



Sant Longowal Institute of Engineering and Technology
Longowal, Distt. Sangrur, Punjab – 148106
(Deemed to be University under MoE, GOI)

Ref. No. SLIET/Admn./A1/2023-24/ 6698-33

Dated : 7/12/2023

CIRCULAR

Subject : Representations alleging irregularities in routine administrative/ financial matters received directly from the employees/union of the Institutions -reg.

The Institute is in receipt of Letter No. 16-14/2023-TS-VII dated 28th November, 2023 from the Under Secretary to Govt. of India, Ministry of Education, Department of Higher Education, Government of India on the subject cited above.

The above referred letter has been uploaded on the Institute website for information and strict compliance by all employees/unions of the Institute.

It is further brought to the notice of all employees/unions of the Institute that any employee/union of the Institute found guilty of violating the GoI instructions containing in the letter will be liable to disciplinary action as per Institute/CCS Rules.

This issues with the approval of Competent Authority dated 04.12.2023.


REGISTRAR

CC to (Through email):-

1. Director for kind information, please
2. All Deans/HODs/Section In-charges along with a copy of MoE letter with a request to circulate the above instructions among all the employees working in their department/office and take their signatures after getting them noted.
3. CVO, SLIET
4. FI, ACSS with a request to upload the Circular along with MoE letter on Institute website.
5. Presidents of all employees' unions in the Institute.
6. File copy


REGISTRAR



F. No. 16-14/2023-TS-VII

भारत सरकार/ Government of India

शिक्षा मंत्रालय /Ministry of Education

उच्चतर शिक्षा विभाग/Department of Higher Education

Shastri Bhawan, New Delhi – 110115

Dated 28th November, 2023

To

1. Directors of NERIST, SLIET, CIT, NIAMT & GKCIET.
2. Directors of NITTTRs located at Chandigarh, Chennai, Bhopal & Kolkata.
3. BOPT, Kolkata, BOAT, Kanpur, BOAT, Chennai, BOAT, Mumbai

Subject-Representations alleging irregularities in routine administrative/ financial matters received directly from the employees/union of the Institutions –reg.

Madam/Sir,

I am directed to refer to DOP&T OM No. 11013/08/2013-Estt.A(III) dated 31.08.2015 and draw attention towards Government instructions, issued from time to time, on submission of representation by Government Servant/employees working in Autonomous bodies.

2. It has been observed that the employees/employees unions of your institutions continue to represent directly to the Hon'ble Prime Minister, Hon'ble Minister, Cabinet Secretary and other higher authorities, directly by-passing available channel of submission. The employees are in the habit of sending copies of their representations/complaints to outside authorities i.e., authorities who are not directly concerned with the consideration thereof. This is most objectionable practice, contrary to official propriety and subversive of good discipline. All the government employees are expected to avoid such practice scrupulously.

3. As per the existing instructions, wherever, in any matter connected with his or her service rights or conditions, a Government employee wishes to press a claim or seek redressal of a grievance, the proper course of action for him is to address the same to immediate official superior, or Head of office, or such other authority at the appropriate level who is competent to deal with the matter in the Institution.

4. Such submission of representations directly to other authority's by-passing the prescribed channel of communication, has been viewed seriously and such action may invite appropriate disciplinary action 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 e-mails or public grievances or relevant portals etc.


5. In the light of above, the DOP&T instructions issued vide OM No. 11013/08/2013-Estt.(A) dated 06.06.2013 are reiterated for effective observance and strict compliance.

Contdd....2/-

6. You are hereby directed to bring the above instructions to the notice of all the employees and their union (s), if any of your Institute/Board and take appropriate disciplinary action against such employees who are found guilty of violating these Government of India instructions and the Action taken in the matter may be reported to this Ministry, quarterly.

7. This issues is with the approval of competent authority.

Yours faithfully,



(Ashok Kumar Singh)

Under Secretary to the Government of India

Tel No. 011-23070425

Copy to –

- (i) Chairman-BOG/BOM, NERIST, Itanagar, SLIET, CIT, NIAMT, GKCIET, NITTTRs Bhopal, Chennai, Kolkata & Chandigarh, BOATs/BoPT.
- (ii) TS.IV Section.