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GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT
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Ref.No.75666/90/M3(iii)
Dated:31-12-1990.

Office of the Prl.Chief Conserva-
tor of Forests, A.P. Hyderabad.

Sri M.Sitarama Rao, IFS.,
Prl.Chief Conservator of Forests.
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OFFICE ORDER NO.18/90/M3.

Sub:-Public Services-Forest Department-Submission
of Representations to Ministers, M.L.As-
instructions - Regarding.

Ref:-PCCF's Circular No.14/74(112536/74.MA),dt.31.12.90.
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According to Rule 24(3) of A.P.C.S(C) Rules, and rule
18 of all India Service Conduct Rules, 1968, it is against
conduct rules for a Government employee to approach higher
authorities by submitting representations directly without
exhausting normal channels.

The above position has been brought to the notice of
all officers vide this office circular No.14/74(112536/74/M3),
dt.31.12.74. The employees were warned that if any Govt.,
servant indulges in such activities they will be dealt with
severely. Even inspite of clear circular instructions and
also instructions from Government contained in G.M.No.3506/
OP/72-1, F&A. Department, dt.26.6.72, and G.M.No.4867/For-II/
74-1, dt.28.11.74 (Copies enclosed). Instances have come
to the notice of the under signed that forest officials,
including some senior officers have been trying to use
political influence for furtherance of their personal ends
as transfers, postings, disciplinary cases etc. Further
some of the employees of this department are submitting
the representations directly to the Hon'ble Ministers.
The practice is against the conduct rules and is detrimental
to smooth administration of the department. When an
employee has a grievance, he should invariably ventilate
it through proper channel and not resort to short circuit
which often creates an embarrassing situation for all
concerned. Such a state of affairs is prejudicial to the
maintenance of proper standard of discipline and should
stop forth with.

Any officer violating the said Rules and instructions
will be dealt with severely. Indulgence in such activity
shall be viewed very seriously and strict action will be
taken against the erring employees, besides making an
adverse entry in their Confidential Report.

All the controlling authorities are requested to bring
these circular instructions to the notice of all of their
subordinates and obtain their acknowledgment and ensure
strict compliance.

Receipt of these Circular instructions should acknowl-
ged by return of post.

Sd/-M.Sitarama Rao,
Prl.Chief Conservator of Forests.

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GOVERNMENT OF ANDHRA PRADESH
FOOD AND AGRICULTURE DEPARTMENT

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Memo.No.3506/OP/72-1.

Dated: the 26th June, 1972.

Sub:-Public Services-Appeal against penalties and
petitions for promotions-Influencing authorities
for furtherence of interests-Instructions-Reiterated.

1. Government view with concerned an increasing tendency on the part of Government employees to approach the Ministers through non-officials seeking action on their grievances relating to Service matters and more particularly in regard to transfers and promotions. This action of the Government employees constitutes a clear contravention of the provisions of Rule 24 of the A.P.C.S.(Conduct) Rules, 1964. Wherean employee has a grievance, he should invariably ventilate it through proper channel and not seek a short circuit which often creates an embarrassing situation for both the Ministers and the Government Officials. Such a state of affairs is prejudicial to the maintenance of proper standard of discipline and should stop forthwith.
2. All Heads of Departments under the control of this Department are, therefore, requested to bring the above provisions to the notice of all officers and Subordinates under their control once again and warn them that where an attempt is made to influence the higher authorities and Ministers by passing the normal channel, they would be liable to an adverse entry in their Confidential Roll and also to disciplinary action.
3. The Heads of Departments are also advised in this regard in cases of appeals against punishments and representations for promotions etc., they should try and dispose of all such cases promptly in so far as they are within their competence and submit, in others, proposals to Government with specific remarks for final orders. In cases where representations cannot be considered as per rules and procedure, written intimations should be given to the persons concerned. It is observed that inordinate delays in the disposal of cases is often the primary cause for grievances. It is, therefore, of utmost importance that there should be prompt action at all levels and also a genuine concern on the part of superior officers to be helpful towards their Subordinate officers.
4. The receipt of this Memo. may please be acknowledged.

Sd/-Pratap Reddy,
Secretary to Government
(In-charge).

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GOVERNMENT OF ANDHRA PRADESH
FOREST AND RURAL DEVELOPMENT DEPARTMENT

Memo.No.4867/F.R.II/74-1.

Dated:28.11.1974.

Sub:-Establishment - Forests Department-Submission
of advance copy of the representation direct
to Minister - Instructions issued.

Instances have come to the notice to the Government where Government Employees have submitted advance copies or more copies (without address entry to Minister) of their representation to the Ministers. This practice is against discipline and to rule 24 of the Andhra Pradesh Civil Services (Conduct) Rules, 1964. Their attention is also drawn in this connection to the instructions previously issued in Government Memo.No.3506/DR/72-1, Food and Agriculture, dt.28.6.72. Any officer violation the said rules and instructions can be dealt with summarily. However the Heads of Department under the administration Control of this Department are requested to bring the above position to the notice of all the employees under their control and warn them that indulgence in such activity in future shall be view very seriously and severs disciplinary action will be taken against the caring employees. Receipt of this Memo. may be acknowledged.

2. The Chief Conservator of Forests is requested to see that these instructions are brought to the notice of his subordinates and to ensure strict compliance. A copy of this circular to his subordinates may be sent to Government for information.

Sd/-B.C.Gangopadhyay,
Secretary to Government.