

Confidential

KOLKATA PORT TRUST
VIGILANCE DEPARTMENT
4 FAIRLIE PLACE (3RD Floor)
KOLKATA 700 001

No. Vig/70/29/2009/1205

Dated 16th July 2009

Circular No. 1/09

To

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

Sub: Foreign visit by KoPT Officers / Officials.

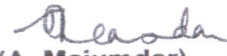
It is mandatory for officers / officials to obtain vigilance clearance before undertaking any Trustees' sponsored tour/training or private foreign visit. It has been observed that while vigilance clearance is being sought before any such foreign trip and obtained, no report is sent to the respective HOD/Vigilance Department after the foreign trip has been undertaken by the concerned officers / official.

Accordingly, it is directed that officials undertaking sponsored tour/training and private foreign visits should furnish the following details of such foreign trip to the concerned Head of Department/Division with a copy to the Vigilance Department within 30 days after returning from foreign visit.

1. Name and designation of the official.
2. Purpose of foreign visit.
3. Name of the country visited.
4. Duration of stay.
5. Source of funding and Remarks, if any.

Officers who have already under taken such tours during the current financial Year and who have not submitted the above information as yet should do so forthwith.

All HODs should monitor the compliance in this regard and send a quarterly report to the Vigilance Department.


(A. Majumdar)
Chief Vigilance Officer

Cc: PS-cum-EA to Chairman for favour of kind information of Chairman

Cc: PS to Dy. Chairman (HDC)/ for kind information of Dy.Chairman/HDC

Cc: Dy. CVO/HDC – To monitor the compliance for HDC on a quarterly basis.

Cc: Vigilance Officer, KoPT/CDLB.