

No. DFSS//11/06/2021 2650-53
Government of India
Ministry of Home Affairs
Directorate of Forensic Science Services

Block No. 9, 8th Floor,
CGO Complex, Lodhi Road,
New Delhi- 110003
Date: 27th September, 2021

CIRCULAR

Sub: Submission of Representation by DFSS employees on service matters by-passing the prescribed channel of communication- Reg.

It has been observed of late that, a number of officials working under DFSS cadre submit their representations pertaining to their service matters directly to DFSS/ MHA by passing the prescribed channel of communication. Reference in this regard is invited to the DoPT O.M. No. F. No. 11013/08/2013-Estt.(A-III), dated 31/08/2015, which explicitly states that:

If 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 his office, or such other authority at the appropriate level who is competent to deal with the matter. Such submission of representations directly to other authorities by-passing the prescribed channel of communication, has to be viewed seriously and appropriate disciplinary action should be taken 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 CCS (Conduct) Rules, 1964. It is clarified that this would include all forms of communication including through e-mails or public grievances portal etc.

Attention in this connection is also invited to the provision of Rule 20 of CCS (Conduct) Rules, 1964 prohibiting Government servant from bringing outside influence in respect of matter pertaining to his service matter. Representation by relatives of Government servant is also treated as outside influence.

2. In view of above, all the Head of Offices, CFSs are hereby requested to bring the above instructions to the notice of all officers and staff and sensitize them to make sure that above instructions are adhered to and implemented by all the staff under their administrative control. The representation of any official under DFSS cadre is to be first submitted to the Grievance Committee of respective laboratory and if required then to the respective Directors. The Directors, CFSs, after thoroughly examining the matter may either settle the representation at his end or if deem fit, may forward it to DFSS along with his comments in accordance with the prevailing

instructions issued by GoI in that regard. The representation will be examined by DFSS and if deemed appropriate, will be forwarded to MHA for necessary directives/ instructions, as the case may be.

3. Any violation of above instructions will be viewed seriously by the competent authority and appropriate disciplinary action may be taken against those who violate these instructions.

4. This issues with the approval of competent authority, DFSS, MHA.



(Yoginder Kumar)
Assistant Director (Admin)

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To:

- I. The Director, CFSL Kolkata/ Chandigarh/Assam/Hyderabad/Pune & Bhopal.
- II. The Under Secretary, WS-III, MHA for information please.
- III. All the officials of DFSS, New Delhi for compliance please.
- IV. Sh. Sumit Kumar, LDC, DFSS for uploading the same on DFSS website.

जारी किया गया
ISSUED