



मेरा युवा भारत Mera Yuva Bharat

स्वायत्तशासी संस्था An Autonomous body under the
युवा कार्यक्रम एवं खेल मंत्रालय Ministry of Youth Affairs and Sports
भारत सरकार Government of India

No. 11040/MYB/PERS: circular/2025-26/ 1715

Date: 22/08/2025

Office Memorandum

Subject: Directions regarding adherence to proper channel for submission of representations pertaining to service related matters or any other matter pertaining to administrative issues.

It has come to the notice of the Competent Authority that, on occasions, employees of MY Bharat bypass the prescribed channels of communication and directly address their representations to higher authorities disregarding the established procedures.

2. Despite repeated instructions issued by the MY Bharat Headquarters in this regard, such violations continue to be reported frequently, which has been viewed seriously by the Competent Authority.

3. It has also been observed that some employees are resorting to exert external pressure or invoke political influence in matters concerning their individual service interests. Such practices are strictly prohibited and constitute a direct violation of Rule 20 of the CCS (Conduct) Rules, 1964 which explicitly forbids Government servants from bringing political or other outside influence to bear upon any superior authority to further their interests in respect of matters pertaining to their service

4. Accordingly, in view of the DoPT Office Memorandum No. 11013/08/2013-Estt (A)-III dated 06.06.2013, I am directed to convey that all officers and employees of MY Bharat must submit any service-related representation or administrative matters, strictly **through the proper channel only**. Any deviation from this procedure, including attempts to influence decisions through political or any other external means, will be treated as misconduct and may invite disciplinary action as per rules.

This issues with the approval of the Competent Authority and is circulated for necessary compliance.


22.08.2025
Varsha Rana

Assistant Director (Personnel)

To: All employees of MY Bharat (through website)

Copy to:

- PS to Minister of Youth Affairs and Sports, Govt. of India, Shastri Bhawan, New Delhi
- PS to Minister of State for Youth Affairs and Sports, Shastri Bhawan, New Delhi
- PPS to Secretary (Youth Affairs), Govt. of India, Shastri Bhawan, New Delhi
- PS to CEO, MY Bharat, New Delhi
- All Regional Directors, MY Bharat - "for ensuring necessary monitoring"
- All State Directors, MY Bharat - "with request to circulate the O.M among all employees posted within the respective states for ensuring necessary compliance"
- All Section Heads, MY Bharat Headquarters, New Delhi - "for necessary monitoring"
- AD (EDP), MY Bharat Headquarters, New Delhi- "for uploading the O.M on office website"
- Office Order file.

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