

# LOK SABHA SECRETARIAT (CONDUCT) RULES, 1955

**As amended upto April, 2001**



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NEW DELHI**

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## LOK SABHA SECRETARIAT

### THE LOK SABHA SECRETARIAT (CONDUCT) RULES, 1955.

1. *Short title*—(1) These rules may be called the Lok Sabha Secretariat (Conduct) Rules, 1955.

(2) These rules shall be deemed to have come into force on and from the First day of October, 1955.

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

(a) "members of the family" in relation to an officer employed in the Lok Sabha Secretariat includes:—

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

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

(in) any other person related, whether by blood or marriage to the officer or to the officer's wife or husband, and wholly dependent on the officer.

(aa) "Officer" means a person appointed to, or borne on the cadre of, the Secretarial staff of the Lok Sabha.

*Explanation*—An officer whose services are placed at the disposal of a Ministry/Department of Government of India, State Government, a company, corporation, organisation or a local authority by the Lok Sabha Secretariat shall, for the purpose of these rules, be deemed to be an officer

of this Secretariat, notwithstanding that his salary is drawn from sources other than the Consolidated Fund of India.

- (b) All words and expressions used in these rules and not defined shall have the meanings respectively assigned to them in the Lok Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1955, as amended from time to time.

\*3. *General*—(1) Every officer shall at all times—

- (i) maintain absolute integrity;
- (ii) maintain devotion to duty;
- (iii) do nothing which is unbecoming of an officer.

(2) (i) Every officer holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all officers for the time being under his control and authority.

(ii) No officer 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 and shall, where he is acting under such direction, obtain the direction in writing wherever practicable and where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of the direction as soon thereafter as possible.

*Explanation*—Nothing in clause (ii) of sub-rule (2) shall be construed as empowering an officer to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary.

\*\*3-A. \*\*\* Employment of near relatives of officers in companies or firms:—

\*\*\*(1) "No officer shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm." \_

\* Rule 3 substituted *vide* Notification No. GSR 1099, dated 9.9.72.

\*\* Rule 3-A inserted *vide* Notification No. GSR 1099, dated 9.9.72.

\*\*\* Heading substituted *vide* Notification No. 31/4/76/AN-I/GN-740/76, dated 27.10.76.

- (2) (i) No Group 'A' officer shall, except with the previous sanction of the Secretary-General, 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 Lok Sabha Secretariat:

Provided that where the acceptance of the employment cannot await prior permission of the Secretary-General or is otherwise considered urgent the matter shall be reported to the Secretary-General and the employment may be accepted provisionally subject to the permission of the Secretary-General.

(ii) An officer 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 Secretary-General and shall also intimate whether he has or has had any official dealings with that company or firm:

Provided that no such intimation shall be necessary in the case of a Group 'A' officer if he has already obtained the sanction of, or sent a report to the Secretary-General under clause (i).

- (3) No officer 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 official 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 which the reference is made.

\*4. *Gifts*—(1) Save as otherwise provided in these rules, no officer,

(a) Shall accept directly or indirectly on his own behalf or on behalf of any person, or

\*\* (b) shall permit any member of his family or any other person acting on his behalf so to accept, any gift.

\* Rule 4 substituted *vide* Notification No. GSR-1099, dated 9.9.72.

\*\*Substituted *vide* Notification No F-31/4/76/AN-I/GN-740/76, dated 27.10.76.

*Explanation*—The expression 'gift' shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the officer.

*Note (I)*—A casual meal, lift or other social hospitality shall not be deemed to be a gift.

*Note (II)*—An officer shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firm, organisation etc.

"(2) \*On occasions such as weddings, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious and social practice, an Officer may accept gifts from his near relatives or from his personal friends having no official dealings with him, but shall make report to the Secretary-General, if the value of such gift exceeds:—

- (i) rupees five thousand in the case of an Officer holding any Group 'A' post;
  - (ii) rupees three thousand in the case of an Officer holding any Group 'B' post;
  - (iii) rupees one thousand in the case of an Officer holding any Group 'C' post; and
  - (iv) rupees five hundred in the case of an Officer holding any Group 'D' post.
- (3) In any other case, an Officer shall not accept any gift without the sanction of the Secretary-General, if the value exceeds:—
- (i) rupees one thousand in the case of an Officer holding any Group 'A' or Group 'B' post; and
  - (ii) rupees two hundred in the case of an Officer holding any Group 'C' or Group 'D' post.
- (4) Notwithstanding anything contained in the sub-rules (2) & (3), an Officer, being a member of the Indian delegation or otherwise, may receive and retain gifts from foreign dignitaries if the market value of the gifts received on one occasion does not exceed rupees one thousand. In all other cases, the acceptance and retention of such gifts shall be regulated by the instructions issued by the Secretary-General in this regard from time to time.
- (5) An Officer shall not accept any gifts from any foreign firm which is either contracting with the Lok Sabha Secretariat or is one with which an Officer had, or is likely to have official dealings. Acceptance of gifts by an Officer by any other firm shall be subject to provisions sub-rule(3).

\* Sub-rules (2) to (4) of Rule 4 substituted *vide* Notification No. F31/4/2000/AN-I/GN-4445/2000, dated 09.06.2000.

\*4-A. No officer 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).

5. *Public demonstrations in honour of officers*—Except as otherwise provided in this rule—

(1) No officer shall, except with the previous permission of the Secretary-General—

- (a) receive any complimentary or valedictory address or accept any testimonial or attend any public meeting or entertainment held in his honour; or
- (b) take part in the presentation of a complimentary or valedictory address or give a testimonial to any other officer or former officer or attend a public meeting or entertainment held in honour of any such officer.

(2) An officer may, at the request of any public body, sit for a portrait, bust or statue not intended for presentation to him.

(3) An officer may take part in the raising of a fund to be expended, in recognition of the services of any other officer or the foundation of a scholarship or on any other public or charitable object or on the execution of any portrait, bust or statue not intended for presentation to such an officer; provided that he shall not solicit any subscription in aid of such fund.

(4) An officer may attend a farewell entertainment of a substantially private and informal character held as a mark of regard to himself or to any other officer, on the occasion of retirement from service or transfer from the Secretariat.

\*\* (5) An officer may accept a simple and inexpensive entertainment arranged by a public body or institution.

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\* Inserted *vide* Notification No. F-31/4/76/AN-1/GN-740/76, dt. 27.10.76.

\*\* Sub-rule (5) of Rule 5 inserted *vide* Notification No. GSR 1099, dated 9.9.72.



*Note*—exercise of pressure or influence of any sort on any officer 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 group 'C' or group 'D' officers under any circumstances for the entertainment of any officer not belonging to group 'C' or group 'D' is forbidden.

6. Investment, lending and Borrowing—

(1)\*\* No officer shall speculate in any stock, share or other investment:

Provided that nothing in this sub-rule shall apply to occasional investments made through stock brokers or other persons duly authorised and licensed or who have obtained a certificate or registration under the relevant law.

*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 officer 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. For this purpose, any purchase of shares out of the quotas reserved for Directors of Companies or their friends and associates shall be deemed to embarrass the Officer.

(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 Secretary-General thereon shall be final.

(4) (i) No officer 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 at interest or in a manner whereby return in money or in kind is charged or paid:

Provided that an officer may give to, or accept from a relative or a personal friend, a purely temporary loan of a small amount free of interest, or operate a credit account with a *bona fide* tradesman or make an advance of pay to his Private employee:

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\*\* Sub-rules (1) & (2) of Rule 6 substituted *vide* Notification No. F. 31/4/2000/AN-I/GN. 4445/2000 dated 09.06.2000.

Provided further that nothing in this sub-rule shall apply in respect of any transaction entered into by an officer with the previous sanction of the Secretary-General.

(ii) When an officer 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 Secretary-General and shall thereafter act in accordance with such order as may be made by the Secretary-General.

\*7. *Movable, immovable and valuable property*—(i) Every officer shall, on his first appointment to any service or post, submit a return of his assets and liabilities in such form as may be prescribed for the purpose, giving the full particulars regarding—

- (a) the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person;
- (b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him;
- (c) other movable property inherited by him or similarly owned, acquired or held by him; and
- (d) debts and other liabilities incurred by him directly or indirectly.

*Note I*—*Sub-rule* (1) shall not ordinarily apply to group 'D' officers but the Secretary-General may direct that it shall apply to any such officer or class of such officers.

*Note II*—In all returns, the value of items of movable property worth less than Rs. 2,000/- 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*\$—Where an officer already belonging to a service or holding a post, is appointed in the Secretariat, he shall not be required to submit a fresh return under this clause.

\* Rule 7 substituted *vide* Notification No. GSR 1099 dated 9.9.72.

\$ Inserted *vide* Notification No. F. 31/4/76/AN-1/GN-740/76 dated 27.10.1976.

\*7.(ii) Every officer in any post in group 'A' and 'B' shall submit an annual return in such form as may be prescribed by the Secretary-General in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person.

"(2) No officer shall except with the previous knowledge of Secretary-General 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 member of his family:

Provided that the previous sanction of the Secretary-General shall be obtained by the Officer if any such transaction is—

- (i) with a person having official dealings with the officers; or
- (ii) otherwise than through a regular or reputed dealer.

\*\* (3) Where an officer enters into a transaction in respect of movable property either in his own name or in the name of a member of his family, he shall, within one month from the date of such transaction, report the same to the Secretary-General if the value of such property exceeds Rs. 15,000/-@ in the case of an officer holding any group 'A' to 'B' post or Rs. 10,000/-@ in the case of an officer holding any group 'C' to 'D' post:

Provided that the previous sanction of the Secretary-General shall be obtained if any such transaction is—

- (i) with a person having official dealings with the officer; or
- (ii) otherwise than through a regular or reputed dealer.

Transactions entered into by the spouse or any other member of family of an officer out of his or her own funds (including Stridhan, gifts, inheritance, etc.), as distinct from the funds of the officer himself, in his or her own name and in his or her own right, would not attract the provisions of sub-rules (2) and (3) of Rule 7 of Lok Sabha Secretariat (Conduct) Rules, 1955 as amended from time to time. F.No.31/8/78/AN-I (Circular No. 7694 dated 25.9.1978).

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\* Inserted *vide* Notification No. F 31/4/76/AN-I/GN-740/76 dated 27.10.76.

\*\* LSS Notification No. F. 31/1/188/AN-I/GN-1413/88 dt. 1.3.88.

@ Substituted *vide* Notification No. F. 31/4/2000-AN-I/GN-4445/2000 dated 09.06.2000.

(4) The Secretary-General may, at any time, by general or special order, require an officer 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 on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so required by the Secretary-General include the details or the means by which, or the source from which, such property was acquired.

(5) The Secretary-General may exempt any category of officers belonging to group 'C' or 'D' from any of the provisions of this rule except sub-rule (4).

*\$Explanation I*—For the purpose of \*this rule, the expression 'movable property' includes—

(a) jewellery, insurance policies the annual premia of which exceeds Rs. 2000/- or one sixth of the total annual emoluments received from Government whichever is less, shares, securities and debentures;

\**(b)* all loans, whether secured or not, advanced or taken by such officers;

(c) motor cars, motor cycles, horses, or any other means of conveyance; and

(d) refrigerators, radios, radiograms and television sets.

*\$Explanation II*—For the purpose of this rule, "lease" means, except where it is obtained from, or granted to, a person having official dealings with the officer, a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent.

*t7-A. Restrictions in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc.—*

Notwithstanding anything contained in sub-rule (2) of rule 7,

\$ SS Notification No. F. 31/3/AN-1/GN-408/73 dt. 2.3.73.

\* LSS Notification No. F.31/1/87/AN-I/GN-1340/87 dt. 19.10.87.

t Inserted *vide* Notification No. F. 31/3/AN-I/GN-408/73 dt. 2.3.73.

no officer shall, except with the previous sanction of the Secretary-General:

- (a) acquire, by purchase, mortgage, lease, gift or otherwise either in his own name or in the name of any member of his family, any immovable property situated outside India;
- (b) dispose of, by sale, mortgage, gift, or otherwise, or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family;
- (c) enter into any transaction with any foreigner, foreign Government, foreign organisation or concern:—
  - (i) for the acquisition, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, of any immovable property;
  - (ii) for the disposal of, by sale, mortgage, gift, or otherwise, or the grant of any lease in respect of, any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.

\*8. Deleted.

\*9. Deleted.

10. *Insolvency and habitual indebtedness*—(1) An officer shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An officer 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 Secretary-General.

\$(2) Deleted.

(3) In every such case the burden of proving that the insolvency or indebtedness is the result of circumstances, which in the exercise of ordinary diligence the debtor could not have foreseen or over which he had no control, and has not proceeded from extravagant or dissipated habits, shall be upon the debtor.

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\* Rules 8 & 9 omitted *vide* Notification No. GSR 1099 dated 9.9.72.

\$ Sub-rule (2) of Rule 10 deleted *vide* Notification No GSR 1099 dated 9.9.72.

\*11. *Promotion and management of companies*—No officer, whether on leave or in service, shall, without the previous permission of the Secretary-General, take part in the promotion, registration or management of any banking or other company which is required to be registered under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes:

\*\*Provided that an officer may take part in the registration, promotion or management of:—

- (i) a literary, scientific, or charitable society or of a company, club or similar organisation the aims and objects of which relate to promotion of sports, cultural or recreational activities, registered under the Societies Registration Act, 1860 (21 of 1860) or the Companies Act, 1956 or any other law for the time being in force; or
- (ii) a co-operative society substantially for the benefit of officers registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other Law for the time being in force (Notification dated 26.10.78).

\*\*\*12. *Private trade or employment*—(1) No officer shall, without the previous permission of the Secretary-General engage directly or indirectly in any trade or business or negotiate for or undertake any other employment, other than the duties entrusted to him by the Secretariat.

*Explanation*—Canvassing by an officer in support of the business of insurance agency, commission agency etc. owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.

(2) An officer may, with the previous permission of the Secretary-General, undertake occasional work of a literary or artistic character provided that his public duties do not suffer thereby; but the Secretary-General may in his discretion, at any time, forbid him to undertake or require him to abandon any employment which in his opinion is undesirable.

(3) # No officer shall, without previous permission of the Secretary-General participate in or associate himself in any manner in the making of:—

- (i) a sponsored media (radio or television) programme; or
- (ii) a media programme, commissioned by Government media but produced by a private agency; or
- (iii) a privately produced media programme including video magazine.

Provided that no previous permission shall be necessary in case where an Officer participates in a programme produced or commissioned by Government media in his official capacity.

\* Rule 11 amended *vide* Notification No. GSR 1099 dated 9.9.72.

\*\* Amended *vide* Notification No. F. 31/10/78/AN-I/GN-743/78 dated 26.10.78.

\*\*\* Rule 12 amended *vide* Notification No. GSR 1099 dated 9.9.72.

# Sub-rule (3) of Rule 12 inserted *vide* Notification No. F. 31/4/2000/AN-I/GN-4445/2000 dated 09.06.2000.

(b) The existing sub-rule (3) and sub-rule (4) shall stand renumbered as sub-rule (4) and sub-rule (5) respectively.

(4) Every officer shall report to the Secretary-General if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

(5) No officer may accept any fee for any work done by him for any public body or any private person without the sanction of the Secretary-General.

*Explanation*—The post of the Secretary or other office of a club does not constitute employment under this rule, provided that it does not occupy so much of an officer's time as to interfere with his official duties and that it is an honorary office that is to say, that it is not remunerated by any payment in cash, or any equivalent thereof other than the customary concession, free quarters and personal exemption.

"12A.<sup>s</sup>—Subletting & Vacation of Government Accommodation:—

"(1) Save as otherwise provided in any other law for the time being in force, no Officer shall sub-let, lease or otherwise allow occupation by any other person of LSS pool accommodation which have been allotted to him.

(2) An officer shall, after the cancellation of his allotment of the Accommodation vacate the same within the time-limit prescribed by the allotting authority."

13. *Taking up of employment outside Secretariat during leave*—No officer while on leave other than leave preparatory to retirement, shall, save with the previous permission of the Secretary-General in writing, take up any service or employment outside the Secretariat.

*Explanation I*—Grant of permission for such employment during leave preparatory to retirement is governed by the provisions of rule 69 of the Fundamental Rules.

*Explanation II*—This rule does not apply to casual literary work or to service as an examiner nor does it apply to acceptance of foreign service which is governed by rule 110 of the Fundamental Rules.

\*14. *Unauthorised communication of information*—No officer shall, unless generally or specially permitted by the Secretary-General or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or any part thereof or information which has come into his possession in the course of his official duties, or has been prepared or collected by him in the course of those duties, whether from official source or otherwise, to any other officer of the Secretariat or to other Government servant or to any private person or to the Press to whom he is not authorised to communicate such document or information.

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SRuIe 12A inserted *vide* Notification No. F. 31/4/2000/AN-I/GN-4445/2000 dated 09.06.2000.

\* Rule 14 substituted *vide* Notification No. GSR 1099 dated 9.9.72.

*Explanation*—Quotation by an officer (in his representations to the Secretary-General or Speaker) of or from any letter, circular or office memorandum or from the notes on any file, to which he is not authorised to have access, or which he is not authorised to keep in his personal custody or for personal purposes, shall amount to unauthorised communication of information within the meaning of this rule.

15. *Relations with Member of Parliament*— (1) No officer shall have any business dealings with a Member of Parliament or share any residential accommodation with any such Member.

(2) The provisions of this rule shall apply notwithstanding that an officer is related to the Member concerned.

(3) This rule does not debar an officer from accepting an invitation from a Member to a marriage party or to a social gathering or a general party.

16. *References to officers in applications*—(1) No officer shall in any application for any post give reference to an officer of the Secretariat unless he has obtained the consent of the officer.

(2) No such officer shall give his consent under sub-rule (1) except after obtaining the previous permission of the Secretary-General.

17. *Seeking of redress in respect of service matters*— (1) An officer may seek redress from the Secretary-General in the matter of grievances arising out of his employment or conditions of service.

\*(2) Deleted.

\$18. *Connection with Press or Radio* — (1) No officer shall, without the previous permission of the Secretary-General, own wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication.

(2) No permission under sub-rule (1) shall be granted in respect of any newspaper or periodical publication which is devoted mainly to matters of political character and any such permission granted may, at any time, be withdrawn without any reason being assigned therefor.

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• Sub-Rule (2) of Rule 17 omitted *vide* Notification No. GSR 1099, dated 9.9.72.  
 \$Rule 18 substituted *vide* Notification No. GSR 1099, dated 9.9.72.



(3) No officer shall, except with the previous permission of the Secretary-General or any other officer to whom power is delegated in this behalf or except in the *bona fide* discharge of his duties:

- (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.

\*19. Deleted.

\*20. Deleted.

\*\*21. *Criticism of Government*— (1) No officer 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 communication 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 or recent policy or action of the Central Government or a State Government; or
- (ii) which is capable of embarrassing the relations between the Parliament, the Central Government or the Government of any State and the people of India or any section thereof; or
- (iii) which is capable of embarrassing the relations between the Central Government and the Government of any foreign State.

(2) Any officer who intends to publish any document under his own name or to deliver any public utterance containing statements in respect of which any doubt as to the application of the restrictions imposed by this rule may arise, shall submit to the Secretary-General a copy or draft of the document which he intends to publish or of the utterance which he intends to deliver and shall not publish the document or deliver the utterance, save with the permission of the Secretary-General and with such alterations, if any, as the Secretary-General may direct.

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\* Rules 19 & 20 omitted *vide* Notification No. GSR 1099, dated 9.9.72.

\*\* Rule 21 amended *vide* Notification No. GSR 1099, dated 9.9.72.

@22. *Evidence before Committees or any other authority*—(1) No officer shall, except with the previous permission of the Secretary-General, give evidence in connection with any inquiry conducted by any person, committee or authority.

(2) In giving any such evidence an officer shall not criticise the policy or decisions or any action of the Secretariat or the Government of India or the Government of any State.

(3) Nothing in this rule shall apply to,—

(a) evidence given at any inquiry before an authority appointed by Parliament.

(b) evidence given before an authority holding any judicial or departmental inquiry.

23. *Absence from duty*—(1) No officer shall ordinarily absent himself from duty without obtaining the previous permission for such absence.

(2) In case of absence due to sudden illness or some other unforeseen circumstances beyond his control, an officer shall inform the Head of the Branch if he is a non-gazetted officer, or his next superior officer if he is a gazetted officer.

(3) All applications for leave for more than three days on grounds of ill health shall be supported by a medical certificate from a registered Medical Practitioner. The absentee may, if considered necessary, be called upon to produce a medical certificate from his authorised Medical Attendant or the Civil Surgeon.

\*24. *Taking part in politics and elections*—(1) No officer shall be a member of, or be otherwise associated with, any political party or any other 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 officer 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

@ Rule 22 amended *vide* Notification No. GSR 1099, dated 9.9.72.

\* Rule 24 substituted *vide* Notification No. GSR 1099, dated 9.9.72.

which is, or tends directly or indirectly to be, subversive of the Government as by law established and where an officer 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 Secretary-General.

(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 Secretary-General thereon shall be final.

(4) No officer shall canvass or otherwise interfere with, or use his influence in connection with or take part in, an election to any legislature or local authority.

Provided that—

- (i) an officer 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) an officer 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 an officer on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election with the meaning of sub-rule (4).

(5) An officer who issues an address to electorate or in any other manner publicly announces himself or allows himself to be publicly announced as a candidate or a prospective candidate for election to a legislative or local body shall be deemed, for the purposes of this rule, to take part in any election to such body.

\*24A. Demonstrations and strikes—No officer shall—

- (i) engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States,

\* Rule 24-A as inserted *vide* Notification No. S.R.O. 3390, dated 9.10.57 substituted *vide* Notification No. G.S.R. 1099, dated 9.9.72.

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 the service of any other officer.

\*24-B. No officer 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.

\*\*25. *Vindication of acts and character of officer*—(1) No officer shall, without the previous permission of the Secretary-General, have recourse to any court or to the press for the vindication of his official acts which have been the subject matter of adverse criticism or an attack of a defamatory character.

(2) Nothing in this rule shall be deemed to prohibit an officer 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 officer shall submit a report to the Secretary-General regarding such action.

26. *Canvassing of non-official or other outside influence*—No officer shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service in this Secretariat.

\*\*\*27. *Subscription*—(1) No officer shall, without the previous permission of the Secretary-General, ask for or accept contributions 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.

(2) No outsider shall be allowed access to any of the rooms of the Secretariat for such purposes.

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\* Substituted *vide* LSS Notification No. F.31/4/76/AN-I/GN-742-77, dt. 31.12.77.

\*\* Rule 25 amended *vide* Notification No. G.S.R. 1099, dated 9.9.72.

\*\*\* Rule 27 amended *vide* Notification No. G.S.R. 1099, dated 9.9.72.

28. *Secretariat property not to be taken out without permission*—No officer shall take out any article or property belonging to the Secretariat outside the Parliament House without the permission of the Secretary-General.

§29. *Consumption of intoxicating drinks and drugs*—An officer 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) not be under the influence of any intoxicating drink or drug during the course of his duty, and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;

\*(bb) refrain from consuming any intoxicating drink or drug in a public place;

(c) not appear in public place in a state of intoxication;

(d) not use any intoxicating drink or drug to excess.

\* *Explanation*—For the purposes of this rule, 'Public place' means any place or premises (including a conveyance) to which the public have or are permitted to have access, whether on payment or otherwise.

\*\*29-A. Deleted.

\*\*\*30. *Bigamous marriages*—

(1) No officer shall enter into, or contract, a marriage with a person having a spouse living; and

(2) No officer, having a spouse living, shall enter into, or contract, a marriage with any person.

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\$ Rule 29 Substituted *vide* Notification No. G.S.R. 1099, dated 9.9.72.

\* Inserted *vide* Notification No. 31/4/76/AN-I/GN-740-/76 dated 27.10.76.

\*\* Rule 29-A deleted *vide* Notification No. G.S.R. 1099, dated 9.9.72.

\*\*\* Rule 30 substituted *vide* Notification No. G.S.R. 1099, dated 9.9.72.

Provided that the Secretary-General may permit an officer to enter into, or contract, any such marriage as is referred to in Clause (1) or Clause (2) if he is satisfied that—

- (a) such marriage is permissible under the personal law applicable to such officer and the other party to the marriage; and
- (b) there are other grounds for so doing.

31. *Arrests on a criminal charge*—It shall be the duty of an officer, who has been arrested on a criminal charge made or a proceeding taken against him in connection with his position as a Government servant which is likely to embarrass him in the discharge of his duties or which involves moral turpitude, to intimate the fact of his arrest and the circumstances connected therewith, to the Secretariat, promptly in writing even though he might have subsequently been released on bail. Failure on the part of the officer concerned to so inform will be regarded as suppression of material information and will render him liable to disciplinary action on this ground alone, apart from any action that may be taken against him on the conclusion of the case against him.

§32. *Delegation of power*—The Secretary-General may, from time to time, by general or special order direct that any power exercisable by him (except the powers under this rule and also rule 35) shall, subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer of the Secretariat as may be specified in the order.

33. *Contravention of the rules*—(1) Any officer contravening the provisions of any of these rules shall render himself liable to disciplinary action.

(2) Notwithstanding anything contained in these rules, every officer is expected to apply the rules of prudence, reasonable conduct and sound commonsense in his approach to various matters.

33-A. \* "The above provisions shall be applicable *mutatis mutandis* to the Secretary-General and the competent authority shall be the Speaker."

34. *Power of the Speaker*—Nothing in these rules shall be deemed to affect the power of the Speaker to make such orders from time to time, as he may deem fit for regulating the conduct of the officers of the Secretariat, in respect of matters for which these rules do not make any provision or make insufficient provision.

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§ Rule 32 amended *vide* Notification No. G.S.R. 1099, dated 9.9.72.

\* Inserted *vide* Notification No. F.31/3/90/AN-1/GN-1869/90 dated 15.10.90.

35. *Interpretation*—It any question arises relating to the interpretation of these rules, it shall be referred to the Speaker whose decision thereon shall be final.

35-A#. "Amendment to these rules can be carried out with the approval of the Speaker."

36. *Repeal and Saving*—Any rules corresponding to these rules inforce immediately before the commencement of these rules and applicable to the officers of this Secretariat 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.

G.C. MALHOTRA,  
*Secretary-General.*