



No. NESTS/H-1/58/Policy/2024-25
E-Office No. 19317

Dated: 20.03.2025

NOTICE

Subject: Submission of Service-Related Grievances by EMRS Employees only through proper channel.

Representations/ grievances regarding service matters are being submitted by some of the employees directly to the higher authorities, by passing the prescribed channel.

As per DoPT OM No. 11013/082013-Estt.(A-III) dated 31st August, 2015 any representation of Government servant directly to other authorities by passing the prescribed channel of communication, is viewed seriously and appropriate disciplinary action will be taken against those who violate these instructions. This will be treated as an unbecoming conduct attracting the provision of Rules 3 (1) (iii) of the Central Civil Service (Conduct) Rules, 1964. **(Annexure -A)**

It is clarified that this would include all forms of communication including through e-mails or public grievances portal etc.

All the Representations/ grievances regarding service matters are to be routed as under.

Staff of EMRS → Principal of EMRS → State EMRS Society → NESTS

It is also intimated that if any representation is received without proper channel, no action would be initiated against the issue but action deemed fit would be initiated against the staff. Forwarding authority has to examine the representation / grievance and forward the representation with his / her comments only.

Further, point 4 of said OM states that Rule 20 of CCS (Conduct) Rules, 1964 prohibits Government servant from bringing outside influence in respect of matter pertaining to his service matter. Representation by relative of Government servant is also treated as outside influence as clarified vide MHA OM No. F.25/21/63-Estt.(A) dated 19.09.1963.

Hence, all the staff are advised to send representations / grievances, if any, through proper channel only failing which they are liable to disciplinary action for violation of these guidelines.

This issues with the approval of competent authority.

**Sd/-
Joint Commissioner (Admn.)**

F. No. 11013/08/2013-Estt.(A-III)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment A-III Desk

North Block, New Delhi
Dated August 31, 2015

OFFICE MEMORANDUM

**Subject: Representation from Government servant on service matters -
reiteration of instructions - regarding.**

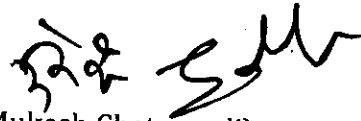
The undersigned is directed to refer to O.M. of even number dated 6th June, 2013 wherein instructions have been issued on submission of representation by Government servants about their service matters. In spite of these instructions, it has been observed that Government servants including officers/ officials of para military forces and Army personnel continue to represent directly to the Prime Minister, Minister, Secretary (P) and other higher authorities, directly.

2. As per the existing instructions, wherever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redressal of a grievance, the proper course for him is to address his immediate official superior, or Head of his office, or such other authority at the appropriate level who is competent to deal with the matter in the organisation.

3. Such submission of representations directly to other authorities by- passing the prescribed channel of communication, has to be viewed seriously and appropriate disciplinary action should be taken against those who violate these instructions. This can rightly be treated as an unbecoming conduct attracting the provisions of Rule 3 (1) (iii) of the Central Civil Services (Conduct) Rules, 1964. It is clarified that this would include all forms of communication including through e-mails or public grievances portal etc.

4. Attention in this connection is also invited to the provision of Rule 20 of CCS (Conduct) Rules, 1964 prohibiting Government servants from bringing outside influence in respect of matter pertaining to his service matter. Representation by relatives of Government servant is also treated as outside influence as clarified vide MHA OM No. F.25/21/63-Estt.(A) dated 19.09.1963

5. It is reiterated that these instructions may be brought to the notice of all Govt. servants including officers/ officials of para military forces and member of armed forces and action taken against those who violate these instructions.

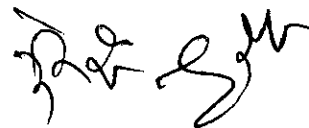

(Mukesh Chaturvedi)
Director (E)
Telefax: 23093176

To

The Secretaries of All Ministries/Departments of Govt. of India
(as per the standard list)

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. National Commission for Scheduled Castes, New Delhi.
11. National Commission for Scheduled Tribes, New Delhi.
12. National Commission for OBCs, New Delhi.
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DoP&T
- ✓ 16. NIC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OMs & Orders → Establishment → (Conduct Rules).
17. Hindi Section, DoP&T



(Mukesh Chaturvedi)
Director (E)
Telefax: 23093176

ANNEXURE 'A'

1CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964 (Updated)

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31	24	Delegation of Powers
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CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

1. Short title, commencement and application

(1) These rules may be called the Central Civil Services (Conduct) Rules, 1964.

(2) They shall come into force at once.

(3) 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:

Provided that nothing in these rules shall apply to any Government servant who is –

- (a) (i) a railway servant as defined in Section 3 of the Indian Railways Act, 1890 (9 of 1890);
 - (ii) a person holding a post in the Railway Board and is subject to the Railway Services (Conduct) Rules;
 - (iii) holding any post under the administrative control of the Railway Board or of the Financial Commissioner of Railways;
- (b) a member of an 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) defence 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 as defined in clause (j) of Section 2 of the Mines Act, 1952 (35 of 1952);
- (vi) factories as defined in clause (m) of Section 2 of the Factories Act, 1948 (63 of 1948);
and
- (vii) field units of the Central Tractor Organisation employing workmen governed by labour laws:

Provided further that these rules shall apply to any person temporarily transferred to a service or post specified in clause (a) of the first proviso to whom but for such transfer these rules would have otherwise applied.

EXPLANATION- For the purposes of the second proviso, the expression 'establishment' shall not include any railway establishment or any office mainly concerned with administrative, managerial, supervisory, security or welfare functions.

2. Definitions

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 Defence Service;

EXPLANATION.-A Government servant whose services are placed at the disposal of a company, corporation, organisation 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;

(c) "Members of family" in relation to a Government servant includes:-

- (i) the wife or husband as the case may be, of the Government servant, whether residing with the Government servant or not but does not include a wife or husband, as the case may be, separated from the Government servant by a decree or order of a competent Court;
- (ii) son or daughter or step-son or step-daughter of the Government servant and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the Government servant or of whose custody the Government servant has been deprived by or under any law;
- (iii) any other person related, whether by blood or marriage to the Government servant or to the Government servant's wife or husband, and wholly dependent on the Government servant.

3. General

(1) Every Government servant shall at all times--

- (i) maintain absolute integrity;
- (ii) maintain devotion to duty; and
- (iii) do nothing which is unbecoming of a Government servant.
- 44(IV) commit himself to and uphold the supremacy of the Constitution and democratic values;
- (v) defend and uphold the sovereignty and integrity of India, the security of the State, public order, decency and morality;
- (vi) maintain high ethical standards and honesty;
- (vii) maintain political neutrality;
- (viii) promote the principles of merit, fairness and impartiality in the discharge of duties;
- (ix) maintain accountability and transparency;
- (x) maintain responsiveness to the public, particularly to the weaker section;
- (xi) maintain courtesy and good behaviour with the public;
- (xii) take decisions solely in public interest and use or cause to use public resources efficiently, effectively and economically;

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- (xiii) declare any private interests relating to his public duties and take steps to resolve any conflicts in a way that protects the public interest;
- (xiv) not place himself under any financial or other obligations to any individual or organisation which may influence him in the performance of his official duties;
- (xv) not misuse his position as civil servant and not take decisions in order to derive financial or material benefits for himself, his family or his friends;
- (xvi) make choices, take decisions and make recommendations on merit alone;
- (xvii) act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of society;
- (xviii) refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices;
- (xix) maintain discipline in the discharge of his duties and be liable to implement the lawful orders duly communicated to him;
- (xx) maintain confidentiality in the performance of his 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;
- (xxi) perform and discharge his duties with the highest degree of professionalism and dedication to the best of his abilities.

(2) (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;

- ²³(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.

²⁶Explanation I.- A Government servant who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected to him shall be deemed to be lacking in devotion to duty within the meaning the cause (ii) of sub-rule (1).

Explanation II.- Nothing in clause (ii) of sub-rule (2) shall be construed as empowering a Government servant to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

343A. 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 wilfully cause delays in disposal of the work assigned to him.

343B. 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.

36/433C. 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 incharge of a work place shall take appropriate steps to prevent sexual harassment to any woman at the work place.

Explanation. - (I) For the purpose of this rule, -

- (a) "sexual harassment" includes any one or more of the following acts or behaviour (whether directly or by implication) namely : -
 - (i) physical contact and advances; or
 - (ii) a demand or request for sexual favours; or
 - (iii) making sexually coloured remarks; or
 - (iv) showing pornography; or
 - (i) any other unwelcome physical, verbal, non-verbal conduct of a sexual nature.
- (b) the following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment : -
 - (i) implied or explicit promise of preferential treatment in employment; or
 - (ii) implied or explicit threat of detrimental treatment in employment; or
 - (iii) implied or explicit threat about her present or future employment status; or
 - (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 - (v) humiliating treatment likely to affect her health or safety.
- (c) "workplace" includes,-
 - (i) any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the Central Government;
 - (ii) hospitals or nursing homes;

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- (iii) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;
- (iv) any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey;
- (v) a dwelling place or a house.’.

4. 17Employment 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 ¹⁶company or firm;
- (2) (i) No Class I Officer shall, except with the previous sanction of the Government, permit his son, daughter or other dependant, to accept employment in any ¹⁶company or firm with which he has official dealings or in any other ¹⁶company or firm having official dealings with the Government:

Provided that where the acceptance of the employment cannot await prior permission of the Government or is otherwise considered urgent, the matter shall be reported to the Government; and the employment may be accepted provisionally subject to the permission of 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 ¹⁶company or firm, intimate such acceptance to the prescribed authority and shall also intimate whether he has or has had any official dealings with that ¹⁶company or firm:

Provided that no such intimation shall be necessary in the case of a Class I officer if he has already obtained the sanction of, or sent a report to the Government under clause (i).

- (3) No Government servant shall in the discharge of his official duties deal with any matter or give or sanction any contract to any ¹⁶company or firm or any other person if any member of his family is employed in that ¹⁶company or firm or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the Government servant shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

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 organisation 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 endeavour 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 from taking part in, or subscribing in aid of, or assisting in any other

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manner, any such movement or activity, 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 organisation 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.

EXPLANATION.- The display by a Government servant on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-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 of India, or public order or morality.

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, or
- (ii) resort to or in any way abet any form of strike ¹⁰or coercion or physical duress in connection with any matter pertaining to his service or the service of any other Government servant.

348. 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.

9. Criticism of Government

No Government servant shall, in ³⁴any 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 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:

³⁴Provided that in the case of any Government servant included in any category of Government servants specified in the second proviso to sub-rule (3) of rule 1, nothing contained in this clause shall apply to bonafide expression of views by him as an office-bearer of a trade union or association of Government servants for the purpose of safeguarding the conditions of service of such Government servants or for securing an improvement thereof; or

- (ii) which is capable of embarrassing the relations between the Central Government and the Government of any State; or
- (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.

10. Evidence before Committee or any other authority

(1) Save as provided in sub-rule (3), 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 criticise 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; or
- (b) evidence given in any judicial enquiry; or
- (c) evidence given at any departmental enquiry ordered by authorities subordinate to the Government.

3911. 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.

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.

3213. 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 hospitality from any individual, industrial or commercial firms, organisations, etc., having official dealings with him.

35[(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;-

- (i) 42rupees twenty five thousand in the case of a Government servant holding any Group 'A' post;
- (ii) rupees fifteen thousand in the case of a Government servant holding any Group 'B' post;
- (iii) rupees seven thousand five hundred in the case of a Government servant holding any Group 'C' post; and

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

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- (i) rupees one thousand five hundred in the case of a Government servant holding any Group 'A' or Group 'B' post; and
 - (ii) rupees five hundred in the case of a Government servant holding any Group 'C' or Group 'D' post.
- (4) Notwithstanding anything contained in sub-rules (2), and (3) a Government servant, being a member of the Indian delegation or otherwise, may receive and retain gifts from foreign dignitaries if the market value of gifts received on one occasion does not exceed rupees one thousand. In all other cases, the acceptance and retention of such gifts shall be regulated by the instructions issued by the Government in this regard 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. Acceptance of gifts by a Government servant from any other firm shall be subject to the provisions of sub-rule (3).]

1613-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.

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

14. Public demonstrations in honour of Government servants

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

Provided that nothing in this rule shall apply to-

- (i) a farewell entertainment of a substantially private and informal character held in honour 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.

NOTE :- Exercise of pressure or influence of any sort on any Government servant to induce him to subscribe towards any farewell entertainment if it is of a substantially private or informal character and the collection of subscriptions from Class III or Class IV employees under any circumstances for the entertainment of any Government servant not belonging to Class III or Class IV, is forbidden.

2915. Private trade or employment

(1) Subject to the provisions of sub-rule (2), 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, or
- (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) or any other law for the time being in force, or of any co-operative society for commercial purposes.

35(f) participate in or associate himself in any manner in the making of-

- (i) a sponsored media (radio or television) programme; or
- (ii) a media programme commissioned by Government media but produced by a private agency; or
- (iii) a privately produced media programme including video magazine:

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

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

- (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 organisation, 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), or any other law for the time being in force, or
- (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), or any other law for the time being in force:

Provided that: -

- (i) he shall discontinue taking part in such activities, if so directed by the Government; and
- (ii) in a case falling under clause (d) or clause(e) of this sub-rule, 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.

EXPLANATION- The term 'fee' used here shall have the meaning assigned to it in Fundamental Rule 9 (6-A).

3515 A. Sub-letting and vacation of Government accommodation.

- (1) Save as otherwise provided in any other law for the time being in force, 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.

16. Investment, lending and borrowing

³⁵(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 authorised 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.

- ⁴⁰(2) (i) 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. For this purpose, any purchase of shares out of the quotas reserved for Directors of Companies or their friends and associates shall be deemed to be an investment which is likely to embarrass the Government servant.

(ii) No Government servant who is involved in the decision making process of fixation of price of an Initial Public Offering or Follow-up Public Offering of shares of a Central Public Sector Enterprise shall apply, either himself or through any member of his family or through any other person acting on his behalf, for allotment of shares in the Initial Public Offerings or Follow-up Public Offerings of such Central Public Sector Enterprise.

- (3) If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule(2), the decision of the Government thereon shall be final.

- ⁹(4) (i) 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,-

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- (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; or
- (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 bona fide tradesman or make an advance of pay to his private employee;

Provided further that nothing in this sub-rule shall apply in respect of any transaction entered into by a Government servant with the previous sanction of the Government.

- (ii) When a Government servant is appointed or transferred to a post of such nature as would involve him in the breach of any of the provisions of sub-rule (2) or sub-rule (4), he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

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.

NOTE. - The burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise of ordinary diligence, the Government servant could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the Government servant.

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.

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NOTE I.- Sub-rule (1) shall not ordinarily apply to Group 'D' servants but the Government may direct that it shall apply to any such Government servant or class of such Government servants.

NOTE II.- In all returns, the values of items of movable property worth less than Rs.³³10,000/- may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc. need not be included in such return.

NOTE III.- ²⁰Where a Government servant already belonging to a service or holding a post in appointed to any other civil service or post, he shall not be required to submit a fresh return under this clause.

¹⁸(ii) Every Government servant belonging to any service or holding any post included in Group 'A' and Group 'B' shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding 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.

(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:

²⁷Provided 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.

⁴¹(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:

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 dealings with him.

(4) The Government or the prescribed authority may, at any time, by general or special order, require a Government servant to furnish, within a period specified in the order, 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 as may be specified in the order. Such statement shall, if so required by the Government or by the prescribed authority, include 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' or Group 'D' from any of the provisions of this rule except sub-rule (4). No such exemption shall, however, be made without the concurrence of the ¹¹Cabinet Secretariat (Department of Personnel).

Explanation I. - For the purposes of this rule -

(1) the expression "movable property" includes-

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- (a) jewellery, insurance policies, the annual premia of which exceeds Rs. 42 'two months' basic pay of the Government servant, shares, securities and debentures;
- ³⁰(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) (i) the Government, in the case of a Government servant holding any Group 'A' post, except where any lower authority is specifically specified by the Government for any purpose;
- (ii) Head of Department, in the case of a Government servant holding any Group 'B' post;
- (iii) Head of Office, in the case of a Government servant holding any Group 'C' or Group 'D' post;
- (b) in respect of a Government servant on foreign service or on deputation to any other Ministry or any other Government, the parent department on the cadre of which such Government servant is borne or the Ministry to which he is administratively subordinate as member of that cadre.

¹⁴**Explanation II.-** For the purpose of this rule '*lease*' means, except where it is obtained from, or granted to, a person having official dealings with the Government servant, a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent.

1418-A. Restrictions in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc.-

Notwithstanding anything contained in sub-rule (2) of Rule 18, no Government servant shall, except with the previous sanction of the prescribed authority, -

- (a) 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) 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 is held by him either in his own name or in the name of any member of his family;
- (c) enter into any transaction with any foreigner, foreign Government, foreign organisation 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, any immovable property;
 - (ii) for the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of any 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.

Explanation.- In this rule "prescribed authority" has the same meaning as in Rule 18.

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.

³⁴Provided that 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.

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.

521. 12Restriction 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.

- ¹²(3) A Government servant who has married or marries a person other than of India Nationality shall forthwith intimate the fact to the Government.

22. Consumption of intoxicating drinks and drugs

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;

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¹³(bb) refrain from consuming any intoxicating drink or drug in a public place;

(c) not appear in a public place in a state of intoxication;

(d) not use any intoxicating drink or drug to excess.

¹³Explanation: For the purposes of this rule, 'public place' means any place or premises (including a conveyance) to which the public have, or are permitted to have, access, whether on payment or otherwise.

³⁷22-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.

23. Interpretation

If any question arises relating to the interpretation of these rules, it shall be referred to the Government whose decision thereon shall be final.

24. Delegation of Powers

The Government may, by general or special order, direct that any power exercisable by it or any Head of Department under these rules (except the powers under Rule 23 and this rule) shall, subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

25. Repeal and Saving

Any rules corresponding to these rules in force immediately before the commencement of these rules and applicable to the Government servants to whom these rules apply are hereby repealed:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

⁶Provided further that such repeal shall not affect the previous operation of the rules so repealed and a contravention of any of the said rules shall be punishable as if it were a contravention of these rules.

Hyperlinks for all the Amendments

1. [S.O. No. 4177 dated the 12th December, 1964](#)
2. [Notification No. 25/46/64-Ests\(A\) dated 22nd June, 1965](#)
3. [Notification No. 25/3/66-Ests \(A\) dated 3rd March, 1966](#)
4. [Notification No. 25/10/67-Ests\(A\) dated 23rd November, 1967](#)
5. [S.O. No. 3424 dated 28th September, 1968](#)
6. [S.O. No. 951 dated 15th March, 1969](#)
7. [S.O. No. 1511 dated 24th April, 1969](#)
8. [S.O. 482, dated the 14th February, 1970](#)
9. [S.O. 1207, dated the 4th April, 1970](#)
10. [S.O. 2683, dated the 15th August, 1970](#)
11. [S.O. 3129, dated the 26th September, 1970](#)
12. [S.O. 3943, dated the 19th December, 1970](#)
13. [S.O. 3643, dated the 4th November, 1972;](#)
14. [S.O. 83, dated the 13th January, 1973](#)
15. [S.O. 2099, dated the 4th August, 1973](#)
16. [S.O. 846, dated the 28th February, 1976;](#)
17. [S.O. 2563, dated the 17th July, 1976;](#)
18. [S.O. 2691, dated the 24th July, 1976](#)
19. [S.O. 3385, dated the 25th September, 1976](#)
20. [S.O. 4663, dated the 11th December, 1976](#)
21. [S.O. 2859, dated the 17th September, 1977](#)
22. [S.O. 2859, dated the 30th September, 1978](#)
23. [S.O. 3, dated the 6th January, 1979](#)
24. [S.O. 1270, dated the 10th May, 1980](#)
25. [S.O. 4812, dated the 19th October, 1985;](#)
26. [S.O. 935, dated the 8th March, 1986;](#)
27. [S.O. 1124, dated the 22nd March, 1986;](#)
28. [S.O. 3159, dated the 20th September, 1986;](#)
29. [S.O. 3280, dated the 27th September, 1986;](#)
30. [S.O. 1965, dated the 8th August, 1987;](#)
31. [S.O. 1454, dated the 14th May, 1988;](#)
32. [S.O. 2582, dated the 6th October, 1990;](#)
33. [S.O. 3132, dated the 26th December, 1992;](#)
34. [GSR 355, dated the 29th July, 1995;](#)
35. [GSR 367, dated the 31st August, 1996;](#)
36. [GSR 49, dated the 7th March, 1998;](#)
37. [GSR 342, dated the 23rd October, 1999;](#)
38. [GSR 458, dated the 27th December, 2003;](#)
39. [GSR 376, dated the 22nd October, 2005;](#)
40. [GSR 8, dated the 31st January, 2009;](#)
41. [GSR 370\(E\), dated the 9th May, 2011;](#)
42. [GSR 149\(E\), dated the 4th March, 2014 and](#)
43. [GSR 823\(E\), dated the 19th November, 2014](#)
44. [GSR 845\(E\), dated the 27th November, 2014](#)

CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

RULES IN THE CCS (CONDUCT) RULES, 1964 AND THEIR RESPECTIVE AMENDMENTS

S.No.	Rule No.	Amendments
1.	1	Nil
2.	2	Nil
3.	3	1. S.O. No. 3 dated 6 th January, 1979 2. S.O. No. 935 dated 8 th March, 1986 3. G.S.R No845(E)dated 27 th November, 2014
4.	3-A	G.S.R. No. 355 dated 29 th July, 1995
5.	3-B	G.S.R. No. 355 dated 29 th July, 1995
6.	3-C	1. G.S.R. No.49 dated 7 th March, 1998 2. G.S.R. 823(E) dated 19 th November, 2014
7	4	1. S.O. No. 846 dated 28 th February, 1976 2. S.O. No. 2563 dated 17 th July, 1976
8	5	Nil
9.	6	Nil
10.	7	S.O. No. 2683 dated 15 th August, 1970
11.	8	1. Notification No. 25/10/67-Ests(A) dated 23.11.1967 2. G.S.R. No. 355 dated 29 th July, 1995
12.	9	G.S.R. No. 355 dated 29 th July, 1995
13.	10	Nil
14.	11	1. Notification No. 25/3/66-Ests(A) dated 3.03.1966 2. G.S.R. 376 dated 22 nd October, 2005
15.	12	Nil
16.	13	1. S.O. No. 846 dated 28 th February, 1976 2. S.O. No. 4812 dated 19 th October, 1985 3. S.O. No. 2582 dated 6 th October, 1990 4. G.S.R. 367 dated 31 st August, 1996 5. G.S.R. 458 dated 27 th December, 2003 6. G.S.R. 149(E) dated 4 th March, 2014
17.	13-A	S.O. No. 846 dated 28 th February, 1976
18.	14	Nil
19.	15	1. S.O. No. 2099, dated 4 th August, 1973 2. S.O. No. 2859 dated 30 th September, 1978 3. S.O. No. 1270 dated 10 th May, 1980 4. S.O. No. 3280 dated 27 th September, 1986 5. G.S.R. 367 dated 31 st August, 1996
20.	15-A	G.S.R. 367 dated 31 st August, 1996
21	16	1. Notification No.25/46/64-Ests(A) dated 22.06.1965 2. S.O. 1207 dated 4 th April, 1970 3. G.S.R. 367 dated 31 st August, 1996

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4. G.S.R. 8 dated 31 st January 2009		
22	17	Nil
23.	18	<ol style="list-style-type: none"> 1. Notification No.25/46/64-Ests(A) dated 22.06.1965 2. S.O. No. 3129 dated 26th September, 1970 3. S.O. No. 83 dated 13th January, 1973 4. S.O. No. 2099 dated 4th August, 1973 5. S.O. No. 2691 dated 24th July, 1976 6. S.O. No. 4663 dated 11th December, 1976 7. S.O. No. 1124 dated 22nd March, 1986 8. S.O. 3159 dated 20th September, 1986 9. S.O. No. 1965 dated 8th August, 1987 10. S.O. 1454 dated 14th May, 1988 11. S.O. 3132 dated 26th December, 1992 12. G.S.R. 367 dated 31st August, 1996 13. G.S.R. 458 dated 27th December, 2003 14. G.S.R. No. 370(E) dated 9th May, 2011
24.	18-A	S.O. No. 83 dated 13 th January, 1973
25.	19	G.S.R. No. 355 dated 29 th July, 1995
26.	20	Nil
27.	21	<ol style="list-style-type: none"> 1. S.O. No. 3424 dated 28th September, 1968 2. S.O. No. 3943, dated 19th November, 1970
28.	21-A (deleted)	<ol style="list-style-type: none"> 1. S.O. 3385, dated the 25th September, 1976 2. S.O. No. 2859 dated 17th September, 1977
29.	22	<ol style="list-style-type: none"> 1. S.O. No. 482 dated 14th February, 1970 2. S.O. No. 3643 dated 4th November, 1972
30.	22-A	G.S.R. 342 dated 23 rd October, 1999
31.	23	Nil
32.	24	Nil
33	25	<ol style="list-style-type: none"> 1. S.O. No. 951 dated 15th March, 1969 2. S.O. No. 1511 dated 24th April, 1969

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AMENDMENTS AND THEIR RESPECTIVE RULES

S.No.	Amendment	Rules
1.	S.O. No. 4177 dated 12 th December, 1964 (Principal Rules)	1 to 25
2.	Notification No. 25/46/64-Ests(A) dated 22 nd June, 1965	16, 18
3.	Notification No. 25/3/66-Ests (A) dated 3 rd March, 1966	11
4.	Notification No. 25/10/67-Ests(A) dated 23 rd November, 1967	8
5.	S.O. No. 3424 dated 28 th September, 1968	21
6.	S.O. No. 951 dated 15 th March, 1969	25
7.	S.O. No. 1511 dated 24 th April, 1969	25
8.	S.O. 482 dated 14 th February, 1970	22
9.	S.O. 1207, dated 4 th April, 1970	16
10.	S.O. 2683, dated 15 th August, 1970	7
11.	S.O. 3129, dated 26 th September, 1970	18
12.	S.O. 3943, dated 19 th November, 1970	21
13.	S.O. 3643, dated the 4 th November, 1972	22
14.	S.O. 83, dated the 13 th January, 1973	18, 18-A
15.	S.O. 2099, dated 4 th August, 1973	15, 18
16.	S.O. 846, dated the 28 th February, 1976	4, 13, 13-A
17.	S.O. 2563, dated the 17 th July, 1976	4
18.	S.O. 2691, dated the 24 th July, 1976	18
19.	S.O. 3385, dated the 25 th September, 1976	21-A
20.	S.O. 4663, dated the 11 th December, 1976	18
21.	S.O. 2859, dated the 17 th September, 1977	21-A(deleted)
22.	S.O. 2859, dated the 30 th September, 1978	15
23.	S.O. 3, dated the 6 th January, 1979	3
24.	S.O. 1270, dated the 10 th May, 1980	15
25.	S.O. 4812, dated the 19 th October, 1985	13
26.	S.O. 935, dated the 8 th March, 1986	3
27.	S.O. 1124, dated the 22 nd March, 1986	18
28.	S.O. 3159, dated the 20 th September, 1986	18
29.	S.O. 3280, dated the 27 th September, 1986	15
30.	S.O. 1965, dated the 8 th August, 1987	18
31.	S.O. 1454, dated the 14 th May, 1988	18
32.	S.O. 2582, dated the 6 th October, 1990	13
33.	S.O. 3132, dated the 26 th December, 1992	18
34.	GSR 355, dated the 29 th July, 1995	3-A, 3-B, 8, 9, 19
35.	GSR 367, dated the 31 st August, 1996	13, 15, 15-A, 16, 18
36.	GSR 49, dated the 7 th March, 1998	3-C
37.	GSR 342, dated the 23 rd October, 1999	22-A
38.	GSR 458, dated the 27 th December, 2003	13, 18
39.	GSR 376, dated the 22 nd October, 2005	11
40.	GSR 8, dated the 31 st January, 2009	16
41.	GSR 370(E), dated the 9 th May, 2011	18
42.	GSR 149(E), dated the 4 th March, 2014	13
43.	GSR 823(E), dated the 19 th November, 2014	3-C
44.	GSR 845(E), dated the 27 th November, 2014	3