



# नेहरु युवा केन्द्र संगठन Nehru Yuva Kendra Sangathan

स्वायत्तशासी संस्था  
युवा कार्यक्रम एवं खेल मंत्रालय  
भारत सरकार

*an Autonomous Body under the  
Ministry of Youth Affairs & Sports  
Government of India*



Ref. No. NYKS/G&V (Vig.)/2018-19/677

Dated November, 2018

## CIRCULAR

**Subject: Representation from Government servant on service matter regarding.**

1. It has come to the notice of the Competent Authority that representations for transfers/postings, promotions, grievances and other service matters are being received on behalf of the employees from the relatives and wards or political references.
2. As per sub-rule 4 of rule 20 of CCS (Conduct) Rules, 1964 – representation on service matters by relatives (like the wives, parents, etc.) should be discouraged. The only exceptions may be cases in which because of the death or physical disability, etc., of the Govt. servant, it is impossible for the Govt. servant himself to submit a representation.
3. In the office memorandum No. 11013/08/2013-Estt. (A-III) dated August, 31, 2015 of DoP&T, Ministry of Personnel, Public Grievances & Pensions at para – 4, it is also clarified that under the provision of rule 20 of CCS (Conduct) Rules, 1965, representation by relatives of Government Servant is also treated as outside influence as clarified vide MHA OM No. F25/21/63-Estt. (A) dated 19.09.1963;
4. As per the existing instructions, submission of such representations has to be viewed seriously and appropriate disciplinary action should be taken against those who violate these instructions and can be treated as an unbecoming conduct attracting the provisions of Rule 3 (1) (iii) of the CCS (Conduct) Rules, 1964;
4. In view of the provision contained in the relevant rules and letters cited above, the Competent Authority of NYKS has directed that these instructions may be brought to the notice of all employees working under your jurisdiction for strict compliance.

  
(S.P. Pattnaik)

Jt. Director (Vigilance)

To: All State Director

Encl: As above

Copy to:

- PS to DG, NYKS, New Delhi
- Director (I/c), NYKS, HQ, New Delhi
- All Sections Heads, NYKS, HQ, New Delhi – with the request to bring the above to the notice of all employees of their respective sections.
- ✓ AD (EDP) for uploading on the website of NYKS.

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Visit us at <http://www.nyks.nic.in>

F. No. 11013/08/2013-Estt.(A-III)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
Establishment A-III Desk  
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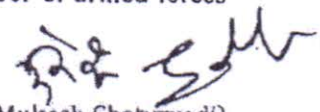
North Block, New Delhi  
Dated August 31, 2015

**OFFICE MEMORANDUM**

**Subject: Representation from Government servant on service matters -  
reiteration of instructions - regarding.**

The undersigned is directed to refer to O.M. of even number dated 6<sup>th</sup> June, 2013 wherein instructions have been issued on submission of representation by Government servants about their service matters. In spite of these instructions, it has been observed that Government servants including officers/ officials of para military forces and Army personnel continue to represent directly to the Prime Minister, Minister, Secretary (P) and other higher authorities, directly.

2. As per the existing instructions, wherever, 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 who is competent to deal with the matter in the organisation.
3. Such submission of representations directly to other 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. This can rightly be treated as an unbecoming conduct attracting the provisions of Rule 3 (1) (iii) of the Central Civil Services (Conduct) Rules, 1964. It is clarified that this would include all forms of communication including through e-mails or public grievances portal etc.
4. Attention in this connection is also invited to the provision of Rule 20 of CCS (Conduct) Rules, 1964 prohibiting Government servants from bringing outside influence in respect of matter pertaining to his service matter. Representation by relatives of Government servant is also treated as outside influence as clarified vide MHA OM No. F.25/21/63-Estt.(A) dated 19.09.1963
5. It is reiterated that these instructions may be brought to the notice of all Govt. servants including officers/ officials of para military forces and member of armed forces and action taken against those who violate these instructions.

  
(Mukesh Chaturvedi)  
Director (E)  
Telefax: 23093176

To  
The Secretaries of All Ministries/Departments of Govt. of India  
(as per the standard list)