

No.6/47/2015-PER/2056
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat, Daman – 396 220
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Dated : 23/ 10 / 2015

CIRCULAR

**Subject: Representation from Government Servant on service matters
– reiteration of instructions – regarding.**

Cabinet Secretary, Govt. of India has observed that communications are being addressed by Government Servants directly to the Prime Minister / Prime Minister's Office, Minister, Secretary (P) and other higher authorities, directly on service matters and other issues, which is a violation of Conduct Rules.

2. DoPT vide O.M. dated 06th June, 2013 [**Copy annexed**] issued instructions on submission of representation by Government servants about their service matters. As per the existing instructions, wherever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redressal of a grievance, **the proper course for him is to address his immediate official superior, or Head of his office, or such other authority at the appropriate level who is competent to deal with the matter in the organization.**
3. Such submission of representations directly to other authorities by-passing the prescribed channel of communication, has to be viewed seriously and appropriate disciplinary action should be taken against those who violate these instructions. This can rightly be treated as an unbecoming conduct attracting the provisions of Rule 3 (1) (iii) of the Central Civil Services (Conduct) Rules, 1964. DoPT vide O.M. dated 31st August, 2015 [**Copy annexed**] further clarified that this would include all forms of communication including through e-mails or public grievances portal etc.

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4. Attention in this connection is also invited to the provision of Rule 20 of CCS (Conduct) Rules, 1964 prohibiting Government servants from bringing outside influence in respect of matter pertaining to his service matter. **Representation by relatives of Government servant is also treated as outside influence as clarified vide MHA OM No. F.25/21/63-Estt.(A) dated 19/09/1963.**

5. All Heads of Office, Daman & Diu are requested to bring the above guidelines to the notice of all Government servants working under their control for strict compliance and appropriate disciplinary action shall be taken against those who violate these instructions.

This issues with the approval of Hon'ble Administrator, UTs of Daman & Diu and Dadra & Nagar Haveli vide diary No. 7795 dated 19-10-2015.

Encl : DoPT O.M. dated 31/08/2015, 06/06/2013, 30/04/1952, 20/12/1968 and 01/11/1999.


(P.S. Jani)

Additional Secretary (Pers.)
Tel- 2230023

To
All Heads of Office,
Daman / Diu.

Copy to:

1. All Secretaries in the UT of Daman & Diu.
2. The SIO, NIC, Daman for uploading in Administration Website.
3. Office copy / Guard file.