

PREVENTIVE VIGILANCE



(a) Training:

Developed Two Training Modules on (a) Vigilance Administration and Annual Property Returns (b) Tender and Project Management. 90% of Officers covered under Module (a).

(b) Awareness Programme:

(i) Vigilance Sensitization Lecture Series

A Vigilance Sensitization Lecture Series has been started and the first Lecture was delivered by Shri P. Shankar, IAS (Retd), Former CVC on 03.08.2013 which was attended by 110 officials (including officials from Central/state Government Organizations in the region). This is first of its kind in KPT.

(ii) Vigilance Awareness Week

The Vigilance Awareness Week-2013 was observed from 28.10.2013 to 02.11.2013 and a Special Street Play was performed by the employees of KPT with the guidance of Vigilance Department in addition to other competitions. A special interactive session was organized at Kandla.

(c) System Improvement:

- (i) Vigilance Clearance procedure evolved and Formats prescribed for seeking Vigilance Clearance and a Circular issued accordingly.
- (ii) Complaint Handling Policy put in place.
- (iii) E- Vigilance Manual has been prepared and got approved by the Management. Because of constant follow up by the Vigilance Department, Manuals of 3 Departments have been prepared and others are in the process of preparation.
- (iv) Integrity Pact implemented.
- (v) A Nodal Officer for all disciplinary cases in KPT was appointed to assist DAs at every stage of the RDA as per Vigilance insistence.
- (vi) Panel of officers prepared from each department for joint inspection by Vigilance Department and a Circular issued accordingly.
- (vii) Procedure for internally referring cases to Vigilance Department for investigation evolved and a Circular issued in this regard.
- (viii) Shortcomings noticed by Vigilance Department were communicated to all concerned through Circular / other communication mode.
- (ix) A Vigilance Office was set up at Kandla (port area) and became functional from 26.07.2013.

- (x) Vigilance portal of KPT website reviewed and Vigilance Circulars, Initiatives, CVC guidelines, Photo gallery etc and provision for making online complaint made in the Portal and periodically updated.
- (xi) A panel of officials prepared from each department for independent witness to CBI as and when required on rotation basis and being utilized.
- (xii) Redundant/repetitive activities – correspondence etc. were identified and suitable improvements recommended.
- (xiii) Ongoing procedure/practice have been studied in different Departments and suggestions have been made to improve present system.
- (xiv) Sensitive posts have been identified in consultation with respective Departments and notified with the approval of Management. After identification, HODs have been asked to seek Vigilance Clearance for posting the officials in sensitive posts as per the extant instruction.
- (xv) To initiate appropriate steps for streamline and control of any probable scope of irregularities in engaging the “Daily Rated Workers”, a system study was made for implementation.
- (xvi) System of monthly reporting on the damaged memo recoveries has been introduced and being monitored. Accordingly, the concerned Departments have been asked to come out with the policy frame work.
- (xvii) An inspection of Service Book/Personal Records of officials of respective Departments was conducted by Vigilance Department and based on the shortcomings noticed, the system of recording was studied and accordingly a circular was issued to all Departments for taking remedial measures in this regard.
- (xviii) A suggestion was made to the Administration that instead of issuing Office Orders informing/communicating the period of absence on leave/tour of HODs to all, time and again, a one-time Circular should be issued.

(d) Inspection:

The Vigilance Department had conducted periodic, surprise and CTE type inspections in the respective areas during the last two years and the details of year-wise break-up is given as follows:

Sl.No.	Type of Inspections	Inspection conducted during the year			
		2012	2013	2014	TOTAL
1.	Periodic	15	09	06	30
2.	Surprise	13	09	04	26
3.	CTE Type	01	01	01	03