



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING

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(स्कूल शिक्षा और साक्षरता विभाग, मा.सं.वि.मं., भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
(An Autonomous Institution Under Deptt. of School Education and Literacy, M.H.R.D., Govt. of India)

F-48/2013/NIOS/Vig.1423

Dated: 30.09.2015

CIRCULAR

Subject: Representation received from Official on service matters-reiteration of instructions-regarding.

This is in continuation of Circular -05/2013 dated 1st August, 2013 wherein instructions were issued with regard to submission of representation by officials about service matters. In spite of the instructions, it has been observed that some of the staff members including officers continue to represent directly to other higher authorities.

As per the existing instructions, wherever, in any matter connected with his/her service rights or the conditions, an official wishes to press a claim to seek redressal of a grievance, proper course for him/her is to address his/her immediate official superior, or head of his/her office who is competent to deal with the matter.

The submission of representation directly to other authorities bypassing prescribed channel of communications will be viewed seriously and appropriate disciplinary action will be taken against those who violate these instructions. This can rightly be treated as an unbecoming conduct attracting the provision of Rule 3(1)(iii) of Central Civil Services (Conduct) Rules, 1964. It is further clarified that this would include all forms of communications including through email or Public Grievances portal etc.

Attention of all Staff members including officers is also invited to the provisions of Rule 20 of CCS (Conduct) Rules, 1964 prohibiting officials from bringing outside influence in respect of matters pertaining to his /her service matter. The representation by the relatives of an official will also be treated as outside influence as clarified vide MHA OM no. F.25/21/63-Establishment (A) dated 19th June, 1963.

The above instructions are reiterated to all staff members including officers in pursuance of Ministry of Personnel, Public Grievances and Pension, Dept. of Personnel and Training's Office Memorandum dated 31st August, 2015.

This issues with the approval of Competent Authority.

Hindi version will follow.

(C. Dharuman)
Secretary

Distribution

- (1) All HODs, NIOS
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