

Copy of Circular letter No. 5201—8GS—62/12393, dated the 24th April, 1962, from Shri E.N. Mangat

Rai, I.C.S. Chief Secretary to Government, Punjab, to all Heads of Departments etc., etc.  
*Subject:—Representations from wives/parents of Officers/officials*

I am directed to say that there is fairly widely current practice that a large number of letters/representations are addressed to the higher authorities by the wives or members of the families of Government servants for redressing their grievances, thus short circuiting all usual channels through which a case should normally pass. Government consider that it is not correct on the part of Government employees to forward representations under the cloak of wives or members of their family and not come out directly themselves to their departmental authorities. Therefore, I am to inform you that it has been decided that all such letters/representations should be ignored, unless there are unusual circumstances such as illness of an acute type where the official cannot normally be expected to write a letter or explain the position himself.

2. These instructions may kindly be brought to the notice of all Government Servants under your control for information. The receipt of this communication may also be acknowledged.