

No.A-32013/1/2010-Estt.V  
Government of India  
Ministry of Water Resources  
Central Water Commission

New Delhi, dt. 17<sup>th</sup> September, 2010.

**OFFICE MEMORANDUM**

Subject: Representation from Government servants on service matters -  
advance copies – reg.

The Commission is receiving many advance copies of letters/representations regarding service matters from the officials of the field formations/ HQ addressed directly to the Chairman, CWC. As per the provisions of CCS (Conduct) Rules this is a most objectionable practice contrary to official propriety and subversive of good discipline and liable for disciplinary action as per rules.

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 he is competent to deal with the matter. No representation received directly from the officials shall be entertained. Advance copies, if required, may be endorsed to concerned Establishment Section only.

The above instructions may be brought to the notice of all officials immediately.

  
( KUSHVINDER VOHRA )  
Secretary, CWC

To

All Chief Engineers/ Advisor (ISO)/  
All Superintending Engineers(Coord.)/  
Director (Mon. )/ (Appr.) (Field offices)  
All Directors (HQ), Central Water Commission.

Copy to :

1. PSO to Chairman, CWC.
2. PPS to Members, CWC.
3. PS to Chief Engineer (HRM).
4. U.S (OSM), CWC