



दत्तोपंत ठेंगडी राष्ट्रीय श्रमिक शिक्षा एवं विकास बोर्ड

(श्रम एवं रोजगार मंत्रालय, भारत सरकार), उत्तर अंबाझरी मार्ग, नागपुर 440033

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CIRCULAR

Sub: Representation of Board Employees on Service matters.

It has come to notice of the Competent Authority that several representations for transfer, promotion, grievances etc. are being forwarded by the employees or from their relatives or wards to the political personalities. It has also been observed that some of the employees including Officers/Officials are continuously sending representations directly to the Prime Minister Office, MOS Office (L&E), Secretary (L&E) and other higher authorities directly in the Ministry.

2. As per the existing instructions, wherever the Government Servant in any matter connected with service terms and conditions wishes to press a claim or to seek redressal of grievances, the proper course for him/her is to address his/her immediate 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.

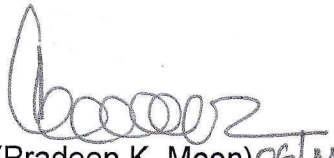
3. Such submission of representations directly to other authorities bypassing the prescribed channel of communication in the organization will be viewed seriously and appropriate disciplinary action shall be taken against those who violate these instructions. This can rightly be treated as an unbecoming conduct by the employee thereby attracting the provisions of Rule 3(1) (iii) of the Central Civil Service (Conduct) Rules, 1964. It is clarified that this would include all forms of communications including through e-mails or public grievances portal etc.

[P. T. O.]

4. Attention in this connection is also invited to the provisions of Rule 20 of CCS (Conduct) Rules 1964 prohibiting Government servants from bringing outside influence in respect of matters pertaining to his/her service. Representations by relatives of Government Servant is also treated as outside influence as clarified by MHA vide OM No. F-25/21/63-Estt.(A) dated 19.09.1963.

5. The aforesaid instructions should be followed scrupulously and also brought to the notice of Officers/Officials, otherwise appropriate disciplinary action will be taken against those who violate these instructions.

6. This issues with the approval of the Competent Authority.


(Pradeep K. Moon) 06/NOV/20
Deputy Director (HQ) I/c

To
All the Office Heads
of subordinate and attached offices of
DTNBWED.