



कार्यालय प्रधान महालेखाकार (ले व ह)-II,

महाराष्ट्र

सिविन नाईन्स, नागपुर - ४४०००१

OFFICE OF

THE PRINCIPAL ACCOUNTANT GENERAL
(A&E)-II MAHARASHTRA

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No. WM-I/Circular/Representation

Date: 07/10/2024

CIRCULAR-40

In pursuance of Headquarters office Circular No. 26-Staff Wing/2014 dated 07.07.2014 and Government of India's instructions issued from time to time on submission of representations by Government servants about their service matters, the following instructions have been issued:

2. As per the existing instructions on representation from Government servant on service matters, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or seeking redressal of a grievance, the proper course for him is to address his immediate superior official or the Head of his office or such other authority at appropriate level who is competent to deal with the matter in the organization. Moreover, existing instructions clearly provide that representations on service matters should be forwarded through proper channel.

3. However, it has been observed that officials of Divisional Accountants cadre still continue to send representations on service matters directly to the Head of the Department ignoring the prescribed channels of communication.

4. Such submission of representations directly to higher authorities by-passing the prescribed channel of communication has been viewed seriously and such action may invite appropriate disciplinary action against those who violate these instructions. This can be treated as an unbecoming conduct attracting the provisions of Rule 3(1)(iii) of the CCS (Conduct) Rules, 1964. It is clarified that this would include all forms of communications including e-mails or public grievances portals etc.

5. In view of the above, it is directed that the Headquarters' office instructions issued vide Circular No. 26-Staff Wing/2014 dated 07.07.2014 and consolidated instructions issued by DoPT vide OM dated 23.09.2022 are reiterated for observance and compliance. Failure to comply with these instructions will attract disciplinary action under CCS (CCA) Rules, 1965.

(Authority : Principal Accountant General's orders dated 03/10/2024)

Sr. Dy. Accountant General (Works Accounts)