

**THE STATE TRADING CORPORATION OF INDIA LTD., NEW DELHI  
PERSONNEL DIVISION**

(IR section)

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


23.03.2020

CIRCULAR No.IR/05/2020

Sub: Preventive measures to contain the spread of COVID-19

In continuation of STC's Circulars No: IR/02/2020 dated 11.03.2020 and IR/04/2020 dated 19.03.2020 and in compliance with the directions of the DPE OM No 10037/2014-GM-FTS-1867 dated 22.03.2020 on the captioned subject, it has been further decided as under:

- i) All employees shall work from home with effect from 23<sup>rd</sup> March to 31<sup>st</sup> March, 2020.
  - ii) However, the employees at C.O. identified as per **Annexure-I** are the bare minimum number of employees who may be required to attend office physically in case of exigencies during the period. Accordingly, the Branch Managers to also work out a plan for their respective Branch Offices.
  - iii) The employees who are working from home should be available on phone and other electronic means of communication at all times. They should attend office if called for, in case of any exigencies of work.
  - iv) All employees to also comply with the directions issued by concerned State Govt. from time to time.
2. These instructions shall be applicable with immediate effect.
  3. This issues with the approval of Competent Authority


  
(S.K. Meena) 23/3/2020  
Jt. General Manager (Pers.)

By E-mail:

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

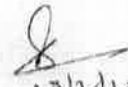
Copy to

- DGM(F)(A&E). CO
- GS, STC Officers Association
- GS, STC Employees Union
- GS, SC/ST Employees Association
- Notice Board
- Website


  
23/4/2020

### List of Employees Assigned with the Responsibilities

S. No.	Responsibilities	Name of Official to Contact	Contact Details	email-ids
1	GAD (Security, Housekeeping, Water Supply, Electricity, etc of JVB) *	Raj Kumar Awasthi, DGM	8743828103	rkavasthi@stclimited.co.in
		SC Dass, JGM	9899515406	scdass@stclimited.co.in
		Rajesh, Manager	9871233042	rsingh@stclimited.co.in
2	Staff Car Arrangement	Sanjeev Puri, JGM	8826415050	computer@stclimited.co.in
		Kamal Kant, Manager	9925227391	kamal@stclimited.co.in
3	Rent Related Issues (C.O. & Branches)	Sanjeev Puri, JGM	8826415050	computer@stclimited.co.in
		Rajiv Mathur, M(F)	9818801802	rajivmathur@stclimited.co.in
		BMs		
4	IT Issues	Kaushik Chandra, Manager	9971150565	kaushik.chanda@stclimited.co.in
		Ujjwal Srivastava, DM	8800094564	ujjwal.sriv@stclimited.co.in
5	Medical (Hospitalizations)	Sushil Kumar, AM	9818144914	medical@stclimited.co.in
		KG Angom, CM	9350820316	gyanen@stclimited.co.in
6	VRS/Retirement	SK Meena, JGM	9868935007	skmeena@stclimited.co.in
		Dr. Jagdish Prasad, CM	9991135625	drjagdishpd@stclimited.co.in
7	Leave Management and Salary Disbursement	Sukhdev Singh, DGM(F)	9910985400	sukhdevsingh@stclimited.co.in
		Arvind Gupta, Manager	9910330251	akg1967@stclimited.co.in
		Pawan Mittal, M(F)	7024148787	pmittal@stclimited.co.in

  
23/2/2020

S. No.	Responsibilities	Name of Official to Contact	Contact Details	email-ids
8	On going Trade Transactions	SP Lakpa, CGM	8820529900	splakpa@stclimited.co.in
		Dr. DP Mishra, CGM	9818247793	dpmishra@stclimited.co.in
		Akhil Mathur, DGM	9811052445	akhil@stclimited.co.in
		Sonal Taneja, DGM	9911317179	sonaltaneja@stclimited.co.in
9	<b>Statutory Compliances</b>			
	Finance	LK Jain, JGM(F)	8800302641	lkjain@stclimited.co.in
		Chitra Sehgal, M(F)	9717968844	chitraanand@stclimited.co.in
	SEBI Regulations	Brijesh Prasad, JGM	9911110841	msd@stclimited.co.in
		Vipin Kumar Tripathi, DM	9560574608	vipintripathics25@gmail.com
	Mandatory Filing with Statutory Agencies in Trade Matters	Respective HoDs and BMs		
10	<b>Payments</b>			
	Associates	Romma Nagrath, CFO	9910052479	rooma.nagrath@stclimited.co.in
	Advocates	LK Jain, JGM(F)	8800302641	lkjain@stclimited.co.in
	Bills (Administrative, Telephone, Electricity)	LK Jain, JGM(F)	8800302641	lkjain@stclimited.co.in
		Sanjeev Puri, JGM	8826415050	computer@stclimited.co.in
		Narender Kumar, DM(F)	8826660502	narendra@stclimitd.co.in
		Nirmal Yadav, M(F)	9818335103	nirmal@stclimited.co.in
	Establishment of pending LCs for approved trade proposals	Lalit Seth, M(F)	9212443179	sethlalit@stclimited.co.in
Dhirender Shaw, M(F)		9748079898	dhirendrashaw@stclimited.co.in	

  
23/03/2020

S. No.	Responsibilities	Name of Official to Contact	Contact Details	email-ids
11	Accounts Closure of Branches and C.O.	Romma Nagrath, CFO	9910052479	rooma.nagrath@stclimited.co.in
		D Jayant, DGM(F)	9892070113	djayant@stclimited.co.in
		BM/HOF		
12	Internal Audit	AK Swain, DGM(F)	9437179290	akswain@stclimited.co.in
13	Vigilance Matters	Anand Parkash, JGM	9810076583	vigilance@stclimited.co.in
14	Communication in CMD Section	Akshat Solanki, DM	8511145566	akshat@stclimited.co.in
15	RTI Matters	Concerned CPIOs/FAA		
16	Correspondence with Ministry	Concerned HoDs		

\* Employees at S. No. 1 fall under essential service, to monitor from home and attend office on need basis.

*[Handwritten Signature]*  
28/03/2020