

**(8)**

## **Conduct Rules**

### **(8.1. 1) Sub: Conduct Rules**

The Director General has desired that attention of the members of the staff may be drawn to the fact that (a) representations addressed by them to the higher authorities direct, (b) bringing or attempting to bring influence to bear upon the superior authorities to further their interests in respect of matters pertaining to their service rights or conditions under the CSIR, are contrary to official propriety and subversive of discipline and constitute a breach of Rule 20 of the Central Civil Services (Conduct) Rules, 1964 as made applicable to the employees of the CSIR.

The Director General has also noted that references are made to the CSIR Headquarters over purely administrative and financial matters which fall within the purview of the delegated powers of the Directors and which relate to matters on which the Administrative and Accounts Officers in the Laboratories/Institutes are expected to render proper advice to their Directors. It has, therefore, been decided that such references should in future be returned to the Laboratories/Institutes (in original) and that no action should be taken on them at the CSIR Headquarters, except under special circumstances.

In regard to legal matters, the Administrative Officers and the Directors are free to write to the Law Officers, CSIR, directly for advice and the Law Officer would also render his advice directly to the Laboratory/Institute concerned. Litigation, if it arises, will be handled by the CSIR Headquarters since CSIR's legal personality vests in the Secretary and has to be handled as such.

(CSIR Letter No: 1/71-O&M, dated: 3rd November, 197 I.)

**(8.1.2) In CSIR Office letter of even no. dated 3.11.71 the Director-General had desired that attention of the members of the staff might be drawn to the fact that:**

a) representations addressed by them to the higher authorities direct; and

- b) bringing or attempting to bring influence to bear upon the superior authorities to further their interests in respect of matter pertaining to their service rights or conditions under the CSIR.
1. Were contrary to official propriety and subversive of discipline and constituted breach of Rule 20 of the Central Civil Services (Conduct) Rules, as made applicable to the employees of CSIR.
  2. Rule 20 ibid clearly provides "that no Council 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 matters pertaining to his service under the Council"
  - 3 It has been noticed with deep regret that this tendency of bringing political influence is on the increase. Not only certain employees of CSIR have resorted to this practice but some candidates for certain posts in CSIR/Labs. have also tried to bring political influence to further their service interest. The CSIR has so far been reluctant to take any serious notice of such attempts on the part of employees in the hope and belief that in course of time, the employees themselves would realise the futility of such attempts. As the tendency is still on the increase, the Director-General has decided that in future stringent action should be taken against CSIR employees for breach of Rule 20 ibid. He has further decided that candidates for a post under CSIR bringing political or other influence should be debarred from employment under CSIR/Labs.
  4. The Director-General, however, would like to re-assure all the employees that their representations submitted in the normal course to prescribed authorities would receive the fullest and most sympathetic consideration at all levels and their genuine grievances would be redressed without undue delay.
  5. All the Heads of Labs./Instts. are requested kindly to-
    - a) bring the contents of this letter to the notice of all employees;

- b) ensure that an extract of Rule 20 of the CCS(Conduct) Rules, 1964, in this regard is conspicuously exhibited for information and strict observance of all employees;
- c) take appropriate action in case of breach of conduct Rules; and
- d) while issuing any advertisement for a post the following stipulation may please be invariably added:-

"Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as a disqualification for the post".

(CSIR Letter -O&M dated: 11th June, 1974.)

**(8.1.3) Recently a case has come to notice in which a Council employee in his capacity as office bearer of an Association addressed a letter to the Head of a Political Party seeking his intervention in a matter pertaining to service conditions of C.S.I.R. Employees. This has been taken as violation of Rule 20 and 3 of C.C.S (Conduct) Rules as made applicable to the employees of C.S.I.R., by the concerned employee.**

Rule 20 of the C.C.S. (Conduct) Rules, 1964 relates to canvassing of non-official or other influence. It provides that no Council servant shall bring or attempt to bring; any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Council. These provisions are brought to the notice of all the Council employees for strict observance. Any violation of the said provisions whether in individual capacity or as an office bearer of an Association shall render him liable for disciplinary action under the relevant Rules.

(CSIR Letter No: 1/7/71 -O&M, dated 14.12.1978.)

**(8.1.4) The CSIR had issued instructions vide letter No. 1/7/71 dated 3-11-71, 11/6/74 and 14/12/78 requesting the Laboratories/Institutes to bring to the notice of the Members of staff the contents of Rule 20 of the C.C.S. (CONDUCT) Rules, as made applicable to the employees of the CSIR which prohibits the Council employees to bring or attempt to bring any political or other influence to**

**bear upon any superior authority to further their interests in respect of matters pertaining to their service under the Council and to take disciplinary action against those violating the rule.**

It has been observed that inspite of the above instructions some employees of the CSIR still continue to approach the Members of Parliament and other higher authorities with a view to bringing influence upon the superior authorities for redresal of their grievances. This tendency is contrary to official propriety and subversive of discipline and constitutes breach of Rule 20 of the CCS (Conduct) Rules.

You are, therefore, requested that these instructions may once again be brought to the notice of each individual employee as well as the staff associations/unions etc, If any, advising them to desist from indulging in any such activity which is violative of Rule 20 *ibid*; otherwise they would expose themselves to disciplinary action for breach of this rule.

(CSIR Letter dated 18th May, 1983).

#### **(8.1.5) Representations and complaints from employees working in the National Laboratories/Institutes.**

Reference D.O. Letter No. 1/47/81-O&M dated 7th August, 1981 from the Director-General, SIR to the Directors of the National Labs./Instts. and subsequent letter of even number dated 6th October, 1981 emphasising that the members of the staff working in the CSIR Laboratories/Institutes should send their representations through proper channel, and the same should be forwarded by the Directors of the National Labs/Instts. with their comments within one month from the date of receipt in the Labs./Instts

It has been observed that despite these instructions, some of the employees working in the National Labs./Instts., are still sending their representations direct to the CSIR and in some case's even to the Prime Minister. It is once again requested that the instructions, as contained in the above referred letters may kindly be brought to the notice of the members of the staff for strict compliance.

**No action on anonymous/pseudonymous complaints will be taken in the CSIR.**

**I am also forwarding herewith the instructions of the Govt. of India contained in the Ministry of Education, Office Order No. 1/68 issued vide Letter No. F. 10(10)/66- Vig. dated 15th May, 1968, (not printed )which are quite relevant in this case, for strict compliance.**

**(CSIR Letter No 1/47/81 -O&M, dated 10-09-1982).**