

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.

*Saraswaty*

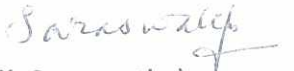
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4. Attention in this connection is also invited to the provision of Rule 20 of CCS (Conduct) Rules, 1964 prohibiting Government Servants from bringing outside influence in respect of matter pertaining to his service matter. Representation by relatives 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.

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

**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.