

KOLKATA PORT TRUST
Traffic Department

No. Tfc/CTO/Procedure.

Dated, the 12th March, 2018.

TRADE NOTICE

Sub: Time bound reporting at Container Terminal for employees of M/s BKCT Pvt. Ltd. and Stevedores.

All employees of M/s BKCT Pvt. Ltd. and Stevedores should have **DUTY SLIP** indicating duty timings in addition to **Dock Permit** issued by the Central Permit Office with them at the time of reporting for duty.

Three (3) shifts are in practice at KDS, KoPT as furnished below:


A] For Stevedore's employees:

Shift	From	To
1 st Shift	0630	1530
2 nd Shift	1530	2230
3 rd Shift	2230	0630

B] For M/s BKCT Pvt. Ltd.'s employees:

Shift	From	To
1 st Shift	0800	2000
2 nd Shift	2000	0800

Entry of all employees of M/s BKCT Pvt. Ltd. and Stevedores who are supposed to attend duty in a particular shift shall be allowed to enter docks only up to 15 minutes after the start of the shift beyond which their access for entry into the docks shall be restricted at the gates by the CISF personnel. In case of late reporting, the employees shall be allowed entry only after 2 hours after commencement of the shift.


(R Naskar)
Dy. TM (CT)
for Traffic Manager