

# COCHIN PORT TRUST

Administrative Office,  
Cochin – 09.

No. SWO/Covid-19/Restrictions/2021-S

Dated: 20-04-2021

## C I R C U L A R

As Covid-19 is spreading alarmingly during the second surge, it has been decided to restrict the entry of public/guests at all offices of Cochin Port Trust until further orders.

All Departments are requested to receive communications/letters from public by providing drop boxes at the entrance of their office.

Visitors are not allowed to the Administrative Office, North End, Cochin Port Trust. Communications, if any, addressed to the Chairman/Dy.Chairman/CVO/Secretary/FA & CAO/Traffic Manager/Chief Mechanical Engineer, may please be dropped in the letter boxes provided at the Reception area. Visitors arriving at the reception may be allowed to contact the concerned section in-charge over phone. Similar arrangement may be made by concerned Depts for offices in other buildings also. Register having details of visitors, shall be maintained by the departments. Provision for washing of hands / sanitization / thermal screening shall be provided at the entrances of offices/ wharves.

Copy to : All HoDs/CVO, CoPT/ Dy. Commandant, CISF-CoPT Unit.

: PS to Chairman/PS to Dy. Chairman/PA to Secretary.

SECRETARY  
mm  
20/4/21