



COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

No. 17(226)/97/E.II (HR-II)

Dated: 26.05.2014

OFFICE MEMORANDUM

**Sub: Representations from Council Servants on service matters -
req.**

Kind attention is invited to CSIR letters No. 17(226)/97-E. II dated 24.11.1997, 25/27.09.2002 and No. 17 (66)/94-PPS dated 23.05.2006 on the subject cited above whereby instructions were issued with regard to representations from Council employees on service matters.

2. Of late it has been observed that there is an increasing tendency on the part of some of the officers and members of staff at different levels to by-pass the prescribed channels of representation and write directly to the higher authorities ignoring the prescribed channels. Some of these representations are often forwarded through Members of Parliament in violation of Rule 20 of the CCS (Conduct) Rules, 1964. Existing instructions clearly provide that representations on service matters should be forwarded through proper channel. As such submission of representations directly to higher authorities by-passing the prescribed channel of communication, may be viewed seriously and appropriate disciplinary action may be taken against those who violate these instructions as it tantamount to act unbecoming of a Council Servant and thus violates the provisions of Rule 3 (1) (iii) of CCS (Conduct) Rules, 1964, as made applicable to Council employees.

3. It has also been observed that some of the Council employees are in the habit of sending copies of their representations to outside authorities, i.e. to those who are not directly concerned with the consideration thereof (e.g. Hon'ble Ministers, Secretaries of other Departments, Members of Parliament etc.). This is an undesirable activity, contrary to official propriety and tantamount to subversion of discipline.

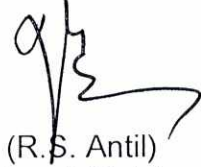
In this regard GoI, DoPT OM No. 11013/08/2013-Estt. (A) - III dated 06.06.2013 is being forwarded for information and compliance.

4. Insofar as redressal of grievances of Council employees is concerned, CSIR has its own well defined grievance redressal procedure. It is desirable to bring this procedure once again to the notice of all Council employees and advise them to desist from making direct representation on service matters to higher authorities without following the laid down process and without exhausting the remedies available at laboratory level.

Contd. P/2

5. It is requested that these instructions may be brought to the notice of all Council employees in your Laboratory/Institute.

This issues with the approval of Director General, CSIR.



(R.S. Antil)

Sr. Deputy Secretary (HR Admn.)

26-5-2014

The Directors/Heads
of all National Labs/Instts. of CSIR.

Copy to:

1. Sr. COAs/COAs/AOs of the Labs./Instts.
2. Sr. Dy. FAs/Dy. FAs/F&AOs of the Labs./Instts.
3. US to DG, CSIR.
4. US to JS (A), CSIR
5. PA to FA, CSIR.
6. PS to LA, CSIR.
7. PS to CVO, CSIR.
8. Heads - PPD/ISTAD/IPU/HRDG/HRDC/USD/ITD/RTI
9. Sr. DSs/DSs/USs at CSIR Hqrs./CSIR Complex.
10. Shri T. Mahesh Babu, Secretary Staff side, JCM, IICT, Uppal Road, Hyderabad-500007.
- ✓ 11. Head, IT Division, with the request to upload this OM on CSIR website.
12. Office copy.



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110001

सं.17 (226)/97/ई.II(एचआर-II)

दिनांक: 26 मई, 2014

कार्यालय ज्ञापन

विषय: सेवा मामलों से संबंधित परिषद के कर्मचारियों के अभ्यावेदन विषयक

उपर्युक्त विषयक सीएसआईआर के दिनांक 24.11.1997, 25/27.9.2002 के पत्र सं.17(226)/97-ई.II और दिनांक 23.5.2006 के पत्र सं.17(66)/94-पीपीएस की ओर ध्यान आकृष्ट किया जाता है जिनके द्वारा सेवा मामलों से संबंधित परिषद के कर्मचारियों के अभ्यावेदनों के बारे में अनुदेश जारी किए गए थे।

2. हाल ही में यह देखा गया है कि कुछ अधिकारियों एवं विभिन्न स्तरों के स्टॉफ सदस्यों में यह प्रवृत्ति बढ़ रही है कि वे अभ्यावेदनों के निर्धारित माध्यमों (चैनलों) की उपेक्षा करते हैं और इन निर्धारित चैनलों को नज़रअंदाज करते हुए उच्च प्राधिकारियों को सीधे लिखते हैं। इनमें से कुछ अभ्यावेदन सीसीएस (आचरण) नियमावली, 1964 के नियम 20 का उल्लंघन करते हुए अक्सर सांसदों के माध्यम से अग्रेषित कराए जाते हैं। मौजूदा अनुदेशों में यह स्पष्ट प्रावधान है कि सेवा मामलों से संबंधित अभ्यावेदन उचित माध्यम से ही अग्रेषित किए जाएं। अतः पत्र व्यवहार के निर्धारित माध्यमों की उपेक्षा कर उच्च प्राधिकारियों को अभ्यावेदन सीधे प्रस्तुत करने के कृत्य को गंभीरता से लिया जा सकता है और इन अनुदेशों का उल्लंघन करने वालों के विरुद्ध उपयुक्त अनुशासनात्मक कार्रवाई की जा सकती है क्योंकि यह कृत्य परिषद के कर्मचारी के आचरण के विरुद्ध कार्य करने के समान है और परिषद के कर्मचारियों पर लागू सीसीएस (आचरण) नियमावली, 1964 के नियम 3(1)(iii) के प्रावधानों का उल्लंघन है।


3. यह भी देखा गया है कि परिषद के कुछ कर्मचारी अपने अभ्यावेदनों की प्रतियां बाहरी प्राधिकारियों, अर्थात् उन्हें जिनका संबंध सीधे तौर पर इन अभ्यावेदनों पर विचार करने से नहीं है (उदाहरणार्थ माननीय मंत्रीगण, अन्य विभागों के सचिव, सांसद आदि) को भेजने के आदी हैं। यह गतिविधि अनुचित, शासकीय शिष्टाचार के विरुद्ध और अनुशासन भंग करने के समान है।

इस संबंध में भारत सरकार, प्रशिक्षण एवं कार्मिक विभाग (डीओपीटी) के दिनांक 06.06.2013 का कार्यालय ज्ञापन सं.11013/08/2013-स्था.(A)-III सूचना और अनुपालन हेतु अग्रेषित किया जा रहा है।

4. जहां तक परिषद के कर्मचारियों की शिकायतों के निवारण का संबंध है, सीएसआईआर की अपनी स्वयं की सुपरिभाषित शिकायत निवारक प्रक्रिया है। यह वांछनीय है कि इस प्रक्रिया को एकबार फिर परिषद के सभी कर्मचारियों के ध्यान में लाया जाए और उन्हें सलाह दी जाए कि वे निर्धारित प्रक्रिया का अनुपालन किए बिना और प्रयोगशाला स्तर पर उपलब्ध उपायों का उपयोग किए बिना सेवा मामलों के संबंध में उच्च प्राधिकारियों को सीधे अभ्यावेदन देने से परहेज़ करें।

5. अनुरोध है कि इन अनुदेशों को अपनी प्रयोगशाला/संस्थान के सभी कर्मचारियों के ध्यान में लाएं।

यह कार्यालय ज्ञापन महानिदेशक, सीएसआईआर के अनुमोदन से जारी किया गया है।


 (आर.एस. अन्तिल)
 वरिष्ठ उपसचिव (मा.सं.प्र.)

सीएसआईआर की सभी
राष्ट्रीय प्रयोगशालाओं/संस्थानों के निदेशक/प्रधान

प्रतिलिपि:

1. प्रयोगशालाओं/संस्थानों के वरिष्ठ प्रशासन नियंत्रक/प्रशासन नियंत्रक/प्रशासन अधिकारी
2. प्रयोगशालाओं/संस्थानों के वरिष्ठ उप वित्त सलाहकार/उप वित्त सलाहकार /वित्त एवं लेखाधिकारी
3. महानिदेशक, सीएसआईआर कार्यालय में अवर सचिव
4. संयुक्त सचिव (प्रशा.), सीएसआईआर कार्यालय में अवर सचिव
5. वित्त सलाहकार, सीएसआईआर की निजी सहायक
6. विधि सलाहकार, सीएसआईआर के निजी सचिव
7. मुख्य सतर्कता अधिकारी (सीवीओ), सीएसआईआर के निजी सचिव
8. प्रधान-पीपीडी/इस्टैड/आईपीयू/एचआरडीजी/एचआरडीसी/यूएसडी/आईटीडी/आरटीआई
9. सीएसआईआर मुख्यालय/सीएसआईआर कॉम्प्लेक्स के वरिष्ठ उप सचिव/उप सचिव/अवर सचिव
10. श्री टी. महेश बाबू, सचिव, स्टाफ साइड, जेसीएम, आईआईसीटी, उप्पल रोड, हैदराबाद-500007
11. प्रधान, आईटी डिवीजन- इस अनुरोध के साथ कि इस कार्यालय ज्ञापन को सीएसआईआर की वेबसाइट पर अपलोड करें।
12. कार्यालय प्रति

North Block, New Delhi
Dated the 6th June, 2013

OFFICE MEMORANDUM

Subject: Representation from Government servant on service matters.

The undersigned is directed to refer to the Ministry of Home Affairs OM No. 118/52-Ests. dated the 30th April, 1952, OM No. 25/34/68-Estt.(A) dated the 20th December, 1968 and this Department's OM No. 11013/07/1999-Estt.(A) dated the 1st November, 1999 (copies enclosed for ready reference) on the above mentioned subject. This Department is receiving a number of representations, on service matters, addressed to the Prime Minister/ Minister/ Secretary (P) and other officers directly from the Government servants.

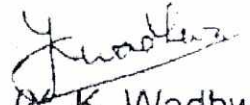
2. It has been envisaged in these instructions that whenever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redress of a grievance, the proper course for him is to address his immediate official superior, or the Head of his office, or such other authority at the lowest level as is competent to deal with the matter. Of late, it is observed that there is an increasing tendency on the part of officers at different levels to by-pass the prescribed channels of representation and write directly to the high functionaries totally ignoring the prescribed channels. The problem is more acute in large Departments where often very junior employees at clerical level address multiple representations to the Minister, Prime Minister and other functionaries. Apart from individual representations, the service unions have also developed a tendency to write to the Ministers and Prime Minister on individual grievance. Some of these representations are often forwarded through Members of Parliament, in violation of Rule 20 of the CCS (Conduct) Rule, 1964.

3. Existing instructions clearly provide that representations on service matters should be forwarded through proper channel. The stage at which an advance copy of the representation may be sent to higher authorities has also been indicated. In MHA O.M. No. 25/34/68-Estt.(A) dated 20.12.68 time limits for disposal of various types of representations have been prescribed. If it is anticipated that an appeal or petition cannot be disposed of within a month of its submission, an acknowledgement or interim reply should be sent to the individual within a month.

4. Thus adequate instructions are available in the matter of submission of representations by the Government servants and treatment of the representations by the authorities concerned. As such submission of representations directly to higher 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 as it can rightly be treated as an unbecoming conduct attracting the provisions of Rule 3 (1) (iii) of the CCS (Conduct) Rules, 1964.

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5. It is again reiterated that these instructions may be brought to the notice of all Govt. servants and appropriate disciplinary action may be taken against those who violate these instructions.


(R. K. Wadhwa)

Under Secretary to the Government of India

To

All Ministries/Departments of Govt. of India.

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. All Union Territory Administrations.
6. Lok Sabha/Rajya Sabha Secretariat.
7. All Officers and Sections in the Ministry of Personnel, Public Grievances & Pensions
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. NIC, DoP&T with the request to upload this O.M. on Department's web site
(OMs/Orders → Establishment → CCS (Conduct Rules)).

Representations from Government servants on service matters – advance copies.

Reference are frequently received in this Ministry enquiring whether the submission of advance copies of representations to higher authorities is permissible and as to the treatment that should be accorded to such copies. The matter has been carefully considered and the following instructions are issued for the guidance of all concerned.

2. Whenever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redress of a grievance, the proper course for him is to address his immediate superior official, or the Head of office, or such other authority at the lowest level as he is competent to deal with the matter. An appeal or representation to a higher authority must not be made unless the appropriate lower authority has already rejected the claim or refused relief or ignored or unduly delayed the disposal of the case. Representations to still higher authorities (e.g. those addressed to the President, the Government or to Hon'ble Minister) must be submitted through the proper channel (i.e. the Head of Office, etc. concerned). There will be no objection at that stage, but only at that stage to an advance copy of the representation being sent direct.

3. The treatment by the higher authorities of advance copies of representations so received should be governed by the following general principles –

(a) If the advance copy does not clearly show that all means of securing attention or redress from lower authorities have been duly tried and exhausted, the representation should be ignored or rejected summarily on that ground, the reasons being communicated briefly to the Government servants. If the Government servant persists in this prematurely addressing the higher authorities, suitable disciplinary action should be taken against him.

(b) If the advance copy shows clearly that all appropriate lower authorities have been duly addressed and exhausted, it should be examined to ascertain whether on the facts as stated, some grounds for interference or for further consideration, *prima facie* exist. Where no such grounds appear, the representation may be ignored or summarily rejected, the reasons being communicated briefly to the Government servant.

(c) Even where some grounds for interference or further consideration appear to exist, the appropriate lower authority should be asked, within a reasonable time, to forward the original representation, with its report and comments on the points urged. There is ordinarily no justification for the passing of any orders on any representation without thus ascertaining the comments of the appropriate lower authority.

4. Some Government servants are in the habit of sending copies of their representations also to outside authorities, i.e. authorities who are not directly concerned with the consideration thereof (e.g. other Honorable Minister, Secretary, Members of Parliament, etc.) This is a most objectionable practice, contrary to official propriety and subversive of good discipline and all Government servants are expected scrupulously to eschew it.

Copy of the Office Memorandum No. 25/34/68-Estt.(A) Dated 20.12.1968

Representations from Government servants on service matters – Treatment of

Reference is invited to the Ministry of Home Affairs Office Memorandum No. 118/52-Ests. Dated the 30th April, 1952 on the subject mentioned above (copy enclosed for ready reference). It has been brought to the notice of the Ministry of Home Affairs that undue delay occurs very often in the disposal of representations from Government servants in regard to matters connected with the service rights or conditions which causes hardship to the individuals concerned.

2. The representations from Government servants on service matters may be broadly classified as follows :-

- (1) Representations/complaints regarding non-payment of salary/allowances or other dues.
- (2) Representations on other service matters;
- (3) Representations against the orders of the immediate superior authority; and
- (4) Appeals and petitions under statutory rules and orders (e.g. Classification Control and Appeal Rules and the petition Instructions).

3. In regard to representations of the type mentioned at (1) and (2) above, if the individual has not received a reply thereto within a month of its submission, he could address or ask for an interview with the next higher officer for redress of his grievances. Such superior officer should immediately send for the papers and take such action as may be called for, without delay

4. Representations of the type mentioned at (3) above, would be made generally only in cases where there is no provision under the statutory rules or orders for making appeals or petitions. Such representations also should be dealt with as expeditiously as possible. The provisions of the preceding paragraph would apply to such representations also, but not to later representations made by the same Government servant on the same subject after his earlier representation has been disposed off appropriately.

5. In regard to the representations of the type mentioned at (4) above, although the relevant rules or orders do not prescribe a time limit for disposing of appeals and petitions by the competent authority, it should be ensured that all such appeals and petitions receive prompt attention and are disposed within a reasonable time. If it is anticipated that an appeal or a petition cannot be disposed of within a month of its submission, an acknowledgement or an interim reply should be sent to the individual within a month.

6. The instructions contained in paragraph 2 of this Ministry's Office Memorandum No. 118/52-Ests. Dated the 30th April, 1952, will stand modified to the extent indicated in the paragraphs 3, 4 and 5 above.

New Delhi, dated the 1st November 1969.

OFFICE MEMORANDUM

Subject: Representation from Government servants on service matters.

The undersigned is directed to refer to the Ministry of Home Affairs O.M. No. 118/52-Ests. dated 30th April, 1952 on the subject mentioned above (copy enclosed for ready reference).

2. It has been envisaged in these instructions that whenever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redress of a grievance, the proper course for him is to address his immediate official superior, or the Head of his office, or such other authority at the lowest level as he is competent to deal with the matter. Of late, it is observed that there has been a tendency on the part of officers at different levels to by-pass the prescribed channels of representation and write directly to the high functionaries totally ignoring the prescribed channels. The problem is more acute in large Departments where often very junior employees at clerical level address multiple representations to the Minister, Prime Minister and other functionaries. Apart from individual representations, the service unions have also developed a tendency to write to the Ministers and Prime Minister on individual grievances. Some of these representations are often forwarded through Members of Parliament, in violation of Rule 20 of the CCS (Conduct) Rules, 1964.

3. Existing instructions clearly provide that representations on service matters should be forwarded through proper channel. The stage at which an advance copy of the representation may be sent to higher authorities has also been indicated. In MHA O.M. No. 25/34/68-Estt. (A) dated 20.12.68 - (copy enclosed) time limits for disposal of various types of representations have been prescribed. If it is anticipated that an appeal or petition cannot be disposed of within a month of its submission, an acknowledgement or interim reply should be sent to the individual within a month.

4. Thus adequate instructions are available in the matter of submission of representations by the Government servants and treatment of the representations by the authorities concerned. As such submission of representations directly to higher 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 as it can rightly

be treated as an unbecoming conduct attracting the provisions of Rule 3 (1) (iii) of the CCS (Conduct) Rules, 1964.

5. It is requested that these instructions may be brought to the notice of all Govt. servants and appropriate disciplinary action may be taken against those who violate these instructions.



(T.O. Thomas) —

Deputy Secretary to the Government of India

To

All Ministries/Departments of the Govt. of India.

Copy to:

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2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. All Union Territory Administrations.
6. Lok Sabha/Rajya Sabha Secretariat.
7. All Officers and Sections in the Ministry of Personnel, Public Grievances & Pensions & ~~MHA~~.
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions & ~~MHA~~.



(T.O. Thomas) —

Deputy Secretary to the Government of India