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राष्ट्रीय पर्यावरणीय स्वास्थ्य अनुसंधान संस्थान
NATIONAL INSTITUTE FOR RESEARCH IN ENVIRONMENTAL HEALTH
भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH
कमला नेहरू चिकित्सालय भवन, भोपाल
Kamla Nehru Hospital Building, Bhopal - 462001

NIREH/BPL/Circular/2015/ 423

Dated : 13th April, 2015

OFFICE MEMORANDUM

Sub : Representation from Government servant on service matters

Reference O.M. No. Vig/20/2012 dated 01.04.2015 received from Sr. Administrative Officer (Vig.), ICMR under which it is mentioned that instructions have been issued by Department of Personnel & Training, Min. of Personnel, Public Grievance & Pensions, Govt. of India to all Government servants vide their OM No. 11013/08/2013-Estt. (A)-III dated 6th June, 2013 on the above mentioned subject (*Copy enclosed*).

I am directed to convey that all employees of NIREH are requested to follow the instructions given by the DOPT in the aforesaid order otherwise appropriate disciplinary action may be taken against those who violate these instructions.

Above mentioned instructions are also being uploaded on the website of the Institute www.nireh.org.


Sanjiv Subherwal

Asstt. Admin. Officer, NIREH, Bhopal

Copy to :-

1. Section Officer (Admn.)
2. PS to Director – For uploading on website of NIREH.
3. Guard File – 100 B

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भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

वी. रामलिंगस्वामी भवन, अन्सारी नगर, पोस्ट बॉक्स 4911, नई दिल्ली - 110 029
V. RAMALINGASWAMI BHAWAN. ANSARI NAGAR. POST BOX 4911. NEW DELHI - 110 029

No.Vig/20/2012
Dated: 1st April, 2015

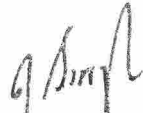
Office Memorandum

Subject:- Representation from Government servant on service matters –

It is bring to your kind notice that the instructions have been issued by DOPT vide their OM No.11013/08/2013-Estt. (A)-III dated 6th June, 2013 on the above mentioned subject (copy enclosed).

In compliance of the said order, all the Officials of the ICMR Hqrs., as well as its Institutes/Centres are again requested to follow the instructions given by the DOPT in the aforesaid order otherwise appropriate disciplinary action may be taken against those who violate these instructions.

This issues of the approval of the Sr.DDG(Admn.) & CVO.


(B.P. Singh)
Sr. Administrative Officer (Vig.)
For Director General

The Directors/Director in Charge of all
the Permanent Institutes/Centres of the Council.
and ICMR Hqrs – SO (Admn.I)



North Block, New Delhi
Dated the 6th June, 2013

OFFICE MEMORANDUM

Subject: Representation from Government servant on service matters.

The undersigned is directed to refer to the Ministry of Home Affairs' OM No. 118/52-Ests. dated the 30th April, 1952, OM No. 25/34/68-Estt.(A) dated the 20th December, 1968 and this Department's OM No. 11013/07/1999-Estt.(A) dated the 1st November, 1999 (copies enclosed for ready reference) on the above mentioned subject. This Department is receiving a number of representations, on service matters, addressed to the Prime Minister/ Minister/ Secretary (P) and other officers directly from the Government servants.

2. It has been envisaged in these instructions that whenever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redress of a grievance, the proper course for him is to address his immediate official superior, or the Head of his office, or such other authority at the lowest level as is competent to deal with the matter. Of late, 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) Rule, 1964.

3. Existing instructions clearly provide that representations on service matters should be forwarded through proper channel. The stage at which an advance copy of the representation may be sent to higher authorities has also been indicated. In MHA O.M. No. 25/34/68-Estt.(A) dated 20.12.68 time limits for disposal of various types of representations have been prescribed. If it is anticipated that an appeal or petition cannot be disposed of within a month of its submission, an acknowledgement or interim reply should be sent to the individual within a month.

4. Thus adequate instructions are available in the matter of submission of representations by the Government servants and treatment of the representations by the authorities concerned. As such 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.

