

**Government of Nagaland  
Personnel and Administrative Reforms Department  
Administrative Reforms Branch**

NO.AR-11/7/76

Dated Kohima, the 4<sup>th</sup> Sept, 1976

**OFFICE MEMORANDUM**

**Sub:- Submission of Petitions by Government Servants direct to the Govt/higher authorities.**

Instances have come to the notice of the Government that inspite of the clear instructions contained in the Nagaland Government Servants Conduct Rules, 1968, Some of the officers and staffs of the State Government are in the habit of submitting their petitions on various matters direct to Government or higher authorities including the Chief Minister and other Ministers, Such indulgence on the part of those officers and staff is not desirable and they should abstain from such practice in future. Rule 19, of the Nagaland Government Servants Conduct Rules, 1968 provides that no Government servant shall submit any petition direct to Government or to any higher authority otherwise than through his immediate departmental superior and no Government servant shall send copies of such petitions to outside authorities who are not directly connected with consideration of the cases e.g. Ministers of various Departments and the Members of Legislative Assembly. Note below Rule 19 of the said Rules further provides that a Government servant, wishing to press a claim or to seek redress of a grievance in any matter connected with the service rights or conditions, shall address his immediate superior official or the head of his office or such other authority at appropriate level, as is competent to deal with the matter. An appeal or representation to a higher authority must not be made unless the appropriate authority has already rejected the claim or refused or ignored or unduly delayed the disposal of the case. When such an appeal or representation is made, it shall be submitted through the proper channel, though an advance copy of the appeal or representation may at this stage, be sent direct to the next higher authority but not to the Government.

All the Government Servants of the State Government are, therefore directed to strictly adhere to provisions of the above rule. Violation of these provisions of the rule, on the part of any Government servant will be dealt with in accordance with the relevant rules in force.

The contents of this communication should be brought to the notice of all Government servants serving in all subordinate offices of the Heads of Departments.

Kindly acknowledge receipt.

**Sd/- L.L. YADEN**  
Special Secretary to the Govt. of Nagaland