

CCS Conduct Rules

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Introduction

Rule 1: Short title, commencement and application

- ❖ They shall come into force at once.
- ❖ Applies to everyone appointed to civil service/post including Defense Civilians.

Does not apply to:

- ❖ Railway servants/ Railway Board officials.
- ❖ All India Service officers/ posts exempted by President.
- ❖ GS working in any of the establishments owned or managed by Government such as Ports, docks, wharves/work-charged/irrigation/ electric power/ mines/ factory workers etc as defined under the relevant Labour Laws/ Acts.
- ❖ Applicability to PSU employees:- Depends upon its statutes.

Introduction

Rule 2: Definitions

- ❖ The 'Government' means the Central Government.
- ❖ 'Government Servant' means any person appointed by Government to any civil post in connection with the affairs of the Union and includes a civilian defence service.

Members of family in relation to a GS includes -

- ❖ Wife/husband as the case may be of the GS whether residing with the GS or not but does not include wife/husband separated from the GS by a decree or order of the competent court.
- ❖ Son or daughter or stepson or stepdaughter of the GS wholly dependent on him.
- ❖ Any other person related, whether by blood or marriage, to the GS or to the GS's wife or husband and wholly dependent on the GS.

Rule 3

General

(1) Every Government servant shall at all times -

- ❖ Maintain absolute integrity;
- ❖ devotion to duty; and
- ❖ Do nothing unbecoming of a Govt. servant.

(2)(1) Supervisory officers must ensure integrity & devotion to duty of subordinates under his control and authority.

(ii) Requires Govt. servant to act in his best judgment except when he is acting under the direction of official superiors.

(iii) Such direction must ordinarily be in writing. Oral direction must be avoided & if unavoidable, the same must be confirmed in writing immediately thereafter.

❖ (iv) GS receiving oral orders shall seek confirmation in writing as early as possible & the official superior must confirm it in writing.

Rule 3A. Promptness and Courtesy

No Government servant shall in his official duty:

- (a) Act in a discourteous manner;
- (b) Adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him.

3B. Observance of Government's policies.

Every Government servant shall, at all times:

- (i) Act as per Govt's. policies regarding age of marriage, preservation of environment, protection of wildlife and cultural heritage.
- (ii) Observe the Government's policies regarding prevention of crime against women.

Rule 3C. Observance of proper decorum during lunch break

No Government servant shall in his official duty:

- (a) Play cards on the lawns and such other places inside and outside office buildings;
- (b) The game of cards should be confined to the recreation rooms or places approved for such purposes.
- (c) No indoor games should be played in office buildings after 7.00 p.m. except in special occasions such as tournaments etc.

Rule 3C. Prohibition of Sexual Harassment

(1) No Government servant shall indulge in any act of sexual harassment of any women at her work place.

(2) Every supervisory officer shall take steps to prevent sexual harassment to any woman at such work place.

Explanation - "Sexual harassment" includes unwelcome sexual behavior, whether directly or otherwise, as -

(a) Physical contact and advances;

(b) Demand or request for sexual favours;

(c) Sexually colored remarks;

(d) Showing any pornography; or

(e) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Rule 3C. Prohibition of Sexual Harassment

In the case of Vishaka and others Vs. State of Rajasthan, the Hon'ble SC has laid down guidelines and norms to be observed to prevent sexual harassment of working women at work place.

- (a) Prohibition of sexual harassment at work place should be notified, published and circulated in appropriate ways. It should provide for appropriate penalties in such rules against the offender.
- (b) Employer should provide appropriate work conditions to ensure there is no hostile environment at work place.
- (c) A complaint mechanism should be created in the employer's organisation for redress of the complaint made by the victim to ensure time bound treatment of complaints.

Rule 3C. Prohibition of Sexual Harassment

Complaints Committee -

- (a) Should provide a special counsellor or other support staff for maintaining the confidentiality.
- (b) The committee should be headed by a woman and not less than half of its members should be women. To prevent the possibility of any undue pressure or influence from senior levels, the CC should involve a third party either a NGO or other body who is familiar with the issue of sexual harassment.
- (c) The findings of the CC are binding on the disciplinary authority to initiate disciplinary proceedings against the GS concerned. The report of the CC should be treated as preliminary report against the accused GS.

Rule 3C. Prohibition of Sexual Harassment

Criminal proceedings -

- (a) Where such conduct amounts to specific offence under the IPC or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the Appropriate Authority.
- (b) The authority should ensure that victims or witnesses are not victimized or discriminated against while dealing with the complaints of sexual harassment.
- (c) The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

Rule 3C. Prohibition of Sexual Harassment

Workers initiative-

Employees should be allowed to raise issues of sexual harassment in appropriate forum and affirmatively discussed in employer-employee meetings.

Awareness -

Awareness of rights of female employees should be created by prominently notifying the guidelines in a suitable manner.

Third Party Harassment-

Where sexual harassment occurs as a result of an act of omission by any third of outsider, the employer and person-in-charge will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

Rule 3C (Contd.)

- (1) It shall be the duty of the GS who may be arrested for any reason to intimate the fact of his arrest and the circumstances connected therewith to his official superior promptly even though he might have subsequently been released on bail. Failure on part of any GS to so inform his official superior will be regarded as suppression of material information and will render him liable for disciplinary action on this ground alone apart from the action that may be called for on the outcome of the police case against him.
- (2) GS should observe independence & impartiality in discharge of duties.
- (3) To observe courtesies with MPs and MLAs.

Rule 3C (Contd.)

- (i) As MPs/MLAs occupy in our democratic set up a very important place as elected representatives of people, they have important functions to perform under the Constitution. It should be the endeavour of every officer to help MPs and state legislatures to the extent possible in the discharge of their functions under the constitution.
- (ii) Participating in proselytizing activities may be treated as good and sufficient reasons for taking disciplinary action.
- (iii) Conduct of Government Servant in relation to the proper maintenance of his family.
- (iv) Should not practice untouchability.
- (v) Observe proper decorum during lunch-break - playing games beyond lunch hour/openly to be discouraged.

Rule 3C (Contd.)

- (vi) Display of posters/notices by Govt. servants/Associations on walls of Govt. Offices & buildings prohibited.
- (vii) Government should encourage joining of Educational Institution by Government servants outside normal office hours.
- (viii) No prior permission required for Government servants seeking redressal in Courts of Law of their grievances arising out of their employment or Conditions of Service.
- (ix) Requirement of taking prior permission by Government servants for leaving station/Head Quarters.

Rule 3C (Contd.)

Acts and conducts which amount to misconduct -

1. If an act or conduct is prejudicial or likely to be prejudicial to the interests of the master or to the reputation of the master.
2. If an act or conduct is inconsistent or incompatible with the due or peaceful discharge of his duty to his master.
3. If an act or conduct of a servant makes it unsafe for the employer to retain him in service.
4. If an act or conduct is so grossly immoral that all reasonable men will say that he cannot be trusted.

Rule 3C (Contd.)

Acts and conducts which amount to misconduct -

5. If an act or conduct of the employee is such that the master cannot rely on the faithfulness of his employee.
6. If the servant is abusive or if he disturbs the peace at the place of his employment.
7. If he is habitually negligent in respect of the duties for which he is engaged.
8. Wilful insubordination or disobedience to any lawful and reasonable order of a superior.
9. Gross moral misconduct - riotous or disorderly behaviour

Rule 3C (Contd.)

Acts and conducts which amount to misconduct -

10. Habitual late attendance.

11. Habitual absence without permission and over staying of leave.

12. Conviction by a criminal court.

Rule 4. Employment of Near Relatives of Govt. Servants in Companies or Firms

(1) No Government servant shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm.

(2)(i) Group 'A' officers require prior Govt. sanction before their son/daughter/dependant accepts employment in any company/firm with which he has official dealings.

If acceptance of employment cannot await prior permission, it should be reported to the Govt. & employment to be accepted provisionally subject to permission of Govt.

(ii) Intimate Govt. of employment of family member in a company/firm, mentioning whether he has or has had any official dealings with that company or firm.

Rule 5- Taking part in Politics & Elections

- (1) Govt. servant not permitted to be a member of any political party nor shall he participate/subscribe/aid or assist in any manner, any political activity.
- (2) Govt. servant is duty bound to prevent family member from participating/subscribing/assisting in any subversive activity. If unable to prevent this he must report to the Government.
- (3) No canvassing by any Govt. servant in any election.

Provided that -

- (i) Govt. servant can vote but not disclose for whom.
- (ii) Assisting in conduct of election as part of duty not a contravention of this Rule.

Rule 6 & 7.

Rule 6: Joining of Associations by Govt. Servants:

- ❖ Govt. servant can't join/ have membership of associations whose objects/activities are prejudicial to the sovereignty/integrity/public order/morality.

Rule 7: Demonstration & strikes:

No Govt. servant shall -

- ❖ Engage or participate in any demonstration prejudicial to the nation's sovereignty & integrity, state security, friendly relations with foreign States, public order, decency or morality, or contempt of court, defamation or incitement to an offence.
- ❖ Resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to his service or the service of any other Govt. servant.

Rule 8,9

Rule 8- Connection with press or other media:

- ❖ Prior sanction of Govt. must for owning/conducting/participate in editing/management of, any newspaper or other periodical publication or electronic media.

Rule 9- Criticism of Government:

- ❖ No criticism of Govt. through radio/telecast/media/document published in his own name or anonymously/pseudonymously.
- ❖ Govt. servants visiting foreign countries should not express views on Indian or foreign affairs.

Rule 10

Evidence before Committee or any other authority -

- ❖ No GS shall give evidence in connection with any enquiry conducted by an person, committee or authority except with the previous sanction of the Government.

Previous sanction not required for giving -

- ❖ Evidence given at an inquiry before an authority appointed by the Government, Parliament or State Legislature.
- ❖ Evidence given in any judicial inquiry; or
- ❖ Evidence given at any departmental enquiry ordered by authorities subordinate to the Government.

Rule 11. Unauthorised Communication of Official Information

- ❖ Govt. servant expected to communicate information in accordance with the Right to Information Act, 2005 and the Rules made there under.
- ❖ Govt. servant shall not communicate any official document or any part thereof or classified information to any unauthorized person.
- ❖ Leakage through the Press of classified information - Only officers specially authorized should meet the Press.
- ❖ Communication of Unauthorized Information- not only improper but also in contravention of Rule 11 of the CCS (Conduct) Rules & Section 5 of the Official Secrets Act, 1923.

Rule 12. Subscriptions

- ❖ Not GS shall except with the previous sanction of the Government or the prescribed authority, ask for or accept contributions to or otherwise associate himself with the raising of, any funds or other collections in cash or in kind in pursuance to any object whatsoever.
- ❖ No bar for members of recognised Service Associations to collect subscriptions among themselves for welfare activities.
- ❖ GS can participate in raising contributions on a voluntary basis for Flag Day for the benefit of ex-servicemen.
- ❖ GS can associate himself with the raising of contributions towards National Defence Fund.

Rule 13- Gifts

- ❖ No Govt. servant/ family members shall accept any gift.
- ❖ "Gift" includes free transport/boarding/lodging/ other service or any pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the Government servant.
- ❖ "Gift" doesn't include a casual meal, lift or other social hospitality.
- ❖ Govt. servant shall avoid accepting lavish/frequent hospitality from any individual, firms, organisations, etc., having official dealings.
- ❖ Weddings/anniversaries/funerals/religious functions, Govt. servant may accept gifts from near relatives/ personal friends having no official dealings & make a report to the Govt. if the value of such gift exceeds:-

Rule 13- Gifts (Contd.)

- ❖ Rs. 7000 for Group 'A' officers.
- ❖ Rs. 4000 for Group 'B' officers.
- ❖ Rs. 2000 for Group 'C' post.
- ❖ Rs. 1000 for 'MTS' post.

Prior Govt. sanction required to accept gifts whose value exceeds:

- ❖ Rs. 1500 for Group "A" or Group "B" post;
- ❖ Rs. 500 case of Group "C" & "D" posts.

Acceptance of gifts on their transfer or retirement.

- ❖ Not a healthy or desirable practice esp. from staff.
- ❖ Must strictly confined to Conduct Rules limits.

Rule 13A- Dowry

No Government servant shall-

- ❖ Give or take or abet the giving or taking of dowry.
- ❖ Demand directly/indirectly, from parent/guardian of a bride/bridegroom, as the case may be, any dowry.
- ❖ Dowry as a customary gift can be accepted without prior sanction & subject to provisions relating to gifts & transactions in immovable and movable property.
- ❖ Report such gifts to the Govt./prescribed authority.
- ❖ Dowry does not include Maher in the case of Muslims to whom the Muslim Personal Law (Shariat) applies'.

Rule 15- Private Trade or Employment

Prior sanction of the Government is required for:-

- ❖ Engaging directly or indirectly in any trade or business.
- ❖ Negotiating or undertaking any other employment.
- ❖ Holding an elective office, or canvass for an elective office, in any body, whether incorporated or not.
- ❖ Canvassing for any business/insurance agency/commission agency, etc., owned or managed by any member of his family.
- ❖ Participating in the registration, promotion or management of any bank/company/co-operative society for commercial purposes.
- ❖ GS to report to the Govt. if any family member is engaged in a trade or business or owns or manages an insurance agency or commission agency.

Rule 15- Private Trade or Employment (Contd.)

Govt. servant can't participate/associate in making of:

- ❖ A sponsored media (radio or television) programme.
- ❖ Govt. commissioned/ private media programme.

Government servant can without the previous sanction:

- ❖ Do honorary work of a social/charitable nature.
- ❖ Do occasionally work of a literary, artistic or scientific character.
- ❖ Participate in sports activities as an amateur.
- ❖ Participate in the registration, promotion or management (without holding an elective office) of a literary/scientific/charitable society/club or similar organisation, whose aims/objects are to promote sports, cultural or recreational activities & registered under the Societies Registration Act, 1860.

15 A. Sub-letting & Vacation of Government Accommodation.

- ◆ No GS shall sublet, lease or otherwise allow occupation by any other person of Government accommodation which has been allotted to him.
- ◆ A GS shall vacate quarters within the time-limit prescribed by the allotting authority after the cancellation of his allotment.

Rule 16. Investment, Lending & Borrowing

- ❖ No Government servant shall speculate in any stock, share/investments except occasional investments thru stock brokers.
- ❖ No investments likely to embarrass or influence him officially. in the discharge of his official duties. E.g. Purchase of shares from Directors Quota.
- ❖ Must not lend/borrow or deposit money to any person or firm having official dealings.
- ❖ Lend money at interest.

Rule 17- Insolvency and Habitual Indebtedness

- ❖ A GS shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A GS against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent, shall forthwith report the full facts of the legal proceedings to the Government.
- ❖ In cases where salary of the GS is consistently being attached for debt or has been continuously under attachment for more than two years, it should be considered by the appropriate punishing authority whether the debtor should be retained in public service.

Rule 18- Movable, Immovable & Valuable Property

- ❖ Govt. servant on first appointment must submit a return of assets & liabilities, in prescribed form giving the full particulars regarding:
- ❖ Immovable property inherited/owned/acquired/held by him on lease or mortgage, either in his own name/ in the name of family member/name of other person.
- ❖ Shares, debentures and cash including bank deposits inherited, owned, acquired, or held by him.
- ❖ Movable property inherited/owned/acquired or held.
- ❖ Debts & other liabilities incurred by him.
- ❖ Group 'A' & 'B' officers shall submit an Annual Return in prescribed form giving full particulars of immovable property inherited/owned/acquired/held by him or family on lease or mortgage.

Rule 20- Canvassing of non-official or other outside influence

- ❖ No Government Servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Government.
- ❖ A GS violating the aforesaid provision for the first time should be advised by the appropriate DA to desist from approaching the MPs/MLAs to further his/her interest in respect of service matters pertaining to his/her service conditions.
- ❖ If a GS is found violating the aforesaid provision a second time, a written warning should be issued to him and a copy should be placed in his CR.
- ❖ If a GS is found violating the aforesaid provision despite the issue of warning, disciplinary action should be initiated against him.

Rule 21 - Restrictions regarding marriage

- Prohibits a Government Servant in indulging in bigamy.
- Prior permission needed even if one's personal law permits it.

Rule 22- Consumption of intoxicating drinks and drugs

- A GS shall strictly abide by the law relating to intoxicating drinks or drugs.
- A GS shall not be under the influence of any intoxicating drink or drug during the course of his duty.
- Refrain from consuming any intoxicating drink or drug in a public place.
- Not appear in public place in a state of intoxication.
- Not use any intoxicating drink or drug to excess.

Rule 22A- Prohibition regarding employment of children below 14 years of age

- No GS shall employ to work any child below the age of 14 years.

◆ Thank you

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