



No. E/2350

Date: December 22, 2025

Office Memorandum 24 DEC 2025

**Subject: Strict Adherence to the Prescribed Channel of Official Email Communication
– Warning-cum-Advisory under CCS (Conduct) Rules, 1964 – regarding**

It has been observed that certain Faculty/staff members are frequently addressing emails directly to the Institute's administrative authorities on routine, trivial, or section-specific matters and simultaneously copying several Heads of Sections/Departments and other officials who are not directly concerned with the subject matter.

Such practices lead to avoidable proliferation of official correspondence, impair administrative efficiency, and undermine the established channel of communication and accountability framework of the Institute.

Attention of all Faculty and staff is invited to Rule 3(1) of the Central Civil Services (Conduct) Rules, 1964, which mandates that every employees of the Institute shall maintain absolute integrity, maintain devotion to duty; and do nothing which is unbecoming of Institute's employee.

Addressing senior authorities on routine matters and indiscriminately marking copies of official emails to unrelated officers is inconsistent with devotion to duty, disrupts orderly administration, and may amount to conduct unbecoming of Institute's employee.

Accordingly, all faculty and staff members are hereby directed to strictly adhere to the following instructions:

1. All routine, operational, or section-specific matters shall be communicated only through the prescribed administrative channel, i.e., the immediate reporting officer / Head of Section / Head of Department, as applicable.
2. Direct correspondence with administrative authorities shall be resorted to only in exceptional and justified circumstances, with due indication of prior processing at the appropriate level.
3. Copying (CC) of emails shall be strictly limited to officer directly concerned with the subject matter and having a defined role in its disposal.
4. Indiscriminate or excessive marking of emails to multiple authorities/officers without functional relevance shall be strictly avoided.

All concerned are advised to note that continued or wilful disregard of the above instructions may be construed as violation of CCS (Conduct) Rules, 1964 and may invite appropriate administrative action, including recording of displeasure, as deemed fit by the Competent Authority.

This issues with the approval of the Competent Authority.

Hanuman H. D.
23/12/2025
REGISTRAR

To : All regular employee of the Institute

Copy to:

1. The Director / The CVO – for Information Please
2. The Dy./Asst. Registrar (Estt./A/cs) – for compliance of the Office Order
3. Dispatch