

No. A-22011/02/2016-Ad-II
Government of India
Ministry of Corporate Affairs

'A' Wing, Shastri Bhawan, New Delhi
Dated 05 October, 2017

OFFICE MEMORANDUM

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

In continuation to the Ministry's OM of even number dated 24.12.2016 on the subject mentioned above, the undersigned is directed to refer to DOPT OM No. 11013/08/2013-Estt. (A-III) dated 06.06.2013 and draw attention towards Govt instructions, issued from time to time, on submission of representation by Government servants about their service matters.

2. As per 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 of this Ministry and action shall be taken against those who violate these instructions.


(Ravi Vazirani)

Under Secretary to the Government of India
Telefax: 23383507

To

- a) All Regional Directors/ ROCS /OLs/ROC-cum-OLs
- b) All ICLS officers / officials of subordinate cadres at MCA, Hqrs, ICLS Academy and SFIO.
- c) E-Gov Cell for uploading on MCA website under employee's corner in Miscellaneous.

Copy for information to

- a) PPS to Secretary, CA
- b) PPS/PS to AS, JS (B), JS(K), JS (AC), JS (G); EA, DDG