

No. B1/32165/19/CE

Office of the Chief Engineer,
Harbour Engineering Department,
Kamaleswaram, Manacaud.P.O.
Thiruvananthapuram-695009
Telephone/Fax: 0471-2459365/2459159
E-mail: ce.hed@kerala.gov.in

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CIRCULAR

Sub:- HED – Functioning of office due to Covid-19- Restrictions- Work from home-reg.

In the context of restriction in functioning of the offices due to COVID-19, many of the employees of the department are forced to work from home. It is not possible always for them to carry out official correspondence in black & white while they are not in office. Hence all staff working from home or unable to attend office regularly are hereby directed to carry out their communications via email. For this they are requested to register their e-mail Ids, with the Divisional officers and forward or receive communications via these e-mail Ids. These communications shall be considered valid for all official purposes however hard copies of such communication shall be printed and kept in their concerned files for future reference.



Chief Engineer

Copy to website
Copy for circulation

