

**MAULANA AZAD MEDICAL COLLEGE  
GOVERNMENT OF NCT OF DELHI  
2, BAHADUR SHAH ZAFAR MARG: NEW DELHI-02.  
(VIGILANCE CELL)**

No.F.28/63/MC/VIG/2022/

9568

Dated:- 9/05/2022

**CIRCULAR**

**Sub: Compliance of Rule 20 of the CCS (Conduct) Rules, 1964- Regarding.**

Some instances have come to notice where Officers / Officials have violated the protocols / provisions for redressal of their grievances related to service matters, as prescribed in CCS (Conduct) Rules, 1964.

Attention of all the Officers / Officials of this Institute is drawn to the Rule 20 of the CCS (Conduct) Rules, 1964 which provides that "No Government Servant shall bring or attempt other outside influence to bear upon any superior Authority to further their interests in respect of matters pertaining to their service under Government."

As per the rule, in any matter connected with service rights or conditions, Government Servants who wish to press a claim or to seek redressal of grievance, the proper course for them is to address concern to their immediate Superior Officer / Head of Office / Head of Department. An appeal or representation to the Higher Authority must not be made unless the appropriate Authority has rejected the claim / refusal relief / ignored / unduly delayed the disposal of the case. First exhaust the normal official channels of redress before they take the issue to a Court of Law. As such submission of representations directly to Higher Authorities by-passing the prescribed channel of communication, shall be viewed seriously and appropriate Disciplinary action shall be initiated against those who violate these instructions as it can rightly be treated as "an unbecoming conduct attracting the provision of Rule 3 (1) (iii) of the CCS (Conduct) Rules, 1964".

Therefore, all the Officers / Officials of this Institute are hereby advised to refrain from any such practice in respect of the matters pertaining to their service under Government. In case of any violation, strict Disciplinary Action would be initiated against the concerned.

  
(DR. POONAM NARANG)  
DEAN MAMC

Copy to :

1. All the HOD / Branch Incharge , MAMC, New Delhi with remark to bring the same in the knowledge of all the employees / students working under them.
2. Incharge DATA Center MAMC with remark to upload the same on official Web-site.