



सां/No.: 5-1(213)/2014-PD

दिनांक/Dated: 24.02.2021

सेवा में / To : सी.एस.आई.आर के सभी राष्ट्रीय प्रयोगशालों/संस्थाओं/इकाईयों के निदेशक/प्रमुख
The Directors/Heads of all National Labs./Instts./Units of CSIR

विषय/Sub: Instructions regarding conduct by CSIR Officials.

महोदय/Sir / महोदया/Madam,

It has been observed by the DG, CSIR that certain Council Officers including Common Cadre Officers are avoiding performing their regular assigned duties on excuses that they have been assigned certain confidential tasks/assignments from CSIR HQ. Though a few Fact Finding Committees have been constituted by the competent authority which includes some officers as members, copies of such orders have been endorsed to the Directors of the respective Labs./Institutes requesting them to allow such officers to perform their duties in the concerned Committee. It is reiterated that any assignment given to any officer by an authority in CSIR Hqs. must, therefore, be backed with a formal approval of the competent authority and must be endorsed to his/her reporting officer requesting to allow such officer to perform his/her duties, so that not only the assigned task is performed with due diligence, sincerity and authority, but without any hindrance.

It has also come to the notice of the competent authority that certain CSIR Staff/Officers are using Social Media like Facebook, Twitter and WhatsApp etc. to criticize the Government / CSIR. Criticism of Government, through any electronic media or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, is not only a violation of the conduct rules but also maligns the image of CSIR / Government. Though there are existing instructions in this regard, it is emphasised that CSIR Staff/Officers found criticizing CSIR or its Labs/Institutes or Government or any of its schemes/projects, etc. will be viewed seriously and departmental action will be initiated against them.

Further, it has been observed that inspite of several instructions being issued, there is an increasing tendency on the part of Council officials at different levels to by-pass the prescribed channels of representation and write directly to the high functionaries of CSIR (i.e., President- CSIR, VP-CSIR, DG, JS(A), FA, CVO, etc.) totally ignoring the prescribed channels and due procedure. This not only consumes the time and resources of the higher authorities, but also consumes the time and resources of the various functionaries in CSIR Hqs.

Contd...

These practices have been viewed seriously by the DG, CSIR and such practices shall not be tolerated and appropriate disciplinary proceedings may be initiated against the erring official. It is further stated that no action shall be taken on such direct emails / representations and the same would be filed, unless it has been received with comments from the Lab./Institute from the official email account.

It is requested that these instructions may be brought to the notice of all council employees in your Lab./Instt.

भवदीय / Yours faithfully,



(K.R. Vaidheeswaran)
Joint Secretary (Admn.)

copies of some of the earlier circulars issued on the subject by CSIR are enclosed

1. CSIR letter No. 17(226)/97-E.II dated 24.11.1997, & 26.05.2014
2. CSIR letter No. 17(66)/94-PPS dated 23.05.2006
3. CSIR letter No. 5-1(17)/2008-PD dated 26/27.08.2010, 14.06.2013, & 24.08.2015
4. CSIR letter No. 5-1(213)/2014-PD dated 02.11.2020

For information and compliance

प्रतिलिपि/Copy to:

- 1) Sr. PPS to DG, CSIR
- 2) प्रमुख, आईटी डिवीजन - इस सर्कुलर पत्र को वेबसाइट और नीति रिपोजिटरी पर उपलब्ध कराने के अनुरोध के साथ / Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
- 3) कार्यालय प्रति/Office copy

17 (226) / 97-E.II

Dated

24.11.1997

From

संयुक्त सचिव (प्रशासन)
nt Secretary (Admin.)

To

Heads of all the
National Labs./Institts.

Subj: Representations from Council employees on service matters.

Sir,

I am directed to invite your kind attention to the provisions under Rule-20 of the CCS (Conduct) Rules 1964 as made applicable to the Council employees, according to which no employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service.

Instructions have also subsequently been issued by the GOI/CSIR from time to time that whenever, in any matter connected with his service rights or conditions, an employee 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. No appeal or representation to a higher authority must 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 President or Vice-President must not be made unless all means of securing attention or redress from lower authority have been exhausted, and even in such cases the representations must be submitted through the proper channel.

It has been observed that inspite of reiteration of the above instructions time and again, representations continue to be addressed by the employees to the DG, CSIR and other higher authorities. This is not only undesirable but also contrary to official propriety and subversive of discipline constituting breach of Rule 20 of the CCS (Conduct) Rules referred to above.

Contd....P.2/-...

Oba

It is requested that the above instructions may again be brought to the notice of all the employees of your Labs./Instts. for their information/guidance and strict observance. Any breach of these rules/instructions shall be viewed very seriously and the employee concerned shall render themselves liable for disciplinary action under the relevant per rules.

Yours faithfully,

B.S. Gaira

(B.S. Gaira)

Deputy Secretary

Copy to:

1. All Heads of Divisions/Sections in CSIR Hqrs./CSIR Complex.



(3)

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 -
reg.**

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.

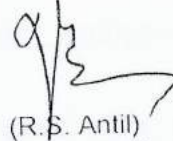
In this regard GoI, DoPT OM No. 11013/08/2013-Estt. (A) - III dated 06.06.2013 is being forwarded for information and compliance.

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 नज़रअंदाज़ 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।

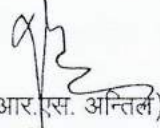
3. यह भी देखा गया है कि परिषद के कुछ कर्मचारी अपने अभ्यावेदनों की प्रतियां बाहरी प्राधिकारियों, अर्थात् उन्हें जिनका संबंध सीधे तौर पर इन अभ्यावेदनों पर विचार करने से नहीं है (उदाहरणार्थ माननीय मंत्रीगण, अन्य विभागों के सचिव, सांसद आदि) को भेजने के आदी हैं। यह गतिविधि अनुचित, शासकीय शिष्टाचार के विरुद्ध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

7

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.

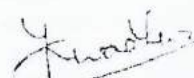
4. Thus adequate instructions are available in the matter of submission of representations by the Government servants and treatment of the representations by the authorities concerned. As such submission of representations directly to higher authorities by-passing the prescribed channel of communication, 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.

.....2/

8

-2-

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.


(Y. 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. NHC, DoP&T with the request to upload this O.M. on Department's web site
(OMs/Orders → Establishment → CCS (Conduct Rules)).

Copy of the Office Memorandum No. 118/52-Ests. Dated 30th April, 1952

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.

10
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.

11

New Delhi, dated the 1st November 1966.

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.

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:

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 & ~~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

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



17(66)/94-PPS

23.05.2006

No. _____

Dated _____

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Directors/ Heads of all National Labs /Instts. *सी. एस. आई. आर. C.S.I.R.*



Sub: Representations from Council employees on service matters.

Sir,

I am directed to invite your kind attention to this office Circular letter No.17(226)/97-EH dated 24.11.1997 (copy enclosed) on the above subject and to state that it has been observed that in spite of these instructions, representations (including advance copies) are being sent by the employees addressed to the Hon'ble President/VP, CSIR, DG, CSIR and other higher authorities directly. The competent authority has therefore, desired that the contents of CSIR Circular dated 24.11.1997 may be brought to the notice of all employees which inter-alia reads as under:

"No appeal or representation to a higher authority must 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. Representation to still higher authorities must not be made unless all means of securing attention or redress from lower authority have been exhausted and even in such cases the representation must be submitted through proper channel".

The above instructions may kindly be brought to the notice of all the employees of your Lab./Instt. for information, guidance and strict observance. Any representation received directly from the employees of the Lab./Instt. will therefore not be entertained.

Yours faithfully,

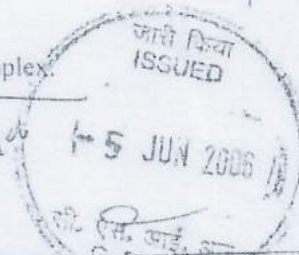
Sushil Kumar

(Sushil Kumar)
Deputy Secretary



Copy to:

1. COAs /AOs of Labs/Instts.
2. Chief Vigilance Officer, CSIR
3. LA, CSIR
4. Staff Officer to DG, CSIR
5. PS to FA, CSIR
6. All Dy. Secretaries/Under Secretaries at CSIR Hqrs./CSIR Complex.



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली-110001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



No. 5-1(17)/2008-PD

Dated 26.08.2010

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To,

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

Sir,

I am directed to forward herewith the following Office Memorandums issued by Government of India for information, guidance and compliance:-

महोदय/Sir,

मुझे भारत सरकार के कार्यालय ज्ञापन आपकी सूचना, अनुपालन एवं आवश्यक कार्रवाई हेतु अग्रेषित करने का निदेश हुआ है।

S. No	Govt. of India OM No. & date.	Subject
1.	DoPT Order No. 11013/4/2010-Estt.(A) dated 19 th April, 2010.	Central Civil Services (Conduct) Rules, 1974 - Submission of representations by Government servants-instructions regarding.
2.	DoPT OM No. 8/2/2010-IR dated 27 th April, 2010.	Disclosure of third party information under the RTI Act, 2005.
3.	MoF OM No. 19030/3/2008-E.IV dated 8 th June, 2010.	Travelling Allowance Rules- Implementation of the recommendations of the 6 th CPC.
4.	DoPT OM No. 6/8/2009-Estt.(Payll) dated 17 th June, 2010.	Transfer on deputation/foreign service of Central Government employees to ex-cadre posts under the Central Government/State Govts./Public Sector Undertakings/Autonomous Bodies, etc. and vice-versa- Regulation of Pay, Deputation(Duty) Allowance etc.

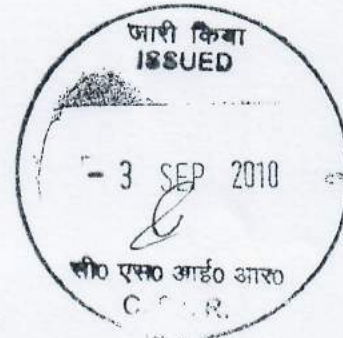
Yours faithfully

(A.K. Mukherjee)
Deputy Secretary

Encl: As above.

Copy to:

1. Sr. COA/COA/AO of all Labs/Instts.,
2. Sr. Dy. FA/Dy. FA/F&AO of all Labs./Instts.
3. PS to DG, CSIR
4. PS to JS (Admn.)
5. PA to FA, CSIR
6. PS to CVO, CSIR
7. Legal Adviser, CSIR
8. Head, URDIP/IPMD/HRDC/PPD/ISTAD/USD/HRDG.
9. Under Secretary (CO)/Deputy Secretary (Complex)
10. All Dy. Secretaries/Under Secretaries in CSIR Hqrs. & CSIR Complex
11. Head, RAB, CSIR Complex, Pusa, New Delhi
12. Secretary, JCM (Staff Side), Indian Institute of Chemical Technology, Uppal Road, Hyderabad-5000 07 (Andhra Pradesh).
13. Head, IT Division with the request to make this circular available on the website.



④ 5
① 5

F.No.11013/4/2010-Estt. (A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block,
New Delhi,
Dated the 19th April, 2010

OFFICE MEMORANDUM

Subject: Central Civil Services (Conduct) Rules, 1974 – Submission of representations by Government servants – instructions regarding.

The undersigned is directed to refer to this Department's O.M. No. 11013/7/99-Estt. (A) dated 01.11.1999 on the abovementioned subject which indicates that the categories of representations from Government servants on service matters have been broadly identified as follows :-

- (i) Representations/complaints regarding non-payment of salary/ allowances or other issues.
- (ii) Representations on other service matters.
- (iii) Representations against the orders of the immediate official superior authority; and
- (iv) Appeals and petitions under statutory rules and orders (such as Central Civil Services (Classification, Control and Appeal) Rules, 1965 and the petition instructions.

(Apart from the above, sometimes, Government servants also submit advance copy of their representations to the authorities higher than the appropriate/Competent Authority.)

2. Necessary guidelines to deal with such representations are contained in the aforesaid O.M. which are to be followed by the administrative authorities. However, it is observed that some officials resort to the practice of sending repeated representations on the same issue which involves repeated examination of the same issue and bogs down the official machinery to the detriment of consideration of more important and time-bound issues. The matter has been considered by this Department. It needs to be emphasized that Government servants should desist from

making frequent and numerous representations on the same issue. The second representation on the same issue will be examined only if it contains any fresh points regarding new developments or facts having a bearing on the issue. It has been decided that when representations have already been considered and replied, further representations exceeding two on the same issue will henceforth be ignored. A Government servant may make a representation to an authority higher than the lowest competent authority only when he is able to establish that all the points or submissions made therein have not been fully and properly considered by his immediate official superior, or the Head of Office concerned or such other authority at the lowest level competent to deal with the matter. Government servants should desist from prematurely addressing the higher authorities.

3. All the Ministries/Departments are requested to bring the above guidelines for the notice of all concerned for information and compliance.

A. Balaram

(A. BALARAM)

Under Secretary to the Government of India

All Ministries/Departments of the Government of India.

Copy forwarded to

1. Comptroller and Auditor General of India, New Delhi
2. Lok Sabha Secretariat/Rajya Sabha Secretariat/Ministry of Parliamentary Affairs.
3. Union Public Service Commission, New Delhi.
4. President's Secretariat/Vice-President's Secretariat/ Prime Minister's Office.
5. Election Commission of India, New Delhi.
6. Central Vigilance Commission, New Delhi.
7. Staff Selection Commission, New Delhi.
8. Central Bureau of Investigation, New Delhi.
9. Chief Secretaries of all State Governments/Union Territory Administrations.
10. All Attached and Subordinate Offices of the Ministry of Personnel, Public Grievances and Pensions.
11. All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions.
12. NIC (DOPT) with the request that this O.M. may be placed on the Department's website (www.persmin.nic.in).
(100 spare copies).

A. Balaram

(A. BALARAM)

Under Secretary to the Government of India

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली-110001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-10001



17

No. 5-1(17)/08-PD

Dated: 14.06.2013

From

संयुक्त सचिव (प्रशासन)

Joint Secretary (Admn.)

To,

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

महोदय/Sir,

मुझे भारत सरकार के कार्यालय ज्ञापन आपकी सूचना, अनुपालन एवं आवश्यक कार्रवाई हेतु अग्रप्रेषित करने का निदेश हुआ है।

I am directed to forward herewith the following Office Memoranda issued by Government of India for information, guidance and compliance:-

S.No	Govt. of India, DoPT, OM/ Instructions No. & date.	Subject
(1)	(2)	(3)
1.	DoPT OM No. 36033/ 1/ 2013-Estt. (Res.) dated 27 th May, 2013.	Revision of income criteria to exclude socially advanced persons / sections (Creamy Layer) from the purview of reservation for Other Backward Classes (OBCs)-reg.
2.	DoPT OM No. 11013/08/2013-Estt.(A)-III dated 6 th June, 2013.	Representation from Government servant on service matters.
3.	DoPT instructions No. 12/5/2013-JCA-2 dated 11 th June, 2013.	Holidays to be observed in Central Government Offices during the year 2014.

भवदीय

Yours faithfully

D. Vijayalakshmi

(डी.विजयालक्ष्मी)

(D. Vijayalakshmi)

उप सचिव

Deputy Secretary

Copy to:

- ✓ 1. Head, IT Division with the request to make this circular available on the website & Policy Repository.
2. Office copy

18

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

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.

6/19

-2-

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.

K. K. Wadhwa
(K. 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)).

(20)

(C)

Copy of the Office Memorandum No. 118/52-Ests. Dated 30th April, 1952

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 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 Government servants are expected scrupulously to eschew it.

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 generatly 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.



22

स./ No.5-1(17)/2008-PD

दिनांक/Dated: 24-08-2015

प्रेषक / From:

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To :

The Directors / Heads of all
National Labs./Instts. of CSIR
Hqrs./Complex/Centres/Units

महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार के मंत्रिमंडल सचिव द्वारा उपरोक्त विषय पर दिनांक 17 अगस्त 2015 को जारी किए गए अर्ध शासकीय पत्र 501/1/4/2014-CA.V को जानकारी, मार्गदर्शन और अनुपालन के लिए अद्योषित करने का निदेश हुआ है।

I am directed to forward herewith DO letter No. 501/1/4/2014-CA.V dated 17th August, 2015 from the Cabinet Secretary, Govt.of India on the above subject for information, guidance and compliance.

भवदीय/Yours faithfully

(विनोद कुमार / Vinod Kumar)

अवर सचिव (नीति प्रभाग) / US (Policy Division)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- 1) Head, IT Division with the request to make this OM available on the website & Policy Repository.
- 2) कार्यालय प्रति/Office copy

23
प्रदीप कुमार सिन्हा
PRADEEP K. SINHA



मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

DO No. 501/1/4/2014-CA.V



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)

Prof. K. Vijayraghvan
Secretary,
Deptt. of Scientific & Industrial Research
New Delhi

20.8
JS (A): 1 Pl send to all Labs
2. Please enforce these
instructions in letter and
spirit
HDL
19/8/15

Cabinet Secretariat, Rashtrapati Bhavan, New Delhi-110004
Tel: 011-23016596, 23011241 Fax: 011-23018638 E-mail: cabinetsec@nic.in



24

स./ No. 5-1(213)/2014-PD

दिनांक/Dated: 02.11.2020

प्रेषक / From: संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To : The Directors / Heads of all
National Labs./Instts. of CSIR
Hqrs./Complex/Centres/Units

विषय/Sub : Communication to the Press and direct correspondence with higher dignitaries - req.

महोदय/Sir/ महोदया/Madam,

It has come to the notice that inspite of several instructions issued on the subject cited above, some officials of CSIR are sending internal information to the Press unauthorisedly without approval of the Competent Authority. It is also observed that there is an increasing tendency on the part of Council officials at different levels to by-pass the prescribed channels of representation and write directly to the high functionaries of CSIR (i.e the President, CSIR, VP, CSIR, DG, JS(A), FA, CVO etc.) totally ignoring the prescribed channels and due procedure.

These practices have been viewed seriously by the Director General, CSIR. Therefore, all CSIR officials are again advised to adhere to the existing instructions on the subject issued from time to time by Govt. of India / CSIR. Violation of these instructions / guidelines may attract initiation of appropriate disciplinary proceedings.

It is again reiterated that these instructions may be brought to the notice of all Council servants for information, guidance and strict compliance.

भवदीय/Yours faithfully,

(बी.के.सिंह / B.K.Singh)

उप सचिव/ Deputy Secretary
(नीति प्रभाग/ Policy Division)

प्रतिलिपि/Copy to:

1. DS to DG, CSIR
2. PS to JS(Admin), CSIR
3. PS to CVO
4. PS to FA(CSIR)
5. Sr.CO/COA/AO of all CSIR Labs/Instts.
6. Head, IT Division - with the request to upload this letter on the CSIR website & Policy Repository
7. कार्यालय प्रति/Office copy.