

No.12016/04/2015-IFS-I  
Government of India  
Ministry of Environment, Forests and Climate Change

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Indira Paryavaran Bhawan,  
Wing:Prithvi 6<sup>th</sup> Floor,  
Jor Bagh Road, Aliganj, New Delhi.  
Dated: 04<sup>th</sup> September, 2015.

To,  
The Chief Secretarys/Administrators,  
All States Governments/Union Territories.

**Sub: Pursuance of proper chanel for representation/ communications made by Government Servants on their service matter and other issues – regarding.**


Sir/Madam,

I am directed to refer to Cabinet Secretariat D.O. No. 501/1/4/2014-CA.V dated 17.08.2015 (copy enclosed) and instructions issued from time to time regarding proper channel for representation/communications to be made by Government Servants on their service matters and other issues.

2. In this regards, it is reiterated that strict compliance may be observed to the rules by the concerned and appropriate action may be taken against those who violate such instructions.

Yours faithfully

Encls. A/a.

  
(R.S. Negi) 9/9/15

Under Secretary to the Government of India

Tel:011-24695357.

Copy for information to:

1. NIC for placing the circular on the IFS website.

c/c  
Issued  
9/9/15

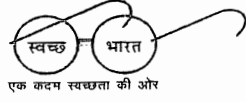
15) श्री प्रदीप कुमार सिन्हा  
PRADEEP K. SINHA



सत्यमेव जयते

मंत्रालय सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA

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



Dated: 17<sup>th</sup> August, 2015

Dear Secretary,

Of late, it has been observed that Government servants including officers/officials of para military forces and even army personnel are addressing communications on service matters and other issues directly to the Prime Minister/Prime Minister's Office, which is a violation of Conduct Rules.

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.

U/O J.S. (AB)  
Dy. No. 5474  
Date: 20.08.2015

586/2015  
20/8/15

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.

With regards,

*Imp*

Yours sincerely,

*AS (MARK)*

*(P. K. Sinha)*

OFFICE OF  
S.F.&CC  
5474  
Date: 19/8/15

Shri Ashok Lavasa  
Secretary,  
Ministry of Environment, Forests & Climate Change  
New Delhi

*Pl. reiterate instructions.*

*US(GO)*  
*20/8/15*

*Pl. circulate the instructions.*  
*20/8*

*MO*  
*20/8/15*  
*JS (AA)*

Dy. No. 2018/11  
Date: 20/8/15