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**NTIPRIT**

# CCS Conduct Rules - 1964



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## Basic concept

- The essence of Government service is the sense of discipline to which all Government employees are subject and the privileges to which they, in general are entitled
- [Article 311](#) of the Constitution essentially provides a shield against arbitrary action against Government servants.
- *These two aspects are fully covered by two sets of service rules, viz., Central Civil Services (Conduct) Rules, 1964 and the Central Civil Services (Classification, Control and Appeal) Rules, 1965.*

## Basic concept

- *A Government employee who violates any provisions of the CCS (Conduct) Rules, 1964 can be proceeded against and imposed with, for good and sufficient reasons, any of the penalties mentioned in Rule 11 of the CCS (CCA) Rules, 1965.*
- *But, since the Government servant enjoys protection under Article 311 of the Constitution, the Appointing Authority or the Disciplinary Authority has to follow certain procedures as laid down in the CCS (CCA), 1965*

Rules

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## Basic concept

- ❑ Government employees are expected to adhere to certain standards of 'conduct' and 'discipline'.
- ❑ These norms have been codified in these two separate sets of service rules, viz.,
- ❑ The two Rules are not mutually exclusive; they are, for all intents and purposes inter-woven and interconnected.
- ❑ The CCS (CCA) Rules, 1965 which embodies the rules relating to the aspect of 'discipline' derive their legality from Article 311. Violation of the principles of natural justice by any authority while imposing a penalty on a Government servant can be questioned in the Court of Law.

The CCS Conduct rules came into force on the 30<sup>th</sup> November 1964

CCS (CCA) rules came into force on the 1<sup>st</sup> December, 1965.



## Basic Concept

- The Conduct Rules for Government servants were devised with a view to maintaining integrity in public Services; CCS (Conduct) Rules, 1964 were notified laying down the Code of Conduct for Central Government employees.
- Several provisions of the rules have been amended from time-to-time and a number of clarifications have been issued an updated version was published in Jan 2006
- So far as the actual application of the Government orders mentioned under various Rules are concerned, the relevant O.M. may be consulted

## Basic Concept

*A Govt servant has a servant and master relationship with the Govt which implies that:*

- The employee has to be faithful, honest and possessed with good character.
- The Govt has right to prescribe rules of procedure to control the way of his working.
- The employee should be capable of the work for which he is employed.
- The employee is bound by every lawful order of the Govt in his sphere of work.
- The employee has to take proper care of the property entrusted to him.
- The employee should have accountability in matters relating to his employment.

- The CCS (Conduct) Rules, 1964 is made up of **25 rules**. All these are statutory rules within the meaning of Article 309 of the Constitution, and have been clarified wherever necessary by executive orders in the form of Government of India's decisions or instructions appended below the relevant rule.





# Conduct Rules

## 1. Short title, commencement and application

- *Save as otherwise provided in these rules and subject to the provisions of the Indian Foreign Service (Conduct and Discipline) Rules, 1961, these rules shall apply to every person appointed to a civil service or post (including a civilian in Defence Service) in connection with the affairs of the Union:*



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# Conduct Rules

In these rules, unless the context otherwise requires-

- (a) "The Government" means the Central Government;
- (b) "Government Servant" means any person appointed by Government to any civil service or post in connection with the affairs of the Union and includes a civilian in a Defense Service;
- *Explanation-* A Government Servant whose services are placed at the disposal of a Company, Corporation, Organization or a Local Authority by the Government shall, for the purpose of these rules, be deemed to be a Government Servant serving under the Government notwithstanding that his salary is drawn from sources other than the Consolidated Fund of India;

# Objectives of Conduct Rules

- To regulate general behavior of Govt Servants
- To secure full commitment of Govt servants in implementing Govt's policies
- To set certain moral standards
- The fundamental requirements are integrity, honesty, efficiency and good behaviour of a public servant.



# Objectives of Conduct Rules

- To eliminate all forms of immoral and immoderate behavior, which are likely to impact on Govt servant's capabilities to discharge his duties
- To make Govt servant to learn to live within his means, since **he belongs to fixed income group.**
- To prevent Govt servant from aligning against Govt or exercising undue influence or duress.

# CCS Conduct Rules

## The Do's

- Rule 3 (1) Every Govt Servant shall at all times
  - (i) Maintain absolute integrity
  - (ii) Maintain absolute devotion to duty
  - (iii) Do nothing, which is unbecoming of a Govt Servant
- Government expects that the conduct of its employees should conform to the ordinary norms of decency and morality prevailing in the society and one should not violate the *laws of the land*.

# CCS Conduct Rules

- Integrity : **uprightness, honesty or purity**
- **What is honesty?**
- **Dishonesty**::Whoever does anything with the intention of causing wrongful gain to one person or wrongful loss to another person, is said to do that thing dishonestly.**(I.P.C)**
- **‘Devotion to duty’** has been used as something opposed to indifference to duty or easy going or light-hearted approach to duty. It means faithfulness to service.

# CCS Conduct Rules

- A conduct which is indecent, reprehensible or abominable involving moral though not legal lapses, is also conduct **unbecoming** of Govt. servant.

- **Becoming** conduct

It should be in conformity with the ordinary norms of decency & Morality, prevalent in the society he lives.

It should be in consonance with the laws of a land which he is bound to respect.

There is not a deliberate breach of departmental rules by the employees

# CCS Conduct Rules

- Rule 3: Aims at maintenance of efficiency, commitment to duty, honesty and discipline among Govt employees
- Rules of conduct may and do vary from time to time. They must at all times be judged from a robust common sense point of view on a reasonable standard.





# CCS Conduct Rules

- Rule 3: Aims at maintenance of efficiency, commitment to duty, honesty and discipline among Govt employees
- Rules of conduct may and do vary from time to time. They must at all times be judged from a robust common sense point of view on a reasonable standard.



## “Unbecoming Conduct...”

*A conduct would be unbecoming, if it is*

- *not in conformity with the ordinary norms of decency and morality prevalent in the society*

*or*

- *not in consonance with the laws of land*

*or*

- *is against the declared policies of the Govt*

*or*

- *deliberate breach of any rules regulations etc.*

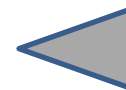


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# Misconduct amounting to “unbecoming...”

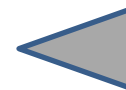
- *Suppression of information regarding arrest or conviction*
- *Participation in proselytizing activities*
- *Bidding at auctions conducted by one’s own department*
- *Neglect of family*
- *Practicing untouchability*
- *Submission of joint representation*
- *Lack of decorum during lunch hour*
- *Sub-letting Govt accommodation*
- *Refusal to accept a charge sheet*
- *Disobeying an order of suspension*
- *Assault on another Govt servant*
- *Possession of disproportionate assets*
- *Sexual harassment to woman*



# CCS Conduct Rules

## Rule 3 (2)

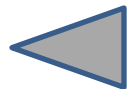
- i. Every G.S shall holding supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all government servants for the time being under his control and authority;
- ii. No G.S shall in the performance of his official duties or in the exercise of powers conferred on him act otherwise than in his best judgment except where he is acting under the direction of his official superiors



# CCS Conduct Rules

## Rule 3 (2)

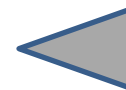
- iii. The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter;
- iv. A G.S who has received oral directions from his official superior shall seek confirmation of the same in writing.



# CCS Conduct Rules

## Rule 3 (Insertions)

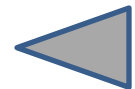
- A. Promptness & Courtesy in discharge of official duties and in dealing with public
- (a) in the performance of his official duties, act in a discourteous manner;
  - (b) in his official dealings with the public or otherwise adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him.



# CCS Conduct Rules

## Rule 3 (Insertions)

- B. Observance of Govt.'s Policies regarding age of marriage, preservation of environment, protection of wildlife & cultural heritage and prevention of crime against women



## Rule 3C: Prohibition of Sexual harassment of working women

- *A Govt. servant must not sexually harass any woman at her workplace.*
- *A Govt. servant who is in-charge of a workplace must take appropriate steps to prevent sexual harassment of women at such workplace.*



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## Rule 4

- **Intimation for employment of a member of his family in **ANY** firm/company, with which official dealings are there.**



## Other Do's

- Maintain impartiality
- Maintain standard conduct in private life
- Maintain prompt and courteous service
- Maintain proper decorum working, lunch hours
- Report arrest or conviction
- Keep away from demonstrations



## Other Do's....

- Avoid habitual indebtedness or insolvency
- Act in accordance with Govt policies
- Observe courtesy to MP/MLA (GI under Rule 3)
- Not to be a member of any political party (Rule 5)

*-It is essential that Government servants should not only maintain political neutrality but should also appear to do so.*



# Don'ts

- Govt servant should not lease or otherwise allow occupation by any other person, of the Govt accommodation which has been allotted to him (Rule 15-A)
- 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 15
- To join Home guards : Rule 3
- To join foreign language class : Rule 5
- To participate in the editing or management : Rule 8



# 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)



## Activities requiring permission or sanction...

- To acquire or dispose any immovable property (Rule 18)
- To enter into transactions in movable property exceeds limits (Rule 18)- *Twice basic pay*



# Acceptance of Gifts

Group A	Rs.5000
Group B	Rs.5000
Group C	Rs.2000



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# Acceptance of Gifts...

- Gifts include
  - Free transport
  - Free boarding, lodging or
  - Any other pecuniary advantage



# Marriage Restrictions

- Dowry; shall not give or take (Rule 13-A)
- Bigamous marriage not permitted {Rule 21 (2)}
- Marriage with foreign national should be intimated {Rule 21 (3)}



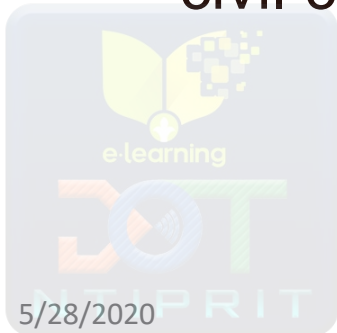
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## To Conclude:

- It is said that the service security, safety, reputation and honour of the Government servants are in their own hands.
- A faithful and honest compliance with the Conduct Rules and yet, unhesitant but dynamic discharge of duties, are the hall mark of efficient Government servants.
- It is expected that the participants will observe the Rules of Conduct while performing their duties in office and as a civil citizen



## To Conclude:

- It is responsibility of every officer to correctly understand, apply and enforce the various provisions of the CCS (Conduct) Rules when required to do so without being off-track, arbitrary or subjective
- The institution of disciplinary proceedings, therefore, calls for strict norms. In each case, the right officer has to order proceedings, the right officer has to conduct the inquiry, and the right officer has to make the decisions so that there is no charge of arbitrariness.
- For all this to fall in right place we need to understand the rules properly

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THANK YOU

