

**OFFICE OF THE ADVOCATE GENERAL, HARYANA, CHANDIGARH**

**OFFICE CIRCULAR**

No. 45.070-A

Dated: 16.09.2015

It has been brought to our notice that the duties and assignments of the official / employee working in different branches of this office are being changed without the prior approval of the worthy Advocate General, Haryana or of the Administrative Committee.

We have noticed that without their being necessary orders in this regard the duties and assignments of the officials / employees are being changed without any plausible explanation and justification.

Due to this reason, the functioning of the office is being severely hampered the same amounts to confusion among the Law Officers as well as the other officials of the office and the same should not be allowed.

It is, therefore, ordered that no official / employee shall be changed or assigned with new work without the prior approval and necessary permission of the worthy Advocate General, Haryana or of the Administrative Committee.



**(DEEPAK MANCHANDA)**  
Additional Advocate General, Haryana  
CHAIRMAN  
Administrative Committee



**(PAWAN GIRDHAR)**  
Additional Advocate General, Haryana  
MEMBER  
Administrative Committee



OFFICE CIRCULAR

No. 45164

Dated: 16.09.2015

It has been brought to our notice that the duties and assignments of the official/ employee working in different branches of this office are being changed without the prior approval of the worthy Advocate General, Haryana or of the Administrative Committee.

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Due to this reason, the functioning of the office is being severely hampered the same amounts to confusion among the Law Officers as well as the other officials of the office and the same should not be allowed.

It is, therefore ordered that no official / employee shall be changed or assigned with new work without the prior approval and necessary permission of the worthy Advocate General, Haryana or of the Administrative Committee.

Chandigarh  
Dated: 16.09.2015

*Sd/*  
Deepak Manchanda  
Addl. Advocate General, Haryana  
Chairman, Administrative Committee

*Sd/*  
Pawan Girdhar  
Addl. Advocate General, Haryana  
Member, Administrative Committee

*Sd/*  
Jasbir Rathee  
Addl. Advocate General, Haryana  
Member, Administrative Committee

Endst. No. 45165 to 45177

Dated: 17/9/15

A copy each is forwarded to the following for information and necessary action:-

1. Administrative Officer
2. Pvt. Secy. to Ld. Advocate General, Haryana
3. Supdt. Misc. Branch
4. Dy. Supdt. Criminal-I Branch/List Branch
5. Dy. Supdt. Criminal-II Branch
6. Dy. Supdt. Civil Filling-I Branch
7. Supdt./ Civil Filling-II Branch
8. Dy. Supdt. Current Writ Branch
9. Supdt. Old Writ Branch/Record Branch
10. Dy. Supdt. Accounts Branch
11. Supdt. Estt. Branch
12. Asstt. Librarian
13. Jamadar
14. Master file

*[Signature]*  
Superintendent



फाईल न० 8/2/2015-एम०सी०  
हरियाणा सरकार  
मोनीटरिंग एवं कोरडीनेशन सैल

हरियाणा सिविल सचिवालय  
दिनांक चण्डीगढ़ 18-9-2015

37127  
18/9/15  
सेवा में

- 1 सभी प्रशासकीय सचिवों एवं सभी विभागाध्यक्षों को
- 2 सभी बोर्ड/निगमों को
- 3 सभी मण्डल आयुक्तों एवं सभी उपायुक्तों को

**Subject:- Regarding communications being addressed by Government Servants directly to the Prime Minister.**

उपरोक्त विषय के संदर्भ में ।

श्री प्रदीप कुमार सिन्हा, मंत्रीमण्डल सचिव, भारत सरकार का अर्ध-सरकारी पत्र आपको इस अनुरोध के साथ भेजा जाता है कि संलग्न पत्र में दी गई हिदायतों अनुसार कार्यवाही की जाये और की गई कार्यवाही से सरकार को अवगत करवाये ।

श्रीमा अश्वला  
अधीक्षक

कृते प्रधान सचिव, हरियाणा सरकार,  
मोनीटरिंग एवं कोरडीनेशन सैल

आन्तरिक वितरण

- 1 अवर सचिव, राजनैतिक
- 2 अवर सचिव, स्थापना शाखा-1,11

प्रदीप कुमार सिन्हा  
PRADEEP K. SINHA



मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA

DO No. 501/1/4/2014-CA.V

Dated: 17<sup>th</sup> August, 2015.

Dear Chief Secretary/Administrator,

It has been observed that communications are being addressed by Government servants directly to the Prime Minister/Prime Minister's Office on service matters and other issues, which is a violation of Conduct Rules.

2. As you are aware, instructions have been issued time and again regarding the proper channel for representations/communications to be made by Government servants on their service matters and other issues. As per these instructions, whenever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redressal of a grievance, the proper course for him is to address his immediate official superior, or Head of his office, or such other authority at the appropriate level as is competent to deal with the matter in the organisation. Adequate instructions are also available in the matter of submission of representation by Government servants and disposal of representations by the authorities concerned. As such submission of representations directly to higher authorities by-passing the prescribed channel of communication is a violation of Conduct Rules and has to be viewed seriously.

3. I would request you to reiterate the instructions on the subject for strict compliance and appropriate action may be taken against those who violate such instructions.

With regards,

Yours sincerely,

  
(P. K. Sinha)

Shri D.S. Dhesi  
Chief Secretary,  
Govt. of Haryana,  
Secretariat,  
Chandigarh.



फाईल न० 8/2/2015-एम०सी०  
हरियाणा सरकार  
मोनीटरिंग एवं कोरडीनेशन सैल

हरियाणा सिविल सचिवालय  
दिनांक चण्डीगढ़ 17/9/15

सेवा में

- 1 सभी विभागों के प्रशासकीय सचिवों
- 2 सभी निदेशालय,
- 3 बोर्ड/निगमों
- 4 मण्डल आयुक्त अम्बाला, गुड़गांव, रोहतक, हिसार
- 5 सभी उपायुक्त

Subject:- Regarding communications being addressed by  
Government Servants directly to the Prime Minister.

उपरोक्त विषय के संदर्भ में ।

श्री प्रदीप कुमार सिन्हा, मंत्रीमण्डल सचिव, भारत सरकार का  
अर्ध-सरकारी पत्र आपको इस अनुरोध के साथ भेजा जाता है कि संलग्न  
पत्र में दी गई हिदायतों अनुसार कार्यवाही की जाये और की गई  
कार्यवाही से सरकार को अवगत करवाये ।

सीमा अम्बाला  
अधीक्षक

कृते प्रधान सचिव, हरियाणा सरकार,  
मोनीटरिंग एवं कोरडीनेशन सैल

आन्तरिक वितरण

- 1 अवर सचिव, राजनैतिक
- 2 अवर सचिव, स्थापना शाखा-1,11

Sh. P. D. Sharma  
17/9/15

प्रदीप कुमार सिन्हा  
PRADEEP K. SINHA



मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA

DO No. 501/1/4/2014-CA.V

Dated: 17<sup>th</sup> August, 2015.

Dear Chief Secretary/Administrator,

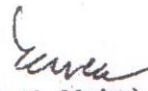
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