

THE STATE TRADING CORPORATION OF INDIA LIMITED: NEW DELHI  
(PERSONNEL DIVISION)

No.STC/CO/PER/IR/02005(VOL-II)/2006

March 24, 2021

CIRCULAR NO.: IR/4/2021

SUB: Attendance & Leave

It has been observed that the employees are coming late to office and leaving early without prior permission of the Head of the Division (HoD). Further, some of the employees are leaving Head Quarters without prior permission of the HoD.


2. The Management has viewed this matter very seriously and hence all the employees are hereby advised to adhere to the following staggered timings till further orders:

1<sup>st</sup> Shift: 09:30 AM to 05:30 PM

2<sup>nd</sup> Shift: 10:00 AM to 6:00 PM

3. The employees may seek prior permission of the Reporting Officer/ HoD for late coming/ early leaving the office and to leave the Head Quarters.

This issues with the approval of Competent Authority.



.. 24<sup>03</sup>/<sub>21</sub> .

(Etika Sethi)

Manager (Personnel)

By E-mail:

- Exe. Secy. to CMD
- Exe. Secys. to Directors/CVO
- All CGMs/GM-F & CFO/GMs
- Divisional Heads, C.O.

Copy:

- Notice Board
- STC Website