

KANDLA PORT TRUST

Efficiency with Transparency
An ISO 9001-2008 certified Port

Administrative Office,
Vigilance Department,
Post Box No:- 50,
PIN No - 370201.



Fax No 02836-236103
Tel No 02836-236103
Gandhidham- Kutch,

No. KPC/4002-Vig./242-A

Dated : 18.3.2013

CIRCULAR

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The issue of vigilance clearance to employees/officers in KPT has been reviewed in order to streamline and standardise the process. Keeping this in view and the best practices prevailing on the subject, it has been decided to issue a consolidated instruction in this regard.

2. Accordingly, all Departments in KPT are requested to ensure that vigilance clearance in respect of employees/officers is invariably obtained from the Vigilance Department, KPT for the following purposes:-

- (a) Forwarding of application and interview for all outside employment (Regular/Deputation/Contract/Assignment basis for fixed periods etc.)
- (b) Extension of service/period of contract employment/tenure of deputation and re-employment after retirement
- (c) Promotions to higher scales
- (d) Confirmation of appointment / promotion.
- (e) Compulsory retirement / Pre-mature retirement / Superannuation from service (Normal Retirement) / Voluntary retirement/ Resignation / Termination on Medical Grounds.
- (f) Issuance of No Objection Certificate for issue of Passport / Visa / travel abroad.
- (g) Postings including transfers to and from sensitive areas/Departments as identified by KPT
- (h) Foreign Assignments including business trips abroad.
- (i) Training abroad including Seminars / Conferences abroad.
- (j) Awards including National and International Awards.

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3. Vigilance Clearance has to be sought only in the following format prescribed (enclosed), as applicable:

- (i) Format I - For (a) to (j) except (f) mentioned above
- (ii) Format II - For (f) above
- (iii) Format III - For higher level posts or any other purpose
For which vigilance profile is sought by
CVC/MoS/ Other organisations

4. The validity of vigilance clearance will be for a period of one month. Beyond this period, the same has to be revalidated from the Vigilance Department.

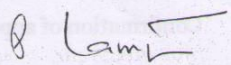
5. In the case of superannuation, vigilance clearance has to be sought only during the last week of the month of superannuation.

6. Vigilance clearance will not be accorded in the following cases:

- (i) Charge sheet issued
- (ii) Pending prosecution
- (iii) Under suspension
- (iv) Under currency of penalty
- (v) Non-submission of Annual Property Returns in time
- (vi) Serious issues under investigation questioning the integrity

7. All concerned are requested to ensure strict compliance of these instructions with immediate effect.

This issues with the approval of Chairman, KPT.


Chief Vigilance Officer

To
All HoDs

- Copy to (i) PS to Chairman, KPT – for kind information of Chairman
(ii) PS to Dy. Chairman, KPT - for kind information of Dy Chairman

