



# KANDLA PORT TRUST

## VIGILANCE DEPARTMENT

No. KPC/4026-Vig/Insp/ 298

Date: 09/05/2014

### CIRCULAR NO. 13

#### **Sub: Violation of KPT Circular on Compensatory Off**

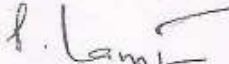
As per the circular NO: GA/GN/3551/430 dated. 21.06.2004, Compensatory Off should be availed within a period of 01 month and in case it is not possible to grant the compensatory leave within the prescribed period, the case may be processed for relaxing the provision by the Competent Authority for a period upto 03 months. A copy of the above circular is enclosed for ready reference.

Notwithstanding the instructions contained in the above circular, it is observed by the Vigilance Department recently during an inspection and also during certain enquiries that Compensatory Off is being availed in lieu of work done before 6 to 10 years. This is a clear cut violation of the circular on the subject. It is also observed that without prior sanction of Compensatory leave, officials are found to be absent from duty by merely submitting the application for Compensatory leave.

In view of above, all HODs may ensure that Compensatory Off is sanctioned by the concerned Authorities strictly as per the provisions of the circular mentioned above. In case of any violation of the circular, the sanctioning authority should be held responsible for violating the circular which will attract Disciplinary Action.

Also Compensatory Off has to be availed only after prior approval. Otherwise, the same has to be treated as unauthorized absence.

All HODs are requested to comply and bring it to the notice of all concerned.

  
Chief Vigilance Officer  
Kandla Port Trust

Secretary / T.M. / D.C. / FA & CAO / C.M.E. / C.E. / C.M.O. / C.O.M.

Copy to : Sr. PS to Chairman/ PS to Dy. Chairman

KANDLA PORT TRUST

Secretary's Office,  
A.O. Building,  
Post Box No. 50,  
Gandhidham-Kutch.

No. GA/GN/3551/2435

Dated: 18.06.2004.

// CIRCULAR //

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sub:- Availing of Accumulated Compensatory Off.

In continuation of this Office Circular No. GA/GN/3551/556 dated 23-02-1996, it is stated that instances have come to the notice of the Administration that the employees are availing accumulated Compensatory Off in lieu of performing duties on weekly day of rest and holidays after lapse of more than a year. This practice is not in conformity with the existing guidelines/standing instructions issued by the Administration from time to time with regard to the regularisation of Compensatory Off accumulated by the employees. As per Article 308(7) of C.S. Rules, any employee who is required to perform duty on Sundays/Holidays shall be granted Compensatory Leave in lieu thereof. The accumulation of such Compensatory Leave need not be subject to any limit, but such Leave should be allowed within a month of its becoming due (but not more than two days at a time).

All the Heads of Departments and Divisional Heads are, therefore, requested to ensure that the Compensatory Leave/Off wherever becomes due is allowed to be availed off within the stipulated period of one month. In case, it is not possible to grant the Compensatory Leave within the prescribed period, the case may be processed for relaxing the provision by the Competent Authority for a period upto 3 months.

  
SECRETARY  
KANDLA PORT TRUST

FA&CAO/C.E./C.M.E./D.C./T.M./C.M.O./C.O.M.(OOT)/XEN(P)/SR. ENGR.  
(P)/XEN(D)/XEN(E)/XEN(M)/XEN(H)/XEN(DD)/XEN(TD)/H.M./D.S.(G)/W.O.

Copy to:-

- (1) P.S. to Chairman for kind information of Chairman
- (2) D.S.(P)/A.S.(P)/A.S.(G)/P.A. to Secretary
- (3) All Head Clerks of G.A. Deptt. and O.S.