



## Code of Conduct in Civil Services

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**Abstract:** It is expected from the staff involved in the administration that they will discharge their responsibilities with discipline. Keeping in view the accepted values of the society and the expectations from the administration, in almost all the democratic countries, some rules are made by the government regarding the conduct of public servants. It is mandatory for public servants to follow these rules. These rules and by-laws regulate the behaviour of public servants. These compiled rules are referred to as the 'Code of Conduct'. The code of conduct inspires the public servants for good behavior, disciplines them and makes them aware of what they should and should not do.

**Keywords:** Political Neutrality, Discipline, Morale, Public Service, Responsibility.

### 1. INTRODUCTION:

believes that unless necessary corrective efforts are made, individual efficiency and moral character of employees will be severely affected. Haman regards discipline as related to the managerial functions of directing, but not necessarily by punishing employees. Haiman defines disciplines as systematic behaviour (Orderly Behaviour). In which there is a system and in which the members of the enterprise are determined on the basis of those accepted parameters, the needs of the organization. Discipline deals with a condition of enterprise which on the basis of the study of above considerations it can be said that in administration to behave and perform one's duties according to the values prevailing in the society and the rules, traditions and code of conduct set by the government. It's called discipline. There is no need to punish anyone in this situation. On the contrary, the condition of doing the work will be called a situation of breach of discipline, which requires disciplinary action to control. It is absolutely necessary to punish an undisciplined public servant; otherwise it does not take long for other employees to follow the bad example.

**Role of Punishment in Discipline** - Often in administrative organizations, public servants are made aware of their responsibilities along with the code of conduct, administrative values and administrative procedures and it is expected that they will behave accordingly. When public servants go about doing their work well without any fear, punishment and pressure, then it is said to be a state of 'self-discipline'. This situation is rarely found in administration because in every organization some people are definitely found who violate the code rules. The higher authorities will have to take steps to control such a situation, which may also be in the form of punishment. If they are not punished and controlled it leads to a bad example and in such an institution where employees hold power, the situation can easily get out of hand. Therefore, punishment plays an important role in maintaining discipline in administration.

**Discipline and morale** : Discipline and morale are related to each other. The development of one contributes significantly to the development of the other. If the morale of the employees in an administrative organization is low, then there will be many problems in the organization, the level of discipline in that organization will also be found to be low. In an organization where the level of morale is high, then there will not be much indiscipline. The problem of discipline is rarely seen in an organization with high morale. The level of morale in an organization is determined by the discipline prevailing in it. When most of the employees in the organization work

**Prohibition on second marriage** : - Public servants are prohibited from second marriage. In case of no children, a second marriage can be done only after obtaining prior permission from the government.

**Prohibition of private trade** - It is prohibited for Government servants to participate directly or indirectly in any trade or business. They may also not campaign in support of any such business or insurance agency or commission etc, owned or managed by any member of their family.



Prohibition of betting - Public servants and his family members are prohibited from betting. It is also prohibited to lend money without the prior permission of the government.

Prohibition on the appointment of near relatives - Public servants are prohibited from giving appointments to their near relatives in their own department.

Prohibition of promotion of private trade or goods - Public servants should not participate in any competition or social function organized by a private organization or company whose main objective is to promote their goods or business.

Secular Conduct : The conduct of public servants should be purely secular in nature. They may themselves be followers of any religion but their behavior and conduct should not appear that they are against the secular principle of the state. They should stay away from communal organizations and movements.

### **1.1. Meaning of Discipline :**

Torpe considers the administrative steps to be taken to correct the misbehaviour of the employee in connection with the performance of the job.

Various forms of punishment have been clearly described in the service rules. The punishment is selected according to the nature of the fault. The forms of punishment shown in the rules in India are

1. To censure.
2. Ban on annual increment or promotion.
3. Deduct from the salary of the employee the whole or part of the financial loss caused to the Government due to the carelessness or disobedience of the employee.
4. Compulsory retirement.
5. Discharge from government service (in such case the punished employee can be taken back to government service).
6. Dismissal from service (in such case the punished employee can never be taken into Co-operation in the administrative organization so that the organization continues to be successful in achieving its goals. Public servants who are of arrogant nature are controlled with the help of this. But there is another side to it. Due to this, the powers are concentrated in the hands of the higher officials of the organization, due to which there is a fear of their misuse by the higher officials. In order to control the misuse of powers, a process of disciplinary action has been prescribed in all the countries, which is considered necessary to be followed. Also by punishing the officer against himself there is also a provision to give an opportunity to the competent authority to demand justice by appealing against the decision. The successive steps of disciplinary proceedings are as follows:

First of all, clarification is sought by the higher authority regarding the allegations against the employee concerned. After the explanation is satisfactory and the allegation is proved to be false, the matter is quashed there and the proceedings are not proceeded further.

Secondly, if the employee does not explain the allegations or if the explanation is not satisfactory, the draft of the charges is prepared by the higher authority.

Third, if the higher officer of the organization feels that the investigation will be affected due to the employee's continuance, work will be hindered and the results of the inquiry are not correct and desirable, then that employee is suspended.

Fourth, the charges levelled against the employee are heard and the accused is given a reasonable opportunity of reasoning in his defence.

Fifth, the higher officer prepares his report after considering the arguments of both the parties and the evidence presented and sends it to the competent authority.

Sixth, appropriate punishment is arranged against the accused. Seventh, if necessary, the appeal against punishment is heard. In India, provision has been made for the protection of public services by the Constitution. Under Article 311, no public servant can be dismissed or removed from office by an officer not below the rank of his appointee. This article also provides that any public servant must be given a satisfactory opportunity to present his explanation before he is reduced, removed from office and dismissed (except in certain circumstances).

### **1.2. Characteristics of good discipline :**

The form of discipline should be of self-discipline : As far as possible, the system of discipline in the organization should be the least prohibitive. Instead of punishing the employees in the organization, more and more positive measures should be used. The manager should try so that the employees provide voluntary cooperation. Self-discipline is a form of superior discipline which is determined voluntarily by the employees.



Responsibility on the higher officer: The responsibility of maintaining discipline in the organization lies on the appropriately high officer. That officer has to provide leadership. The high officer maintains a good level of discipline in the administration under the influence of his leadership. He tries to keep everyone motivated and prevents such situations from arising, due to which strict action has to be taken against the public servants.

It is a necessary evil : It is considered as evil because it creates fear and panic in the organization, breaks the cordial relations of the employees and they are not able to fulfil their responsibilities voluntarily. Undesirable elements may enter every organization, to control which system of disciplinary action becomes necessary. Therefore, for these reasons, it is considered a necessary evil.

Improve future behaviour : With the help of discipline, the future behaviour of employees is improved. For this, the highest officer should make the employees under him well informed about what they should and should not do. Being aware of these, ordinary employees will try to avoid such actions, due to which they have to face that disciplinary action.

Take immediate action when needed : Disciplinary action should be taken immediately as soon as the incident of indiscipline in the administration happens. Good public servants are adversely affected when action is taken with delay and they also start to indulge in indiscipline. At the same time, due to delay, the case gets weakened by destroying the evidence.

Apply equally justly to all : All the provisions of discipline should be applied equally to all employees in a just and fair manner. If discrimination or injustice is done in this regard in the organization then the same will become a reason for indiscipline.

Get a fair opportunity to present your side: It is the demand of natural justice that the final decision should be taken after listening to all the parties. In relation to disciplinary proceedings, unilateral proceedings can never be considered just. Before inflicting punishment, the accused must be given an opportunity of protection.

Punishment should be given absolutely: The best system is that in which indiscipline is not repeated at least in future. That is, while giving punishment, it should be told in detail to the employee that for what indiscipline the punishment is being given and how he should behave in future so that there is no need to punish again.

Proceedings should be secret : Disciplinary proceedings in administration should be kept secret. The reputation of the employee and the officer concerned is maintained by keeping the entire process and decision confidential. By doing this, the feeling of disregard for his orders will not arise in the mind of his subordinates. Taking action secretly will not create an inferiority complex in the mind of the employee.

## 2. LITERATURE REVIEW:

- The International Labor Organization has made a LAW on civil servants code of conduct which states that Code of conduct shall regulate the function of civil servant while exercising the public function. The code of conduct informs the citizen of the duties and methods of conduct of a civil duty by civil servant. It is to safe guard the citizen from the possible arbitrary methods of civil servant their misuse of power, contributing to prevention and elimination of bureaucratic corruption.
- Central Civil services (conduct) rules 1964 describes two categories of code of conduct rules All India service Conduct Rules 1968, these rules covers a wide range of issues outlining the conduct of civil servants and permissible behavior.
- The British council commented on the code of conduct that it reflects commitment ethical nature and integrity of civil services wherever it operates in the world; it is a single organization that has shared values. The code describes general principles

**3. MATERIALS:** This paper has used secondary data and subsequently related articles to strengthen the arguments over the importance of code of conduct in civil services.

**4. METHOD:** the secondary data research type has been utilized to materialize the paper.

**5. DISCUSSION:** the paper argues that there is a prime importance of code of conduct in civil services as the civil servants holds a position of absolute power over administration and this power in order to be realized fruitfully is required to keep in check, with the help of code of conduct. Hence Code of Conduct is essential to curb bureaucratic corruption and red tapism.



**6. ANALYSIS:** The Paper analyzes the effect of code of conduct in modern society and civil services.

**7. FINDINGS:** After due research it was found that there is a need for proper code of conduct in almost all the areas of administration especially in civil services. Code of conduct prevents many of mis-happening in the society and it also deals with proper course of action when such misconduct did happen. Hence I may be safe to say that Code of Conduct is very essential and integral part of civil service it provides with a way forward in situation of grievance redressal.

**8. RESULT:** if we follow the code of conduct in civil services, then people's trust will increase on all these services

**9. RECOMMENDATIONS:**

- 1) engage with your employees and customers
- 2) reward ethical behaviour
- 3) promote your ethical behaviour

**10. CONCLUSION:** The presence of a 'code of conduct' is indispensable for maintaining discipline in the civil services, maintaining the character of public servants and for their good conduct and behavior. But the code of conduct is of no importance unless appropriate rules and regulations and disciplinary procedures are laid down for its observance. The primary requirement of efficient administration is the discipline of the public servants. The best form of discipline would be one where the public servants are self-disciplined.

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