

Important Circular

No. AN/I/1023/Misc/2017  
Office of the CDA(Army)  
Meerut Cantt  
Dated : 17.08.2017

To,

1. All Section in Main Office
2. All Sub-Offices in the Organization
3. OA Cell(For uploading on Web Site)


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 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. Suitable guidelines in the matter have already been issued vide HQrs office letter No. AN/XIII/13700(4351)/2015 dated 2.09.2015.

3. Therefore, it is reiterated that as per DOP&T OM bearing F.No. 11013/08/2013-Estt.(A-III) dated 31.08.2015 **“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 CCS(Conduct) Rules, 1964. It is clarified that this would include all forms of communication including through e-mails or public grievances portal etc.”**

4. In view of above all officer-in-charge are requested to bring the existing instructions/ rules to the notice of all concerned for strict compliance.

  
(K.K. Ahuja)  
DCDA(AN)

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The OA Cell (Local) - For uploading on web site.

  
(Anil Rawat)  
SAO(AN)