

Rajasthan Civil Services (Conduct) Rules, 1971



1. Introductory:-

Framed under the proviso to Article 309 of the Constitution of India. Hence, these rules are statutory having the force of law.

Purpose:-

Regulating the conduct of government servants .

- Uniform norms of Conduct of G.S.
- Touchstone for testing the veracity(truthfulness) of his behavior.
- Curbing the authoritarian whims of the controlling authorities ,

However, any violation or breach, action can be taken Rajasthan Civil Services (CCA) Rules.

Applicability & Important Definitions



Applicability :-

These rules apply to **persons appointed to civil services and posts in connection with affairs of the State.**

Important Definitions-

(1) Appointing authority,

(i) Persons appointed on the posts of the Rajasthan Govt. & including

(ii) Persons on deputation from Central Govt./other states.

(2) 'Government servant'

(3) 'Members of Family'

--Wife/husband

-- Son/daughter, step son / step daughter who are wholly dependent

-- Any other person related by blood or marriage or to the spouse of G.S.



3. General Objectives

Government servant shall always

(i) Maintain absolute integrity;

(ii) Devotion to duty

(iii) Dignity of Office

- A G.S., in supervising capacity, shall ensure integrity and devotion to duty from G.S. under his Control.
- No G.S. shall act otherwise than in his best judgment. If action under directions of higher authority, get them confirmed afterwards.

4. Improper and Unbecoming (अशोभनीय) Conduct



4- A Government servant will be liable for disciplinary action, if he :-

- (i) is **convicted of an offence** involving moral turpitude/behaviour,
- (ii) behaves in public in a disorderly manner which is unbecoming of his position.
- (iii) is proved to have **sent an anonymous (बिना नाम) or pseudonymous (छद्म नाम) petition** to any person in authority,
- (iv) leads an **immoral life**,
- (v) **disobeys lawful order or instructions** of superior Officers,
- (vi) does not look after his/her disabled & minor issues, parents (Then 50% of his emoluments may be paid in their accounts) .
- (vii) willfully tempers **Meters/ equipments, power/water line** .



- 4 (a) **unauthorized occupies the Govt. accommodation :-**
- (i) **Without authorization by Competent Authority.**
 - (ii) **even when he has his own house**
 - (iii) **contravenes any rules of Dak Banglow, Circuit House, Transit Hostel etc.**
- 4(b) **employs any child** below the age of 14 years,
- 4(c) **encroaches upon any government land** or land belonging to Local Bodies/institution /government undertakings,
- 4(d) **suppresses of Material information i.e. Lodging of FIR, detention/ arrest/conviction etc.**
- 4(e) **does not work with Promptness and courtesy – (i) No dilatory practices (ii) courteous language.**
- 4(f) **observes of Govt. Policies-** (regarding marriage age, environment , wildlife, natural) heritage protection (ii) Prevention of crime against women.

5. Employment of Near Relative in firm Enjoying Patrorage



-A G.S. shall not permit his son, daughter or dependents to accept employment with private firms with which he or the government have **official dealings**, except with previous sanction of the government.

-In case a dependent accepts, he should immediately report to the government; this employment will be provisional if can not wait for sanction (in urgent cases).

(5. A) No G.S. will deal any matter or sanction any contract, lease allotment, authorioution to such company in which any family member is employed.

6. Employment During Leave



He shall not accept any employment during leave without prior permission.

7. Taking Part in Politics and Elections



- He shall **not be associated with or take part in or subscribe to or assist in any manner in any political activity.**
- Prevent members of his family** from taking part in any activity of subversive (उलटना) of Govt. If unable to prevent due to any reason, he shall report to the government.
- He shall not canvass or use his influence** in an election. He can vote, perform election duties.

Displaying election symbol on his person, vehicle or residence will amount to using his influence, proposing or seconding a name or acting as polling agent shall be deemed as an active participation in politics.)

Note :- Any pressure from Senior officials should be reported to Chief Secretary.

8. Joining of Association



-He shall not associate himself in association, which is **against to the interest of sovereignty and integrity of India, or public order or morality.**

9. Demonstrations and Strikes



- Shall not participate in any demonstration and strike, which is against to the interests of sovereignty and integrity of India, security of State, friendly relations with foreign countries, public order, decency or morality, or which involve contempt of court, defamation or incitement to an offence, nor shall he abet in any form.

10. Connections with the Press or Radio



No G.S. shall,

- (i) Own or conduct or participate in **editing or managing any newspaper.**
- (ii) **No G.S. will participate in radio broadcast or television programme.**
- (iii) **Contribute any article, paper or letter without prior sanction.**

Exception-

(No such sanction shall be required if such work is of literary, artistic or scientific character and not forbidden by law and the fee charged for such contribution shall be normal and not higher.)

11. Criticism of Government



A G.S. shall not make adverse criticism of any current policy or action of central or State Government or, which has the effect of embarrassing the relations between the Central and the State Government or the Central Government and any foreign country.

Views expressed in his official capacity or in due performance of his duties are not prohibited.

12. Evidence before committee or any other Authority



A G.S. shall **not give evidence** in any enquiry conducted by any person, committee or authority **without prior sanction.**

He shall **not criticize the policy of the State or Central Government or any other state.**

It shall not apply in case of an enquiry before any authority appointed by government, parliament or assembly, Judicial enquiry, or departmental enquiry.

13. Unauthorized communication of Information



A G.S. shall not communicate about any document or pass on information which has come into his possession in the process of discharging his duties without general or special order of government .



14. Subscriptions

A government servant shall **not ask for or accept or raise contributions in cash or kind** in pursuance of any object, **without previous sanction.**



15. Gifts

A G.S. or his/her family or any person acting on his behalf

- **shall not accept any gift which includes free transport, boarding and lodging or any pecuniary advantage,**
- except from a near relative or personal friend having no official dealing.**

(A casual meal, lift or social hospitality is not considered a gift.)

-But on weddings, anniversaries, funerals or religious functions, he/she may accept gifts under following limits :-

Class of services	From Near Relatives	From personal Friends	From Others
State service	Upto Rs. 1000	Upto Rs. 400	Upto Rs. 150
Subordinate/Ministerial service	Upto Rs. 500	Upto Rs. 200	Upto Rs. 50
Class IV service	Upto Rs. 200	Upto Rs. 100	Upto Rs. 50

-If the value exceeds, he /she shall make a report.

16. Public Demonstrations in Honour of G.S.



G.S. shall **not receive any complimentary (प्रसंशापत्र) or valedictory (अभिनन्दनपत्र) address or accept testimonial or attend entertainment in his honour or in honour of any other G.S. without previous sanction.**

- *A farewell on retirement or transfer is exempted,*
- *Simple and inexpensive entertainment, arranged by public bodies or institutions, are also exempted.*

17. Prohibition on Joining / Attending Educational Institutions



G.S. Shall **not appear in any examination without previous permission of Head of Department nor shall join any educational institution.**

18. Private Trade or Employment



G.S. shall not engage directly or indirectly in any trade or business or take any employment without previous sanction.

(But he can take honorary work of a social/charitable nature or occasional work of literary, artistic or scientific character but his official duties do not thereby suffer.)

19. Investment, Lending and Borrowing



- No G.S. shall speculate in stock, share or other investment.
- No investment which is likely to influence or embarrass him in discharge of duties,
- No lend to or borrow from persons with whom he has or is likely to have official dealing, (giving or taking of any loan exceeding Rs. 5000/- is to be reported within a month(from relatives-allowed but for temporary period).



20. Insolvency and Habitual Indebtedness

When a G.S. is adjudged & declared insolvent and a part of his salary is continuously under attachment for a period exceeding 2 years, he will be considered liable for dismissal.

21. Movable, Immovable and Valuable Property



He Shall submit return of his assets & liabilities at such intervals as prescribed -

- (a) **Immovable property** in his name (inherited, owned, acquired or held) or in the name of his family members .
- (b) **Shares, debentures and cash** in his name.
- (c) **Other movable property** in his name.
- (d) **Debts and other liabilities** incurred by him directly or indirectly.

Articles of daily use like cloth, utensils, crockery, books etc., need not be included. Movable property if the value exceeds Rs. 2500/- for class VI Services; Rs. 5000/- for subordinate and ministerial services; and Rs.10,000/- for State Services.

Every G.S. shall report to the prescribed authority every transaction concerning movable property owned or held by him either in his own name or in the name of a member of his family, if the value of such property exceeds from his two months basic salary. (No F. 9 (5) (30) DOP(A-3)/2004 dated 05-04-2012)

22. Representations by Government Servant.



G.S. Shall not make any representation to government or any subordinate authority except in accordance with rules, orders, regulations.

23. Vindication of Acts and Character of Government Servants:-



G.S. Shall not have recourse to any court or to the press for vindication (to prove right/justified)of any official act without previous sanction.

He is, however, at liberty for his personal acts or character.

24. Canvassing of Non-Official or other Influence:-



He shall **not bring or attempt to bring any political or other influence to bear upon superiors.**



25. Bigamous Marriages

G.S. who has his/her living wife/husband shall **not contract another marriage without obtaining permission.**

In case of marriage with a foreigner immediate information shall be submitted to government.



25 A. Dowry

G.S. shall **not give / take or abet giving or taking of dowry**. Shall not demand dowry from the parents of guardians of a bride or bridegroom.

Dowry means **demand by the parents of either party to a marriage or by any other person at or before or after the marriage** as consideration for the marriage of the said parties.

But presents to either party in cash, ornaments, clothes and other articles are excluded from the definition of dowry.

25 AA. sexual harassment & 2 children norm etc.

25 AA -No indulgence in sexual harassment by G.S.

As an in- charge he should ensure steps to prevent harassment .

25C -Two children norm shall be observed.

25D -Participation in child marriage in any manner is liable for disciplinary action.

26. Consumption of Intoxicating Drinks and Drugs



A G.S. shall strictly abide by the law of area (Prohibition in certain areas).

He/she should not-

- (i) affect his/her duties by such consumption;
- (ii) be under the influence of intoxicating drink or drug during course of duty;
- (iii) appear in a public place in state of intoxication.
- (iv) use intoxicants in excess.

27. Acceptance of Passage and Hospitality by Officers from foreign contracting firms



G.S. shall not accept offers of payable expenses on passage, free boarding and lodging from foreign firms contracting with government directly or indirectly.

Training abroad is an exception who obtain reimbursement from Govt. as part of AID programme.

28. G.S. should not accept of Hospitality of the Subordinate staff while on Tour; nor the subordinate should offer any hospitality to his superior.

29. Litigation on service matters:-

G.S. shall first have recourse to normal official channel of redress and then only have recourse to Court of Law.