



COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

No. 17(226)/97/E.II (HR-II)

Dated: 26.05.2014

OFFICE MEMORANDUM

Sub: Representations from Council Servants on service matters -  
req.

Kind attention is invited to CSIR letters No. 17(226)/97-E. II dated 24.11.1997, 25/27.09.2002 and No. 17 (66)/94-PPS dated 23.05.2006 on the subject cited above whereby instructions were issued with regard to representations from Council employees on service matters.

2. Of late it has been observed that there is an increasing tendency on the part of some of the officers and members of staff at different levels to by-pass the prescribed channels of representation and write directly to the higher authorities ignoring the prescribed channels. Some of these representations are often forwarded through Members of Parliament in violation of Rule 20 of the CCS (Conduct) Rules, 1964. Existing instructions clearly provide that representations on service matters should be forwarded through proper channel. As such submission of representations directly to higher authorities by-passing the prescribed channel of communication, may be viewed seriously and appropriate disciplinary action may be taken against those who violate these instructions as it tantamount to act unbecoming of a Council Servant and thus violates the provisions of Rule 3 (1) (iii) of CCS (Conduct) Rules, 1964, as made applicable to Council employees.

3. It has also been observed that some of the Council employees are in the habit of sending copies of their representations to outside authorities, i.e. to those who are not directly concerned with the consideration thereof (e.g. Hon'ble Ministers, Secretaries of other Departments, Members of Parliament etc.). This is an undesirable activity, contrary to official propriety and tantamount to subversion of discipline.

In this regard Gol, DoPT OM No. 11013/08/2013-Estt. (A) - III dated 06.06.2013 is being forwarded for information and compliance.

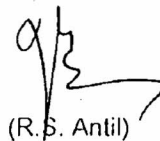
4. Insofar as redressal of grievances of Council employees is concerned, CSIR has its own well defined grievance redressal procedure. It is desirable to bring this procedure once again to the notice of all Council employees and advise them to desist from making direct representation on service matters to higher authorities without following the laid down process and without exhausting the remedies available at laboratory level.

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5. It is requested that these instructions may be brought to the notice of all Council employees in your Laboratory/Institute.

This issues with the approval of Director General, CSIR.



(R.S. Antil)

Sr. Deputy Secretary (HR Admn.)

26-5-2014

The Directors/Heads  
of all National Labs/Instts. of CSIR.

Copy to:

1. Sr. COAs/COAs/AOs of the Labs./Instts.
2. Sr. Dy. FAs/Dy. FAs/F&AOs of the Labs./Instts.
3. US to DG, CSIR.
4. US to JS (A), CSIR.
5. PA to FA, CSIR.
6. PS to LA, CSIR.
7. PS to CVO, CSIR.
8. Heads - PPD/ISTAD/IPU/HRDG/HRDC/USD/ITD/RTI
9. Sr. DSs/DSs/USs at CSIR Hqrs./CSIR Complex.
10. Shri T. Mahesh Babu, Secretary Staff side, JCM, IICT, Uppal Road, Hyderabad-500007.
- ✓ 11. Head, IT Division, with the request to upload this OM on CSIR website.
12. Office copy.

NISCAIR, NEW DELHI-12.

No. 1(CMISC)/Vig./2014

Dated: 17/06/2014

Copy forwarded to following for strict compliance.

1. All HOD'S : With the request to bring to the notice of all staff Working under them.
2. All Notice Boards : For information of all pl.
- ✓ 3. IT Division :- With the request to upload the Circular on NISCAIR web site.

SECTION OFFICER (Vig.)  
17/06/2014