

**No. 12012 /04 (01)/2014 (Part) -SSS  
[E.File No. 6137]  
Government of India**

**Ministry of Statistics and Programme Implementation  
(SSS Division)**

**Sardar Patel Bhawan, Room No. 528,  
Sansad Marg, New Delhi – 110001**

**Dated: 7<sup>th</sup> July 2020**

**OFFICE MEMORANDUM**

**Subject: Representation from Government Servants on service matters – regarding**

The undersigned is directed to refer to this Ministry OM dated 14.09.2015 and 11.12.2017 (Copy enclosed) on the subject cited above.

02. It has been observed that large number of serving member of Subordinate Statistical service (SSS) are still representing their service matters before the higher authorities by passing the prescribed channel of representations.

03. The members of Subordinate Statistical Service (SSS) are hereby again instructed to refrain from such practices and follow the prescribed channel only for representations. In case these instructions are violated, strict disciplinary action would be initiated against the officials as per extant rules.

04. All participating Ministries of Subordinate Statistical Services (SSS) are requested to bring the above to the notice of all members of SSS posted under their administrative control.

05. This issues with the approval of Competent Authority.

Enclosed: As above.

(Shiv Balak Verma)  
Deputy Director (SSS)  
Tel. 011-23742176

**To:**

01. All Ministries / Departments / Organizations, with a request to bring the contents of the above OM to concerned officials of SSS, working under their Administrative control.

02. DIID, R. K. Puram, New Delhi with a request to upload the enclosed OM on the official web site of this Ministry under the miscellaneous link of SSS.

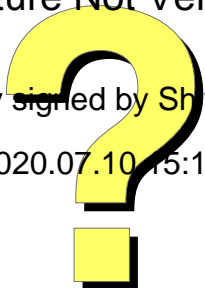
03. Under Secretary (PIGR) of MOS&PI New Delhi for information.

Copy to:

1. PS to Hon'ble Minister, MoSPI New Delhi.
2. Sr. PPS to Secretary (S&PI), MoSPI New Delhi.
3. PPS to DG (NSS), NSO, FOD, Headquarter, Sankhiyiki Bhawan, A-Block, 5<sup>th</sup> Floor, GPOA Building, Behind Karkardooma Court, Shahdara, Delhi-110032
4. PPS to DG (Coor.& Admin.), MoSPI New Delhi.
5. PPS to DG (Statistics), MoSPI New Delhi
6. PS to DDG (Admin), MoSPI New Delhi.

Signature Not Verified

Digitally signed by Shiv Balak Verma  
Date: 2020.07.10 15:12:52 IST



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No. 12016/01/2014(Part)-SSS  
Government of India  
Ministry of Statistics and Programme Implementation  
(SSS Division)

Sardar Patel Bhawan, Room No. 528,  
Sansad Marg, New Delhi – 110001

Dated: 14<sup>th</sup> September 2015

OFFICE MEMORANDUM

**Subject: Representation from Government Servants on service matters – regarding**

The undersigned is directed to convey that large numbers of grievances of serving members of Subordinate Statistical Service (SSS) are being received frequently, either through the office of Hon'ble President, Prime Minister's Office (PMO), Offices of Hon'ble Ministers, Hon'ble Members of Parliament, Public Grievance Portal or through their relatives, etc. This practice is obviously undesirable and need to be discouraged. In view of this, it is informed that:

- (i) No action would be taken on representation on service matters submitted by relatives of the incumbents of SSS. The only exception could be cases, in which due to death or disability, etc. of a Government Servant, it is impossible for the Government Servant himself to submit a representation.
- (ii) Rule 20 of the CCS (Conduct) Rules, 1964 provides that no Government Servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the Government. Instances have come to the notice where individual Government Servants approached the CCA of Subordinate Statistical Service (SSS) for resolving their grievances by bringing political and other outside influence. Since, grievances are required to be resolved as per the instructions of DOP&T, such canvassing constitutes violation of the provisions of Rule 20 of the CCS (Conduct) Rule, 1964.
- (iii) DOP&T, vide its OM dated 31<sup>st</sup> August 2015, reiterated the instructions on submission of representation of Government Servants about their service matters, which *inter-alia* stipulates:
  - “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 organization.
  3. Such submission of representations directly to other authorities bypassing 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 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.

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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".

2. In view of the above, members of Subordinate Statistical Service (SSS) are hereby directed and advised suitably to refrain from such practices. They should not bring or attempt to bring any political or other outside influence to protect their interest in respect of their service matters/conditions under the Government. The communication through public grievance portal would also be treated under the category of rule 3 (1) (iii) of CCS (Conduct) Rules 1964. Strict disciplinary action would be initiated against the officials, who violate these instructions.

3. All participating Ministries of Subordinate Statistical Services (SSS) are requested to bring the above to the notice of all members of SSS posted under their administrative control.

4. This issues with the approval of Competent Authority.

*Saraswathy*  
(K. Saraswathy)

Under Secretary to the Govt. of India  
Tel No. 011-23340888

To:

1. All Ministries / Departments / Organizations, with a request to bring the contents of the above OM to concerned officials of SSS, working under their Administrative control;
2. Computer Centre, R.K. Puram, New Delhi with a request to upload the enclosed OM on the official web site of this Ministry under the miscellaneous link of SSS.

Copy to:

1. DG, CSO;
2. DG, NSSO;
3. Director (PG), MoSPI;
4. PS to Hon'ble Minister;
5. PPS to Secretary/Special Secretary/Joint Secretary.



No 12015/5/2015-SSS

भारत सरकार

Government of India

सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय

Ministry of Statistics and Programme Implementation

अधीनस्थ सांख्यिकीय सेवा प्रभाग

Subordinate Statistical Service Division

कक्ष सं. 528, सरदार पटेल भवन

Room No. 528, S. P. Bhawan,

संसद मार्ग, नई दिल्ली - 110001

Sansad Marg, New Delhi-110001

Dated: 11<sup>th</sup> December, 2017**OFFICE MEMORANDUM****Subject: Representation from officers of Subordinate Statistical Service (SSS) on service matters-regarding.**

The undersigned is directed to refer to this Ministry OM No.12016/01/2014 (Part)-SSS dated 14.9.2015 wherein instructions have been issued on submission of representation by the officers of Subordinate Statistical Service on service matters. In spite of these instructions, it has been observed that a number of serving officers of the Subordinate Statistical Service (SSS) continue to represent to the Minister, Secretary (S&PI) and other higher authorities, directly. In view of this, it is reiterated that:

- (i) No action would be taken on representation on service matters submitted by relatives of the incumbents of SSS. The only exception could be cases, in which due to death or disability, etc. of a Government Servant, it is impossible for the Government Servant himself to submit a representation.
- (ii) Rule 20 of the CCS (Conduct) Rules, 1964 provides that no Government Servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the Government. Instances have come to the notice where individual Government Servants approached the CCA of Subordinate Statistical Service (SSS) for resolving their grievances by bringing political and other outside influence. Since, grievances are required to be resolved as per the instructions of DoP&T, such canvassing constitutes violation of the provisions of Rule 20 of the CCS (Conduct) Rule, 1964.
- (iii) DoP&T, *vide* its OM dated 31<sup>st</sup> August 2015, reiterated the instructions on submission of representation of Government Servants about their service matters, which *inter-alia* stipulates:
  - "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 redress 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 organization.

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3. Such submission of representations directly to other authorities bypassing 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 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 19.9.1963".

2. In view of the above, officers of Subordinate Statistical Service (SSS) are hereby once again directed and advised suitably to refrain from such practices. They should not bring or attempt to bring any political or other outside influence to protect their interest in respect of their service matters/conditions under the Government. The communication through public grievance portal would also be treated under the category of rule 3 (1) (iii) of CCS (Conduct) Rules 1964. Strict disciplinary action would be initiated against the officials, who violate these instructions.

3. All participating Ministries of Subordinate Statistical Services (SSS) are requested to bring the above to the notice of all members of SSS posted under their administrative control.

4. This issues with the approval of Competent Authority.

*Saraswathy*

(K. Saraswathy)

Under Secretary to the Govt. of India

Tel No. 011-23340888

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3. Under Secretary (PIGR) of MOS&PI New Delhi for information.

Copy to:

1. PPS to Hon'ble Minister;
2. PPS to Hon'ble MoS;
3. PPS to Secretary, MoSPI;
4. PPS to DG, ES, CSO/DG, SS, CSO/DG, NSSO;
5. PPS to Joint Secretary, MoSPI.