PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
(WESTERN COMMAND), CHANDIGARH

IMPORTANT CIRCULAR

No. AN/IV/1192/Circular Dated : 01.11.2018

To

All sections in Main Office
All Sub-offices

(Through Website)

Subject : Prohibition on bringing any political or outside influence by Govt. servants or by their close relatives in respect of service matters.

It has been observed by the HQrs office that instances of bringing outside as well as political influence by officials and their close relatives in matters like transfer etc. are on the rise. Such trend has been viewed seriously and the officials concerned may be liable for disciplinary action for such transgression and violation of provisions of CCS (Conduct) Rules, 1964.

2. 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 organisation. In this context, attention is also invited to DoPT OM bearing F. No.11013/08/2013-Estt.(A-III) dated 31.08.15.(copy enclosed)

3. The above instructions may please be brought to the notice of all concerned for strict compliance.

PCDA has seen.

(SAHIL GOYAL)
DCDA (AN)
OFFICE MEMORANDUM

Subject: Representation from Government servant on service matters - reiteration of instructions - regarding.

The undersigned is directed to refer to O.M. of even number dated 6th June, 2013 wherein instructions have been issued on submission of representation by Government servants about their service matters. In spite of these instructions, it has been observed that Government servants including officers/officials of para military forces and Army personnel continue to represent directly to the Prime Minister, Minister, Secretary (P) and other higher authorities, directly.

2. 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 organisation.

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. It is clarified that this would include all forms of communication including through e-mails or public grievances portal etc.

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. It is reiterated that these instructions may be brought to the notice of all Govt. servants including officers/officials of para military forces and member of armed forces and action taken against those who violate these instructions.

(Mukesh Chaturvedi)
Director (E)
Telefax: 23093176

To
The Secretaries of All Ministries/Departments of Govt. of India
(as per the standard list)