

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)
CHHATTISGARH**

Zero Point, Baloda Bazar Road, Raipur – 492005

(E-mail: agacchhattisgarh@cag.gov.in)

No.Admn-II/F-351/O.O-80/

dated 25/08/2025

Office Order

In compliance with the Headquarter's Circular No.29/StaffWing/2025 and Headquarter's letter No.759-Staff(App-II)/67-2025/Vol-VI dtd.13/8/2025 regarding the representations from Government Servants on service matters, all the D.A. Cadre officials are hereby instructed not to submit their representations directly or endorsement to the Headquarter's office by-passing the prescribed channel.

As it has been observed that some of the officials are submitting their representations related to service matters directly to the Headquarter's office by-passing the prescribed channel of communication. Headquarter's office has taken up the matter very seriously.

Submission of any representation directly will be viewed seriously and such action will invite appropriate disciplinary action against them as per CCS(Conduct) Rules 1964.

(Authority: Pr. Accountant General order dated 22/08/2024)

-sd-

Dy. Accountant General
(Admn, A/es & VLC)

Copy forwarded for information and necessary action.

No.Admn-II/F-351/O.O-80/STR-157

dated 25/08/2025

1. All D.A. Cadre officials through official Whatsapp Group

✓ 2. Sr. Accounts Officer, Server (for uploading in Website)

Kabir
25/8

Sr. Accounts Officer/Admn.II

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



दिनांक / DATE 13-08-2025

To

All Heads of the Department
(Cadre Controlling Authorities)
Director General (Commercial-II)
Director (Personnel)

DY. AG (Admin)

13/8/25

Pr. AG

13/8

Subject: Representations from Government Servants on service matters - regarding.

Reference:

- DoPT O.M. No. 118/52-Ests. dated 30.04.1952
- DoPT O.M. No. 25/34/68-Estt (A) dated 20.12.1968
- DoPT O.M. No. 11013/7/99-Estt. A dated 01.11.1999
- DoPT O.M. No. 11013/08/2013-Estt.(A)-III dated 06.06.2013
- DoPT O.M. No. 11013/08/2013-Estt.(A)-III dated 31.08.2015
- Circular No. 26-Staff-Staff Wing/2014-No. 1146-Staff (App.II)/67-2014/Vol.III dated 07.07.2014
- Letter No. 892-SA-V/Representations/64-2023 dated 19.09.2024

Madam/Sir,

It has come to notice that despite existing instructions, some government servants are not adhering to the prescribed procedures for submitting representations on service matters. This circular aims to reiterate and clarify the guidelines regarding the submission of representations by government servants.

1. Submission of Representations: Government servants are required to submit their representations on service matters, such as requests for transfer, deputation, pay fixation, promotions, etc., through the proper channel. This means addressing their immediate official superior, the Head of Office, or the authority competent to deal with the matter.

Sr. AG (Admin) - P
14/8/25

CAN-73
21-08-25

CAG-340
14-08-25

Contd.

Sr. DAG (Admin) / Ncs & VLC/Secy
Sl. No. 343

2. **Prohibition on Direct Representations:** Direct representations to higher authorities, including the President, Prime Minister, Ministers, or other high functionaries, are strictly prohibited. Such actions bypass the prescribed channels and are considered a violation of conduct rules.
3. **Outside Influence:** Attempting to bring outside influence, including through elected members like MLAs, MPs, or Ministers, in matters related to postings and transfers is not permitted. Such practices are viewed seriously and attract disciplinary action.
4. **Handling of Representations:**
 - 4.1. Authorities receiving representations may acknowledge receipt and strive to provide a response within a reasonable time frame, preferably within one month.
 - 4.2. For issues like non-payment of salary or allowances, a reply should be given preferably within one month. If no response is received, the government servant may escalate the matter to a higher officer.
 - 4.3. Representations against the orders of immediate superiors should be handled expeditiously.
5. **Advance Copies of Representations:**
 - 5.1. Advance copies of representations sent directly to higher authorities will be ignored or rejected if the prescribed channels have not been exhausted.
 - 5.2. If the prescribed channels have been exhausted, the representation may be considered, but only after obtaining comments from the lower authorities.
6. **Representations from Relatives:**
 - 6.1. Representations from relatives of government servants are generally not entertained, except in cases where the government servant is deceased or physically incapacitated.
7. **Disciplinary Action:**
 - 7.1. Violation of these instructions, including submitting direct representations or attempting to bring outside influence, will be treated as misconduct under Rule 3(1)(iii) of the CCS (Conduct) Rules, 1964. Appropriate disciplinary action will be initiated against those who fail to comply.

Contd.

8. Reference Material:

- 8.1. The relevant DoPT Office Memoranda are enclosed as 'Annexure' for detailed guidelines and should be referred to for comprehensive understanding.
- 8.2. These instructions and guidelines are also available on the DoPT portal:
<https://dopt.gov.in/>.

All government servants are urged to strictly adhere to these guidelines. Cadre Controlling Authorities are requested to ensure wide publicity of this circular among employees and to take necessary action in case of violations.

Yours faithfully,

25/3/22
(Sumeet Kumar)

Assistant Comptroller & Auditor General (N)

Enclosures:

- DoPT O.M. No. 118/52-Ests. dated 30.04.1952
- DoPT O.M. No. 25/34/68-Estt (A) dated 20.12.1968
- DoPT O.M. No. 11013/7/99-Estt. A dated 01.11.1999
- DoPT O.M. No. 11013/08/2013-Estt.(A)-III dated 06.06.2013
- DoPT O.M. No. 11013/08/2013-Estt.(A)-III dated 31.08.2015