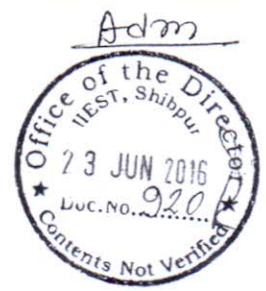


F.No 33-2/2016-TS.III  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Technical Section-III  
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New Delhi, Dated 8<sup>th</sup> June, 2016

To

The Directors of all NITs &  
Director of IEST Shibpur

**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.

Yours faithfully

(Anil Kumar Singh)

Under Secretary (NITs)

Tel: 011-23384897

*Dean / Associate Dean  
(Administrative Affairs)*

*for n.a. please.*

*24.06.16.*

A/R

This has already  
been circulated.

Please recirculate, attaching  
this letter.

*Arjun babu  
Pl. circulate this order amongst  
all employees of IEST, Shibpur*

Memo No. 1271/D(AA)/16 (G)

Date: 24<sup>th</sup> June, 2016

Copy forwarded for information with the request to circulate this letter to all the staff/faculty members under the control of :

1. All Deans/ Associate Deans
2. All Head of the Deptts. / Centres / Schools
3. All Officers
4. The PS to the Director
5. The Jr. Supdt.(Record Section) for relevant file
6. Ms. Srijoyee Das - for uploading the Institute website.

  
24/6/16  
Assistant Registrar

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