

HOCC



कोलकाता पत्तन न्यास
KOLKATA PORT TRUST

श्रम एवं औ. सं. प्रभाग
LABOUR & IR DIVISION
15, स्ट्रैंड रोड (7वां तल)
15, STRAND ROAD (7th FLOOR)
कोलकाता- 700 001
KOLKATA - 700 001

No. Lab/Misc/Ch. Ord & Sys. imp/92/ 334

Dated : 09.07.2019

Secretary / DMD / CE / CMO / TM / FA&CAO / CME / CHE / Materials Manager /
Jt. Director (P&R) / Estate Manager / CLO / CVO (I/C)

Subject : Fixed day and time for Chairman and HoDs to meet KoPT employees and / or non-KoPT personnel, in line with the directive of Hon'ble Minister of State for Shipping.

Following time slots will be allotted every week to KoPT employees as well as to non-KoPT personnel to meet the Chairman, KoPT to discuss issues / grievances :-

Sl. No.	Time slot	Target Group
1.	3.00 PM to 4.00 PM every Wednesday	KoPT employees
2.	3.00 PM to 4.00 PM every Thursday	Non-KoPT personnel / outsiders

2. All Heads of Departments / Divisions should likewise fix a date and time slot every week for meeting employees and non-employees / outsiders.

3. You are accordingly requested :


(i) to bring the time slots for meeting Chairman, as mentioned in the first paragraph above, to the notice of all employees under your Department / Division and to display the same in appropriate Notice Board/s so as to ensure that the information percolates to each and every employee.

(ii) to fix and appropriately circulate your time slot/s for meeting KoPT employees as well as to non-KoPT personnel every week to discuss issues / grievances related to your Department / Division.

The aforementioned arrangement shall take effect from 10.07.2019.

Bengali and Hindi versions of this communication follows shortly.

This issues with the approval of Chairman.


(P.K. Chattopadhyay)
Labour Adviser &
Industrial Relations Officer/
Sr. Personnel Officer