



नेहरु युवा केन्द्र संगठन  
Nehru Yuva Kendra Sangathan

साथ साथ  
कल की ओर...



# 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.- 11040/NYKS/PERS:circular/2023-24/454

Date- 21.04.2023

### Circular

**Subject: Representation from employees of NYKS on service matters by-passing the prescribed channel –reg.**


It is observed by the Competent Authority that there is an increasing tendency on the part of Officers and employees of NYKS at different levels to by-pass the prescribed channels of representation and write directly to the high functionaries totally ignoring the prescribed channels. Representation(s) or copy of representation(s) are being forwarded by the employees to the Minister of Youth Affairs & Sports, Minister of State for Youth Affairs & Sports, Secretary (YA) and Joint Secretary (YA)/Director General (NYKS) directly by-passing the prescribed channel of submission of representation regarding their service related matters.

2. The said matter has been viewed very seriously by the Competent Authority of the Ministry and NYKS as well.

3. Accordingly, in view of the DoPT O.M No. 11013/08/2013-Estt (A)-III dated 06.06.2013 (enclosed), I am directed to convey that all the Officers and employees of NYKS must send their representation regarding their service related matter, through proper channels, failing which necessary Disciplinary Action will be initiated against the Officer/employee for violation of the 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.

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

**Encl:** As above.

  
Satya Prakash Pattnaik  
Director (Personnel)

**To: All employees of NYKS.**

**Copy to:**

- PS to DG, NYKS, New Delhi.
- All Directors and Regional Directors, NYKS- *"for ensuring necessary monitoring"*
- All State Directors, NYKS – *"with the request to direct all employees for ensuring necessary compliance"*
- Concerned file.

भूतल, 4 जीवन दीप भवन, संसद मार्ग, नई दिल्ली-110001  
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North Block, New Delhi  
Dated the 6<sup>th</sup> 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-Ests. dated the 30<sup>th</sup> April, 1952, OM No. 25/34/68-Estt.(A) dated the 20<sup>th</sup> December, 1968 and this Department's OM No. 11013/07/1999-Estt.(A) dated the 1<sup>st</sup> 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.

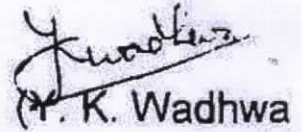
2. It has been envisaged in these instructions that whenever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redress of a grievance, the proper course for him is to address his immediate official superior, or the Head of his office, 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.



i. 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.

  
Y. K. Wadhwa

Under Secretary to the Government of India

To

All Ministries/Departments of Govt. of India.

Copy to:

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