

KOLKATA PORT TRUST

General Administration Department

No.Admn/Misc/925(Coronavirus)

April 13, 2020

CE/TM/FA&CAO/CMO/CME/CHE/DMD(I/C)/

GM(M&S)/GM(Engg.)/GM(Fin)/GM(Tfc)/GM(Marine)(I/C)

Jt. Director (P&R)/EM/CLO/Sr.PO(I/C)


Sub: Absence from work

A section of Port employees and officers have been working incessantly during the lockdown period to keep port operations running. There is no coercion and such employees have been coming willingly, maintaining safety at their workplace and ensuring their own personal protection. However, some employees and officers, perhaps being apprehensive of their safety, have not come forward at this moment of crisis. Reportedly, some have even refused to come when transport was sent to bring them safely.

You are requested to inform all those working under you, including those working directly on contract /through contractor, that KoPT has made it mandatory to use gloves and mask at workplaces. These items along with hand sanitizers are now available in sufficient quantity for all. KoPT is also disinfecting /sanitizing workplaces on regular basis. Medical screening of all those entering the work area has also started. With all these steps there should be no apprehension of safety. Each individual has also to ensure his personal safety and also that of those around him.

Accordingly, an appeal and request may be made to all to spread awareness about the safety measures taken by the port and to come forward and contribute in not only running port operations but other parallel activities of salary and pension payment, settlement of dues of retiring persons, bill processing/ payments, collection of dues, security of port properties, etc. In short, we need the port officers and staff, wherever they work, to ensure the smooth functioning of their

respective departments/divisions, while maintaining all safety protocols of hand washing, social distancing, wearing masks, etc. If any person is found unwilling to come for work for no valid reason, they may be marked absent and appropriate action initiated, considering that the Port is running an essential service at this critical time.


(S. Pradhan)

Secretary

Copy to Sr. PS (on contract) to Chairman/PS to Dy. Chairman for favour of information of Chairman/Dy. Chairman.

Copy to PA to CVO for favour of information of CVO.

Copy to SA(I/C) for information and necessary action.