



सत्यमेव जयते

जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
(An Institution of National Importance under Ministry of Health & Family welfare)
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No. Admn.I.8(80)/2018

Dated:

21 MAR 2023

CIRCULAR

Sub: Representation from employees on service matters-reiteration of instructions -reg

It has been observed that despite issuance of several circulars, staff members of the Institute are sending representations direct and also through their respective Unions/Associations to the Hon'ble Prime Minister/ Hon'ble Ministers/Hon'ble Members Parliament/other higher dignitaries and higher authorities outside JIPMER, by-passing the prescribed channel of communication. As per the instructions issued by the Ministry of Personnel, Public Grievances & Pensions (DoPT) letter No.F.No.11013/08/2013-Estt.(A-III) dated 31.08.2015, wherever, in any matter connected with their service rights or conditions, a Government servant wishes to press a claim or to seek redressal of a grievance, the proper course for him/her is to address his immediate official superior, or Head of office, or such other authority at the appropriate level who is competent to deal with the matter in the organization.

As per the provisions of Rule 3 (1)(iii) of the CCS (Conduct) Rules, 1964, submission of representations directly to higher authorities by-passing the prescribed channel of communications, will be viewed seriously and appropriate disciplinary action will be taken against those violate these instructions as it can rightly be treated as an unbecoming conduct attracting this rule. It may be clarified that this includes all forms of communication including – emails and public grievance portals. Further, Rule 20 of CCS (Conduct) Rules, 1964 prohibits Government servants from bringing outside influence in respect of service matters.

Hence, it is reiterated that proper channel should be used for redressal of grievances and Instructions in this regard are to be followed scrupulously. In case of violation, strict action would be taken.

This issues with the approval of the competent authority.

(Hawa Singh)

Senior Administrative Officer

वरिष्ठ प्रशासनिक अधिकारी / Senior Administrative Officer

जिपमेर, पुदुच्चेरी / JIPMER, Puducherry

To

All Departments/Sections/Units – With a request to circulate among the Faculty, Staff & Residents.

Copy to :

- 1) PS to Director/MS/ DD(A)/Dean (Academic)/Dean(Research).
- 2) PA to /Dean(Karaikal)/Sr. Admn. Officer/Sr. Acc.Officer, JIPMER.
- 3) OIC, IT Wing - To upload in JIPMER internal website & circulate among the Faculty, Staff & Residents.
- ✓ 4) OIC, Hindi Cell - With a request to translate in Hindi version and send it to IT wing for uploading in JIPMER website.

Received on 21/3/2023
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