



# कोचिन पोर्ट ट्रस्ट COCHIN PORT TRUST

Willingdon Island, Cochin- 682009  
Phone: +91(484) 2666412, 2582100  
Fax: +91 (484) 2668163/ 2666512  
e-mail: [secretary@cochinport.gov.in](mailto:secretary@cochinport.gov.in)  
[www.cochinport.gov.in](http://www.cochinport.gov.in)



No.GAD/HR/Time.Mngt/2020

Dated:18/5/2020

## CIRCULAR

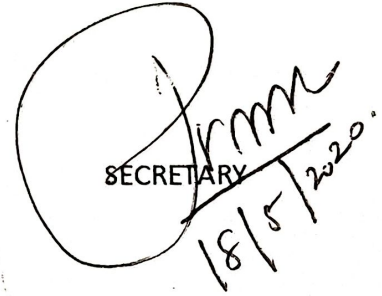
SUB: Registering attendance through Biometric reader –regarding  
Ref: Circular of even No.dated 09/03/2020

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Considering the relaxations in lock down restrictions and preventive measures in place, It has been decided to restore registering of employee attendance through Bio-Metric readers by swiping the id- cards (without bio metric/finger print verification) . However Finger print verification will remain suspended till further orders.

All employees are hereby instructed to register their attendance by swiping their id cards alone at readers installed at their designated work place with effect from 21/5/2020.

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

  
SECRETARY  
18/5/2020

To

All HODs/All Divisional Officers  
PS to Chairman/PS to Deputy Chairman  
The Sr.Deputy Director (EDP)/(Research) : with a request to restore the functionality to register attendance through id card swiping alone in all readers w.e.f. 21/5/2020