

# KOLKATA PORT TRUST

Administration Department

Dated: June 28, 2007

No. Admn/7806/DP/Monthly

## All Heads of Departments

- CVO/FA&CAO/DMD/CMO/LA&IRO/TM/CME/CE/CHE/  
CMM(I/C)/LM(I/C)/LA(I/C)/Director(P&R)(I/C)

## GM(M&S), HDC

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You may kindly recall that the issue regarding disposal of disciplinary cases was discussed in the last co-ordination meeting held on 29.5.07 and it has since been decided that the following guidelines/time frame should be followed in respect of disciplinary cases concerning respective departments:

- A charged employee would be given 15 days time to reply to the chargesheet, from the date of receipt of the chargesheet.
- Appointment of EO, PO to be made within 10 days from the date of receipt of representation, if any, from the C/E or C/O.
- EO would take 3 months to complete the enquiry.
- Copy of the Enquiry Report to be served on the concerned employee/officer within 10 days after receipt of the EO's report.
- Charged employee would be given 15 days' time to furnish his comments on the report of the EO.
- The Disciplinary Authority would take a month to pass the order.

2. Chairman has advised all concerns to adhere to the time frame as stated above.

(P.K.Chattopadhyay)  
Dy.Secretary-II  
for Secretary

Copy to Shri S. Sengupta, E.O./ Shri N. Waris, E. O. for information and necessary action.