

**OFFICE MEMORANDUM**

It has been observed that some CWC officers and officials at different level have the tendency of by-passing the prescribed channels while making representation with regard to their transfer & posting and prefer writing directly to the Hon'ble Minister or other high functionaries deviating from prescribed channels.

In service matters including transfer/posting, there is laid down procedure to be adopted in CWC and officers desirous of raising any service matter as also transfer/posting with the higher authorities should invariably apply through proper channel only, instead of writing to higher authorities directly.

It is reiterated that submission of representations directly to higher authorities by surpassing the prescribed channels and bringing outside influence to further service matters has been viewed seriously by the higher authorities and as it is violation of Rule 20 of the CCS (Conduct) Rules, 1964 which read as under:

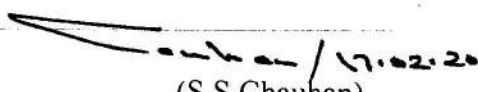
Rule 20: "No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government"

Instructions contained in DOPT's OM No. 11013/12/94-Estt.(A) dated 12.01.1995:

- (i) A Government employee violating the provisions of the Conduct Rules for the first time should be advised by the appropriate disciplinary authority.
- (ii) If a government employee is found guilty of violating the aforesaid provisions of the Conduct Rules a second time despite the issue of advice on the earlier occasion, a written warning should be issued to his/her by the appropriate disciplinary authority and a copy thereof should be placed in his/her CR dossier.
- (iii) If a Government employee is found guilty of violating the aforesaid provisions of the Conduct Rules, despite the issue of warning to him/her, disciplinary action should be initiated against him/her by the appropriate disciplinary authority under the provision of CCS (CCA) Rules, 1964.

All the officers and officials are, therefore, instructed to refrain themselves from submitting representation directly to the high functionaries bypassing the normal channel of communication, as also desist from bringing outside or political pressure to enhance their transfers/postings and their service matters. It may be noted that in case of violation of these instructions, disciplinary action as envisaged in Rule 20 of CCS (Conduct) Rules, 1964 will be taken against defaulting officers.

A copy of all the relevant references and correspondence in such matters will be placed in the APAR folder of the concerned officials for future reference.

  
(S.S. Chauhan)  
Under Secretary(O&M)  
Tel. No.29583344

Copy to:

1. PPS to Chairman, CWC.
2. PPS to Member (D&R) / Member (WP&P) / Member (RM), CWC.
3. All Chief Engineers (Including field formations), CWC/ PPS to Joint Secretary (CWC).
4. Secretary, CWC /
5. All Directors/SE (including field formation), CWC
6. Director SMD for uploading in CWC website
7. All Under Secretaries/ All Sections, CWC.
8. Guard File