

Serial No. 4/2016

EASTERN RAILWAY

No. E. 240/0/Vol. IX

Kolkata, Dated 11.01.2016

ALL CONCERNED

Sub: Representation from Railway servants on service matters -
reiteration of instructions - regarding.

The copy of Railway Board's letter No. E(D&A) 2015 GS1-6 dated 29/12/2015 (RBE No. 162/2015) is attached herewith for information, guidance and strict compliance.

Department of Personnel & Training's Establishment O.M. F No. 11013/08/2013-Estt. (A-III) dated 31.08.2015 has been attached to Railway Board's above letter.

This Serial Circular is also available on Eastern Railway's official website viz. URL No. <http://www.er.indianrailways.gov.in> under About us → Department → Personnel → CODEs, MANUALs, CPO's Serial Circulars → CPO's SERIAL CIRCULARS.

Index No. 1023: Reiteration of instructions on representation from Railway servants on service matters by-passing the prescribed channel of communication which attracts Rule 3 (1) (iii) of Railway Services (Conduct) Rules, 1966.

DA: As above.



(K.K. Murmu)

Asstt. Personnel Officer/R&Bills
for Chief Personnel Officer

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. E(D&A) 2015 GS1-6

New Delhi, 29.12.2015

The General Manager(P)
All Indian Railways and
Production Units etc.
(As per standard list).

**Sub: Representation from Railway servants on service matters -
reiteration of instructions - regarding**

Attention is invited to Railway Board's letter no. E(D&A) 2010 GS1-1 dated 25.05.2010 whereby copies of Railway Board's earlier instructions and Department of Personnel and Training's office memoranda on the above subject were circulated on the Railways.

2. In this regard, Department of Personnel and Training has issued O.M. No. 11013/08/2013-Estt.(A-III) dated 31.08.2015, reiterating the earlier instructions issued in this regard. Rule 3(1)(iii) of the Central Civil Services (Conduct) Rules, 1964 referred to in para 3 of the O.M. dated 31.08.2015 corresponds to Rule 3(1)(iii) of Railway Services (Conduct) Rules, 1966. The Department of Personnel and Training's O.M. dated 06.06.2013, referred to in para 1 of their above O.M. is available at their website 'persmin.nic.in/DOPT.asp' under 'OMs & Orders' - 'Vigilance' - 'CCS(Conduct) Rules'.

3. It is reiterated that all concerned are required to strictly comply with the aforesaid instructions and violation(s) thereof may entail suitable action.

4. Please acknowledge receipt. Hindi version will follow.

DA: As above


(S. Modi)
Dy. Director Estt. (D&A)
Railway Board

P. 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. P.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)
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To
The Secretaries of All Ministries/Departments of Govt. of India
(as per the standard list)