


रक्षा मंत्रालय  
**MINISTRY OF DEFENCE**  
संयुक्त सचिव (प्रशि.) एवं मुप्रअ का कार्यालय  
Office of the JS (T) & CAO

**REPRESENTATION FROM GOVERNMENT SERVANT ON  
SERVICE MATTERS- REITERATION OF INSTRUCTIONS**

A copy of MoD/D(Vigilance) ID No. 654/US(Vig-III)/2015 dated 01 Sep 2015 alongwith copy of DOP&T OM No.11013/08/2013-Estt.(A-III) dated 31 Aug 2015 is forwarded herewith for information and compliance, please.

  
(प्रवीण कुमार दास)  
(Pravin Kumar Das)  
उप निदेशक(समन्वय)  
Dy Dir (Coord)

Encls: as above.

CDP/APO  
DS(Trg) - in r/o Trg Division  
Chief Security Officer  
All Dy CAOs/Dir DHTI  
All Branch/Coord Sections of IHQ MoD(Army)  
DOA(Civ)/ IHQ MoD(Navy)  
PC(Coord)/ Air HQ  
All Sections in CAO's Office  
WESEE  
JCB  
HQ ATVP  
NDC

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MOD, O/o JS (Trg) & CAO, ID No. No. A/61585/Gen Cir/CAO/Coord dated 10 Sep 2015

Copy to:-

Sr PPS to JS(Trg) & CAO  
PS to Dir(HR)  
PS to Dir(E&A)

Most Immediate

Ministry of Defence  
D(Vigilance)  
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**Subject: Representation from Government Servant on service matters -  
reiteration of instructions -**

Please find enclosed a copy of the Department of Personnel & Training's OM No. 11013/08/2013-Estt.(A-III) dated 31<sup>st</sup> August, 2015 on the above subject.

2. It is hereby requested to circulate the aforesaid OM amongst all the officials/officers of your organization for strict compliance.

*3/9*

*Dir Vig*

*11/9/2015*  
(Atul Kumar Singh)  
Director (Vig.)  
Tel./Fax 2301 2304

VCAS/VCOAS/VCNS/FA(DS)/Secy, DRDO/DG, DE/CVO, BRDB/DG, Coast Guard  
HQs. / Engineer-in-Chief / DGAFMS / DGNCC / DRDO / DG BR

MOD ID No. 654/US (Vig-III)/2015 dated 01.09.2015

Copy for information to:

1. PPS to AS (R)
2. PPS to JS (PIC) & CVO
3. JS (O/N) / JS (Trg.) & CAO, CAO Office / JS (C & W) / JS (BR) .

11/9/2015  
Dir No. 11/9/2015  
Date 01/9/15

*04/9/15*

*By CAO (Dew)*  
*11/9/15*

To me *11/9*  
To

*OA*

(Mukesh Chaturvedi)  
Director (E)  
Telefax: 23093176

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

F. No. 11013/08/2013-Estt.(A-III)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
Establishment A-III Desk  
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North Block, New Delhi  
Dated August 31, 2015

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 6<sup>th</sup> 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 me  To  
OA

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

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Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. National Commission for Scheduled Castes, New Delhi.
11. National Commission for Scheduled Tribes, New Delhi.
12. National Commission for OBCs, New Delhi.
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DoP&T
16. NIC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OMs & Orders → Establishment → (Conduct Rules).
17. Hindi Section, DoP&T

  
(Mukesh Chaturvedi)  
Director (E)  
Telefax: 23093176