

Central Civil Services (Conduct) Rules, 1964

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Basic principles of professional conduct

- Integrity (consistent and uncompromising adherence to strong moral and ethical principles and values)
- Political neutrality
- Fairness
- Accountability & transparency
- Responsiveness
- Courtesy & good behaviour
- Not to adopt dilatory tactics

Courtesy: Shri Sridhar C, LBSNAA

Basic principles of professional conduct..

- Take decisions in public interest
- Declare conflict of interest
- Misuse of position, information
- Merit based decision making
- Lawful
- Disciplined
- Implement all lawful orders
- Dedication & professionalism: of self and others under control & authority

Basic principles of personal conduct

- Marriage
- Dowry
- Use of government accommodation
- Lending & borrowing
- Speculating
- Employing those under 14 years
- Insolvency & indebtedness
- House construction
- Personal financial matters

Courtesy: Shri Sridhar C, LBSNAA

A few deadlines

1. January - Immovable Property returns
2. February – Income tax deduction
3. 31st March – Personal Appraisal Report

Courtesy: Shri Sridhar C, LBSNAA

MISCONDUCT - *illustrations*

The act or conduct amounting to MISCONDUCT

- Prejudicial to the interests of the master
- master cannot rely on the faithfulness of his employee
- Habitual neglect or negligence of work
- If the Government servant is abusive or if he disturbs the peace of the place of his employment

MISCONDUCT - *illustrations*

ALSO INCLUDES

- Wilful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior
- Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud
- Strike, picketing, 'gherao'
- Riotous and disorderly behaviour
- Habitual late attendance
- Inconsistent or incompatible with the due or peaceful discharge of his duty to his master, etc.

Case – 1

Shri Mukesh Malhotra, a twenty two year old brother-in-law of Smt Rashmi Malhotra stays and is wholly dependent on her. She is a Section Officer in the Office of Registrar General of India. The brother-in-law is an active member of a religious society.

Case 2

Mariam, a Government servant in Ministry of Defence, gives a representation to the Chief Vigilance Officer of his Ministry through proper channel that her freedom of speech and a few other fundamental rights guaranteed under various Articles of the Constitution of India have been severely restricted or withdrawn by the Conduct Rules. For instance, she cannot join association other than service association, curtailed freedom of speech in terms of not able to express views on policies and actions of Government.

Case 3

Smt Radha, wife of Shri Kanhaiya, gives a written complaint against her husband. He is a Senior Secretariat Assistant. She complains that her husband has not been giving salary for the last three months to her to run the family. Her family consists of her two school going children, aged 11 and 15; and her father-in-law and mother-in-law. He beats her up when she asks for money. The complaint is addressed to Head of Office.

Lacking in devotion to duty

Mr A, Deputy Director, has APAR rating of 7 or 8 during the last 5 years. During this year, while preparing a power point presentation to be presented by the DG before the Minister, he erroneously writes 'lakh' in place of 'crore'. He is asked to explain why action should not be taken against him for not maintaining devotion to duty.

Comment

Case 3/6

- No promotions have been made from Grade A to the grade Grade B during the past 36 months or so. Ms Lalita Ramanathan gives a representation addressed to the Secretary (Personnel) to consider giving ad-hoc promotion as an immediate relief. Ms Lalita works in Home Department.

Case 4/7

- Dinesh Sharma is a newly recruited ASO working in Ministry of Home Affairs. He keeps 4 days' casual leave application (starting from Monday upto Thursday) on the table of his Section Officer around 17:15 hours on Friday. He then proceeds to board a Volvo bus to Chandigarh to visit his parents. On Friday round 18:30 hours, he gets a call from his Section Officer on his mobile. His Section Officer informs that the Home Secretary will hold a meeting on Saturday at 11:00 hours; and that Dinesh be available from 09:00 hours to make arrangements and to take minutes of the meeting. Dinesh informs him that he has applied for 4 days' CL and he has left for Chandigarh. Even if his CL is not granted he is entitled for his weekend holiday.

Case 4/9

- Shri Anil Tripathy is a Director in the Mines Department. He deals with matters pertaining to SAIL. He requests Director (Personnel) SAIL to get an internship at one of its steel plants for her daughter. He later gets her a regular job as Management Trainee at SAIL Corporate Office.

Case 5/11

- Shri Kumar, 20 year old brother of Ms Renuka stays with her and is wholly dependent on her. Ms Renuka is a Member of Service of Indian Forest Service. Kumar is member of an organisation operating in Jharkahand. Its activities include ambushing police forces and disrupting development activities in the state.

Case 6/12

- Shri Joginder Singh is an OSD working in the office of the Minister for Rural Development. He has been organising tours and security arrangements of the Minister during the last three years. The tours include Minister's visit to various places for canvassing during the elections.

Case 7/17

- Shri Laldin Puia was a quiet spectator watching a demonstration while going to his office. He is an officer of Ministry of Mines. The demonstrators were protesting for reservation to a caste. It turns violent damaging public property. Media asks Puia for his views. He expresses that the policy of reservation is misused by the politicians including the ruling party. He states that the implementation of the policy is defective. He gives a few constructive solutions as to how the reservation policy could be implemented in a better manner.

Case 8/18

- Smt Savita Johnson is a member of service of IPS. She submits a memorandum in her personal capacity to the 7th Central Pay Commission suggesting why the members of different services of IPS be paid higher pay and allowances, including risk allowance. She also suggests some benefits to be provided for working women.

Case 9/20

- A Superintendent of Police is selected and deputed by the State Government to the Central Government under the Central Staffing Scheme. Around 40 of his subordinates give him a farewell party at a 5 star hotel. He is presented with a new suitcase (Samson) and other gifts costing about Rs 60000.

Case 10/25

Shri Elias, Deputy Secretary in UPSC, spends his spare time on on-line trading of shares, on a daily basis. He pays long-term and short term capital gains. He also furnishes his income on this account to his office in his property returns.

Case 11/27

- Shri Devender Ojha, Superintending Engineer, working in Central Public Works Department (CPWD) uses his office vehicle to reach the airport from office and while returning from airport to his residence. While submitting his TA / DA claims he claims taxi charges for these travels to and from airport.

Case 12/28

- Shri Tej Singh is a new ASO working in the Ministry of Coal. He submits all receipts marked to him promptly with a brief note, “FR may please be seen. Submitted for directions please.” His Section Officer counsels him to examine and submit self-contained notes with clear proposed course of action suggested by him for the approval of the competent authority. Shri Singh replies that he submits the files promptly on the basis of what he knows. In any case, his superior officers know better. They may therefore, give directions to him.