

Central Civil Services (Conduct)
Rules, 1964

Rule 2 (c)-Members of the family

- **Unless the context otherwise provides:**
- **Includes-**
- **Wife or husband, unless legally separated**
- **Son or daughter or stepson/daughter and *wholly* dependent on him**
- **Any other person related, whether by blood or marriage to the Govt Servant or to his wife and wholly dependent on the Government servant.**

Conduct

- The employee is expected to promote the employer's interest in connection with the employment
- A necessary implication is that the servant undertook to serve his master with good faith and fidelity.

Misconduct

Any act inconsistent with the faithful discharge of duties prejudicial to the interest or reputation of the master.

- Misconduct arises with ill motive
- It excludes **innocent mistakes**.
- All types of misconduct cannot be enumerated.

Rule-3

- (1) Every Government servant shall at all times
 - (i) Maintain **absolute** integrity
 - (ii) Maintain devotion to duty; and
 - (iii) Do nothing which is **unbecoming** of a Government Servant.

- **Integrity:** is uprightness, honesty or purity
- What is honesty?
- **Dishonesty:** Whoever does anything with the intention of causing wrongful gain to one person or wrongful loss to another person, is said to do that thing dishonestly. (I.P.C)

- A conduct which is indecent, reprehensible or abominable is conduct **unbecoming** of Govt. servant.
- **Becoming** conduct
 - It should be in conformity with the ordinary norms of decency & morality, *prevalent in the society he lives*.
 - It should be in consonance with the laws of the land which he is bound to respect.
 - Involves no deliberate breach of department rules by the employees

‘Devotion to duty’ means faithfulness to service, as opposed to indifference to duty or easy going or light-hearted approach to duty.

Explanation I: A Govt servant who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty within the meaning of clause (ii) of sub-rule (1)

- Rule 3: Aims at maintenance of efficiency, commitment to duty, honesty and discipline among Govt employees
- Rules of conduct may, and do vary from time to time. They must at all times be judged from a robust commonsense point of view on a reasonable standard.

Rule-3 (continued)

- (2) (i) Every Govt Servant holding supervisory 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;
- (ii) No Govt Servant 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 where he is acting under the direction of his official superiors

Rule-3 (continued)

(2) (iii) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter;

(iv) A G.S who has received oral directions from his official superior shall seek confirmation of the same in writing.

Explanations 

Explanation II

Nothing in Clause (ii) shall be construed as empowering a Government servant to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

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Sexual Harassment

'sexual harassment' includes any one or more of the following acts or behaviour, (whether directly or by implication), namely:—

- (i) physical contact and advances; or**
- (ii) demand or request for sexual favours; or**
- (iii) sexually coloured remarks; or**
- (iv) showing any pornography; or**
- (v) any other unwelcome physical, verbal, non-verbal conduct of a sexual nature.**

The following circumstances, among other circumstances, in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment: -

- (i) implied or explicit promise of preferential treatment in employment; or**
- (ii) implied or explicit threat of detrimental treatment in employment ; or**

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- **(iii) implied or explicit threat about her present or future employment status; or**
- **• (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or**
- **• (v) humiliating treatment likely to affect her health or safety.**

Rule 4

- **Not to use position or influence to secure employment of members of family**
- **Class-I officers require previous sanction for employment of son or daughter in firm which have Official dealing with Government.**
- **May accept “provisionally’ in urgency and report later.**

Definition of family in the context of Rule 4

**For removal of doubts it is clarified that in
the context of rule 4(1) and 4(3)**

**"Members of family" in relation to a
Government servant include the wife or
husband, son or daughter, parents,
brothers or sisters *or any person related
to any of them by blood or marriage,*
whether they are dependent on the
Government servant or not.**

Rule-5 Taking part and elections

5 (1) No government servant shall be a member of, or otherwise associated with, any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.

- **Display of a electoral symbol on the person, vehicle or a house is not allowed.**
- **Government decision on whether any party is political or not final.**
- **Every Govt servant shall try to prevent any member of his family from associating with any subversive movement or activity.**

Rule-continued

[5(4)]

- **No Government Servant shall-**
 - **Canvass/interfere/take part in elections**
 - **Use his influence in connection with elections to nay legislature or local authority.**
- **However, may vote or participate in election duty**
- **Display of electoral symbol shall amount to using influence**

Rule-5- Instructions

- **Political neutrality**
- **May attend public meetings**
 - **Open to general public**
 - **Does not himself speak/organise**

Rule-7- Demonstration/strike

- **No Govt servant shall engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the state, friendly relations with foreign States, public order, decency or morality, or which involves contempt of court,defamation or incitement to an offence, or**
- **Resort to strike**

Rule-8- Connection with press

- **No Govt Servant shall except with the previous sanction**
 - **Own, conduct, participate, edit, manage**
 - **Newspaper, periodical publication or electronic media**

Rule-9- Criticism of Government

No Govt Servant shall

- **Adversely Criticise current or recent policy/ action of Govt.**
- **Embarrass relations between Centre & State Govt.**
 - **In any radio/telecast/electronic media**
 - **In any document**
 - **Communication in press or public utterances**
- **Exception-Office bearers of association/trade unions**

Rule-10-Evidence before committee

- **No GS shall with the previous sanction**
 - Give any evidence in any enquiry conducted by any person, committee or authority
 - In case of sanction-shall not criticise policy/ action of Govt.
- **Exceptions for giving evidence to**
 - Authority appointed by Govt., Parliament or State Legislature
 - Judicial enquiry
 - Departmental enquiry

Rule-13-Gifts

(1) Save as provided in these rules no GS shall accept or permit any member of his family or any other person acting on his behalf to accept any gift.

(2) May accept on social occasions

- **From near relatives or personal friends (Having no official dealings)**
- **Gp.A-25000**
- **Gp.B-15000**
- **Gp.C-7500**

Will make a report to the Govt. if the value exceeds the above prescribed limits

Rule-13

- **Explanation: Gift includes free transport, boarding, lodging or other services or any other pecuniary advantage provided by any person other than a near relative or personal friend having no official dealings**
- **Note-1: A casual meal, lift or other social hospitality shall not be deemed to be a gift.**
- **Note-2: A Government servant shall avoid accepting lavish hospitality or frequent hospitality from any individual, industrial or commercial firms, organizations, etc. having official dealings with him.**

Rule-13-Gifts

((3) In any other case G.S shall not accept any gift without the previous sanction if the value exceeds:

Group. A & B-1500

Group. C & D-0500

Rule-14-Public Demonstration in Honour of G.S

- **Previous sanction necessary**
- **Farewell entertainment of substantially private and informal character on the occasion of retirement or transfer permissible.**

Rule-15-Private Trade & Employment

- **No private trade or business except with previous sanction**
- **15(2) May without previous sanction:**
 - **Honorary work of social or charitable nature**
 - **Occasional work-literary, artistic or scientific character**
 - **Amateur sports**

Rule-15-continued

- **May without previous sanction take part in:**
 - **Registration, promotion or management (not holding elective office) of a literary, scientific or charitable or club**
 - **whose aims and objects relate to promotion of sports, cultural or recreational activities, registered under the Societies Registration Act, 1912**

Rule-15-continued

- **May without previous sanction:**
 - **Registration, promotion or management (not holding elective office) of a cooperative society substantially for the benefit of G.S registered under Co-operative Societies Act,1912**

Rule-15-continued

- **15(3) Every G.S report if any member of his family is engaged in a trade or business or own or manages an insurance agency or commission agency.**

Rule-18-Movable, immovable property

18(1)(i). On first appointment shall submit a return of his assets and liabilities

(ii). Submit annual return of property.

18(2) Except with the previous knowledge acquire/dispose any immovable property by lease, mortgage, purchase, sale gift either in his own name or any member of his family.

[Previous sanction if the transaction with some having official dealings with G.S]

Rule-18(3)- immovable property

**18(3)-Transaction in movable property-
report within one month any
transaction exceeding two month's
salary**

Rule-18 contd..

- **May require G.S to furnish full and complete statement anytime**
- **Detailed probing**
- **Transaction by family members**
- **One transaction-same time same place, same bill**
- **Chit funds, LIC, fixed deposits, loan installments, prizes**
- **Advance rents, repair/minor constructions**
- **Construction of house**

Rule-20-Political influence

No G.S shall bring or attempt to to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to this service under the Government.

First offence-may only be cautioned without enclosing it ACRs.

Second time-Disciplinary action may be initiated

Rule-21-Restriction regarding marriage

Polygamy or polyandry not allowed.

Central Government may permit a Government servant to enter into, or contract, any such marriage as is referred to in clause (1) or clause(2), if it is satisfied that-

- (a) such marriage is permissible under the personal law applicable to such Government servant and the other party to the marriage; and**
- (b) there are other grounds for so doing.**

Rule-22-Consumption of intoxicating drinks and drugs

A G.S shall

- a) Strictly abide by any law relating to the intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;**
- b) Not be under the influence of any intoxicating drink or drug during the course of his duty and shall take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug**

Rule-22-Continued

- (bb) Refrain from consuming any intoxicating drink or drug in a public place;**
- (C) Not appear in a public place in a state of intoxication**
- (d) Not use any intoxicating drink or drug to excess.**

Explanation: Public Place means any place or premises (including conveyance) to which the public have or permitted to have access, whether on payment or otherwise.

Rule-22-A

**No G.S shall employ to work any
child below the age of 14 years**