

No.3/4/2013-SD/AM
Indira Gandhi National Centre for the Arts
Sutradhara Division

Dated: 13th June, 2013

CIRCULAR

It has been noticed that some of the employees are submitting their representations/requests on different service matters directly to the higher authorities/Estt. Section without routing the representations/request through proper channel. As per the procedure laid down, whenever, in any matter connected with service rights or conditions, an employee wishes to press a claim or to seek redress of his grievance, the proper course for him/her is to route his all requests/representations through proper channel invariably, so that the Head of the Division/Unit concerned is aware of the matters being sent to higher authorities/Establishment. In view of this, all the officials working under different Divisions/Units are hereby requested to route their representation/request, if any, relating to the service matters through the Head of the Division/Unit concerned.

The content of the circular may also please be brought to the notice of all concerned employees under respective Divisions/Units.



(K.C. Pandey)

Under Secretary(Admn)

Copy to:

1. Sr. PA to Member Secretary
2. Sr. PA to Joint Secretary
3. All Head of the Divisions/Units