

## 6. Conduct Rules

[ Swamy's — CCS (Conduct) Rules ]

### 1. Do's and Don'ts — for you

#### Do's.—

1. Maintain absolute integrity at all times.
2. Maintain absolute devotion to duty at all times.
3. Those holding responsible posts — maintain independence and impartiality in the discharge of your duties.
4. Maintain a responsible and decent standard of conduct in private life.
5. Render prompt and courteous service to the public.
6. Observe proper decorum during lunch break.
7. Report to superiors the fact of your arrest or conviction in a Criminal Court and the circumstances connected therewith, as soon as it is possible to do so.
8. Keep away from demonstrations organized by political parties in the vicinity/neighbourhood of Government offices.
9. Maintain political neutrality.
10. Manage private affairs in such a way as to avoid habitual indebtedness or insolvency.
11. If any legal proceedings are instituted for the recovery of any debt due from you or for adjudging you as an insolvent, report the full facts of such proceedings to the Competent Authority.
12. Act in accordance with Government policies.
13. Observe courtesy and consideration to Members of Parliament and State Legislatures.
14. In performance of duties in good faith, communicate information to a person in accordance with the 'Right to Information Act, 2005' (22 of 2005) and the rules made thereunder.
15. Commit yourself to and uphold the supremacy of the Constitution and democratic values;
16. Defend and uphold the sovereignty and integrity of India, the security of the State, public order, decency and morality;
17. Maintain high ethical standards and honesty;

18. Promote the principles of merit, fairness and impartiality in the discharge of duties;
19. Maintain accountability and transparency;
20. Maintain responsiveness to the public, particularly to the weaker section;
21. Maintain courtesy and good behaviour with the public;
22. Take decisions solely in public interest and use or cause to use public resources efficiently, effectively and economically;
23. Declare any private interests relating to your public duties and take steps to resolve any conflicts in a way that protects the public interest;
24. Make choices, take decisions and make recommendations on merit alone;
25. Act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of society;
26. Refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices;
27. Maintain discipline in the discharge of your duties and be liable to implement the lawful orders duly communicated to you;
28. Maintain confidentiality in the performance of your official duties as required by any laws for the time being in force, 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;
29. Perform and discharge your duties with the highest degree of professionalism and dedication to the best of your abilities.

— Rule 3.

#### Don'ts.—

1. Do not make joint representations in matters of common interest.
2. Do not indulge in acts unbecoming of a Government servant.
3. Do not be discourteous, dishonest and partial.
4. Do not adopt dilatory tactics in your dealings with the public.
5. Do not convey oral instructions to subordinates. (If done for unavoidable reasons, confirm them in writing as soon as possible.)
6. Do not practise untouchability.
7. Do not associate yourself with any banned organizations.
8. Do not join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order or morality.

9. Do not give expression to views on Indian or foreign affairs, while visiting foreign countries.
10. Do not get involved in unauthorized communication of any official document or any part thereof or classified information to any Government servant or any other persons to whom you are not authorized to communicate such document or classified information.
11. Do not join or support any illegal strike.
12. Do not enter into any private correspondence with Foreign Embassies or Missions/High Commissions.
13. Do not accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations, etc., having official dealings with you.
14. Do not accept any offer of the cost of passage to foreign countries or hospitality by way of free board and lodging there, if such offers are from foreign firms contracting with Government.
15. Do not accept invitations to you and members of your family for free inaugural flights offered by Air India, Indian Airlines Corporation or Foreign Airliners.
16. Do not give or take or abet giving or taking of dowry or demand any dowry directly or indirectly from the parent or guardian of a bride or bridegroom.
17. Do not accept any gift from any foreign firm which is having official dealings.
18. Do not engage yourself in canvassing business of Life Insurance Agency, Commission Agency or Advertising Agency owned or managed by the members of your family.
19. Do not lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private company with whom you are likely to have official dealings. Do not otherwise place yourself under pecuniary obligation with such person, firm or private company.
20. Do not approach your subordinates for standing surety for loans taken from private sources either by you/your relations/friends.
21. Do not undertake private consultancy work.
22. Do not speculate in any stock, share or other investment.
23. Do not purchase shares out of the quota reserved for friends and associates of Directors of Companies.
24. Do not bid at any auction of property where such auction is arranged by your own officers.

25. Do not stay as guest with Foreign Diplomats or foreign nationals in India.
26. Do not invite any Foreign Diplomat to stay with you as your guest in India.
27. Do not accept or permit your wife or dependants to accept passage money or free air transport from a Foreign Mission/Government or Organization.
28. Do not bring any political influence in matters pertaining to your service.
29. Do not consume any intoxicating drinks or drugs while on duty.
30. Do not appear in public place in a state of intoxication.
31. Do not indulge in any act of sexual harassment of any woman at her work place.
32. Do not employ children below 14 years of age.
33. Do not accept award of monetary benefits instituted by Private Trusts/Foundations, etc.
34. Do not address the higher authority prematurely on the same issue unless it is established that all the points or submissions made earlier have not been fully considered by the immediate superior or Head of Office or any other authority at the lowest level competent to deal with that matter.
35. Do not use your official position or influence directly or indirectly to secure employment for any member of your family in any company or firm.
36. Do not place yourself under any financial or other obligations to any individual or organization which may influence you in the performance of your official duties;
37. Do not misuse your position as civil servant and take decisions in order to derive financial or material benefits for yourself, your family or your friends; — *GIDs below Rules 3-A to 3-C.*

## 2. Acts, conduct and commissions which amount to misconduct

[ Swamy's — CCS (Conduct) Rules ]

The following acts, conduct and commissions of a Government servant amount to misconduct:—

1. If the act or conduct is prejudicial or likely to be prejudicial to the interests of the master or to the reputation of the master.

2. If the act or conduct is inconsistent or incompatible with the due or peaceful discharge of his duty to his master.
3. If the act or conduct of a servant makes it unsafe for the employer to retain him in service.
4. If the act or conduct of the servant is so grossly immoral that all reasonable men will say that the employee cannot be trusted.
5. If the act or conduct of the employee is such that the master cannot rely on the faithfulness of his employee.
6. If the act or conduct of the employee is such as to open before him temptations for not discharging his duties properly.
7. If the servant is abusive or if he disturbs the peace at the place of his employment.
8. If he is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation of master and servant.
9. If the servant is habitually negligent in respect of the duties for which he is engaged.
10. If the neglect of the servant, though isolated, tends to cause serious consequences.
11. Wilful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
12. Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the employer's business or property.
13. Strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law, or rule having the force of law.
14. Gross moral misconduct, acts subversive of discipline, riotous or disorderly behaviour during working hours at the establishment or any act subversive of discipline.
15. Riotous and disorderly behaviour during and after the office hours or in office premises.
16. Habitual late attendance.
17. Negligence or neglect of work or duty amounting to misconduct. Habitual negligence or neglect of work.
18. Habitual absence without permission and overstaying leave.
19. Conviction by a Criminal Court.

NOTE.— The terms 'servant' and 'master' have been used in Court judgments to indicate the relationship between a subordinate Government servant and his superiors in the hierarchy of all Central Government Offices.

— GID (23), Rule 3.

### 3. Activities requiring permission/sanction

[ Swamy's — CCS (Conduct) Rules ]

Prior permission/sanction of the prescribed authority is necessary—

1. To join educational institution or course of studies for University degree. — GID (4), Rule 3.
  2. To join Civil Defence Service. — GID (7), Rule 3.
  3. To enrol as member of St. John Ambulance Brigade. — GID (8), Rule 3.
  4. To join Territorial Army. — GID (10), Rule 3.
  5. To join Home Guards Organization. — GID (9), Rule 3.
  6. To join foreign language classes conducted by Indo-Foreign Cultural Organization. — GID (14), Rule 5.
  7. To own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publication or electronic media. — Rule 8 (1).
  8. To give evidence in connection with any enquiry conducted by any person, committee or authority.
- Exception—
- (i) Giving evidence at an enquiry before an authority appointed by Government, Parliament or a State Legislature; or
  - (ii) Giving evidence in any judicial enquiry; or
  - (iii) Giving evidence at any departmental enquiry ordered by authorities subordinate to the Government. — Rule 10 (1) to (3).
9. To ask for or accept contributions to or otherwise associate himself in the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever. — Rule 12.
  10. To accept gifts from near relatives and personal friends, when the value exceeds prescribed limits. — Rule 13 (2), (3) & (4).
  11. To accept membership of Book Clubs run by Foreign Agencies. — GID (8), Rule 13.
  12. To receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other Government servant.

Exception—

- (i) To take part in informal farewell entertainment held on occasions like retirement or transfer.

- (ii) To attend and speak at functions and ceremonies performed by others in respect of purely non-political or cultural institutions. — *GID (1), Rule 14.*
13. To accept International awards. — *GID (3), Rule 14.*
14. To engage directly or indirectly in any trade or business, or hold an elective office in any body, whether incorporated or not, for a period of two terms or for a period of 5 years, whichever is earlier, when contesting an election in such body, as per existing rules, or canvass for a candidate for an elective office, in any body, or canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of his family. — *OM, dated 27-2-2020 and Rule 15 (1).*
15. To accept fee for work done for any private or public body or person. — *Rule 15 (4).*
16. Acceptance of a part-time lecturership in an educational institution which is in the nature of a regular remunerative occupation. — *GID (2), Rule 15.*
17. To enrol himself as an Advocate with the Bar Association (subject to the condition that the Government servant does not engage himself in the legal profession so long as he continues in Government service). — *GID (12), Rule 15.*
18. To accept remuneration for services rendered regularly to co-operative societies. — *GID (4), Rule 15.*
19. To undertake medical practice during spare time on purely charitable basis, if registered as a practitioner in any system of medicine. In view of COVID Pandemic, Government servants holding recognized qualifications and registered under the relevant law can practise or provide teleconsultation service during spare time on charitable basis. — *GIDs (9), (13), Rule 15 and OM, dated 12-5-2021.*
20. To enter into negotiations with private firms to secure commercial employment even while in service. — *GID (10), Rule 15.*
21. To hold an elective office in co-operative Societies and other bodies and to contest in an election in such body. — *GIDs (16) and (18), Rule 15.*
22. To acquire or dispose of any immovable property, either directly or through Power of Attorney by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family, if the above transaction is with a person having official dealings with the Government servant. — *GID (29), Rule 18 (2).*

- 22-A. Regardless of amount involved, where the transaction regarding the material purchases or contract for any repairs or minor construction to an immovable property, is with a person with whom the Government servant concerned has official dealings. Intimation is necessary to incur expenditure on repairs and minor additions to an immovable property with the estimate exceeding two months' Basic Pay. — *GID (29), Rule 18.*
23. To enter into transactions in movable property, if its value exceeds prescribed limits and if the transaction is with a person having official dealings with the Government servant. — *Rule 18 (3).*
24. (a) To acquire by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family any immovable property situated outside India.
- (b) To dispose of, by sale, mortgage, gift or otherwise or grant any lease in respect of any immovable property situated outside India which was acquired or held by him either in his own name or in the name of any member of his family.
- (c) To enter into any transaction with any foreigner, foreign Government, foreign organization or concern
- (i) For the acquisition, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family of any immovable property.
- (ii) For the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of immovable property which was acquired or is held by him either in his own name or in the name of any member of his family. — *Rule 18-A.*
25. To have recourse to any Court or to the press for the vindication of any official act which has been the subject-matter of adverse criticism or an attack of a defamatory character. — *Rule 19 (1).*
26. To stay with Foreign Diplomats and foreign nationals abroad. — *Para. 10, Appendix-III.*
27. To be members of or actively participate in the activities of Indo-Foreign Cultural Organizations. — *Para. 15, Appendix-III.*
28. In the case of pensioners who, immediately before retirement, were Group 'A' Officers, to accept any commercial employment before the expiry of one year from the date of retirement. — *CCS (Pension) Rules, Rule 10 (1).*

In the case of Items 8, 9, 22, 23, 24 and 25 above, if the permission sought for is not refused within the time-limit specified below, a Government servant is free to assume that the permission sought for has been granted.

Item No.	Time-limit
22, 23 ...	30 days.
24 ...	60 days. — GID, Rule 8.
25 ...	3 months. — Rule 19 (1).

#### 4. Activities not requiring permission/sanction

[ Swamy's — CCS (Conduct) Rules ]

In the following cases, permission of the prescribed authority is not necessary:—

1. To seek redress in Courts of Law or in Central Administrative Tribunals of grievances arising out of employment or conditions of service. — GID (11), Rule 3.
2. To participate during spare time in 'Shramdhan' organized by Government Departments or Bharat Sewak Samaj. — GID (6), Rule 3.
3. To become members of Samyuktha Sadhachar Samithi. — GID (13), Rule 5.
4. To publish a book himself or through a publisher, in the bona fide discharge of his duties. — Rule 8 (2).
5. To submit Memoranda before Pay Commissions by individual Government servants in their individual capacity (individual grievances should not be put to the Commission). — GIDs (3) and (4), Rule 10.
6. To participate in Flag Day Collections on a voluntary basis. — GID (3), Rule 12.
7. To participate in the fund raising efforts of the "National Foundation for Communal Harmony". — GID (6), Rule 12.
8. To undertake honorary work of a social or charitable nature. — Rule 15 (2).
9. To undertake occasional work of a literary, artistic or scientific character. — Rule 15 (2).
10. To participate in sports activities as an amateur. — Rule 15 (2).
11. To take part in the registration, promotion or management (not involving the holding of an elective office) of a literary, scientific or charitable society or of a club or similar organization or a co-operative society substantially for the benefit of Government servants. — Rule 15 (2).

#### 5. Unauthorized absence — Break in service

[ Swamy's — FR & SR, Part - I ]

1. **Wilful absence** from duty not covered by grant of leave will be treated as *dies non* for all purposes, viz., increment, leave and pension. Such absence without leave standing singly and not in continuation of any authorized leave of absence will constitute an interruption in service entailing forfeiture of past service for the purpose of pension and requires condonation by the Appointing Authority for counting past service for pension. Condonation of such break for pension should be considered *suo motu* and cannot be refused as a matter of course, except in exceptional and grave circumstances. Regularization of unauthorized absence for pension purpose is to be considered under the CCS (Pension) Rules. Only in cases where the Disciplinary Authority is satisfied that the grounds adduced for unauthorized absence are justified, the leave of the kind applied for and due and admissible may be granted to him under the CCS (Leave) Rules. — OM, dated 28-3-2013.

2. Unauthorized absence after leave, will be debited against his half pay leave account, excess, if any, being treated as extraordinary leave. However, he will not be entitled to any leave salary.

3. All cases of unauthorized absence from duty or in continuation of leave, will render a Government servant liable to disciplinary action, treating it as misconduct.

4. **Unauthorized absence** will be deemed to cause an interruption or break in service with attendant disabilities—

- (a) During a strike — declared illegal — of employees working in industrial establishments.
- (b) Acting in combination or in concerted manner, such as during a strike of other employees.
- (c) Remaining absent unauthorizedly or deserting of post — by an individual employee.

"Strike" includes a general, token, sympathetic, go-slow, sit-down, pen-down, stay-in, mass abstention from work without permission (which is wrongly described as "mass casual leave"), or similar strike and participation in a bandh or similar activities. — GIO (2), Rule 17-A.

5. **Order on break in service is to be invoked** under FR 17-A after issuing notice and hearing representation, if any.

6. **Disabilities:** Ineligibility to LTC, to appear in departmental examinations if prescribed minimum continuous service is affected by the order.

7. **The order will not affect** special pay and special allowances and promotion through DPC.