

COCHIN PORT TRUST

Administrative Office,
Cochin – 09.

No. SWO/Corona/Circular2020-S

Dt. 22.05.2020

CIRCULAR

As per the Government of India instructions in force, all individuals must wear face mask in public places and work places. It is observed that many employees of CoPT are not wearing face masks while at office/work places. Hereinafter if any employee is found/reported not wearing face mask at the work place/public place within the Port area, the same will be viewed seriously and the attendance of the employee on the day will be considered as absent.

All HoDs may ensure that employees and visitors coming to offices are wearing face mask compulsorily and take action against the employees who fail to comply with the above instruction, by treating the attendance of the day as 'absent'.

SECRETARY
22/5/2020

To

All HoDs for circulation to all employees.

Copy to: PS to Chairman