

**THE ANDHRA PRADESH
CIVIL SERVICES
(CONDUCT) RULES, 1964**

G.O.Ms.No. 468,

Dt. 17/4/1964

- Public service must be more than doing a job efficiently and honestly. It must be a complete dedication to the people and to the nation.

Margaret Chase Smith

Government Servant

- The 'Government servant' is also known as 'Public servant'. Accordingly, the objective of 'public servant' should be to serve. In other words, he should not present himself as a master but as a person ever ready to serve.

Mahatma Gandhi said –

- **“A Customer is the most important visitor on our premises . . .**
- He is not dependent on us.
- We are dependent on him.
- He is not an interruption on our work.
- He is the purpose of it.

- He is not an outsider on our business.
- He is a part of it.
- We are not doing him a favour by serving him.
- He is doing us a favour by giving us an opportunity to do so.”
- 1. In its broader meaning, the above quotation tells us to take due care of every visitor. It is also said
that -
- **“Goodwill is earned by many acts and lost by one”.**

Civil Services (Conduct) Rules - 1964

- ✓ Every government employee shall be devoted to his duty.
- ✓ Shall not act in a manner which place his official position under any kind of embarrassment.

NEED FOR CONDUCT RULES

Government servants are responsible
towards

- the Government
- the public with whom they come into contact in their public dealings

These rules are applicable

- On duty
- Under suspension
- On leave
- On foreign service
- And also, to the Family- spouse, daughter, step son/daughter wholly dependent on Government Servant.

RULE 1

- Short title and application:
 1. These rules may be called the Andhra Pradesh Civil Services (Conduct) Rules, 1964.
 2. They shall apply to every person who is a member of a civil service of the state or holds any civil post under the state or in connection with the affairs of the state:

Exceptions

Shall not apply to

- (a) the judges of the High Court of Andhra Pradesh;
- (b) the members of the All-India Services;
- (c) persons who are not full-time employees
- (d) the members of the village establishment
- (e) persons paid from contingencies

Rule 2

Definitions

- i) “District” means revenue district;
- ii) “Government” means Government of Andhra Pradesh
- iii) “Government employee” means any person who is a member of a civil service of the State of Andhra Pradesh.
- iv) “Head of Department” means the authority declared as such in Appendix I to the Andhra Pradesh Financial Code, Volume II.
- v) “Member of the Family” in relation to Government employee, spouse, son, daughter, step-son, or step-daughter of such employee. does not include a spouse legally separated from such employee, or son, daughter, step-son, or step-daughter who is no longer dependent upon the employee.
- vi) “State” means the State of Andhra Pradesh.

RULE 3

- Most operative Rule in the Code of Conduct
- The fundamental requirement of this rule are integrity, honesty, efficiency and good behaviour of a public servant
- It also takes the form of residuary Rule when no specific Rule of the Conduct is applicable in a given case

Sub-Rules of RULE 3

Every Government servant at all times -

1. Maintain absolute integrity, discipline, impartiality and a sense of propriety.
2. Do nothing which is unbecoming of a Government servant.
3. Shall not act in a manner which will place his official position under any kind of embarrassment.

→ MOST OF THE DISCIPLINARY PROCEEDINGS ARISE OUT FROM THE BREACH OF THIS RULE

Sub-Rule (4) of RULE 3

- supervisory post to take all possible steps to ensure the integrity and devotion to duty of his subordinates;
- Employee to act in his best judgement in the performance of his official responsibilities, except when he is acting under the direction of his official superior.
- Direction of the official superior should be in writing. Where oral direction is unavoidable, this should be followed up by the official superior in writing soon after.

Sub rule (6) of Rule 3

Prohibition regarding
employment of children below
14 years.

RULE 3

- *Rule 3-A. Joining of associations by Government employees:- No Government employee shall join, or continue to be a member of, an association the object or activities of which are prejudicial to the interests of the sovereignty and integrity of India.*
- *Rule 3(B)- Promptness and Courtesy.*
- *Rule 3(C) - Prohibition of sexual harassment of working women*

RULE 4 & 5

Demonstrations and strikes by Government servants

- Not to participate in any demonstration or strike prejudicial to the interest of the Government

GOI Decisions

- Defines strikes **as** *refusal to work or stoppage or slowing down of work by a group of employees*
- Not to 'Gherao' any public servant
- Violation may attract disciplinary action

RULE 6

Gifts, services, entertainments, addresses any other forms of felicitations

- no Government servant shall
- accept, or permit any member of his family or any other person acting on his behalf to accept, any gift – cash or kind
- Receive any address or accept any felicitation or entertainment held in his honour.
- “Gift” includes free transport, boarding, lodging or other service or any other pecuniary advantage

RULE 6

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 in a meeting or entertainment held in his honour

- Rule 6-A. Every Government employee shall intimate to the competent authority within 15 days from the date of receipt of any foreign currency or foreign goods of value more than Rs. 10,000/-

RULE 7

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

GOI decisions

- not to sponsor the raising of funds from the public for any purpose
- can freely collect subscription for
 - Flag day collections
 - National Foundation for Communal Harmony

RULE 8

lending and borrowing and insolvency

- either himself or through any member of his family
- 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
- Lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid

Insolvency and habitual indebtedness

- A Government servant shall manage his private affairs by avoiding habitual indebtedness or insolvency
- If any legal proceeding is instituted for recovery of any debt due from him or for adjudging him as an insolvent, he shall forthwith report the full facts of the legal proceedings to the Government

RULE 9

Movable, immovable and valuable Property

- Every Government servant is required on his first appointment to any service or post submit a return of his assets and liabilities giving full particulars of

- immovable property
- shares, debentures and cash including bank deposits
- other movable property
- debts and other liabilities

inherited by him, or owned or acquired by him or held by him on lease or mortgage

- No Government servant shall except with the previous knowledge of the prescribed authority acquire or dispose off any immovable property by lease, mortgage, purchase, sale, gift

RULE 10

Private trade, business and investments

- Without prior permission not to engage directly or indirectly in any trade or business
- hold an elective office
- canvass in support of any business of insurance agency
- speculate in any stock, share or other investments
- 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

Exceptions – no permission required for

- honorary work of a social or charitable nature;
- occasional work of a literary, artistic or scientific character;
- participation in sports activities
- Taking part in the registration, promotion or management of a literary, scientific or charitable society or of a club

RULE 10

- Report to the Government if any member of his family is engaged in a trade or business or owns or manages in insurance agency
- no Government servant may accept any fee for any work done by him for any private or public body

Rule 11

- Promotion and management of companies in private capacity – no Government employee shall take part in the promotion, registration or management of any bank or other company registered under the relevant law.

Rule 12

- **Private employment** :
- no Government employee shall negotiate for or undertake any employment or work other than that connected with his official duties

Rule 13

- **Publication of books:**

No Government employee without the previous permission of Government publish any book, which is not purely of a literary, artistic or scientific character.

RULE 14

Unauthorised communication of information

- Not to communicate any official document or information to any Government servant or any other person to whom he is not authorised to communicate

GOI Decisions

- not necessary to disclose the identity of the superior officer who made adverse remarks
- duty of all Government servants to safeguard the security of all classified information to which they have access

RULE 15

Connection with Press or other media

- Not to conduct or participate in the editing or management of, any newspaper or other periodical publications or electronic media.

Rule 16

- **Participation in radio broadcast and contribution to newspapers and periodicals:** no Government employee without the previous permission of Government participate in a radio broadcast or drama or teleserial or feature film or contribute any article to any newspaper or periodical.

GOI decision

- No permission necessary if it is of purely literary, artistic or scientific character and may accept prescribed remuneration.

RULE 17

CRITICISM OF GOVERNMENT

- Abstain from criticizing the policies of the Government

RULE 18

Evidence before Committee, commission or any other authority

- Government servant not permitted, except with the previous sanction of the Government, to give evidence in connection with any inquiry conducted by any person, committee or authority

RULE 19

- ***Taking Part In Politics And Elections***
 - Not to take part in politics, not do canvassing
 - Not to allow even family members to participate

RULE 20

Vindication of acts and character of Government servant

- 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
- 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

Rule 21

Working with or under near relatives in Government service:

- 1. government employee shall inform his immediate official superior if a member of a state or subordinate service, who is his near relative, is to work under him or if he is to work under a member of an All-India Service or a state service who is his near relative

RULE 22

- **Employment of near relatives of Government servants in companies or firms**

Employee debarred from participating in business or using his influence in procuring employment for family members

Rule 23

- Government employee not to deal in his official capacity with matters concerning himself, his relatives or dependents.

Rule 24

- **Influencing authorities for furtherance of interests:**
- No Government employee shall bring or attempt to bring any extraneous influence to bear upon any authority for the furtherance of his interests.

RULE 25

Restriction regarding marriage (Bigamous marriages)

- *No Government servant shall enter into, or contract, a marriage with a person having a spouse living*

Provided that

- *such marriage is permissible under the personal law applicable to such Government servant*
- *there are other grounds for so doing*
- *A Government servant who has married or marries a person other than of Indian nationality is required to forthwith intimate the fact to the Government*

RULE 25-A

Dowry

- Give or take or abet the giving or taking of dowry.

RULE 26

Consumption of intoxicating drinks and drugs

- strictly abide by any law relating to intoxicating drinks or drugs in force in any area
- not be under the influence of any intoxicating drink or drug during the course of his duty
- refrain from consuming any intoxicating drinks or drugs in a public place
- not use any intoxicating drink or drug to excess

RULE 27

Interpretation

- If any question arises relating to the interpretation of the CCS (Conduct) Rules 1964, it shall be referred to Government whose decision thereon shall be final

RULE 28 & 29

Repeal and Savings

Provides for repeal and saving of rules in existence before these Conduct Rules.

Thank
you



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