

**CSIR-CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE
PILANI – 333 031 (RAJASTHAN)**

No.COA/Misc./2024

Date: 23.04.2024

OFFICE MEMORANDUM

It has been observed that there is a growing tendency among CSIR-CEERI employees to prefer their representations on service matters directly to higher authorities at CSIR HQ. without exhausting the prescribed channel of submission. Further, there have been instances of employees addressing repeated representations (directly or without waiting for disposal) to VIPs viz. PMO/President/Ministers/MPs/MLAs with a clear intent of bringing outside influence to further their service interests. In addition, some official communication which requires prior approval/permission before sending to CSIR HQ. is also being sent without following the due procedure. It has been viewed seriously by Competent Authority, CSIR-CEERI. In this regard various circulars issued by CSIR HQ. from time to time are enclosed for strict adherence. Any violation of these rules may attract disciplinary action against the concerned employee.


(Jay Shankar Sharan)
Controller of Administration

Encl: As above.

Copy to:-

1. All Section/Division Heads
2. Director's Secretariat - For information
3. AIT Group - Kindly upload this OM on the website of the Instt.
4. Notice Board