केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
केन्द्रीय राजस्व भवन, आई.एस.प्रेस रोड, कोचिन -682018
C.R.BUILDING, I.S.PRESS ROAD, COCHIN-682018
E-mail: cexcochi@nic.in FAX-0484-2390608 Phone: 0484-2390404

C.No.II/7/2/2014 - Estt. (PF) Dated: 10.12.2015

ESTABLISHMENT CIRCULAR NO. 18 /2015

Attention is invited to the following letter received from Ministry of Finance:-

Sl. No.	Letter No. and date	Subject
1.	F.No. C 30013/87/2015-Ad.IVA dated 06.11.2015	Representation from Government servant on matters - reiteration of instructions.

Copy of the mentioned letter may be downloaded from the website of Cochin commissionerate - www.cenexcisekochi.gov.in for information and record.

All the sections heads working in Headquarters Cochin/Divisions under Cochin Commissionerate must ensure that the letter must be circulated to all the officers working in their sections/division and the acknowledgement may be obtained. It must also be ensured that the instructions in the Board's letter mentioned above are strictly followed in future.

[K R SATISH]
ASSISTANT COMMISSIONER [P&V]
10.12.2015

To

1. All Divisions under Cochin commissionerate.
2. All Sections in Headquarters Cochin.
2. The Superintendent (EDP) for uploading in website.
3. Notice Board, Hqrs Cochin.
4. Notice Board, Central Excise Bhavan, Kathrikadavu.

Copy to:

1. The Deputy Commissioner (CCO), Hqrs Cochin for information.

IC.NO. 884/15/1/12/15

BY Speed Post

F.No. C 30013/87/2015-Ad.IVA
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs
*****

5th Floor, HUDCO Vishala Bldg,
Bhikaji Cama Place, New Delhi,
Dated the 6th November, 2015

To

All the Chief Commissioners/ Directors General
And Commissioners-in-charge in Directorates under CBEC

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

Sir/ Madam,

I am directed to enclose herewith a copy of letter No. F.11013/08/2013-Estt.(A-III) dated 31.08.2015 received from Department of Personnel & Training on the subject mentioned above and to request that the instructions contained in the aforesaid letter may kindly be brought to the notice of all Officers/Officials under your charge for strict compliance.

2. It is also requested that the action may be taken against those who violate these instructions.

Encl: As above

Yours faithfully,

(B.Ginkhan Mang)
Under Secretary to the Govt of India
Tel. No. 011-26162673

Copy for information to:- Dir(Ad.(II)/D.S(Ad.IIA&B)/D.S(Ad.IIIA&VIIIEC)/D.S(Ad.IIIB).

(B.Ginkhan Mang)
Under Secretary to the Govt of India

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)

185726/2015/Coord.
04-09-2015

------2/-

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

(Mukesh Chaturvedi)
Director (E)
Telefax: 23093176