

## Important Circular

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GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE

OFFICE OF THE PRINCIPAL CONTROLLER OF ACCOUNTS (FYS)  
ADMIN - I SECTION

10-A, S.K. BOSE ROAD, KOLKATA: 700001

E-mail ID : cda-cal@nic.in  
Website : www.pcafys.nic.in

Phone No : (033) 2248-5077 to 5080 Extn-329  
FAX No. : (033) 2248-0991

No. 146/AN-I/Circular

Dated: 07/06/2017.

To,

- 1) All Branch Controllers (Fys).
- 2) All SAOs' (Fys), Main Office of the PCA (Fyus), Kolkata, Local.

Subject: Representation from Government Servant on service matters - reg.

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A copy of the Controller General of Defence Accounts (C.G.D.A.) Delhi Cantt. letter on the subject bearing No. AN/XIII/13006/Vol-XXII dated 30/05/2017 along with its enclosure viz. HQrs. Office important circular in this regard bearing number AN/XIII/13700(435)/2015 dated 02/09/2015, is forwarded herewith for information, guidance and strict compliance, please.

2. The contents of the existing instructions / rules included in the HQrs. Office letter / circular ibid may please be brought to the notice of all concerned / Offices under your administrative control and an appropriate disciplinary action should be taken against those who violate these instructions.

Please acknowledge receipt.

Enclosure: as above.

-Sd/-

(Hanuman Yadav)

Deputy Controller of Accounts (Admin)

Copy to: -

The Officer In-charge,  
WDC. Main Office,  
Local.

-- for uploading the circular in the website.

(Anindya Biswas)

Sr. Accounts Officer (Admin)

*M*

कार्यालय, रक्षा लेखा महानियंत्रक  
Office of the Controller General of Defence Accounts  
उलन बटार मार्ग, पालम, दिल्ली छावनी-110010  
Ulan Batar Road, Palam, Delhi Cantt 110010

No. AN/XIII/13006/Vol-XXII

Date 30.05.2017

To

All Pr. Controllers/Controllers  
All PIFAs/IFAs

(Through Website)

**Subject:** Representation from Government servant on service matters-reg.

**Reference:** This HQrs letter bearing No. AN/XIII/13700(435)/2015 dated 02.09.2015.

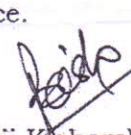
It has been observed that certain Government servants are representing directly or through their relatives etc. on service matters to the Prime Minister, Minister, Secretary and other higher authorities.

2. As per 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 organization. Suitable guidelines in the matter have already been issued vide HQrs Office letter cited under reference. (Copy attached)

3. Therefore, it is reiterated that as per DOP&T OM bearing F.No.11013/08/2013-Estt.(A-III) dated 31.08.2015 "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 CCS (Conduct) Rules, 1964. It is clarified that this would include all forms of communication including through e-mails or public grievances portal etc."

4. In view of above all concerned authorities are requested to bring the existing instructions/rules to the notice of all concerned for compliance.


This issues with the approval of the CVO.

  
(Brij Kishore)  
For CGDA

Copy to: -

EDP Section(Local)

For uploading on web-site.

  
(Brij Kishore)  
SAO (Admin)

# Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt-110010

## IMPORTANT CIRCULAR (Through Web Site)

No. AN/XIII/13700(435)/2015

Dated: 02.09.2015

To

All Pr.CsDA/CsDA  
PCA (Fys)/CF&A (Fys)  
PIFAs/IFAs

**Subject:** Canvassing of non-official or other outside influence/Representation from Government servant on service matters.

Attention is drawn to the provisions contained in Rule 20 of the CCS (Conduct), Rules, 1964 which stipulates that "No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under Government." Detailed procedure for dealing with the Government servants attempting to further their service interests through non-Governmental influence has been prescribed in Government of India's Decisions (1) below Rule 20 of the CCS (Conduct), Rules, 1964.

2. Attention in this connection is also invited to the DOP&T Office Memorandum bearing F.No.11013/08/2013-Estt.(A-III) dated 31.08.2015(Copy enclosed for ready reference) wherein instructions have been issued on submission of representation by Government servants about their service matters. As per 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 organization.

3. In spite of these instructions, it has come to the notice that certain Government servants are bringing to bear outside influence indirectly to further their service interests. They are also representing directly to the Prime Minister, Minister, Secretary and other higher authorities, directly. It is clarified in Government of India's Decisions (1-A) below Rule 20 of the CCS (Conduct), Rules, 1964 that bringing of indirect influence by Government servant would also attract the provisions of Rule 20 of the CCS (Conduct) Rules, 1964.

4. Further, it is also reiterated that as per DOP&T Office Memorandum dated 31.08.2015 "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."

5. In view of above all concerned authorities are requested to bring the existing instructions/rules to the notice of all concerned under their control and to take effective action against the Government servants who violates these instructions.

6. Receipt of this circular may please be acknowledged.

*Kavita*

(Kavita Garg)  
Sr. Dy. CGDA (AN)