

## CCS (Conduct) Rules, 1964

### Rule-1. Short title, commencement and application

- (1) These rules may be called the CCS (Conduct) Rules, 1964.
- (2) It shall come into force at once **from 12 Dec. 1964.**
- (3) These rules shall apply to every person appointed to a civil service or post (including a civilian in Defense Service) in connection with the affairs of the Union.

**These rules shall not apply to-**

- a) Railway Govt. Servant.
- b) A member of all India Service.
- c) a holder of any post in respect of which the President has, by a general or special order, directed that these rules shall not apply

Provided further that **Rules 4,6,7,12,14, sub-rule (3) of Rule 15, Rule 16, sub-rules (1), (2) and (3) of Rule 18, Rules 19, 20 and 21** shall not apply to any Government servant who draws a pay which does **not exceed Rs.500** per mensem and holds a non-gazetted post in any of the following establishments, owned or managed by the Government, namely: -

- (i) Ports, docks, wharves or jetties.
- (ii) Defense installations except training establishments;
- (iii) Public works establishments, in so far as they relate to work-charged staff;
- (iv) Irrigation and electric power establishments
- (v) Mines.
- (vi) Factories.
- (vii) Field units of the Central Tractor Organization employing workmen governed by labor laws.

### Rule- 2. Definitions

- (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 Services.
- (c) **“Members of family”** in relation to a government servant include the wife or husband, son or daughter, parents, brothers, sisters or any person related to any of them by blood or marriage, whether they are dependent on the Govt. servant or not.

### Rule- 3. General

- (1) **Every Government servant shall at all times-**
  - (i) maintain absolute integrity.
  - (ii) maintain devotion to duty.
  - (iii) do nothing which is unbecoming of a government servant.



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- (2) **Hold a Supervisory post.**
- (i) Every Government servant holding a 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 Government servant shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior.
  - (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 Government servant who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

#### **Rule - 3 (A). Promptness and Courtesy**

No Government servant shall-

- (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.

#### **Rule- 3 (B). Observance of Government's policies**

Every Government servant shall, at all times-

- (i) act in accordance with the Government's policies regarding age of marriage, preservation of environment, protection of wildlife and cultural heritage;
- (ii) observe the Government's policies regarding prevention of crime against women.

#### **Rule-3 (C). Prohibition of sexual harassment of working women**

- (1) No Government servant shall indulge in any act of sexual harassment of any woman at any work place.
- (2) Every Government servant who is in charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at the work place.

#### **Govt. Decisions**

- (1) Each communication received from the MP, a member of Public, recognized association or a public body will be **acknowledged within 15 days**, followed by a reply within the next **15 days of acknowledgement**.
- (2) In delay condition the interim reply will be sent within **one month** from the date of receipt.
- (3) Observance of proper decorum by Govt. Servant during lunch-break- **lunch hour on half an hour only**.
- (4) No Govt. servant should **play cards on the lawn and such other places inside and outside office** buildings.
- (5) The game of cards should be confined to be recreation rooms or places approved for such purposes.



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- (6) No indoor games should be played in office buildings after 7.00 PM except on special occasions such as tournaments, etc.

#### **Rule-4. Employment of near relatives of Government servant in Companies or firms-**

- 1) No Government servant shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm.
- 2) (i) No Group A Officer shall, except with the previous sanction of the Government, permit his son, daughter or other dependent, to accept employment in any company or firm with which he has official dealings or in any other company or firm having official dealings with the Government.
- (ii) A Government servant shall, as soon as he becomes aware of the acceptance by a member of his family of an employment in any company or firm, intimate such acceptance to the prescribed authority and shall also intimate whether he has or has had any official dealings with that company or firm.
- 3) No Government servant shall in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm.

#### **Rule- 5. Taking part in politics and elections**

- 1) No Government servant shall be a member of, or be otherwise associated with, any political party or any organization which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.
- 2) It shall be the duty of every Government servant to endeavor to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be, subversive of the Government as by law established and where a Government servant is unable to prevent a member of his family, he shall make a report to that effect to the Government.
- 3) If any question arises whether a party is a political party or whether any organization takes part in politics or whether any movement or activity falls within the scope of sub-rule (2), the decision of the Government thereon shall be final.
- 4) No Government servant shall canvass or otherwise interfere with, or use his influence in connection with or take part in an election to any legislature or local authority:

#### **Provided that-**

- (i) a Government servant qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.
- (ii) a Government servant shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force

#### **Rule- 6. Joining of associations by Government servants**

- No Government servant shall join or continue to be a member of, an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity



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of India, or public order or morality.

#### Rule- 7. Demonstration and strikes

No Government servant shall –

- (i) engage himself or participate in any demonstration **which is prejudicial to the interests of the sovereignty and integrity of India**, the security of the state, friendly relations with foreign States, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence.
- (ii) resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to his service or the service of any other Government servant.

**In Strike includes: -**

- (1) **mass abstention** from work without permission.
- (2) Refusal to work overtime where such overtime work is necessary in the public interest.
- (3) Resort to practices or conduct which is likely to result in or results in the cessation or substantial retardation of work in any organization. Such practices would include, what are called '**go slow**', '**sit-down**', '**pen down**', '**stay-in**', '**token**', **sympathetic, or any other similar strike**. Absence from work for participation in bandh or any similar movements.

#### Rule- 8. Connection with press or other media

- (1) No Government servant shall, **except with the previous sanction of the Government**, own wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication or electronic media.
- (2) Nothing in sub-rule (1) shall apply in case a Government servant in the bonafide discharge of his official duties publishes a book or participates in a public media.
- (3) A Government servant publishing a book or participating in a public media shall at all times make it clear that the views expressed by **him are his own and not that of Government**.

#### **Govt. Decisions**

- Time limit beyond which permission may be assumed to have been granted by the competent in absence of any communication from him.

S.I. No.	Rule No.	Provision relating to	Time period for grant of permission.
1.	8(1) 13 (4) 18(2) 18(3)	Connection with Radio or Press Gifts Transaction in movable and immovable property	<b>30 days</b>
2.	18-A	Transactions in immovable property outside India or with foreigners	<b>60 days</b>

#### Rule- 9. Criticism of Government

- No Government servant shall, in any radio broadcast, telecast through any electronic media or in any document published **in his own name or anonymously, pseudonymously or in the name of any other person** or in any communication to the press or in any public



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utterance, make any statement of fact or opinion-

- (i) which has the effect of **an adverse criticism of any current or recent policy** or action of the Central Government or a State Government.
- (ii) which is capable of **embarrassing the relations** between the Central Government and the Government of any State.
- (iii) which is capable of **embarrassing the relations** between the Central Government and the Government of any foreign State.

**Provided that nothing in this rule shall apply to any statements made or views expressed by a Government servant** in his official capacity or in the due performance of the duties assigned to him.

#### **Rule-10. Evidence before Committee or any other authority**

- (1) No Government servant shall, except with the previous sanction of the Government, give evidence in connection with any enquiry conducted by any person, committee or authority.
- (2) Where any sanction has been accorded under sub-rule (1), no Government servant giving such evidence shall criticize the policy or any action of the Central Government or of a State Government
- (3) **Nothing in this rule shall apply to-**
  - a) evidence given at an enquiry before an authority appointed by the Government, Parliament or a State Legislature
  - b) evidence given in any judicial enquiry.
  - c) evidence given at any departmental enquiry ordered by authorities subordinate to the Government.

#### **Rule-11. Communication of Official Information. –**

- Every Government servant shall, in performance of his 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.

**Provided that no Government 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 Government servant or **any other person to whom he is not authorized to communicate such document or classified information.**

#### **Rule-12. Subscriptions**

- No Government servant shall, except with the previous sanction of the Government or of the prescribed authority, ask for or accept contributions to, or otherwise associate himself with the raising of, any funds or other collections in cash or in kind in pursuance of any object whatsoever.

#### **Govt. Decisions**

- 1) The member of union can freely collect subscription among themselves for welfare activities of union.
- 2) **Flag Day collection exempted**- for the benefits of ex-serviceman.



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### Rule- 13. Gifts

- (1) Save as provided in these rules, no Government servant shall accept, or permit any member of his family or any other person acting on his behalf to accept, any gift.

**Explanation-** The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the Government servant.

**Note (1)**-A casual meal, lift or other social hospitality **shall not be deemed to be a gift**.

**Note (2)**-A Government servant shall avoid accepting **lavish hospitality or frequent hospital** it from any individual, industrial or commercial firms, organizations, etc., having official dealings with him.

- (2) On occasions such as weddings, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious and social practice, a Government servant may accept gifts from his near relatives or from his personal friends having no official dealings with him, but shall make a report to the Government, if the value of such gift exceeds-

Group "A" Post- Rs. 25000/-

Group "B" Post- Rs. 15000/-

Group "C" Post- Rs .7500/-

- (3) In any other case of a Government servant shall not accept any gift without sanction of the Government if the value thereof exceeds.

Group "A" & "B" Post - Rs.5000/-

Group "C" Post - Rs.2000/-

- (4) A government servant, being a member of the Indian delegation or otherwise, may receive and retain gifts from foreign dignitaries in accordance with the provisions of The Foreign Contribution (Acceptance or Retention of Gifts or Presentation) Rules, 2012, as amended from time to time.

- (5) A Government servant shall not accept any gifts from any foreign firm which is either contracting with the Government of India or is one with which the Government servant had, has or is likely to have official dealings.

### Rule- 13-A. Dowry

No Government servant shall-

- (i) give or take or abet the giving or taking of dowry; or
- (ii) demand directly or indirectly, from the parent or guardian of a bride or bridegroom, as the case may be, any dowry.

**For the purposes of this rule, 'dowry' has the same meaning as in the Dowry Prohibition Act, 1961(28 of 1961).**

### Rule- 14. Public demonstrations in honor of Government servants

- No Government servant shall, except with the previous sanction of the Government,



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receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honor; or in the honor of any other Government servant.

**Provided that nothing in this rule shall apply to-**

- (i) a farewell entertainment of a substantially private and informal character held in honor of a government servant or any other Government servant on the occasion of his retirement or transfer or any person who has recently quit the service of any Government; or
- (ii) the acceptance of simple and inexpensive entertainments arranged by public bodies or institutions.

**Rule- 15. Private trade or employment**

- (1) No Government servant shall, except with the previous sanction of the Government.
- (a) engage directly or indirectly in any trade or business, or
- (b) negotiate for, or undertake, any other employment, or
- (c) hold an elective office, or canvass for a candidate or candidates for an elective office, in any body, whether incorporated or not,
- (d) canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of his family, or
- (e) take part except in the discharge of his official duties, in the registration, promotion or management of any bank or other company registered or required to be registered, under the Companies Act, 1956 (1 of 1956)

Provided that **no previous permission shall be necessary in case** where the Government servant participates in a program produced or commissioned by Government media in his official capacity.

**(2) A Government servant may, without the previous sanction of the Govt.-**

- (a) undertake honorary work of a social or charitable nature, or
- (b) undertake occasional work of a literary, artistic or scientific character, or
- (c) participate in sports activities as an amateur, or
- (d) 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, the aims or objects of which relate to promotion of sports, cultural or recreational activities, registered under the Societies Registration Act, 1860 (21 of 1860).
- (e) take part in the registration, promotion or management (not involving the holding of elective office) of a co-operative society substantially for the benefit of Government servants, registered under the Co-operative Societies Act, 1912 (2 of 1912).

**Provided that: -**

- (i) he shall discontinue taking part in such activities, if so, directed by the Government; and
- (ii) his official duties shall not suffer thereby and he shall, within a period of **one month of his taking part in such activity**, report to the Government giving details of the nature of his participation.



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- (3) Every Government servant shall report to the Government if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
- (4) Unless otherwise provided by general or special orders of the Government, no Government servant may accept any fee for any work done by him for any private or public body or any private person without the sanction of the prescribed authority

**Govt. Decisions**

- 1) Acceptance of part-time Examinership of examination papers set by recognized Universities may be permitted-Once or twice for few days in a year.
- 2) Part-time lectureship amount to regular remunerative occupation attracting need for sanction
- 3) After office time hour part-time job not allowed.

**Rule- 15-A. Sub-letting and vacation of Government accommodation.**

- (1) No Government servant shall sub-let, lease or otherwise allow occupation by any other person of Government accommodation which has been allotted to him.
- (2) A Government servant shall, after the cancellation of his allotment of Government accommodation vacate the same within the time-limit prescribed by the allotting authority.

**Govt. Decisions**

- Subletting of Govt. accommodation is a grave misconduct, initiate disciplinary proceeding under Rule 14 of CCS (CCA) Rules, 1965.

**Rule- 16. Investment, lending and borrowing**

- (1) No Government servant shall speculate in any stock, share or other investment:  
Provided that nothing in this sub-rule shall apply to occasional investments made through stock brokers or other persons duly authorized and licensed or who have obtained a certificate of registration under the relevant law.

**Explanation** - Frequent purchase or sale or both, of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

- (2) No Government servant shall make, or permit any member of his family or any person acting on his behalf to make, any investment which is likely to embarrass or influence him in the discharge of his official duties.
- (3) If any question arises whether any transaction is of the nature, the decision of the Government thereon shall be final.
- (4) No Government servant shall, save in the ordinary course of business with a bank or a public limited company, either himself or through any member of his family or any other person acting on his behalf.
  - a) lend or borrow or deposit money, as a principal or an agent to, or from or with, any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person or firm or private limited company.



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- b) Lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid.

Provided that a government servant may, give to, or accept from a relative or a personal friend, a purely temporary loan of a small amount free of interest, or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee.

#### Govt. Decisions

- (1) Intimation should be given to administrative authorities when total transaction of share and debenture, etc., in a calendar year exceeds six months basic pay.

#### **Rule- 17. Insolvency and habitual indebtedness**

A Government servant shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A Government servant against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent, shall forthwith report the full facts of the legal proceedings to the Government.

#### **Rule- 18. Movable, immovable and valuable property**

- (1) (i) Every Government servant shall on his first appointment to any service or post submit a return of his assets and liabilities, in such form as may be prescribed by the Government, giving the full particulars regarding-
  - (a) the immovable property inherited by him, or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.
  - (b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him.
  - (c) other movable property inherited by him or similarly owned, acquired or held by him; and
  - (d) debts and other liabilities incurred by him directly or indirectly.
- (ii) Every Government servant belonging to any service or holding any post included in Group 'A' and Group 'B' shall submit an annual return regarding the immovable property inherited /owned/ acquired/ held on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person.
- (2) No Government servant shall, except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family.

Provided that the previous sanction of the prescribed authority shall be obtained by the Government servant if any such transaction is with a person having official dealing with him.

- (3) Where a Government servant enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds two months' basic pay of the Government servant.



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- The expenditure on repairs and minor additions to an immovable property exceeds two months basic pay of the Govt. Servant, an intimation shall be necessary to be given to the prescribed authority.
- (4) The Government or the prescribed authority may, at any time, by general or special order, require a government servant to furnish, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family with the details of the means by which, or the source from which, such property was acquired.
- (5) The Government may exempt any category of Government servants belonging to Group 'C' from any of the provisions of this rule with the concurrence of the Cabinet Secretariat (Department of Personnel).
- Explanation I.** - For the purposes of this rule –
- (1) the expression "movable property" includes
    - (a) Jewelry, insurance policies, the annual premia of which exceeds Rs. 'Two months' basic pay of the Government servant, shares, securities and debentures.
    - (b) All loans, whether secured or not, advanced or taken by the Government servant.
    - (c) Motor cars, motor cycles, horses or any other means of conveyance; and
    - (d) Refrigerators, radios radiograms and television sets.
  - 2) "Prescribed authority" means
    - (a) The Government- any Group 'A' post.
    - (b) Head of Department- any Group 'B' post.
    - (c) Head of Office- any Group 'C'.
    - (d) The parent department or the Ministry- in respect of a Govt. servant on foreign service or on deputation to any other ministry or other Government.

#### Govt. Decisions

- 1) Immovable property return should be submitted up 31 January every year of preceding year by Gazetted Group B and above.
- 2) PRISM (Property Related Information System) developed by NIC for IAS officers.

#### **Rule- 18-A. Restrictions in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc.**

- No Government servant shall, except with the previous sanction of the prescribed authority
- (a) Acquire of, by purchase or dispose of, by sale, mortgage, 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) enter into any transaction with any foreigner, foreign Government, foreign organization or concern, for the acquisition by purchase or disposal of, by sale, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property.



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#### Rule- 19. Vindication of acts and character of Government servant

- (1) No Government servant shall, except with the previous sanction of the Government, 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.
- If no such sanction is received by the Government servant within a period of three months from the date of receipt of his request by the Government, he shall be free to assume that the permission as sought for has been granted to him.
- (2) Nothing in this rule shall be deemed to prohibit a Government servant from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the Government servant shall submit a report to the prescribed authority regarding such action.

#### Rule- 20. Canvassing of non-official or other outside influence

No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the **Government**.

#### Rule- 21. Restriction regarding marriage-

- (1) No Government servant shall enter into, or contract, a marriage with a person having a spouse living; and
  - (2) No Government servant, having a spouse living, shall enter into, or contract, a marriage with any person.
- Provided that the Central Government may permit a government servant to enter into, or contract, any such marriage as is referred to in clause (1) or clause (2), if it is satisfied that-
- (a) such marriage is permissible under the personal law applicable to such Government servant and the other party to the marriage; and
  - (b) there are other grounds for so doing.
- (3) A Government servant who has married or marries a person other than of India Nationality shall forthwith intimate the fact to the Government.

#### Rule- 22. Consumption of intoxicating drinks and drug

A Government servant shall-

- (a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
  - (b) not be under influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;
  - (c) refrain from consuming any intoxicating drink or drug in a public place;
  - (d) not appear in a public place in a state of intoxication;
  - (e) not use any intoxicating drink or drug to excess.
- **Explanation:** For the purposes of this rule, 'public place' means any place or premises



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(including a conveyance) to which the public have, or are permitted to have, access, whether on payment or otherwise.

#### **Rule- 22-A. Prohibition regarding employment of children below 14 years of age**

- No Government servant shall employ to work any child below the age of 14 years.

**Note-** According to Child labour (Prohibition and Regulation) Act, 1986 penal provisions of fine (up to Rs. 20000) or imprisonment (up to one year).

#### **Rule- 23. Interpretation**

#### **Rule- 24. Delegation of Powers**

#### **Rule- 25. Repeal and Saving**

