

GOVERNMENT OF N.C.T. OF DELHI
DIRECTORATE OF AUDIT
(Administration Branch)

04th Level, 'C'-Wing,
Delhi Sachivalaya,
New Delhi.

No. F.9(4)/DOA/Estt./2014/dcaaudit/ 7357-7360

Dated: 15-10-2015

Sub.: Regarding submission of representations directly to higher authorities by-passing the prescribed channel of communication.

Please find enclosed herewith the copy of Dy. Secretary (Services), Services Department (Coordination Branch) letter No. 3180 dated 16.09.2015 alongwith enclosure on the subject cited above with the request to bring the contents of the letter to the notice of all the officers/officials working in respective branches for information and strict compliance accordingly.

This issues with the prior approval of the Competent Authority.

Encl.: As above.

Alka Bansal
15/10/15

(ALKA BANSAL)
ASSTT. ACCOUNTS OFFICER (ADMN.)
TEL. NO. 23392280

Copy to: -

1. PA to COA(A) for information please.
2. All the Branch Incharges, Directorate of Audit.
3. AAO(Audit)/Nodal Officer (Website).
4. Guard file.

PIN/2015/16762

29-9-15

171/c

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (COORDINATION BRANCH)
DELHI SECRETARIAT, 7TH LEVEL, 'B' WING
I.P. ESTATE, NEW DELHI-110002
{http://services.delhigovt.nic.in}

No.F.10(24)/2013/Coord/081206754/3180

Dated: 15/09/2015

(ENDORSEMENT)

To
All the Pr. Secretaries/Secretaries/HODs
Govt. Of NCT and Autonomous Bodies of Delhi,

Sir/Madam,

I am directed to forward herewith copy of DO letter No. 501/1/4/2014-C.A.V dated: 17th August, 2015 received from Cabinet Secretary Government of India for strict compliance and appropriate action wherein it has been observed that communications are being addressed by Government servants directly to the Prime Minister/Prime Minister's Office on service matters and other issues, which is a violation of Conduct Rules.

Enclosure: As above

(MUKESH KUMAR SHARMA)
DY. SECRETARY (SERVICES)

Handwritten notes: R.S. 27/9, A-1

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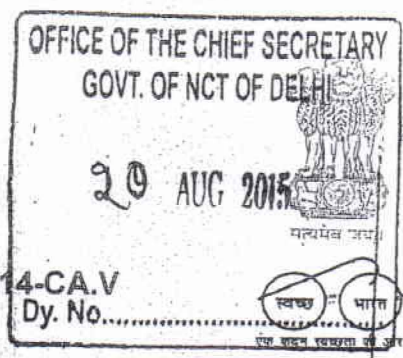
Handwritten initials: AHO/CAJ

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Handwritten note: Sr Benker

170/c

भारत सरकार
RADHEE K. SINHA



भारत सरकार
Joint Secretariat
R&I Br. CABINET SECRETARY
Govt. of NCT of Delhi
DEPARTMENT OF INDIA

DO No. 501/1/4/2014-CA.V
Dy. No.

Dated: 17th August, 2015.
20 AUG 2015

SSC
04/01/15

Dear Chief Secretary/Administrator,

Dy. No. 408/2015/408/35

It has been observed that communications are being addressed by Government servants directly to the Prime Minister/Prime Minister's Office on service matters and other issues, which is a violation of Conduct Rules.

Need to be circulated

js
17/8/15
Dy. Secy (Secy)

2. As you are aware, instructions have been issued time and again regarding the proper channel for representations/communications to be made by Government servants on their service matters and other issues. As per these instructions, whenever, 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 as is competent to deal with the matter in the organisation. Adequate instructions are also available in the matter of submission of representation by Government servants and disposal of representations by the authorities concerned. As such submission of representations directly to higher authorities by-passing the prescribed channel of communication is a violation of Conduct Rules and has to be viewed seriously.

SS (Services)

3. I would request you to reiterate the instructions on the subject for strict compliance and appropriate action may be taken against those who violate such instructions.

JS (Secy)
DS - 2

With regards,

Yours sincerely,

(Signature)

11/3/15

(P. K. Sinha)

Shri K.K. Sharma
Chief Secretary,
Govt. of NCT Delhi, Secretariat,
A-Wing, Level-5, I.P. Estate,
New Delhi.

gpc
08-07-15
in Sinha