

THE STATE TRADING CORPORATION OF INDIA LIMITED: NEW DELHI

(MANAGEMENT SERVICES DIVISION)

STC/MSD/CP/01142/2020

20.01.2021

OFFICE ORDER NO.: MSD/CP/2020/02

Subject: Maintenance and Movement of File/Records and Handing Over/Taking Over of Charge – for employee being relieved from the Organization

1) The circulars have been issued from time to time in connection with the captioned subject. Details are mentioned below for ready reference:

- i. Personnel Division Circular No. IR/07/2015 dated 01.06.2015
- ii. Vigilance Division Circular No.05/2017 dated 15.03.2017
- iii. CMD's Office Circulars dated 04.09.2017 and 15.11.2017
- iv. MSD Circular No. MSD/CP/CIR/2019/17 dated 17.10.2019
- v. MSD Office Order No. MSD/CP/OO/2020/01 dated 18.09.2020

2) It is to mention that as per MSD Office Order dated 18.09.2020 it is required that Personnel Division shall ensure receipt of proper handing over and taking over of charge report before issuance of sanction of Retiral benefits in the favor of retiring officials and Finance Division shall ensure receipt of the handing over and taking over of charge report before issuance of the LPC/transfer benefit and release of retiral benefits.

3) In this regard, it is to inform that, henceforth, release of statutory payments i.e. CPF and Gratuity to the employees getting relieved from the services of the Corporation on account of superannuation/VRS/resignation shall not be withheld for want of handing over/taking over of charge report from the concerned official(s).

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4) However, it shall be the duty of the concerned official(s) to ensure proper handing over/taking over of their charge well before the relieving date, failing which STC will be at liberty not to release the non-statutory payments to the outgoing official(s) by way of superannuation/VRS/resignation, till such time the handing over/taking over is completed by the outgoing official(s).

This issues with the approval of the Competent Authority.



(S.P. Lakpa)
CGM

To : CGM – P (DPM) / GM – F (RN)

JGM – P (SKM) / DGM – F (AKS / SS)

All Divisional Heads at C.O.

Agra/Heads of ROs

STC Website

CC: CVO

All Directors

CMD

} For kind information