

COCHIN PORT TRUST

Administrative Office

Cochin-09

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

Dated: 03-12-2020

CIRCULAR

It has been decided that officers/employees attending offices (other than essential Port operations) in CoPT, may Work from Home (WFH) on 1st & 3rd Saturdays of December, 2020, so that the weekly sanitization of work places can be carried out on all Saturdays & Sundays without fail as a measure to contain the spread of Covid -19. This arrangement will not be applicable for operational staff of the Port. All HoDs may ensure that while allowing employees/officers to Work from Home as above, the essential Port activities are not affected.


SECRETARY
3/12/2020

Copy to: All HoDs, CoPT/The Administrator, CFH. | CVO

Dy Conservator- with a request to sanitize the work places on all Saturdays and Sundays

.. : The OM Administrator, GAD /Payroll Administrator, Finance, CoPT

.. : PS to Chairman/PS to Dy. Chairman/PA to Secretary