the fact that certain urgent matters/issues need to be attended to on priority and in a time bound manner, Head of Divisions and other senior Officers, depending upon their individual circumstances, may be required to attend office for a few hours to accomplish the work required by taking abundant precaution. All Officers and Staff are required to be available on phone, email, WhatsApp etc., and be in touch with their Divisional Heads during the Work from Home period for smooth functioning of office work.

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