

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 एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Department of Electronics and Information Technology (DeitY)
Ministry of Communications and Information Technology, Government of India

Ref. No. NIELIT/HQ/MIS/03 (Vol. V) 1112

September 30, 2015

OFFICE MEMORANDUM

At present, NIELIT has 31 Centres / Extension Centres located in different parts of the country. Whenever any new centre is approved by DeitY, provision for manpower is also made along with it to take up the activities at such centre, but filling up of these posts is a long process which passes through so many intermediate formalities and as on date more than 400 posts are vacant. However, once a Centre / project is approved by the Government, NIELIT needs to start the mandated activities such as running of formal courses etc. This matter has been taken up with DeitY, however, we cannot completely stop the running formal courses but only can restrict it upto some extent.

2. In view of the compelling situation, Headquarter is forced to make transfers / postings of the existing employees to cater to the bare minimum needs of various centres across the country. But, it has been observed that whenever, an employee is transferred he / she tries to bring outside influence to get his transfer cancelled which hampers the decision taken by the Management and various activities at other Centres. Also, Rule 20 of CCS (Conduct) Rules, 1964 prohibits Government servants from bringing outside influence in respect of matter pertaining to his service matters. Representation by relatives of Government servant is also treated as outside influence.

3. Recently, DoPT has issued guidelines / instructions pertaining to representation from government servant on service matters vide OM No. 11013/08/2013-Estt. (A.III) dated August 31, 2015 and the same is enclosed for information and strict compliance.

4. In view of the above, it is expected from all the employees of NIELIT to comply with these Government instructions and cooperate with the Headquarter enabling all NIELIT Centres in achieving the mandated goals and targets.


[Jonak Raj]
Registrar

To,

Director /Director-in-charge,
All NIELIT Centres

- for circulation among all
Employees at their Centres

All employees at NIELIT HQ

Copy for kind information to :

- i) PS to Hon'ble MoC&IT & Chairman GC, NIELIT
- ii) OSD to The Secretary, DeitY & Vice Chairman GC, NIELIT
- iii) JS, ABC Division, DeitY

224) (4)

F. No. 11013/08/2013-Estt.(A-III)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment A-III Desk

North Block, New Delhi
Dated August 31, 2015

OFFICE MEMORANDUM

Subject: Representation from Government servant on service matters -
reiteration of instructions - regarding.

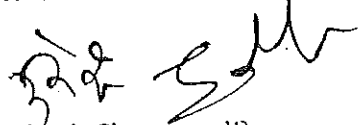
The undersigned is directed to refer to O.M. of even number dated 6th June, 2013 wherein instructions have been issued on submission of representation by Government servants about their service matters. In spite of these instructions, it has been observed that Government servants including officers/ officials of para military forces and Army personnel continue to represent directly to the Prime Minister, Minister, Secretary (P) and other higher authorities, directly.

2. As per the existing instructions, wherever, 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 who is competent to deal with the matter in the organisation.

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 Central Civil Services (Conduct) Rules, 1964. It is clarified that this would include all forms of communication including through e-mails or public grievances portal etc.

4. Attention in this connection is also invited to the provision of Rule 20 of CCS (Conduct) Rules, 1964 prohibiting Government servants from bringing outside influence in respect of matter pertaining to his service matter. Representation by relatives of Government servant is also treated as outside influence as clarified vide MHA OM No. F.25/21/63-Estt.(A) dated 19.09.1963

5. It is reiterated that these instructions may be brought to the notice of all Govt. servants including officers/ officials of para military forces and member of armed forces and action taken against those who violate these instructions.


(Mukesh Chaturvedi)
Director (E)
Telefax: 23093176

सचिवालय का कार्यालय
संख्या सं. 49074
03/9/15

General Coordination Section
By. No. 331
Dated 11/09/15

The Secretaries of All Ministries/Departments of Govt. of India
(as per the standard list)

JK/P2
Dw
07 SEP 2015
Diary No. 3035

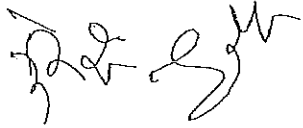
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Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.

7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.

9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. National Commission for Scheduled Castes, New Delhi.
11. National Commission for Scheduled Tribes, New Delhi.
12. National Commission for OBCs, New Delhi.
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DoP&T
16. NIC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OMs & Orders → Establishment → (Conduct Rules).
17. Hindi Section, DoP&T


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