The Government Employees (Conduct) Rules, 1966
(Amended up to February, 2009)
THE GOVERNMENT EMPLOYEES (CONDUCT) RULES, 1966

1. Short title, Commencement and application. — (1) These rules may be called the Punjab Government Employees (Conduct) Rules, 1966.

(2) They shall come into force at once.

(3) They shall apply to all persons appointed to Civil Services and posts in connection with the affairs of the State.

Provided that nothing in these rules shall apply to—

(a) members of the All India Services who are subject to All India Services (Conduct) Rules, 1954; and

(b) holders of any post in respect of which the Government may, by general or special order, declare that these rules do not apply.

2. Definitions. — In these rules, unless the context otherwise requires,—

(a) "the Government means the Government of the State of Haryana.

(b) "Government employees" means any person appointed to any civil service or post in connection with the affairs of the State of Haryana.

Explanations. — A Government employee whose services are placed at the disposal of a company, corporation, organisation or a local authority by the Government, shall for the purposes of these rules be deemed to be a Government employee serving under the Government notwithstanding that his salary is drawn from sources other than from the Consolidated Fund of the State.

(c) "members of family" in relation to a Government employee includes—

(i) the wife or the husband, as the case may be, of the Government employee, whether residing with the Government employee or not but does not include a wife or husband, as the case may be, separated from the Government employee, by a decree or order of a competent court;

(ii) son or daughter or step-son or step-daughter of the Government employee and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on Government employee or of whose custody the Government employee has been deprived by or under any law;

(iii) any other person related, whether by blood or marriage, to the Government employee or to the Government employee's wife or husband and wholly dependent on the Government employee.
3. **General.** — (1) Every Government employee shall at all times—
   (i) maintain absolute integrity;
   (ii) maintain devotion to duty; and
   (iii) do nothing which is unbecoming of a Government employee.

   (2) (i) Every Government employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Government employees under his control and authority.

   (ii) No Government employee 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 employee 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.

   *Explanation.* — Nothing in clause (ii) of sub-rule (2) shall be construed as empowering a Government employee 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.

3-A. **Prohibition of sexual harassment of working women.** —

   (1) No Government employee shall indulge in any act of sexual harassment of any woman at her work place.

   (2) Every Government employee who is incharge of work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

   *Explanation.* — For the purpose of this rule, “sexual harassment” includes such unwelcome sexually determined behaviour, whether directly or otherwise, as:

   (a) physical contact and advances;
   (b) demand or request for sexual favours;
   (c) making any sexually coloured remarks;
   (d) showing any pornographic material; and
   (e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

4. Employment of near relatives of Government employees in [Companies or firm] enjoying Government patronage. — (1) No Government employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any [Company or firm].

(2)(i) No Class I officer shall, except with the previous sanction of the Government, permit his son, daughter or other dependent to accept employment in any [Company or firm] with which he has official dealings or in any other [Company 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 at the earliest but not later than three months and the employment may be accepted provisionally subject to the permission of the Government.

(ii) A Government employee shall, as soon as he becomes aware of the acceptance by a member of his family of an employment in any [Company or firm], intimate such acceptance to the prescribed authority and shall also intimate whether he has or had any official dealings with that [Company or firm].

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

(3) No Government employee shall in the discharge of his official duties deal with any matter or give or sanction any contract to any [Company or firm] or any other person if any member of his family is employed in that [Company 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 employee 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 election. — (1) No Government employee 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 employee 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 employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other 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 employee shall canvass or otherwise canvass, 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 employee 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 employee 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 employee 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 employees. — No Government employee 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 employee shall—

(i) engage himself or participate in any demonstration which is prejudicial to the interest 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 in connection with any matter pertaining to his service or any other Government employee.

8. Connection with Press or Radio. — (1) No Government employee 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.

(a) publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles; or

(b) participate in a radio broadcast or contribute an article or write a letter to a newspaper or periodical, either in his own name or anonymously or pseudonymously or in the name of any other person:

Provided that no such sanction shall be required.

(1) if such publication is through a publisher and is of a purely literacy artistic or scientific character; or
(ii) if such contribution, broadcast or writings is of a purely literary, artistic or scientific character:

1[Provided further that the Government may withdraw at any time the sanction so granted if there are reasons to believe that the sanction is being misutilised after affording reasonable opportunity of being heard].

9. **Criticism of Government**.- No Government employee shall, in any radio broadcast or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communications to the press or in any public utterance make any statement of fact or opinion -

(i) which has the effect of any adverse criticism of any current, recent policy or action of the Government of India, Government of Haryana or any other State Government;

(ii) which is capable of embarrassing the relations between the Government of Haryana and the Government of India or the Government of any other State in India; or

(iii) which is capable of embarrassing the relations between the Government of India or the Government of Haryana 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 employee 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 employee 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 employee giving such evidence shall criticize the policy or any action of the Government of India, Government of Haryana or any other 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.

“11. **Communication of official Information**. – Every Government employee shall, in performance of his duties in good faith, communicate to a member of public or any organization full and accurate information, which can be disclosed under the Right to Information Act, 2005 (22 of 2005).

Explanation – Nothing in this rule shall be construed as permitting communication of classified information in an unauthorized manner or for improper gains to a Government servant or others.”

---

12. **Subscriptions.** - No Government employee shall, except with the previous sanction of the Government or of the prescribed authority ask for or accept contribution 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.

13. **Gifts** - (1) Save as otherwise provided in these rules, no Government employee 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 other person other than a near relative or personal friend having no official dealings with the Government employee.

**Note.** - (i) A Government employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organizations, etc.

(2) On occasions such as weddings, anniversaries, funerals or religious functions, when the making of a gift is in conformity with prevailing religious or social practice a Government employee may accept gifts from his near relatives and friends but, he shall make a report to the Government if the value of any such gift exceeds Rs.4000.

(3) In any other case, a Government employee shall not accept, or permit any member of his family or any other person acting on his behalf to accept, any gift without any sanction of the Government if the value thereof exceeds.

(i) [Rs.1000] in the case of a Government employee holding any Class I or Class II post; and
(ii) [Rs.500] in the case of a Government employee holding any Class III or Class IV post.

13-A. **Prohibition of Dowry.** - No Government employee shall—

(i) give or take or abet the giving or taking of dowry; or
(ii) demand, directly or indirectly from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

**Explanation.** - For the purpose of this rule, “dowry” has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961), as amended in its application to the State of Haryana.]
Every Government employee after his marriage shall furnish a declaration to his Head of Department that he has not taken any dowry. The declaration shall be signed by his wife, father and father-in-law.

14. Public demonstration in honour of Government employees. — No Government employee 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 employee:

Provided that nothing in this rule shall apply to:

(a) a farewell entertainment of a substantially private and informal character held in honour of a Government employee or any other Government employee on the occasion of his retirement or transfer of any person who has recently quit the service of any Government; or

(b) the acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

Note. — Exercise of pressure or influence of any sort on any Government employee to induce him to subscribe towards any farewell entertainment even 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 employee not belonging to Class III or Class IV, is forbidden.

15. Private trade or Employment. — (1) No Government employee shall, except with the previous sanction of the Government engage directly or indirectly in any trade or business or negotiate for, or undertake, any other employment:

Provided that a Government employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the conditions that:

(i) he shall, within a period of one month of his undertaking any such work, report to the Government giving full details;

(ii) his official duties do not thereby suffer;

(iii) he shall discontinue any such work if so directed by the Government:

Provided further that, if the undertaking of any such work involves holding of an elective office, he shall not seek election to any such office without the previous sanction of the Government.

Explanation. — Canvassing by a Government employee—

(i) in support of the business of insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family; or

(ii) for a candidate for an elective office referred to in the second proviso, shall be deemed to be a breach of this sub-rule.

(2) Every Government employee [shall report within one month] 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.

(3) No Government employee shall, without the previous sanction of the Government except in the discharge of his official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (Act I of 1956), or any other law for the time being in force or any co-operative society for commercial purposes. Provided that a Government employee may take part in the registration, promotion or management of a Co-operative society substantially for the benefit of Government employees or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 (21 of 1860), or any corresponding law in force, subject to the conditions that—

(i) he shall, within a period of one month of his taking part in such activity, report to the Government giving full details;

(ii) his official duties do not thereby suffer;

(iii) he shall discontinue taking part in any such activity if so directed by the Government.

Provided further that, if taking part in any such activity involves holding of an elective office, he shall not seek election to any such office without previous sanction of the Government.

Explanation—A ‘Co-operative society’ means a society registered, or deemed to be registered under Co-operative Societies Act, 1912 (2 of 1912), or any other law relating to co-operative societies for the time being in force in any State.

Explanation—Canvassing for a candidate for an elective office referred to in the second proviso shall be deemed to be breach of this sub-rule.

(4) No Government employee shall accept any fee for any work done by him for any public body or any private person without the sanction of the prescribed authority.

16. Investment, lending and borrowing. — (1) No Government employee shall speculate in any stock, share or other investment.

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.

(2) No Government employee 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.

(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.

(4) No Government employee shall, save in the ordinary course of business with a bank or a firm of standing duly authorised to conduct banking business, either himself or through any member of his family or any other person acting on his behalf—

(a) lend or borrow money as principal or agent, to or from any person 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
(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 employee may, give to or accept from a relative or a personal friend purely temporary loan of a small amount free of interest, or open a credit account with a bonafide tradesman or make an advance of pay to his private employee but such amount shall not exceed twelve months emoluments for the construction of house or purchase of built-up house and six months emoluments for the purchase of conveyance and other purposes.

Provided further that a Government employee may, with the previous sanction of the Government, enter into any transaction referred to in sub-clause (a) or sub-clause (b).

(ii) When a Government employee 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 employee shall so manage his private affairs as to avoid habitual indebtedness, or insolvency. A Government employee 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 proceeding 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 employee 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 employee.

18. Movable, immovable and valuable property. — (1) Every Government employee shall on his first appointment to any service or post and thereafter at such intervals may be specified by the Government, 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, owned, acquired or held on lease or mortgage, by him or his spouse or any member of his family, either in their own name or in the name of any other person;

(b) shares, debentures and cash including bank deposits inherited or similarly owned, acquired or held by him or his spouse or any other member of his family;

(c) other movable property inherited or similarly owned, acquired or held by him or his spouse or any other member of his family; and

(d) debts and other Liabilities incurred directly or indirectly by him or his spouse or any other member of his family."

Note I – Sub-rule (1) shall not ordinarily apply to Class IV employees, but the Government may direct that it shall apply to any such Government employees or class of such Government employees.

Note II – In all returns, the value of items of movable property worth less than Rs. 1,000 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 – Every Government employee who is in service on the date of the commencement of these rules shall submit a return under this sub-rule on or before such date as may be specified by the Government after such commencement.

(3) (2) No Government employee or any dependent member of his family 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 dependent member of his family; provided that the previous sanction of the prescribed authority shall be obtained by the Government employee if any such transaction is –

(i) With a person having official dealings with the Government employee; or
(ii) Otherwise than through a regular or reputed dealer.

(3) Where a Government employee or any dependent member of his family enters into a transaction in respect of movable property either in his own name or in the name of a dependent 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 Rs. 50,000/-:

Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is –

(i) With a person having official dealings with the Government employee; or
(ii) Otherwise than through a regular or reputed dealer.

(4) The Government or the prescribed authority, any at any time, by general or special order, require a Government employee 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 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 employee belonging to Class III or Class IV from any of the provisions of this rule except sub rule (4). No such exemption shall, however, be made without the concurrence of the Chief Secretary to Government, [Haryana].

Explanation. - For the purpose of this rule—

(1) the expression “movable property” includes—

(i) jewellery, insurance policies, the annual premium of which exceed Rs. 10,000 or one-sixth of the total annual emolument received from Government whichever is less, share, securities and debentures;

(ii) loans and advances by such Government employee whether secured or not; and

(iii) motor-cars, motor-cycle, horses, or any other means of conveyance; and

(iv) refrigerators, radios, radiograms and other electronic goods.

(2) “prescribed authority” means—

(a) (i) the Government, in the case of a Government employee holding any Class I post, except where any lower authority is specified by the Government for any purposes;

(ii) Head of Department, in the case of a Government employee holding any Class II post;

(iii) Head of Office in the case of Government employee holding any Class III or Class IV post;

(iv) The speaker of the Haryana Vidhan Sabha in the case of the Secretary of the said Sabha and the Secretary in the case of all other employees of the Vidhan Sabha.

(b) In respect of the Government employee on foreign service or on deputation to any other Department or any other Government, the parent department on the cadre of which such Government employee is borne or the department to which he is administratively subordinate as member of that cadre.

Vindication of acts and character of Government employee. -

No Government employee shall, except with the previous sanction of the Government have recourse to any court or to the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

(2) Nothing in this rule shall be deemed to prohibit a Government employee 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 employee shall submit a report to the prescribed authority regarding such action.


(20). *Conversion*— No Government employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of a matter pertaining to his service under the Government.

(21) *Bigamous Marriages*— (1) No Government employee shall enter into, or contract, a marriage with a person having a spouse living, and

(2) No Government employee, having a spouse living, shall enter into, or contract, a marriage with any person:

Provided that the State Government may permit a Government employee to enter into, or contract, any such marriage as is referred to in sub-rule (1) or sub-rule (2), if it is satisfied that—

(a) such marriage is permissible under the personal law applicable to such Government employee and the other party to the marriage; and

(b) there are other grounds for so doing.

(22). *Consumption of intoxicating drinks and drugs.*— A Government employee 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) take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drinks or drugs;

(c) not consume intoxicating drinks or drugs in public;

(d) not appeal in a state of intoxication in a public place;

(e) not be present on duty in a state of intoxication; and

(f) not habitually use any intoxicating drinks or drugs to excess.

(22-A). *Prohibition regarding employment of children below 14 years of age.*— No Government employer shall employ any child below the age of 14 years as domestic help.

23. *Interpretation.*— If any question arises relating to the interpretation of these rules, it shall be referred to the Chief Secretary to Government, [Haryana] 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 the 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 employee 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.