

**KOLKATA PORT TRUST**

**Vigilance Department**  
**No. 4, Fairlie Place(3<sup>rd</sup> Floor), Kolkata- 700001**

No. Vig/25/2003/

Dated 25<sup>th</sup>February, 2008.

Circular No. 2/08

**To**  
**All Heads of Departments/GM(Ops)/GM(M & S), HDC**  
**(Secretary/FA & CAO/DMD/TM/CHE/CME/CE/CMO/LA & IRO/**  
**LM(I/C)/CMM(I/C)/LA(I/C)/Director(P & R)(I/C).**

**Sub: Rotation of officers/staff working in the sensitive posts.**

The C.V.C. has directed vide letter No. 98/VGL/60 dated 15.04.1999 that officials posted on the sensitive posts should under go rotational transfers every 2/3 years to avoid developing vested interests. The Ministry of Shipping (Transport & Highways) monitors the rotational transfer of officials every quarter.

Accordingly, the Chairman has ordered that all the officers and staffs holding sensitive posts should be transferred at the interval of every three years. The following areas of activity may be considered sensitive in nature:

1. Purchase and maintenance of stores ;
2. Execution of works/tenders/contracts ;
3. Matters revenue/payment of public bills/pensioners ;
4. Matters relating public dealings, e.g. issue of license/lease agreements, etc.; and
5. Any other matter identified by the concerned HOD.

Every year, those officials should be identified who have held any sensitive post for more than three years at a stretch and they should be transferred/duty changed within the Department.

**For the current year, this exercise should be completed by 31<sup>st</sup>March, 2008.** The action taken in the matter may be confirmed to the Vigilance Department by first week of April, 2008 positively.

(Manoj Kumar)  
Chief Vigilance Officer

Cc: PS-cum-EA to Chairman for favour of kind information of Chairman  
Cc: PS to Dy. Chairman (HDC)/Dy. Chairman(KDS) for kind information of Dy.Chairman.  
Cc: Vigilance Officer, HDC/CDLB.

