

No.B.11015/1/2012-P&AR(GSW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GENERAL SERVICE WING)

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OFFICE MEMORANDUM

Dated Aizawl, the 22nd July, 2013

Subject:

Representation from Government servants on service matters.

It has been seen that some Government servants are submitting representations on service matters addressing the Chief Minister/Ministers/ Ministers of States/Parliamentary Secretaries/Chief Secretary/Secretaries and other high dignitaries without routing through proper channel in violation of Govt. of India's decision (26) below Rule 3 of the CCS (Conduct) Rules, 1964.

In this connection, it is hereby brought to the notice of all Government servants under the Government of Mizoram that whenever a Government servant wishes to press a claim or seek redressal of a grievance, proper course for him is to address his immediate superior official, or the Head of Office, or such other authority at the immediate superior level who is competent to deal with the matter. Violation of this instruction shall be liable to disciplinary action and such representation shall not be entertained. In case the attention of the higher officials is to be drawn the representation may be addressed to the higher official but should be submitted through proper channel.

It has further been seen that some officials submit joint representation on service matter for their common interest in violation of Govt. of India's decision (21) below Rule 3 of CCS (Conduct) Rules, 1964. Making of joint representation by Government servants should be viewed as violation of disciplinary rules and should not, therefore, be entertained. Any Government servant willing to submit representation should do so separately in his own name.

It may also be mentioned that relative of a Government servant sometimes make representation or a Government servant himself makes representation for his relative who is also in Government service concerning service matters. This is done in some cases in the hope of reviving a representation which the Government servant had himself made and which had already been turned down. This practice is obviously undesirable and should be strongly discouraged. It has accordingly been decided that no notice should be taken of a representation on service matters submitted by a relative of a Government servant. The only exception may be cases in which because of the death or physical disability, etc of a Government servant, it is impossible for the Government servant himself to submit a representation.

Contd..2/-


It has also been seen that some Service Associations/Government servants are in the habit of submitting a representation on service matters to Department/Officials, who are not concerned with the case or not competent to deal with the case. Any Service Associations/Government servants desiring to submit representation may do so to the concerned Department/Official only who can deal with and dispose the case. Any representation with wrong addressee shall be liable to rejection and the Service Association/Petitioner who submit representation will have nothing to complain against such rejection.

Sd/- M.SATHIYAVATHY
Principal Secretary to the Govt. of Mizoram
Deptt. of Personnel & Administrative Reforms.

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Copy to:-

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1. Secretary to Governor of Mizoram.
2. Principal Secretary to Chief Minister, Mizoram.
3. P.S to Speaker/Minister.
4. P.S to Dy. Speaker/ MoS /Parliamentary Secretaries.
5. All Administrative Departments with a request to bring this O.M to all Officers and staff under the Department.
6. All Heads of Department with a request to bring this O.M to the notice of Subordinate officers/staff.
7. State Informatic Officer, NIC for uploading on the website.
8. Guard File.


(LALROHLUA)

Under Secretary to the Govt. of Mizoram
Deptt. of Personnel & Adve. Reforms