



पूर्वोत्तर पर्वतीय विश्वविद्यालय

पू. प. विवि. परिसर, शिलांग-७९३०२२ (मेघालय)

North-Eastern Hill University

NEHU Campus, Shillong - 793 022 (Meghalaya)

No. F.6-5/CRC/2006/ 228

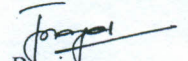
Dated, the 11th September, 2018

CIRCULAR

Of late, it is observed that the employees are submitting representations on service matters to the highest authority of the University by – passing the prescribed channels and in total disregard to the directives enunciated/mandated in the Office Memorandum No. 11013/08/2013 – Estt. (A) – III dated 06.06.2013 (copy enclosed for ready reference).

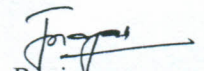
It is, therefore, for general information and compliance by all concerned employees that henceforth, while seeking redressal of grievances on service matters, the representations may be in strict adherence of the directives contained in the aforesaid Office Memorandum.

This issues with the approval of the Vice-Chancellor.


Registrar

Copy to:-

1. The Pro Vice-Chancellor, NEHU, Tura Campus, Chasingre, Tura
2. All Deans of Schools, NEHU, Shillong.
3. All Heads of Departments, NEHU, Shillong/ Tura
4. The Finance Officer, NEHU, Shillong
5. The Controller of Examinations, NEHU, Shillong
6. The Librarian, NEHU, Shillong
7. The University Engineer, CDD, NEHU, Shillong.
8. Chief Medical Officer, Health Centre, NEHU, Shillong
9. Director In – charge, CDC, NEHU, Shillong.
10. The Legal Officer, NEHU, Shillong
11. The Joint Registrar (Estt. II), NEHU, Shillong
12. The Joint Registrar, Tura Campus, Chasingre, Tura
13. The Joint Registrar, Examination, NEHU, Shillong
14. The Asstt. Registrar (Estt. I), NEHU, Shillong.
15. The Consultant, Administration, NEHU, Shillong
16. Hindi Officer, Hindi Cell, NEHU, Shillong
17. The Internal Audit Officer, NEHU, Shillong
18. The President (NEHUN TSA), NEHU, Shillong
19. The Section Officer, Establishment – I (Apptt/Per), NEHU, Shillong
20. The SPS to Vice-Chancellor, NEHU, Shillong
21. The PS to Pro Vice-Chancellor, NEHU, Shillong
22. The PS to Registrar, NEHU, Shillong
23. Shri. W. Thongnibah, Computer Operator, Bio – informatics, NEHU, Shillong -
for necessary action.


Registrar

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No. 11013/08/2013-Estt.(A)-III
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi
Dated the 6th June, 2013

OFFICE MEMORANDUM

Subject: Representation from Government servant on service matters.

The undersigned is directed to refer to the Ministry of Home Affairs OM No. 118/52-Ests. dated the 30th April, 1952, OM No. 25/34/68-Estt.(A) dated the 20th December, 1968 and this Department's OM No. 11013/07/1999-Estt.(A) dated the 1st November, 1999 (copies enclosed for ready reference) on the above mentioned subject. This Department is receiving a number of representations, on service matters, addressed to the Prime Minister/ Minister/ Secretary (P) and other officers directly from the Government servants.

2. It has been envisaged in these instructions that 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 is competent to deal with the matter. Of late, it is observed that there is an increasing tendency on the part of officers at different levels to by-pass the prescribed channels of representation and write directly to the high functionaries totally ignoring the prescribed channels. The problem is more acute in large Departments where often very junior employees at clerical level address multiple representations to the Minister, Prime Minister and other functionaries. Apart from individual representations, the service unions have also developed a tendency to write to the Ministers and Prime Minister on individual grievance. Some of these representations are often forwarded through Members of Parliament, in violation of Rule 20 of the CCS (Conduct) Rule, 1964.

3. Existing instructions clearly provide that representations on service matters should be forwarded through proper channel. The stage at which an advance copy of the representation may be sent to higher authorities has also been indicated. In MHA O.M. No. 25/34/68-Estt.(A) dated 20.12.68 time limits for disposal of various types of representations have been prescribed. If it is anticipated that an appeal or petition cannot be disposed of within a month of its submission, an acknowledgement or interim reply should be sent to the individual within a month.

4. Thus adequate instructions are available in the matter of submission of representations by the Government servants and treatment of the representations by the authorities concerned. As such submission of representations directly to higher 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 as it can rightly be treated as an unbecoming conduct attracting the provisions of Rule 3 (1) (iii) of the CCS (Conduct) Rules, 1964.

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5. It is again reiterated that these instructions may be brought to the notice of all Govt. servants and appropriate disciplinary action may be taken against those who violate these instructions.

[Signature]

(M. K. Wadhwa)

Under Secretary to the Government of India

To

All Ministries/Departments of Govt. of India.

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. All Union Territory Administrations.
6. Lok Sabha/Rajya Sabha Secretariat.
7. All Officers and Sections in the Ministry of Personnel, Public Grievances & Pensions
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. NIC, DoP&T with the request to upload this O.M. on Department's web site
(OMs/Orders → Establishment → CCS (Conduct Rules).