

WELCOME TO THE PARTICIPANTS

Conduct Rules

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General Rules

- 3 (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

General Rules... *contd*

- 3 (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;
- (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, where upon it shall be the duty of the official superior to confirm the direction in writing.

3 – A. Promptness and Courtesy

- a) In performance of official duty act in a discourteous manner
- b) Dealing with public or otherwise adopt dilatory tactics or willful delays in disposal of work

3 – B. Observance of Government's Policies

- a) Age of Marriage, preservation of environment, protection of wildlife and cultural heritage.
- b) Observe the Government's policies regarding prevention of crime against women

3 – C. Prohibition of sexual harassment of working women

- a) Physical contact and advances;
- b) Demand or request for sexual favours;
- c) Sexually coloured remarks;
- d) Showing any pornography; or
- e) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

Intimation required to be given regarding conviction

- It shall be the duty of a Govt. Servant who may be convicted in a Criminal Court to inform his official superiors of the fact of his conviction and the circumstances, connected therewith, as soon as it is possible for him to do so. Failure on the part of any Govt. Servant will be regarded as suppression of material information and will render him liable to disciplinary action on this ground.

Intimation about detention

- It shall be the duty of a Government Servant who may be arrested for any reason to intimate the fact of his arrest and the circumstances connected therewith to his official superior promptly even though he might have subsequently been released on bail.

Conduct of a Govt. Servant in relation to the proper maintenance of his family:

A Government servant is expected to maintain a responsible and decent standard of conduct in his private life and should look after the proper maintenance of their families. In cases where a Govt. Servant, as for instance, by neglecting his wife and family, departmental action can be taken against him on that score without invoking any of the conduct rules.

Those holding responsible posts to maintain independence and impartiality in the discharge of their duties:

Government servants should, at all times, maintain absolute integrity and devotion to duty. Especially those holding positions of trust and responsibility, should not only be honest and impartial in the discharge of their official duties but also have the reputation of being so.

Joint representation from Govt Servants to be viewed as subversive of discipline:

Joint representation by Govt. Servants should be viewed as subversive of discipline and as such representations should not be made.

Observance of proper decorum by Govt. Servant during the lunch-break

- No Government employee should play cards on the lawns and such other places inside and outside office buildings.
- The game of cards should be confined to the recreation rooms or places approved for such purpose.
- No indoor games should be played in office buildings after 7.00 P.M. except on special occasions such as tournaments etc.
- To observe lunch timings.

Acts and conducts which amount to misconduct

- (1) If the act or conduct is prejudicial or likely to be prejudicial to the interest of the master or to the reputation of the master;
- (2) If the act or conduct is inconsistent or incompatible with the due or peaceful discharge of his duty of his master;
- (3) If the act or conduct of a servant makes it unsafe for the employer to retain him in service

- (4) If the act or conduct of the servant is so grossly immoral that all reasonable men will say that the employee cannot be trusted;
- (5) If the act or conduct of the employee is such that the master cannot rely on the faithfulness of his employer;
- (6) If the act or conduct of the employee is such as to open before him temptations for not discharging his duties properly;
- (7) If the servant is abusive or if he disturbs the place at the place of his employment;
- (8) If he is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation of master and servant;
- (9) If the servant is habitually negligent in respect of the duties for which he is engaged;
- (10) If the neglect of the servant though isolated, tends to cause serious consequences.

The following acts and omissions amount to misconduct:-

- (1) Wilful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order or a superior
- (2) Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the employer's business or property.
- (3) Strike, picketing, gherao – Striking work or inciting others to strike work in contravention of the provisions of any law, or rule having the force of law.

Contd...

- (4) Gross moral misconduct - Disorderly behaviour during working hours
- (5) Riotous and disorderly behaviour during and after the office hours or in office premises
- (6) Habitual late attendance
- (7) Habitual negligence or neglect of work
- (8) Habitual absence without permission
- (9) Conviction by a Criminal Court

Representations from Government servants on service matters

The representations from Government servants on service matters has been broadly classified as follows:

- (1) Representations/ complaints regarding non-payment of salary allowances or other dues;
- (2) Representations on other service matters;
- (3) Representations against the orders of the immediate superior authority; and
- (4) Appeals and petitions under statutory rules and orders (CCA Rules)

4. Employment of near relative of Government servants in companies or firms

- Influence directly or indirectly
- Inform (Class I)
- inform government

5. Taking part in politics and elections

- No govt. Servant shall be a member or other associated with any political party or organization nor shall be take part in, subscribe in aid of or assist in any other manner.
- It is advisable for a Govt. employee not to attend even public meetings and demonstrations organized by the political party or having political aspects.

6. Joining of Association by Government Servants

- Whose objects/activities are prejudicial to the interests of the sovereignty and integrity of India, or public order or morality.

7. Demonstration and Strikes

- 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
- abet any form of strike or coercion or physical duress

8. Connection with Press or other Media

- conduct or participate in the editing or management of any newspaper or other periodical publication or electronic media.

9. Criticism of Government

- has the effect of an adverse criticism of any current or recent policy or action of the Central Government or a State Government except in discharge of official duty

10. Evidence before committee or any other authority

- Except Parliamentary Committee, State Legislature and Judicial Enquiry

11. Communication of official information

- Every Gov. Servant shall, in performance of his duties in good faith, communicate information to a person in accordance with the RTI Act.
- Only Officers specially authorized should meet the press
- Communication of unauthorized information
- RTI Act

12. Subscriptions

- except with the previous sanction of the Government collect any fund or other collections in cash

13. Gifts

- Self or family member except boarding and lodging or any source or -- --other than a near relative or personal friend having no official dealing with the Government Servant.

13-A. Dowry

- Give or take or abet the giving or taking of dowry
- Demand directly or indirectly, from the parent or guardian of a bride or bridegroom, as the case may be, any dowry.

14. Public demonstration 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.
- Award by Govt. Servants from private organization should not have a monetary component

15. Private trade or employment

- Social charitable
- Literary, artistic, scientific character
- Sports amateur

15-A .Subletting and vacation of Government accommodation

- No Government servant shall sublet, lease or otherwise allow occupation by any other person of Government accommodation which has been allotted to him.

16. Investments, lending and borrowing

- No Govt. 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; or
 - (b) lend money to any person or interest or in a manner whereby return in money or in kind is charged or paid

17. Movable, immovable and valuable property

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

19. Canvassing of non-official or other outside influence

20. Restriction regarding marriage

- **having a spouse living**

21. Consumption of intoxicating drinks and drugs

22. Prohibition regarding employment of children below 14 years of age