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OM No. F. 11013/6/94-Estt. (A)  
Government of India  
Ministry of Personnel, Public  
Grievances & Pensions  
(Department of Personnel & Training)

New Delhi, dated the 27 May, 94

OFFICE MEMORANDUM

Subject: Implementation of prescribed procedure,  
rules, orders etc. on service matters.

The undersigned is directed to say that the Ministry of Personnel, Public Grievances & Pensions and the Ministry of Finance are the nodal Ministries responsible for formulating policies and framing rules and regulations relating to service conditions and other aspects of personnel administration of Government servants. The administrative Ministries/Departments are responsible for considering individual cases of Government servants and issuing appropriate orders thereon in accordance with the rules and instructions on the subject.

2. Complaints have been received in this Department that litigation on service matters is on the increase due to non-implementation or incorrect implementation of laid down policies and rules. Every Government servant is required to maintain at all times devotion to duty. Every Government servant is also required to act in his best judgement in the performance of his official duties or in exercise of powers conferred on him. It is thus enjoined upon all Government servants that they should faithfully implement the laid down policies, rules and regulations, etc. in service matters. If the prescribed policies, rules, orders etc. on service matters are adhered to and implemented properly by administrative authorities etc., litigation on service matters would be considerably reduced.

3. Ministries/Departments are, therefore, requested to take necessary measures for proper and timely implementation of prescribed policies, rules, orders etc. on service matters. It may be impressed upon all concerned that failure to do so will be viewed seriously.

*Krishna Menon*  
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UNDER SECRETARY TO THE GOVT. OF INDIA

To All Ministries/Departments of Govt. of India

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8. All officers and Sections of Ministry of Personnel, Public Grievances and Pensions and MHA

*Krishna Menon*

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