

Most Immediate

From

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

To

1. The Director of Agriculture, Haryana, Panchkula.
2. The Director General Horticulture, Haryana, Panchkula.
3. The Chief Administrator,  
Haryana State Agriculture Marketing Board, Panchkula.
4. The Managing Director,  
Haryana Seeds Development Corporation, Panchkula.
5. The Managing Director,  
Haryana Warehousing Corporation, Panchkula.
6. The Managing Director,  
Haryana Land Reclamation & Development Corporation,  
Panchkula.
7. The Managing Director,  
Haryana Agro-Industries Corporation, Panchkula.
8. The Director,  
Haryana State Seeds Certificate Agency,  
Panchkula.
9. The Vice Chancellor,  
CCS Haryana Agriculture University, Hisar.

Memo No. 2793 -Agri.II(4)-2015/15845  
Chandigarh, Dated the 10.9.2015

Subject: Regarding submission of representations directly to Hogher authorities by  
passing the prescribed channel of communication.

Enclosed please find herewith a copy of D.O letter No.  
PS/CS/2015/22355, dated 01-09-2015 received from Chief Secretary to Govt.  
Haryana on the subject cited above for strict compliance by all the  
officers/officials.

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

OFFICE OF THE HARYANA STATE AGRIL. MARKETING BOARD,  
PANCHKULA

Endst.No.GA-I-2015/ 99353- 99553

Dated: 7/10/15

A copy of the above is forwarded to the following for information and  
necessary action please.

1. All the Z.As./ZMEOs/DMEOs, H.S.A.M. Board in the State.
2. All the S.Es./XENs H.S.A.M. Board in the State.
3. All the Secretaries-cum-E.Os., Market Committees in the State.
4. All branch incharges at HQ as well as dealing Assistant in  
Admin/General/C&E at HQ.
5. PS to C.A./ Secretary/CMEO/CFA Board.
6. The E.E.(IT), HSAM Board, Panchkula.

PSA-3450  
14/9/15

PAS-3131  
15/9/15  
CMEO-732  
15/9/15

Cemo 295 E/mail

ASO 3123  
18/9/15

9136 ACS/15  
Dated 01/09/15

4879-USA  
02-09-15

D. S. Dhesi, IAS



कृषि - II शाखा  
आपसे संख्या 2793  
दिनांक 3-9-15

D.O. No. PS/CS/2015/22355

Chief Secretary, Haryana,  
Chandigarh - 160 001.

E.mail : cs@hry.nic.in

Dated 1-9-2015

*[Handwritten signature]*

DHANPAT SINGH, IAS

Add. CS Agri  
01.09.15

Dear Additional Chief Secretary,

I am enclosing a copy of D.O. letter received from Cabinet Secretary regarding communications being addressed by Government servants directly to the Prime Minister / Prime Minister's Office on service matters and other issues. It has been pointed out that 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.

The above instructions may be strictly followed and brought to the notice of your subordinates also. Violation of these instructions will invite strict action.

Yours sincerely

*[Handwritten signature]*

(D.S. Dhesi)

Shri Dhanpat Singh, IAS  
Additional Chief Secretary to Govt. Haryana,  
Agriculture Department

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2/9/15  
SA-1  
4/2



प्रदीप कुमार सिन्हा  
PRADEEP K. SINHA



मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA

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



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

Dear Chief Secretary/Administrator,

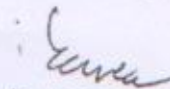
It has been observed that communications are being addressed by Government servants directly to the Prime Minister/Prime Minister's Office on service matters and other issues, which is a violation of Conduct Rules.

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.