



**KANDLA PORT TRUST**  
**VIGILANCE DEPARTMENT**  
**CIRCULAR NO 11/2014**

Sub : Rotation of Officials working in sensitive posts - regarding


As per the directions of Central Vigilance Commission that sensitive posts are to be identified and staff working in such posts are to be rotated strictly after every two/three years to avoid developing vested interests.

2. In this connection, an exercise was undertaken by the Vigilance Department, in consultation with concerned HODs, to identify the sensitive posts. Based on the input obtained from HODs, the issue was examined vis-à-vis the guidelines of CVC and the following sensitive posts have been identified in KPT with the approval of the competent authority:-

Ser No	Department	Sensitive Posts
1.	Administration	(a) All the Ministerial posts/staff dealing with recruitment, promotion, transfer of class I, II, III & IV (b) Ministerial posts/staff dealing with supervision of salary bills, payment/miscellaneous Bills.
2.	Finance	2 Dy CAO, all AOs/AOs/ Ministerial posts/staff including SA/DA dealing with Cash, CDC, Works Audit, Pension, HBA, Fund, Form-48, inspection and cost sections, EDP-Sr DD/DD.
3.	Marine	The Ministerial posts/staff such as SA/DA/ Asstt./Sr. Clerk dealing with supervision/monitor various works/contractors Bills/Tenders, preparing Tenders, issue of license to pvt parties for removal of garbage, Issue of Harbour Craft License to pvt parties, Assessment & collection of marine dues/final bills against services, Issue of NOC to Ships.
4.	Engineering	All the post of Superintending Engineers, Executive Engineers, Asstt. Executive Engineers, Asstt. Engineers & associated Officials, Junior Engineers and the Ministerial Posts/staff processing tenders/bills for payment.

5.	Traffic	Sr. ATM & all ATM, Traffic Inspectors, Shed Masters, Supervisors, TOC,AOC dealing with activities like commercial, warehouse, operation, rented plots, trade license, refund, Auction and officials are being rotated on quarterly, six monthly and yearly basis. SA working on same post from July 2010 being single post.
6.	Mechanical & Electrical Engineering	The post of 2 SE(M/E),Executive Engineers, Asstt. Executive Engineers, Asstt. Engineers, Marine Engineers and Ministerial staff attending the work of tenders and processing the bills for payment.
7.	Medical	Medical Officer (Stores) dealing with works related to stores. Sr. Pharmacist cum-store Keeper/2 Ministerial staff dealing with medical stores, accounts/Bills, passing medical bills of referral hospitals
8.	Off Shore Oil Terminal	2 Executive Engrs dealing with tenders, issuance of worker orders, procurement of water, repairs/maintenance of crafts, procurement of items/stores, 1 Marine Engineer (single post) dealing with repairs and maintenance of tugs/providing diesel, other staff/posts like Pharmacist(lone post)- dealing with acquisition and supply of medicines, Signalman- shipping matters Shed master-traffic related activities, 4 Clerks- dealing with works, procurement/preparation of bills, shipping bills, contractors bills, 2 AFS- dealing with shipping activities/agents

3. In light of the Commission's directions, all HODs are requested that the officials posted on the above sensitive posts may be rotated strictly after every two/three years to avoid developing vested interests.

  
Chief Vigilance Officer

All HODs

No KPC/4027-Vig/ 132

dated : 18<sup>th</sup> February, 2014  
*month*

Copt to

Sr. PS to Chairman - for kind information of the Chairman.

PS to Dy Chairman - for kind information of the Dy Chairman.

✓ Sr DD(EDP) - to upload in website.



**KANDLA PORT TRUST**

**VIGILANCE DEPARTMENT**

**CIRCULAR NO 11/2014 (Addendum)**



Sub : Rotation of Officials working in sensitive posts - regarding

Ref : KPC/4027-Vig/132 dated 01.03.2014

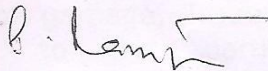
In continuation to the Circular under reference, some more posts have been included as sensitive posts in Engineering and Mechanical Engineering Department after review. Accordingly, the Department wise sensitive posts will as under (the newly included sensitive posts have been underlined).

Ser No	Department	Sensitive Posts
1.	Administration	(a) All the Ministerial posts/staff dealing with recruitment, promotion, transfer of class I, II, III & IV (b) Ministerial posts/staff dealing with supervision of salary bills, payment/miscellaneous Bills.
2.	Finance	2 Dy CAO, all AOs/AAOs/ Ministerial posts/staff including SA/DA dealing with Cash, CDC, Works Audit, Pension, HBA, Fund, Form-48, inspection and cost sections, EDP-Sr DD/DD.
3.	Marine	The Ministerial posts/staff such as SA/DA/ Asstt./Sr. Clerk dealing with supervision/monitor various works/contractors Bills/Tenders, preparing Tenders, issue of license to pvt parties for removal of garbage, Issue of Harbour Craft License to pvt parties, Assessment & collection of marine dues/final bills against services, Issue of NOC to Ships.
4.	Engineering	All the post of Superintending Engineers, Executive Engineers, Asstt. Executive Engineers, Asstt. Engineers & associated Officials, Junior Engineers and the Ministerial Posts/staff processing tenders/bills for payment, <u>Mangrove Havaladar</u> and <u>Mangrove Chowkidars</u> .



5.	Traffic	Sr. ATM & all ATM, Traffic Inspectors, Shed Masters, Supervisors, TOC,AOC dealing with activities like commercial, warehouse, operation, rented plots, trade license, refund, Auction and officials are being rotated on quarterly, six monthly and yearly basis. SA working on same post from July 2010 being single post.
6.	Mechanical & Electrical Engineering	The post of 2 SE(M/E),Executive Engineers, Asstt. Executive Engineers, Asstt. Engineers, Marine Engineers and Ministerial staff attending the work of tenders and processing the bills for payment, <u>Asstt. Executive Engineer(Mech), Asstt. Engineer (Elect) outside the Cargo Jetty Area, Asstt. Engineer (Elect) &amp; Asstt. Engineer (F/C) Steel Floating Dry Dock.</u>
7.	Medical	Medical Officer (Stores) dealing with works related to stores. Sr. Pharmacist cum-store Keeper/2 Ministerial staff dealing with medical stores, accounts/Bills, passing medical bills of referral hospitals
8.	Off Shore Oil Terminal	2 Executive Engrs dealing with tenders, issuance of worker orders, procurement of water, repairs/maintenance of crafts, procurement of items/stores, 1 Marine Engineer (single post) dealing with repairs and maintenance of tugs/providing diesel, other staff/posts like Pharmacist(lone post)- dealing with acquisition and supply of medicines, Signalman- shipping matters Shed master-traffic related activities, 4 Clerks- dealing with works, procurement/preparation of bills, shipping bills, contractors bills, 2 AFS- dealing with shipping activities/agents

2. This circular may be read with the circular of even number dated 01.03.2014.

  
Chief Vigilance Officer  
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All HODs

No KPC/4027-Vig/ 630

dated :17 September, 2014

Copy to

Sr. PS to Chairman - for kind information of the Chairman.

PS to Dy Chairman - for kind information of the Dy Chairman.

✓ Sr DD(EDP) - to upload in website.

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