

THE RAILWAY SERVICES (CONDUCT) RULES 1966

Railway servants are expected to maintain and keep up a disciplined and respectful life. Provisions in this regard are given in “The Railway Services (Conduct) Rules, 1966”. This rule is placed in Appendix I of Indian Railway Establishment Code-Volume I.

RULE 1: Title

RULE 2: Definitions

Government means for-

Gazetted Officers of Railway Board.	President.
Gazetted Officers of Zones & Other units.	Railway Board.
Non-Gazetted Staff of Railway Board.	Secretary, Railway Board.
Non-Gazetted Staff of Zones and Production units.	General Manager.
Non-Gazetted Staff of other units under Railway Board.	Head of Offices.

Generally the powers of President, Railway Board, and General Manager are delegated to their subordinate authorities. However powers on rules related to politics, election, evidence, subscriptions, demonstrations, private trade, investments, marriage, press and other media etc. are exercised by Railway Board.

Railway servant means a person holding a post, which is under the administrative control of the Railway Board and it includes a person whose services are lent by Railways and it excludes a person whose services are borrowed by Railways.

Family means Husband or Wife residing with the Railway servant, sons, daughters, step sons and step daughters wholly dependant on the Railway servant and any other person related to Railway servant by blood or marriage and wholly dependant on the Railway servant.

RULE 3:

Para (1) Every Railway servant shall maintain at all times-

- Absolute integrity.
- Devotion to duty.
- Do nothing, which is unbecoming of a Railway or Government servant.

Para (2)

- Every supervisor shall take all possible steps to ensure integrity and devotion to duty of all Railway servants working under him.
- Railway servants while performing their duties or at the time of exercising their powers shall act to their best judgement except when acting on the orders of superiors.
- Directions of official supervisor should be in writing except where oral orders are unavoidable. Superiors shall confirm the oral order in writing later.
- Railway servants acting on oral orders shall seek confirmation and superior should confirm it in writing.

Para 3(A): Promptness and Courtesy

Every Railway servant shall be more courteous in their performance and shall not resort to willful delay and dilatory tactics.

Para 3(B): Observance of Government Policies

Every Railway servant shall act in accordance to Government policies related to protection of national heritage, environment, wildlife, age of marriage and prevention of crime against women.

Para 3(C): Prohibition of Sexual Harassment of working women

No Railway servant shall indulge in sexual harassment of women at her working place and every supervisor should take all possible steps to prevent sexual harassment against women at her work place.

RULE 4: Employment of Near Relatives of the Railway servant

No Railway servant shall use the official influence in securing employment to any member of his family in any company or firm.

No Group 'A' officer shall except with the previous sanction of the administration permit his son/daughter or dependants to accept employment in any other company or firm where he has official dealings and where the employment cannot wait, the employment can be accepted subject to permission and with a report to administration.

A Railway servant as soon as he becomes aware about the employment of his family member in a company or firm, intimate the same to the administration and also state whether he has official dealings with that company or firm.

No Railway servant should deal with any company or firm, where he or his family member is interested and has to refer the matter to administration for further instruction.

RULE 5: Taking part in Politics and Elections

No Railway servant shall be a member of any political party or organisation taking part in politics or in election. He should also prevent his family member from taking part in any movement against the Government.

Doubts on the point whether a party is a political party or whether any movement or activity of a party or organisation is subversive, the decision of the Government is final.

No Railway servant shall canvas or influence or take part in election to legislature or local body.

RULE 6: Joining of Association or Union

No Railway servant shall form or join any association or union the objective of which is against the interest or integrity of the Government or public order or morality.

RULE 7: Demonstration

No Railway servant shall engage in any demonstration which is against the integrity of India, the security of the State, friendly relations with foreign states, public order, decency, morality or which involve contempt of Court or defamation.

RULE 8: Connection with the Press or Radio or any Electronic Media

No Railway servant shall except with the previous sanction of the Government own

wholly, or in part or conduct or practice in the editing or management of any newspaper or periodical or publication or any other electronic media. But prior permission is not required where the participation is purely literary, scientific, artistic or for bona fide discharge of official duties. In such occasions it should be made clear by the Railway servant that the views expressed are his own and not that of the Government.

RULE 9: Criticism of Government

No Railway servant shall speak or write either in his name or otherwise any matter that has the effect of criticising the Government and its policies, which is capable of embarrassing the relation between Central and State Government and foreign States.

RULE 10: Evidence before Committee

No Railway servant shall give evidence in any enquiry conducted by any person or committee or authority except with the previous permission of the Government. Previous permission is not necessary to give evidence in an enquiry conducted by the Department, Government, or Judiciary. Railway servant on being permitted to give evidence shall not criticise the policies of the Government.

RULE 11: Communication of Official Information

Every railway servant shall, in performance of his duties in good faith, communicate information to a person in accordance with the Right to Information Act, 2005 and the rules made thereon.

Provided that no railway servant shall, except in accordance with any general or special order of the Government or in performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or classified information to any railway servant or any other person to whom he is not authorised to communicate such document or classified information.

RULE 12: Subscription

No Railway servant shall except with the previous sanction of the Government ask or accept any contribution or associate in raising funds or collections for any purpose.

RULE 13: Gifts

No Railway servant shall accept or permit any member or any other person acting on his behalf to accept any gift.

Gift under this provision includes free transport, boarding, lodging or any other service provided by any person other than near relative or personal friends having no official dealings. A casual and other inexpensive hospitality shall not be deemed as gift.

Railway servant shall avoid lavish and frequent hospitality from an individual or firm etc. having official dealings with him. Gifts may be accepted in religious functions, wedding anniversaries, etc. where presentation of gift is an accepted custom, up to a limit of-

Group A	Rs.7000/-
Group B	Rs.4000/-
Group C	Rs.2000/-
Group D	Rs.1000/-

Railway servant should make a report to the administration if the value of the gift exceeds the limits. In any other case gift shall not be accepted if the value exceeds the limit of-

Group A & B	Rs.1500/-
Group C & D	Rs.500/-

Railway servant shall not accept gift from foreign companies or dignitaries having official dealings with him.

RULE 13(A): Dowry

Dowry means property or valuable security given or agreed to be given by a party as consideration to marriage to the other party. Giving or taking or demanding dowry is prohibited.

RULE 14: Public Demonstration in honour of a Railway servant

No Railway servant except with the prior sanction of the Government shall receive complimentary or valedictory address or testimonials. This restriction is not applicable to a simple informal farewell parties and inexpensive entertainments arranged by a public body or institutions.

RULE 15: Private Trade or Employment

No Railway servant except with the previous sanction engage directly or indirectly in any trade, business, employment or support insurance agencies or take part in promotion of bank or co-operative society or participate/associate in radio / television programmes.

Such previous sanction is not necessary to undertake honorary, social, charitable, artistic, scientific work or to participate in sports as amateur.

Railway servant should make a report to the administration if any of his family member or relative is engaged in trade, business etc.

RULE 15(A): Sub-letting and Vacation of Government Accommodation

No Railway servant shall sublet or lease or otherwise allow occupation of the Railway accommodation provided. A Railway servant shall vacate the Government accommodation on cancellation of the allotment within the time limit allowed.

RULE 16: Investment, Lending and Borrowing

Railway servant shall avoid speculation in stock, share or other investment. Frequent purchase or sale of share or other investment is deemed as speculations.

RULE 17: Insolvency and Habitual Indebtedness

Railway servant shall manage his private affairs well and report legal proceedings if any, instituted against him for recovery of debt due or insolvency. Justification should be given in the report to prove that the insolvency or indebtedness is due to unforeseen circumstances and is not

due to extravagance or dissipated habits. The report should be submitted to the authority empowered to dismiss him for further orders.

A Railway servant who moves to court to declare him insolvent shall apply to HOD or other authority specified, for permission. Second permission to seek insolvency shall be granted only by GM or HOD under intimation to Railway Board. Permission is granted on merits or action will be taken to dismiss or remove the employee from service. A Railway servant who seeks insolvency without permission or arrested for debt is liable for termination.

A Railway servant whose moiety is frequently attached or attached for more than 2 years or attached for a sum, which could not be recovered in 2 years, is liable for termination and should not be retained in service under normal circumstances.

RULE 18: Movable and Immovable Properties

Every Railway servant at the time of his appointment should file a return on his assets and liabilities and Group A and B officers should submit a similar return every year. The administration may at any time require a Railway servant to file a return on his assets and liabilities.

Every Railway servant shall enter in to a transaction to acquire or dispose of any immovable property by the way of sale, purchase, lease, mortgage, and gift etc. only with the previous knowledge of the administration. But prior sanction is necessary for any such transaction with a person having official dealings.

Every Railway servant shall make a report to the administration in respect of transaction to acquire or dispose of movable property within one month, if the value of the property exceeds Rs.20,000/- and Rs.15,000/- in the case of Gazetted and Non-Gazetted officers respectively. But prior sanction is necessary for such transaction with a person having official dealings.

RULE 18(A): Transaction on Immovable Property in Foreign country or with Foreigner

Previous sanction is necessary to acquire or dispose of immovable property situated outside India or to enter into a transaction with a foreigner, foreign Government, or foreign organisation etc.

RULE 19: Vindication of act and character of Railway servant

No Railway servant shall have recourse to Court or press for vindication of any official act without the previous sanction of the Government. Previous sanction is not necessary for vindication of private character, but intimation is to be given.

RULE 20: Canvassing of non-official or other Influence

No Railway servant shall bring or attempt to bring political or other influence to further his interest.

RULE 21: Restriction regarding Marriage

No Railway servant shall enter into or contract a marriage with a person having a spouse living. No Railway servant having a spouse living shall enter into or contract

marriage. These restrictions are not applicable where a separate Personal law governs the Railway Servant or the other party to marriage or there are special grounds for doing so.

RULE 22: Consumption of Intoxicating Drinks or Drugs

No Railway servant shall be under the influence of any intoxicating drinks or drugs during the course of his duty and refrain from consuming such drinks or drugs in public places. Railway servant shall not consume intoxicating drinks or drugs in excess. Railway Servant who performs train-passing duty shall not consume intoxicating drinks or drugs within 8 hours of commencement of his duty.

RULE 22 A: Employment of Children

No Railway servant shall employ to work any child below 14 yrs. Of age.

RULE 23: Interpretation

President is empowered to interpret the conduct rules.

RULE 24: Delegation of Powers

Powers of the Government are delegated to authorities.

RULE 25: Repeal and Savings

RULE 26: Obligation to abide all Administrative Instructions

Every Railway Servant shall abide all administrative Instructions