

TSCS (Conduct) Rules 1964



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ABSTRACT

**PUBLIC SERVICES – The AP Civil Services (Conduct) Rules, 1964 –
Adaptation to the State of Telangana – Orders – Issued.**

GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

G.O.MS.No. 189

Dated: 27-05-2016

Read the following:-

- 1) The AP Civil Services (Conduct) Rules, 1964 issued in G.O.Ms.No.468, G.A(Ser.C) Dept., Dt. 17.04.1964.
- 2) The AP Reorganisation Act, 2014 (Central Act No.6 of 2014).
- 3) Govt. Cir. Memo.No.13665/SR/2014, G.A(SR) Dept., Dt.26.05.2014.

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NOTIFICATION

In exercise of the powers conferred by section 101 of the AP Reorganisation Act, 2014 (Central Act No.6 of 2014), the Government of Telangana hereby order for adaptation of the Andhra Pradesh Civil Services (Conduct) Rules, 1964 in force as on 01.06.2014 to the State of Telangana with certain modifications as shown below.

- 1) (i) This Order may be called the **AP Civil Services (Conduct) Rules, 1964 (Telangana Adaptation) Orders, 2016.**
- (ii) It shall come into force with immediate effect.

Contd...2

Basis

- Proviso to article 309 of the constitution of India.

To whom it applies?

Government Employee and to any member of his/her family

- Son
- Daughter
- Step son
- Step daughter

Whether residing with such employee or not and any other person related to and residing with such employee.

Object of Conduct Rules

- Avoiding or minimizing the misuse of power.
- Regulate general behavior of govt servants
- Secure full commitment of govt servants in implementing govt's policies
- Set certain moral standards
- Eliminate all forms of immoral and immoderate behavior which are likely to impact on govt servant's capabilities to discharge his duties
- Make govt servant to learn to live within his means since he belongs to fixed income group
- Prevent govt servant from aligning against govt or exercising undue influence or duress

Rule-1

- **Applicability**
- Applies to all Government servants except
 - Judges of High Court
 - Members of A.I.S
 - Who are not full time employees
 - Those paid from contingencies
 - Members of village establishment

Rule-2 Definitions

a) Government

- i. Government of AP
- ii. Any subordinate authority declared by the government as such

b) Government Servant

- i. Any member of a civil service whether on duty, under suspension, on leave or on foreign service

c) Head of Department

- i. Authority as declared in APFC volume-II

d) Member of the family

- Spouse, Children, Step children(whether residing with him or not)
- Any other person related and living with him

Rule-3(1)

Every Government servant;

- Shall be devoted to Duty

“Every Govt. Servant holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Govt. servants for the time being under his control and authority.”

Explanation:

“A Govt. Servants who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected of his shall be deemed to be lacking in devotion to duty. (G.O.Ms.No.381 GA(Ser.C) Dept. dt:18-12-2003)

- In the said rules, in rule 3 after sub-rule (5), the following shall be added, namely.

Prohibition regarding employment of children below 14 years of age: No member of the service shall employ to work any child below the age of 14 years

- Shall maintain;
 - i. Absolute integrity
 - ii. Discipline,
 - iii. Impartiality.
 - iv. Sense of propriety.

Rule-3(2)

- Government Servant shall not behave;

In unbecoming manner.

(or)

In a manner derogatory to the prestige of the
government

Rule-3(3)

- Government Servant not to act in a manner;

which places his official position under
embarrassment

Rule-3(4)

- Government Servant
 - Shall not act otherwise than in his best judgement.
 - When acting on superior's oral directions shall obtain written confirmation

Rule-3

h) Maintenance of decency & decorum courtesies to all employees including lady employees (GO. Ms.No.346/ser C/GAD, Dt:07.03.1984)

i) Negligence

- Absence of care, skill & diligence while performing duty
- Omissions & Commissions

j) Punctuality

Avoidance of late attendance(GO.Ms. No.68/Ser.C/75-1 GAD 8.8.1975)

Rule-3

k) Propriety, sense of

Avoidance of improper acts that bring disrespect to Government

l) Prompt action on letters from M.L.A/MP's

(GO.Ms.No.17689/Ser.C/019/GAD Dt:25.03.1999)

m) Maintenance of Residence at Head Quarters.

Rule-3

n) Unbecoming conduct – A conduct opposed to morality, decency, decorum

- Bad manners
- Insubordination
- Lack of decorum
- Laziness
- Corrupt habits
- Shirking responsibility
- Employment of child labour
- False declaration of age, cast, education qualifications.
- Discrepancy in statements given to A.C.B. etc.

Rule-3

o) Fraud

Gaining advantage over others by falsification of facts or suppression of truth.

p) Criminal misconduct

Defined in Sn.13 of P.C Act of 1988 viz; bribe, corruption, failure to inform superiors about one's arrest.

q) Collection of tips from visitors by C1-IV employees is prohibited

(GO.Ms.No.3706/63-7 GAD dt:20.07.1964).

Rule.3-A

- Shall not join associations working against the sovereignty and integrity of the country or public order.

Rule.3-B

- a) Shall not perform duty in a discourteous manner.
- b) Shall not adopt dilatory tactics or cause willful delays

Rule.3 C

- Prohibition of sexual harassment of working women
- No Government employee shall in the performance of his Official duties act in a discourteous and discriminate manner with any working women or indulge in sexual harassment either directly or by implication

Explanation:

- For the purpose of this Rule, “Sexual Harassment” includes such unwelcome activities either directly or by implication have
 - Physical contact and advances
 - A demand or request for sexual favours
 - Sexually colored remarks
 - Showing pornography
 - Any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Such conduct which amounts to a specific offence under the Indian Penal Code, 1860 or under any other Law for the time being in force.(G.O.Ms.No.332 GA(Ser.C) Dept. dt:19-07-1999

Rule.3 D

“Complaints Committee will be deemed to be an inquiry committee” and the report submitted it shall be deemed to be an inquiry report under CCA Rules (G.O.Ms.No.556 GA(Ser.C) Dept. dt:14-12-2005

Rule-4

Strikes or similar activities or incitements:-

- Absence from duty without permission
- Neglect of duty or any demonstrative fast to compel his superior officer/ Government to take action or omit to take action
- Concerted or organized refusal to receive pay

Rule-5

Demonstrations:-

Should not participate in demonstrations against the interest of State.

Gifts, Presentations & felicitations :

i) Should not accept or permit his family members to accept gifts, felicitations, presentations.

Exceptions:

- Flowers or Fruits.
- Gifts of less than Rs.200/- during ceremonial occasions.
- Group photos

ii) Should not enjoy private hospitality should not accept examiner ship while under suspension (G.O.550 GAD 30.8.1968)

iii) Can accept

Rule-6 A

- Foreign Currency – intimate Govt. within 15 days from receipt of foreign currency or goods whose value is more than Rs.50,000/-

Rule-7

Subscriptions:

Should not collect subscriptions or other pecuniary assistance for any purpose without Government permission.

Rule-8

- No Lending or Borrowing without previous sanction :-
- No such dealings with persons or firms who have official dealings.

Exceptions:

1. Transactions with co-operative Society.
2. Members of joint Hindu family carrying the money lending business as an ancestral profession

Rule-8(1-A)

Government servant shall seek orders :

When there is scope for his official duties to breach the provisions of Rule.8.

Rule-8(3)

1. Habitual indebtedness & Insolvency.
2. Legal proceeding for insolvency should be reported.

Immovable property Rule-9(1)

1. No acquiring or disposing of immovable property without previous intimation.
2. Request seeking the prior permission shall be 30 days in advance.
3. Can go a head with the transaction, if permission not received within one month.
4. Accepting advance of rent constitutes transaction.
5. No speculative purchase, sale or exchange.

Movable property Rule.9(2) to (6)

1. Any transaction of movable property exceeding Rs.20,000/- shall be reported.
2. Purchases for weddings, religious or special functions need not be reported.
3. No speculative sale, purchase or exchange of movable property.
4. Sanctioned required to participate in sales or auctions conducted by the department.

Property Statements Rule.9(7)

A. Details to be reported:

1. All immovable property.
2. Movable property exceeding value of Rs.20,000/-

B. Nature of ownership:

1. Owned, acquired or inherited.
2. Held by lease or mortgage.
3. In his name or in the name of family member

C. When to be reported:

1. At the time entry into service.
2. Every year before 15th January

D. Whom to be reported:

1. HOD – Government
2. All second level Gazetted – HOD
3. First level Gazetted -- HOD
4. (which do not fall within Presidential order).
5. Non-Gazetted – Appointing authority

Rule - 10

Private trade etc.

- Non-participation in private trade
- Report to Govt. when family owns / manages a insurance / commission agency
- Not to speculate in investments

Rule-11

Promotion & management of private corporations:

- Not to promote or manage
 - Private bank
 - Company.
 - Co.op., Society.

Rule-12

Private employment:

- Permission required to undertake Private employment.
 - But can take up
 - Sports activities as amateur
 - Honorary Social Work.
 - Charity Work.
 - Occasional work of literal, artistic & scientific character.
 - Examiner ship with remuneration of UPSC etc.,

Rule-13

Publication of books:-

- i. Permission of Govt. required.
- ii. Manuscripts to be given to Govt.
- iii. Can't canvass for sale.

Rule-14

Communication of official documents

- To non officials
- Press

Rule-15

Connection with press

- No ownership
- No management
- No editing

Rule-16

Contribution to broad casts and newspapers & periodicals

- Can't participate – either pseudonymously or anonymously.
 - ❖ No sanction required for literary scientific or artistic writings.
 - ❖ Remuneration can be accepted where permission is given or where no sanction is required.

Rule-17

Criticism of Government / Policy etc.

- a. Cannot criticize policy
- b. Should not make statement affecting relation with foreign countries, centre and other states.

Rule-18

Evidence before committee etc.,

Cannot give evidence before any commission without Govt. permission.

- While giving evidence should not criticize Govt.
- One can give evidence without permission of Govt. to
 - Statutory Committee
 - Judicial inquiries
 - Departmental Inquiries

Rule-19

Non-Participation in politics:-

- Should not take part in elections
- Should not subscribe in aid of political movement or activity
- Should not allow family members to participate in organizations prejudicial to Govt. interests.
- Should not indicate for whom he would vote / voted.
- Should not canvass for Political party.
- Should not have symbol, flags etc of any political party on one's house, vehicle.
- No bar on family members from contesting

Rule-20

Vindication of acts, Character:

- Can't go to Court or press for vindication of official acts.
- Cannot accept compensation for his official acts unless awarded by court.
- Grievances to be addressed through proper channel

Rule-21

- Inform when a relative works under him

Rule-22

- Permission of Govt. is required when a family member accepts employment under any person or firm having official connection with Govt. Servant.

Rule-23

No Government employee shall deal in his official capacity with any matter which directly or indirectly concerns himself or any of his relative or dependents

Rule-24

- Not to influence authorities for furtherance of interests.
- Not to give advance copies

Rule-25

- No Government employee who has a wife living shall contract another marriage without first obtaining the permission of the Government, notwithstanding that such subsequent marriage, is permissible under the personal law for the time being applicable to him.

Rule-25 A

No Government servant shall:-

- 1) Give or take or abet in giving or taking of dowry; or
- 2) Demand, directly or indirectly, from the parents or guardian or a bride or bridegroom as the case may be, any dowry.

Explanation:

For the purpose of this rule “Dowry” has the same meaning as in the dowry prohibition Act, 1961(A Central Act 8 of 1961) (G.O.Ms.No.1009 G.A.(Ser.C) Dept dt:10-06-1965)

Rule-26

- Not to sell, buy, transport, possess, consume any intoxicating liquors or drinks or narcotics drugs or psychotropic drugs.
- No Government employee shall:
 - While on duty, be under the influence of such drinks or drugs to such an extent as to render him incapable of discharging his duty properly and efficiently: Or
 - Appear in a public place in a State of intoxication: Or
 - Consume such drinks or drugs in excess.(G.O.Ms.No.513 G.A.(ser.C) Dept. dated:19-12-2002