

CCS (Conduct) Rules

DOs and DON'Ts

DOs

- Maintain absolute integrity and devotion to duty at all times. (3)
- Maintain a responsible and decent standard of conduct in private life
- Render prompt and courteous service to the public (3A)
- Observe proper decorum during lunch break

DOs (Contd.)

- Report to superior the fact of your arrest or conviction in a criminal court
- Keep away from demonstration organized by the political parties ⁽⁵⁾
- Maintain political neutrality ⁽⁵⁾
- Avoid habitual indebtedness ⁽¹⁷⁾
- Act in accordance with the Govt. policies ^{3B}
Observe courtesy and consideration to MP and State Legislatures

DOs (Contd.)

- Intimation of transactions in Movable and Immovable in prescribed format in the stipulated time to the prescribed authority¹⁸
- Communicate information in accordance with the 'Right to Information Act, 2005'

Don'ts

- Do not make your representation in matters of common interest
- Do not indulge in acts unbecoming of a Govt. servant
- Do not be dishonest and partial
- Do not adopt dilatory tactics
- Do not practice untouchability

Don'ts (Contd.)

- Do not associate with any banned organization ⁽⁶⁾
- Do not join or support any illegal strike
- Do not enter into any private correspondence with foreign embassy
- Do not accept any lavish or frequent hospitality from any individual, industrial or commercial firm or foreign mission

Don'ts (Contd.)

- Do not accept any gift from any orgn./ firm which is having official dealings 13
- Do not give / take / abet giving or taking Dowry directly or indirectly ^(13-A)
- Do not engage yourself in canvassing business of Life Insurance agency, commission agency etc owned or managed by the member of your family. 15
- Do not speculate in stocks / shares / investments

Don'ts (Contd.)

- Do not bring any political influence in matters pertaining to your service [\(20\)](#)
- Do not consume intoxicating drinks or drugs while on duty [\(22\)](#)
- Do not appear in public place in a state of intoxication
- Do not indulge in sexual harassment of any woman at her work place [\(3C\)](#)
- Do not employ children below 14 years of age [\(22-A\)](#)

Thank you

CCS(Conduct) Rules- 1964

Rule 3(1) Every Government servant shall at all times

- Maintain absolute integrity

- Maintain devotion to duty

- Do nothing which is unbecoming of a Govt servant

Rule 3 (A) Promptness and Courtesy

Rule 3 (B) Observance of Government Policies

Rule 3 (C) Prohibition of sexual harassment of working women

- Rule 4 Employment of near relatives
- Rule 5 Taking part in politics and elections
- Rule 6 Joining of associations by GS
- Rule 7 Demonstrations and Strike
- Rule 8 Relations with Press or other Media
- Rule 9 Criticism of Government
- Rule 10 Evidence before committee or any other authority
- Rule 11 Unauthorized communication of Information

- Rule 12 Subscription / Collection of contribution in cash or kind
- Rule 13 Gifts
- Rule 13-A. Dowry
- Rule 14 Public demonstrations in honour of Govt. servants
- Rule 15 Private trade or employment
- Rule 15-A Subletting and vacation of Government accommodation.
- Rule 16 Investments, Lending and Borrowing


- Rule 17 Insolvency and habitual indebtedness
- Rule 18 Movable, immovable and valuable property
- Rule 19 Vindication of acts and character of Govt servant
- Rule 20 Canvassing of non-official and other influence
- Rule 21 Restriction regarding marriage

Rule 22 Consumption of intoxicating
drinks and drugs

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

Prohibition of Sexual harassment of working women (Rule – 3C)


Sexual harassment includes :-

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing pornography; or
- Unwelcome physical, verbal or non-verbal conduct of a sexual nature 

GIFTS (Rule – 13)

- From near relatives or personal friends (having no official dealings) on social occasion. Report to the Govt. if the value exceeds:-
 - For Gp A Rs 25,000/-
 - For Gp B Rs 15,000/-
 - For Gp. C Rs 7,500/-
- In other cases seek sanction of the Govt. if value exceeds:-
 - For Gps A & B Rs.1500
 - For Gp. C & D Rs.500

Private Trade or Employment (Rule – 15)

- **(1) No Govt. shall except with previous sanction**
 - **engage directly or indirectly in any trade or business**
 - **undertake any other employment**
 - **hold elective office or canvass for a candidate**
 - **canvass in support of any business of insurance agency etc. owned by any member of his family**
 - **participate or associate with a sponsored/ private media programme**
 - **(2) Exemptions**
 - **honorary work of social or charitable nature**
 - **occasional literary, artistic or scientific character**
 - **sports activities /club & societies associated with culture, recreation/co-operative societies**
 - **(3) Intimation regarding trade/ business of his family member**
 - **(4) No fee to be accepted without sanction**
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Movable & Immovable Property (Rule - 18)

- **18(1)(i) On first appointment**
- **(ii) Submit an annual return of immovable property**
- **18(2) Prior information / sanction to acquire or dispose of any immovable property**
- **18(3) Transaction in respect of movable property- report within one month from the date of such transaction if it exceeds two months' basic pay of the employee**
- **May require a GS to furnish full and complete statement**
- **Transaction by member of family**
- **One Transaction – Same time, same place, same bill**
- **Chit funds, Insurance Policies the annual premia of which exceeds two months' basic pay, Fixed deposit, loan installments, prizes etc**
- **Advance rent, repair/minor construction**
- **Construction of a house**



Restriction Regarding Marriage (Rule – 21)

- (1) No GS shall marry a person having a spouse living *OR* having a spouse living marry a person
- May be permitted if
 - - personal law is applicable to both
 - - there are other grounds for doing so
- Marriage to person other than Indian national – intimate forthwith
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- More than one wife – not eligible;
- can be exempted
- Bigamous marriage which is legally null and void before entry into service – disqualification
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- “Bigamy can be controlled and does not violate Art.25. Religious faith and not religious practice is **protected.**”

Prohibition regarding employment of children below 14 years (Rule – 22-A)

- No Government servant shall employ to work any child below the age of 14 years

