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AN/1A/1004/Misc.

Date: - 01/06/2017

To,
The Officer I/c
All Sub Office
All Sections in Main Officers

Sub: - Representation from Government servant on service matters-reg.

Ref: - HQrs Office letter No AN/XIII/13006/Vol-XXII dated 30/05/2017

It has been observed by the HQrs Office that certain Government servants are representing directly or through their relatives etc. on service matters to the Prime Minister, Minister, Secretary and other higher authorities.

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. Therefore, it is reiterated that as per DOP&T OM dearing F.No. 11013/08/2013-Estt.(A-III) dated 31/08/2015 "Such submission of representation directly to other authorities by-passing the prescribed channel of communication, has to be viewed seriously and appropriate disciplinary action should be tken against those who violate these instruction. 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 of public grievances portal etc."

4. In view of the above, all concerned authorities are requested to bring the existing instructions/rules to the notice of all concerned for strict adherence.

(Mohit Sharma)

GO (AN)