

# VIGILANCE ALERT

No. : 01/2023

Date : 21.07.2023

**Sub: Preventive Measures to deter fraudulent employment through the use of counterfeit appointment letters.**

---

The Vigilance department was alerted by one Area General Manager about an **individual claiming to be a new appointee** who approached the area management with an appointment letter. Upon examining the letter, the area management noticed certain **inconsistencies, raising doubts about its authenticity**. The competent authority (General Manager(P&IR)) verified that no such letter had been issued from their office. As a result, it can be concluded that the **appointment letter presented to the area management to secure a position in CCL was forged**.

Considering the aforementioned information, it is advisable to implement the following **preventive measures to prevent any appointments based on forged and fraudulent appointment letters**.

1. The area management should conduct a thorough analysis of the documents presented by the new appointee to ensure their authenticity before permitting their joining.
2. Prior to allowing the new appointee to join, the appointment letter must be sent to the issuing authority through official channels for verification.
3. Only the issuing authority should be involved in the verification process; no intermediaries are permitted. The verification report must be sent back to the area management within 2 days of receiving the query.
4. Within a reasonable timeframe, all appointment letters issued within the last year should undergo re-verification.
5. If any discrepancies are found in any appointment letter issued within the last year, necessary legal action must be initiated against the individual, with notification to the Vigilance Department.

*(Signature)*  
(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