

DEENDAYAL PORT TRUST

ISO 9001 : 2008 : ISO 14001 : 2004

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No: GA/GN/1004/1751

Dated, the 15th April, 2021

CIRCULAR

Apropos to this office circular No. GA/GN/1004/885 dated, 06.04.2021, a decision has been taken today on line with the instructions conveyed by the Department of Home, Secretariat Gandhinagar, vide Circular dated 06.04.2021 and subsequent Circulars dated 07.04.2021 and 13.04.2021, issued by the District Administration, to operate various offices of Deendayal Port by deploying 50% Ministerial Staff on alternate day basis. However, such duty rosters to the Officers, Staff working in Medical Department, Sanitary staff, Fire Personnel, Pilots, etc. and those engaged in other essential services, shall not be applicable. All HoD's, are therefore, requested to draw a duty-roster accordingly, to be implemented from 16.04.2021.

2. It has further been decided that Offices shall remained closed on all Saturdays, in addition to Sundays and Holidays till 30.04.2021. No Ministerial Staff is allowed to sit in their respective Offices beyond duty hours. Entry at Main Gate of A.O Building, shall be restricted for all visitors, guests. No staff/workers/contract worker shall be allowed to enter into the A.O Building premises on Saturdays/Sundays/Holidays, unless prior intimation is given in writing by the concerned HoD, with details of person concern as well as reason for such entry, to the Sr. Dy. Secretary by every Friday. Above arrangements shall be applicable up to 30.04.2021 or till further order, whichever is earlier.

3. This issues with the approval of the Chairman, DPT.


SECRETARY

Deendayal Port Trust

Copy to :

1. Sr. PS to Chairman - For kind information of Chairman
2. PS to Dy. Chairman-For kind information of Dy. Chairman.
3. CVO- For kind information please.
4. All HOD's/Divisional Officers -for kind information & necessary action.
5. Commandant, CISF
6. All Notice Board