

# COCHIN PORT TRUST

Administrative Office  
Cochin-9

No. SWO/Corona/Circular/2020-S

Dated: 15.04.2020

## CIRCULAR

In continuation of this office circulars dated 23-03-2020 & 30-03-2020 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 circulars up to 19-04-2020.

The Cochin Port Trust being an establishment coming under the essential services all Heads of Department may ensure operation of essential activities by engaging minimum required personnel.

Class I and II officers shall attend the offices 20-4-2020 onwards by adhering to the social distancing safeguards stipulated by the Government of India. Upto 33% of the strength of Class III & IV and contract employees may attend all sections/divisions in CoPT for which suitable rosters may be prepared by the Departments. The standard operating procedures for social distancing as annexed to Ministry of Home Affairs Order No. 40-3/2020-DM-I(A) dated 15-4-2020 may strictly be adhered to.

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.

  
SECRETARY  
15/4/2020

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.