

COCHIN PORT TRUST

General Administration Department
Cochin - 09

No. SWO/Circular/Covid-19/2020-S

Dated 04.05.2020

CIRCULAR

In continuation to the Circular dt. 2.5.2020 it is hereby conveyed that Cochin Port Trust being an organisation coming under essential services, all the offices of Cochin Port Trust will function normally as per normal timings from 4.5.2020 onwards.

The social distancing measures and SOPs for workplaces already issued are to be ensured by all Departments. Wearing of mask shall be made compulsory in all work places.

Use of Arogya Sethu app shall be made mandatory for all employees including contract employees, outsourced staff, drivers and other staff engaged by contractors of the Port. It shall be the responsibility of the Heads of Department to ensure 100 % coverage and use of the app among the employees and other staff within their control (as mentioned above).

The vehicle/boat arrangement as being provided to those employees who do not have own vehicles, will continue till public transport is resumed.

All departments may convey the above position to all employees by email and through other electronic means including Whatsapp groups of employees created as per the previous circulars

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

SECRETARY
4/5/2020