

MUMBAI PORT TRUST

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General Administration Department,
Port House, 2nd floor,
S.V. Marg, Ballard Estate,
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No. GAD/P/GEE-G/8795

30th September, 2021

OFFICE ORDER

Sub: Introduction of 5 days a week in Mumbai Port Trust.

Ref: This office letter No.GAD/L/GEE-G/3698 dated 24.9.2021 addressed to all Unions.

1. Mumbai Port Trust has been considering the "Implementation of 5 days a week" in Administrative Offices, in the context of improving office efficiency and also in view of the employees' welfare point. It is expected that with 5 day week where the employees can work for 5 days and avail rest for 2 days in a week, they can become more productive and efficient in the office. It will also help the employees to avoid stressful commuting to and fro office on 2 days in a week besides reducing the overhead costs of water and electricity, which will ultimately reduce the carbon emissions in the city.
2. The matter was discussed at Indian Ports Association (IPA) level by all Major Ports and IPA has issued guidelines vide letter No.IPA/GAD/AGENDA/2020 dated 2.7.2021 which inter alia states that, "5 day week for ministerial offices, of not less than 40 hours a week, be decided at the Port level". Accordingly, some Ports have already implemented 5 day week.
3. Therefore, the matter was discussed at length with all recognized Unions and series of meetings have been conducted and accordingly, a proposal was sent to all Unions for their concurrence, vide this office letter dated 24th September, 2021. All unions have agreed for introduction of 5 days a week, except one Union for a fraction set of employees.

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4. Therefore, the following timings, will be implemented with effect from 1st October, 2021, for the following set of employees:

Sr. No.	Category	Revised Timings	Working
1	<i>Class I & II Officers (posted for indoor duties)</i>	<i>10.00 a.m. to 6.00 p.m. (8 hrs. per day)</i>	<i>5 days week</i>
2	<i>Class III ministerial employees on indoor establishment having 8 hrs duty per day.</i>		
NB: (i) <i>The above timings will be applicable for officers/staff, who are posted to indoor duties only and not applicable to outdoor/operational/round the clock duties.</i> (ii) <i>All above timing are inclusive of half an hour flexible lunch recess.</i> (iii) <i>If any doubt arises with regard to applicability of the timings to any cadre, then, the matter shall be referred to the General Administration Department for clarification.</i>			

6. This issues with the approval of Chairman.


SECRETARY