

COCHIN PORT TRUST

Administrative Office
Cochin- 682 009

No.SWO/Covid-19/Austerity Measures/2020-S

Dated : 05.05.2020

C I R C U L A R

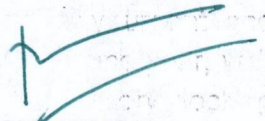
Sub : Austerity Measures ordered in Cochin Port Trust with effect from 05.05.2020.
Ref : Minutes of the Meeting with Trade Unions held on 29-04-2020

Due to the acute financial problems faced by the Port due to COVID 19 pandemic, the Port Management are constrained to introduce austerity measures as mentioned below:

1. Encashment of Leave will be deferred for the time being. If the EL at the credit of the employee has already reached the ceiling level of 300 days, encashment of EL will be allowed for a maximum period of 15 days. Departments shall ensure that in the case of employees retiring within 6 months, accumulated EL of employees is not lapsed due to austerity measures and accordingly applications for EL encashment shall be entertained. However, the payment of the same including the EL encashment at the time of superannuation / death will be deferred and will be paid after 3 months. i.e. May to July'2020.
2. Engagement of personnel on overtime will be stopped forthwith in all Departments/Divisions. Wherever necessary for operational reasons, prior approval of Chairman shall be taken.
3. All advances to the employees viz. HBA, MCA, Computer Advance, Scooter Advance etc., shall be deferred till financial position improves.
4. LTC shall be suspended for one year.
5. Only need based engagement will be followed in respect of workers on holidays in Traffic Department.
6. In the case of deferment of Pension Commutation, Gratuity and Final Leave encashment at the time of retirement i.e. for the month of May, June and July, the same will be paid within 3 months from the date of retirement. But for April 2020 retirees, the payment shall be as existing.

7. Quantity of fuel shall be restricted to the extent possible. Each Department/Division shall monitor this expenditure closely and report any deviation to the Chairman through FA & CAO.
8. Expenditure incurred by CISF shall be monitored closely by General Administration Department. The payment of CISF bills will be made only after the financial position improves.
9. No promotional advertisements shall be issued for the next two years.
10. No procurement of office equipment and furniture shall be allowed.
11. All HoDs should ensure that the hired vehicles attached to each department are optimally utilized in coordination with the carpool. Any department having more than one hired vehicle should try to restrict it to one. All HoDs should also ensure that department vehicle is used only for official purpose.
12. Civil, Mechanical and Marine Departments should ensure that only urgent and unavoidable repairs and maintenance are carried out during the next one year, with the prior approval of the competent authority. The payment towards dry docking charges and maintenance dredging charges will be paid only based on the financial condition.
13. No advance payment requests should be entertained from any vendor.
14. The relevance of grant of Special Allowance @ 10% to specified categories will be reviewed and legally examined by concerned departments.

All Heads of Department are requested to comply and convey the above instructions to the Divisional Officers and regulate the respective payments accordingly.


CHAIRMAN

Copy to: All HoDs, CoPT

- : The Chief Vigilance Officer, CoPT
- : The Dy. Commandant, CISF, CoPT
- : PS to Chairman/PS to Dy. Chairman/PA to Secretary