CIRCULAR

Sub: Representations from Govt. servants on service matters.

It has been observed that the staff members of the Institute are sending their representations directly to the higher authorities totally ignoring the prescribed channel of communication. As per the procedure laid down in the CCS (Conduct) Rules, 1964, a Govt. servant wishes to seek redress of a grievance in any matter connected with his/her service rights & conditions, he/she should address his/her immediate superior officer, or the Head of his/her office or such other authority at the lowest level as he/she is competent to deal with the matter. Submission of representations directly to higher authorities by passing the prescribed channel of communications shall be treated as unbecoming conduct attracting the provisions of Rule 3 (i) (iii) of the CCS (Conduct) Rules, 1964.

The above instructions are brought to the notice of the staff members of IIA for compliance. Any staff member violating these instructions will be viewed seriously and appropriate disciplinary action will be initiated against them.

P. Kumaresan
Administrative Officer