



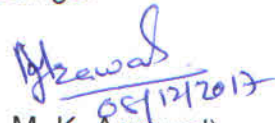
राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर  
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR  
(An Institution of National Importance under Ministry of HRD, Government of India, New Delhi)  
JAMSHEDPUR (JHARKHAND) – 831014

Ref. No. NITJSR/REG/2017-18/ 131

Date: 8/12/2017

Office Memorandum

1. It is observed that many of the employees of this institute are in the habit of addressing letters directly to MHRD or other dignitaries either for redressing their grievances or on various other issues in violation of the channel of correspondence laid down in DOP&T OM No. 11013/08/2013.Estt (A)-III dated 6<sup>th</sup> June 2013 circulated vide MHRD letter No. F.No.33-2/2016-TS.III dated 8.6.2016. Such violation of channel of correspondence is an unbecoming conduct and in contravention of Rule 3 (1) (iii) of CCS (Conduct) Rules, 1964.
2. Besides, many employees remain in touch with media persons and pass on information regarding the Institute, which are either not correct or against the interest of the Institute. Such contact with press/media falls under the conduct barred by Rule 8 (1) of CCS (Conduct) Rules 1964.
3. Apart from all above, it is also observed that in service matters, the employees get letters written by their family members or friends to MPs, Ministries and even to Hon'ble President of India, besides other dignitaries directly to get their grievances redressed by bringing outside influence on the Institute Authorities. Such actions are in violation of Rule 20 of CCS (Conduct) Rule 1964.
4. All employees are advised to desist from indulging in any of the above activities, which are in contravention of the provisions of CCS (Conduct) Rule 1964 and the violation of which will make them liable to Departmental Proceedings.

  
(Prof. M. K. Agrawal)  
Registrar (I/C),  
NIT Jamshedpur

Copy to:

1. Office of the Director for favour of kind information
2. All Deans/HODs/HOSs/HOCs
3. Deputy Registrar (Estt.)
4. Assistant Registrar (Estt.)
5. PI, Website for information and necessary action



F.NO.55 - 2/ 2016-TS.III

Government of India

Ministry of Human Resource Development  
Department of Higher Education

Technical Section-III

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New Delhi, Dated 8<sup>th</sup> June, 2016

R.B. (udale)  
20/06/16

To

- Dean (A & FW)
  - Registrar
  - DR (EsH.)
- for necessary action.

The Directors of all NITs &  
Director of IEST Shibpur

166  
21/6/16  
CM  
21/6/16

**Subject: Various complaints alleging irregularities in routine administrative / financial matters received directly from the employees of the Institute – regarding.**

Sir,

I am directed to forward herewith a copy of communication no. 10-15/2016-TS.VII dtd.01.06.2016 received from Section Officer, TS.VII Section on the above mentioned subject.

2. This Ministry has been receiving various complaints / representations directly from Institute's employees and students alleging irregularities in routine administrative / financial matters. It has been noticed that most of such complaints / representations are anonymous / synonymous / frivolous, relates to the service matter and substantially hamper the core work of the Division.

3. In this connection, your attention is invited to Department of Personnel & Training (DoPT), Ministry of Personnel, Public Grievances & Pension O.M. dated 06.06.2013 (copy enclosed) which categorically stipulates that in any matter connected with the service rights or conditions, a Government servant wishes to press a claim or to seek redress of a grievance, the proper course for him is to address his immediate official superior, or the Head of the Office or such other authority at the lowest level as is competent to deal with the matter.

4. Here it is further submitted that submission of representations directly to higher authorities by passing the prescribed channel of communication, has to be viewed very seriously and appropriate disciplinary action should be taken against those who violate these instructions as it can rightly be treated as an unbecoming conduct attracting the provision of Rule 3(1) (iii) of the CCS (Conduct) Rules, 1964.

5. Since, the adequate redressal mechanism is already available in the NITSER Act, 2007 and First Statutes of all the NITs and IEST Shibpur, therefore, you are requested to bring the instruction, contained in DoPT's O.M. dtd.06.06.2013 to the notice of all the employees of your institutions / board and take appropriate disciplinary action against those who violate these instructions.

All Deans/HODs/HOSs/HOEs/Chief warden  
for circulation among all employees.

22/6/2016

Registrar (I/c)

Yours faithfully

(Anil Kumar Singh)

Under Secretary (NITs)

Tel: 011-23384897