



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 17<sup>th</sup> August, 2015 from the Cabinet Secretary, Govt.of India on the above subject for information, guidance and compliance.

भवदीय/Yours faithfully

*Vinod Kumar*

(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

NISCAIR, NEW DELHI-12

No. 1(157)/2014-Vij.

Date: 31/08/2015

Copy forwarded to following for information and strict compliance.

1. All HOD'S with the request to circulate the

Phone: EPABX-23710138, 23710144, 23710158, 23710468, 23710805, 23711251, 23714238, 23714249, 23714769, 23715303  
Fax : 91-11-23714788, Gram : CONSEARCH, NEW DELHI, E-mail : jsa@csir.res.in

letter among all staff working under them for intimation and compliance.

2. Head, IT for posting on NISCAIR web site.

3. All notice Boards both locations.

4. Office Copy

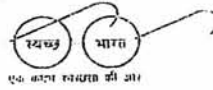
*K. S. Choudhary*

So. L. Singh

25/8/15

*M. Kumar*  
26/8/15

प्रदीप कुमार सिन्हा  
PRADEEP K. SINHA



कैबिनेट सचिवालय  
गणराज्य भारत  
CABINET SECRETARIAT  
GOVERNMENT OF INDIA

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

Dated: 17<sup>th</sup> August, 2015

Dear Secretary,

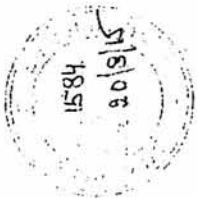
Of late, it has been observed that Government servants including officers/officials of para military forces and even army personnel are addressing communications on service matters and other issues directly to the Prime Minister/Prime Minister's Office, which is a violation of Conduct Rules.

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,



*(Signature)*  
(P. K. Sinha)

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

20.8  
JS (A) : 1/11 and to all files  
2. Please inform those  
instructions in letter and  
sp with. L.D.C.  
19/8/15

2676  
20-08-15  
MADIR - 7/1/15  
21.8.15  
US (PD)  
21/8/15  
S.D. (PD)  
21/8

Cabinet Secretariat, Rashtrapati Bhavan, New Delhi-110001  
Tel: 011-23016696, 23011211 Fax: 011-23018638 E-mail: cabinetsec@nic.in

NATIONAL INSTITUTE OF SCIENCE COMMUNICATION  
AND INFORMATION RESOURCES  
DR. K.S.KRISHNAN MARG, NEW DELHI-110012

No.1(157)/2014-vig

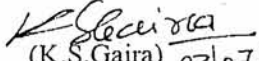
Date 03.07.2014

Office Memorandum

Several instances have come to notice where some of the employees have bypassed the prescribed channel and written directly to higher authorities of CSIR. It has also been observed that some employees have written inciting mails to staff advising them not to obey the order of competent authority.

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 tantamounts to unbecoming of a Council Servant. All instructions in this regard issued by CSIR from time to time have been circulated vide CSIR OM no.17(226)/97/E.II (HR-II) dated 26.5.2014. Relevant provisions of CCS(Conduct) Rules are also in public domain for reference with specific attention to Rule 6&7 and Govt of India Instruction nos. 26,26A,26B&26C under Rule 3-C of CCS (CCA) conduct rule.

Thus all officials/staff are advised to bring their such grievance and other issues for redressal at appropriate forum already in place, <sup>through proper channel</sup> without violation of any instructions/rules. Kind cooperation of all is solicited.

  
(K.S.Gaira) 03/07/2014  
Section Officer (vig)

Copy to:

1. All divisional Heads
2. PS to Director
3. PS to COA

4. All Notice Boards / copy to H/IT for HIS card - intranet

5. Office copy