

# COCHIN PORT TRUST

Administrative Office  
Cochin-09

No.SWO/IPA/Working Hours/2021-S

Dated: 29-12-2021

## C I R C U L A R

**Sub: Implementation of 5 day week pattern for Ministerial Offices in Cochin Port Trust- reg**

\*\*\*\*\*

The Board of Trustees of Cochin Port Trust, vide Resolution No. 123 dated 23.12.2021, has approved to implement 5 day week pattern for the Ministerial Offices in Cochin Port with effect from 01.01.2022, in accordance with Resolution No. 8 of 186th Governing Body Meeting of the Indian Ports Association as conveyed vide IPA's letter No. IPA/GAD/AGENDA/2020 dated 02.07.2021.

Accordingly, the working days/working hours of the Ministerial Offices in Cochin Port Trust, presently, having 6 working days in a week with working hours from 10.00 AM to 05.00 PM (including lunch break) with 2<sup>nd</sup> and 4<sup>th</sup> Saturday as holidays, will be changed with effect from 01.01.2022 as given below:-

Working days/working hours w.e.f 01.01.2022
5 working days in a week, with working hours from 09.30 AM to 05.30 PM including lunch break

This is issued with the approval of the Chairman, Cochin Port Trust.

SECRETARY

Copy to: All HoDs/CVO CoPT- for information and necessary action.

- „ : The Sr.Dy. Director (EDP)/ The Sr.Dy. Director (Research)- for necessary action.
- „ : The OM Administrator, GAD/ Payroll Administrator, Finance Dept.
- „ : The Traffic Manager, CoPT-with a request to intimate the Stake holders/ the Trade.
- „ : The Dy. CME (M), Estate Division- with a request to intimate the Lessees/Licensees.
- „ : The Dy. Commandant, CISF, CoPT.
- „ : All Sections in GAD.
- „ : All Trustees (for kind information)
- „ : PS to Chairman/PS to Dy. Chairman/PA to Secretary.

- „ : The General Secretaries of CPSA/CPEO/CPES/CPTU/CTTU/CP&DEU/CHWU/CPLU.
- „ : The President, Federation of Central Govt. SC & ST Employees, CoPT Unit.
- „ : The General Secretary, Cochin Port Officer's Association.
- „ : The General Secretary, Cochin Port Social Welfare Association, Cochin-09.
- „ : The General Secretary, Cochin Port OBC Welfare Association, Cochin-09.
- „ : The General Secretary, Cochin Port General Category Employees Association, Cochin-09
- „ : The General Secretary, Cochin Port Pensioners Association, Cochin-09.
- „ : The General Secretary, Major Port & Dock Pensioners Sangh, Cochin-09.
- „ : The General Secretary, Cochin Port Dependents Association, Cochin-09
- „ : The General Secretary, Cochin Port Dependents & Contract Worker Sangh, Cochin-09.
- „ : The General Secretary, Cochin Port Retired Employees Forum, Cochin-09.
- „ : The Secretary, Cochin Port Employees Co-Operative Society, Cochin-09.
- „ : The President, Sir Robert Bristow Memorial Mutual Benefit Fund, Cochin-09.
- „ : The General Secretary, Willingdon Island Residence Association, Cochin-03.
- „ : The General Secretary, Cochin Port Ex-Service Employees Association, Cochin-09.
- „ : The AGM, ISRF, Cochin Shipyard Ltd.
- „ : The Port Health Officer, Port Health Office, Willingdon Island, Cochin-09
- „ : The Manager, State Bank of India, CoPT Branch, Cochin-09.
- „ : The RLC (C), Cochin, Kakkanad, Cochin-30.
- „ : The Principal, KV Port Trust, Cochin-03
- „ : Notice Board/ Website