

VISAKHAPATNAM PORT AUTHORITY
TRAFFIC DEPARTMENT

No.ITRA/SBS/FMIS
Dt.10.12.2021.

CIRCULAR No - 1435

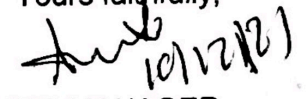
Sirs,

Sub: Implementation of Five Day Week pattern for the Administrative / Ministerial
Offices in Visakhapatnam Port Authority – Reg.
Ref: GAD Letter No: IPER/IR/F2/2021(84)/5895.Dt.06.12.2021.

It is to inform that in pursuance to the Indian Ports Association's (IPA) letter No.IPA/GAD/GB/AGENDA/2020, dt.02.07.2021, it has been decided to implement Five Day Week pattern for the Administrative / Ministerial Offices in Visakhapatnam Port Authority, with new office timings being from 10.00 A.M. to 06.00 P.M. from Monday to Friday with effect from 1st December, 2021.

Further, it is also to inform that on the request of the Trade, Traffic / Finance Department Commercial Billing staff will be available on all days on the above timings including Saturdays, Sundays and on Public Holidays for processing of Vessel and Cargo related bills and issuance of Vessel clearance.

Yours faithfully,


TRAFFIC MANAGER

Copy to: P.S.to Chairman for kind information of Chairman .
Copy to: P.A.to Dy.Chairman for kind information of Dy.Chairman .
Copy to: FA&CAO / CME / CE / PMU Cell – for information please .
Copy to: All Officers of Traffic department
Copy to: President, Visakhapatnam Stevedores Association, VSP.
Copy to: President, Visakhapatnam Steamship Agents Association, VSP
Copy to: President, Visakhapatnam Customs Clearing & Forwarding agents. Association, VSP
Copy to: ALL TRADE-for information.
Copy to: JD (R&P): for necessary action to hoist in the VPT Web site for vide publicity.
Copy to : HA(C) / HA(G) / SA(IH) / JA(EXP) / JA (OH)