



**NO. C.14014/5/2015-EDN
GOVERNMENT OF MIZORAM
SCHOOL EDUCATION DEPARTMENT**

**3rd FLOOR, BUILDING-II,
MIZORAM SECRETARIAT
(MINECO)
Aizawl-796001, Mizoram.**

Aizawl, the 27th February, 2024

OFFICE MEMORANDUM

It has come to the notice of the Government that some Government servants are submitting representation on service matters addressing the Chief Minister/Ministers/Minister of State/Chief Secretary/Secretaries and other high dignitaries without routing through proper channel in violation of Govt. of India's decision (26) below Rule 3 of the CCS (Conduct) Rules, 1964.

In this connection, it is hereby brought to the notice of all Government servants under School Education Department, Govt. of Mizoram that a Government servant desiring to press a claim or seeking redressal of grievance by submitting written representations should strictly adhere to the following;

1. No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service (e.g. Transfer & Posting, Promotion, Seniority etc.) under the Government in contravention of Rule 20 of CCS (Conduct) Rules, 1964.
2. Government servant while submitting any representation should address his immediate superior official or Head of Office or such other authority at the immediate superior level who is competent to deal with the matter. In case the attention of the higher authority is to be drawn, the representation may be addressed to the higher official but should be submitted through proper channel.
3. Submitting joint representation on service matter for common interest is in violation of Govt. of India's decision (21) below Rule 3 of CCS (Conduct) Rules, 1964. Any Government servant willing to submit representation should do so separately in his own name.
4. Representation submitted through relative of a government servant is obviously undesirable and should be strongly discouraged except in cases of death or physical disability of a government servant. No notice shall be taken on representation on service matters submitted by a relative of a Govt. servant.

5. Registered Service Association desiring to submit representation may submit to the responsible official/department only who can deal with and dispose the case. But in doing so, the concerned association must avoid submitting/endorsing a copy of representation who are not involved or competent to deal with the case. Any representation with wrong addressee shall be liable to rejection.

Violation of the above instructions by any Government servant under School Education Department should be viewed as breach of conduct rules and shall be liable to disciplinary action.

Sd/-LALZARMAWII

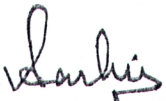
Commissioner & Secretary to the Govt. of Mizoram
School Education Department

Memo No. C.14014/5/2015-EDN

: Aizawl, the 27th February, 2024

Copy to:

1. P.S to Minister, School Education.
2. Director, School Education Department for wide circulation to all subordinate office/schools.
3. Director, SCERT for wide circulation to all subordinate offices.
4. State Project Director (SPD), Samagra Shiksha, Mizoram for wide circulation to all subordinate offices.
5. Secretary, Mizoram Board of School Education (MBSE), Mizoram.
6. Secretary, Mizo Language Development Board.
7. Website Manager for uploading in the website.
8. Guard file.


27/02/2024

(LALSANGPUII DARKIM)

Under Secretary to the Govt. of Mizoram
School Education Department