

No.A-65061/5/2020-Group A- CGA-Part(1) /(3617)/2059
Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts
Mahalekha Niyantarak Bhawan
E Block, GPO Complex, INA, New Delhi-110023

Dated: 03rd October, 2022

OFFICE MEMORENDUM

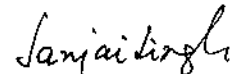
Subject: Representation from government servants on service matters-reg.

Attention is invited to this office OM No. A-65061/5/2020-Group A-CGA-Part(1)/3617/1958 dated 21.09.2022 regarding Canvassing of non-official or Other Outside Influence by ICAS officers (copy enclosed). All ICAS officers were advised to refrain from by-passing the proper administrative channel for individual service matters and that failure to do so would result in such actions being deemed to be acts unbecoming of a Government Servant and appropriate administrative/disciplinary action shall be taken as per extant rules.

2. Department of Expenditure, Ministry of Finance vide their OM No.A-12034/1/2018-Ad.I-Part(1) dated 19.09.2022 (copy enclosed) referring DoP&T's OM No.11013/08/2013-Estt.(A-II) dated 31.08.2015 has also reiterated on the provisions of Rule 20 of CCS (Conduct Rules), 1964 which states the following :-

"No Government servant shall bring or attempt to bring any political or other outside influence to bear import any superior authority to further his interests in respect of matters of his/her service under the Government."

3. In view of the above, Pr.CCAs/CCAs/CC(P)/Dir(INGAF)/CFC/CA(with independent charge) are requested to sensitize all the officers under their administrative control to desist from forwarding their representation through outside authorities which includes emails and public grievance, failing which, appropriate disciplinary action against those who violate these instructions may be taken.



(Sanjai Singh)

Joint Controller General of Accounts

Ph:011-24690500

To

1. All Pr.CCAs/CCAs/CC(P)/Dir(INGAF)/CFC/CA(with independent charge).
2. Sr. AO(ITD)- for uploading on website of CGA.

/53433/2022

F.No. A-12034/1/2018-Ad.I-Part(1)
Government of India
Ministry of Finance
Department of Expenditure
Admin.I

North Block, New Delhi,
19-09-2022

OFFICE MEMORANDUM

Subject: Representation from Government servant on service matters-reg.

The undersigned is directed to refer to DoP&T OM No. 11013/08/2013-Estt.(A-II) dated 31.08.2015 (copies enclosed) on the above mentioned subject and to say that this department has received various representations addressed to Minister of Finance, Minister of States (Finance) etc. as well as various VIP references in service matter of officers of Indian Cost Accounts Service (ICoAS), Indian Civil Accounts Service (ICAS) and Central Civil Accounts Service (CCAS)

2. Such a conduct is a violation of Rule 20 of CCS (Conduct Rules), 1964 which states the following:-

"No Government servant shall bring or attempt to bring any political or other outside influence to bear import any superior authority to further his interests in respect of matters of his/her service under the Government."

3. Therefore, O/o CAC and O/o CGA is requested to sensitize all the officers of their cadre to desist from forwarding their representation through outside authorities which includes emails and public grievance and failing which the cadre may take appropriate disciplinary action against those who violates these instructions.

Encl: As Above

Signed by Ranjit Kumar
Jha

Date: 19-09-2022 15:52:02

(Ranjit Kumar Jha)
Under Secretary to the Govt. of India
Tel.: 23095695

1. O/o CGA [Addl CGA & Head of Organization], Mahalekha Niyantarak Bhawan, Ministry of Finance, GPO Complex, Block-E, Aviation Colony INA Colony, New Delhi-110003.

2. O/o Chief Adviser (Cost) [Sh. K.K. Mahawar, Adviser (Admin)], O/o Chief Adviser (Cost), 2nd Floor, C Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003.

F. No. 11013/08/2013-Estt.(A-III)
 Government of India
 Ministry of Personnel, Public Grievances & Pensions
 Department of Personnel & Training
 Establishment A-III Desk

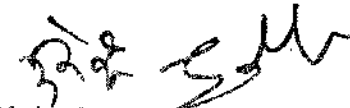
North Block, New Delhi
 Dated August 31, 2015

OFFICE MEMORANDUM

Subject: **Representation from Government servant on service matters -
 reiteration of instructions - regarding.**

The undersigned is directed to refer to O.M. of even number dated 6th June, 2013 wherein instructions have been issued on submission of representation by Government servants about their service matters. In spite of these instructions, it has been observed that Government servants including officers/ officials of para military forces and Army personnel continue to represent directly to the Prime Minister, Minister, Secretary (P) and other higher authorities, directly.

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 organisation.
3. Such submission of representations directly to other authorities by- passing 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 the 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 19.09.1963
5. It is reiterated that these instructions may be brought to the notice of all Govt. servants including officers/ officials of para military forces and member of armed forces and action taken against those who violate these instructions.


 (Mukesh Chaturvedi)
 Director (E)
 Telefax: 23093176

To

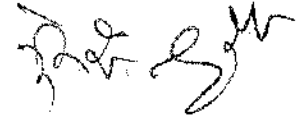
The Secretaries of All Ministries/Departments of Govt. of India
 (as per the standard list)

-----2/-

-2-

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.—
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. National Commission for Scheduled Castes, New Delhi.
11. National Commission for Scheduled Tribes, New Delhi.
12. National Commission for OBCs, New Delhi.
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DoP&T
16. ✓ NIC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OMs & Orders → Establishment → (Conduct Rules).
17. Hindi Section, DoP&T



(Mukesh Chaturvedi)
Director (E)
Telefax: 23093176

A-65061/5/2020-Group A-CGA-Part(1)/(3617)/1958
Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts
Mahalekha Niyantak Bhavan
E Block, GPO Complex, INA, New Delhi – 110023

Dated: 20th September, 2022
21st

OFFICE MEMORANDUM

Subject: Canvassing of non-official or Other Outside Influence by ICAS Officers-reg.

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 interests in respect of matters pertaining to his service under Government.

2. In terms of Government of India Decision (1)(i) under Rule 20 of CCS (Conduct) Rules, a Government employee violating the aforesaid provisions of the Conduct Rules for the first time should be advised by the appropriate disciplinary authority, to desist from such activities. In this connection, a reference to O.M. No. A-22012/2018/Upto NFSG/Gr.A/2561 dated 21st August, 2018 (copy enclosed) addressed to all ICAS officers is also invited.

3. However, in spite of above provisions and advice issued by office of Controller General of Accounts in this regard, instances have come to notice wherein ICAS officers are approaching authorities outside the cadre to bring influence to bear upon the Cadre Controlling Authority to further their interest in service matters.

4. In this connection, attention is invited to Government of India decision (1) (ii) under Rule 20 of Conduct Rules mentioning that if a Government employee is found guilty of violating the aforesaid provisions of the Conduct Rules a second time despite the issue of advice on the earlier occasion, a written warning should be issued to him/her by the appropriate disciplinary authority and a copy thereof should be placed in his/her CR dossier; and Government of India decision (1)(iii) under Rule 20 of Conduct Rule mentioning that if a Government employee is found guilty of violating the aforesaid provisions of the Conduct Rules, despite the issue of warning to him/her, disciplinary action should be initiated against him/her by the appropriate disciplinary authority under the provisions of CCS(CCA) Rules 1965.

5. In view of above, all ICAS officers are again advised to refrain from by-passing the proper administrative channel for individual service matters. Failure to do so would result in such actions being deemed to be acts unbecoming of a Government Servant and appropriate administrative / disciplinary action shall be taken as per extant rules.

Sanjai Singh
(Sanjai Singh)

Joint Controller General of Accounts
Ph. 011-24690500

To

1. All ICAS Officers
2. SrAO(ITD): for uploading on CGA's website.

NO.A-22012/2018/Upto NFSG/Gr.A/2.S1/
Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts
2nd Floor, Mahalekha Niyantak Bhawan
GPO Complex, Block 'E', INA, New Delhi - 110 023

Dated: 21st August, 2018

OFFICE MEMORENDUM

Subject: Streamlining the disposal of service matters relating to individual ICAS officers - reg.

With a view to ensure speedy disposal of service matters of individual ICAS officers including Deputation, NOC, Ex-India leave, Vigilance Clearance, transfer/posting, etc., the officer concerned shall in the first instance route her/his request/representation through the proper administrative channel in her/his office of posting, which would be forwarded to the Office of Controller General of Accounts for decision as Cadre Controlling Authority after being duly examined and recommended by the appropriate administrative authority. Under no circumstances, the above channel of submission shall be superseded.

2. In this regard, attention is invited to the provisions of Rule 20 of CCS (Conduct) Rules, 1964 prohibiting Government Servants from bringing any political/outside influence in respect of matters pertaining to his/her service under the Government. However, several instances have been noticed where ICAS officers without exhausting the proper channels within the cadre have directly approached authorities outside the cadre to bring influence to bear upon the Cadre Controlling Authority to further their interest in service matters.

3. All ICAS officers are advised to refrain from by-passing the proper administrative channel for individual service matters failing which, such actions will be deemed to be acts unbecoming of a Government Servant and appropriate administrative/disciplinary action shall be initiated as per extant rules.



(Rokhum Lalremruata)
Joint Controller General of Accounts

To

All ICAS officers.

ICAS (ITD) - for uploading on website