

# COCHIN PORT TRUST

Administrative Office  
Cochin-09

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

Dt. 22.04.2021

## CIRCULAR

In view of the unprecedented rise in the number of Covid-19 cases and in compliance with the directions issued by Dept. of Personnel and Training, Government of India, it has been decided to introduce the following measures in CoPT in order to restrain the spread of the pandemic.

1. All HoDs may prepare a roster of duty for ministerial staff in Class III & IV (including those on contract/consultancy etc) for attending office duty or Work from Home (WFH) on alternate days, subject to following conditions.
  - a. While permitting Work from Home, all HoDs may ensure that 50 % of the ministerial staff in Class III & IV (including those on contract/consultancy etc) are physically attending office every day, ie. the number of employees availing eligible leave and those who are on WFH arrangement should not exceed more than 50% of the staff strength, stipulated.
  - b. The Work from Home arrangement shall be allowed to those employees who have adequate facility at home to carry out official work through DDFS, others should attend office. The Employees who are entrusted to WFH shall strictly be at home and should be working through the system during their working hours. They shall also be available on telephone/electronic means of communication at all times to communicate to/from the office/ the Controlling Officer.
  - c. The Controlling Officers shall monitor Work from Home through DDFS and shall maintain proof of the work allocated/ attended on DDFS to regularize the attendance of those employees who are on Work from Home arrangement. The Controlling Officers shall also ensure that there is no dislocation of work due to Work from Home arrangement.
  - d. The above Work from Home arrangement will not be applicable for employees engaged in essential/emergency services and those directly engaged in taking measures to control the spread of COVID-19.
  - e. Persons with Disabilities and Pregnant women employees may be given preference while introducing Work from Home arrangement.
  - f. Those employees who have to attend office as per roster, if not attend the office, the absence shall be treated as unauthorized leave.
  - g. The above arrangement shall come into effect immediately and will remain in force until 30-04-2021.
  - h. Work from Home arrangement is at the discretion of the HoD, who should ensure that work is not affected and Work from Home cannot be claimed as a right. In case an employee in Work from Home arrangement is not attending duty properly, the employee may be directed to attend the duties by reporting at the respective office.
2. While implementing the arrangement mentioned above in operational areas, HoDs may ensure that essential port operations are not affected. Also HoDs may take a review and minimize the requirement of employees in essential/operational areas.
3. All employees are also requested to strictly comply with the instructions issued vide Circular dt. 20-04-2021 and follow Covid appropriate behaviour at work places, public places and while at home.

SECRETARY (I/c)

Copy to : All HoDs/CVO/PS to Chairman/PS to Dy. Chairman/P.A. to Secretary  
,, : The Administrator, CFH.