



# Conduct Rules

Some Important Points

# **Government Servant** and **His / Her Family**

**Spouse**

**Son / Daughter** – including step children

**Any other person** related to and  
residing with and  
wholly dependent



# Conduct Rules

Essentially,

some Do's

and

certain Don't s

# Do's

- 1. Devotion to Duty**
- 2. Absolute Integrity**
- 3. Discipline**
- 4. Impartiality**
- 5. Sense of Propriety**
- 6. Best Judgment**

# Do's ~ imply

**Prompt and Courteous service**

**Ensuring Integrity and devotion of  
Subordinates**

**Submission of statement of all  
Immovable and movable  
property exceeding Rs. 1 Lakh**

**Obtaining prior permission in acquiring  
or disposal of property**

**Declaration of Foreign Currency / goods  
exceeding Rs. 10,000**

# **Don't s**

**Not to behave in a manner unbecoming  
of Government Servants**

**Derogatory to the interests of the Govt. /  
the prestige of Govt.**

**Embarrassment to Official Post**

**Unmannerly attitude – improper, etc.**

**Insubordination**

**Laziness**

**Corrupt practices**

**Shirking of Responsibility**

# **Restrictive Provisions**

## **on Private / Personal Life**

**Trade and Employment**

**Investing, Lending and Borrowing**

**Collection of Subscriptions**

**Acceptance of Gifts / Felicitations, etc.**

**Participating in Public Demonstrations, etc.**

**Bigamous Marriages**

**Consumption of Intoxicating Drinks**

# Responsibility

**Doing your job**

**Owning your behaviour**

# Cooperation

**Work willingly**

**Follow Rules**

# Respect

**Good Manners**

**Using Positive Language**

**Listening attentively**

# Care

**Look after the environment**

**Be kind and friendly, etc.**