

Sub: Non-Observance of Hierarchy /Protocol- Strict Instructions – Issued –
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It was brought to the notice of undersigned that certain staff members are not following the hierarchy/ Protocol which is essential function in the Government Administration. Non-compliance to the hierarchy severely damages the work culture and downs the morale of the employees. In order to maintain harmony in the various offices under control of this unit the following instructions are issued.

1. Government have classified various superior and subordinate services for effective control over various hierarchy levels in the form of CCA (Classification, Control and Appeal) Rules, 1991 for systematic workflow in administration. The conduct rules, 1964 are life-line for ideal behaviour of any Government employee which reflects the entire Government behaviour in the minds of the People/ Public.
2. Some of the employees especially in the cadres of NTPAs/ Superintendents/ Technical officers behaving like unbecoming Government servants as defined in the rule 3(iv) of Conduct Rules, 1964 and acting like defacto head of the offices and even issuing the orders/ proceedings in the name of head of the offices without taking the approval of the officer concerned which is illegitimate and highly irregular.
3. The hierarchical levels of the Superintendents/ Technical Officers are clearly mentioned in the respective subordinate rules and no need to iterate the same in this order. The cadre status of NTPA is clearly mentioned in the Engineering Superior service rules even though that cadre is a non technical in nature as per the G.O. Ms. No.32 dt: 12-04-2010. The duties of the NTPA is exactly similar to the duties of Superintendent except to categorizing that post as Gazetted as per the G.O. Ms. No.183 Dt; 22-07-2005. But the irony is that the NTPA instead of acting like a Superintendent, occupying the separate chambers in the circle offices making embarrassing situations for the other superior officers in his line of hierarchy as mentioned in G.O. Ms. No.32 dt: 12-04-2010 which in turn diminishing the morale of the both superior and subordinate staff in the circle offices.

4. Many number of issues/ Petitions/ complaints from various categories of the people both within and outside the organizations are received in this office out of which most are not relevant to the irrigation related work is due to lack of healthy organizational culture which directly or indirectly due to ineffective control of superior officers/ head of the office over their sub-ordinates. Being the engineering department, which is consider as builders to the Nation, it is essential to maintain harmony in the organizations which in turn paves the way for the healthy team work for achieving the desired organisational goals.
5. In view of this, it is instructed that there should not be separate chambers to the NTPAs in the circle offices, they should allotted to the office space as per the guidelines issued in the G.O. Ms No. 351 of transport, R&B Department Dt: 06-07-1983.
6. The office proceedings/ orders should be issued in the name of head of the office only that to with the approval of the officer concerned. Without proper delegation, no officer subordinate to the office should issue orders in the name of the head of the office.
7. It has come to the notice of the under signed that some of the NTPAs are issuing " for Proceedings" in the name of sitting officer without note approval from the head of the office which makes the proceedings fake, null & void. The Superintending Engineers are hereby directed to frame criminal charges and initiate disciplinary action on the concerned towards financial misappropriation. Ironically, the fake null & void proceedings are being accepted/admitted /honoured and promoted by District Treasury Officers without any objection which indicates unholy nexus. The same may be brought to the notice of the under singed for addressing to the Government.

If anything violated against this order, the same will be viewed seriously and suitable disciplinary action will be initiated immediately.

All the Superintending Engineers/ Executive Engineers under the jurisdiction of this unit is directed to follow above instructions for the healthy work culture and ideal behaviour of the organization.

Sd/- D. Rama Gopal,
Dt. 01.04.2025,
Chief Engineer,
North Coast, Visakhapatnam

To

All the Superintending Engineers/ Executive Engineers under the jurisdiction of this unit.

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(B.Sri Hari)

Deputy Chief Engineer