

# COCHIN PORT TRUST

Administrative Office  
Cochin-09

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


Dated: 01-10-2020

## C I R C U L A R

As Covid-19 spread is increasing alarmingly in Ernakulam City and adjoining areas, regular sanitization of the work places, common facilities and all points which come in to human contact has to be carried out on a regular basis to control the pandemic.

Hence, it has been decided that officers/employees attending offices (other than essential Port operations) in CoPT, may Work from Home (WFH) on 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> Saturdays of October 2020, so that the sanitization of all workplaces can be carried out on Saturdays & Sundays without fail.

This arrangement will not be applicable for operational staff of the Port. All HoDs may ensure that essential Port activities are not affected due to the above arrangement of WFH.

  
SECRETARY(1/c)

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

- „ :The OM Administrator, GAD /Payroll Administrator, Finance, CoPT
- „ : PS to Chairman/PS to Dy. Chairman/PA to Secretary