

No. 6/2/2009-CS.1(S)

Government of India

Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & TrainingLok Nayak Bhavan, Khan Market  
New Delhi, dated the 28<sup>th</sup> October, 2009OFFICE MEMORANDUMSubject: Direct representations of officials to Secretary/J.S, DOP&T – CCS  
Conduct Rules – regarding

The undersigned is directed to say that this Department has been receiving a large number of representations addressed directly to Secretary/Joint Secretary, DOP&T from officials working in different cadres regarding miscellaneous issues related to the CSS. Addressing letters/communications directly to Secretary/Joint Secretary level officers, is not in consonance with provisions of CCS Conduct Rules.

2. All the cadre units participating in CSS are requested to bring the contents of this OM to the notice of all the officials working in their organization that in future they should invariably route all correspondence to DOP&T only through proper channel and send the same to the concerned dealing officer in CS Division in the first instance. In case no response is received within a reasonable time, they may escalate their grievance to a higher level. **Addressing letters directly to Secretary(P)/Joint Secretary, DOP&T without following the due channels are not in consonance with the CCS(Conduct) Rules and may attract disciplinary proceedings under the provision of these rules.**

3. The above fact may be brought to the notice of all employees, for strict compliance.

(M.C. LUTHER)

DEPUTY SECRETARY TO THE GOVT. OF INDIA

Tele. No. 24629411

All the cadres participating in CSS  
(Director/Deputy Secretary)

M/o Health &amp; Family Welfare

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