

No.12/59/2012/O&M/1385
Government of India
Central Water Commission
(O&M Section)

Room No. 326 (S), Sewa Bhawan
R.K. Puram, New Delhi – 110 066
3rd November, 2015.

4th

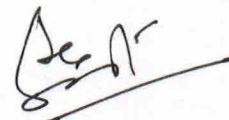
OFFICE MEMORANDUM

Kind attention is invited towards DoPT OM No. 11013/08/2013-Estt.(A-III) dated 31st August 2015 and CWC OM No. 12/59/2012/O&M/1469 dated 15th September, 2015 (Copies enclosed). In both OMs, the common thread is to advise Govt officials to refrain from submission of representations directed to higher authorities besides bringing outside influence in respect of matters pertaining to service matters.

Having noticed rising trend in submission of such representations by officials in recent months, the Ministry has once again emphasized to bring the contents of the above mentioned OMs to the notice of everyone. This aside, the Ministry has also taken a decision that:-

- (i) **No action will be taken on the representations forwarded directly to the higher authorities if they are not received through Central Water Commission except when it is received from a retired CWES officer in relation to his pension matter.**
- (ii) **Appropriate disciplinary action will be taken against the officer who is habitual of violating these instructions.**

All are, therefore, instructed to refrain from submitting representations directly to the high functionaries by-passing the normal channel of communication. It is further desired that besides following above procedure, the officials shall keep wordings of their representations temperate & focussed to the points.



(Anup Kr Srivastava)
Secretary, CWC

To

1. PPS to Chairman, CWC
2. PPSs to Members (RM)/D&R)/(WP&P)
3. All Chief Engineers of CWC with request to circulate this OM amongst all officers and staff under their jurisdiction; JS (In-situ)/Advisor (ISO), Economic Advisor (WP&P).
4. Director (Estt.I), M/o WR, RD & GR, SSB, New Delhi.
5. Director, SM Dte., CWC with the request to upload the same on CWC website.
6. Dir (C), RM/WP&P/D&R
7. Director, (Estt.I)/ Director (Estt.II) / Director (Admn)/Dir, Fin
8. All Under Secretaries of CWC

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.**

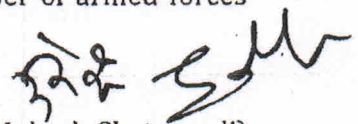
The undersigned is directed to refer to O.M. of even number dated 6th June, 2013 wherein instructions have been issued on submission of representation by Government servants about their service matters. In spite of these instructions, it has been observed that Government servants including officers/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

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No. 12/59/2012/O&M/1469
Government of India
Central Water Commission
(O&M Section)

Room No.326(S), Sewa Bhawan
R K Puram, New Delhi-110066
15th September, 2014

OFFICE MEMORANDUM


It has been observed that, of late, there is growing tendency among CWC officers and officials at different levels to by-pass the prescribed channels of representation and write directly to the high functionaries on service matters deviating from prescribed channels; while existing instructions stipulate that representation on service matters should be forwarded through proper channel only.

2. The instructions to this effect, from time to time, have been issued to officers/officials to refrain from repeating lapses. The DoPT, Ministry of Personnel, Public Grievances & Pensions has also issued instructions in this regard earlier and latest vide O.M No. 11013/08/2013-Estt. A (III) dated 6.6.2013.

3. As such, submission of representations directly to higher authorities by-passing the prescribed channel of communication has been viewed seriously by the higher authorities and it has been decided that if such attempt is practiced in future, which is clearly an unbecoming conduct on the part of a Govt. Servant, appropriate disciplinary action will be initiated against erring officers/ officials under the provision of Rule 3 (1) (iii) of the CCS (Conduct) Rules, 1964 for indulging in such act.

4. All officers and officials are, therefore, instructed to refrain themselves from submitting representations directly to the high functionaries by-passing the normal channel of communication.

5. The above instructions may be circulated amongst all officers and staff under the jurisdiction of concerned Chief Engineers.


(Anup Kr Srivastava)
Secretary, CWC

To,

- 17/9/14
SO(INS)
1. PPS to Chairman, CWC.
 2. PPSs to Members(RM)/(D&R)/(WP&P)
 3. All Chief Engineer of CWC/All field Chief Engineers.
 4. Director (Estt D) M/o WR, RD & GR, 'Shram Shakti Bhawan', New Delhi.