

3.4 CCS (Conduct) Rules - The Central Civil Services (Conduct) Rules, 1964 impose various restrictions on the Government servants. Important provisions of the Central Civil Services (Conduct) Rules, 1964 which impose such restrictions and as made applicable to employees of the Secretariat are as given below:

(1) Rule 3. General

- (1) Every Employee of the Secretariat shall at all times-
 - (i) maintain absolute integrity;
 - (ii) maintain devotion to duty; and
 - (iii) do nothing which is unbecoming of an Employee of the Secretariat.
- (2) (i) Every Employee of the Secretariat holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Employees of the Secretariat for the time being under his/her control and authority;
 - (ii) No Employee of the Secretariat shall, in the performance of his/her official duties, or in the exercise of powers conferred on him/her, act otherwise than in his/her best judgment except when he/she is acting under the direction of his/her 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) An Employee of the Secretariat who has received oral direction from his/her 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.

3-A. Promptness and Courtesy

No Employee of the Secretariat shall-

- (a) in the performance of his/her official duties, act in a discourteous manner;
- (b) in his/her official dealings with the public or otherwise adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him/her.

3-B Observance of Government's policies

Every Employee of the Secretariat shall, at all times-

- (i) act in accordance with the Government's policies regarding age of marriage, preservation of environment, protection of wildlife and cultural heritage;
- (ii) Observe the Government's policies regarding prevention of crime against women.

3-C. Prohibition of Sexual harassment of working women

(1) No Employee of the Secretariat shall indulge in any act of sexual harassment of any woman at her work place.

(2) Every Employee of the Secretariat who is in charge of a 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) sexually coloured remarks;
- (d) showing any pornography; or
- (e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

(2) Rule 4. Employment of near relatives of Employee of the Secretariat in companies or firms

(1) No Employee of the Secretariat shall use his/her position or influence directly or indirectly to secure employment for any member of his/her family in any company or firm.

(2) (i) No Group 'A' officer shall, except with the previous sanction of the Secretariat, permit his/her son, daughter or other dependant, to accept employment in any company or firm with which he/she has official dealings or in any other company or firm having official dealings with the Secretariat:

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

(ii) An Employee of the Secretariat shall, as soon as he/she becomes aware of the acceptance by a member of his/her family of an employment in any company or firm, intimate such acceptance to the prescribed authority and shall also intimate whether he/she has or has had any official dealings that company or firm:

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

(3) No Employee of the Secretariat shall in the discharge of his/her 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/her family is employed in that company or firm or under that person or if he/she or any member of his/her family is interested in such matter or contract in any other manner and the Employee of the Secretariat shall refer every such matter or contract to his/her 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.

(3) Rule 5. Taking part in politics and election

(1) No Employee of the Secretariat shall be a member of, or be otherwise associated with, any political party or any organization which takes part in politics nor shall he/she 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 Employee of the Secretariat to endeavour to prevent any member of his/her 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 an Employee of the Secretariat is unable to prevent a member of his/her family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he/she shall make a report to that effect to the Secretariat.

(3) If any question arises whether a party is a political party or whether any organization takes part in politics or whether any movement or activity falls within the scope of sub-rule (2), the decision of the Secretariat thereon shall be final.

(4) No Employee of the Secretariat shall canvass or otherwise interfere with, or use his/her influence in connection with or take part in an election to any Legislature or Local Authority:

Provided that-

- (i) an Employee of the Secretariat qualified to vote at such election may exercise his/her right to vote, but where he/she does so, he/she shall give no indication of the manner in which he/she proposes to vote or has voted;
- (ii) an Employee of the Secretariat shall not be deemed to have contravened the provisions of this sub-rule by reason only that he/she assists in the conduct of an election in the due performance of a duty imposed on him/her by or under any law for the time being in force.

Explanation.- The display by an Employee of the Secretariat on his/her person, vehicle or residence of any electoral symbol shall amount to using his/her influence in connection with an election within the meaning of this sub-rule.

(4) Rule 6. Joining of Associations by Employees of the Secretariat

No Employee of the Secretariat 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.

(5) Rule 7. Demonstration and Strikes

- No Employee of the Secretariat shall-
- (i) engage himself/herself 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, 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 or coercion or physical duress in connection with any matter pertaining to his/her service or the service of any other Employee of the Secretariat.

(6) Rule 8. Connection with press or other media

(1) No Employee of the Secretariat shall, except with the previous sanction of the Secretariat, own wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication or electronic media.

(2) Nothing in sub-rule (1) shall apply in case an Employee of the Secretariat in the bona fide discharge of his/her official duties publishes a book or participates in a public media.

(3) An Employee of the Secretariat publishing a book or participating in a public media shall at all times make it clear that the views expressed by him/her are his/her own and not that of Secretariat.

(7) Rule 9. Criticism of Government

No Employee of the Secretariat shall, in any radio broadcast, telecast through any electronic media or in any document published in his/her own name or anonymously, pseudonymously or in the name of any other person or in any public utterance, make any statement of fact or opinion-

- (i) which has the effect of an adverse criticism of any current or recent policy or action of the Central Government or a State Government.
- (ii) which is capable of embarrassing the relations between the Central Government and the Government of any State; or
- (iii) which is capable of embarrassing the relations between the Central Government and the Government of any foreign State;

Provided that nothing in this rule shall apply to any statement made or views expressed by an Employee of the Secretariat in his/her official capacity or in the due performance of the duties assigned to him/her.

(8) Rule 10. Evidence before Committee or any other authority

(1) Save as provided in sub-rule (3), no Employee of the Secretariat shall, except with the previous sanction of the Secretariat, 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 Employee of the Secretariat giving such evidence shall criticize the policy or any action of the Central Government or of a State Government.

- (3) Nothing in this rule shall apply to -
 - (a) evidence given at any enquiry before an authority appointed by the Government, Parliament or a State Legislatures; or
 - (b) evidence given in any judicial enquiry; or

- (c) evidence given at any departmental enquiry ordered by authorities subordinate to the Government.

(9) Rule 11. Unauthorized communication of information

No Employee of the Secretariat shall, except in accordance with any general or special order of the Secretariat or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or any part thereof or information to any Employee of the Secretariat or any other person to whom he/she is not authorized to communicate such document or information.

Explanation:- Quotation by an Employee of the Secretariat (in his/her representation to the Head of Office, or Head of Department or Chairman) of or from any letter, circular or office memorandum or from the notes on any file, to which he/she is not authorized to have access, or which he/she is not authorized to keep in his/her personal custody or for personal purposes, shall amount to unauthorized communication of information within the meaning of this rule.

(10) Rule 12. Subscriptions

No Employee of the Secretariat shall, except with the previous sanction of the Secretariat or of the prescribed authority, ask for or accept contributions to, or otherwise associate himself/herself with the raising of, any funds or other collections in cash or in kind in pursuance of any subject whatsoever.

(11) Rule 13. Gifts

- (1) Save as otherwise provided in these rules, no Employee of the Secretariat shall accept, or permit any member of his/her family or any other person acting on his/her behalf to accept any gift.

EXPLANATION:- The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage provided by any person other than a near relative or personal friend having no official dealings with the Employee of the Secretariat.

NOTE 1. A casual meal, lift or other social hospitality shall not be deemed to be a gift.

NOTE 2. An Employee of the Secretariat shall avoid accepting lavish hospitality or frequent hospitality from any individual, industrial or commercial firm, organization, etc., having official dealings with him/her.

(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 Employee of the Secretariat may accept gifts from his/her near relatives or from his/her personal friends having no official dealing with him/her, but shall make a report to the Secretariat, if the value of such gift exceeds-

- (i) rupees seven thousand in case of an Employee of the Secretariat holding any Group 'A' post;
- (ii) rupees four thousand in the case of an Employee of the Secretariat holding any Group 'B' post; and
- (iii) rupees two thousand in the case of an Employee of the Secretariat holding any Group 'C' post.

(3) In any other case, an Employee of the Secretariat shall not accept any gift without the sanction of the Secretariat, if the value exceeds -

- (i) rupees one thousand five hundred in the case of Employee of the Secretariat holding any Group 'A' or Group 'B' post; and
- (ii) rupees five hundred in the case of Employee of the Secretariat holding any Group 'C' post.

(4) Notwithstanding anything contained in sub-rules (2) and (3), an Employee of the Secretariat, being a member of the Indian delegation or otherwise, may receive and retain gifts from foreign

dignitaries, if the market value of 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 Government in this regard from time to time.

(5) An Employee of the Secretariat shall not accept any gifts from any foreign firm which is either contracting with the Secretariat or is one with which the Employee of the Secretariat had, has or is likely to have official dealings. Acceptance of gifts by an Employee of the Secretariat from any other firm shall be subject to the provisions of sub-rule (3)

Rule 13-A. Dowry

No Employee of the Secretariat shall -

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

EXPLANATION. - For the purposes of this rule, "dowry" has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961).

(12) Rule 14 . Public demonstrations in honour of Employee of the Secretariat

No Employee of the Secretariat shall, except with the previous sanction of the Secretariat, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his/her honour; or in the honour of any other Employee of the Secretariat:

Provided that nothing in this rule shall apply to -

- (i) a farewell entertainment of a substantially private and informal character held in honour of an Employee of the Secretariat or any other Employee of the Secretariat on the occasion of his/her retirement or transfer or any person who has recently quit the service of any Government; or
- (ii) the acceptance of simple and inexpensive entertainments arranged by public bodies or institutions.

NOTE.- Exercise of pressure or influence of any sort on any Employee of the Secretariat to induce him/her to subscribe towards any farewell entertainment if it is of a substantially private or informal character and the collection of subscription from Group 'C' employees under any circumstances for the entertainment of any Employee of the Secretariat not belonging to Group 'C', is forbidden.

(13) Rule 15. Private trade or employment

(1) Subject to the provisions of sub-rule (2), no Employee of the Secretariat shall, except with the previous sanction of the Secretariat -

- (a) engage directly or indirectly in any trade or business; or
- (b) negotiate for, or undertake, any other employment, or
- (c) hold an elective office, or canvass for a candidate or candidates for an elective office, in any body, whether incorporated or not, or
- (d) canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of his/her family, or
- (e) take part except in the discharge of his/her official duties, in the registration, promotion or management of any Bank, or other company registered or required to be registered, under the Companies Act, 1956 (1 of 1956), or any other law for the time being in force, or of any co-operative society for commercial purposes.
- (f) participate in or associate himself/herself 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 the Employee of the Secretariat participates in a programme produced or commissioned by Government media in his/her official capacity.

(2) An Employee of the Secretariat may, without the previous sanction of the Secretariat,

- (a) undertake honorary work of a social or charitable nature, or
- (b) undertake occasional work of a literary, artistic or scientific character, or
- (c) participate in sports activities as an amateur, or
- (d) take part in the registration, promotion or management (not involving the holding of an elective office) of a literary, scientific or charitable society or a club or similar organisation, the aims or objects of which relate to promotion of sports, cultural or recreational activities, registered under the Societies Registration Act, 1860 (21 of 1860), or any other law for the time being in force, or
- (e) take part in the registration, promotion or management (not involving the holding of elective office) of a co-operative society substantially for the benefit of Employee of the Secretariat, registered under the Co-operative Societies Act, 1912 (2 of 1912), or any other law for the time being in force:

Provided that -

- (i) he/she shall discontinue taking part in such activities, if so directed by the Secretariat; and
- (ii) in a case falling under Clause (d) or Clause (e) of this sub-rule, his/her official duties shall not suffer thereby and he/she shall, within a period of one month of his/her taking part in such activity, report to the Secretariat giving details of the nature of his/her participation.

(3) Every employee of the Secretariat shall report to the Secretariat if any member of his/her family is engaged in a trade or business or owns or manages any insurance agency or commission agency.

(4) Unless otherwise provided by general or special orders of the Secretariat, no Employee of the Secretariat may accept any fee for any work done by him/her for any private or public body or any private person without the sanction of the prescribed authority.

EXPLANATION. The term 'fee' used here shall have the meaning assigned to it in Fundamental Rule 9 (6-A).

Rule 15-A. Subletting and vacation of official accommodation

(1) Save as otherwise provided in any other law for the time being in force, no Employee of the Secretariat shall sublet, lease or otherwise allow occupation by any other person of official accommodation which has been allotted to him/her.

(2) An Employee of the Secretariat shall, after the cancellation of his/her allotment of official accommodation vacate the same within the time limit prescribed by the allotting authority.

(14) Rule 16. Investments, lending and borrowing

- (1) No Employee of the Secretariat 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 authorized and licensed or who have obtained a certificate of 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 Employee of the Secretariat shall make, or permit any member or his/her family or any person acting on his/her behalf to make, any investment which is likely to embarrass or influence him/her in the discharge of his/her 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 be an investment which is likely to influence the Employee of the Secretariat.

(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 Secretariat thereon shall be final.

(4) (i) No Employee of the Secretariat shall, save in the ordinary course of business with a Bank or a public limited company, either himself/herself or through any member of his/her family or any other person acting on his/her 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/her authority or with whom he/she is likely to have official dealings or otherwise place himself/herself 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 Employee of the Secretariat 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 credit account with a bone fide tradesman or make an advance of pay to his/her private employee:

Provided further that nothing in this sub-rule apply in respect of any transaction entered into by an Employee of the Secretariat with the previous sanction of the Secretariat.

(ii) When an Employee of the Secretariat is appointed or transferred to a post of such nature as would involve him/her in the breach of any of the provisions of sub-rule (2) or sub-rule (4), he/she 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.

(15) Rule 17 Insolvency and habitual indebtedness

An Employee of the Secretariat shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. An Employee of the Secretariat against whom any legal proceeding is instituted for the recovery of any debt due from him/her or for adjudging him/her as an insolvent, shall forthwith report the full facts of the legal proceedings to the Secretariat.

Note- The burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise of ordinary diligence, the Employee of the Secretariat could not have foreseen, or over which he/she had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the Employee of the Secretariat.

(16) Rule 18. Movable, immovable and valuable property

(1) (i) Every Employee of the Secretariat shall on his/her first appointment to any service or post submit a return of his/her assets and liabilities, in his/her own name or in the name of any member of his/her family or in the name of any other person;

(a) the immovable property inherited by him/her, or owned or acquired by him/her or held by him/her on lease or mortgage, either in his/her own name or in the name of any member of his/her family or in the name of any other person;

(b) shares, debentures and cash including bank deposits inherited by him/her or similarly owned, acquired, or held by him/her;

- (c) other movable property inherited by him/her or similarly owned, acquired or held by him/her; and
- (d) debts and other liabilities incurred by him/her directly or indirectly.

Note. 1.- Sub-rule (1) shall not ordinarily apply to Group 'C' employees but the Secretariat may direct that it shall apply to any such Employee of the Secretariat or class of such Employee of the Secretariats.

Note 2.- In all returns, the values of items of movable property worth less than Rs. 10,000/- may be added and shown as a lumpsum. The value of article of daily use such as clothes, utensils, crockery, books, etc., need not be included in such return.

Note 3.- Where an Employee of the Secretariat already belonging to a service or holding a post is appointed to any other civil service or post, he/she shall not be required to submit a fresh return under this clause.

(ii) Every Employee of the Secretariat belonging to any service or holding any post included in Group 'A' and Group 'B' shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him/her or owned or acquired by him/her or held by him/her on lease or mortgage either in his/her name or in the name of any member of his/her family or in the name of any other person.

(2) No Employee of the Secretariat 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/her own name or in the name of any member of his/her family.

Provided that the previous sanction of the prescribed authority shall be obtained by the Employee of the Secretariat if any such transaction is with a person having official dealings with him/her.

(3) Where an Employee of the Secretariat enters into a transaction in respect of movable property either in his/her own name or in the name of the member of his/her family, he/she shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds twenty thousand rupees in the case of an Employee of the Secretariat holding any Group 'A' or Group 'B' post or fifteen thousand rupees in the case of Employee of the Secretariat holding any Group 'C' post:

Provided that the previous sanction of the prescribed authority shall be obtained by the Employee of the Secretariat if any such transaction is with a person having official dealings with him/her.

(4) The Secretariat or the prescribed authority may, at any time, by general or special order, require an Employee of the Secretariat 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/her or on his/her behalf by any member of his/her family as may be specified in the order. Such statement shall, if so required by the Secretariat or by the prescribed authority, include the details of the means by which, or the source from which, property was acquired

(5) The Secretariat may exempt any category of Employee of the Secretariats belonging to Group 'C' from any of the provisions of this rule except sub-rule (4). No such exemption shall, however, be made without the concurrence of prescribed Authority.

EXPLANATION I. For the purposes of this rule -

- (1) the expression "movable property" includes -
 - (a) jewellery, insurance policies, the annual premia of which exceeds Rs.10,000/- 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 the Employee of the Secretariat;
 - (c) motor cars, motor cycles, horses or any other means of conveyance; and

- (d) refrigerators, radios [radiograms and television sets].
- (2) (a) "prescribed authority" in respect of an Employee of the Secretariat shall mean Hon'ble Chairman, Rajya Sabha for Group 'A' employees and Secretary-General, Rajya Sabha for Groups 'B' & 'C' employees.
(b) "prescribed authority" in respect of an Employee of the Secretariat on foreign service or on deputation to any other Ministry or any other Government, means - the parent department on the cadre of which such Employee of the Secretariat is borne or the Ministry to which he/she is administratively subordinate as member of that cadre.

EXPLANATION II.- For the purposes of this rule 'lease' means, except where it is obtained from, or granted to, a person having official dealings with the Employee of the Secretariat, a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent.

Rule 18-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 18, no Employee of the Secretariat shall, except with the previous sanction of the prescribed authority-

- (a) acquire, by purchase, mortgage, lease, gift or otherwise, either in his/her own name or in the name of any member of his/her 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/her either in his/her own name or in the name of any member of his/her family;
- (c) 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 his/her own name or in the name of any member of his/her family, or 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/her either in his/her own name or in the name of any member of his/her family.

EXPLANATION. In this rule 'prescribed authority' has the same meaning as in Rule 18.

(17) Rule 19 Vindication of acts and character of Employee of the Secretariat

(1) No Employee of the Secretariat shall, except with the previous sanction of the Secretariat, have recourse to any Court or to the press for the vindication of any official act which has been the subject-matter of adverse criticism or an attack of a defamatory character:

Provided that if no such sanction is received by the Employee of the Secretariat within a period of three months from the date of receipt of his/her request by the Secretariat, he/she shall be free to assume that the permission as sought for has been granted to him/her.

(2) Nothing in this rule shall be deemed to prohibit an Employee of the Secretariat from vindicating his/her private character or any act done by him/her in his/her private capacity and where any action for vindicating his/her private character or any act done by him/her in private capacity is taken, the Employee of the Secretariat shall submit a report to the prescribed authority regarding such action.

(18) Rule 20. Canvassing of non-official or other outside influence

No Employee of the Secretariat shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her service under the Secretariat.

(19) Rule 21. Restriction regarding marriage

(1) No Employee of the Secretariat shall enter into, or contract, a marriage with a person having a spouse living; and

(2) No Employee of the Secretariat having a spouse living, shall enter into, or contract, a marriage with any person:

Provided that the Secretariat may permit an Employee to enter into, or contract, any such marriage as is referred to in Clause (1) or Clause (2), if it is satisfied that-

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

(3) An Employee of the Secretariat who has married or marries a person other than of Indian nationality shall forthwith intimate the fact to the Secretariat.

(20) Rule 22. Consumption of intoxicating drinks and drugs

An Employee of the Secretariat shall-

- (a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he/she 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/her duty and shall also take due care that the performance of his/her duties at any time is not affected in any way by the influence of such drink or drug;
- (c) not appear in a public place in a state of intoxication;
- (d) not use any intoxicating drink or drug to excess.

Rule 22-A. Prohibition regarding employment of children below 14 years of age

No Employee of the Secretariat shall employ to work any child below the age of 14 years.