

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

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

19 April 2020

CIRCULAR No.IR/10/2020

Sub: Preventive measures to contain the spread of COVID 19


In continuation of STC's Circular No.IR/05/2020 dated 23.03.2020 & No.IR/06/2020 dated 31.03.2020 and in compliance with the direction of DPE's OM no. 10037/2014-GM-FTS-1867 dated 16.04.2020 for the compliance of MHA's Order no. 40-3/2020-DM-I(A) dated 15.04.2020 and amendment dated 16.04.2020 stated that the lockdown measures will continue to remain in force upto 03.05.2020 to contain the spread of COVID-19 in the country, following further directives are issued for compliance till further orders:

- i) All employees (Corporate Office & Branches) shall continue to work from home with effect from 20th April 2020 to 3rd May 2020.
- ii) The employees identified may attend office, if called for, to discharge urgent exigencies of work during the period.
- 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) The employees who may be attending office for any urgent exigencies of work shall take utmost care by adopting all safety measures wearing face mask, maintaining social distance and other hygiene guidelines issued by the Government to contain the spread of COVID-19 in the country.
- v) Branch Managers may comply with the directions issued by the concerned State Govt. from time to time.



2. In the event of any subsequent revision in Government guidelines, subsequent guidelines will be issued which will have an overriding effect on this circular.

3. This issues with the approval of Competent Authority


(S.K. Meena) 19/4/2020

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
- GS, STC Officers' Association
- GS, STC Employees' Union
- GS, SC/ST Employees' Association
- Notice Board
- Website