

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

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

13.04.2021

CIRCULAR No.IR/08/2021

Sub: Preventive measures to contain the spread of COVID 19

In continuation of STC Circular No: IR/24/2020 dated 19.02.2021, due to recent rise in COVID cases, to contain spread of COVID-19 in office/workplace, it has been decided that:

- i) All employees in Corporate Office, Branch and Representative Offices shall attend the office maintaining the norms of social distancing and ensure strict adherence of the precautionary measures at work place as compiled at Annexure-I under all circumstances, while working from office.
  - ii) Further, all Divisional Heads in Corporate office/Branch and ROs to ensure that if any employee(s) is suffering from fever, coughing etc., in such situation, the employee(s) may be advised to stay home and avail leave. Commuted leave to such employee(s) will be granted without production of medical certificate for a period upto 23.04.2021.
2. The above instructions shall come into force with immediate effect.
  3. This issues with the approval of the Competent Authority.

  
(S.K. Meena) 13/4/21

Jt. General Manager (Pers.)

By E-mail:

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

**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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13/4/21