

**Haldia Dock Complex
Kolkata Port Trust**

No : Ad/007/PG/3471

August 19, 2019

NOTICE

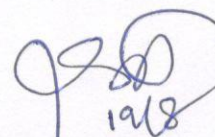
Sub : Fixed date and time for Deputy Chairman to meet KoPT employees and / or non KoPT personnel

Deputy Chairman 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 Wednesday	KoPT employees
2.	3.00 PM to 4.00 PM every Thursday	Non KoPT personnel / outsiders.

All General Managers, Commandant, CISF, Divisional In-Charges, Deputy CVO and others concerned are requested to widely circulate this Notice amongst all the employees under your department / division so that all concerned are aware of the time slots for meeting Deputy Chairman. The IT Wing of Admn. Division will also take necessary action to upload this notice in the website of KoPT so that non KoPT personnel are also aware of the same.

This arrangement shall take effect from 21/08/2019.



**(A.K. Dutta)
General Manager (M&S)
Haldia Dock Complex**

Distribution :

General Manager (Engineering) / General Manager (Finance) I/C / General Manager (Traffic) I/C/ General Manager (Marine) I/C for compliance please.

Manager (Marine Ops.) I/C / Sr. Deputy Manager (Admn) / Sr. Deputy Manager (Finance) / Sr. Deputy Manager (P&IR) / Sr. Deputy Manager (MM) / Sr. Deputy Manager (I&CF) / Sr. Deputy Manager (Sh&CH) / Sr. Deputy Manager (Rlys.)/ Sr. Deputy Manager (P&E) / Medical Superintendent for compliance please.

Commandant, CISF for compliance please.

Deputy CVO for compliance.

PS to Deputy Chairman for kind information of Deputy Chairman.