


**IMPORTANT CIRCULAR**

 DEPARTMENT	<b>O/o THE CONTROLLER OF DEFENCE ACCOUNTS</b> <b>NO.1, STAFF ROAD, SECUNDERABAD – 500 009</b> <b>Phone No. 040-27843385, 27847957</b> <b>Fax No. 040-27817275</b>
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NO. AN/I/O/2081/Disp/Vol.II

Dated : 23.07.2015

To

1. The Addl. CDA i/c, PAO (ORs) EME, Sec'bad
2. The Addl. CDA i/c, AAO (Army), Visakhapatnam
3. The ACDA i/c, PAO (ORs) AOC, Sec'bad
4. All GOs in Main Office
5. All SAOs/AOs/AAOs and Staff of Main Office
6. All Sub-offices at Secunderabad/Hyderabad/Suryalanka/Medak.

SUB: Representations from serving employees or from close relatives on their behalf for furthering their service interests like transfer etc.

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HQrs office has informed that despite repeated instructions, representations by the close relatives of employees to senior officers of the Department/Ministry are on the rise. It has been reiterated that our employees should refrain from getting their family members to intervene on their behalf and represent to higher authorities/dignitaries such as Ministers/MPs etc for furthering their service interests like transfer etc. This is against the spirit of instructions contained in circulars on the subject.

2. In this connection a copy of the CGDA, Delhi letter bearing No. 0600/AN-X/Vol.XXI dated 09<sup>th</sup> July 2015 on the above subject is refurnished for information, guidance and strict compliance of the contents therein.

3. It is enjoined upon all officers and staff of this organization that they should desist from bringing outside influence in the matters of service like transfer and should utilize the grievance redressal mechanism in place in the department for settlement of their genuine grievances. The case of violation of the instructions in this regard is liable to attract action as per DOP & T OM No. 1-11013/7/85-Estt (A) dated 25.05.85.

4. This communication may be given wide circulation and contents may please be got noted by all the officers and staff and their signatures may be obtained and kept on record.

Please acknowledge receipt.

CDA has seen.

Encl: 1

Copy to:  
The EDP Centre, Local - For uploading on official web site.



( B. Bala Jawahar )  
ACDA (AN)

**OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
ULAN BATAR MARG, PALAM, DELHI CANTT – 110001**

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No.0600/AN-X/Vol.XXI

Dated: 09<sup>th</sup> July 2015

To

The CDA,  
Secunderabad.

Subject: Representations from serving employees or from close relatives on their behalf for furthering their service interests like transfer etc.

Instructions had been issued from time to time in the past that an employee should desist from the tendency of getting their close relatives like wife/husband, father, mother etc plead on their behalf and represent to higher authorities or dignitaries such as Ministers, MPs etc. for furthering their service interests like transfer etc.

2. It has, however, come to notice that despite all the existing instructions in this regard, of late the instances of representations from close relatives of Govt. servants, to the senior Departmental officers/Ministers/higher dignitaries etc. are on the increase. The competent authority has taken a serious view of such cases. The canvassing by relatives on behalf of the Govt. servants is contrary to the provisions of Rule 20 of CCS (Conduct) Rule, 1964 and consequently the employees concerned will be liable for disciplinary action as these representations will be viewed to have been sent with their knowledge/at their instance.

3. The contents of this circular may be brought to the notice of all the employees serving in your organization.

Sd/-  
Sr. ACGDA (AN)