


IMPORTANT CIRCULAR

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

Dated : 29.11.2016

To

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

Sub: Prohibition on bringing any political or outside influence by serving employees or by their close relatives to further his/her interest in respect of matters of his service like transfer etc.

HQrs office has informed that despite repeated instructions, in recent times, it has been observed that employees, especially new recruits, continue to represent directly or through his/her kin to the various higher authorities to further his/her interest in respect of matters of service like transfer etc. In this regard DoPT OM issued vide their letter No.F.No.11013/08/2013-Estt.(A-III) dated 31.08.2015 is refurnished herewith for information, guidance and strict compliance of the contents therein.

2. It is enjoined upon all officers and staff serving in 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 CCS (Conduct) Rules, 1964.

3. 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.

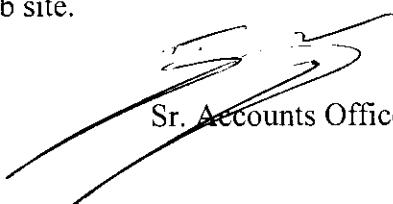
CDA has seen.

Encl: 1 (One)

Copy to:

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


(Siva Sankar Bandi)
ACDA (AN)


Sr. Accounts Officer (AN)



M.O.No.AN/CO/2081/Disp/Vol II

दिनांक/Dated: 29.11.2016

प्रमाण

1. प्रभारी अपर नियंत्रक, वे.ले.का. (अ.श्र.) ई.एम.ई, सिकंदराबाद।
2. प्रभारी महाप्रक नियंत्रक, वे.ले.का. (अ.श्र.) सेना आयुध कार, सिकंदराबाद।
3. मुख्य कार्यालय के सभी ग्रुप अधिकारी।
4. प्रभारी वे.ले.अ. क्षेत्रीय लेखा कार्यालय (अन्तर्वेण) विशाखापट्टणम्।
5. मुख्य कार्यालय के सभी वे.ले.अ./ले.अ./स.ले.अ. तथा कर्मचारीगण।
6. सिकंदराबाद/हैदराबाद/भुवनेश्वर/मदक स्थित सभी अधीनस्थ कार्यालय।

विषय: अंतर्वेण कर्मचारियों अथवा उनके निकट संबंधियों द्वारा उनकी ओर से सेवामेंबन्धी कार्यों जैसे स्थानान्तरण आदि के लिए अभ्यावेदन प्रस्तुत करने पर निषेध।

सहायक कार्यालय में सूचित किया है कि बार-बार अनुदेश देने के बावजूद, हाल के दिनों में यह पाया गया है कि कर्मचारी विशेषकर नए भर्ती हुए कर्मचारी, अब भी सीधे अथवा अपने निकट संबंधियों के माध्यम से सिकंदराबाद के वरिष्ठ अधिकारियों को स्थानान्तरण आदि जैसे सेवा संबंधी मामलों में अपनी ओर से अभ्यावेदन दिला रहे हैं। इस संबंध में कार्मिक एवं प्रशिक्षण विभाग द्वारा जारी दिनांक 31.08.2015 के पत्रांक F.No. 11013/08/2013-111/अ.111 की अंतर्वेण को सूचना मार्गदर्शन और सख्त अनुपालन के लिए पुनः प्रस्तुत किया जाता है।

इस से, इस के सभी अधिकारियों और कर्मचारियों को पुनः निवेश दिया जाता है कि स्थानान्तरण जैसे सेवा संबंधी मामलों में सख्त प्रभाव लाने का प्रयास न करें और उनकी वास्तविक शिकायतों के लिए वे विभाग के शिकायत उपकरण से आग्रह करें। उपरोक्त अनुदेशों का उल्लंघन करने पर सी.सी.एस. (आचार) नियम, 1964 के अनुसार कार्यवाही की जाएगी।

हम यह आ सभी को परिचित किया जाए और हमकी अंतर्वेण को सभी अधिकारियों/कर्मचारियों द्वारा सख्त प्रभाव उनके हस्तक्षर प्राप्त किए जाएं तथा अपने अभिलेख में सुरक्षित रखें जाएं।

वृष्टत राखनी है।

रक्षा लेखा नियंत्रक महादय न देख लिया है।

Sd/-

(जी. शिव शंकर)

रक्षा लेखा सहायक नियंत्रक (प्रशा)

संज्ञक

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: वेबसाइट में अपलोड करने के लिए।

वरिष्ठ लेखा अधिकारी (प्रशा)

3/1/15/1

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.**

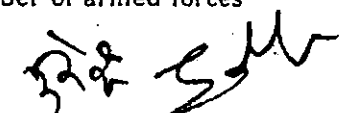
The undersigned is directed to refer to O.M. of even number dated 6th June, 2013 wherein instructions have been issued on submission of representation by Government servants about their service matters. In spite of these instructions, it has been observed that Government servants including officers/ 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

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

-----2/-