

CIRCULAR

Sub:- HSD-Application submitted by employees directly to Minister and Higher Officials-reg.

Ref :- 1.FWA4-90563/2011/DHS

2. Representation from KHSMSA dated.8.11.2011

It is noticed that employees were forwarding application and representations for transfer and other purposes directly to Ministers and Higher officials. Most of these application/representations are incomplete due to lack of service details. It is impossible to process such incomplete applications and this causes much hardships in the office of DHS. Also enquiry by employees about these applications badly affects the sections in this office.As per kerala Government Servants Conduct Rule -94, Govt Servants can make their personal representations/ applications to higher authority only through proper channel.

Hence it is directed to all employees that applications/representations to higher officials should forward only through proper channel. These directions should follow by all employees and the applications /representations received without proper recommendations from concerned DMOH's/proper channel will not be entertained in future .

Many applications received from DMOH's/Periperal institutions through proper channel were not properly scrutinized and there is lack of service details and this cause much delay in processing these applications. Therefore all applications should prescribed with **PEN Number** of concerned employees and without PEN number, applications will be rejected without further notice.

DMOH should communicate these instructions to all institutions under their control without fail.


Director of Health Services