



कार्यालय महालेखाकार (आर्थिक एवं राजस्व क्षेत्र लेखापरीक्षा), तमिलनाडु,
लेखापरीक्षा भवन, 361, अण्णा सालै, तेनामपेट, चेन्नै-600 018.

OFFICE OF THE ACCOUNTANT GENERAL
(ECONOMIC & REVENUE SECTOR AUDIT), TAMILNADU, 'LEKHA PARIKSHA
BHAVAN', 361, ANNA SALAI, TEYNAMPET, CHENNAI 600 018.

No. 482 AG (E&RSA) TN/Legal Cell/Circular/2019-20

Date: 10/03/2020

CIRCULAR NO: 6

Sub: Representations from Government servants on service matters-reg

Instructions have been issued from time to time by the Govt. of India vide various OMs No. 118/52-Estt. dated 30-04-1952, 25/34/68-Estt.(A). dated 20-12-1968, 11013/07/1999-Estt(A) dated.01.11.1999 and 11013/08/2013-Estt.(A)-III dated 06-06-2013 regarding representations from Government Servants on service matters.

2. It has been envisaged in these instructions that whenever, in any matter connected with the service rights or conditions, a Government servant wishes to press a claim or to seek redress of a grievance, the proper course is to address his/her immediate superior officer or the Head of the Office or such other authority at the lowest level as is competent to deal with the matter. Of late, it has been observed that there is an increasing tendency on the part of the Gr.B & C staff in the field offices to by-pass the prescribed channels for submitting their representations and they prefer to write directly to the C&AG or other senior officers in the Headquarters ignoring the prescribed channels. The problem is more acute amongst the newly recruited officials. Apart from this, some of the officials are in the habit of sending their representations even to the President/Prime Minister/other Ministers or Members of Parliament or through their family members.

3 In view of the above, it is reiterated that only those representations from the serving officials on service matters, received through proper channel, will be entertained by this office.

4 The submission of representations directly to the higher authorities by passing the prescribed channel of communication, will be viewed seriously by this office and appropriate disciplinary action would be taken against those who violate these instructions, as it can rightly be treated as a conduct unbecoming of a central government servant, attracting the provisions of Rule 3(1)(iii) of the CCS(Conduct) Rules 1964. The representations, from the family members of Government servants, in service matters will not be entertained by this office. Moreover, bringing of any political or other outside influence directly or indirectly by the Government servants to bear upon any superior authority to further their interest in respect of matters pertaining to their service shall be treated as violation of the Rule 20 of the CCS (Conduct) Rules, 1964.

5 These instructions may strictly be followed by all staff members of this office.

(Vide orders of the Accountant General dated 10/03/2020)

Deepna 10/3/2020
SR, DEPUTY ACCOUNTANT GENERAL/ADMN.

Copy to

- 1 All Group Officers
- 2 All Branch Officers
- 3 SAO/ISTC for forwarding the Circular to all staff members
- 4 Notice Board.