

**COCHIN PORT TRUST**

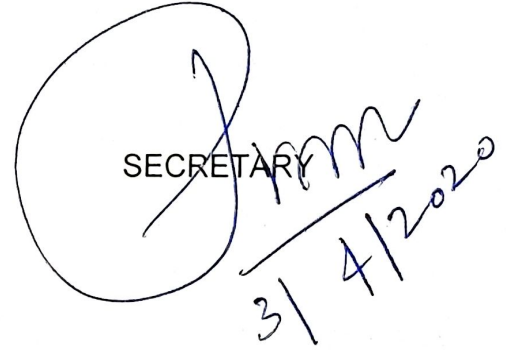
Administrative Office,  
Cochin-9

No.SWO/Corona/Circular/2020-S

Dated: 03.04.2020

**CIRCULAR**

Considering the extensive impact caused by the Covid-19 pandemic in the country, in order to support the Govt. of India initiatives to contain the spread of Covid-19 virus and to strengthen the public health machinery, it has been decided that all employees of Cochin Port Trust may generously contribute one day's pay to 'PM CARES Fund'. Necessary action may be taken by Finance Department to collect the amount and contribute to the 'PM CARES Fund'. Employees those who are not willing to make the above mentioned contribution may communicate the same in writing immediately to the concerned Divisional Officer/ HoD.

  
SECRETARY  
31/4/2020

Copy to:

All HoDs with the request to communicate the circular to all employees through email and other electronic means including the WhatsApp groups recently created for communication as part of Work From Home arrangement.