

Copy of letter No. 2297-P-56/18382, dated the 4th May, 1956, from the Chief Secretary to Government, Punjab, to all heads of Departments in the Punjab.

Subject :— Channel of Correspondence.

I am directed to refer to paragraph 37 of the Punjab Government Consolidated Circular No. 5 which inter-alia lays down that subordinate officers should always address higher authorities/Government through their superiors and any body infringing this rule and writing either to higher authorities or attempting in other ways to bring his wishes to the notice of Government will be liable to disciplinary action. Instances have come to the notice of Government where these instructions have not been observed by Government servants and where higher authorities have been approached over the head of their immediate superiors. This tendency shows indiscipline on the part of Government servants and is required to be firmly curbed. I am accordingly to request you to warn all Government servants working under you not to write or approach, otherwise, the higher authorities of Government through the proper channel viz., the Head of Office, Head of Department, etc., as the case may be, and that any Government servant infringing this rule will render himself liable to disciplinary action.