



केन्द्रीय विद्यालय संगठन
KENDRIYA VIDYALAYA SANGATHAN
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग,
नई दिल्ली 110 016
18, Institutional Area, Shaheed Jeet Singh Marg
New Delhi 110 016
Fax: 26514179 फोन TEL: 26858570
website: www.kvsangathan.nic.in

F.11029-12/2013-KVSHQ (Admn.-I)

Date: 23.08.2013

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The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices

SUB: Representation from Government Servant on service matters through VIPs and other important dignitaries/Offices- reg.

Sir/Madam,

Of late the Govt. of India has observed that there is an increasing tendency on the part of employees and officers at different levels to by-pass the prescribed channels of representation and write directly to the high functionaries totally ignoring the prescribed channels. 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 also often forwarded ~~through~~ Members of Parliament. It is clear violation of Rule 20 of the CCS (Conduct) Rule, 1964.

The Govt. of India has viewed the matter seriously and has decided to initiate disciplinary action against those who violate the channel of submission of representations by the Government servants. A copy of Govt. of India, DoPT Office Memorandum No. 11013/08/2013-Estt (A)-III dated 06.06.2013 is enclosed with the instructions that the instructions contained therein may be followed in KVS strictly.

1395/DCI/accs)
27-8-13

NDZ
Sokan

This may be circulated among all Kendriya Vidyalayas functioning under your administrative jurisdiction including all employees of your offices. Acknowledgement of the circular by each of the employee working under your jurisdiction be obtained and kept in record in your office. Further the compliance of these instructions be reported to KVS (Hqrs) within a period of 30 days from the receipt of this letter without fail.

Hindi version will follow.

Yours faithfully,



(Dr. E. Prabhakar)

Joint Commissioner (Pers.)

Encl: As above (02 pages)

Copy to:-

1. The PS to Commissioner, KVS.
2. The PS to Additional Commissioner (Admn.)/(Acad.).
3. The Under Secretary (UT-2), MHRD, New Delhi for information w.r.t. their letter No. F.10-5/2013-UT-2 dated 14.06.2013.
- ✓ 4. The Assistant Commissioner (EDP) with the request to upload the circular on KVS website.
5. All Officers/Sections, KVS Hqrs.
6. The Director, all ZIETs, KVS.
7. The Principal, KV, Moscow, Kathmandu and Tehran.
8. The President/Secretary recognized staff associations.



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

OFFICE MEMORANDUM

Subject: Representation from Government servant on service matters.

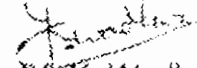
The undersigned is directed to refer to the Ministry of Home Affairs OM No. 118/52-Ests. dated the 30th April, 1952, OM No 25/34/68-Estt.(A) dated the 20th December, 1968 and this Department's OM No. 11013/07/1999-Estt.(A) dated the 1st November, 1999 (copies enclosed for ready reference) on the above 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

5. It is again reiterated that these instructions may be brought to the notice of all Govt. servants and appropriate disciplinary action may be taken against those who violate these instructions.


(M. K. Wadhwa)

Under Secretary to the Government of India

To

All Ministries/Departments of Govt. of India.

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. All Union Territory Administrations
6. Lok Sabha/Rajya Sabha Secretariat.
7. All Officers and Sections in the Ministry of Personnel, Public Grievances & Pensions
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. NIC, DoP&T with the request to upload this O.M. on Department's web site
(OMs/Orders → Establishment → CCS (Conduct Rules)).