

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)

(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

F. No. CDL/ADM/VIP/05/2000 (Pt) | 1444

08/10/2018

OFFICE MEMORANDUM

In spite of instructions conveyed by way of NIELIT Headquarter's OM No. NIELIT/HQ/MIS/03(Vol.V)/1112 dated 30/09/2015, it is observed that employees in NIELIT continue to exert outside influence for their transfer to a particular station by representing through their kith and kin, which is in direct contravention of Item No. 5.3 of NIELIT's Transfer Policy.

2. Rule 20 of the CCS (Conduct) Rules, mandates that

"No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the Government."

In this regard, representation(s) by family member(s)/ relative(s) of employee in a bid to secure favorable consideration on his/ her service matter also falls in the ambit of outside influence, as also clarified vide MHA OM No. F25/21/63-Estt(A) dated 19/09/1963.

3. In addition, DoPT's OM No. 11013/08/2013-Estt.A(III) dated 31/08/2015 reiterates the instructions originally conveyed vide their OM of even number dated 06/06/2013, regarding submission of representation by Government servants about their service matters. Accordingly, it is emphasized that

"2. As per the existing instructions, wherever, in any matter concerned with his service rights or conditions, a Government servant wishes to press a claim or seek redressal of a grievance, the proper course for the employee is to address his/ her immediate superior, or Head of his office, or such authority at the appropriate level who is competent to deal with the matter in the organization."

3. Such submission of representations directly to other 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. This can rightly be treated as an unbecoming conduct attracting the provisions of Rule 3(1)(iii) of the CCS(Conduct)Rules, 1964."



4. In the light of above, all the regular employees in NIELIT are once again requested to abstain from exerting outside influence/ exercising VIP reference(s), by self or through a relative, so as to press a claim or seek redressal of a grievance or further one's service matters. Disciplinary action may be taken against such employees who are found guilty of violating the instructions.

5. Accordingly, all NIELIT Centres and Head of Wings in NIELIT Headquarters are also requested to ensure wide circulation of the above instructions and strict future compliance thereof.

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


(Janak Raj)
Registrar

To: -

1. All Executive Directors/ Directors/ Directors-in-charge, NIELIT Centres
2. All Head of Wings, NIELIT Headquarters
3. All regular employees in NIELIT Headquarters
4. ✓ Webmaster, NIELIT Headquarters – *with a request to update NIELIT's website*
5. Hindi Section, NIELIT Headquarters – *with a request to issue Hindi translation*
6. Office Order/ Office Memorandum file in NIELIT Headquarters

Copy for kind information only: -

The Staff Officer to Director General, NIELIT