

COCHIN PORT TRUST

Administrative Office
Cochin-09.

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

Dated. 07-05-2021

C I R C U L A R

Considering the lockdown being imposed in the State of Kerala during 8th -16th May, 2021, in compliance to the Government directions in force, the following measures are introduced in Cochin Port Trust.

1. As per MoPSW Order dt. 23-03-2020 *transport service for carriage of goods by water and any service connected with loading, unloading, movement or storage of goods in any port are essential service* and hence operations of essential services have to be ensured. Moreover, Seaports are exempted from the lockdown vide Government of Kerala Order No. 404/2021/DMD/dt.6/5/2021. In view of the above, very essential core activities like vessel movements, Cargo Handling, Water Supply, Sweeping, Garbage lifting, Power Supply, Port Control, Medical Service, Fire Service etc, including essential administrative work of the Port will be carried out during the lock down period (8th to 16th May 2021). All HoDs may identify such core activities and arrange for deployment of minimum staff only for such activities. Other officers / employees may be allowed to work from home during the above period.
2. HoDs may prepare a roster of employees & officers, including ministerial staff for posting in such essential areas.
3. Employees/officers who are allowed to work from home are supposed to remain confined at their home and available on telephone and other electronic means of communications at all times. They shall be in readiness to attend for duties in office, in case, if required.
4. It shall be ensured by all Departments that very urgent communications from the Ministry are processed and replied in time.
5. Canteen Managing Committees of Ernakulam Wharf/ Marine canteen shall ensure functioning of Canteen with basic facilities during the period and the employees posted at essential areas may be requested to inform requirement of food in advance to the canteen, for parcel service.
6. All departments may circulate important communications through department-wise Whatsapp groups of employees. Whatsapp group of officers may also be created by HoDs for communicating important messages.
7. The Telephone Exchange at Ground Floor of New Administrative Building will be functional during 8.00 am to 8.00 pm only.
8. All employees shall strictly adhere to the Covid-19 protocols while at duty, while travelling between Office and home and also while at home

SECRETARY
7/5/21

Copy to: All HoDs, CoPT.

- .. : The Dy. Commandant, CISF/
- .. : The Administrator, CFH
- .. : The CME may inform ISRF, CSL
- .. : PS to Chairman/PS to Dy.Chairman/PA to Secretary