



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -226002  
Office of the Principal Controller of Defence Accounts (Central Command) Cariappa  
Road, Cantt., Lucknow, Pin Code - 226002  
कार्यालय दूरभाष सं0-0522-2451547 कार्यालय फ़ैक्स सं0-0522-2451993  
Office Phone NO. 0522-2451547 Office Fax NO. 0522-2451993  
E-Mail ID: pcdacc-an-1@cgdamail.org

No. AN/1A/1004/Circular

Dated: 24.11.2016

**CIRCULAR**

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To,

The CDA RTC Lucknow  
The IFA (CC) Lucknow  
All Sub-offices  
All Sections in Main Office

**Sub: Prohibition on bringing any political or outside influence by serving his/ her employees or by their close relatives to further his interest in respect of matters of service like transfer etc.**

It has been observed that the employees (especially new recruits) continue to represent directly or through his / her kin to various higher authorities to further his / her interest in respect of matters of service like transfer etc.

2. As per existing instructions, wherever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redressal of a grievance, the proper course for him is to address his immediate official superior, or Head of his office, or such other authority at the appropriate level who is competent to deal with the matter in the organization.

3. Such submission of representations directly to other authorities by-passing the prescribed channel of communication, shall be viewed seriously and appropriate disciplinary action would be taken against those who violate these instructions. This can rightly be treated as an unbecoming conduct attracting the provisions of Rule 3 (1) (iii) of the CCS (Conduct) Rules, 1964. It is clarified that this would include all forms of communication including through e-mails or public grievance portal etc.

4. Attention in this connection is also invited to the provisions of Rule 20 of CCS (Conduct) Rules, 1964 prohibiting Government servants from bringing outside influence in respect of matter pertaining to his service matter, representation by relatives of Government servants is also treated as outside influence as clarified vide MHA OM No. F.25/21/63-Estt.(A) dated 19.09.1963.

In view of the above, it is requested that the above instructions may please be brought to the notice of all concerned and necessary action may please be considered for initiation in case of any disregard of these above instructions.

GO (AN) has seen.

Copy to:

1 ✓ The OI/c  
OA Cell  
[Local]

- for uploading on PCDA (CC) website

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(S.K. Gupta)  
SAO (AN)

(S.K. Gupta)  
SAO (AN)