

प्रधान महालेखाकार (लेखापरीक्षा-I) का कार्यालय
केरल, तिरुवनंतपुरम



OFFICE OF THE PRINCIPAL
ACCOUNTANT GENERAL (AUDIT-I)
KERALA, THIRUVANANTHAPURAM - 695 001

No.Au/Admn.II/Commercial

Date : 30.10.2024

CIRCULAR No. 57

**Sub: Representation from Government Servant on
Service matters through proper channel.**

HQ office has instructed that all Government servants (including Commercial Cadre Officials) have to submit their representations on service matters only through proper channel. This includes all forms of communications, through e-mails or public grievances portal etc.. Officials who want to represent on any matter connected with service rights/conditions or a claim or seek redressal of a grievance, has to address the representation to the immediate official superior, or the Head of office, or such other authority at appropriate level who is competent to deal with the matter in the organization. Officials found guilty of violating these instructions by submitting their representations directly to higher authorities by-passing the prescribed channel of communications will be viewed seriously and appropriate disciplinary action under provisions of Rule 3(1)(iii) of the CCS (Conduct) Rules, 1964 will be initiated against them. These instructions are issued for strict compliance

(Vide orders of Accountant General dated 01.11.2024)

Digitally signed by
Mohammed Danish K
Date: 01-11-2024 13:30:14

Deputy Accountant General(Admn)

Copy to

1. Notice Board
2. Br. Office, Thrissur/Kochi/Kottayam/Kozhikode
3. All Sections/RAO
4. C. Cell/Training Cell/IA
5. SAO/AMG I, AMG II & AMG III (HQ) for informing party members
6. Commercial cadre Officials(Audit I)

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फैक्स / Fax – 0471-2331326

वेबसाइट / Website : <https://cag.gov.in/agl/kerala/en>