

APCS (CONDUCT)RULES

- APPLICABILITY
- MOSTLY DONTs AND A FEW DOs
- A SET OF CHECKS AND CONTROLS
- RESTRICTIVE PROVISIONS
- RESTRICTION ON FUNDAMENTAL RIGHTS / PRIVATE LIFE
- MISCELLANEOUS

Conduct Means

- Behavior
- Management
- Carry out
- Guide
- Manner

FAMILY MEMBER

- SPOUSE
- SON/DAUGHTER – including step children
- Any other person related to and residing with and wholly dependent

CONDUCT RULES - DOs

- 1. DEVOTION TO DUTY
- 2. ABSOLUTE INTEGRITY
- 3. DISCIPLINE
- 4. IMPARTIALITY
- 5. SENSE OF PROPRIETY
- BEST JUDGEMENT

CONDUCT RULES - DOs

- PROMPT & CURTEOUS
- ENSURE INTEGRITY & DEVOTION OF SUBORDINATES
- SUBMISSION OF STATEMENT OF ALL IMMOVABLE PROPERTY & MOVABLE PROPERTY EXCEEDING Rs.1,00,000
- OBTAINING PRIOR PERMISSION IN ACQUIRING OR DISPOSAL OF PROPERTY
- DECLARATION OF FOREIGN CURRENCY/GOODS EXCEEDING Rs.10,000

APCS(CONDUCT)RULES

- DONTs:
- NOT TO BEHAVE IN A MANNER
- i. UNBECOMING OF GOVT.SERVANTS
- ii.DEROGATORY TO:
 - THE INTERESTS OF THE GOVT
 - THE PRESTIGE OF GOVT.
- iii. EMBARASSMENT TO OFFICIAL POST

APCS (CONDUCT)RULES

- UNMANNERLY ATTITUDE
- (unsuitable ,indecorous, improper)
- INSUBORDINATION
- LACK OF DECORUM
- LAZINESS
- CORRUPT PRACTICES
- SHIRKING OF RESPONSIBILITY

RESTRICTIONS ON FUNDAMENTAL RIGHTS

- TAKING PART IN POLITICS & ELECTIONS
- JOINING AND FORMING ASSOCIATIONS
- DEMONSTRATIONS AND STRIKES
- CONNECTION WITH PRESS AND RADIO
- CRITICISM OF GOVT
- ACQUISITION AND DISPOSAL OF PROPERTY

RESTRICTIVE PROVISIONS ON PRIVATE/PERSONAL LIFE

- TRADE & EMPLOYMENT
- INVESTING ,LENDING AND BORROWING
- COLLECTION OF SUBSCRIPTION
- ACCEPTANCE OF GIFTS
- FELICITATIONS, TROWEL ETC
- PUBLIC DEMONSTRATIONS
- VINDICATION OF OFFICIAL ACTS

RESTRICTIVE PROVISIONS ON PRIVATE/PERSONAL LIFE

- RECEIPT OF FOREIGN CURRENCY/
GOODS
- CANVASSING OF OUTSIDE INFLUENCE
- BIGAMOUS MARRIAGES
- CONSUMPTION OF INTOXICATING
DRINKS

MISCELLANEOUS

- PROMOTION & MANAGEMENT OF COMPANIES
- APPOINTMENT OF NEAR RELATIVES
- FAMILY MEMBER IN PRIVATE FIRM
- PUBLICATION OF BOOKS
- EVIDENCE BEFORE COMMITTEES
- DEALING WITH OWN CASES
- SEXUAL HARASSMENT
- PROLONGED ABSENCE
- SMOKING

DEVOTION TO DUTY

- **Devotion** means Commitment, attachment, fondness, care
- **Duty** means Responsibility, what you have to do, function
- Do nothing which is unbecoming of a Govt.Servant
- Something opposed to indifference to duty, easy going to duty or light hearted approach to duty (SC)
- The Consequences directly attributable to negligence would be such as to be irreparable or the resultant damage would be so heavy the degree of culpability would be very high

ABSOLUTE INTEGRITY

- **Absolute** means Total, Unconditional, fixed
- **Integrity** means Uprightness, Truthful, Reliable
- Doing something which he/she should not have done if acted honestly and bona fide
- Departure from Devotion to Duty
 - **IMPARTIALITY**
- **Impartiality** means fairness, neutrality, Independence, objectivity
 - **DISCIPLINE**
- **Discipline** is following the Rules
 - **SENSE OF PROPRIETY**
- Means Correctness, aptness, Decency, Decorum

APCS (CONDUCT)RULES

Rule No.	Contents
1	Title and Application
2	Definitions
3	General
3-A	Joining of Associations by Government Employees
3-B	Promptness and Courtesy
3-C	Prohibition of Sexual Harassment of Working Women
4	Strikes
5	Demonstrations
6	Gifts, Services, Entertainments, Addresses and Felicitations
6-A	Foreign Currency/Goods
7	Subscriptions
8	Lending, Borrowing and Insolvency
9	Acquiring or disposing of immovable property
10	Private Trade, Business and Investments

APCS (CONDUCT)RULES

Rule No.	Contents
11	Promotion and Management of Companies in Private Capacity
12	Private Employment
13	Publication of Books
14	Communication of Official Documents or Information
15	Connection with Press
16	Participation in Radio Broadcast and Contribution to News Papers and Periodicals
17	Criticism of the Policy or Action of Govt., other State/Central
18	Evidence before any Committee, Commission or other Authority
19	Taking part in Politics and Elections
20	Vindication of Acts and Character of a Govt. Employee
21	Working with or under Near Relatives
22	Employment of a Member of Family in a Private Firm

APCS (CONDUCT)RULES

Rule No.	Contents
23	Not to deal with Matters concerning self or relatives or dependents in official capacity
24	Influencing Authorities for Furtherance of Interests
25	Bigamous Marriages
25-A	Dowry
26	Drinking
27	Interpretation
28	Repeal
29	Savings of other Laws
Annexure - I	Statement of Immovable Property Possessed, Acquired and Disposed
Annexure - II	Statement of movable Property Possessed, Acquired and Disposed
Annexure - III	Intimation of Foreign Currency/Goods Received by the Govt. Employee