

No. EM1(10)83/2756

Dt., the 20 Feb., 1991.

STANDING INSTRUCTIONS NO. 316

It has been observed that a number of employees of DDA frequently approach non officials with a view to get themselves posted with a view to get themselves posted to a particular place of their choice. Vide Regulation 11 of Delhi Development Authority (Salaries, Allowances & Conditions of Service) Regulations 1961, the provisions of the Central Civil Services (Conduct) Rules 1955, as amended by the Central Government from time to time apply mutatis mutandis to the services and posts under the Authority. Rule 20 of the said Conduct Rules reads as under:-

"20. Convassing of non-official or other outside influence:

No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government"

While there is no objection to any employee approaching the competent authority for redressal of his personal grievance, if any, but this has to be after ensuring proper decorum and discipline in the Organisation. The written requests should be ~~made~~ routed through proper channel and should lay down the precise problem being faced by the individual and giving adequate reason for his request, duly supported by adequate evidence.

Though the administration will generally try to accommodate as many requests as possible, all the same it should be clearly borne in mind that while acceding to such requests, the interests of administration and the guidelines laid down for dealing with such requests have to be kept in view and cannot be simply ignored.

Though senior officers hold 'staff hearings' regularly, this does not mean that any official without sending his request representation through proper channel and without exhausting his avenues of getting justice from lower levels approaches the senior officers by resorting to jumping techniques. This shown his disregard for his immediate superior and occasionally may reflect his lack of faith in them for giving justice to him.

It is also one of the duties of supervisory officers to ensure that the grievances of their subordinates are dealt with promptly and decisions on the requests are taken expeditiously and conveyed to them.

All concerned may be informed that approaching non officials for furthering their own interests is against the cond and it is likely that if such cases come to the notice, th

matter is likely to be reflected in the Character Rolls (confidential reports) of the employees who resort to this type of unhealthy practice, which is against the conduct rules. In this connection, a copy of Govt. of India decision No.4 below Conduct Rule 20 which is self explanatory, is enclosed herewith.

Receipt of this communication be acknowledged and arrangements made to bring the contents of this communication to the notice of all concerned.

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11/12/1971
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1971

Encl: One.

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For bringing the contents of this communication to all Engineers working with them.