

V.O. CHIDAMBARANAR PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
GENERAL SECTION

No:GAD-OGAGG-MIS-LEAVE-V1-20 | P. 32

Date: 07/01/2021

CIRCULAR

Sub:- Regularising the period of absence of V.O. Chidambaranar
 Port Trust Employees / Officers during COVID -19 lockdown
 period -reg.

The following orders are issued on treatment of absence period of
 Officers / Employees, during the period of COVID -19 LOCK DOWN from 25/03/2020:

Sl. No	Nature of absence Situation	Reference to explained in Ministry's letter dated 23.9.2020	Period under consideration	To be regularized as per the following
1.	Port employees who left Headquarters and were on leave prior to issue of lockdown orders with effect from 25.3.2020 and the leave ended during lockdown period and could not return to Headquarters.	Sl.No.2	25.3.2020 to 30.06.2020	<u>Clarification of MOS</u> Deemed to have joined duty on the date of expiry of leave if intimation in any form, indicating difficulty in joining duty due to non availability of public transport/flights. Station leave permission obtained by the employees to be considered in this regard by concerned HODs. Action :All HODs will be requested to check the receipt of information from the employees as mentioned above

Sl. No	Nature of absence Situation	Reference to explained in Ministry's letter dated 23.9.2020	Period under consideration	To be regularized as per the following
				and regulate the absent period accordingly.
2	Employees/officers who did not attend duty due to roster arrangements and not attended duty during the period in which roster was not there		21.3.2020 the date as Port services declared as Essential services by the Ministry	In case of employees/officers who did not attend duty in continuance of the roster, the total period will be treated as absent, including the roster period also.
3.	Administrative Block was closed during the period from 1.7.2020 to 13.7.2020 due to avoid of spread of Corona as recommended by the Medical Department and with the approval of Competent Authority		1.7.2020 to 13.7.2020	The absent period will be regularized in the Port Account from 1.7.2020 to 11.7.2020 to all departments except Finance Department, For Finance Department it will be 01.07.2020 to 13.07.2020.
4.	Some of the employees/officers admitted in Hospitals due to detection of Corona Virus Positive			Employees /Officers have to submit the leave applications in this regard.
5.	After discharge from the Hospital, employees were requested to be at quarantine as recommended by CMO			As per VOCPT (Leave) regulations, 21 days quarantine leave upto the maximum of 30 days to be recommended by CMO In respect of the employees /officers the period of "Work at home" with the approval of

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				Competent Authority will be treated as on duty
6.	Officers /Employees proceeding on Leave with the approval of Competent Authority and on return, Quarantine as per the orders of CMO.			As per VOCPT (Leave) regulations, 21 days quarantine leave upto the maximum of 30 days to be recommended by CMO In respect of the employees /officers the period of "Work at home" with the approval of Competent Authority will be treated as on duty
7.	Employees who were absent due to self quarantine for any reason			Employees / Officers have to submit the leave application unless and other wise recommended by CMO
8	Employees who were absent due to the reason that their area declared as Containment Zone			Employees / Officers have to submit the leave application unless and otherwise recommended by CMO

2. All the Heads of Department are requested to regularize the period of absence during COVID-19 Lock down period based on the orders stipulated in the circular above and also as per leave regulation of VOCPT and forward the same to Finance Department, immediately.

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

सचिव 07/01/2021

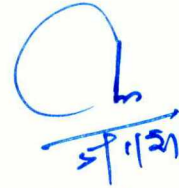
Secretary (St.)

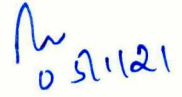
To

All Heads of Department, VOCPT

Copy to:

1. PA to CPT, VOCPT
2. PA to Dy.CPT, VOCPT
3. The Accounts Officer Gr- I, Pay Bill section of Finance Department


07/01/21


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