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Copy of letter No. 2297-P-56/18392, dated 4.5.56 from the Chief Secretary to Government,
Punjab, to all the Heads of Departments.

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 offices should always address higher authorities/ Government through their superior and any body infringing this rule and writing other 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 the 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 or Government except through the proper channel viz. the Head of the office, Head of Department, etc. as the case may be and that any Government servant infringing this rule will render himself of disciplinary action.



SUPERINTENDENT,
E.S.I. (Public) of Ludhiana.