

सं० A-60011/53/2022-Admn.I (LA)

भारत सरकार /Government of India

विधि एवं न्याय मंत्रालय

Ministry of Law & Justice

विधि कार्य विभाग

Department of Legal Affairs

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Shastri Bhawan, New Delhi

Dated the 11<sup>th</sup> April, 2022

### OFFICE MEMORANDUM

**Subject:- Representations/Grievances from Government Servants on service matters – reiteration of instructions – reg.**

The undersigned is directed to refer to Department of Personnel & Training' OM No. 11013/08/2013-Estt.A(III) dated 31.08.2015 and draw attention towards Government instructions, issued from time to time, on submission of representation by Government servants about their service matters.

2. It has been observed that some employees of this Department continue to represent directly to the Prime Minister, Minister, Cabinet Secretary, Secretary(P) and other higher authorities, directly. Some Government servants are in the habit of sending copies of their representation also to outside authorities i.e. authorities who are not directly concerned with the consideration thereof. This is a most objectionable practice, contrary to official propriety and subversive of good discipline. All the Government servants are expected to avoid such practice scrupulously.
3. As per existing instructions, wherever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or seeking 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.
4. Such submission of representations directly to other authorities by-passing the prescribed channel of communication, has been viewed seriously and such action may invite appropriate disciplinary action 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. It is clarified that this would include all forms of communications including through e-mails or public grievances portal etc.

5. 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.

6. In the light of above, the DoPT Instructions issued vide OM No.11013/08/2013-Estt.(A-III) Dated 31<sup>st</sup> August, 2015 are reiterated for observance and compliance. Disciplinary action may be taken against such employees who are found guilty of violating these instructions.

  
(A.K. Joshi)

Director

Tel. 2338 4109

To,

1. All the officials of Department of Legal Affairs
2. PS to MLJ/ PS to MSLJ/ PPS to Law Secretary/ PPS to Additional Secretaries /PPS to JS&LA.
3. In-charge of Central Agency Section, Litigation (HC) Section, Litigation (LC) Section, Branch Secretariats (Kolkata/Mumbai/Chennai/Bangalore) – with a request to ensure wide circulation of the above instructions and strict compliance thereof.
4. Shri Raja Kar, Under Secretary, Law Commission of India with a request to ensure wide circulation of the above instructions and strict compliance thereof.
5. Hindi Unit – with a request to provide Hindi translation
6. NIC cell – with a request to upload the same on the website of Department of Legal Affairs.
7. e-office portal
8. Guard File.