

576/ASE II  
9/10/15

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9/10/15

Immediate

From

The Additional Chief Secretary to Government of Haryana,  
Agriculture Department.

To


- 1 The Director of Agriculture,  
Haryana, Panchkula.
- 2 The Director General Horticulture,  
Haryana, Panchkula.
- 3 The Chief Administrator, Haryana State Agricultural Marketing Board,  
Panchkula.
- 4 The Managing Director,  
Haryana State Warehousing Corporation, Panchkula.
- 5 The Managing Director,  
Haryana Seeds Development Corporation, Panchkula.
- 6 The Managing Director,  
Haryana Land Reclamation & Development Corporation Ltd.,  
Panchkula.
- 7 The Managing Director,  
Haryana Agro Industries Corporation, Panchkula.
- 8 The Director,  
Haryana State Seed Certification Agency, Panchkula.
- 9 The Registrar,  
Chaudhary Charan Singh Haryana Agricultural University, Hisar.

Memo No. 3057-Agri. II (4)-2015/ (696)  
Chandigarh, Dated the 10.2.2015

**Subject: Violation of Conduct Rules by Directly Addressing  
communication to the PM/PM's office on service matters**

Enclosed please find herewith a copy of letter No. 20/35/2014-2S(1)  
dated 18-09-2015 alongwith its enclosures received from Chief Secretary to Govt.  
Haryana Department of Personnel on the subject cited above for strict compliance.

2. You are requested to bring it to the notice of all employees working  
under your control.

  
Superintendent,  
for Additional Chief Secretary to Govt. of Haryana,  
Agriculture Department. R

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It may be circulated to all Heads of the Department including VC CCS HAU to bring it to the notice of employees working under No. 20/35/2014-25(I) strict compliance.

Government of Haryana  
Chief Secretary's Office  
Department of Personnel

DHANPAT SINGH, IAS  
Addl. CS Agri  
18.09.2015

To: 5352-USA  
21-09-15  
9697  
19/9/15

Chandigarh dated the 18<sup>th</sup> September, 2015

कॉपी - 11 शाखा  
डाटागे संख्या-2057  
दिनांक 22/9/15

Under Secretary Agriculture

All Additional Chief Secretaries/Principal Secretaries/  
Secretaries to Government of Haryana.

21/9/15  
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Subject: Violation of Conduct Rules by directly addressing communications to the PM/PM's office on service matters.

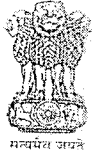
Sir/Madam,  
I am directed to invite reference to the subject cited above and desired to enclose a copy of DO Letter No. 501/1/4/2014-CA.V, dated 17.08.2015 of Shri Pardeep K. Sinha, Cabinet Secretary, Government of India with the request to strictly follow the instructions.

Yours faithfully,

*(Signature)*  
Superintendent Services-I

- Secretary/DG/Dir Agriculture
- IG Agriculture
- CA (P&M)
- IC (SWC)
- IG (RDC)
- MD (P/IC)
- MD (SHDA)
- MD (HSDC)
- Dir HSSCA
- Under Secretary Agriculture
- VC HAU

पिप कुमार सिन्हा  
PRADEEP K. SINHA



मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA



DC No. 501/1/4/2014-CA.V

Dated: 17<sup>th</sup> August, 2015.

Dear Chief Secretary/Administrator,

It has been observed that communications are being addressed by Government servants directly to the Prime Minister/Prime Minister's Office on service matters and other issues, which is a violation of Conduct Rules.

2. As you are aware, instructions have been issued time and again regarding the proper channel for representations/communications to be made by Government servants on their service matters and other issues. As per these instructions, whenever, 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 as is competent to deal with the matter in the organisation. Adequate instructions are also available in the matter of submission of representation by Government servants and disposal of representations by the authorities concerned. As such submission of representations directly to higher authorities by-passing the prescribed channel of communication is a violation of Conduct Rules and has to be viewed seriously.

3. I would request you to reiterate the instructions on the subject for strict compliance and appropriate action may be taken against those who violate such instructions.

With regards,

Yours sincerely,

(P. K. Sinha)

Shri D.S. Dhesi  
Chief Secretary,  
Govt. of Haryana,  
Secretariat,  
Chandigarh.