

CCS(Conduct Rules)1964

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Fundamental Rights Vs Conduct Rules

Restrictions On Constitutional Rights

- Taking Part in Politics and Elections - Rule 5
- Joining and forming of Associations - Rule 6
- Demonstrations & Strikes - Rule 7
- Connection with Press, Radio
and criticism of Govt. - Rule 9
- Acquisition and disposal of properties - Rule 18

- Vindication of acts and character -Rule 19
 - Canvassing outside influence -Rule 20
 - More than one marriage -Rule 21
 - Consumption of intoxicating drinks -Rule 22
-
- Art 226/32 No infringement of Fundamental Rights

Restrictions on Personal Rights

- Private Trade & Employment - Rule 15
- Investing, Lending & Borrowing - Rule 16
- Collection of Subscriptions/
- Contributions - Rule 12
- Acceptance of gifts - Rule 13
- Public demonstrations in his honors - Rule 14

Object of Conduct Rules

- To regulate general behaviour of government servants
- To secure full commitment of government servants implementing government policies
- To set certain moral standards
- immoderate behaviour which are likely to impact on Govt. servant's capabilities to discharge his duties
- To make government servant to learn to live within his means since he belongs to fixed group

RULE-1

- Short title Central Civil Services (Conduct) Rules, 1964
- Commencement at once (30.11.1964)
- Application : Every person appointed to a civil service or post in connection with the affairs of the union (includes civilian in defence)

RULE-2 Definitions

- The government means the Central Government
- Government servant also includes those whose services are placed in a company, corporation, local authority by the government notwithstanding that salary drawn from other sources
- Family includes wife or husband, dependant son/daughter, other person related by blood or marriage to him/wife and wholly dependant

RULE-3 (General)

- Rule-3 (1) Every Government servant shall at all times
 - I. Maintain absolute integrity
 - II. Maintain absolute devotion
 - III. Do nothing, which is unbecoming of a government servant

RULE-3 (1)

- IV. Commit to uphold supremacy of constitution and democratic values
- V. Defend and uphold sovereignty and integrity of India, the security of state, public order, decency and morality
- VI. Maintain high ethical standards and honesty
- VII. Maintain political neutrality
- VIII. Promote principals of merit, fairness and impartiality in discharge of duties
- IX. Maintain accountability and transparency

RULE-3 (1)

- X. Maintain responsiveness to the public, particularly to the weaker section:
- XI. Maintain courtesy and good behaviour with the public
- XII. Take decisions solely in public interest and use of cause to use public resources efficiently, effectively and economically
- XIII. Declare any private interests relating to this public duties and take steps to resolve any conflicts in a way that protects the public interests

RULE-3 (1)

- XIV. Not to place himself under any financial or other obligations to any individual or organization which may influence him in the performance of his official duties
- XV. Make recommendations and take decision on merit alone
- XVI. Act with fairness and impartiality and not discriminate against any one, particularly the poor the under-privileged

RULE-3 (1)

- XVII.Refrain from doing anything which is contrary to law, rules, regulations and established procedures
- XVIII.Maintain discipline and be liable to implement the lawful orders duly communicated to him
- XIX.Maintain confidentiality in his official duties as required under law
- XX.Perform and discharge his duties with the highest degree of professionalism and dedication to the best of his abilities

RULE 3 (2)

- (i) Government Servant holding supervisory post shall take all possible steps to ensure integrity and devotion to duty of Public Servant working under him.
- (ii) Every Government servant to exercise his best judgment while exercising of powers conferred on him except when he is acting under the direction of his official superiors.
- (iii) Direction of official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided as far as possible. Oral directions are to be confirmed thereafter.
- (iv) Government servant receiving oral direction shall seek confirmation of oral direction from his official Superior at the earliest. It shall be the duty of official superior to confirm the direction in writing.

RULE-3A Promptness and courtesy

- Courteous in performance of official duties
- Not to adopt dilatory tactics or willful delays in official work

RULE-3B Observance of Govt policies

- Regarding age of marriage
- Environment protection
- Protection of Wildlife and cultural heritage
- Prevention of crime against women

RULE-3C Prohibition of sexual harassment of working women

- Not to indulge in any act of harassment
- Take appropriate step to prevent sexual harassment
- Sexual harassment includes physical contact and advances, demand for sexual favours, sexually coloured remarks, showing pornography, any other physical, verbal, non-verbal conduct of sexual nature

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RULE 4 Near relatives in employment of govt/private

- Not to influence employment of family member in any company or firm
- Previous sanction is required for family members to accept employment in any company/firm with which class 1 officer has official dealings
- Intimate acceptance of private job by family members at the earliest and also intimate whether he has any official dealings

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Contd

- Not to give or sanction any contract to any firm if any family member is employed there or having any interest in any other manner. Obtain approval of official superior.
- Information regarding close relation to be given at the time of appointment
- Prior permission/intimation necessary
for accepting employment in foreign
organisations

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RULE-5 Politics and elections

- Not to associate with any political party/organisation , political movement or activity
- Endeavour to prevent any family member in taking part in any movement subversive to govt. Make a report to govt if family member takes part or involves in any manner.
- Decision of Govt wrt political party or subversive movement shall be final
- Not to canvass, interfere, influence in elections. Not to display election symbol

RULE-6 Joining of associations

- Not to join or continue a member of an association, activities of which are prejudicial to the interests of the sovereignty and integrity of India, public order or morality.
- HOD'/Ministry/dept are competent to decide violation of this rule



RULE-7 Demonstrations and strikes

- Not to engage in demonstrations prejudicial to interest of the state (sovereignty, security, relations with foreign states, public order, decency or morality, contempt of court, defamation or incitement to an offence)
- Not to resort to or abet strike . Not to Cause coercion or duress in service related matter.

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RULE-8 Connection with press media

- Not to own wholly or partly, participate in the editing or management of newspaper or periodical publication, electronic media **except with the previous sanction**
- Permitted in discharge of official duties
- Make it clear that views expressed by him are his own and not that of government when publishing a book or participating in public media

RULE-9 Criticism of Govt

- Not to criticize any current policy or action of govt in media or document by own name, anonymously, pseudonymously (bonafide expression by office-bearer of trade union permitted)
- Not to make any statement embarrassing relations between union and states, govt and any foreign state (statement in performance of official duties permitted).permitted in due performance of his official duties



RULE-10 Evidence before committee or any other authority

- Prior sanction required to give any evidence before an enquiry by person, committee (not to criticise policy of govt in enquiry)
- No sanction necessary in enquiry before an authority appointed by govt/parliament, judicial enquiry, departmental enquiry

RULE-11 Unauthorized communication of information

- Every Government servant shall, in performance of his duties in good faith, communicate information according to provisions of RTI Act, 2005
- No Government servant shall, except in accordance with order of the Govt. communicate, or indirectly, any official document, or any part thereof or classified information to any Govt. servant or any other person.

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RULE-12 Subscription s

- **Previous sanction** required for accepting/ associating with taking contributions or collection of cash/kind in pursuance of any objective whatsoever (association with flag day collection, fund-raising by national foundation for communal harmony permitted)

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RULE-13A Dowry

- Dowry; shall not give or take or abet
- Demand directly or indirectly
- Any violation of Dowry Prohibition Act 1961 will attract disciplinary action in addition to criminal action as per the Act.

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RULE-14 Public demonstrations in honour of govt servants

- Previous sanction is required for receiving complimentary or valedictory address or accepting any testimonial or attending any meeting held in his or in the honour of other govt servant
- Farewell entertainment of informal character permitted on transfer or retirement. Also acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

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RULE-15 Private trade or employment

- Previous sanction necessary for engagement in any trade or business
- Honorary work of social or charitable nature permitted without sanction until discontinuation directed by govt
- Engagement of family member in trade or business to be reported to the govt
- Sanction of govt is required for acceptance of any fee{FR-9{6-A)) from any private or public body.

RULE-15A Subletting

- Subletting of govt accommodation not permitted
- Govt accommodation to be vacated within the time limit prescribed by allotting authority

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RULE-16 Investments/lending and borrowing

- Not to speculate in any stock, share or other investment.
Occasional through authorised persons permitted
- He or his family members not to make any investment which may influence him in his official duties
- Not to lend or borrow or deposit money as a principle or an agent with any person or firm having official dealing.

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- Not to lend money to any person at interest or whereby return in money or in kind is charged or paid (permitted with prior sanction of Government).
- Giving or accepting purely temporary loan of small amount free of interest from relative or personal friend permitted

Group A & B –Rs.50,000

Group C&D - Rs.25,000

- *Exceeding six months basic pay during a calendar year*

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RULE-17 Insolvency

- Manage his affairs as to avoid habitual indebtedness or insolvency.
- Legal proceedings initiated for recovery of debt or adjudging him an insolvent are to be reported to the govt



RULE-18 Movable, immovable property

- On his first appointment submit following returns
- FORM No. 1- statement of immovable (land, house, shops, trees etc.)
- FORM No.2-statement of liquid assets (cash And bank balance, deposits, loans, investments)
- FORM no.3-statements of movables (jewelry, precious metals and stones, motor cars, Ac's etc.)



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- FORM No.4 -statements of PF and life insurance policies
- FORM No.5 -statements of debts and other liabilities
- File annual immovable property return every year by 31January
- **Prior intimation for acquiring or disposing of immovable property.** Prior sanction if transaction is with person having official dealing

Rule 18(3)

To report within one month from the date of transaction , if the value of such property exceeds two months of basic pay



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- Transaction in movable property by him or his family members to be reported within one month if value of transaction is more than two months basic pay. Prior sanction necessary if transaction is with the person having official dealings
- Transactions entered by family members out of their own funds in their own names need not to be reported (GID 8 Below rule i8)



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- Construction of a house and expenditure incurred on repairs or minor construction work amounts to acquisition of immovable property for which intimation/sanction is required.
- Sanctioning of loan for acquiring immovable property is to be separately dealt and permission /intimation as the case maybe obtained/given.

RULE-18-A Transaction in immovable property abroad

- Transaction in immovable property situated outside India and transaction in immovable property with any foreigner /foreign govt/foreign organization/foreign concern require previous sanction of the prescribed authority whether the transaction is in the official's name or in any of his family member's name.



RULE -19 Vindication of act

- Previous sanction necessary for moving to any court or press for the vindication of any official act causing adverse criticism.
- Vindication of his private character or any act done in private capacity require only submission of report to the prescribed authority

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RULE-20 Outside influence

- Not to bring or attempt to bring any political or outside influence upon any superior authority to further his interest pertaining to his service.

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RULE-21 Restriction on marriage

- Bigamous marriage {Rule 21(1),(2)}
- Marries a foreign national it should be intimated {Rule 21 (3)}



RULE-22 Intoxicating drinks and drugs

- Abide by the relevant law
- Not to consume during the course of duty
- Not to consume in a public place
- Not to appear in public place under intoxication.
- Avoid excess consumption.

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RULE-22A Employment of child labour

- Not to employ to work any child below the age of 14 years

RULE 23 Interpretation

- Any question relating to interpretation of these rules shall be referred to the govt whose decision shall be final.



RULE-24 Delegation of powers

- Powers of govt, HOD under these rules maybe exercisable by such officer or authority as maybe specified in the general and special order by the govt except powers under rule 23.

RULE-25 Repeal and savings

OTHER DO's

- Maintain impartiality (GID under Rule 3)
- Maintain standard conduct in private life (GID under Rule 3)
- Maintain prompt and courteous service (Rule 3-A)
- Maintain proper decorum working, lunch hours (GID under Rule 3)

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OTHER DO's....

- Report arrest or conviction (GID under Rule 3)
- Keep away from demonstrations (Rule 7)

OTHER DO's....

- Avoid habitual indebtedness or insolvency (Rule 17)
- Act with Govt policies (Rule 3-B)
- Observe courtesy to MP/MLA (GI under Rule 3)

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Don'ts

- Not to be a member of any political party (Rule 5)
- Govt servant should not lease or otherwise allow occupation by any other person of Govt accommodation which has been allotted to him (Rule i5-A)

Don'ts

- Govt servant shall not be under the influence of any intoxicating drink or drug during the course of his duty (Rule 22)



Activities requiring permission or sanction

- To join educational institution Rule (GID under is)
- To join Home guards Rule 3) (GID under
- To join foreign language class (GID under Rule s)
- To participate in the editing or management (Rule 8)

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Activities requiring permission or sanction...

- To give evidence in any enquiry (Rule 10)
- To ask for or accept contributions (Rule 12)
- To accept gifts when value exceeds limits (Rule 13)
- To engage in any trade or business (Rule 15)

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Activities requiring permission or sanction ...

- To acquire or dispose any immovable property (Rule 18)
- To enter into transactions in movable property exceeds limits (Rule i8)

Sl.No.	Rule	Title of the Rules
1	1	Short title, commencement and application
2	2	Definitions
3	3	General
4	3A	Promptness and Courtesy
5	3B	Observance of Government's policies
6	3C	Prohibition of sexual harassment of working women
7	4	Employment of near relatives of Government servant in companies or firms

Sl. No.	Rule	Title of the Rules
8	5	Taking part in politics and elections
9	6	Joining of association by Government servants
10	7	Demonstration and Strikes
11	8	Connection with Press or other media
12	9	Criticism of Government
13	10	Evidence before Committee or any other authority
14	11	Communication of official information
15	12	Subscriptions

Sl. No.	Rule	Title of the Rules
16	13	Gifts
17	13A	Dowry
18	14	Public demonstration in honour of Government servants
19	15	Private trade or employment
20	15A	Subletting and vacation of Government accommodation
21	16	Investments, lending and borrowing
22	17	Insolvency and habitual indebtedness
23	18	Movable, immovable and valuable property

Sl.No.	Rule	Title of the Rules
24	18A	Restrictions in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc.
25	19	Vindication of acts and character of Government servants
26	20	Canvassing of non-official or other outside influence
27	21	Restriction regarding marriage
28	22	Consumption of intoxicating drinks and drugs
29	22A	Prohibition regarding employment of children below 14 years of age
30	23	Interpretation
31	24	Delegation of Powers
32	25	Repeal and Saving



Thank You