

KANDLA PORT TRUST
VIGILANCE DEPARTMENT

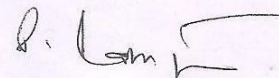
C I R C U L A R - No.15

Sub: Office staff leaving offices early before closing
hours while performing duties beyond duty hours.

A source information alleging that the officials who are performing duty beyond office working hours in various offices leave their offices early but enter the outgoing time deliberately advance in the "**Out Register**" to claim overtime.

In this regard, a surprise inspection was carried out by the Vigilance Department on 8.07.2014 at the Main Gate, A.O. Building Gandhidham by the Vigilance Department and it was found that two officials had left the office well before the time entered in "**Out Register**" to claim OTA. Such acts on the part of the officials not only add financial burden to KPT, but also tantamount to illegal claim of O.T. without doing work, and amounts to distortion of facts leading to forgery.

In view of the above, all HoDs are requested to put in place a proper mechanism to avoid such manipulation so as to avoid occurrence of these types of manipulations. In case of any such recurrence noticed in future, disciplinary action under Conduct Rules needs to be initiated against the erring officials and recoveries of O.T. payment from all concerned will have to be made.



Chief Vigilance Officer

All HoDs.

No. KPC/4026-Vig/Insp/537

dated 11/08/2014