

THE CCS (CONDUCT) RULES, 1964

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1. SHORT TITLE AND COMMENCEMENT AND APPLICATION Government of India Decisions :

1. Employment of Honorary workers in civil posts - applicability of the CCS (Conduct) Rules (MHA OM No. 25/2/50-Ests. Dated 20.06.1951)
 - A. Applicability of the Conduct Rules to employees of public undertakings [MHA OM No. 25/55/53-Ests. (A) dated 14.03.1956]
 - B. Applicability of the Conduct Rules to employees of public undertakings [MHA OM No. 7/30/62-Ests. (A) dated 14.06.1965]
2. Applicability of the CCS (Conduct) Rules to members of Committees/Commissions appointed by the Government of India [MHA OM No.25/39/58-Ests. (A) dated 25.10.1958]
3. Not applicable to Extra-Departmental Agents [MHA Notification No. F.25/29/57-Ests. (A) dated 25.01.1959]

2. DEFINITIONS

1. GENERAL

2. PROMPTNESS AND COURTESY

3. OBSERVANCE OF GOVERNMENT'S POLICIES

4. PROHIBITION OF SEXUAL HARASSMENT OF WORKING WOMEN

- a. Integrity of officers appointed to responsible posts - Reputation regarding honesty [MHA OM No. 41/2/55(II)-Ests. (A) dated 23.04.1955]
- b. Integrity of government servants holding responsible posts - Independence and impartiality in the discharge of their duties [MHA OM No. 41/2/55-Ests. (A) dated 23.04.1955]
- c. Observance of courtesies by officers in their dealings with Members of Parliament [MHA OM No. 25/29/56-Ests. (A) dated 28.08.1957]
- d. Do [MHA OM No. 25/6/68-Ests. (A) dated 27.03.1968]
- e. Official dealings between the Administration and Members of Parliament and State Legislatures - Observance of proper procedure - Instructions regarding. [DOPT OM No. 25/19/64-Ests. (A), dated 08.11.1974]
- f. Official dealings between the Administration and Members of Parliament and State Legislatures - Observance of proper procedure - Instructions regarding. [DOPT OM No. 11013/2/92-Estt. (A), dated 21.12.1992]
- g. Official dealings between the Administration and Members of Parliament and State Legislatures - Observance of proper procedure - Instructions regarding. [DOPT OM No. 11013/8/94-Estt. (A), dated 29.12.1995]
- h. Official dealings between the Administration and Members of Parliament and State Legislatures - Observance of proper procedure - Reiteration of summary of instructions [DOPT OM No. 11013/2/2000-Estt. (A), dated 23.05.2000]
- i. Official dealings between the Administration and Members of Parliament and State Legislatures - Observance of proper procedure - Invitation to functions. [DOPT OM No. 11013/2/2000-Estt. (A), dated 25.08.2000]
- j. Official dealings between the Administration and Members of Parliament and State Legislatures - Observance of proper procedure - Invitation to public functions.

- k. Official dealings between the Administration and Members of Parliament and State Legislatures – Observance of proper procedure.[DOPT O.M. No. 11013/6/2005-Estt. (A) dated 17th August, 2007]
- B. Participation by government servants in proselytisation – instructions regarding [MHA OM No. 25/50/57-Ests. (A) dated 15.01.1958]
- C. Conduct of government servant in relation to the proper maintenance of his family [MHA OM No. 25/16/59-Ests. (A) dated 01.09.1959]
- D. Government servants role in the eradication of untouchability [MHA OM No. F. 70/17/61-Ests. (A) dated 08.12.1961 as further clarified by OM No. 25/29/66-Ests. (A) dated 21.01.1967]
- E. Role of Public service – Estimate Committee’s recommendation in their 93rd Report on the Public Services [MHA OM No. 14/9/66-Ests. (A)-I, dated 03.08.1966]
- a. Observance of proper decorum by government servants during the lunch-break-playing games beyond the prescribed lunch hour and playing cards in the open to be discouraged [MHA DO No. 15/45/67-SSO dated 11.08.1967]
- b. Do [MHA OM No. 46/4/68-Ests. (A) dated 23.04.1968]
- c. Observance of proper decorum by government servants during the lunch-break-playing games beyond the prescribed lunch hour and playing cards in the open to be discouraged [DP&ARBs OM No. 11013/20/83-Estt. (A) dated 21.11.1983]
- F. Disciplinary action for acts done in previous or earlier employment [MHA OM No. 39/1/67-Ests. (A) dated 21.02.1967]
- G. Display of posters and other notices by Government servants/Unions/Associations on the walls etc. of Government offices and buildings. [Department of Personnel O.M. No. 25/17/71-Ests. (A) dated 26.08.1971]
- H. Duty of Supervisory officers for ensuring the integrity and devotion to duty [Department of Personnel OM No. 25/2/72-Ests. (A) dated 10.01.1973]
- I. Third Report of the Committee of the National Council (JCM) set up to consider the item ‘Amendment of the CCS (Conduct) Rules, 1964 [MHA OM No. 11013/18/76-Ests. (A) dated 07.02.1977]
- J. Oral instructions by Superior officers – To be avoided [MHA DP & AR OM No. 11013/12/78-Ests.(A) dated 01.08.1978]
- K. Joining of Educational Institutions by government servants outside normal office hours. Please see decision No. (1) & (2) under Rule 15.
- L. Conviction of government servants – requirements regarding intimation to departmental superior – please see decision No. (1) under Rule 19
- M. Government servants seeking redress in Courts of law of their grievances arising out of their employment or conditions of service – please see decision No. (2) Rule 19
- N. Participation in Shramdan/in activities organized by government departments or the Bharat Sewak Samaj – please see decision No. 3 under Rule 15
- O. Joining Civil Defence – Permissible – please see decision No. 8 under Rule 1
- P. Incentive to Central Government servants who are members of St. John Ambulance Brigade – please see decision No. 12 under Rule 15
- Q. Role of oral instructions in the transaction of Government business. [DOPT OM No. 11013/4/88-Estt. (A), dated 19.04.1988]
- R. Association of Secretaries to the Government of India with Public Sector Undertakings [DOPT OM No. 11013/11/93-Estt. (A), dated 25.10.1993]

- S. Need to maintain independence and impartiality by Government servants in the discharge of their duties. [DOPT OM No. 11013/10/93-Estt. (A), dated 06.10.1993]
 - a. Requirement of taking prior permission by Government servants for leaving station/headquarters – clarification regarding [DOPT OM No. 11013/7/94-Estt. (A), dated 18.05.1994]
 - b. Requirement of taking prior permission by Government servants for leaving station/headquarters – clarification regarding [DOPT OM No. 11013/8/2000-Estt. (A), dated 07.11.2000]
 - c. Requirement of taking prior permission by Government servants for leaving station/headquarters – Clarification regarding.
 - d. Requirement of taking prior permission by Government servants for leaving station/headquarters – Clarification regarding.
- T. Implementation of prescribed procedure, rules, orders etc. on service matters. [DOPT OM No. 11013/6/94-Estt. (A), dated 27.05.1994]
 - a. Supreme Court judgment in the case of Vishaka Vs. State of Rajasthan regarding sexual harassment of working women. [DOPT OM No. 11013/10/97-Estt. (A), dated 13.02.1998]
 - b. Prevention of sexual harassment of working women [DOPT OM No. 11013/10/97-Estt. (A), dated 13.07.1999]
 - c. Report of the Complaints Committee constituted for prevention of sexual harassment of women at work places – follow up action [DOPT OM No. 11013/11/2001-Estt. (A), dated 12.12.2002]
 - d. Report of the Complaints Committee constituted for prevention of sexual harassment of women at work places – follow up action.
 - e. Central Civil Services (Conduct) Rules, 1964 - constitution of a complaints committee to enquire into complaints of sexual harassment made against officers of the level of Secretary and Additional Secretary to the Govt. of India [DOPT OM No. 11013/3/2009-Estt. (A) dated 2nd February 2009]
 - f. Guidelines regarding prevention of sexual harassment of working women in the workplace. [DOP&T O.M. No.11013/3/2009-Estt. (A) Dated the 21st July, 2009]
 - g. Guidelines regarding prevention of sexual harassment of working women in the workplace. [DOP&T O.M. No.11013/3/2009-Estt.(A) Dated the 3rd August, 2009]
- U. Accountability for delay in decision making [DOPT OM No. 11013/2/2004-Estt.(A) dated 16.02.2004]
- 3. EMPLOYMENT OF NEAR RELATIVES OF GOVERNMENT SERVANTS IN COMPANIES OR FIRMS Government of India decisions :
 - 1. Propriety of sons and near relative of Class-I (group A) Officers seeking employment in private firms which enjoy Government patronage (MHA OM No. 25/43/55-Ests. (A) dated 19.01.1956]
 - 2. Awarding of contract to a firm in which Son/daughter of an officer is employed. [MHA OM No. 24/43/56-Ests. (A) dated 26.05.57]
 - 3. Information regarding close relations to be given at the time of appointment [MHA OM No. F3/12(S)/64-Ests. (B) dated 12.10.1965]
- 4. TAKING PART IN POLITICS AND ELECTIONS Government of India decisions :
 - 1. Participation of government servants in political activities [MHA OM No. 25/44/49-Ests. (A) dated 17.09.1949]
 - 2. Attendance by government servants at political meetings [MHA OM No. 25/44/49-Ests. Dated 10.10.1949]

3. Actions not amounting to contravention of rule 5 (4) [MHA OM No. 25/59/51-Ests. Dated 05.09.1951]
4. Bharat Sewak Samaj – permission to Central Government servants to join [OM No. 25/49/52-Ests. Dated 11.10.1952]
5. Elections – role of Government servants and their rights. [MHA Memo No. 25/59/52-Ests., dated 30.06.1955]
6. Reports under Rule 5(2) [MHA OM No. 25/40/55-Ests. (A) dated 22.02.1956]
7. Participation of government servants in the Indo-Foreign cultural organization [MHA OM No. 25/35/56-Ests. (A) dated 24.01.1957]
8. Book Clubs run by Foreign Agencies [Please see Government of India decision No. 7 under Rule 13]
- A. Moral Re-armament Movement – Joining of by central servants [MHA OM No. 25/10/64-Ests. (A) dated 04.07.1964]
- B. Participation of Government servants in the activities of Moral Rearmament Movement – Review of instructions [DOPT OM No. 11013/13/98-Estt. (A), dated 24th February, 1999]
9. Sanyukta Sadachar Samiti – permission to central Government servants to join [MHA OM No. 25/21/64-Ests. (A) dated 15.07.1964]
10. Foreign language classes conducted by Indo-Foreign cultural organizations – joining of by Government servants [MHA OM No. 25/4/65-Ests. (A) dated 18.05.1966]
- A. RSS and Jamaat-e-Islami-Participation by the Government servants in the activities of [MHA OM No. 3/10/(S)66-Ests. (B) dated 30.11.1966]
- B. RSS and Jamaat-e-Islami--participation by the government servants in the activities of – regarding classification [MHA OM No. 7/4/70-Ests. (B) dated 25.07.1970]
- C. Do [DP&AR OM No. 15014/3(S)/80-Estt. (B), dated 28.10.1980]
- D. Participation by the government servants in the activities of Anand Marg Movement or any its organizations [MHA OM No. 6/1/(S)-69-Ests. (B) dated 08.05.1969]
- E. [DP&AR OM No. 15014/6/(S)/80-Estt. (B), dated 31.12.1980, OM No. 15014/6(S)/80-Estt. (B), dated 05.08.1981 & OM No. 15014/6/(S)/80-Estt. (B), dated 18.05.1983]
11. Political neutrality of government servants [MHA OM No. 6/6/69-Ests. (B) dated 18.07.1969]
12. Position of Government servants in relation to elections [OM No. 25/2/71-Ests. (A) dated 23.01.1971 issued by DP&AR]
13. Participation by government servants in Public meeting or demonstration organized by a Political Party [Cabinet Sectt., Deptt. of Pers and Admn., Reforms OM No. 25/44/73-Ests. (A) dated 17.02.1973]
14. Participation by the government servants in the activities of banned organization [MHA DP & AR OM No. 18011/1(S)/75-Estt. (B) dated 28.11.1975]
15. Do - Clarification [MHA, DP&AR No. 34013/4/(S)/77-Estt.(B) dated 23.04.1977 and DP&AR OM No. 15014/1/81-Ests. (B) dated 03.03.1981]
16. Participation in holding rallies for Political parties by arranging for crowds and transport [MHA DP&AR OM No. 28034/5/78-Estt. (A) dated 01.09.1978]
17. Participation by Government servants in the activities of Dharma Pracharak Sansthan
18. Association of Central Government servants with socio-religious bodies [DOPT OM No. 11013/5/88-Estt. (A), dated 11.07.1988]
5. JOINING OF ASSOCIATIONS BY GOVERNMENT SERVANTS Government of India decisions :
 1. Objects or activities of Association [MHA DP & AR OM No. 11013/2/77-Estt. (A) dated 07.06.1978]

2. Display of Posters and other notices (Decision No. 10 under Rule 3)
6. DEMONSTRATIONS AND STRIKES Government of India decisions :
 1. Restrictions on government servants who are office-bearers of service associations, in dealing in their official capacity with matters connected with those associations [MHA OM No. 24/1/60-Ests. (B) dated 25.01.1960]
 2. 'Strikes'-interpretation of what constitutes a strike under the Conduct Rules [MHA OM No. 25/23/66-Ests. (A) dated 09.12.1966]
 - A. Participation in "Gheraos" by Central Government servants - [MHA OM No. 25/S11/67-Estt. (A) dated 13.04.1967]
 - B. File a complaint [MHA OM No. 25/S.11/67-Estt. (A) dated 15.04.1967]
3. Display of posters and other notices - please see Government of India decision No. (10) under Rule 3]
4. Demonstrations in the vicinity/neighborhood of Government Offices [DP&AR OM No. 25/6/73-Estt. (A) dated 09.03.1973]
7. CONNECTION WITH PRESS OR RADIO Government of India decision :
 1. Participation in the AIR Programme and receiving of honorarium therefor - Permission not necessary - please see Government of India Decision No. 4 under rule 15.
8. CRITICISM OF GOVERNMENT Government of India Decisions :
 1. Government servants visiting foreign countries should not express views on Indian or foreign affairs (MHA OM No. 25/71/51-Ests., dated 17.10.1951)
 2. Estimates Committees' recommendations for giving freedom to officers to express their differing views [MHA OM No. 14/9/66-Ests. (A)-II dated 03.08.1966]
 3. Tendering of evidence by government servants before the Administrative Reforms Commission [MHA OM No. 25/8/66-Ests. (A) dated 27.07.1966]
 - A. Service association passing resolutions contravening rule 9 of the CCS (Conduct) Rules, 1964 [MHA OM No. 25/5/68-Ests. (A) dated 17.01.1968]
 - B. Do [Cabinet Secretariat, Department of Personnel No.25/4/72-Ests. (A), dated 18.02.1972]
9. EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY Government of India Instruction :
 1. Tendering of evidence before fourth Central Pay Commission [DP&AR OM No. 11013/16/83-Estt. (A) dated 16.11.1983]
10. Communication of Official Information Government of India Instructions :
 1. Confidential Reports - Disclosure of identity of superior officers while communicating adverse remarks [MHA OM No. 51/2/64-Ests. (A) dated 30.03.1964]
 2. Leakage through the Press of classified information - safe-guards against - only officers specially authorized should meet the Press [MHA OM No. 29/9/67-Ests. (A) dated 04.07.1967]
 3. Communication of Unauthorised Information (MHA OM No. 25/54/58-Ests., dated 12.04.1954)
 4. Contact with Press and airing of views on official matters through the Press. [DOPT OM No. 11013/16/98-Estt. (A), dated 10th December, 1998]
11. SUBSCRIPTIONS Government of India decisions :
 1. Sponsoring of public funds by government servants (MHA OM No. 25/4/48-Ests. Dated 28.02.1948)
 2. Sponsoring of funds by members of service associations to foster the activities of such unions and associations [MHA OM No. 24/10/55-Ests. (B) dated 10.08.1955]

3. Flag Day collections (MHA Memo No. 25/33/55-Ests. Dated 31.10.1955)
4. National Defence Fund -Collection of Contributions to [MHA OM No. F.25/64/62-Ests. (A) dated 01.11.1962]
5. Jawaharlal Nehru Memorial Fund - subscriptions for - collection by government servants - not permissible [MHA OM No. 25/33/64-Ests. (A) dated 31.10.1964]
6. Observance of Flag Day by the National Foundation for Communal Harmony - Participation of Government servants - Permission under Rule 12 of the CCS (Conduct) Rules, 1964. [DOPT OM No. 11013/9/95-Estt. (A), dated 02.11.1995]
7. GIFTS
8. DOWRY Government of India Decisions :
 - A. Manner of disposal of gifts received from foreign dignitaries - those of 'trifling or 'symbolic' may be retained but other to be deposited in the Toshakhana - purchase from Toshakhana on payment of assessed value permissible [MEA DO No. 25/49/55-Ests., dated 31.03.1956] and M.E.A. OM No. F.55-TK/56 dated 19.11.1956]
 - B. Procedure for disposal of gifts received from foreign dignitaries [[MEA OM No. 15(101) (GA)/59/EA I/60(I)/183, dated 11.10.60]
 - C. Do - Clarification [MEA OM No. F.16(11)/GA/60 (EA.1)/60/1/239, dated 31.12.1960]
 - D. Do - Clarification [Ministry of E.A. OM No. F.16(2)GA/61CEAI/61/1/36), dated 16.03.1961]
 - E. Presents received by Government Servants from foreign dignitaries and foreign firms- Instructions regarding [MHA DP &AR No. 11013/4/76-Estt. (A), dated 27.08.1976]
 - F. Acceptance of gifts by Government servants on the occasion of their transfer or retirement [MHA OM No. 25/40/58-Ests. (A), dated 24.07.1958]
 - G. Do - Clarification [MHA OM No. 25/22/62-Ests. (A), dated 12.11.1962]
9. Familiarity arising out of private hospitality - recommendation No. 24 of the Committee on Prevention of Corruption [MHA OM No. 43/60/64-AVD, dated 18.01.1965]
10. Invitations for free "inaugural flights" - acceptance of, by Government servants and members of their families [MHA OM No. F.25/34/64-Ests. (A), dated 25.05.1965]
11. Acceptance of dowry by Government servants [MHA OM No. 25/37/65-Ests. (A), dated 30.08.1965]
12. Acceptance of passage and hospitality by officers from foreign contracting firms [MHA OM No. F.25/4/67-Ests. (A), dated 03.04.1967 as amended by OM bearing same number dated 06.11.1967]
13. Arms and ammunitions in the prohibited category should not be accepted as presents [MHA OM No. 25/13/65-Ests. (A) dated 10.12.1969]
14. Book Clubs run by Foreign Agencies - Acceptance of membership by Government servants [OM No. 25/16/73-Ests. (A), dated 03.07.1973 of Department of Personnel]
15. Contacts with business firms - Instructions regarding [DOPT OM No. 11013/1/88-Estt. (A), dated 10.05.1988]
 - A. Acceptance of 'Free Companion Ticket' by Government servants and members of their families under the 'Companion Free Scheme' introduced from time to time by various Airlines. [DOPT OM No. 11013/2/97-Estt. (A), dated 05.03.1997]
 - B. Do-clarification regarding. [DOPT OM No. 11013/2/97-Estt. (A), dated 19.08.1997]
 - C. Do - Clarification regarding. [DOPT OM No. 11013/2/97-Estt. (A), dated 15.09.1998]
 - D. Permission to avail of mileage points earned by Government servants on tickets purchases for official travel [No.11013/7/2008-Estt(A) dated the 6th October, 2008]

E. Permission to avail of mileage points earned by Government servants on tickets purchased for official travel [O.M.No.11013/7/2008-Estt(A) dated the 18th November, 2008]

12. PUBLIC DEMONSTRATIONS IN HONOUR OF GOVERNMENT SERVANTS Government of India Decisions

1. Public demonstrations in honour of Government servant – Clarification of the provisions contained in the Conduct Rules [MHA, OM No. 25/24/57-Ests. (A), dated 16.09.1957]
2. Acceptance of gifts by Government servants on the occasion of their transfer or retirement – See Government of India Decision No. 2 under rule 13.

A. Acceptance of awards by Government servants – Clarification regarding. [DOPT OM No. 11013/2/99-Estt. (A), dated 24.02.1999]

B. Acceptance of awards by Government servants [[DOPT OM No. 11013/2/99-Estt. (A), dated 17.02.2000]

3. PRIVATE TRADE OR EMPLOYMENT

4. SUB-LETTING AND VACATION OF GOVERNMENT ACCOMMODATION

Government of India Decisions

A. Joining of Educational Institutions by Government servants outside normal office hours. [MHA OM No. 130/54-Ests. (A), dated 26.02.1955]

B. Period of tenure of the official should be taken into account while granting permission [MHA OM No. 11013/4/77-Estt. (A), dated 21st May, 1977]

5. Participation in Shramdan activities organized by Government departments or the Bharat Sewak Samaj [MHA OM No. 25/8/55-Estt. (A), dated 03.05.1955]

6. Permission to participate in the AIR programmes and to receive honorarium therefore. [MHA OM No. 25/32/56-Ests. (A), dated 15.01.1957]

7. Acceptance of part-time employment Examinership of examination papers set by recognized Universities. [MHA OM No. 25/5/56-Ests. (A), dated 06.09.1957 to the Ministry of Defence]

8. Part-time lectureship amounts to regular remunerative occupation attracting need for sanction under supplementary Rule 11. [Min. of Finance OM No. F.10(94)-E-II(B)/58, dated 13.09.1958]

9. Acceptance of part-time employment of Government servants after office hours ordinarily not to be allowed. [MHA OM No. 25/42/58-Ests. (A), dated 16.10.1958]

10. Enforcement of the restriction against canvassing by Government servants of the business of Life Insurance Agency, Commission Agency owned or managed by members of the family [MHA DO No. 24/10/61-AVD, dated 01.01.1962]

11. Joining Civil Defence Service permissible. [MHA OM No. 47/7/63-Ests. (A), dated 23.05.1963]

12. Medical practice during spare time – Permission to be given to only those holding recognized qualifications [MHA OM No. 25/4/64-Ests. (A), dated 29.02.1964]

13. Commercial employment – negotiations for, while in service [MHA OM No. 29/3/66-Ests. (A), dated 08.02.1966]

14. Incentive to Central Government servants who are members of St. John Ambulance Brigade. [CS (Deptt. of Personnel) OM No. F.27/5/70-Ests. (B), dated 12.01.1971]

15. Sub-letting of Government accommodation by Government servants – Departmental action against. [DOPT OM No. 11013/14/85-Estt.(A), dated 06.03.1986]

16. Canvassing in support of business owned or managed by members of family. [DOPT OM No. 11013/1/89-Estt. (A), dated 11.03.1989]

17. Participation of Government servants in competitions/events organized by Private companies etc. with the objective of promoting their products. [DOPT OM No. 11013/2/89-Estt. (A), dated 28.03.1989]
18. Rule 15 of the CCS (Conduct) Rules, 1964 – Clarification regarding. [DOPT OM No. 35014/6/92-Estt. (A), dated 10.06.1993]
19. Rule 15 – Contesting in elections to sports bodies etc. [DOPT OM No. 11013/9/93-Estt. (A), dated 22.04.1994]
20. Subletting of Government accommodation – Departmental action against accommodation [DOPT OM No. 11012/2/97-Estt. (A), dated 31.12.1997]
21. CCS (Conduct) Rules, 1964 – Provisions of rule 15 regarding the holding of elective office by Government servants in Co-operative Societies etc.
13. INVESTMENT, LENDING AND BORROWING Government of India Decisions
 1. Wherever any rule stipulates the obtaining of prior permission from Government in any matter, such prior sanction must invariably be obtained by Government servants before making any move, requests for ex-post-facto sanction to be severely discouraged. [MHA OM No. 25/25/61-Estt. (A), dated 26.06.1961]
 2. Surety [MHA OM No. 25/5/66-Ests. (A), dated 25.05.1966]
 3. [C.S. Deptt. of Personnel, No. 25/9/72-Ests. (A), dated the 18th September, 1976]
 4. Fixed Deposits with Banks and Companies [DP&AR OM No. 11013/5/81-Estt. (A), dated 12.05.1982]
14. INSOLVENCY AND HABITUAL INDEBTEDNESS Government of India Decision
 1. Channel of submission of report to, and their disposal by Government in matters relating to habitual indebtedness or insolvency. [MHA OM No. 25/40/55-Ests. (A), dated 22.02.1956]
 2. MOVABLE, IMMOVABLE AND VALUABLE PROPERTY Government of India Decision
 - A. General instructions regarding submission of the return for immovable property—House-building is clearly a transaction in immovable property—‘prescribed’ authorities, who would exercise authority—returns to be treated as secret and kept along with character rolls. [MHA OM No. 25/10/55-Estt. (A), dated 12.01.1956]
 - B. Question whether report of conclusion of a transaction in immovable property should be made forthwith in cases where prior permission to purchase such property was obtained and the amount involved was/was not indicated. [Min. of W.H. & S. OM No. AV(37) dated 05.12.1956]
 - C. Form of report standardized for cases involving purchase of land, construction of building and additions alterations to an existing building [MHA OM No. 25/21/57-Ests. (A), dated 11.06.1957]
 - D. Reference Ministry of Home Affairs OM No. 25/21/57-Ests. (A), dated the 11th June, 1957 (Decision No. 3 above) [MHA OM No. 25/21/51-Ests. (A), dated 18.12.1957]
 - E. Prohibition of Government servants from bidding at Government auctions (either personally or by proxy) [MHA OM No. 25/12/57-Ests. (A), dated 21.01.1958]
 - F. "On account" payment to be transaction in movable property [MHA OM No. 21/38/58-Ests. (A), dated 16.04.1958]
 - G. No regular and continuous scrutiny necessary in case of returns of immovable property submitted by officers of the Central Secretariat Service and the Central Secretariat Stenographer's Service. [MHA OM No. 12/9/58-CS (A), dated 21.06.1958]
 - H. Sale of a car purchased on an advance from the Government of India, required two sets of sanctions – one under the G.F.Rs. and the other under the CCS (Conduct) Rules. [MHA OM No. 28/47/58-Estt. (A), dated 05.03.1959]

- I. Clarification of the provisions in the CCS (Conduct) Rules, 1955 regarding transaction in movable and immovable properties. [MHA OM No. 25/18/59-Ests. (A), dated 28.08.1959]
- J. Transactions in immovable property – points to be ensured [MHA OM No. 12/6/60-CS (A), dated 10.03.1960]
- K. Requirement of seeking prior permission [MHA OM No. 25/25/61-Ests. (A), dated 26.06.1961]
- L. Reference this Ministry's OM No. 25/21/57-Ests. (A) dated the 11th June, 1957 (Decision No. 3 above), on the above subject, the attached Form I may be substituted for the Form I circulated with the OM under reference. [MHA OM No. 25/2/64-Ests. (A), dated 31.01.1964]
- M. Question whether a charge of corruption should be held proved in case the officer concerned is unable to account satisfactorily possession by himself or by any other person on his behalf of pecuniary resources or property disproportionate to his known sources of income. [MHA OM No. 39/19/63-Ests. (A), dated 16.12.1964]
- N. "Pagri" charged by Government servants in renting their houses and flats – amounts to corruption [MHA OM No. 43/49/64-AVD, dated 19.11.1965]
- O. All purchases made at the same time, in the same place (Shop, etc.) and charged for the same bill should be treated as one transaction for the purpose of Rule 18 (3) whether or not they relate to the same item. [MHA OM No. 25/8/57-Ests. (A), dated 25.03.1967 and OM No. 71/33/58-Ests. (A), dated 03.04.1958]
- P. Heads of Departments declared as "prescribed Authorities" for Class I (Group A) Officers. [MHA OM No. 25/11/68-Ests. (A), dated 05.08.1968]
- Q. Order [Cab. Sectt. DP&AR OM No. 25/7/65-Ests. (A), dated 6th January, 1973]
- R. Central Civil Services (Conduct) Rules, 1964 – Rules 18 – Return of Assets and Liabilities – forms and periodicity. [Cab. Sectt. DP&AR OM No. 25/7/65-Ests. (A), dated 8th January, 1973]
- S. - Do – Action be held in abeyance [Cab. Sectt. DP&AR OM No. 25/7/65-Ests. (A), dated 4th July, 1973]
- T. Central Civil Services (Conduct) Rules, 1964 – Amendments introduced therein by the Central Civil Services (Conduct) Amendment Rules, 1973 – Lease of immovable property. [Cab. Sectt. DP&AR OM No. 25/57/64-Ests. (A), dated 5th February, 1973]
- U. Form of property return to be obtained from officers governed by the CCS (Conduct) Rules, 1964 – for the year ending 1973. [Cab. Sectt. DP&AR OM No. 25/27/73-Ests. (A), dated 07.01.1974]
- V. Form for report/permission. [Cab. Sectt. DP&AR OM No. 11013/5/75-Ests. (A), dated 20.06.1975 – 13.08.1975]
- W. Appropriate authorities not to sanction acceptance of substantial amount as advance rent if it is in violation of the concerned State's Act. [Cab. Sectt. DP&AR OM No. 11013/18/75-Estt. (A), dated 21.02.1976]
- X. Chit Funds/Life Insurance Policies/Fixed Deposits in Banks by Government servants- Clarifications regarding. [Cab. Sectt. DP&AR OM No. 11013/12/76-Estt. (A), dated the 4th October, 1976]
- Y. CCS (Conduct) Rules, 1964 – Prescription of time limits for grant of permission under certain rules thereunder [MHA, DP&AR OM No. 11013/17/77-Ests. (A), dated 19th April, 1978]
- Z. CCS (Conduct) Rules, 1964 – Transaction entered into by the spouse and other members of family of a Government servant out of their own funds. [MHA, DP&AR OM No. 11013/13/78-Ests. (A), dated 11th September, 1978]

- AA.CCS (Conduct) Rules, 1964 – Fixed Deposits with Banks and Companies – Clarification regarding [Deptt. of Personnel & AR's OM No. 11013/5/81-Ests. (A), dated 12.05.1982]
- AB.Transactions of property coming within the purview of Rules 18 (2) & (3) – Forms for obtaining permission/giving intimation [DOPT OM No. 11013/11/85-Estt. (A), dated 23.06.1986]
- AC.Rule 18 (4) of CCS (Conduct) Rules, 1964 calling of a statement of movable or immovable property at any time [DOPT OM No. 11013/6/86-Estt. (A), dated 03.07.1986]
- AD.Amendment to Rule 18 of the Central Civil Services (Conduct) Rules, 1964 [DOPT OM No. 11013/1/87-Estt. (A), dated 27.03.1987]
- AE.Provision regarding expenditure incurred on repairs or minor construction work in respect of movable property [DOPT OM No. 11013/9/89-Estt. (A), dated 27.11.1990]
- AF.Transactions in sale and purchase of shares and debentures etc. [DOPT OM No. 11013/6/91-Estt. (A), dated 08.04.1992]
- AG.Submission of annual returns by Group 'A' and Group 'B' officers regarding immovable property. [DOPT OM No.11013/12/93-Estt. (A), dated 24.01.1994]
- AH.Transaction in immovable property under General Power of Attorney – applicability of CCS (Conduct) Rules. [DOPT OM No. 11013/9/98-Estt. (A), dated 29.12.1998]
3. RESTRICTIONS IN RELATION TO ACQUISITION AND DISPOSAL OF IMMOVABLE PROPERTY OUTSIDE INDIA AND TRANSACTIONS WITH FOREIGNERS, ETC.
- 15.VINDICATION OF ACTS AND CHARACTER OF GOVERNMENT SERVANTS
Government of India
Decisions
1. Conviction of Government servants – requirement regarding intimation to departmental superiors. [MHA OM No. 25/70/49-Ests., dated 20.12.1949]
 2. Government servants seeking redress in Courts of Law of their grievances arising out of their employment or conditions of service. [MHA OM No. 25/3/59-Ests. (A), dated 21.04.1959]
 3. Allegations made in the Press or by individuals against a Government servant in respect of his official conduct – procedure for dealing with. [MHA OM No. 25/32/54-Ests. (A), dated 08.01.1959]
 4. Legal and financial assistance to Government servants involved in law suits arising out of their official work and conduct. [MHA OM No. F-45/5/53-Ests.(A), dated 08.01.1959]
 5. Government servants involved in legal proceedings – Provisions for legal and financial assistance. [MHA OM No. 45/1/61-Ests. (A), dated 26.11.1963]
 6. Retired Government servants involved in legal proceedings – Provision of legal and financial assistance. [DOPT OM No. 28022/1/75-Ests. (A), dated 20th January, 1977]
 7. Vindication of allocation by Government servants – going to press without permission of favoured [DP&AR OM No. 11013/21/76-Estt. (A), dated 24.02.1977]
 8. Legal assistance to Government employees for proceedings instituted in respect of his official duty or position by another Government employee [DOPT OM No. 28020/1/78-Ests. (A), dated 6th October, 1978]
- 16.CANVASSING OF NON-OFFICIAL OR OTHER OUTSIDE INFLUENCE
Government of India
Decisions
1. Representation on service matters by relatives should be discouraged. [MHA F25/21/63-Ests. (A), dated 19.09.1963]
 2. Prohibition on bringing any political or outside influence in respect of matters pertaining to service under the Government [11013/6/90-Estt. (A), dated 30.03.1990]

3. Procedure for dealing with the Government servants attempting to further their service interests through non-Governmental influence-instructions with reference to rule 20 of the CCS (Conduct) Rules, 1964-regarding. [DOPT OM No. 11013/12/94-Estt. (A), dated 12.01.1995]
 4. Canvassing of non-official or other outside influence by Government servants [DOPT OM No. 11013/11/97-Estt. (A), dated 06.11.1997]
 5. Representation from Government servants on service matters [DOPT OM No. 11013/7/99-Estt. (A), dated 01.11.1999]
 6. Recommendations of the Committee on Service Litigations regarding representation made by a Government employees, requiring examination in the Ministries/Departments. [DOPT OM No. 28034/6/2002-Estt. (A), dated 11.01.2002]
17. RESTRICTIONS REGARDING MARRIAGE Government of India Decisions
1. Procedure for dealing with requests from Government servants for permission to remarry while first wife is still living. [MHA OM No. 219/51-Ests. Dated 16.02.1955]
 2. Inclusion of a provision in all rules of recruitment to the effect that the restrictions against bigamy will apply to female Government servants also [MHA OM No. 25/5/55-Ests., dated 31.05.1956]
 3. Form of declaration to be obtained from new entrants regarding their having one or more than one wife. [MHA OM No. 25/52/57-Ests. (A), dated 02.01.1958]
 4. CONSUMPTION OF INTOXICATING DRINKS AND DRUGS Government of India's decisions
 - A. Public Place - Clarification regarding [DP&AR Letter No. 11013/16/74-Estt. (A), dated 30th October, 1976]
 - B. Consumption of intoxicating drinks by Government servants in receptions arranged by Foreign Missions, etc. [MHA DP&AR OM No. 11013/10/77-Estt. (A), dated the 7th December, 1977]
 - C. Programme for reducing the consumption of alcoholic beverages - Instructions relating to Government servants. [DP&AR's OM No. 11013/3/84-Estt. (A), dated 29.03.1984]
5. PROHIBITION REGARDING EMPLOYMENT OF CHILDREN BELOW 14 YEARS OF AGE
18. DELEGATION OF POWERS Government of India Decisions
1. Delegation of powers to the Chief Administrative Officer and others in respect of civilians in the Defence Services [MHA Order No. 25/19/66-Ests. (A), dated 18th May, 1965]
 2. Delegation of powers to the D.G.T.D. in respect of Class I Officers in regard to transactions in movable and immovable property. [MHA OM No. 25/25/65-Ests. (A), dated 8th June, 1965]
 3. Delegation of powers to the Administrators of Union Territories [MHA Order No. 25/30(i)/65-Ests. (A), dated 8th September, 1965]
 4. Delegation of powers to Heads of Departments [MHA Order No. 25/30(i)/65-Ests. (A), dated 6th October, 1965]
 5. The 'prescribed authority' under the various rules of the Central Civil Services (Conduct) Rules, 1964. [MHA Order No. 25/36(2)/65-Ests. (A), dated 6th October, 1965]
 6. The authorities competent to receive various reports [MHA Order No. 25/36(3)/65-Ests.(A), dated the 6th October, 1965]
 7. Under sub-rule (2) and (3) of rule 18 for class I (Group A) [MHA Notification No. 25/11/68-Ests. (A), dated the 5th August, 1968]
 8. Delegation of powers to Ministries in respect services controlled by the Ministry of Home Affairs. [MHA OM No. 25/2/59-Ests. (A), dated 7th February, 1959 as amended by MHA OM No. 16/1/59-IMP, dated the 10th December, 1959]

9. - Do - [MHA OM No. 29/2/63-Ests. (A), dated 17thApril, 1963]

19.REPEAL AND SAVING Miscellaneous MattersGovernment of India Decisions

1. Time Limits for grant of permission.[DOPT OM No.11013/2/88-Estt. (A), dated 07.07.1988]
2. Emigration of Central Government Servants to other Countries [DOPT OM No. 28034/34/86-Estt. (A), dated 14.07.1988]
3. Court orders against Government of India instructions on service matters - consultation with Ministry of Law and DOP&T on the question of filing appeals, before implementation of Court's orders [DOPT OM No. 28027/9/99-Estt. (A), dated 1st May, 2000]