



OFFICE OF THE DEAN ADMINISTRATIVE AFFAIRS
Indian Institute of Engineering Science and Technology, Shibpur
(Formerly Bengal Engineering and Science University, Shibpur)
P.O.: Botanical Garden
Howrah – 711 103

C I R C U L A R

No 1081/D(AA)/16

Dated the 1st April 2016

In pursuance of the O.M. vide No. F. No. 11013/08/2013-Estt. (A-III) dated 31 August, 2015 issued from Department of Personnel & Training, Govt. of India, the undersigned is directed to convey the instructions that wherever, in any matter connected with the service rights or conditions, an employee of this Institute wishes to press a claim or to seek redressal of a grievance, the proper course for him/her is to address his/her immediate official superior, or Head of his/her Department/Section/Centre/School or such other authority at the appropriate level who is competent to deal with the matter in the Institute. This is applicable to all the teaching and non teaching employees of the Institute.

Attention in this connection is also invited to the provisions of Rule 20 of CCS (Conduct) Rules, 1964 prohibiting Government servants from bringing outside influence in respect of matter pertaining to his/her service matter. Representation by relatives of Government servant is also treated as outside influences as clarified vide MHA OM No. F.25/2/63-Estt. (A) dated 19.09.1963.

This is issued with the concurrence of the Director.

(Dr. P.K. Paul)

Dean Administrative Affairs

Copy to:

1. All Deans and Associate Deans
2. HOD's of Department/School/Centre
3. All Officers
4. PS to Director
5. Institute Website