

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

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

15.04.2021

CIRCULAR No.IR/ 09/2021

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

It is reported that 13 employees at Corporate Office, New Delhi are confirmed cases of COVID -19 and for others test report is awaited, therefore, in continuation of STC Circular No: IR/08/2021 dated 13.04.2021, keeping in view fresh surge in COVID cases, in order to contain spread of COVID-19 in office/workplace, it has been decided that:

- i) All officers (Manager and above) excluding those confirmed COVID – 19 positive or under self – quarantine at Corporate Office/Branch and Representative Offices shall attend the office on all working days. Officers of the level of Dy. Manager and below will attend office with 50% attendance with staggered timings on rotational basis maintaining the norms of social distancing. To ensure attendance of officers, all Divisional Heads/Branch Manager/Controlling Officers are advised to draw weekly roster of duty for them.
- ii) The remaining officers and all staff employees at Corporate Office/Branch and Representative Offices will work from home till 30.04.2021. The officers/staff employees who are working from home should be available on phone and or any other electronic means of communication at all times. They should attend office, if called for, in the event of any exigencies of work.
- iii) Official meetings and discussions may be conducted online and physical meetings/interactions with public may be avoided.
- iv) 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 without production of medical certificate for a



period upto 30.04.2021. Any employee residing in containment zone may also be allowed to work from home by concerned Divisional Head/Controlling Officer.

- v) The Branch/Representative Offices may comply with the directions/guidelines issued by their respective State Govt./Local Administration from time to time.
- vi) Besides, all employees above the age of 45 years are advised to get themselves vaccinated for COVID along with their eligible family members.

2. Further, the Branch/Representative Offices are sanctioned an amount of Rs.5000/- each for the month of April & May 2021 to deal with the current situation of outbreak of COVID-19 pandemic.

3. The above instructions shall come into force with immediate effect till 30th April, 2021 or till further orders whichever is earlier.

4. 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
- 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

Copy also to:

- Shri Rajender Singh, Under Secretary, Department of Commerce, FT (ST) Section, MoC&I