परिपत्र

कार्मिक एवं प्रशिक्षण विभाग, कार्मिक, लोक शिक्षक और पेशावं मंचालय, भारत सरकार के पह.सं. 11013/08/2013-स्था.(A-III) दिनांक 31.08.2015 के द्वारा जारी सरकारी शासन के निर्देशों के अनुसार सरकारी कर्मचारी शिक्षकों के निवारण की मांग ऊँचत माध्यमों द्वारा प्रधानमंत्री, मंत्री, सचिव और अन्य उच्च अधिकारियों को सीधे न देते हुए उस कर्मचारी के निकटतम वरिष्ठ अधिकारी या उसके कार्यालय प्रमुख या इस मामले से निपटने के लिए सक्षम अधिकारी को सीधे अपने अभ्यवेदन प्रस्तुत कर सकते हैं।

सभी से अनुरोध है कि इस कार्यालय शासन का अनुपालन करें (प्रतिलिपि संलग्न)।

यह परिपत्र सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

संलग्नक:

1. कुलपति कार्यालय, म.गा.अं.हिन्दी, वर्षा
2. प्रतिकुलपति कार्यालय, म.गा.अं.हिन्दी, वर्षा
3. कुलसचिव कार्यालय, म.गा.अं.हिन्दी, वर्षा
4. वित्तसचिव कार्यालय, म.गा.अं.हिन्दी, वर्षा
5. सभी विद्यापीठ/विभाग/बैंक/केन्द्र/विभाग
6. लीला प्रभारी, विश्वविद्यालय के वेबसाइट पर अपलोड करने के लिए
7. गार्ड फाइल
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)