



ISO 9001:2008, ISO 14001:  
2004 & ISPS COMPLIANT PORT

வ.உ.சிதம்பரனார் துறைமுக பொறுப்புக் கழகம்

व.उ.चिदम्बरनार पत्तन न्यास

V.O.CHIDAMBARANAR PORT TRUST

पोत परिवहन मंत्रालय , भारत सरकार

(MINISTRY OF SHIPPING, GOVERNMENT OF INDIA)  
ADMINISTRATIVE OFFICE, HARBOUR ESTATE, TUTICORIN 628 004, TAMIL NADU



SAGARMALA  
PORT-LED PROSPERITY

File No: GAD-OGALG-CNF-UDHAY-V1-19(16931)/D. 104 &

Date: 31.07.2020


**Circular No. 002/20-21**

**Sub:** Disclosure of unauthorised information relating to the Port to the General Public- Consequences of such disclosure – Regarding

Of late, it has been observed that copies of official documents or information thereto are unauthorizedly communicated directly or indirectly to the general public or to the concerned parties, which creates unnecessary problems to the Port and to the Officers dealing with the matter. In this connection, it is brought to the notice of all officers/staff that Section 8 of the Tuticorin Port Employees' (Conduct) Regulation s, 1979 stipulates the following: -

“No employee shall, except in accordance with any general or special order of the Board or in the performance in good faith the duties assigned to him, communicate directly or indirectly, any official document or any part thereof or information to any person to whom he is not authorised to communicate such documents or information”

2. In view of the above, it is the responsibility of every employee (including those deployed through outsourcing) to safeguard the safety and confidentiality of all the information and papers to which he/she has access to in the course of his/her official duties or of which he/she comes in possession in any other way. Any leakage of such information, if noticed, shall be brought to the notice of his/her superior officer immediately by Officer in charge of the Section.
3. Further, it is specifically brought to the notice of all concerned that any such disclosure of confidential information to unauthorized persons shall be viewed seriously and action as deemed fit would be initiated under the TPE (CCA) Regulation, 1979/any other rules in force.

  
31/7/2020  
Secretary (St)

To  
All Heads of Departments, VOC Port Trust- through mail.

Copy to

- (i) PA to Chairman, VOC Port Trust.
- (ii) PA to Dy. Chairman, VOC Port Trust.
- (iii) Sr.DD, EDP- with a request to upload this circular in the intra net.