

भारत सरकार / Government of India
परमाणु ऊर्जा विभाग / Department of Atomic Energy
सचिवालय समन्वय अनुभाग / Secretariat Coordination Section

अणुशक्ति भवन / Anushakti Bhavan,
छत्रपति शिवाजी महाराज मार्ग / C.S.M. Marg,
मुंबई / Mumbai - 400 001
इ-मेल / Email: sectcord@dae.gov.in

No.GF/39-SCS/92390

Dated:04-09-2015

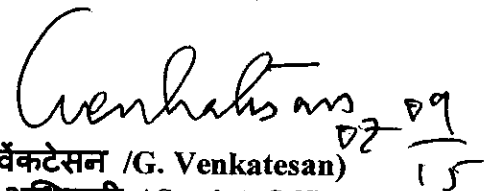
पृष्ठांकन / ENDORSEMENT

विषय /: Representation from Government servant on service
Subject: matters - reiteration of instructions - regarding.

उपरोक्त विषय पर कार्मिक एवं प्रशिक्षण विभाग, नई दिल्ली द्वारा प्राप्त दिनांक 31-08-2015 के कार्यालय ज्ञापन संख्या 11013/08/2013-Estt.(A-III) की एक प्रति सूचना एवं सख्त अनुपालन हेतु अग्रेषित है।

A copy of the Office Memorandum No.11013/08/2013-Estt.(A-III) dated 31-08-2015 received from Department of Personnel & Training, New Delhi on the captioned subject is forwarded for information and strict compliance.

संलग्न : यथोपरि / Encl.: As above


(जी. वेंकटेशन / G. Venkatesan)
अनुभाग अधिकारी / Section Officer
(022-22862661)

पञ्चवि के सभी संघटक इकाईयों / सार्वजनिक क्षेत्र के उपक्रमों / स्वायत्त संस्थानों के प्रशासनिक प्रधान।

All Administrative Heads of Constituent Units/PSUs/Autonomous Institutions of DAE.

प्रतिलिपि / Copy also to:

पञ्चवि के सभी अधिकारी एवं अनुभाग / All Officers & Sections in DAE Secretariat.

सचिव, स्टाफ साइड, पञ्चवि विभागीय परिषद् / Secretary, Staff Side, DAE Departmental Council.

गार्ड फाइल संख्या / Guard File No.GF/39.

F. No. 11013/08/2013-Estt.(A-III)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment A-III Desk

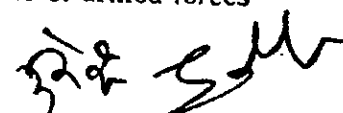
North Block, New Delhi
Dated August 31, 2015

OFFICE MEMORANDUM

**Subject: Representation from Government servant on service matters -
reiteration of instructions - regarding.**

The undersigned is directed to refer to O.M. of even number dated 6th June, 2013 wherein instructions have been issued on submission of representation by Government servants about their service matters. In spite of these instructions, it has been observed that Government servants including officers/ officials of para military forces and Army personnel continue to represent directly to the Prime Minister, Minister, Secretary (P) and other higher authorities, directly.

2. As per the 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 organisation.
3. Such submission of representations directly to other authorities by- passing the prescribed channel of communication, has to be viewed seriously and appropriate disciplinary action should 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 Central Civil Services (Conduct) Rules, 1964. It is clarified that this would include all forms of communication including through e-mails or public grievances portal etc.
4. Attention in this connection is also invited to the provision 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 servant is also treated as outside influence as clarified vide MHA OM No. F.25/21/63-Estt.(A) dated 19.09.1963
5. It is reiterated that these instructions may be brought to the notice of all Govt. servants including officers/ officials of para military forces and member of armed forces and action taken against those who violate these instructions.


(Mukesh Chaturvedi)
Director (E)
Telefax: 23093176

To

The Secretaries of All Ministries/Departments of Govt. of India
(as per the standard list)