

भारतीय प्रौद्योगिकी संस्थान कानपुर
कुलसाचिव कार्यालय
INDIAN INSTITUTE OF TECHNOLOGY KANPUR
REGISTRAR'S OFFICE

IITK/RO/00/2023/289
Dated: November 29, 2023

OFFICE ORDER

Sub: Representations alleging irregularities in routine administrative/ financial matters received directly from the employees/ union of the Institutions- reg.

Ref: 1) MoE letter F. No.- 16-14/2023-TS-VII dated 28.11.2023

2) DoP&T OM No. 11013/08/2013-Estt.A(III) dated 31.08.2015

The Ministry of Education has communicated the following with regard to the representation alleging irregularities in routine administrative/ financial matters received directly from the employees/ union of the Institutions:

1. It has been observed that the employees/ employees unions of the institute continue to represent directly to the Hon'ble Prime Minister, Cabinet Secretary and other higher authorities, directly by-passing available channel of submission. The employees are in the habit of sending copies of their representations/ complaints to outside authorities, i.e., authorities who are not directly concerned with the consideration thereof. This is the most objectionable practice, contrary to official propriety and subversive of good discipline. All the employees/ employees associations/ forums are expected to avoid such practice scrupulously.
2. As per the existing instructions, wherever, in any matter connected with his or her service rights or conditions, an employee wishes to press a claim or seek redressal of a grievance, the proper course of action for them is to address the same to immediate official superior, or Head of office, or such other authority at the appropriate level who is competent to deal with the matter in the Institution.
3. Such submission of representations directly to other authority's by-passing the prescribed channel of communication, is viewed seriously and such action may invite appropriate disciplinary action against those who violate these instructions. This can rightly be treated as an unbecoming conduct attracting the provisions as per statues or of Rule 3(1)(iii) of the Central Civil Services (Conduct) Rules, 1964. It is clarified that this would include all forms of communications including e-mails or public grievances or relevant portals etc.

4. In the light of above, the DoP&T instructions issued vide OM No. 11013/08/2013-Estt.(A) dated 06.06.2013 are reiterated for effective observance and strict compliance.

5. It is hereby to bring the above instructions to the notice of all the employees and their associations/ forums. If the institute takes appropriate disciplinary action against such employees who are found guilty of violating these instructions, the Action taken in the matter will be reported to the Ministry, quarterly.



(Prof. Braj Bhushan)
Officiating Registrar

To- All concerned employees/ employees' associations/ forums

Copy to-

- (i) Director
- (ii) Deputy Director
- (iii) Website through Webmaster