

ANDHRA PRADESH CIVIL SERVICES (CONDUCT) RULES, 1964.

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WHY REQUIRED

- **Government Servants to benefit the society by their function.**
- **Come to close contact with public.**
- **Their efficiency, conduct and behavior –assure that the Government genuinely meant for the welfare of public**
- **Code of Conduct is a must**
- **Code is reduced to the form of Statutory Rules**

WHAT ARE CONDUCT RULES

- **Mostly Don'ts and a few DOs .**
- **A set of checks and Controls**
- **Good Behaviour**
- **Restrictive Provisions-Fundamental Rights – Private life**
- **Acquisition of properties by Legal means .**

APPLICABILITY

- **Applicable to members of Civil Service of the state.**
- **Not Applicable to**
 - ❖ **the judges of the High Court.**
 - ❖ **members of the All India Services.**
 - ❖ **persons who are not full-time employees .**
 - ❖ **persons paid from contingencies**
 - ❖ **Rules 14,15,17, 18 and 19 shall apply to the, Advocate General Government Pleaders, Public Prosecutors and Pleaders doing Government work;**
 - ❖ **Applicable to employees of Corporations etc when adopted**

MEMBER OF THE FAMILY

Sec 2(v)

- spouse,
- son, daughter, step-son or step-daughter whether residing with such employee or not
- any other person related to, and residing with the employee and wholly dependent on such employee-

- but not the following
 - ❖ a spouse legally separated ,
 - ❖ son, daughter, step-son or step-daughter who is no longer in any way dependent

DISCHARGE OF OFFICIAL FUNCTIONS

➤ Devotion to duty - habitually fails to perform the task within the time and with quality amounts to lacking in devotion

Rule 3

➤ Absolute integrity, discipline, impartiality and a sense of propriety.

➤ Not to behave in a manner which is unbecoming of employee (unsuitable/indecorous/improper) - be as a decent citizen

➤ Not to behave in a manner derogatory to the prestige of the Government

➤ Not to act in a manner - his official position is placed under embarrassment.

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DISCHARGE OF FUNCTIONS

- to act in best judgment
- When acts under direction of superior, - the direction in Writing be obtained -, if not possible written confirmation be obtained as soon as possible.
- Supervisory officer to take all possible steps to ensure the integrity and devotion to duty of all Government servants under his control.
- Prompt and courteous to the public **Rule 3 B**
- Not to adopt dilatory tactics
- Not to cause delay willfully in disposal of the work

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DISCHARGE OF FUNCTIONS

- Not to act in a discourteous and discriminate manner with any working woman Rule 3 C

- Not to indulge in sexual harassment either directly or by implication

- ❖ physical contact and advances;
- ❖ a demand or request for sexual favours;
- ❖ sexually coloured remarks;
- ❖ showing pornography;
- ❖ any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

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DISCHARGE OF FUNCTIONS

➤ shall report to the Government when posted to a place where it is embarrassing to discharge official functions. **Rule 8(A)**

➤ Shall inform whenever posted in a District where he has interest in immovable property to the specified authority **Rule 9(9)**

➤ Shall furnish information only to the extent permissible as per RTI Act,2005 . **Rule 14**

➤ shall not give evidence , except required statutorily, with out prior permission –not to criticise Govt. **Rule 18**

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DISCHARGE OF FUNCTIONS

➤ Member of State Service shall inform his immediate official superior, if a member of a State or Subordinate Service, who is his near relative is to work under him.

Rule 21

➤ No Government employee shall deal, in his official capacity, with any matter which directly or indirectly concerns himself or any of his relatives or dependents

Rule 23

➤ while on duty, shall not be under the influence of such drinks or drugs to such an extent as to render him incapable of discharging his duty properly and efficiently;

Rule 26

➤ shall not appear in a public place in a state of intoxication

➤ shall not consume such drinks or drugs in excess

RESTRICTIVE PROVISIONS

➤. Shall not join, or continue to be a member of, an **association** the object or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order. **Rule 3 A**

➤ Not to participate in any **strike** or similar activities **Rule 4 .**
"Similar activities" include- absence from duty - work without Permission-. neglect of duty with the object of compelling any superior officer or Government to take or omit to take any official action- Hunger Strike

➤ Not to participate in any **demonstration** which is against the interests of the sovereignty and integrity of India or Public order. **Rule 5**

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RESTRICTIVE PROVISIONS

➤. Shall not accept, or permit any member of his family to accept from any person **any gift** that will; place such employee under any kind of **official obligation** or embarrassment **Rule 6**

➤ Shall not stay in any **Guest House** owned by a private person and enjoy his hospitality

➤ Shall not ask for, or accept or in any way participate in the raising of any **subscriptions**, except with the previous sanction **Rule 7**

➤ Shall not **lend or borrow** or deposit money with any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings . **Rule 8**

➤ Shall not lend money to any person **at interest** or in manner whereby return in money or kind is charged or paid

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RESTRICTIVE PROVISIONS

➤. Shall avoid **habitual indebtedness** or insolvency. –if involved in legal proceedings for insolvency -shall report facts to Government

➤ shall not engage in **any trade** or business - **Rule 10**

➤ Shall not **speculate** in any investment.

➤ Shall not promote companies in private capacity **Rule 11**

➤ shall not negotiate for or undertake **any employment** not connected with the official duties, without sanction – but can participate in sports activities as an amateur, undertake **honorary** work of a special or charitable nature, or occasional work of literary artistic or scientific character or any examiner ship or remuneration, offered. **Rule 12**

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RESTRICTIVE PROVISIONS

➤ Shall not **publish any book**, which is not purely of a literary artistic or scientific character with out prior permission - shall not canvass for its sale in any manner **Rule 13**

➤ shall not own wholly or in part, or conduct, or participate in the **editing** or the management of, any newspaper or non-government publication without permission **Rule 15**

➤ shall not participate in a **Radio broadcast** or Drama or Tele-serial or Feature Film or contribute any article or write any letter in his own name or anonymously, pseudonymously or in the name of any other person to a newspaper or periodical **Rule 16**

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RESTRICTIVE PROVISIONS

➤ Shall not criticize any policy or action of Government or any other State Government the Central Government; **Rule 17**

➤ shall not be a member or associated with, any political party or any organisation which has a political aspect- Shall not Canvass-
Can exercise the Franchise **Rule 19**

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➤ shall not have recourse to the press or any court for the vindication of his official act which has been the subject matter of adverse criticism or an attack of a defamatory character in public, with out permission. **Rule 20**

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RESTRICTIVE PROVISIONS

➤. If a member of the family wishes to accept employment under any person, or with any firm or company, having official connection with such Government employee or Government, the Government employee shall obtain the prior sanction of Government for such employment

Rule 22

➤ Shall not bring or attempt to bring any extraneous influence to bear upon any authority for the furtherance his interests

Rule 24

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RESTRICTIVE PROVISIONS

➤. Shall not **marry** another woman while wife living , without obtaining the permission of the Government

- where the **personal law provides** for second or subsequent marriage, while seeking permission, documentary evidence in support of "Divorce or Talaq" in respect of previous marriage and the manner in which the same was secured or pronounced and intimated to the first or former wife". to be furnished

-- **female Government** servant, whether unmarried or widow or divorced shall not marry any person who has a wife living without first obtaining the permission of the Government **Rule 25**

➤ Shall not give or demand or take or abet in giving or taking of **dowry;** **Rule 25A**

RELATED TO PROPERTY

- . Illegal earnings / taking bribes is a **secret** affair
- Shall acquire property by **lawful means**
- **Burden of proof** on Govt. Servant
- **Regulated / monitored by the following provisions**

--- Shall **not** **acquire or dispose** of or permit any member of his family to acquire or dispose of, any immovable property by exchange, purchase, sale, gift or otherwise either by himself or through others Government employee without previous intimation to Government **Rule 9**

----Shall obtain **previous sanction** of Government when Transact with other than a regular or reputed dealer

-----Similar in case of **movable property** worth more than Rs 1.00 lakh

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RELATED TO PROPERTY

----Shall intimate to the Competent Authority within fifteen days from the date of receipt of any foreign currency or foreign goods of value of more than Rs.50,000/-

Rule 6A

-----shall submit to Government a statement of all immovable property/ properties irrespective of its value and movable property/ properties whose value exceeds Rs.1,00,000/- owned on first appointment to the Government Service --- and before 15 January of each year, through the proper channel, forms given in the Annexure-I and II

Rule 9(7)

---Shall submit the details of property , along with source whenever specifically asked

Rule 9(8)

----Shall render a full and true account of Cash found

Rule 9(8A)

-- Shall not to keep cash more than such limit, if any prescribed

Rule 9(8B)

Thank You