



**Central Pollution Control Board**  
(Ministry of Environment, Forest & Climate Change, Govt. of India)  
Parivesh Bhawan, East Arjun Nagar,  
Delhi – 110032.

File No. VG-12/8/2023-VIGL-HO-CPCB-HO

dated 09.05.2024

**CIRCULAR**

**Subject: - Do's and Don'ts as per CCS (Conduct) Rules**

As per guidelines of the Central Vigilance Commission, Vigilance Division, CPCB has been continuing in its endeavour to evolve best practices in the area of Preventive Vigilance. In this regard, Vigilance Division of CPCB, from time to time circulating "DOs & DON'Ts" for CPCB employees to help the organization in reducing the cases of Punitive Vigilance. Lack of clarity or ignorance about the rules and regulations makes an employee apprehensive and indecisive, which leads to delays or sometimes leads to taking wrong decision and becomes prime cause of complaints/grievances.

02. As many new officials have joined CPCB family, therefore, it is felt necessary to circulate Dos and Don't's as per CVC / DoPT guidelines. A copy of the same is enclosed for careful reading and to be familiar with the rules and regulations and to get confident and fearless in discharge of duties.

(B. Vinod Babu)  
Chief Vigilance Officer  
CPCB, Delhi

To

- 1 All Divisional Heads/ Regional Directorates : For their information and with a request to circulate it among the officials working under them.
- 2 DH-IT : With a request to upload it on CPCB website
- 3 PS to CCB : For information
- 4 PS to MS : For information

F. No. 11013/6/2014-Estt.A  
Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel & Training  
Establishment Division

North Block, New Delhi – 110001  
Dated December 10<sup>th</sup>, 2014

OFFICE MEMORANDUM

Subject: Amendment to Rule 3 of Central Civil Services (Conduct) Rules, 1964 -  
Need for code of Ethics and Values of Civil Services.

This undersigned is directed to say that Rule 3 of Central Civil Services (Conduct) Rules, 1964 has been amended vide G.S.R. No 845(E) dated 27<sup>th</sup> November, 2014 to incorporate the expected standards of the civil services and provide for accountability of civil servants to ensure good governance and better delivery of services to citizen. The above said Notification is also available on the website of this Department at [www.persmin.gov.in/DOPT.asp](http://www.persmin.gov.in/DOPT.asp).

2. Consequent to the above amendment, the sub-rule (1) of Rule 3 of Central Civil Services (Conduct) Rules, 1964 now reads as follows:

Every Government servant shall at all times—

- (i) maintain absolute integrity;
- (ii) maintain devotion to duty;
- (iii) do nothing which is unbecoming of a Government servant;
- (iv) commit himself to and uphold the supremacy of the Constitution and democratic values;
- (v) defend and uphold the sovereignty and integrity of India, the security of the State, public order, decency and morality;
- (vi) maintain high ethical standards and honesty;
- (vii) maintain political neutrality;
- (viii) promote the principles of merit, fairness and impartiality in the discharge of duties;
- (ix) maintain accountability and transparency;
- (x) maintain responsiveness to the public, particularly to the weaker section;
- (xi) maintain courtesy and good behaviour with the public;
- (xii) take decisions solely in public interest and use or cause to use public resources efficiently, effectively and economically;
- (xiii) declare any private interests relating to his public duties and take steps to resolve any conflicts in a way that protects the public interest;
- (xiv) not place himself under any financial or other obligations to any individual or organisation which may influence him in the performance of his official duties;
- (xv) not misuse his position as civil servant and not take decisions in order to derive financial or material benefits for himself, his family or his friends;

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F.No. 11013/6/2014-Estt.A dated 10.12.2014

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- (xvi) make choices, take decisions and make recommendations on merit alone;
- (xvii) act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of society;
- (xviii) refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices;
- (xix) maintain discipline in the discharge of his duties and be liable to implement the lawful orders duly communicated to him;
- (xx) maintain confidentiality in the performance of his official duties as required by any laws for the time being in force, particularly with regard to information, disclosure of which may prejudicially affect the sovereignty and integrity of India, the security of the State, strategic, scientific or economic interests of the State, friendly relation with foreign countries or lead to incitement of an offence or illegal or unlawful gain to any person;
- (xxi) perform and discharge his duties with the highest degree of professionalism and dedication to the best of his abilities.”.

3. All the Ministries/Departments are requested to bring the contents of this OM to the notice of all officers and staff working under them.

4. Hindi version will follow.

  
(J. A. Vaidyanathan)  
Director (Establishment)  
Tel: 23093179

To

The Secretaries of All Ministries/Departments

Copy to:

- 1. President's Secretariat, New Delhi.
- 2. Vice-President's Secretariat, New Delhi.
- 3. The Prime Minister's Office, New Delhi.
- 4. Cabinet Secretariat, New Delhi.
- 5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
- 6. The Comptroller and Auditor General of India, New Delhi.
- 7. The Secretary, Union Public Service Commission, New Delhi.
- 8. The Secretary, Staff Selection Commission, New Delhi.
- 9. ADG (M&C), Press Information Bureau, DoP&T, North Block, New Delhi.
- 10. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
- 11. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
- 12. Establishment Officer & A.S.
- 13. CVOs of all Ministries/Departments.
- ✓ 14. NIC (DOP&T) for placing this Office Memorandum on the Website. NIC (DOP&T) for placing this Office Memorandum on the Website of this Department under the head of OMs & Order → Establishment → CCS (Conduct Rules)
- 15. Hindi Section for translation in Hindi.