

COCHIN PORT TRUST

Administrative Office
Cochin-9

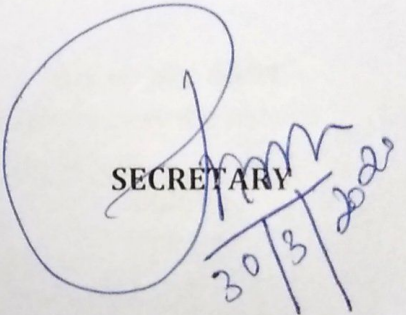
No. SWO/Corona/Circular/2020-S

Dated: 30-03-2020

CIRCULAR

In continuation of this office circular dated 23-03-2020 (copy enclosed) and in compliance to the Govt. of India directions in force, it has been decided to extend the social distancing measures implemented & conveyed vide above mentioned circular up to 14-04-2020.

All departments may convey the above position to all employees by e-mail and through other electronic means including the WhatsApp groups of employees created as per the previous circular in this regard and instruct them to confine to their homes during the period in readiness to attend official work.


SECRETARY
30/3/2020

Copy to:

All HoDs
The Dy. Commandant, CISF
The Administrator, CFH
The CME may inform ISRF, CSL
PS to Chairman / PS to Dy. Chairman
All Notice Boards.

COCHIN PORT TRUST

Administrative Office
Cochin - 09

No. SWO/Corona/Circular/2020-S

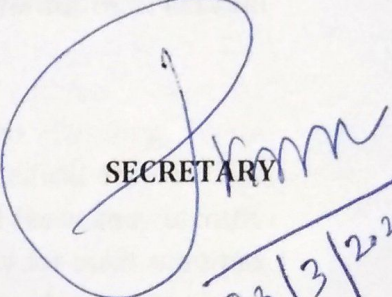
Dated. 23-03-2020

CIRCULAR

In continuation of this office Circular dated 21-03-2020 and in compliance to the Govt. of India directions in force the following measures are introduced in Cochin Port Trust to ensure social distancing to curtail the spread of COVID - 19. **The following instructions will be in force upto 31-03-2020.**

1. Only very essential core activities like vessel movements, Cargo Handling, Water Supply, Sweeping, Garbage lifting, Power Supply, Port Control, Medical Service, Fire Service etc., of the Port will be carried out during the period. All HoDs may identify such core activities, arrange for deployment of minimum staff only for such activities and other officers / employees may be allowed to work from home during the above period.
2. HoDs may prepare a roster of employees & officers for posting in such essential areas. Those who are allowed to work at home shall be directed to remain at home in readiness to attend for duties, in case required.
3. It is reiterated that employees / officers who are allowed to work from home are supposed to remain confined at their home and available on telephone and other electronic means of communications at all times.
4. The Mini Conference Hall at 2nd Floor of New Administrative Building will be the Control Room (Phone No. 0484 - 2582012) during the period which will be headed by HoDs on rotation basis. The essential Port functions will be coordinated by HoDs on rotation basis.
5. The Ernakulam Wharf canteen will be functional with basic facilities during the period and the employees posted at essential areas may be requested to inform requirement of food in advance to canteen.
6. All departments may create department wise whatsapp groups of employees so that further communications could be circulated through such groups.

7. The collection of toll at the toll booths will be suspended during the above period and entry to the Port area will be restricted by CISF to Port employees / officers, Port users, lessees etc. Persons having no work at Port or Port related companies shall not be allowed to enter the Port area.
8. All lessees may be instructed to keep only essential staff at their offices and such staff may be advised to carry Identity card for entry to Port area. The list of such staff may be provided to CISF.
9. The Telephone Exchange at Ground Floor of New Administrative Building will be functional during the day time only, with a revised shift timing of 9 a.m. to 5 p.m.


SECRETARY
23/3/2020

Copy to : All HoDs

The Dy. Commandant, CISF

The Administrator, CFH

The CME may inform ISRF, CSL

PS to Chairman / PS to Dy. Chairman

All Notice Boards.