

Establishment No. 5551  
Date 9/9/15



D. S. Dhesi, IAS

D.O. No. PS/CS/2415/22355

Chief Secretary, Haryana,  
Chandigarh - 160 001.

Email: cs@hryana.in

Dated: 1-9-2015

Dear Secretary,

Receipt No. 27  
Date 09/09/15

D.S.  
2-9-15  
P.O. (Admin)

No  
8/9

DS/R-1  
B.S. Rana  
9/9  
6.00

I am enclosing a copy of D.O. letter received from Cabinet Secretary regarding communications being addressed by Government servants directly to the Prime Minister / Prime Minister's Office on service matters and other issues. It has been pointed out that submission of representations directly to higher authorities by-passing the prescribed channel of communication is a violation of Conduct Rules and has to be viewed seriously.

The above instructions may be strictly followed and brought to the notice of your subordinates also. Violation of these instructions will invite strict action.

Yours sincerely

(D.S. Dhesi)

Shri C.R. Rana, IAS  
Secretary to Govt. Haryana,  
Food & Supplies and Labour Department

OFFICE OF DIRECTOR GENERAL FOOD & SUPPLIES, HARYANA, CHANDIGARH

Endst. No. 6E(1)-2015/ 28053 Dated, Chandigarh, 11/09/2015

A copy of the above is forwarded to the following for information and necessary action:-

1. All the District Food & Supplies Controllers in the State of Haryana.
2. All the Officers/Branch Incharges at Hqrs.
3. DCLM, Haryana, Near Football Chowk, Ambala Cantt.

B.S. Rana 11/9/2015  
Deputy Superintendent Estt.-I  
for Director General Food & Supplies,  
Haryana

प्रदीप कुमार सिन्हा  
PRADEEP K. SINHA



मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA

DO No. 501/1/4/2014-CA.V

Dated: 17<sup>th</sup> August, 2015.

Dear Chief Secretary/Administrator,


It has been observed that communications are being addressed by Government servants directly to the Prime Minister/Prime Minister's Office on service matters and other issues, which is a violation of Conduct Rules.

2. As you are aware, instructions have been issued time and again regarding the proper channel for representations/communications to be made by Government servants on their service matters and other issues. As per these instructions, whenever, 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 as is competent to deal with the matter in the organisation. Adequate instructions are also available in the matter of submission of representation by Government servants and disposal of representations by the authorities concerned. As such submission of representations directly to higher authorities by-passing the prescribed channel of communication is a violation of Conduct Rules and has to be viewed seriously.

3. I would request you to reiterate the instructions on the subject for strict compliance and appropriate action may be taken against those who violate such instructions.

With regards,

Yours sincerely,

  
(P. K. Sinha)

Shri D.S. Dhese  
Chief Secretary,  
Govt. of Haryana,  
Secretariat,  
Chandigarh.