

COCHIN PORT TRUST

Administrative Office

Cochin-09

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

Dated: 31-12-2020

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 & 5th Saturdays of January, 2021, so that the weekly sanitization of work places can be carried out on all Saturdays & Sundays without fail as 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 

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

- „ : The OM Administrator, GAD /Payroll Administrator, Finance, CoPT
- „ : PS to Chairman/PS to Dy. Chairman/PA to Secretary
- „ : Dy. Conservator- with a request to sanitize the workplaces on all Saturdays & Sundays.