

VIGILANCE ALERT

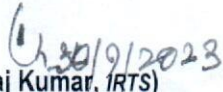
No. : 04/2023

Date : 30.09.2023

Subject: Preventive measures to deter forged signature of officials in application for Transfer of Non-Executives.

During a vigilance investigation it was revealed that one employee has made forged signature of Project / Area authorities and submitted the falsified **Request Transfer Application** to GM (P&IR)/ CCL by hand. To address the deficiencies found during investigation, the following measures should be taken immediately:

1. The photograph of employee should be attested by Unit Personnel Officer before signing the application. No official should sign the application without date.
2. Such applications must be routed through official DAK system within Area and it should be sent to CCL HQ through e-office by the Area GM only. Receiving and forwarding of application by hand at different levels should be stopped immediately.
3. Before forwarding the application from Area to HQ, the concerned Area officials must ensure the authenticity of the same.
4. Before getting approval of competent authority at HQ level GM (P&IR) should verify its authenticity, if required.


(Pankaj Kumar, IRTS)
Chief Vigilance Officer/CCL

Copy To:

1. Chairman cum Managing Director/CCL – For Kind Information
2. Director (P) - For Kind Information and further necessary action
3. All Area General Managers – for necessary action
4. All Concerned – for necessary action