



केन्द्रीय रेशम बोर्ड CENTRAL SILK BOARD
(वस्त्र मंत्रालय, भारत सरकार Ministry of Textiles - Govt. of India)

केरेबो कॉम्प्लेक्स, बी टी एम लेआउट, मडिवाला
CSB Complex, BTM Layout, Madiwala
बेंगलूरु Bangalore - 560068

No.CSB/JD(A)/JT/2017

दिनांक Date: 07.12..2017

C I R C U L A R

Sub:- Representation from Government Servant on Service
matters – Reiteration of instructions – Regarding

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Kind attention of all employees of Central Silk Board is invited to the instructions contained in DoPT Office Memorandum F.No.11013/08/2013-Estt. (A-III) dated 31st August, 2015 (Copy appended). It is observed that there has been deviation from proper channel of communication for ventilating grievances by few employees regarding service matters by by-passing the immediate official superior and representing directly to PMO, Secretary, Ministry of Textiles, DoPT and other higher authorities.

It is once again reiterated that any employee of Central Silk Board should invariably first seek redressal of his / her grievance by addressing the same to the immediate official superior or Head of his / her office only.

Inter alia as envisaged in para 3 of the above said DoPT Order any employee submitting his / her Representation / Grievance to his / her higher authorities by by-passing the proper channel would be dealt with under CCS Conduct Rule 3 (1) (iii) and violation of Rule 20 of CCS (Conduct) Rules indicated in para 4 of the same DoPT order will be viewed seriously.

The Directors of all the Institutes, Officers Incharge of Independent Units are hereby advised to bring the same to the notice of all employees under their charge.

Encl:- As stated.


7.12.17
[JULIAN TOBIAS]
JOINT DIRECTOR (ADMN.)

To

- 1) All the Directors of CSB Institutes.
- 2) For circulation among all the employees of Central Office, CSB, Bengaluru.
- 3) Offices under the control of Central Office.
- 4) Regional Offices of the Central Silk Board.
- 5) PA to MS for information.
- 6) The Deputy Director (Computer), CSB, Bengaluru for uploading the Circular on CSB Website.
- 7) Notice Boards, Central Office, CSB, Bengaluru.

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

North Block, New Delhi
Dated August 31, 2015

OFFICE MEMORANDUM

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

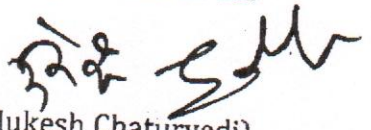
The undersigned is directed to refer to O.M. of even number dated 6th June, 2013 wherein instructions have been issued on submission of representation by Government servants about their service matters. In spite of these instructions, it has been observed that Government servants including officers/ 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)