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पुलिस महानिदेशक का गोपनीय व  
DGP's Confidential Cell  
आ.डा.सं./R.D. No. 8144  
दिनांक/Dated. 29/12/16

पु. मझ. नि. /IGP  
आर.डी.सं. /R.D. No. 6408  
दिनांक / Date: 30/12/16

5948  
29/12/16

No.45-Misc/HGC/2013-PW(PF)  
अण्डमान तथा निकोबार प्रशासन  
Andaman and Nicobar Administration  
सचिवालय Secretariat

\*\*\*  
Port Blair, dated 28<sup>th</sup> December, 2016

CIRCULAR

Sub:- Representations/ communications by Government servants on their service matters and other issues- Regarding.

It has been observed that communications are being addressed by Government servants directly to the Hon'ble Lt. Governor/ Prime Ministers office on service matters and other issues, which is a violation of CCS (Conduct Rules), 1964.

Instructions have been issued time and again regarding the proper channel for representations/ communications to be made by Government servants on their service matters and other issues. As per these instructions, whenever, in any matter connected with his/her service rights or conditions, a Government servant wishes to press a claim or to seek redressal of a grievance, the proper course for him/her is to address his/her immediate official superior, or Head of office, or such other authority at the appropriate level as is competent to deal with the matter in the organization. Adequate instructions are also available in the matter of submission of representation by Government servants and disposal of representations by the authorities concerned. As such submission of representation directly to higher authorities, by passing the prescribed channel of communication is a violation of Conduct Rules and liable to be viewed seriously.

The HODs/Offices are, therefore once again requested that officer/ officials working under them may be directed to follow the instructions on the subject for strict compliance. Any deviation/violation to comply with the said instructions at any point of time will be viewed seriously by the Administration.

*Tanvi*

( Tanvi Garg )  
Secretary (Personnel)

To

1. All Heads of Department/Offices
2. All Sections in the Secretariat

*Budh...*

Deputy Secretary (Perl)

29/12/16

पुलिस महानिदेशक (सचिवालय), पु.  
Superintendent of Police (The  
R.D. No. 6661  
दिनांक / Date: 31/12/16

पुलिस महानिदेशक (सचिवालय), पु.  
Dy. Supdt. of Police (Esstt.), PHC  
आर.डी.सं./R.D. No. 71  
दिनांक / Date: 03/01/17

All in file  
29/12/16

DEP  
ICP

30/12/16

copy to all offices.

*Handwritten signatures and initials*

By: Supt. of Police (HQ), PHQ  
No. 45/Misc./HGC/2013-PW (PF) No. 280  
Date: 4/1/17

सं/No. DGP/Genl/15/11/2014/84

पुलिस महानिदेशक का कार्यालय  
OFFICE OF THE DIRECTOR GENERAL OF POLICE  
अण्डमान तथा निकोबार द्वीपसमूह  
Andaman & Nicobar Islands  
\*\*\*\*\*

पोर्ट ब्लेयर Port Blair दिनांक Dated 04<sup>th</sup> January, 2017

To

1. All SsP
2. All Dy. SP HQ

Sub: **Representations/communications by Government servants on their service matters and other issues - reg.**

Sir,

Please find enclosed herewith a copy a Circular vide No. 45-Misc./HGC/2013-PW (PF) dated 28/12/2016 received from Secretary (Personnel), A & N Administration on the subject cited above.

It is, therefore, requested to direct the officers/officials working under your control to follow the instructions on the subject for strict compliance.

Encl. Aja

Yours faithfully

Dy. Superintendent of Police (HQ)  
Police Headquarters  
Port Blair

Dy. SP (HQ)

1/c Esn) Acml (Hq) / 1/c DE (Hq) 1/c WPT (Hq)  
1/c Comd (Hq) 1/c ~~...~~ 1/c Rec (Hq) / 1/c