



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान
National Institute of Fashion Technology
स्थापना विभाग, निफ्ट मुख्यालय
Establishment Department, NIFT Head Office
हौज़ खास, नई दिल्ली
Hauz Khas, New Delhi NIFT Head Office

F. No. 1271(2)/NIFT/Estt-II/Rectt./VIP Ref./2022

02-05-2023

OFFICE MEMORANDUM

Subject: Representation from Government servant on service matters – reiteration of instructions-reg.

NIFT Head Office has been receiving a number of representations from Officers/Faculty/Staff Members, on service matters (Transfers, promotion, etc.) addressed to the various offices of State/Central Government.

2- The Officers/Faculty/Staff Members of NIFT are governed by CCS (Conduct) Rules and submission of representations in the form of emails, letters, VIP References, complaints, grievances, etc. directly to higher authorities bypassing the prescribed channel of communication, attracts the provisions of the said Rules for appropriate actions.

3- Kind attention is invited to the provisions of Rule 20 of CCS (Conduct) Rules, 1964 *prohibiting Government servants from bringing outside influence in in respect of service matters and that the representations by relatives of Government servant is treated as outside influence.*

4- All Officers, Faculty and Staff Members of NIFT are hereby advised to refrain from any such practice and not to bring or attempt to bring any outside influence either personally or through their relatives in respect of the matters pertaining to their service under the Government failing which an appropriate disciplinary action as per CCS (Conduct) and NIFT GSR as appropriate shall be taken against those who violates these instructions. They may submit their grievance through proper channel.

5- NIFT Head Office/Campuses may prepare a list of such Officers/Faculty/Staff Members who have brought or attempted to bring outside influence personally or through their relatives in respect of the matters pertaining to their service. The same may be recorded in their Personal Files & Service Books.

कर्नल विक्रान्त लखनपाल
Colonel Vikrant Lakhanpal
पंजीयक/Registrar

To,

1. All NIFT Campus Directors - With a request to bring this OM to the notice of all Officers, Faculty and Staff Members of your campus.
2. Director (IT) - With a request to get it uploaded on website
3. PS to DG-NIFT - For information please