



महानिदेशालय,
दत्तोपंत ठेंगडी राष्ट्रीय
श्रमिक शिक्षा एवं विकास बोर्ड
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
दूसरी मंजिल, रोजगार कार्यालय भवन,
परिसर, पूसा रोड, आई.टी.आई के निकट,
नई दिल्ली- 110 012

Phone : 011-25846223

DIRECTORATE GENERAL
DATTOPANT THENGADI NATIONAL BOARD FOR
WORKERS EDUCATION AND DEVELOPMENT
(Ministry of Labour and Employment, Government of India)
2nd Floor, Employment Exchange Building,
Pusa Complex, Pusa Road, Near I.T.I.,
NEW DELHI - 110 012
Email- ad-admin@cbwe.nic.in
website : www.cbwe.gov.in

75
आज़ादी का
अमृत महोत्सव

No. DTNBWED/CCS(Cond)1964/ 5931

08.08.2025

To,

Ms. Jayashree. T,
Regional Director,
DTNBWED,
Mangalore (Camp :- New Delhi).

Sub:- Adherence to DoP&T Guidelines on Submission of Representations / Grievance of the
Employees of the DTNBWED- reg.

Sir / Madam,

This has with reference to Ministry of Labour & Employment, Government of India, New Delhi letter No. Z-20025/15/2023-ESA (WE) dated 30th July, 2025 on the subject mentioned above. In this connection, It has been observed that some officials continue to address such representations directly to higher authorities including Hon'ble Minister of Labour and Employment / Hon'ble Minister of State (L&E) / Secretary (L&E), bypassing the established hierarchy.

It is to inform that all employees of DTNBWED much strictly adhere to the prescribed channels as per the instructions issued by DoP&T vide O.M. No. 11013/08/2013-Estt. (A)- III dated 6th June, 2013, which clearly instructs that the representations on service matters should be forwarded through proper channel. A copy of the O.M. dated 6th June, 2013 is enclosed for strict compliance.

Submission of representations directly to higher authorities bypassing the prescribed channel of communication, will be viewed very seriously and appropriate disciplinary action as per rule will be taken. This has been previously brought to notice of all officers and staff from time to time, however, time and again numerous representations have been sent to Ministry / higher authority directly which is a severe misconduct on the part of such officials.

In view of the above, it is once again reiterated that all officers and staff of DTNBWED must strictly adhere to the prescribed channels while submitting representations / grievance on service matters. The practice of addressing the representation / grievance directly to higher authorities viz Ministry, is sheer violation of the aforementioned established hierarchy & protocol and is considered **unbecoming conduct** of a Government servant under Rule 3(1)(iii) of the Central Civil Services (Conduct) Rules, 1964.

The aforementioned instructions should be followed scrupulously; failure to comply the instructions will attract strict disciplinary action against the concerned official. This should be brought to the notice of all officials accordingly.

This is issued with the approval of the Competent Authority.

Yours faithfully,


(Anil Kumar)
Assistant Director (Admn.)

Encl:- As stated above.

Copy for information to:-

1. Hon'ble Chairperson, DTNBWED, New Delhi, for kind information.
2. Sectional Head (ALL), Headquarter, DTBWED, New Delhi for information.
3. OIA to DG, DTNBWED, New Delhi for information.


(Anil Kumar)
Assistant Director (Admn.)

5932
5933-5934
5937

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-Estt. 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.

..... 2/

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.



(M. K. Wadhwa)

Under Secretary to the Government of India

0

All Ministries/Departments of Govt. of India.

Copy to:

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