

THE STATE TRADING CORPORATION OF INDIA LTD., NEW DELHI
(Industrial Relation)

108

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


11.03.2020

CIRCULAR No: IR/02/2020

Subject: Exemption to employees to mark attendance in Biometric Attendance System.

In view of the ongoing corona virus outbreak, as a preventive measure against the spread of the virus, it has been decided as under:

- i) To put on hold/suspend the use of Biometric Attendance System till March 31, 2020.
 - ii) Thus, all the employees are required to mark their attendance with their respective Heads of Division/Branch Managers in the prescribed attendance sheet (Annexure-I), during this period.
 - iii) Divisional Head/Branch Managers may ensure that employees mark the attendance in the prescribed attendance sheet on daily basis.
2. Shri Arvind Gupta, Manager (Pers.) will be Nodal Officer. All HoDs/BMs may forward the manual marked attendance sheets in respect of their Divisions/Branches to Nodal officer on his email: akg1967@stclimited.co.in on daily basis (Morning by 10:45 AM and Evening by 5:45 PM). In case, HoD/BM is on leave or not available, the next senior most officer may ensure the process of attendance system.
3. This issues with the approval of Competent Authority.


(S.K. Meena) 11/3/2020

Joint General Manager (Personnel)

By E-mail:

- Exe. Secy. to CMD
- Exe. Secys. to Directors/CVO
- All CGMs/GMs
- Divisional Heads, CO
- All Branch Managers

Copy to:

- DGM(F)(A&E), CO
- Notice Board
- Website



THE STATE TRADING CORPORATION OF INDIA LTD.

DIVISION/BRANCH _____

Attendance Sheet for the day of

S.No.	Name	Designation	Emp No.	IN	Sign	OUT	Sign	Remark
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Name of the Divisional head

Signature

Date

[Handwritten Signature]
11/3/2008