

मिसिल सं/F. No. - 49011/1/2022-Admin. Coord. (FTS - 119273)
भारत सरकार/Government of India
कृषि एवं किसान कल्याण मंत्रालय/Ministry of Agriculture & Farmers Welfare
कृषि एवं किसान कल्याण मंत्रालय विभाग/Department of Agriculture & Farmers Welfare
वनस्पति, संरक्षण, संगरोध एवं संग्रह निर्देशालय
Directorate of Plant Protection, Quarantine & Storage
एनएच-४, फरीदाबाद-१२१००१, हरियाणा/NH-IV, Faridabad-121001(Haryana)

Dated: 25TH January, 2023

OFFICE MEMORANDUM

Subject:- **Instructions / Advisory from Headquarters for strict adherence to the norms before forwarding any service related matters for consideration / approval of Head of the Department (H.O.D.) -reg.**

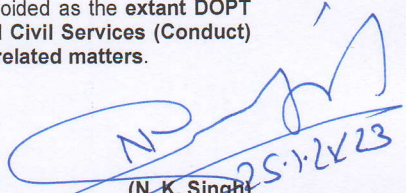
It is often observed that various e-mails/letters is being received in the Headquarters directly from the Officers / Officials posted in sub-stations of this Directorate on various matters pertaining to service related issues and other related aspect **without proper scrutiny by the stations In-charges**. Often it is found that the said applications / representations received very late and sometimes after the laps of due date for admissibility of such matters.

2. Further, some instances have been noted about **some Officers who is in habit of sending their personal grievances / representations directly to the Authorities in DA & FW and other Ministries** without exploring the proper channel for such submissions. **All this has been viewed seriously by the Head of the Department (H.O.D.)**.

3. In the above perspective, following aspects may kindly be looked upon before submitting/forwarding any such matters:-

- I. Any application / representation on service matter/related aspect may be forwarded to the Headquarter through their controlling/reporting officers as per the norms. The concerned Head of Office (H.O.O.) / Controlling Officer (C.O.) has to validate the admissibility of such matters in terms for relevant Service Rules / Procedures before recommending for consideration / approval of the Head of the Department (H.O.D.).
- II. Such application / representations be forwarded to the Headquarter well in advance at least two weeks before the due date so as to process/convey the approval/decisions/necessary guidance of the competent authority.
- III. Beyond sanctioned power matters such as Maternity, CCL, EOL & Ex-India Leave, etc., may kindly be forwarded well in advance (at least two weeks before) so as to process/convey approval of the competent authority.
- IV. Before forwarding any such application / representations, the same may be scrutinized by the station In-charges at their level & disposed off, if possible.
- V. All officers In-charge of the Sub-offices are directed to strictly follow the above norms and Manual of Office Procedure before submitting/forwarding any such representation/request to the Headquarter.
- VI. The Officers / Officials are also directed to strictly avoid sending directly to the Headquarters. Any such application / representation must be routed through their respective reporting / controlling officer and should be submitted well in advance to avoid any delay.
- VII. All the Officers / Officials of this Directorate is advised to follow the CCS (Conduct) Rules, 1964 strictly / Manual of Official Procedure (M.O.P.) for submission of any types applications / representations.
- VIII. The Officers / Officials must explore the channel of submission as laid down under M.O.P. for submission of their grievances / representations.
- IX. The practice for seeking/approaching VIPs for any service related matters may strictly be avoided as the **extant DOPT Guidelines calls for disciplinary actions as per the Rule 3-A and Rule 20 of the Central Civil Services (Conduct) Rules, 1964 on the concerned employees for approaching VIPs to sort out their service related matters.**

This has the approval of Plant Protection Advisor.


(N. K. Singh)
Chief Administrative Officer

To,

1. All Scheme-In-Charges.
2. All Officer-In-Charges/Officers of this Directorate through website only.
3. PPS to JS (PP) / PPS to PPA.
4. IT cell for uploading on website of this Directorate.