

**GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH**

(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph: 0172-2665253-59, Fax: 0172-2608488)

**(ESTABLISHMENT BRANCH-IV)**

**129 AUG 2013**

Endst. No. GMCH-E-IV-EA-1(24/2)-20

**30838 - 55**

Dated, Chandigarh the

A copy is forwarded to the Computer Programmer, GMCH, Chandigarh to e-mail the same to the followings with a request to bring the contents of this communication to the notice of all officials/officers working under their control for information and strict compliance:

1. All HOD's, GMCH-32, Chandigarh.
2. The HOD/MRD & IT Centre, GMCH-32, Chandigarh.
3. The Deputy Medical Superintendent- I & II, GMCH, Chandigarh.
4. Incharge, Dept. of Pharmacy, GMCH-32, Chandigarh.
5. The Deputy Controller (F&A), GMCH-32, Chandigarh.
6. The Assistant Registrar (Academic), GMC, Chandigarh.
7. The Assistant Controller (F&A)-I & II, GMCH-32, Chandigarh.
8. The Section Officer (Accounts) & Section Officer (Audit), GMCH, CHD.
9. The S.O.-II, GMCH-32, Chandigarh for necessary arrangements.
10. The Nursing Superintendent, GMCH-32, Chandigarh.
11. The Assistant Dispensary Superintendent, GMCH, Chandigarh.
12. The Chief Dietician, GMCH, Chandigarh.
13. All Office Superintendents, GMCH-32, Chandigarh.
14. The Law Officer/Legal Cell & RTI Cell, GMCH, Chandigarh.
15. The Acting Librarian, GMCH, Chandigarh.
16. The Computer Programmer, GMCH, Chandigarh.
17. The In charge Communications, GMCH, Chandigarh.
18. PA to DP/ADA/MS for kind information of the DP/ADA/MS.

**Superintendent (Est.-IV)**

for **Additional Director (Admn.)**

14820 Page-1 to 11  
17  
Nbo

No. 28/5/94-1H(7)-2013/  
Chandigarh Administration  
Department of Personnel

Chandigarh dated, the 13-8-13

To

38 GIMCH-32

All the Administrative Secretaries/  
Heads of Departments/Offices/  
Institutes/Boards/Corporation,  
Chandigarh Administration.

19280

19 AUG 2013

**Subject:- Submission of representations and advance copies thereof by Government servants in respect of matters connected with their conditions of services.**

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Sir/Madam,

I am directed to refer to this Administration's circular bearing No. 28/1/34/IH(7)/99/23790 dated 08.12.1999 (copy enclosed) on the subject noted above vide which the observations of this Administration's were conveyed about the tendency on the part of officers at different levels to by-pass the prescribed channels of representation and to write directly to the higher functionaries totally ignoring the prescribed channels. It was also mentioned that the problem is more acute in large Departments where often very junior employees address multiple representations to the President, Prime Minister, Ministers and other functionaries. Some representations are often forwarded through the Members of Parliament in violation of Rule 20 of the Punjab Government Employees (Conduct) Rules, 1966 which are applicable to the employees of U.T. Administration of Chandigarh. Existing instructions clearly provide that representations on service matters should be forwarded through proper channel. The decision of this Administration was conveyed that submission of representations directly to higher 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 as it can rightly be treated as an unbecoming conduct attracting the provisions of Rule 3(1) (iii) of the Punjab Government Employees (Conduct) Rules, 1966.

The Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training vide office memorandum No.11013/08/2013-Estt.(A)-III, dated 06.06.2013 (copy enclosed) have also issued the instructions and have made similar observations as mentioned above and have stressed that submission of representations directly to higher authorities has to be viewed seriously

219



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and appropriate disciplinary action should be taken against those who violate the instructions by attracting the provisions of the Conduct Rules.

It has been now been observed by the Chandigarh Administration that the tendency of submitting representations directly to the higher authorities by-passing the prescribed channel of communication has increased tremendously on the part of officials/officers of different departments, which has been viewed seriously. It has been decided that in case any of the official/officer who submits the representation connected with the condition of service etc. to the higher officers by violating the instructions/prescribed procedure will be liable for action. Such an officer/official be proceeded with departmentally for disciplinary action under Rule 3(1) (iii) of the Punjab Government Employees (Conduct) Rules, 1966 which are applicable to the employees of Union Territory, Chandigarh.

You are requested to kindly bring the contents of this communication to the notice of all officials/officers working under your control for information and strict compliance.

Yours faithfully,

*Anil Kumar*  
Superintendent Personnel,  
Chandigarh Administration.

Endst. No. 28/5/94-1H(7)-2013/ 14821 Dated: 13-8-13

A copy is forwarded to all the Administrative Branches of the Chandigarh Administration Secretariat for similar action.

*Anil Kumar*  
Superintendent Personnel,  
Chandigarh Administration.