



सत्यमेव जयते

Government Of India

# CCS (Conduct Rules)

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# Rule-3

- ✓ It is the duty of Government servant who is convicted in a criminal court to inform his official superior of the fact of conviction and the circumstances at the earliest. Failure to do so will be treated as suppression of material information and he will be liable to disciplinary action.
- ✓ The Intimation about arrest and connected circumstances should be reported to superior officer even if release on bail.
- ✓ A Government servant can participate in activities or work of public utility provided these do not interfere with the performance of his official duties. This applies to activities organized by Govt. Department of Bharat Sewak Samaj and not by private organization.
- ✓ A Govt. servant can be permitted to join as volunteer in the Civil Defense Service.
- ✓ A Govt. servant can enroll as member of St. John Ambulance Brigade and receive training but this should not interfere in discharge of his duties.
- ✓ A Govt. servant may be permitted to join Home Guards Organization.
- ✓ A Govt. servant may be permitted to join the Territorial Army.
- ✓ In Matters relating to grievance concerning employment or conditions or service, a Govt. servant may first exhaust the normal official channels before taking the matter to a Court. In any case permission is not necessary for suing the Government in a Court of Law.
- ✓ A Govt. servant must be impartial and must not show undue favor or ill will in his official dealings.
- ✓ A Govt. servant should show courtesy and consideration to Members of Parliament and of State Legislature. He should consider carefully and listen patiently to what the Members may have to say. He should always act according to his best judgment
- ✓ Making of Joint representation by Govt. servants amounts to subversive of discipline.

## Rule-4

- ✓ Employment includes apprenticeship with firms, whether paid or unpaid
- ✓ Government servants other than Group 'D' employees need to furnish information in report of their close relations when first appointed to the service.

# Rule-5

- ✓ A Government intending to join or participate inactivates of any organization should ensure that its aims and activities are not objectionable .
- ✓ Attendance at meetings organized by political party should not be contrary to the prescribed provisions. If it is a public meeting, it is not contrary to any prohibiting order and the Govt. servant himself does not speak or takes a prominent part.
- ✓ Normal arrangement during election tours of Ministers and arrangements by district offices for providing normal courtesies to Ministers is permitted.
- ✓ A Govt. servant who proposes or seconds the nomination of a candidate at an election or acts as political agent commits a breach of the Conduct Rules.
- ✓ A Govt. servant should maintain political neutrality in all respects.
- ✓ Taking part by a Govt. servant in meeting or demonstration by a political party should be avoided.
- ✓ Govt. servants should keep away from demonstrations organized by political parties held in the neighborhood.
- ✓ Participation in the activities of Dharma Pracharak Sanstha and Door Drashi Party is liable to disciplinary action

# Rule-6

- ✓ Individual Govt. servants or their associations/unions do not have any right to display posters or other notices on the walls, doors etc. of the office premises.
- ✓ Action for violation of Rule-6 relating to joining of association by Govt. servants action can be taken by a disciplinary authority when an authority not below the level of head of Dept. decides the activities of the Association attract provisions of Rule.

# Rule-7

- ✓ A Govt. servant who in an office bearer of an Executive Committee of a Service Association should not deal with representations or other matters related to the Association.
- ✓ Participation of Government servant in 'Gherao' which involves forcible confinement of public servants would amount to subversion of discipline and harmful to public interest and would attract the relevant disciplinary provisions.
- ✓ Holding meetings/demonstrations by Govt. servant without permission within the office premises is strictly prohibited.

# Rule-8

- ✓ The time limit prescribed for grant of permission may be adhered to.

# Rule-9

- ✓ The Govt. servant visiting abroad should avoid making any written or oral statement without prior approval.



# Rule-10

- ✓ The witness while appearing before a Parliamentary Committee should follow points of conduct and an etiquette some of which are as follows:
  - ❖ Give due respect to the Chairman and Committee/Sub-Committee
  - ❖ To speak when asked
  - ❖ Make submissions in courteous and polite language etc.

Govt. servants are free to submit memoranda to the Commission and give frank expression to their personal views but there should not be given any publicity. Memoranda can also be submitted to the Pay Commission.

# Rule-13

- ✓ A Govt. servant shall not be permitted to accept gifts of more than trifling value at the time of transfer. He can accept gifts at the time of retirement from members of staff with prior permission, if required.
- ✓ Acceptance of passage and hospitality by officers from foreign contracting firms is not permissible.
- ✓ For receipt of gifts on occasions like weddings from persons having official dealings with Govt. servants, sanction of Govt. will be required, if the amount exceeds the prescribed limits. would attract the relevant disciplinary provisions.

# Rule-15

- ✓ Acceptance of part-time examiner ship of examination papers set by recognized universities is permissible provided the official duties do not suffer.
- ✓ Sanction of the Govt. will be required for acceptance of a part-time lectureship in the nature of regular remunerative occupation
- ✓ Prior permission is necessary for accepting remuneration for services rendered to Co-operative Societies.
- ✓ Private practice (consultancy work or of other type of work) is not permissible.
- ✓ A Govt. servant can be permitted to enroll himself as an Advocate but cannot engage in legal profession till he is in Govt. service.
- ✓ Prior sanction is necessary for contesting/canvassing in election to sports bodies.

# Rule-18

- ✓ Bidding of Govt. officers is prohibited where auctions are arranged by their own officers.
- ✓ A charge of corruption arises reasonably if a Govt. servant is not able to satisfy his assets in movable and immovable property

# Rule-20

- ✓ Government servants should not canvass for out of turn allotment of Govt. Accommodation through MPs, prominent persons, politicians etc.
- ✓ No notice should be taken of a representation on service matters submitted by a relative of Govt. servant.

# Rule-22 (A)

- ✓ Employment of Children below the age of 14 years will be a violation of Conduct Rules as well as it will be an offence under Child Labour (Prohibition and Regulations) Act, 1986.

*THANKU YOU*