

To

Dated:

24 JUL 2017

**The Regional Director,  
Central Ground Water Board,**

MER, Patna/ NR, Lucknow/ ER , Calcutta/ NCR, Bhopal/ NWHR, Jammu/ NWR,  
Chandigarh/ NCCR, Raipur /SR, Hyderabad/ WCR, Ahmedabad /WR, Jaipur /CR,  
Nagpur/SWR, Bangalore /NER Guwahati/ KR, Trivendrum/ SECR, Chennai/ SER,  
Bhubaneswar / NHR, Dharamshala / UR, Dehradun.

**The Executive Engineers,  
Central Ground Water Board,**

Div. I/Div. II/Div.III/ Div. IV /Div. V/Div. VI/ Div. VII/ Div. VIII/Div. IX/ Div. X/ Div. Div  
XI/XII/Div. XIII/ Div.XIV/Div. XV/ Div. XVI/ Div. XVII  
Ahmadabad/Ambala/Varanasi/Chennai/Ranchi/Nagpur/ Guwahti/ Jammu/  
Hyderabad/Bhubaneswar/Jodhpur /Bhopal/Raipur/Bangalore/Kolkata/Bareilly/ Dharamshala

**The Officer –In-Charge, CGWB, State Unit office**

Agartala/ Allahabad/Belgaum//New Delhi/Pune/Srinagar/Vishakhapatnam/  
Shillong/Jodhpur/Itanagar /Ranchi.

The Regional Director,(NGI), NCCR, Raipur.  
The Office In charge, CGWA, R.K. Puram, New Delhi.  
The Head of Office, CGWB, JNH, New Delhi.

The Admiistrative Officer (LA/Sci/Engg/Min./Budget/Account/Vigilance/),NH-IV,  
Faridabad.

**Sub: Submission of representation on service matters directly to the higher authorities –  
Violation of Central Civil Services(Conduct) Rules, 1964 –reg.**

Sir,

I am directed to forward herewith a copy of Ministry's letter No. 50013/62/2017-GWE  
dated 20.07.2017 alongwith its enclosure, which is self explanatory

For strict compliance by all please.

**Yours faithfully,**

*Sd—*

**(Col. R.K. Gaur)**

**Director Administration**

**Encl: As above.**

Copy to:-

1. The Under Secretary (GWE)MoWR, RD& GR, New Delhi with reference to Ministry's letter referred to above.
2. TS to Chairman, CGWB, NH-IV, Faridabad.
3. TS to all Members, CGWB/CGWA, NH-IV, Faridabad/R.K.Puram New Delhi. *3.A. 15-190P*
4. System Anyliast, CGWB, NH-IV, Faridabad with the request to upload this letter on the website of CGWB for necessary action.

*(Col. R.K. Gaur)*  
**Director Administration** *24/7/17*

*Dir(A) 27/7/17  
AO(cc) please give me a copy letter to go to all concerned.*

MOST IMMEDIATE

No.50013/62/2017-GWE  
Government of India  
Ministry of Water Resources,  
River Development & Ganga Rejuvenation

Room No.622A,  
Shram Shakti Bhawan,  
Rafi Marg, New Delhi.  
Date: 20th July, 2017

To

✓ The Director (Admn.)  
Central Ground Water Board,  
NH-IV, Faridabad.

निदेशक (प्रशा०)  
केन्द्रीय भूमि जल बोर्ड  
हायरी संख्या...365  
दिनांक...24/07/17

Subject: Submission of representations on service matters directly to the higher authorities- Violation of Central Civil Services (Conduct) Rules, 1964 -reg.

Sir,

It has been observed of late that Officers/employees of the Central Ground Water Board (CGWB) are in the habit of making repeated representations on the issues relating to their service matters, transfer/posting, seniority etc. and many have approached MPs/VIPs and even resorted to filing Court Cases which resulted in unnecessary pressure and workload in the Board and the Ministry.

2. In this connection, attention is drawn to the provisions laid down in Rule 20 of the CCS (Conduct) Rules, 1964 which stipulates 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 interest in respect of matters pertaining to his service under Government". The detailed procedure for dealing with the Government servants attempting to further their service interest through Non-Government influence has been prescribed in Government of India's Decisions (1) below Rule 20 of the CCS (Conduct) Rules 1964.

3. Moreover, DoPT's OM No.11013/08/2013-Estt.(A) dated 31.8.2015 (copy enclosed) regarding 'Representation from Government servants on service matters - reiteration of instructions' stated that ".....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 organization."

4. The above OM dated 31.08.2015 further stated that "Such submission of representations directly to other authorities by-passing

the prescribed channel of communications, 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 communications including through e-mails or public grievances portal etc."

5. Of late it has also been observed that several officers/officials of CGWB who were transferred and posted to a new station/office failed to report for duty at their new places of postings/duty even after they were relieved from the present station/office even after the joining time had expired.

6. Above all, as per Rule 3 of CCS (Conduct) Rules, 1964, "every Government servant shall at all times maintain absolute integrity, absolute devotion to duty, do nothing which is unbecoming of a Government servant etc." A copy of DoP&T OM No.11013/6/2014-Estt.A dated 10.12.2014 is attached for compliance.

7. In view of the above, you are requested to bring the above instructions/rules to the notice of all the Officers/Officials of Central Ground Water Board for strict compliance. They may also be impressed upon to maintain discipline, office decorum and strictly abide by the CCS(Conduct) Rules, 1964 failing which appropriate disciplinary action will be taken under the relevant rules against anyone who violate these instructions.

Yours faithfully,

  
20/7/17

(R.N. Dixit)

Under Secretary to the Govt. of India

Tel: 23766944

Copy to (thro' Director (Adm), CGWB) :-

1. All Members of CGWB
2. All Regional Directors/Head of Offices in CGWB ✓
3. PPS to JS(A/GW), M/o Water Resources, RD & GR

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  
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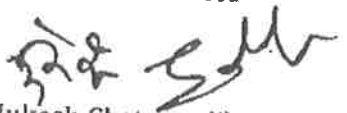
North Block, New Delhi  
Dated August 31, 2015

**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 6<sup>th</sup> 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)

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

F. No. 11013/6/2014-Est.A  
Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel & Training  
Establishment Division

North Block, New Delhi – 110001  
Dated December 10<sup>th</sup>, 2014

OFFICE MEMORANDUM

Subject: Amendment to Rule 3 of Central Civil Services (Conduct) Rules, 1964 -  
Need for code of Ethics and Values of Civil Services.

This undersigned is directed to say that Rule 3 of Central Civil Services (Conduct) Rules, 1964 has been amended vide G.S.R. No 845(E) dated 27<sup>th</sup> November, 2014 to incorporate the expected standards of the civil services and provide for accountability of civil servants to ensure good governance and better delivery of services to citizen. The above said Notification is also available on the website of this Department at [www.persmin.gov.in/DOPT.asp](http://www.persmin.gov.in/DOPT.asp).

2. Consequent to the above amendment, the sub-rule (1) of Rule 3 of Central Civil Services (Conduct) Rules, 1964 now reads as follows:

Every Government servant shall at all times—

- (i) maintain absolute integrity;
- (ii) maintain devotion to duty;
- (iii) do nothing which is unbecoming of a Government servant;
- (iv) commit himself to and uphold the supremacy of the Constitution and democratic values;
- (v) defend and uphold the sovereignty and integrity of India, the security of the State, public order, decency and morality;
- (vi) maintain high ethical standards and honesty;
- (vii) maintain political neutrality;
- (viii) promote the principles of merit, fairness and impartiality in the discharge of duties;
- (ix) maintain accountability and transparency;
- (x) maintain responsiveness to the public, particularly to the weaker section;
- (xi) maintain courtesy and good behaviour with the public;
- (xii) take decisions solely in public interest and use or cause to use public resources efficiently, effectively and economically;
- (xiii) declare any private interests relating to his public duties and take steps to resolve any conflicts in a way that protects the public interest;
- (xiv) not place himself under any financial or other obligations to any individual or organisation which may influence him in the performance of his official duties;
- (xv) not misuse his position as civil servant and not take decisions in order to derive financial or material benefits for himself, his family or his friends;

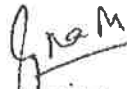
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Contd....

- (xvi) make choices, take decisions and make recommendations on merit alone;
- (xvii) act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of society;
- (xviii) refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices;
- (xix) maintain discipline in the discharge of his duties and be liable to implement the lawful orders duly communicated to him;
- (xx) maintain confidentiality in the performance of his official duties as required by any laws for the time being in force, particularly with regard to information, disclosure of which may prejudicially affect the sovereignty and integrity of India, the security of the State, strategic, scientific or economic interests of the State, friendly relation with foreign countries or lead to incitement of an offence or illegal or unlawful gain to any person;
- (xxi) perform and discharge his duties with the highest degree of professionalism and dedication to the best of his abilities."

3. All the Ministries/Departments are requested to bring the contents of this OM to the notice of all officers and staff working under them.

4. Hindi version will follow.

  
(J. A. Vaidyanathan)  
Director (Establishment)  
Tel: 23093179

To

The Secretaries of All Ministries/Departments

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. ADG (M&C), Press Information Bureau, DoP&T, North Block, New Delhi.
10. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
11. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
12. Establishment Officer & A.S.
13. CVOs of all Ministries/Departments.
- ✓ 14. NIC (DOP&T) for placing this Office Memorandum on the Website. NIC (DOP&T) for placing this Office Memorandum on the Website of this Department under the head of OMs & Order → Establishment → CCS (Conduct Rules)
15. Hindi Section for translation in Hindi.