



केन्द्रीय यूनानी चिकित्सा अनुसंधान परिषद् مرکزی کونسل برائے تحقیقات طب یونانی  
आयुष मंत्रालय, भारत सरकार وزارت ایش، حکومت ہند

**CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE**  
**Ministry of AYUSH, Government of India**

F. No. 7-37/2013-CCRUM/Estt.

Dated: 17<sup>th</sup> Feb, 2025

To,

**The Incharges,**  
**Institutes/Units/Centres of CCRUM**

**Subject: - Representations on service matters: Bringing Political or outside Influence - regarding.**

Sir/Madam,

Instructions have been issued by DOP&T from time to time that "wherever in any matter connected with service rights or conditions, a Government Servant wishes to press a claim or to seek redressal of a grievance, the proper course for him/her is to address his immediate superior officer or Head of his office, or such other authority at the appropriate level, who is competent to deal with the matter in the organisation. Such submission of representation directly to other authorities, by-passing the prescribed channel of communication, has to be viewed seriously and appropriate action taken."

**2. Further, as per Rule 20 of CCS (Conduct) Rules, 1964, no Government servant shall bring or attempt to bring any political or other outside influence on any superior authority to further his interest in matters pertaining to his Government service.**

3. Despite the aforesaid standing instructions, it has been noticed that of late, a number of officers/staff of CCRUM are sending their representations on service matters to Director General, CCRUM or other higher authorities in the Ministry of Ayush directly, without following the prescribed channels or they are bringing political or other outside influence through MP/VIP letters, on various service matters. These actions are in clear violation of Rule 20 of CCS (Conduct) Rules, 1964 and other instructions and render the concerned employee liable for disciplinary action.

3. In the light of the rule/instructions referred to above, it is once again reiterated that officers/staff of the Council should represent on their service matters, whenever required, through proper channels only. Once their representations have been forwarded to the superior authority, it will be the endeavour of the competent authority to decide these on merits in a reasonable time. However, if there is prolonged delay, the employee can send a reminder for expediting the decision on his request. Employees should desist from approaching MPs/VIPs on service matters.

**Contd...02**

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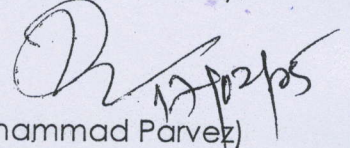
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4. The contents of this letter may appropriately be brought to the notice of all officers/staff of the Council. Any violation of the instructions shall be viewed seriously and disciplinary action may be taken against the concerned employee.
5. This issues with the approval of Director General, CCRUM.

Yours faithfully,



(Mohammad Parvez)  
Administrative Officer  
**for Director General**

**Copy to,**

1. All Officers/Staff of Council's Headquarter, New Delhi.
2. PS to Director General, CCRUM, New Delhi.
3. Website of the Council.

**Copy also to:-**

- Advisor (Unani), Ministry of Ayush, New Delhi.
- Siddha Unani Section, Ministry of Ayush, New Delhi