Central Civil Services (CCS) (Conduct) Rules, 1964

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NEED FOR CONDUCT RULES

Government servants are responsible for

- the Government

the public with whom they come into contact in their public dealings

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- discipline

Conduct

Personal behavior, positive or negative act.

- The employee is expected to promote the employer's interest in connection for that is employed…and a necessary implication of such a contract is that the servant undertook good faith.

- Misconduct

Any act inconsistent with discharge of duties or reputation.

- Misconduct arises with ill motive and excludes innocent mistakes.

GENERAL CODE OF CONDUCT

Every Government servant (GS) should follow all the times :

- Maintain absolute integrity.
- Maintain devotion to duty.
- Do nothing unbecoming to a Government Servant.
- Commit himself to and uphold the supremacy of the Constitution and democratic values.
- Defend and uphold the sovereignty and integrity of India, the security of the state, public and morality;

GENERAL CODE OF CONDUCT (Cont.)

- Maintain high ethical standards and honesty;
- Maintain political neutrality;
- Promote the principles of merit, fairness and impartiality;
- Maintain accountability and transparency;
- Maintain courtesy and good behavior with the public;
- Take decisions solely in public interest and resources efficiently, effectively and economically;
- Declare any private interests relating to his public duties and take steps to resolve any conflicts to protects the public interest;

GENERAL CODE OF CONDUCT (Cont.)

- Not place under any financial or other obligations to any individual or organization;
- Not misuse position of Civil Servant and not take decisions in order to derive financial or material benefits
- Take decisions and make recommendations on merit basis;
- Do not discrimination with anyone;
- Refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices;
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- Maintain discipline in the discharge of the duties and be liable to implement the lawful orders duly communicated;

GENERAL CODE OF CONDUCT (Cont.)

- Maintain confidentiality in the performance during official duties particularly with regard to information, disclosure of which may prejudicially affect the sovereignty and integrity of India, the security of the State, strategic, scientific or economic interests of the State, friendly relation with foreign countries or lead to incitement of an offence or illegal or unlawful gain to any person;

- Perform and discharge the duties with the highest degree of professionalism and dedication to the best of his abilities.

GENERAL CODE OF CONDUCT (Cont.)

Every G.S. holding supervisory post shall take all possible steps to ensure the devotion to duty of all government servants for the time being under his control and authority;

- A G.S. shall not, act otherwise than in his best judgment except where he/she is acting under the direction of his official superiors
- The direction of the official superior shall ordinarily be in writing. Oral directions 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;

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

PROMPTNESS & COURTESY

- Not to act in a discourteous manner
- Not to adopt any dilatory tactics or willfully cause delay in disposal of the work

OBSERVANCE OF GOVT. POLICY

Act as per the Government policy with regard to marriage age, preservation of environment, protection of wild life, cultural heritage and observe the policy on prevention of crimes against women.

Prohibition of Sexual Harassment

- No G.S shall indulge in any act of sexual harassment of any women at her work places.
- Every G.S who is in charge of a work places shall take appropriate steps to prevent sexual harassment at such work place.

Employment

- 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 with which there is ‘Official dealing’
- May accept “provisionally’ in urgency and report later.
- Intimation for employment in ANY firm/ company of a member of his family.

Taking part and Elections

- No G.S shall
  - Member of any political party
  - Associated with any political party
  - Subscribe
  - Assist any political movement
- Prevent family members from
  - Taking part
  - Subscribing
  - Assisting
  - On failing to prevent the family members will make a report to the government
  - Maintain Political neutrality

Joining of Association

No GS shall join or continue to be a member of an association, the objective or activities of which are prejudicial to the interest of sovereignty and integrity of India, public order or morality (SIPOM)”

Demonstration/strike

Not to resort to gherao or demonstration during office hours or strike. Deduction of wages/salary permissible for day of strike.

Connection with Press

- No G.S shall except with the previous sanction

  Own, conduct, participate, edit, manage
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- Newspaper, periodical publication or electronic media

Criticism of Government

No GS shall

- Adversely Criticize 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

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 criticize policy/action of Govt.
- Exceptions for giving evidence to
  - Authority appointed by Govt., Parliament or State Legislature
  - Judicial enquiry
  - Departmental enquiry

Gifts

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.

- May accept on social occasions
  - From near relatives or personal friends (Having no official dealings)
  - Will make a report to the Govt. if the value exceeds prescribed limits

Gp.A-25000

Gp.B-15000

Gp.C-7500

Gifts (cont.)

- 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
- A casual meal, lift or other social hospitality shall not be deemed to be a gift.
- 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.

Dowry

- No GS shall give or take or abet giving or taking dowry or demand directly or indirectly from the parent/guardian of the bride/ bride groom, any dowry
- ‘Dowry’ means any property or valuable security given or agreed to be given either directly or indirectly in consideration of the marriage
- Does not include dower or mahar for persons under Muslim Personal Law

Public Demonstration

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

Private Trade & Employment

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

Investment, lending and borrowing

- A G.S shall not speculate in any stock, share or other investment.
- No G.S shall make, or permit any member of his family or any person acting on his behalf to make, any investment which is likely to embarrass or influence him in the discharge of his official duties.

Movable & Immovable Property

- On first appointment shall submit a return of his assets and liabilities
- Submit annual return of property.
- No G.S shall, 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.
- A Government servant enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the

Political Influence

- No G.S 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 this service under the Government.
- First offence-may only be cautioned without enclosing it ACRs.
- Second time-Disciplinary action may be initiated

Consumption of Drinks and Drugs

- 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;
- 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.

Child Labor Act

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

- **THANKS**

R-2 Member of family

- Includes-

➢Wife or husband (Dependency is not a factor) whether residing with the G.S or not but does not include judicially separated spouse.

➢Son or daughter or step-son/daughter - wholly dependent on the G.S.

➢Any other person related, whether by blood or marriage- wholly dependent on the G.S.

- Rule 3: Aims at maintenance of efficiency, commitment to duty, honesty and discipline among G.S.

➢ 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.