



भारत सरकार

Government of India

कृषि एवं किसान कल्याण मंत्रालय,

Ministry of Agriculture and Farmers Welfare

कृषि, सहकारिता एवं किसान कल्याण विभाग

Department of Agriculture, Cooperation and Farmers Welfare

दक्षिणी क्षेत्र कृषि मशीनरी प्रशिक्षण एवं परीक्षण संस्थान

Southern Region Farm Machinery Training and Testing Institute

ट्रेक्टर नगर, गार्लदिन्ने - 515 731, जिला: अनंतपुर (आं. प्र.)

Tractor Nagar, Garladinne- 515 731, District: Anantapur (A.P.)

**[ISO 9001:2008 COMPLIANT INSTITUTION]**

फाइल संख्या/File No. 6-14/2005-Misc.

दिनांक/Dated: 31<sup>st</sup> August, 2015

Subject: - **Instruction regarding proper channel for representations / communications to be made by Government servants of their service matters and other issues - reg.**

In their OM No. 35-04/2015- O&M/PG dated 28.08.2015, the ministry has referred to the Cabinet Secretary's D.O. No. 501/1/4/2014-CA.V dated 17.08.2015 addressed to the Secretary, Department of Agriculture & Cooperation, New Delhi, which, inter alia, observes the following:-

*"Of late, it has been observed that Government servants are addressing communications on service matters and other issues directly to the Prime Minister/ Prime Minister's Office, which is a violation of Conduct Rules."*

The above referred D.O. letter further says that "Instructions have been issued time and again regarding the proper channel for representations/communications to be made by Government servants on their matters and other issues. As per these instructions, whenever, in any matter connected with his service right of 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 this 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 representations directly to higher authorities by-passing to prescribed channel of communication is a violation of Conduct Rules and has to be viewed seriously."

It is also mentioned in the above referred D.O. letter to "reiterate the instructions on the subject for strict compliance and appropriate action may be taken against those violate such instructions."

It is therefore, all the instructions are hereby brought to the notice of all officers/officials and advised them to affix their signature in the token of having seen the above instructions against their name contained in Annexure.

  
G.Aruna Kumari 31/8/15

Administrative Officer  
For Director

Distribution:

1. SAE(K), SAE(Y), AE(C),AO, FS, AE(D)
2. Circulation copy to all staff members as per list enclosed.
3. Guard File
4. PA to Director

Copy to:

Shri D.S.Vara Prasad, Secretary, NGO's Staff Association, Tractor Nagar, Garladinne - for supplementing the institute's efforts to create awareness amongst the staff in this matter.

  
Administrative Officer  
For Director