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708/CAB/2021

Dated 12.9.21

कोलकाता पोर्ट ट्रस्ट
KOLKATA PORT TRUST
लोकालिकी अधिवन विभाग
Hydraulic Study Department

पंजीकृत संख्या / Regd.No. 696

दिनांक / Date- 09-04-21

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता
Syama Prasad Mookerjee Port, Kolkata

15, स्ट्रैंड रोड/15, Strand Road,

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No. Admn/0925/Corona Virus

5509

April 8, 2021

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

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

Sr. Commandant; CISF

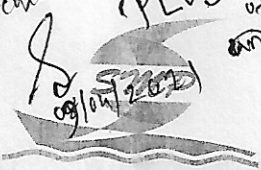
Sub: Strict compliance of Covid-19 protocols

In view of the 2nd wave of Covid-19 raging across India, the following precautionary measures are to be followed by all concerned to contain the spread of Corona Virus:-

- i) Each person entering offices and docks would be screened with non-touch thermal scanners by personnel manning the gate (CISF/PSO);
- ii) Persons detected with fever, should be detained in an isolated chamber until shifting to hospital;
- iii) Covid-19 appropriate hygiene and physical and social distancing to be maintained;
- iv) All persons at work place should invariably keep their masks on at all times (apart from when eating/drinking). The mask should be worn properly for the purpose it is meant i.e. fully covering mouth and nostrils;
- v) Any officer/staff/contractual person/person engaged by contractor found without a mask properly worn, would be issued a recorded warning in the first instance. In the 2nd instance a fine of Rs.1,000/- will be imposed. In any subsequent instances, appropriate penal actions will be initiated against the concerned person including deduction from salary;
- vi) For persons engaged through contractor, the penalty/fine will be recovered from the contractors' bill;
- vii) In respect of (v) and (vi) above, the decision of the concerned Covid-19 Safety Officer (Building Safety Officer/Floor Safety Officer/Departmental Safety Officer) will be final;
- viii) All persons to practice frequent hand washing with soap and water for at least 30 seconds or use alcohol based hand rub for at least 20 seconds. Such hand washing should be done even when the hands are visibly clean;

Pl. all

circulate for strict compliance
of NOTICE BOARD
under all offices under HSD



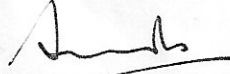
श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता
SYAMA PRASAD MOOKERJEE PORT, KOLKATA
Formerly Kolkata Port Trust

- ix) While sneezing and coughing, nose and mouth should be kept covered. Used tissues should be dropped in closed bins immediately after use;
- x) To avoid touching eyes, nose and mouth and spitting in public;
- xi) Social distancing to be followed in the canteens and more tables to be laid maintaining social distancing norms. If empty tables are available, people should sit first in the empty tables and not in the partially occupied tables. Meals should be finished quickly and the canteen vacated fast;
- xii) All offices should avoid visitors as far as practicable;
- xiii) All departments/divisions should immediately advise their respective departmental Covid-19 Safety Officer to commence regular inspections of their offices and sensitizing staff;
- xiv) Covid-19 specific sanitisation of toilets, rooms, surfaces, etc shall continue.

2. All are requested to percolate these instructions to all employees, contractual persons and contractors under their respective domains. CHE is requested to upload this in the internet and website. Sr. PO (I/C) is requested to share this with all the unions.

3. This issues with the approval of Chairman.

Encl. :- List of Covid-19 Safety Officers


(S.K. Dhar)
Secretary(I/C)

Copy to Sr. PS to Chairman for kind information of Chairman.

Copy to PS to Dy. Chairman for kind information of Dy. Chairman.

Copy to PA to CVO for kind information of CVO.

Copy to GM(M&S)(I/C) for similar implementation at HDC.

Copy to AS(S), PSO for information & necessary action

Department-wise Covid-19 Safety officers

1. Shri Taposh Dutta; SATM – Traffic Department / Subhas Bhawan
2. Shri Surajit Patra; SATM – Traffic Department / Container Terminal
3. Shri Alope Dutta; AS(S) – Port Security / PSO Building
4. Shri Suman Mukhopadhyay; Dy. CHE – HSD Office
5. Shri Adhik Gop; Ex. Engineer – HSD Office
6. Mr. Anisur Rahman; EE – Civil Engg. Deptt / 51, CGR Road
7. Shri Mridul Mandal; EE – Civil Engg. Department / Head Office
8. Sri C. Balaji; EE – M&EE Department / No. 8 Workshop/Office
9. Sri Ramesh Kumar Biswakarma; EE – M&EE Department / No. 8 Workshop/Office
10. Sri Rupesh Kr. Sahu; EE – M&EE Department / No. 8 Workshop/Office
11. Shri Vibha Sankar ; EE – Estate Division / Fairlie Warehouse
12. Shri D.J. Mukherjee; Dy. DMD-II – Marine Department
13. Shri D Sarma Chaudhuri; Dy. Director(R) – P&R Department/Hillary
14. Shri Dipak Das; AEM – Labour Deptt . / Hillary
15. Shri A. Banerjee; Sr. Accts. Officer – Finance; Ground Floor; Head Office
16. Shri Suman Chakraborty; SAS – GAD / 1st Floor Old Bldg + PR Wing
17. Shri S. Sarkar; Sr. Manager (PM) – GAD / Chairman's Floor + 2nd Floor Old Bldg
18. Shri S. Dey; Sr.AEM – Legal Division / Head Office

Others :-

1. Shri Arnab Mukherjee; Inspector – Canteen Safety Officer /Head Office
2. Caretaker HO – overall coordination / Head Office