

**URGENT**

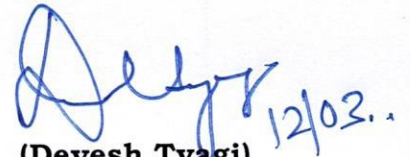
Ref. No. STPI/HQ/EHR/01/2020-21/057  
12<sup>th</sup> March, 2020

**Sub: Enabling work from home for employees of STPI registered units  
due to break out of COVID-19.**

You must have been aware of the recent outbreak of Corona virus (COVID-19) across various countries. In this regard, as a precautionary step and to ensure business continuity, units may require employees to work from home using the laptop/desktop provided by the unit to them.

In this connection, para-6.07 of HBOP of FTP, *inter-alia*, permits employees of STP/EHTP units to take duty free laptops/computers etc. out of premises of unit for working upon by authorized employees. Further para-6.08 of HBOP of FTP, *inter-alia*, permits authorized employees of STP/EHTP units to work from a place outside the unit.

Keeping in view of the outbreak of Corona Virus (COVID-19), it is advised to make the industry/industry associations aware of this rule position enabling them to take aforesaid precautionary measures in this regard for continuity of business operations in a seamless manner.

  
(Devesh Tyagi)  
Sr. Director

To,

Directors – All STPI Centres

**CC:** Ms. Debjani Ghosh, President, NASSCOM, Plot 7 to 10, Sector 126, Noida – 201303 – *with the request to circulate this amongst the member companies.*