



GOVERNMENT OF INDIA  
DR. RAM MANOHAR LOHIA HOSPITAL, NEW DELHI

File No. 17-13(43)/Circular-2016-RMLH(HA-I)/ 5535

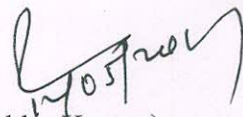
Dated: - 15/05/2017

CIRCULAR

**Sub: Representation from Government servants on service matters – reiteration of instructions - regarding**

Please find enclosed herewith the letter no. A.47014/10/2016-CHS-IV/CHS-V dated 31.01.2017 received from Ministry of Health and Family Welfare on above mentioned subject, for necessary compliance.

Encl: As above

  
(Shambhu Kumar)  
Dy. Director (Admn.)

- 1) All HODs
- 2) P.S. to M.S. for information please.
- 3) NIC Cell to upload on Hospital's website



5253 (HAD) BY SPEED POST  
16/02/17

No.A.47014/10/2016-CHS-IV/CHS-V

GOVERNMENT OF INDIA  
MINISTRY OF HEALTH AND FAMILY WELFARE  
(CHS DIVISION)

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Nirman Bhavan, New Delhi-110 011

Dated the 31 January, 2017

1862  
14 FEB 2017

**OFFICE MEMORANDUM**

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

The undersigned is directed to refer to Department of Personnel, Public Grievances & Pensions OM No. 11013/08/2013-Estt.(A-III) dated 21<sup>st</sup> August, 2015 and MoH&FW's letter No.C.11012/1/2011-CHS.V dated 09<sup>th</sup> August, 2011 on the subject cited above wherein instructions have been issued on submission of representation by Government servant connected with their service matters and following prescribed channels of representation.

2. However, of late, it has been observed that the CHS officers continue to represent directly to higher authorities viz. Prime Minister, Minister, etc. by-passing the prescribed channels of communication.

3. All the CHS Officers are, therefore, directed to abide by Rule 20 of CCS (Conduct) Rules, 1964 which has further been clarified by the following Government of India's decisions:-

**(i) Representation on service matters by relatives should be discouraged:**

Relatives of a Government servant sometimes make representations concerning services matters affecting the Government servant. This is done in some cases in the hope of reviving a representation which the Government servant had himself made and which had been turned down. In some cases, the procedure is resorted to in order to get round the requirements that the Government servant should submit his representation through his official superiors. The practice is obviously undesirable and should be strongly discouraged. It has accordingly been decided that no notice should be taken of a representation on service matters submitted by a relative of a Government servant. The only exception may be cases in which because of the death or physical disability etc. of the Government servant, it is impossible for the Government servant himself to submit a representation.

**(ii) Prohibition on bringing any political or outside influence in respect of matters pertaining to service under the Government:**

The Government servants are advised to refrain from bringing any political or other outside influence to further their interests in respect of matters pertaining to their service under the Government.

P.T.O.

DDA  
11-02-2017  
14/1/17

17/2/17  
30/2/17

13.2.17

293/DDA  
16/2/17

Ms. Meenu

**(iii) Canvassing of non-official or other outside influence by Government servants:**

Bringing of outside influence indirectly by Government servants to further their service interests attracts the provisions of Rules 20 of the CCS (Conduct) Rules, 1964 and this practice should be discouraged.

**(iv) Representation from Government servants on service matters:**

If a Government servant wishes to press a claim or to seek redressal of a grievance in any matter connected with his service rights or conditions, 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 who is competent to deal with the matter. Generally, there has been a 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. Submission of the representations directly to higher authorities by-passing the prescribed channel of communication, needs to be viewed seriously as it can be construed as an unbecoming conduct attracting the provisions of Rule 3(1)(iii) of CCS (Conduct) Rules, 1964.

4. It is reiterated that these instruction may be brought to the notice of the officers of CHS in your Institution for their information, guidance and compliance. It may also be emphasized that the afore-said instructions are observed scrupulously so that Rule 20 of CCS (Conduct) Rule, 1964 is not violated.

5. This issues with the approval of the Competent Authority.



**(Sitansu Mohan Routray)**  
**Under Secretary to the Govt. of India**  
**Telefax: 23062550**

To

The Heads of all participating Units of  
Central Health Service (CHS).

**Copy for information to: -**

1. Secretary (H&FW)
2. DGHS
3. AS&DG, CGHS
4. All officers of the rank of Spl.Secy/Addl. Secy. in the MoH&FW.
5. All Joint Secretaries in the MoH&FW.
6. DDG(A), Dte.GHS.
7. Director (CGHS), Nirman Bhawan, New Delhi.
8. Director (AV), Dte. GHS, Nirman Bhawan, New Delhi.
9. Deputy Secretary (CHS).
10. CHS-I/II/III/IV/V/VI Section.

