

## Do's & Don'ts on Railway Service Conduct Rules

### DO's

- Maintain absolute integrity at all times.
- Maintain absolute devotion to duty at all times.
- Commit yourself to and uphold the supremacy of the Constitution and democratic values.
- Defend and uphold the sovereignty and integrity of India, the security of the state, public order, decency and morality.
- Maintain high ethical standards and honesty.
- Maintain political neutrality. It is essential that Railway servants should not only maintain political neutrality but should also appear to do so.
- Promote the principles of merit, fairness and impartiality in the discharge of duties.
- Maintain accountability and transparency.
- Maintain responsiveness to the public, particularly to the weaker section.
- Maintain courtesy and good behaviour with the public; take decisions solely in public interest and use or cause to use public resources efficiently, effectively and economically.
- Declare any private interests relating to public duties and take steps to resolve any conflicts in a way that protects the public interest.
- Make choices, take decisions and make recommendations on merit alone.
- Act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of society.
- Maintain discipline in the discharge of duties and be liable to implement the lawful orders duly communicated to you.
- Maintain confidentiality in the performance of 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.
- Perform and discharge duties with the highest degree of professionalism and dedication to the best of abilities.
- Maintain independence and impartiality in the discharge of your duties.
- Maintain a responsible and decent standard of conduct in private life.
- Render prompt and courteous service to the public.
- Observe proper decorum during lunch break.
- Keep away from demonstrations organized by political parties.
- Manage private affairs in such a way as to avoid habitual indebtedness or insolvency.
- Seek confirmation in writing as early as possible when you have received oral direction from your official superior. Whereupon it shall be the duty of the official

superior to confirm the direction in writing.

- Act in accordance with the Government's policies regarding age of marriage, preservation of environment, protection of wildlife and cultural heritage & prevention of crime against women.
- If any legal proceedings are instituted against you for the recovery of any debt or for declaring you as insolvent, report the full facts of such proceedings to the competent authority.
- Obtain the previous sanction of the Government if acquire or dispose of any immovable or movable property by lease, mortgage, purchase, sale, gift or otherwise either in own name or in the name of any member of family any such transaction is with a person having official dealings with him.
- Report transaction done either in own name or in the name of a member of family within one month from the date of such transaction in respect of movable property to the Government if the value of such property exceeds two months' basic pay of the Railway servant.
- Submit an annual return of immovable property inherited /owned /acquired by you or held by you on lease or mortgage either in your own name / name of any other person.
- Intimate under Rule 18(4) to the prescribed authority in the proforma laid down if the cumulative transactions i.e., sale, purchase or both in shares, securities, debentures or mutual funds scheme etc. exceeds the prescribed amount fixed by the Government time to time.
- Report to superiors the fact of arrest or conviction in a Criminal Court and the circumstances connected therewith, as soon as it is possible to do so.
- Intimate the fact to the Government if married a person other than of Indian Nationality.
- Report to the Government if any member of family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
- Intimate to the Government if you become aware of the acceptance by a member of your family of an employment in any company or firm and has any official dealings with that company or firm.

## **DON'TS**

- Do nothing which is unbecoming of a Railway servant.
- Do not place yourself under any financial or other obligations to any individual or organisation which may influence you in the performance of your official duties.
- Do not misuse position as railway servant and not take decisions in order to derive financial or material benefits for yourself, your family or friends.
- Refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices.
- Do not indulge in any act sexual harassment at work place.
- Do not be discourteous, dishonest and partial.
- Do not adopt dilatory tactics in your dealings with the public.

- Do not practice untouchability.
- Do not convey oral instructions to subordinates. If any oral instruction is issued due to urgency, confirm it in writing as soon as possible.
- Do not get involved in unauthorized communication of any official document or any part thereof or classified information to any Government servant or any other persons to whom you are not authorized to communicate such document or classified information.
- Do not own wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication or electronic media, except with the previous sanction of the Government.
- Do not address the higher authority prematurely on the same issue unless it is established that all the points or submission made earlier have not been fully considered by the immediate superior head of office or any other authority at the lowest level competent to deal with matter.
- Do not make joint representations in matters of common interest.
- Avoid accepting lavish hospitality or frequent hospitality from any individual, industrial or commercial firms, organizations, etc. having official dealings with you.
- Save as provided in the Rule 13 of RSCR 1966 , no Railway servant shall accept, or permit any member of family or (any other person acting on his behalf ) to accept any gift.
- No Railway servant shall give or take or abet the giving or taking of dowry or demand directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.
- Do not purchase shares out of the quota reserved for friends and associates of Directors of Companies.
- Do not use your official position or influence directly or indirectly to secure employment for any member of your family in any company or firm.
- Do not undertake private consultancy work.
- Do not engage directly or indirectly in any trade or business except with the previous sanction of the Government.
- Do not negotiate for, or undertake, any other employment.
- Do not lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private company with whom you are likely to have official dealings. Do not otherwise place yourself under pecuniary obligation with such person, firm or private company.
- Do not approach your subordinates for standing surety for loans taken from private sources either by you/your relations/friends.
- Do not lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid.
- Do not speculate in any stock, share or other investment.

- Do not acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in own name or in the name of any family member except with the previous knowledge of the Government.
- Do not ask for or accept contributions to or otherwise associate yourself with the raising, of, any funds or other collections in cash or in kind in pursuance of any object whatsoever , except with the previous sanction of the Government or of the competent authority.
- Do not bring any political influence in matters pertaining to your service.
- Do not associate yourself with any banned organizations.
- Do not join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order and morality.
- Do not join or support any illegal strike.
- Do not participate in the activities of, or associate yourself with any organization in respect of which there is the slightest reason to think that the organization has a political aspect or with Organizations banned by the Government.
- Do not be a member of, or be otherwise associated with, any political party or any organization 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.
- Do not join, or continue to be a member of an association or union the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.
- Do not engage yourself 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.
- Do not enter into any private correspondence with Foreign Embassies or Missions/ High Commission.
- Do not accept any offer of the cost of passage to foreign countries or hospitality by way of free board and lodging there, if such offers are from foreign firms contracting with Government.
- Do not consume any intoxicating drinks or drugs while on duty.
- Do not appear in public place in a state of intoxication.