

KANDLA PORT TRUST

VIGILANCE DEPARTMENT

CIRCULAR NO 12/14

Sub : Up-datation of Service Book/Personal Records of Employees/
Officials – regarding

During a recent Inspection conducted by Vigilance Department, it was observed that the Service Book/personnel records of employees/Officials are not being updated properly. The following specific shortcomings have been found in the Service Book:-

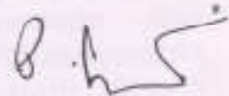
- (i) Entry regarding imposition of penalty not entered
- (ii) Photograph of the employee/official no affixed
- (iii) Incomplete columns of Service Book/personal records

In view of the above shortcomings, the following remedial action may be taken:-

1. Entry regarding imposition of any penalty should be made in the Service Book of the concerned employees. Not only entry on penalty but all other entries like details of family members, nominations, dependents along with date of birth/relationship etc must be properly entered in the Service Book.
2. Photograph of concerned employee has to be affixed in the space provided on the Service Book duly authenticated by an Officer of the Department.
3. All columns of Service Book of the officials should be complete in all respect. Any corrections in the Service Book should be supported by amendments/orders or due authentication.

The above "Non compliance" as reported will not only lead to the problem regarding recording/entry but also create scope for wrong claims/claimant & litigations etc. Thus it requires immediate attention of HODs and they are requested to direct concerned Officials to complete/update the Service Book/Personal records in all respect, especially covering the shortcomings as indicated above.

The corrective actions taken in the matter be intimated to this Department at the earliest.



Chief Vigilance Officer

All HODs

No KPC/4015-Vig(Insp)/140

Dated : 6th March, 2014