

GOVERNMENT OF NAGALAND
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(ADMINISTRATIVE REFORMS BRANCH)

OFFICE MEMORANDUM

Dated Kohima, the 12th Sept 2003.

NO.AR-8/ 37/ 81 : Instances have come to the knowledge of the Government that many Government officials are indulging in the habit of exerting influences from the Public leaders in the matter of posting and transfer to further their interests in respect of matters pertaining to service under the Government.

2. It has also been observed that Government servants often submit petition to the Government or any higher authority without routing through their immediate Departmental Heads in violation of Rule 19 and 20 of the Nagaland Government Servants Conduct Rules, 1968. In this regard, relevant extracts of the provisions of Rule 19 & 20 of the Nagaland Government Servants Conduct Rules, 1968 are reproduced below:

“Rule 19. Submission of Petitions:- No Government servant shall submit any petition direct to Government or to any higher authority otherwise than through his immediate departmental superior and no Government servant shall send copies of such petitions to outside authorities that is to say, authorities who are not directly connected with the consideration thereof (e.g. Ministers of other Departments, Members of Legislatures).”

NOTE:- A Government servant, wishing to press a claim or to seek redress of the grievance in any matter connected with the service rights or conditions, shall address his immediate official superior or the Head of his office or such other authority at the lowest level, as is competent to deal with the matter. An appeal or representation to a higher authority must not be made unless the appropriate lower authority has already rejected the claim or refused relief or ignored or unduly delayed the disposal of the case. When such an appeal or representation is made, it shall be submitted through the proper channel, though an advance copy of the appeal or representation may, at this stage, be sent direct.

“Rule 20. Canvassing of Non-official:- No Government servant shall bring or attempt to bring political or other outside influence to bear upon any superior to further his interests in respect of matters pertaining to his service under the Government.”

Henceforth, all concerned are directed to adhere to the above instructions strictly. Failure to comply with this OM will invite disciplinary action.

Receipt of this OM may please be acknowledged.

Sd/- V.N. GAUR
Principal Secretary to the Government of Nagaland.

NO.AR-8/ 37/ 81

Dated Kohima, the 12th Sept 2003

Copy to :

1. The Special Secretary to the Governor of Nagaland, Raj Bhavan, Kohima.
2. The Principal Secretary to the Chief Minister, Nagaland: Kohima.
3. The Sr. P.S. to the Speaker / Dy.Speaker, Nagaland Legislative Assembly, Kohima.
4. The Sr. P.S. to Ministers / Ministers of State, Nagaland: Kohima.
5. The PPS to Chief Secretary, Nagaland: Kohima.
6. The Addl. Chief Secretary (Home), Nagaland: Kohima.
7. The Commissioner, Nagaland: Kohima.
8. All Addl. Chief Secretaries / Principal Secretaries to the Government of Nagaland.
9. All Commissioners & Secretaries/Secretaries/Addl. Secretaries Nagaland: Kohima.
10. All Heads of Department, Nagaland.
11. All Deputy Commissioners / Addl. Deputy Commissioners, Nagaland.
12. Guard File.

(T. ROY)

Deputy Secretary to the Govt. of Nagaland

