

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, 2 RAFI MARG, NEW DELHI-110001

OFFICE MEMORANDUM

No. 3/4/2019-E-I

Dated: 02.07.2026

Subject: Representations related to transfer and service matters of Section Officers and Assistant Section Officers selected through CASE-2023-reg.

A large number of representations are being received at CSIR Headquarters from Section Officers (SOs) and Assistant Section Officers (ASOs) recruited through the Combined Administrative Service Examination (CASE-2023), seeking inter-laboratory transfers. It has further been noticed that, in several cases, the officials concerned have approached higher authorities directly, including Hon'ble Ministers, Hon'ble Members of Parliament and other authorities outside the prescribed official channel, seeking consideration of their transfer requests.

2. CSIR is a PAN-India organization having a network of Laboratories/Institutes/Units spread across the country. The recruitment and posting of SOs and ASOs under CASE-2023 were undertaken after careful assessment of the functional and administrative requirements of various CSIR Laboratories/Institutes. Accordingly, the posting were made in the organizational interest and to meet the manpower requirements of the respective establishments.

3. Keeping in view the administrative and functional requirements of CSIR and considering the large number of requests being received for inter-laboratory transfers, the Competent Authority has reviewed the matter and decided that requests for inter-laboratory transfer from SOs and ASOs recruited through CASE-2023 shall be considered only after completion of five years from the date of their initial appointment under CASE-2023.

4. Attention is also invited to Rule 20 of the Central Civil Services (Conduct) Rules, 1964, as applicable to CSIR employees, which stipulates that no Government servant 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 under the Government.

5. CSIR has also issued instructions from time to time emphasizing that all Council Servants should submit their representations relating to service matters through the prescribed official channel and that employees should refrain from approaching higher authorities, Hon'ble Ministers, Hon'ble Members of Parliament or any other authority for redressal of service-related grievances (copies enclosed).

6. The Competent Authority has viewed the matter with serious concern. All concerned officers are, therefore, advised to strictly desist from approaching higher authorities directly or seeking the intervention of Hon'ble Ministers, Members of Parliament, political authorities or any other outside authority in matters relating to their service conditions and transfer & posting.

7. Any attempt to seek consideration of service-related matters through outside influence or through channels other than those prescribed may be construed as a violation of the provisions of the CCS (Conduct) Rules, 1964 and other instructions issued by CSIR from time to time. Such instances shall be viewed seriously and may attract appropriate disciplinary action under the relevant rules.

8. The contents of this Office Memorandum may be noted by the concerned staff of CSIR Laboratories/Institutes/Units for strict compliance

This issues with the approval of the Competent Authority.


02/07/26
(Sunil Kumar)
Deputy Secretary

Copy to:-

1. The Directors/Heads of all CSIR National Labs./Hqrs./Units
2. Heads – HRDG/HRDC/IPU/URDIP/TKDL
3. Office of DG, CSIR
4. Office of AS&FA. CSIR
5. Office of JS(Admn.). CSIR
6. Office of CVO.CSIR
7. Office of LA. CSIR
8. Sr. DS/Sr.CoA/DS/CoA/US/AO of all CSIR labs/institts/CSIR HQ/Centre/units
9. CSIR Website.
10. Office copy.



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- 110 001



सा०/No. : 5-1(213)/2014-PD

दिनांक/Dated: 23.12.2022

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

सेवा में / To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

विषय/ Sub : Representation from Government servants on service matters – reg.

महोदया/Madam / महोदय/Sir,

मुझे, उपरोक्त विषय पर भारत सरकार, कर्मिक, लोक शिकायत और पेंशन मंत्रालय, कर्मिक और प्रशिक्षण विभाग के दिनांक 23.09.2022 के कार्यालय ज्ञापन सं DOPT-1667545596919 को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रहित करने का निदेश हुआ है।

I am directed to forward herewith the Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training, Office Memorandum No. DOPT-1667545596919 dated 23.09.2022 on the above mentioned subject for your information, guidance and compliance.

भवदीय/Yours faithfully,

Digitally signed by ARUN
MANIKANDA BHARATHI M

अवर सचिव (नीति प्रभाग)/ Under Secretary (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- 1) सी.एस.आई.आर. वेबसाइट/ CSIR Website
- 2) कार्यालय प्रति/Office copy.

No.DOPT-1667545596919
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
ESTT.(Estt. A-III)

(Dated 23 September, 2022)

OFFICE MEMORANDUM

Representation from Government servants on service matters

Department of Personnel and Training has issued various instructions from time on redressal of grievances filed by Government servant on service matters. These instructions are broadly categorized as under:

-) Representation from Government servant on service matters
-) Redressal of grievances – Recourse to courts of law by Government servant

2. All these instructions issued till date have been consolidated under easily comprehensible headings for reference and guidance of all the concerned.

Part-A: Representation from Government servant on service matters

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 the Head of Office, or such other authority at the appropriate level who is competent to deal with the matter in the organization.

OM No: No. 118/52-Ests. Dated: 30/4/1952

OM No: F. No. 11013/08/2013-Estt(A-III) Dated: 31/8/2015

❖ Action by the authorities on the representations from Government servants on service matters:-

Sl. No.	Type of representation/ grievance	Action by the authorities

1.	<p>(i) Representations/complaints regarding non-payment of salary/allowances other dues.</p> <p>(ii) Representations on other service matters.</p>	<p>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.</p>
(2)	<p>Representations against the orders of the immediate superior authority</p>	<p>These types of representations 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 Sl. No. 1 above 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.</p>
(3)	<p>Appeals and petitions under statutory rules and orders (e.g. Classification, Control and Appeal Rules and the petition instructions)</p>	<p>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.</p>

OM No: No. 25/34/68-Estt (A) Dated: 20/12/1968

❖ **Representations directly to the higher authorities by-passing the prescribed channel of communication-**

(a) 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) Rules, 1964.

OM No: No. 11013/7/99-Estt. A Dated: 1/11/1999

OM No: No.11013/08/2013-Estt.(A)-III Dated: 6/6/2013

(b) DoPT is also receiving a number of representations on service matters addressed to Prime Minister/ Minister/ Secretary (P) and other higher authorities/officers directly from the Government servants including the officers/ officials of para military forces and Army personnel.

OM No: No.11013/08/2013-Estt.(A)-III Dated: 6/6/2013

OM No: F. No. 11013/08/2013-Estt(A-III) Dated: 31/8/2015

(c) In view of adequate instructions being available in the matter of submission of representations by the Government servants and treatment of the representations by the authorities concerned, 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 clarified that this would include all forms of communications including through e-mails or public grievances portal etc.

OM No: No. 11013/7/99-Estt. A Dated: 1/11/1999

OM No: No.11013/08/2013-Estt.(A)-III Dated: 6/6/2013

OM No: F. No. 11013/08/2013-Estt(A-III) Dated: 31/8/2015

❖ **Treatment 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.

OM No: No. 118/52-Ests. Dated: 30/4/1952

❖ **Representation from the relatives of Government servant**

Relatives of a Government servant sometimes make representations concerning service matters affecting the Government servant. This is done in some cases in the hope of reviving a representation which the Government servant had himself made and which had been turned down. In some cases, this procedure is resorted to in order to get round the requirement that the Government servant should submit his representation through his official superiors. The practice is obviously undesirable, and should be strongly discouraged. It has accordingly been decided that no notice should be taken of a representation on service matters submitted by a relative of a Government servant. The only exceptions may be cases in which because of the death or physical disability, etc. of the Government servant, it is impossible for the Government servant himself to submit a representation.

OM No: 25/21/63-Ests.(A) Dated: 19/9/1963

❖ **Disciplinary Action on violation of these instructions**

Appropriate disciplinary action may be taken against those who violate these instructions.

OM No: No. 11013/7/99-Estt. A Dated: 1/11/1999

OM No: No.11013/08/2013-Estt.(A)-III Dated: 6/6/2013

Part-B: Redressal of grievances – recourse of courts of law by Government servant

(a) Government servants seeking redress of their grievances arising out of their employment or conditions of service should, in their own interest and also consistently with official propriety and discipline, first exhaust the normal official channel of redress before they take the issue to a court of Law.

(b) Where, however, permission to sue Government in a court of Law for the redress of such grievances is asked for by any Government servant either before exhausting the normal official channels of redress or after exhausting them, he may be informed that such permission is not necessary.

OM No: No. 25/3/59-Ests. (A) Dated: 21/4/1959

OM No: No. 25/29/63-Ests-(A) Dated: 26/11/1963

Note: In case any reference to the relevant OM is required, the same may be accessed by clicking on the hyperlink or from the DOPT's website.



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



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 sent to all labs
2. Please enforce these instructions in letter and spirit
KBC
19/8/15

2676
20-08-15
Mr. Divya 7/7/15
US (PD)
21.8.15
298 S. D. (PD)
S. D. (PD)
20



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.

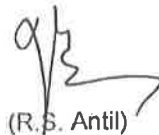
In this regard GoI, DoPT OM No. 11013/08/2013-Estt. (A) - III dated 06.06.2013 is being forwarded for information and compliance.

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 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 परहेज 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/इस्टेड/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 रोड़, हैदराबाद-500007
11. प्रधान, आईटी डिवीजन- इस अनुरोध के साथ कि इस कार्यालय ज्ञापन को सीएसआईआर की वेबसाइट पर अपलोड करें।
12. कार्यालय प्रति