

प्रशासन/ADMINISTRATION
DXT NO. 5734 दिनांक/Date 26-08-19.

Haldia Dock Complex
Kolkata Port Trust

No : PB/203/11F/HA

August 26, 2019

NOTICE

Sub : Fixed day and time for General Manager (*Fin*) to meet KoPT employees and / or non KoPT personnel

The undersigned will meet the KoPT employees as well as non KoPT personnel every week as per the following time slots to discuss issues/ grievances:-

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

This arrangement shall take effect from 27/08/2019.

(R.C.Jena)
General Manager (Fin), I/C
Haldia Dock Complex