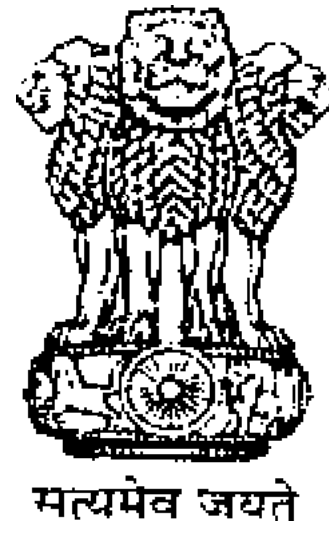


Secy. DoP 901830 182

प्रदीप कुमार सिन्हा
PRADEEP K. SINHA



सत्यमेव जयते



एक कदम स्वच्छता की ओर

(C. S. Rajan) CABINET SECRETARY
Chief Secretary GOVERNMENT OF INDIA

Dated: 17th August, 2015.

मुख्य सचिव कार्यालय

राजस्थान, जयपुर

प्राप्ति संख्या 901830/15/CS

दिनांक 25-08-15

DO No. 501/1/4/2014-CA.V

Dear Chief Secretary/Administrator,

It has been observed that communications are being addressed by Government servants directly to the Prime Minister/Prime Minister's Office on service matters and other issues, which is a violation of Conduct Rules.

2. As you are aware, instructions have been issued time and again regarding the proper channel for representations/communications to be made by Government servants on their service matters and other issues. As per these instructions, whenever, 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 as is competent to deal with the matter in the organisation. Adequate instructions are also available in the matter of submission of representation by Government servants and disposal of representations by the authorities concerned. As such submission of representations directly to higher authorities by-passing the prescribed channel of communication is a violation of Conduct Rules and has to be viewed seriously.

3. I would request you to reiterate the instructions on the subject for strict compliance and appropriate action may be taken against those who violate such instructions.

With regards,

Shri C.S. Rajan
26/8

Yours sincerely,

P. K. Sinha

Shri C.S. Rajan
Chief Secretary,
Govt. of Rajasthan,
Secretariat,
Jaipur.