

CONDUCT RULES 1964

RULE 1

- These rules are called Andhra Pradesh Civil Services (Conduct Rules), 1964
- Apply to
 - Every person who is member of a civil service of the state or holds any civil post under the state or in connection with the affairs of the state.
 - Exemptions
 - a) The Judges of High Court of AP
 - b) The Members of AIS
 - c) Persons who are not full – time employees.
 - d) Members of the Village establishment.
 - e) Persons paid from contingencies.

Rule 2

- iii) Government employee means any person who is a member of a civil service of the state of AP or holds any civil post under the state or in connection with the affairs of state, whether he is on duty or under suspension or on leave or on foreign service, either within or outside the state.
- V) Member of the Family Includes:
 - Spouse, Son, Daughter, step-son, step-daughter, whether residing with or not and
 - Any other person related to and residing with such employee and wholly dependent on such employee.

Rule 3

- 1) Every Government employee shall be devoted to his duty and shall maintain absolute integrity, discipline ,impartiality and sense of propriety.

Rule 3

- 2) No Government employee shall behave in a manner which is unbecoming of such employee or derogatory to the prestige of Government.

Rule 3

- 3) No Government employee shall not act in a manner which will place his official position under any kind of embarrassment.

Rule 3

- 4) No Government employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior.

Rule 3

- 5) Every Government servant holding superior post shall take all possible steps to ensure the integrity and devotion to duty of all government servants for the time being under his control and authority.

Rule 3

- 6) No member of service shall employ to work any child below the age of 14 years.

Rule 3

- A) No Government employee shall join, or continue to be a member of , an association the object or activities of which are prejudicial to the interests of the sovereignty and integrity of India or Public Order.

Rule 3

- B) No Government Servant shall
 - a) in the performance of his Official duties, act in a discourteous manner:
 - b) in his official dealings with the public or otherwise adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him

Rule 3

- C) No Government Servant shall in the performance of his official duties act in a discourteous and discriminate manner with any working women or indulge in sexual harassment directly or by implications.

Rule 4

- No Government employee shall participate in any strike or similar activities or incitement thereto.
 - i) absence from duty or work without permission.
 - li) neglect of duty with the object of compelling any superior officer or Government to take or omit to take any official action.
 - lii) any demonstrative fast, like “hunger strike” with the object mentioned in item (ii) or
 - Iv) concerted or organised refusal on the part of Government employees to receive their pay.

Rule 5

- No Government employee shall participate in any demonstration which is against the interests of the sovereignty and integrity of India or public order.

Rule 6

- Acceptance of gifts, services, entertainments, addresses and other forms of felicitations
- Exemptions
- Flowers, fruits,
- Gifts from relations/friends of value of less than Rs. 200 can be accepted on ceremonial occasions such as weddings.
- Sitting in a group photo
- Shall not Stay in a guest house of a private person and enjoy his hospitality.
- Shall not receive any trowel, key, scissors or similar articles in connection with laying foundation stone or opening of a building

Rule 7

- No Government employee shall, except with the previous sanction of Government, ask for or accept, or in any way participate in the raising of, any subscriptions or other pecuniary assistance in pursuance of any object whatsoever.

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Rule 8

- Lend ,borrow and insolvency

Rule 9

- No Government employee shall, except after previous intimation to Government , acquire or dispose of, or permit any member of his family to acquire or dispose of, any immovable property by exchange, purchase sale, gift or otherwise, either by himself or through others.

Rule 10

- No Government shall engage directly or indirectly in any trade or business save in the course of his duties.

Rule 11

- No Government employee shall in his private capacity, except with the previous sanction of Government , take part in the promotion, registration or management of any bank or other company registered under the relevant law for the time being in force/

Rule 12

- No Government employee shall, except with the previous sanction of Government, negotiate for or undertake any employment or work other than that connected with his official duties.

Rule 13

- No Government employee shall, without previous permission of Government, publish any book ,which is not purely of literary, artistic or scientific character .While applying for permission to publish a book he shall submit to Government a manuscript copy thereof.

Rule 14

- No Government employee shall, except in accordance with any general or special order of Government, communicate directly or indirectly any official document or any of its contents , or any official information, to any government employee not authorized to receive the same, or to any non official person or the press.

Rule 15

- No Government employee shall except with the previous sanction of Government ,own wholly or in part or conduct or participate in the editing or the management of any news paper or non-government publications.

Rule 16

- Participate in radio broadcast and contribution to Newspapers and Periodicals.

Rule 17

- No Government employee shall by any public utterance written or otherwise criticise any policy or action of Government or any other state Government or central government nor shall participate any such criticism

Rule 18

- Evidence before any committee , commission or other Authority

Rule 19

- Taking part in Politics and Elections

Rule 20

- No Government employee shall except with the previous sanction of Government recourse to press or any court for the vindication of official act which has been the subject matter of adverse criticism or attack of defamatory character in public.

Rule 21

- Working with or under near relative in government service

Rule 22

- Employment of a member of a family in a private firm.

Rule 23

- Government employee not to deal in his official capacity with matters concerning himself his relatives or dependents.

Rule 24

- Influencing authorities for furtherance of interests.

Rule 25

- Bigamous marriages

Rule 26

Drinking