

Directorate General
Central Industrial Security Force
(Ministry of Home Affairs)

Block No.13, CGO Complex
Lodhi Road, New Delhi- 110 003

Legal & Regulation Directorate

No. V-14014/Misc/L&R/2011-1373

Dated 27 October, 2011

CIRCULAR NO. L & R / 48 /2011

Subject: Office procedure – Communications channel

It has been observed that Unit Commanders & Zonal HQrs are not taking responsibility in certain matters and asking instructions from the Sector IsG and FHQrs although clear cut instructions are already available in the CISF Act & Rules, Manuals and other Circulars issued from time to time on the same. IN this regard detail instructions were issued vide this Directorate Circular No. 23/2001 dated 25.6.2011 and Circular No. L&R 31/ 2007.

02. While dealing with the disciplinary cases, field formations seek clarification from FHQrs without going through the rules and regulations on the subject. The Enquiry Officers and the Disciplinary Authorities must make efforts to satisfy their doubts by referring to the CISF Act and Rules, Discipline & Appeal Manual, CCS (CCA) Rules etc. If they are unable to clarify the doubts even after referring the above, they may approach Sector HQrs/ FHQrs afterwards.

03. At times, Field Units are seeking clarification directly from this HQrs bypassing the designated channel and when the matter is referred back to the Sector IG or Zonal DIG, those formations are found to be ignorant with the subject matter, thereby creating extra and unnecessary load on Sector HQrs and FHQrs.

04. In view of the above, field units are directed that they will follow the proper channel while submitting any clarification and the same should be routed through Zonal DIG and Sector IG to this HQrs.

05. However, matters like court cases which are time bound and urgent in nature can be taken up directly by the Units under intimation to their

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respective superior authority, keeping them posted of the developments. In very urgent matters, Unit Commanders are also advised to speak directly to respective AIGs and DIGs of FHQ and to other concerned senior officers.

06. These instructions may kindly be circulated.

(S.B. Singh)
Inspector General (HQ)

Distribution:

1. Special Director General/ Airport Sector
2. All Sector IsG, CISF
3. All Zonal/ Plant DIsG/ DIsG of GBS/DMRC/SSG
4. All DIsG of RTCs/ FSTI Hyderabad/ ZOWs
5. All Group Commandants/ Commandants/ Dy. Commandants
6. All Assistant Commandants/ OICs of CISF Units

Internal:

7. Director General, CISF : for kind information
8. Additional Director General : for kind information
9. IG (Admin) : for kind information
10. All DIsG of FHQ
11. All AIsG of FHQ
12. AD (Accounts) / Consultant (Accounts)