

**KANDLA PORT TRUST**  
**VIGILANCE DEPARTMENT**

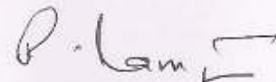
**Sub: - Delay in submission of Vigilance Clearance papers  
in superannuation/retirement cases - reg.**

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It is observed recently in few cases that the papers for Vigilance Clearance in respect of officials who are superannuating are either received in the end of the month of superannuation or after the retirement. In few cases, the Vigilance Department has accorded Vigilance Clearance with the remarks that the Vigilance Clearance references have been received after the date of retirement. In such case, the HODs have been asked to take necessary action to avoid such situation which leads to delay in release of final payments to the retiring officials. This delay could be deliberate in which case it can be construed as a case having Vigilance angle.

In order to avoid such situation, the EDP Section may be directed to generate department-wise list of officials, who are retiring during a month and send the same to the respective HODs with a copy to the Vigilance Department in the first week of every month. The HODs may be asked to ensure that the Vigilance Clearance references are sent well in time i.e. 15 days before the date of retirement (in the 1<sup>st</sup> or 2<sup>nd</sup> week of the month) to the Vigilance Department so that the retiring officials get their terminal dues in time and are not put to difficulty unnecessarily and also at the same time the scope for delay could be eliminated.

FA&CAO is requested to do the needful in the matter.



Chief Vigilance Officer

FA&CAO

No. KPC/4002-Vig./ 579

Dated 30.08.2014

Copy to : All HODs & Sr. DD(EDP) - for information and necessary action.