D.O. No. 2011-R/2014-CLL

Dated 17th August, 2015

Dear Secretary,

Of late, it has been observed that Government servants including officers/officials of para military forces and even army personnel are addressing communications on service matters and other issues directly to the Prime Minister/Prime Minister's Office, which is a violation of Conduct Rules.

2. As you are aware, instructions have been issued time and again regarding the proper channel for representations/communications to be made by Government servants on their service matters and other issues. As per these instructions, whenever, 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 as is competent to deal with the matter in the organisation. Adequate instructions are also available in the matter of submission of representation by Government servants and disposal of representations by the authorities concerned. As such, submission of representations directly to higher authorities by-passing the prescribed channel of communication is a violation of Conduct Rules and has to be viewed seriously.

3. I would request you to reiterate the instructions on the subject for strict compliance and appropriate action may be taken against those who violate such instructions.

With regards,

Yours sincerely,

(P. K. Sinha)

Shri B.P. Sharma
Secretary,
Deptt. of Health Research and DG, ICMR
New Delhi

FTS No. 20064/2015
Date 19/08/2015

DDG(ICMR)
S(HR)

Circulate to all staff

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03/09/2015

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