

No. 28034/6/2002-Estt(A)
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
DEPARTMENT OF PERSONNEL AND TRAINING
(ESTT.(A) DESK-I)

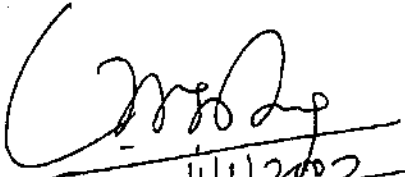
Dated the 11th January, 2002

OFFICE MEMORANDUM

Subject: Recommendations of the Committee on Service Litigations regarding representations made by the Government employees, requiring examination in the Ministries/Departments.

The undersigned is directed to refer to the subject mentioned above and to communicate the following decision of this Department as per recommendations made by the Committee on Service Litigations:-

- a) A representation made by a Government employee requiring examination only in a Ministry/Department, should be disposed of within a maximum period of six weeks and if requiring inter-departmental consultation, such representation should be replied to normally within a maximum period of three months.
 - b) Final reply sent to a Government servant on his representation should be self-contained, cover all the points raised by him and in a case where the representation of the Government servant is rejected, the grounds therefore should be clearly indicated.
2. All the Ministries/Departments, therefore, are requested to dispose all the representations made by the Government employees, accordingly.



11/1/2002

(SAHADEO RAM)
DEPUTY SECRETARY TO THE GOVT. OF INDIA
Tel: 3017338

To,

All Ministries/Departments of the Govt. of India