



प्रधान महा लेखाकार का कार्यालय (लेखा व हकदारी) आंध्रप्रदेश,  
विजयवाड़ा- 520 002  
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL**  
(A&E),  
Andhra Pradesh, Vijayawada – 520 002



PAG (A&E)/AP/Admn./2022-23

Dt: 14-07-2022

**Circular**

**Sub:** Adherence to provisions of CCS (Conduct) rules - 1964 - Reg.

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Cognizant of the fact that various officials of this office are unaware of the instances where permission/sanction of the competent authority is to be obtained for taking up certain activities in compliance with the provisions of Central Civil Services (Conduct) rules 1964.

In view of this, it is informed that in accordance with the provisions of Central Civil Services (Conduct) rules 1964, No government servant **except with the pervious sanction/knowledge** of the prescribed authority shall carry out certain activities.

Apart from this, employees of the office are expected to be aware of all the provisions of the Central Civil Services (Conduct) Rules, 1964 and comply with the same. It is the primary responsibility of every official to get themselves aware and properly acquaint with these rules.

Assistant Accounts Officers are instructed to guide and make sure that the officials of respective sections do comply with these rules.

An annexure is enclosed to this circular bearing list of activities where officials must obtain sanction of the competent authority.

Any official contravening these provisions shall be subjected to disciplinary proceedings as per rules laid down.

One can access PDF of aforementioned rules from the below link or by scanning the QR code.

[https://dopt.gov.in/sites/default/files/CCS\\_Conduct\\_Rules\\_1964\\_Updated\\_27Feb15\\_0.pdf](https://dopt.gov.in/sites/default/files/CCS_Conduct_Rules_1964_Updated_27Feb15_0.pdf)



**Encl:** Annexure.

Sd/-  
**Senior Accounts Officer (Admn.)**

To  
C-EDP for uploading on office website  
Notice Board  
Branch Officers  
RBA

## Annexure

### Prior permission/sanction of the prescribed authority is necessary :

1. To join educational institution or course of studies for University degree.
2. To join Civil Defense Service.
- 3 To enroll as member of St. John Ambulance Brigade.
4. To join Territorial Army.
5. To join Home Guards Organization.
6. To join foreign language classes conducted by Indo-Foreign Cultural Organization.
7. To own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publication or electronic media.
8. To give evidence in connection with any enquiry conducted by any person, committee or authority.  
Exceptions-
  - i. Giving evidence at an enquiry before an authority appointed by Government, Parliament or a State Legislature; or
  - ii. Giving evidence in any judicial enquiry; or
  - iii. Giving evidence at any departmental enquiry ordered by authorities subordinate to the Government.
9. To ask for or accept contributions to or otherwise associate him/her self in the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.
10. To accept gifts from near relatives and personal friends, when the value exceeds prescribed limits.
11. To accept membership of Book Clubs run by Foreign Agencies.
12. To receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in official's honour or in the honour of any other Government servant.  
Exceptions-
  - i. To take part in informal farewell entertainment held on occasions like retirement or transfer.
  - ii. To attend and speak at functions and ceremonies performed by others in respect of purely non-political or cultural institutions.
13. To accept International awards

14. To engage directly or indirectly in any trade or business, or hold an elective office in any body, whether incorporated or not, for a Period of two terms or for a period of 5 years, whichever is earlier, when contesting an election in such body, as per existing rules, or canvass for a candidate for an elective office, in any body, or canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of official's family.
15. To accept fee for work done for any private or public body or person.
16. Acceptance of a part-time lectureship in an educational institution which is in the nature of a regular remunerative occupation.
17. To enroll him/herself as an Advocate with the Bar Association (subject to condition that the Government servant does not in engage him/herself the legal profession so long as he/she continues in Government service).
18. To accept remuneration for services rendered regularly to co-operative societies.
19. To undertake medical practice during spare time on purely charitable basis, if registered as a practitioner in any system of medicine. In view of covid 19 pandemic, government servants holding recognized qualifications and registered under relevant law can practise or provide teleconsultation service during spare time on charitable basis.
20. To enter into negotiations with private firms to secure commercial employment even while in service.
21. To hold an elective office in co-operative Societies and other bodies and to contest in an election in such body.
22. To acquire or dispose of any immovable property, either directly or through Power of Attorney by lease, mortgage, purchase, sale, gift or otherwise either in official's own name or in the name of any member of official's family, if the above transaction is with a person having official dealings with the Government servant.
- 22-A. Regardless of amount involved, where the transaction regarding the material purchases or contract for any repairs or minor construction to an immovable property, is with a person with whom the Government servant concerned has official dealings. Intimation is necessary to incur expenditure on repairs and minor additions to an immovable property with the estimate exceeding two months' Basic Pay.

23. To enter into transactions in movable property, if its value exceed prescribed limits and if the transaction is with a person having official dealings with the Government servant.
24. (a) To acquire by purchase, mortgage, lease, gift or otherwise either in official's own name or in the name of any member or family any immovable property situated outside India.  
(b) To dispose of, by sale, mortgage, gift or otherwise or grant lease in respect of any immovable property situated outside India which was acquired or held by him/her either in official's own name or in the name of any member of official's family.  
(c) To enter into any transaction with any foreigner, foreign Government, foreign organization or concern
- i. For the acquisition, by purchase, mortgage, lease, gift or otherwise, either in official's own name or in the name of any member of official's 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 immovable property which was acquired or is held by her/him either in official's own name or in the name of any member of official's family.
25. To have recourse to any Court or to the press for the vindication of any official act that has been the subject matter of adverse criticism or an attack of a defamatory character.
26. To stay with Foreign Diplomats and foreign nationals abroad.
27. To be members of or actively participate in the activities of Indo-Foreign Cultural Organizations.
28. In the case of pensioners who, immediately before retirement, were Group 'A' Officers, to accept any commercial employment before the expiry of one year from the date of retirement.

Sd/-  
**Asst. Accounts Officer**