

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा) हरियाणा,  
प्लॉट न० 4-5, सैक्टर 33-बी, दक्षिण मार्ग, चण्डीगढ़  
Office of the Principal Accountant General (Audit) Haryana, Plot No.4-5,  
Sector 33-B, Dakshin Marg, Chandigarh -160 020

**O.O. No.:** Admn. II/Au/2024-25/ 264

**Dated:** 04-11-2024

### Office Order

Reference is invited towards Headquarters' Office letter No. 892/SA-V/Representations/64-2023 dated 19.09.2024 circulated in this office on 08.10.2024 and it is reiterated that whenever, in any matter connected with the service rights or conditions, a Government servant wishes to press a claim or seeking redressal of a grievance, the proper course is to address his/her immediate superior officer, or the Head of his office, or such other authority at the lowest level as is competent to deal with the matter.

2. Despite issue of clear instructions from Headquarters Office, it has come to notice that some Officers of the Commercial Cadre are representing directly to the Deputy C&AG (Commercial) cum Chairman Audit Board, Director General (Commercial) and other higher Officials of the Headquarters Office regarding matters related to promotion, deputation, transfer or disciplinary cases etc. This act of the Officers of Commercial Cadre has been viewed seriously by the higher Officials.

3. It is directed to strictly comply with the instruction mentioned in the aforementioned circular dated 19.09.2024 and all the Officers of Commercial Cadre including SAS (Commercial) passed department candidates are instructed to submit their representation or appeals through proper Channel.

4. If any Officer of Commercial Cadre submits his/her representation directly to the higher officials at the Headquarters Office or to any other agency, appropriate disciplinary action will be initiated against him/her.

5. Hindi version will follow.

  
**Sr. Audit Officer  
(Admn.II)**

**No. Admn.II/Au/7-150/2024-25/ 2196-2200**

**Dated:- 04.11.2024**

Copy forwarded to:-

1. Secretary to Pr. Accountant General
2. All Group Officers
3. All Sections
4. Computer Cell- for uploading on this office website
5. Notice Board

  
**Sr. Audit Officer  
(Admn.II)**