



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 अग्रेषित 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

प्रदीप कुमार सिन्हा
PRADEEP K. SINHA



सत्यमेव जयते



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



कार्यालय सचिव सी. एस. आई. आर.
डी. एस. आई. आर.
पत्र डायरी नं. 2676
फाइल नंबर सी. एस. आई. आर. 20-08-15
दिनांक 20-08-15

Handwritten notes and signatures:
- '20-08-15' (date)
- 'USC(PD)' (signature)
- '21/8/15' (date)
- '21/8' (date)
- 'S.A.(PD)' (signature)
- '21/8' (date)

Cabinet Secretariat, Rashtrapati Bhavan, New Delhi-110004

Tel: 011-23016696, 23011241 Fax: 011-23018638 E-mail: cabinetsec@nic.in

20-8

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