

File No: A-21014/1/2020-O/oDEPT. SECY (ESTT. I)  
Government of India  
Ministry of Skill Development & Entrepreneurship  
Directorate General of Training

Room No. 109-A,  
1<sup>st</sup> Floor, Old CIRTES Building,  
next to IT1 Pusa, Pusa Complex,  
New Delhi, dated 14<sup>th</sup> August, 2020.

**Subject: Canvassing by Government Servants in service matters**

It has come to notice that certain Officers/Staff are using political or outside influences to bear upon the superior authority to further their interest in service matters viz promotion, transfer, request for seeking specific work allocation, disposal of complaints against them etc.

2. With respect to the above kind attention is invited to Rule 20 of CCS Conduct Rules 1964 which reads as under:

20. Canvassing of non-official or other outside influence

*No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government.*

*Government of India Decisions*

*(1) Representation on service matters by relatives should be discouraged –*

*Relatives of a Government servant sometime make representations concerning service matters affecting the Government servant. This is done in some cases in the hope of reviving a representation which the Government servant had himself made and which had been turned down. In some cases, the procedure is resorted to in order to get round the requirements that the Government servant should submit his representation through his official superiors. The practice is obviously undesirable and should be strongly discouraged. It has accordingly been decided that no notice should be taken of a representation on service matters submitted by a relative of a Government servant. The only exception may be cases in which because of the death or physical disability, etc. of the Government servant, it is impossible for the Government servant himself to submit a representation.*

*[MHA OM No. F25/21/63-Ests.(A), dated 19.09.1963]*

3. All Officers / Staff are requested to abide by the above rules failing which necessary disciplinary action would be taken.

4. This issues with the approval of the competent authority.



(Sonu Bhatia)

Under Secretary to the Government of India

1. All Directors, Deputy Secretaries, Joint Directors, Deputy Directors, Under Secretaries, Assistant Directors, Section Officers, Training Officers in DGT (HQ).
2. All Regional Directors in all RDSDEs: They are requested to bring the above contents to the notice of all persons working under them.

Copy to

1. Sr. PPS to DGT/AS
2. PPS to DDG-I, PPS to DDG-II, PPS to DDG-III