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

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

20.03.2020

CIRCULAR No.IR/04/2020

Sub: Preventive measures to contain the spread of COVID 19

In continuous of STC Circular No: IR/02/2020 dated 11.03.2020 and in compliance of the directions of the DPE guidelines dated 19.03.2020 on the captioned subject, it has been further decided as under:

- i) All Divisional Heads/Branch Managers may ensure that 50 per cent of staff cadre is required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home.
- ii) All Divisional Heads/Branch Managers are advised to draft a weekly roster of duty for staff and ask them to attend office on alternate weeks. The same roster may be forward to Personnel Division in advance. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.
- iii) Further, the working hours for all employees (Executives & Staff) who are attending office on a particular day may be staggered. All Divisional Heads/Branch Managers are directed that two groups of employees may be formed to avoid crowding at any given point of time at workplace and asked to attend office as per the following timings:-
 - (a) 9.30 AM to 5.30 PM
 - (b) 10.30 AM to 6.30 PM

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(iv) The employees in Staff Cadre who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

2. These instructions shall be applicable with immediate effect and will remain in force till 4th April, 2020.

3. All Divisional Heads/BMs to ensure that if any employee is suffering from fever, coughing etc, in such situation, the employee may be advised to stay home and avail leaves.

4. In order to deal with current situation, Branch Managers are empowered a financial power of Rs. 20,000/- for the month of March - April, 2020. Any expenditure beyond Rs. 20,000/- shall be with approval of concerned Branch Director(s) to deal with such situation.

5. This issues with the approval of Competent Authority.


(S.K. Meena)
20/3/2020
Jt. General Manager (Pers.)

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