



OFFICE OF THE PR. CHIEF COMMISSIONER OF INCOMETAX,
Andhra Pradesh &Telangana, 10th floor, Income Tax Towers,
AC Guards, Hyderabad – 500 004,
Tel. /Fax No. 040 – 23425474/23241427/23240403.

F.No.Esst / Representations/Circulars/2018-19.

Date : 12.03.2019

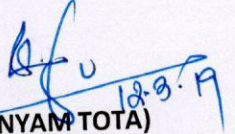
MEMORANDUM

Sub: Representation from Government Servants on Service matters – Instructions -
Issue of – Reg.

Ref: Office Memorandum in F.No.HRD/CM/145/1/2015-16/7428 Dt.08.03.2019
Received from the DDIT (CMD-II), Directorate of Income-tax (HRD), CBDT
New Delhi (Copy enclosed).

I am directed to draw attention to the above Office Memorandum dt.08.03.2019, regarding prescribed channel of communication in the matter of submission of representations by the Government servants, time limits for disposal and treatment of representations by the authorities concerned, the contents of which are self-explanatory, for strict compliance.

Encl:As above.


(SUBRAHMANYAM TOTA)
Dy commissioner of Income Tax
(Hqrs)(Admn.),Hyderabad.

To

1. All the Heads of the Department in A.P & T.S Region.
2. All the Range heads in A.P & T.S Region.



GOVERNMENT OF INDIA
DIRECTORATE OF INCOME TAX
HUMAN RESOURCE DEVELOPMENT
CENTRAL BOARD OF DIRECT TAXES

2nd Floor, JawaharLal Nehru Stadium, New Delhi – 110003

F.No.HRD/CM/145/1/2015-16/7428

Dated : 08.03.2019

OFFICE MEMORANDUM

Subject: Representation from Government servants on service matters Instructions regarding-

It has been noticed that officers/officials of the Department make representations on service matters directly to Chairman, CBDT, Member (Admin.), CBDT, Pr. DGIT (HRD) and even to PMO in violation of the extant Government instructions.

2. In this connection, attention is invited to DoP&T OMs 11013/08/2013-Estt. (A-III) dated 31.08.2015 and 06.06.2013 (Copies enclosed).
3. As per these instructions, wherever, in any matter connected with their service rights or conditions, Government servants wish to press a claim or seek redressal of their grievances, the proper course for them is to address their immediate official superior, or Head of office, or such other authority at the appropriate level who is competent to deal with the matter in the organization.
4. Such submission of representations directly to other authorities bypassing 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 also 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 grievance portal etc.
5. 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 their service matters. Representations by relatives of Government servants are also treated as outside influence as clarified vides MHA OM No. F.25/21/63-Estt.(A) dated 19.09.1963.
6. I am directed to say that these instructions may be brought to the notice of all Government servants and action should be taken against those who violate these instructions.
7. This issues with the approval of the Member (Administration), CBDT.

Yours faithfully,

(Jagan Lal Meena)

Deputy Director of Income Tax (CMD-II)

Encl : As above

To :
All the Principal Chief Commissioners of Income Tax,
All the Principal Director Generals of Income Tax

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.

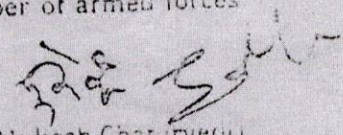
The undersigned is directed to refer to O.M. of even number dated 6th June, 2013 wherein instructions have been issued on submission of representation by Government servants about their service matters. In spite of these instructions, it has been observed that Government servants including officers/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

-----2/.

North Block, New Delhi
Dated the 6th June, 2013

OFFICE MEMORANDUM

Subject: Representation from Government servant on service matters.

The undersigned is directed to refer to the Ministry of Home Affairs OM No. 118/52-Ests. dated the 30th April, 1952, OM No. 25/34/68-Estt.(A) dated the 20th December, 1968 and this Department's OM No. 11013/07/1999-Estt.(A) dated the 1st November, 1999 (copies enclosed for ready reference) on the above mentioned subject. This Department is receiving a number of representations, on service matters, addressed to the Prime Minister/ Minister/ Secretary (P) and other officers directly from the Government servants.

2. It has been envisaged in these instructions that whenever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redress of a grievance, the proper course for him is to address his immediate official superior, or the Head of his office, or such other authority at the lowest level as is competent to deal with the matter. Of late, it is observed that there is an increasing tendency on the part of officers at different levels to by-pass the prescribed channels of representation and write directly to the high functionaries totally ignoring the prescribed channels. The problem is more acute in large Departments where often very junior employees at clerical level address multiple representations to the Minister, Prime Minister and other functionaries. Apart from individual representations, the service unions have also developed a tendency to write to the Ministers and Prime Minister on individual grievance. Some of these representations are often forwarded through Members of Parliament, in violation of Rule 20 of the CCS (Conduct) Rule, 1964.

3. Existing instructions clearly provide that representations on service matters should be forwarded through proper channel. The stage at which an advance copy of the representation may be sent to higher authorities has also been indicated. In MHA O.M. No. 25/34/68-Estt.(A) dated 20.12.68 time limits for disposal of various types of representations have been prescribed. If it is anticipated that an appeal or petition cannot be disposed of within a month of its submission, an acknowledgement or interim reply should be sent to the individual within a month.

4. Thus adequate instructions are available in the matter of submission of representations by the Government servants and treatment of the representations by the authorities concerned. As such submission of representations directly to higher 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 as it can rightly be treated as an unbecoming conduct attracting the provisions of Rule 3 (1) (iii) of the CCS (Conduct) Rules, 1964.

.....2/

5. It is again reiterated that these instructions may be brought to the notice of all Govt. servants and appropriate disciplinary action may be taken against those who violate these instructions.

(Signature)
(P. K. Wadhwa)

Under Secretary to the Government of India

To

() All Ministries/Departments of Govt. of India.

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. All Union Territory Administrations.
6. Lok Sabha/Rajya Sabha Secretariat.
7. All Officers and Sections in the Ministry of Personnel, Public Grievances & Pensions
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. NIC, DoP&T with the request to upload this O.M. on Department's web site (OMs/Orders → Establishment → CCS (Conduct Rules).