



* THE CENTRAL CIVIL SERVICES (CLASSIFICATION, CONTROL & APPEAL) RULES, 1965

In exercise of the powers conferred by proviso to Article 309 and Clause (5) of Article 148 of the Constitution and after consultation with the Comptroller and Auditor-General in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules, namely:-

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Some of the Latest Orders of DOPT

1. 02-02-2010 **The Central Civil Services (Classification, Control and Appeal) Amendment Rules, 2009. »**
2. 27-07-2009 **Notification for amendment of Part V of the Schedule to the CCS (CCA) Rules, 1965. »**
3. 17-04-2009 **Classification of posts under the CCS (CCA) Rules, 1965. »**
4. 07-07-2008 **CCS (CCA) Rules, 1965 - Promotion to a higher Grade or post - Clarifications regarding effect of warnings etc. on promotion. »**
5. 14-12-2007 **Guidelines regarding grant of vigilance clearance to members of the Central Civil Services/Central Civil posts. »**

* Published vide G.I.M.H. Affairs Notification No. F-7/2/63-Ests.(A) dated the 20th November, 1965 (as amended from time to time).



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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

1. SHORT TITLE AND COMMENCEMENT:

(1) These Rules may be called the Central Civil Services (Classification, Control and Appeal) Rules, 1965.

(2) They shall come into force on the 1st December, 1965.

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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

2. INTERPRETATION:

In these rules, unless the context otherwise requires, -

- (a) "appointing authority", in relation to a Government servant, means -
- (i) the authority empowered to make appointments to the Service of which the Government servant is for the time being a member or to the grade of the Service in which the Government servant is for the time being included, or
 - (ii) the authority empowered to make appointments to the post which the Government servant for the time being holds, or
 - (iii) the authority which appointed the Government servant to such Service, grade or post, as the case may be, or
 - (iv) where the Government servant having been a permanent member of any other Service or having substantively held any other permanent post, has been in continuous employment of the Government, the authority which appointed him to that Service or to any grade in that Service or to that post,
- whichever authority is the highest authority;
- (b) "cadre authority", in relation to a Service, has the same meaning as in the rules regulating that Service;
- (c) "Central Civil Service and Central Civil post" includes a civilian Service or civilian post, as the case may be, of the corresponding Group in the Defence Services;
- (d) "Commission" means the Union Public Service Commission;
- (e) "Defence Services" means services under the Government of India in the Ministry of Defence, paid out of the Defence Services Estimates, and not subject to the Army Act, 1950 (46 of 1950), the Navy Act, 1957 (62 of 1957) and the Air Force Act, 1950 (45 of 1950);
- (f) "Department of the Government of India" means any establishment or organization declared by the President by a notification in the Official Gazette to be a department of the Government of India;
- (g) "disciplinary authority" means the authority competent under these rules to impose on a Government servant any of the penalties specified in Rule 11;
- (h) "Government servant" means a person who -
- (i) is a member of a Service or holds a civil post under the Union, and includes any such person on foreign service or whose services are temporarily placed at the disposal of a State Government, or a local or other authority;
 - ii) is a member of a Service or holds a civil post under a State Government and whose services are temporarily placed at the disposal of the Central Government;
 - iii) is in the service of a local or other authority and whose services are temporarily placed at the disposal of the Central Government;
- (i) "head of the department" for the purpose of exercising the powers as appointing, disciplinary, appellate or reviewing authority, means the authority declared to be the head of the department under the Fundamental

and Supplementary Rules or the Civil Service Regulations, as the case may be;

- (j) "head of the office" for the purpose of exercising the powers as appointing, disciplinary, appellate or reviewing authority, means the authority declared to be the head of the office under the General Financial Rules;
- (k) "Schedule" means the Schedule to these rules;
- (l) "Secretary" means the Secretary to the Government of India in any Ministry or Department, and includes-
 - (i) a Special Secretary or an Additional Secretary,
 - (ii) a Joint Secretary placed in independent charge of a Ministry or Department,
 - (iii) in relation to the Cabinet Secretariat, the Secretary to the Cabinet,
 - (iv) in relation to the President's Secretariat, the Secretary to the President, or as the case may be, the Military Secretary to the President,
 - (v) in relation to Prime Minister's Secretariat, the Secretary to the Prime Minister, and
 - (vi) in relation to the Planning Commission, the Secretary or the Additional Secretary to the Planning Commission;
- (m) "Service" means a civil service of the Union.

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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

3. APPLICATION:

- (1) These rules shall apply to every Government servant including every civilian Government servant in the Defence Services, but shall not apply to -
- any railway servant, as defined in Rule 102 of Volume I of the Indian Railways Establishment Code,
 - any member of the All India Services,
 - any person in casual employment,
 - any person subject to discharge from service on less than one month's notice,
 - any person for whom special provision is made, in respect of matters covered by these rules, by or under any law for the time being in force or by or under any agreement entered into by or with the previous approval of the President before or after the commencement of these rules, in regard to matters covered by such special provisions.
- (2) Notwithstanding anything contained in sub-rule (1), the President may by order exclude any Group of Government servants from the operation of all or any of these rules.
- (3) Notwithstanding anything contained in sub-rule (1), or the Indian Railways Establishment Code, these rules shall apply to every Government servant temporarily transferred to a Service or post coming within Exception (a) or (e) in sub-rule (1), to whom, but for such transfer, these rules would apply.
- (4) If any doubt arises, -
- whether these rules or any of them apply to any person, or
 - whether any person to whom these rules apply belongs a particular Service,
- the matter shall be referred to the President who shall decide the same.

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(1) [Persons to whom not applicable »](#)



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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

4. CLASSIFICATION OF SERVICES:

(1) the Civil Services of the Union shall be Classified as follows: -

- (i) Central Civil Services, Group 'A';
- (ii) Central Civil Services, Group 'B';
- (iii) Central Civil Services, Group 'C';
- (iv) Central Civil Services, Group 'D';

(2) If a Service consists of more than one grade, different grades of such Service may be included in different groups.

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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

5. CONSTITUTION OF CENTRAL CIVIL SERVICES:

The Central Civil Services, Group 'A', Group 'B', Group 'C' and Group 'D', shall consist of the Services and grades of Services specified in the Schedule.

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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

6. CLASSIFICATION OF POSTS:

Civil Posts under the Union other than those ordinarily held by persons to whom these rules do not apply, shall, by a general or special order of the President, be Classified as follows:-

- (i) Central Civil Posts, Group 'A';
- (ii) Central Civil Posts, Group 'B';
- (iii) Central Civil Posts, Group 'C';
- (iv) Central Civil Posts, Group 'D';

6-A.

All reference to Central Civil Services/Central Civil Posts, Class I, Class II, Class III and Class IV in all Rules, Orders, Schedules, Notifications, Regulations, Instructions in force, immediately before the commencement of these rules shall be construed as references to Central Civil Services/Central Civil Posts, Group 'A', Group 'B', Group 'C' and Group 'D' respectively, and any reference to "Class or Classes" therein in this context shall be construed as reference to "Group or Groups", as the case may be.

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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

7. GENERAL CENTRAL SERVICE:

Central Civil posts of any Group not included in any other Central Civil Service shall be deemed to be included in the General Central Service of the corresponding Group and a Government servant appointed to any such post shall be deemed to be a member of that Service unless he is already a member of any other Central Civil Service of the same Group.

[Government of India Orders/Decisions »](#)

- (1) [Notification \[Deptt. Of Personnel & A.R. Notification No. 21/2/74-Estt. \(D\) dated 11.11.1975\] »](#)
- (2) [Order \[Deptt. Of Personnel & Training Order No. 13012/1/98-Estt. \(D\) dated 20.04.1998\] »](#)
- (2A) [Order \[Deptt. Of Personnel & Training Order No. 13012/1/98-Estt. \(D\) dated 29th July, 1998\] »](#)
- (3) [Classification of Posts \[Deptt. Of Personnel and Training OM No. 13012/1/98-Estt. \(D\), dated 12th June, 1998\] »](#)
- (4) [Classification of Posts - Clarification \[Deptt. Of Personnel & Training OM No. 11012/5/2000-Estt. \(A\) dated 10th May, 2000.\] »](#)





The Central Civil Services (Classification, Control & Appeal) Rules, 1965

8. APPOINTMENTS TO GROUP 'A' SERVICES AND POSTS:

All appointments to Central Civil Services, Group 'A' and Central Civil Posts, Group 'A', shall be made by the President:

Provided that the President may, by a general or a special order and subject to such conditions as he may specify in such order, delegate to any other authority the power to make such appointments.

[Government of India Decisions »](#)

- (1) [Delegation of powers to Administrator of Goa, Daman and Diu \[M.H.A. Order No. 7/1/65-Ests. \(A\) dated the 10th February, 1965\] »](#)
- (2) [Delegation of powers to Administrator of Dadra and Nagar Haveli \[M.H.A. Order No. 7/6/69-Ests. \(A\) dated the 12th June, 1969\] »](#)
- (3) [Delegation of powers to Administrators of Arunanchal Pradesh and Mizoram \[Dept. of Personnel Order No. 7/2/72-Est.\(A\), dt. 21st January, 1972\] »](#)



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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

9. APPOINTMENTS TO OTHER SERVICES AND POSTS:

(1) All appointments to the Central Civil Services (other than the General Central Service) Group 'B', Group 'C' and Group 'D', shall be made by the authorities specified in this behalf in the Schedule:

Provided that in respect of Group 'C' and Group 'D', Civilian Services, or civilian posts in the Defence Services appointments may be made by officers empowered in this behalf by the aforesaid authorities.

(2) All appointments to Central Civil Posts, Group 'B', Group 'C' and Group 'D', included in the General Central Service shall be made by the authorities specified in that behalf by a general or special order of the President, or where no such order has been made, by the authorities - specified in this behalf in the Schedule.

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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

10. SUSPENSION:

(1) The appointing authority or any authority to which it is subordinate or the disciplinary authority or any other authority empowered in that behalf by the President, by general or special order, may place a Government servant under suspension-

(a) where a disciplinary proceeding against him is contemplated or is pending; or

(aa) where, in the opinion of the authority aforesaid, he has engaged himself in activities prejudicial to the interest of the security of the State; or

(b) where a case against him in respect of any criminal offence is under investigation, inquiry or trial:

Provided that, except in case of an order of suspension made by the Comptroller and Auditor - General in regard to a member of the Indian Audit and Accounts Service and in regard to an Assistant Accountant General or equivalent (other than a regular member of the Indian Audit and Accounts Service), where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith report to the appointing authority the circumstances in which the order was made.

(2) A Government servant shall be deemed to have been placed under suspension by an order of appointing authority -

(a) with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;

(b) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

EXPLANATION - The period of forty-eight hours referred to in clause (b) of this sub-rule shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

(3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a Government servant under suspension is set aside in appeal or on review under these rules and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

(4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a Government servant is set aside or declared or rendered void in consequence of or by a decision of a Court of Law and the disciplinary authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the Government servant shall be deemed to have been placed under suspension by the Appointing Authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders:

Provided that no such further inquiry shall be ordered unless it is intended to meet a situation where the Court has passed an order purely on technical grounds without going into the merits of the case.

“(5)(a) Subject to the provisions contained in sub-rule (7), an order of suspension made or deemed to have

been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.”

- (b) Where a Government servant is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise), and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the Government servant shall continue to be under suspension until the termination of all or any of such proceedings.
- (c) An order of suspension made or deemed to have been made under this rule may at any time be modified or revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.
- (6) An order of suspension made or deemed to have been made under this rule shall be reviewed by the authority competent to modify or revoke the suspension, before expiry of ninety days from the effective date of suspension, on the recommendation of the Review Committee constituted for the purpose and pass orders either extending or revoking the suspension. Subsequent reviews shall be made before expiry of the extended period of suspension. Extension of suspension shall not be for a period exceeding one hundred and eighty days at a time.
- (7) An order of suspension made or deemed to have been made under sub-rules (1) or (2) of this rule shall not be valid after a period of ninety days unless it is extended after review, for a further period before the expiry of ninety days:

Provided that no such review of suspension shall be necessary in the case of deemed suspension under sub-rule (2), if the Government servant continues to be under suspension at the time of completion of ninety days of suspension and the ninety days period in such case will count from the date the Government servant detained in custody is released from detention or the date on which the fact of his release from detention is intimated to his appointing authority, whichever is later.”

Government of India Decisions »

- (1) Report of arrest to superiors by Government servants [MHA letter No. 39/59/54-Est.(A) dated the 25th February, 1955] »
- (2) Headquarters of Government servant under suspension [M.H.A. O.M. No. 39/5/56-Ests. (A) dated the 8th September, 1956] »
- (3) How suspension is to be regulated during pendency of criminal proceedings, arrests, detention etc. [M.O.F. No. F.15(8)-E IV/57, dated 28th March, 1959] »
- (4) Circumstances under which a Government servant may be placed under suspension [MHA OM No. 43/56/64-AVD dated the 22nd October, 1964] »
- (5) Forwarding of Application of Government servants involved in disciplinary proceedings [MHA OM No. 39/17/63-Ests. (A) dated the 6th September, 1968] »
- (5A) Forwarding of applications for other posts – Principles regarding [Deptt. Of Personnel & Training OM No. AB14017/101/91-Estt. (RR) dated 14th May, 1993] »
- (6) Suspension – Reduction of time limit fixed for serving charge-sheet [Deptt. of Personnel & A.R. O.M. No. 42014/7/83-Ests.(A) dated the 18th February, 1984] »
- (6A) Reasons for suspension to be communicated on expiry of three months period if no charge-sheet is issued [Deptt. of Personnel & A.R. O.M. No. 35014/1/81-Ests.(A) dated the 9th November, 1982] »
- (7) Timely payment of subsistence allowance [Deptt. of Personnel & Training, OM No. 11012/17/85-Estt.(A) dated the 28th October, 1985.] »
- (8) Erroneous detention or detention without basis [Department of Personnel & A.R. OM No. 35014/9/76-Estt. (A) dated 08.08.1977] »
- (9) Deemed suspension on grounds of detention to be treated as revoked if conviction does not follow [Deptt. of Personnel & Trg. OM No. 11012/16/85-Estt. (A) dated 10.01.1986] »
- (10) Disciplinary proceedings against an employee appointed to a higher post on ad-hoc basis [Deptt. of Pers. & Trg. OM No. 11012/9/86-Estt. (A) dated the 24th December, 1986] »

- (11) Suspension in cases of dowry death [Deptt. of Personnel & Trg. OM No. 11012/8/87-Ests. (A) dated the 22nd June, 1987] »
- (12) Resignation from Service procedure in respect of »
- (13) Promotion of Government servants against whom disciplinary/court proceedings are pending or whose Conduct is under investigation-Procedure and guidelines to be followed [Deptt. of Personnel & Training OM No. 22011/4/91-Estt.(A) dated 14.09.1992] »
- (13A) Instructions on sealed cover procedure – Applicability to review DPC – clarification regarding [Deptt. of Personnel & Training OM No. 22011/2/99-Estt. (A) dated 21.11.2002] »
- (13B) Sealed Cover Procedure – Judgment of the Supreme Court in the case of Delhi Jal Board Vs. Mohinder Singh [JT 2002 (10) SC 158] [Deptt. of Personnel & Training OM No. 22011/2/2002-Estt. (A) dated 24.02.2003] »
- (14) Deemed Suspension under Rule 10 (2) of the CCS (CCA) Rules, 1965 - Supreme Court decision in the case of Union of India Vs. Rajiv Kumar [Deptt. of Personnel & Training OM No. 11012/8/2003-Estt. (A) dated 23.10.2003] »
- (15A) Suspension of Government servants – Review of – Instructions reg. [Deptt. of Personnel & Training OM No. 11012/4/2003-Estt. (A) dated 7.01.2004] »
- (15B) Suspension of government servants – Review of – Instructions reg. [Deptt. of Personnel & Training OM No. 11012/4/2003-Estt. (A) dated 19.03.2004] »
- (15C) Review of suspension - Amendment to the provisions of rule 10 [DOPT OM No. 11012/4/2007-Estt. (A), dated 12th July, 2007] »



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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

11. PENALTIES:

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on a Government servant, namely: -

Minor Penalties -

- (i) censure;
- (ii) withholding of his promotion;
- (iii) recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach of orders;
- (iiia) reduction to a lower stage in the time-scale of pay by one stage for a period not exceeding three years, without cumulative effect and not adversely affecting his pension.
- (iv) withholding of increments of pay;

Major Penalties -

- (v) save as provided for in clause (iii) (a), reduction to a lower stage in the time-scale of pay for a specified period, with further directions as to whether or not the Government servant will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay:
- [(vi) reduction to lower time-scale of pay, grade, post or Service for a period to be specified in the order of penalty, which shall be a bar to the promotion of the Government servant during such specified period to the time-scale of pay, grade, post or Service from which he was reduced, with direction as to whether or not, on promotion on the expiry of the said specified period -
 - (a) the period of reduction to time-scale of pay, grade, post or service shall operate to postpone future increments of his pay, and if so, to what extent; and
 - (b) the Government servant shall regain his original seniority in the higher lime scale of pay, grade, post or service.]

{Substituted vide the Central Civil Services (Classification, Control and Appeal) Amendment Rules, 2009 notified vide F. No. 11012/2/2005-Estt (A)}

- (vii) compulsory retirement;
- (viii) removal from service which shall not be a disqualification for future employment under the Government;
- (ix) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.

Provided that, in every case in which the charge of possession of assets disproportionate to known-source of income or the charge of acceptance from any person of any gratification, other than legal remuneration, as a motive or reward for doing or forbearing to do any official act is established, the penalty mentioned in clause (viii) or clause (ix) shall be imposed:

Provided further that in any exceptional case and for special reasons recorded in writing, any other penalty may

be imposed.

EXPLANATION - The following shall not amount to a penalty within the meaning of this rule, namely: -

- (i) withholding of increments of a Government servant for his failure to pass any departmental examination in accordance with the rules or orders governing the Service to which he belongs or post which he holds or the terms of his appointment;
- (ii) stoppage of a Government servant at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the bar;
- (iii) non-promotion of a Government servant, whether in a substantive or officiating capacity, after consideration of his case, to a Service, grade or post for promotion to which he is eligible;
- (iv) reversion of a Government servant officiating in a higher Service, grade or post to a lower Service, grade or post, on the ground that he is considered to be unsuitable for such higher Service, grade or post or on any administrative ground unconnected with his conduct;
- (v) reversion of a Government servant, appointed on probation to any other Service, grade or post, to his permanent Service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing such probation;
- (vi) replacement of the services of a Government servant, whose services had been borrowed from a State Government or any authority under the control of a State Government, at the disposal of the State Government or the authority from which the services of such Government servant had been borrowed;
- (vii) compulsory retirement of a Government servant in accordance with the provisions relating to his superannuation or retirement;
- (viii) termination of the services -
 - (a) of a Government servant appointed on probation, during or at the end of the period of his probation, in accordance with the terms of his appointment or the rules and orders governing such probation, or
 - (b) of a temporary Government servant in accordance with the provisions of sub-rule (1) of Rule 5 of the Central Civil Services (Temporary Service) Rules, 1965, or
 - (c) of a Government servant, employed under an agreement, in accordance with the terms of such agreement.

Government of India Decisions »

- (1) Distinction between Censure and Warning [MHA OM No. 39/21/56-Ests. (A) dated the 13th December, 1956] »
- (1A) Writing of Confidential Reports – Mention of warnings therein [Deptt. of Personnel & AR OM No. 21011/1/81-Ests.(A) dated the 5th June, 1981] »
- (2) Departmental action for neglect of family by Government servant [MHA OM No. F.25/16/59-Ests. (A) dated the 1st September, 1959] »
- (3) Entry of punishments in confidential rolls [MHA OM No. 38/12/59-Ests.(A) dated the 23rd April, 1960] »
- (4) Repromotion of officers reduced in rank as a measure of penalty [MHA OM No. 9/30/63-Estt.(D) dated the 7th February, 1964] »
- (5) Registering name with Employment Exchange for higher posts not permissible when penalty is in force [MHA OM No. 14/6/65-Ests.(D) dated the 22nd February, 1965] »
- (6) Provision in the rules of public undertaking enabling disciplinary action against direct recruits for acts committed prior to their recruitment [MHA OM No. 39/1/67-Ests.(A) dated the 21st February, 1967] »
- (7) Promotion of employees on whom any penalty has been imposed [Cabinet Sectt. (Department of Personnel) OM No. 21/5/70-Ests.(A) dated the 15th May, 1971] »
- (7A) Promotion of employees on whom any penalty has been imposed [Deptt. of Personnel & A.R. O.M. No. 22011/2/78-Estt.(A) dated the 16th February, 1979] »

- (8) Scope of penalty of reduction in rank-Supreme Court judgment in cases of Shri Nayadar Singh & Shri M.J. Ninama Vs. Union of India (Civil Appeal No. 3003 of 1988 and 889 of 1988) [Deptt. of Pers. & Trg. OM No. 11012/2/88-Estts. Dated 02.02.89] »
- (9) Penalty of reduction to a lower stage in the time scale of pay for a period not exceeding three years without cumulative effect and not adversely affecting his pension [Deptt. of Pers. & Trg. OM No. 11012/4/86-Estt. (A) dated 28.05.92] »
- (10) Action against Government servants to be taken if they are later found ineligible or unqualified for their initial recruitment [Deptt. Of Personnel & Training OM No. 11012/7/91-Estt. (A) dated 19.05.1993] »
- (11) Rule 11 (iii) of the CCS (CCA) Rules, 1965 – Recovery of pecuniary loss caused by a Government servant – Clarifications [Deptt. Of Personnel & Training OM No. 11012/1/2000-Estt. (A), dated 6th September, 2000] »
- (12) Imposition of penalty of reduction to a lower time scale of pay, grade, post or service [DOPT OM No. 11012/2/2005-Estt. (A), dated 14th May, 2007] »



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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

12. DISCIPLINARY AUTHORITIES:

- (1) The President may impose any of the penalties specified in Rule 11 on any Government servant.
- (2) Without prejudice to the provisions of sub-rule (1), but subject to the provisions of sub-rule (4), any of the penalties specified in Rule 11 may be imposed on -
- a member of a Central Civil Service other than the General Central Service, by the appointing authority or the authority specified in the schedule in this behalf or by any other authority empowered in this behalf by a general or special order of the President;
 - a person appointed to a Central Civil Post included in the General Central Service, by the authority specified in this behalf by a general or special order of the President or, where no such order has been made, by the appointing authority or the authority specified in the Schedule in this behalf.
- (3) Subject to the provisions of sub-rule (4), the power to impose any of the penalties specified in Rule 11 may also be exercised, in the case of a member of a Central Civil Services, Group 'C' (other than the Central Secretariat Clerical Service), or a Central Civil Service, Group 'D' , -
- if he is serving in a Ministry or Department of the Government of India, by the Secretary to the Government of India in that Ministry or Department, or
 - if he is serving in any office, by the head of that office, except where the head of that office is lower in rank than the authority competent to impose the penalty under sub-rule (2).
- (4) Notwithstanding anything contained in this rule -
- except where the penalty specified in clause (v) or clause (vi) of Rule 11 is imposed by the Comptroller and Auditor-General on a member of the Indian Audit and Accounts Service, no penalty specified in clause (v) to (ix) of that rule shall be imposed by any authority subordinate to the appointing authority;
 - where a Government servant who is a member of a Service other than the General Central Service or who has been substantively appointed to any civil post in the General Central Service, is temporarily appointed to any other Service or post, the authority competent to impose on such Government servant any of the penalties specified in clauses (v) to (ix) of Rule 11 shall not impose any such penalties unless it has consulted such authority, not being an authority subordinate to it, as would have been competent under sub-rule (2) to impose on the Government servant any of the said penalties had he not been appointed to such other Service or post;
 - in respect of a probationer undergoing training at the Lal Bahadur Shastri National Academy of Administration, the Director of the said Academy shall be the authority competent to impose on such probationer any of the penalties specified in clauses (i) and (iii) of rule 11 after observing the procedure laid down in rule 16.

EXPLANATION I. For the purposes of clause (c), 'probationer' means a person appointed to a Central Civil Service on probation.

EXPLANATION II. Where a Government servant belonging to a Service or holding a Central Civil post of any Group, is promoted, whether on probation or temporarily to the Service or Central Civil post of the next higher Group, he shall be deemed for the purposes of this rule to belong to the Service of, or hold the Central Civil post of, such higher Group.

Government of India Decisions »

- (1) Officers performing current duties of a post cannot exercise Statutory powers under the Rules [MHA OM No. 7/14/61-Ests. (A) dated 24th January, 1963] »
- (2) Powers delegated to Chief Commissioner, Andaman & Nicobar Islands [MHA Memo No. F.7/16/64-Ests. (A) dated the 30th may, 1964] »
- (3) Clarification about rules 12, 14 etc. [MHA Memo No. F.39/1/69-Ests. (A) dated the 16th April, 1969] »



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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

13. AUTHORITY TO INSTITUTE PROCEEDINGS:

(1) The President or any other authority empowered by him by general or special order may -

- (a) institute disciplinary proceedings against any Government servant;
- (b) direct a disciplinary authority to institute disciplinary proceedings against any Government servant on whom that disciplinary authority is competent to impose under these rules any of the penalties specified in rule 11.

(2) A disciplinary authority competent under these rules to impose any of the penalties specified in clauses (i) to (iv) of rule 11 may institute disciplinary proceedings against any Government servant for the imposition of any of the penalties specified in clauses (v) to (ix) of rule 11 notwithstanding that such disciplinary authority is not competent under these rules to impose any of the latter penalties.

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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

14. PROCEDURE FOR IMPOSING MAJOR PENALTIES:

- (1) No order imposing any of the penalties specified in clauses (v) to (ix) of Rule 11 shall be made except after an inquiry held, as far as may be, in the manner provided in this rule and rule 15, or in the manner provided by the Public Servants (Inquiries) Act, 1850 (37 of 1850), where such inquiry is held under that Act.
- (2) Whenever the disciplinary authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour against a Government servant, it may itself inquire into, or appoint under this rule or under the provisions of the Public Servants (Inquiries) Act, 1850, as the case may be, an authority to inquire into the truth thereof.

Provided that where there is a complaint of sexual harassment within the meaning of rule 3 C of the Central Civil Services (Conduct) Rules, 1964, the complaints Committee established in each ministry or Department or Office for inquiring into such complaints, shall be deemed to be the inquiring authority appointed by the disciplinary authority for the purpose of these rules and the Complaints Committee shall hold, if separate procedure has not been prescribed for the complaints committee for holding the inquiry into the complaints of sexual harassments, the inquiry as far as practicable in accordance with the procedure laid down in these rules.

EXPLANATION - Where the disciplinary authority itself holds the inquiry, any reference in sub-rule (7) to sub-rule (20) and in sub-rule (22) to the inquiring authority shall be construed as a reference to the disciplinary authority.

- (3) Where it is proposed to hold an inquiry against a Government servant under this rule and rule 15, the disciplinary authority shall draw up or cause to be drawn up-
 - (i) the substance of the imputations of misconduct or misbehaviour into definite and distinct articles of charge;
 - (ii) a statement of the imputations of misconduct or misbehaviour in support of each article of charge, which shall contain-
 - (a) a statement of all relevant facts including any admission or confession made by the Government servant;
 - (b) a list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained.
- (4) The disciplinary authority shall deliver or cause to be delivered to the Government servant a copy of the articles of charge, the statement of the imputations of misconduct or misbehaviour and a list of documents and witnesses by which each article of charges is proposed to be sustained and shall require the Government servant to submit, within such time as may be specified, a written statement of his defence and to state whether he desires to be heard in person.
- (5)(a) On receipt of the written statement of defence, the disciplinary authority may itself inquire into such of the articles of charge as are not admitted, or, if it considers it necessary so to do, appoint, under sub-rule (2), an inquiring authority for the purpose, and where all the articles of charge have been admitted by the Government servant in his written statement of defence, the disciplinary authority shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner laid down in rule 15.
- (b) If no written statement of defence is submitted by the Government servant, the disciplinary authority may

itself inquire into the articles of charge, or may, if it considers it necessary to do so, appoint, under sub-rule (2), an inquiring authority for the purpose.

(c) Where the disciplinary authority itself inquires into any article of charge or appoints an inquiring authority for holding an inquiry into such charge, it may, by an order, appoint a Government servant or a legal practitioner, to be known as the "Presenting Officer" to present on its behalf the case in support of the articles of charge.

(6) The disciplinary authority shall, where it is not the inquiring authority, forward to the inquiring authority-

(i) a copy of the articles of charge and the statement of the imputations of misconduct or misbehaviour;

(ii) a copy of the written statement of the defence, if any, submitted by the Government servant;

(iii) a copy of the statements of witnesses, if any, referred to in sub-rule (3);

(iv) evidence proving the delivery of the documents referred to in sub-rule (3) to the Government servant;
and

(v) a copy of the order appointing the "Presenting Officer".

(7) The Government servant shall appear in person before the inquiring authority on such day and at such time within ten working days from the date of receipt by the inquiring authority of the articles of charge and the statement of the imputations of misconduct or misbehaviour, as the inquiring authority may, by notice in writing, specify, in this behalf, or within such further time, not exceeding ten days, as the inquiring authority may allow.

(8)(a) The Government servant may take the assistance of any other Government servant posted in any office either at his headquarters or at the place where the inquiry is held, to present the case on his behalf, but may not engage a legal practitioner for the purpose, unless the Presenting Officer appointed by the disciplinary authority is a legal practitioner, or, the disciplinary authority, having regard to the circumstances of the case, so permits;

Provided that the Government servant may take the assistance of any other Government servant posted at any other station, if the inquiring authority having regard to the circumstances of the case, and for reasons to be recorded in writing, so permits.

Note: The Government servant shall not take the assistance of any other Government servant who has three pending disciplinary cases on hand in which he has to give assistance.

(b) The Government servant may also take the assistance of a retired Government servant to present the case on his behalf, subject to such conditions as may be specified by the President from time to time by general or special order in this behalf.

(9) If the Government servant who has not admitted any of the articles of charge in his written statement of defence or has not submitted any written statement of defence, appears before the inquiring authority, such authority shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charge, the inquiring authority shall record the plea, sign the record and obtain the signature of the Government servant thereon.

(10) The inquiring authority shall return a finding of guilt in respect of those articles of charge to which the government servant pleads guilty.

(11) The inquiring authority shall, if the Government servant fails to appear within the specified time or refuses or omits to plead, require the Presenting Officer to produce the evidence by which he proposes to prove the articles of charge, and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the Government servant may, for the purpose of preparing his defence:

(i) inspect within five days of the order or within such further time not exceeding five days as the inquiring authority may allow, the documents specified in the list referred to in sub-rule (3);

(ii) submit a list of witnesses to be examined on his behalf;

NOTE-

If the Government servant applies orally or in writing for the supply of copies of the statements of witnesses mentioned in the list referred to in sub-rule (3), the inquiring authority shall furnish him with such copies as early as possible and in any case not later than three days before the commencement of the examination of the witnesses on behalf of the disciplinary authority.

- (iii) give a notice within ten days of the order or within such further time not exceeding ten days as the inquiring authority may allow, for the discovery or production of any documents which are in the possession of Government but not mentioned in the list referred to in sub-rule (3).

NOTE-

The Government servant shall indicate the relevance of the documents required by him to be discovered or produced by the Government.

- (12) The inquiring authority shall, on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition:

Provided that the inquiring authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case.

- (13) On receipt of the requisition referred to in sub-rule (12), every authority having the custody or possession of the requisitioned documents shall produce the same before the inquiring authority:

Provided that if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents would be against the public interest or security of the State, it shall inform the inquiring authority accordingly and the inquiring authority shall, on being so informed, communicate the information to the Government servant and withdraw the requisition made by it for the production or discovery of such documents.

- (14) On the date fixed for the inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the disciplinary authority. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross-examined by or on behalf of the Government servant. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined, but not on any new matter, without the leave of the inquiring authority. The inquiring authority may also put such questions to the witnesses as it thinks fit.

- (15) If it shall appear necessary before the close of the case on behalf of the disciplinary authority, the inquiring authority may, in its discretion, allow the Presenting Officer to produce evidence not included in the list given to the Government servant or may itself call for new evidence or recall and re-examine any witness and in such case the Government servant shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for three clear days before the production of such new evidence, exclusive of the day of adjournment and the day to which the inquiry is adjourned. The inquiring authority shall give the Government servant an opportunity of inspecting such documents before they are taken on the record. The inquiring authority may also allow the Government servant to produce new evidence, if it is of the opinion that the production of such evidence is necessary, in the interests of justice.

NOTE.- New evidence shall not be permitted or called for or any witness shall not be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced originally.

- (16) When the case for the disciplinary authority is closed, the Government servant shall be required to state his defence, orally or in writing, as he may prefer. If the defence is made orally, it shall be recorded and the Government servant shall be required to sign the record. In either case, a copy of the statement of defence shall be given to the Presenting Officer, if any, appointed.

- (17) The evidence on behalf of the Government servant shall then be produced. The Government servant may examine himself in his own behalf if he so prefers. The witnesses produced by the Government servant shall then be examined and shall be liable to cross-examination, re-examination and examination by the inquiring authority according to the provisions applicable to the witnesses for the disciplinary authority.

- (18) The inquiring authority may, after the Government servant closes his case, and shall, if the Government servant has not examined himself, generally question him on the circumstances appearing against him in the

evidence for the purpose of enabling the Government servant to explain any circumstances appearing in the evidence against him.

- (19) The inquiring authority may, after the completion of the production of evidence, hear the Presenting Officer, if any, appointed, and the Government servant, or permit them to file written briefs of their respective case, if they so desire.
- (20) If the Government servant to whom a copy of the articles of charge has been delivered, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of this rule, the inquiring authority may hold the inquiry ex parte.
- (21)(a) Where a disciplinary authority competent to impose any of the penalties specified in clause (i) to (iv) of rule 11 (but not competent to impose any of the penalties specified in clauses (v) to (ix) of rule 11), has itself inquired into or caused to be inquired into the articles of any charge and that authority, having regard to its own findings or having regard to its decision on any of the findings of any inquiring authority appointed by it, is of the opinion that the penalties specified in clauses (v) to (ix) of rule 11 should be imposed on the Government servant, that authority shall forward the records of the inquiry to such disciplinary authority as is competent to impose the last mentioned penalties.
- (b) The disciplinary authority to which the records are so forwarded may act on the evidence on the record or may, if it is of the opinion that further examination of any of the witnesses is necessary in the interests of justice, recall the witness and examine, cross-examine and re-examine the witness and may impose on the Government servant such penalty as it may deem fit in accordance with these rules.
- (22) Whenever any inquiring authority, after having heard and recorded the whole or any part of the evidence in an inquiry ceases to exercise jurisdiction therein, and is succeeded by another inquiring authority which has, and which exercises, such jurisdiction, the inquiring authority so succeeding may act on the evidence so recorded by its predecessor, or partly recorded by its predecessor and partly recorded by itself:

Provided that if the succeeding inquiring authority is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interests of justice, it may recall, examine, cross-examine and re-examine any such witnesses as hereinbefore provided.

- (23)(i) After the conclusion of the inquiry, a report shall be prepared and it shall contain-
- (a) the articles of charge and the statement of the imputations of misconduct or misbehaviour;
 - (b) the defence of the Government servant in respect of each article of charge;
 - (c) an assessment of the evidence in respect of each article of charge;
 - (d) the findings on each article of charge and the reasons therefor.

EXPLANATION- If in the opinion of the inquiring authority the proceedings of the inquiry establish any article of charge different from the original articles of the charge, it may record its findings on such article of charge:

Provided that the findings on such article of charge shall not be recorded unless the Government servant has either admitted the facts on which such article of charge is based or has had a reasonable opportunity of defending himself against such article of charge.

- (ii) The inquiring authority, where it is not itself the disciplinary authority, shall forward to the disciplinary authority the records of inquiry which shall include: -
- (a) the report prepared by it under clause (i).
 - (b) the written statement of defence, if any, submitted by the Government servant;
 - (c) the oral and documentary evidence produced in the course of the inquiry;
 - (d) written briefs, if any, filed by the Presenting Officer or the Government servant or both during the course of the inquiry; and
 - (e) the orders, if any, made by the disciplinary authority and the inquiring authority in regard to the inquiry.

- (1) Instructions to avoid procedural delays in the disposal discipline cases [MHA OM No. 39/40/52-Est., dated the 4th October, 1952] »
- (2) Pay Commission's recommendations regarding disciplinary proceedings and Government's order thereon [MHA OM No. F.6(26)/60-Ests.(A) dated the 16th February, 1961] »
- (3) Supply of copies of documents to the delinquent official [MHA OM No. 30/5/61-AVD dated the 25th August, 1961] »
- (4) Examination of witnesses on behalf of the accused official [MHA OM No. 6/26/60-Ests. Dated the 8th June, 1962] »
- (5) Prosecution or departmental action according to seriousness of the offence [MHA OM No. 39/8/64-Ests.(A) dated the 4th September, 1964] »
- (6) Measures to prevent tampering with records/documents during inspection by delinquent officials [MHA OM No. 242/96/65-AVD dated the 27th September, 1965, addressed to the Vigilance Officers of all Ministries/Departments] »
- (7) Assisting Government servants [CVC Letter No. 61/3/67-C dated the 8th January, 1968] »
- (8) Cross-examination by or on behalf of the Government servant after the presenting officer has re-examined the witness [Cabinet Sectt. (Department of Personnel) Memo. No. 7/11/70-Estt. (A) dated the 24th September, 1970] »
- (9) Conduct of enquiries against delinquent officers by gazetted officers/senior officers [Cabinet Sectt. (Department of Personnel) Memo No. 7/1/70-Estts. (A) dated the 6th January, 1971] »
- (10) Appointment of Inquiring Authority [Cabinet Sectt. Department of Personnel, OM No. 39/40/70-Ests. (A) dated 9th November, 1972] »
- (11) Inquiry by the disciplinary authority [Deptt. of Personnel & AR OM No. 35014/1/76-Ests. (A) dated the 29th July, 1976] »
- (12) Whether charges can be dropped at the stage of initial written statement of defence [G.I., MHA OM No. 11012/2/79-Estt.(A) dated the 12th March, 1981 and OM No. 11012/8/82-Estt.(A) dated the 8th December, 1982] »
- (13) Permission to engage a Legal Practitioner [Deptt. of Personnel & AR OM No. 11012/7/83-Estt.(A) dated the 23rd July, 1984] »
- (14) Restriction on engaging Defence Assistant [Department of Personnel & Training OM No. 11012/3/86-Estt. (A) dated the 29th April, 1986] »
- (15) Appearance of a Government servant before the inquiry authority – Clarification of the import of the provisions in Rule 14 (7) of the CCS (CCA) Rules, 1965 [Deptt. Of Personnel & Training's OM No. 35034/7/92-Estt. (A), dated 28th December, 1993] »
- (16) Retired Government servants appearing as defence assistants – conditions regarding [Deptt. of Personnel & Training OM No. 11012/11/2002-Ests. (A) dated 05.02.2003] »
- (17) Simultaneous action of prosecution in a court and initiation of departmental proceedings [DOPT OM No. 11012/6/2007-Estt. (A), dated 1st August, 2007] »



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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

15. ACTION ON INQUIRY REPORT:

- (1) The disciplinary authority, if it is not itself the inquiring authority may, for reasons to be recorded by it in writing, remit the case to the inquiring authority for further inquiry and report and the inquiring authority shall thereupon proceed to hold the further inquiry according to the provisions of Rule 14, as far as may be.
- (2) The disciplinary authority shall forward or cause to be forwarded a copy of the report of the inquiry, if any, held by the disciplinary authority or where the disciplinary authority is not the inquiring authority, a copy of the report of the inquiring authority together with its own tentative reasons for disagreement, if any, with the findings of inquiring authority on any article of charge to the Government servant who shall be required to submit, if he so desires, his written representation or submission to the disciplinary authority within fifteen days, irrespective of whether the report is favourable or not to the Government servant.
- (2A) The disciplinary authority shall consider the representation, if any, submitted by the Government servant and record its findings before proceeding further in the matter as specified in sub-rules (3) and (4).
- (3) If the disciplinary authority having regard to its findings on all or any of the articles of charge is of the opinion that any of the penalties specified in clauses (i) to (iv) of rule 11 should be imposed on the Government servant, it shall, notwithstanding anything contained in rule 16, make an order imposing such penalty:

Provided that in every case where it is necessary to consult the Commission, the record of the inquiry shall be forwarded by the disciplinary authority to the Commission for its advice and such advice shall be taken into consideration before making any order imposing any penalty on the Government servant.

- (4) If the disciplinary authority having regard to its findings on all or any of the articles of charge and on the basis of the evidence adduced during the inquiry is of the opinion that any of the penalties specified in clauses (v) to (ix) of rule 11 should be imposed on the Government servant, it shall make an order imposing such penalty and it shall not be necessary to give the Government servant any opportunity of making representation on the penalty proposed to be imposed:

Provided that in every case where it is necessary to consult the Commission, the record of the inquiry shall be forwarded by the disciplinary authority to the Commission for its advice and such advice shall be taken into consideration before making an order imposing any such penalty on the Government servant.

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- (1) Final orders to be passed by the 'higher disciplinary authority' who instituted the enquiry [MHA OM No. 6/26/60-Ests.(A) dated the 8th June, 1962] »
- (2) Not appropriate to bring in past bad records in deciding the penalty, unless it is made the subject matter of specific charge of the charge-sheet itself [G.I.M.H.A., OM No. 134/20/68-AVD, dated the 28th August, 1968] »
- (3) Passing of orders by the Disciplinary Authority on the report of Inquiry Officer- Quick disposal of cases [Cabinet Sectt. (Deptt. of Personnel) Memo No. 39/43/70-Ests.(A) dated the 8th January, 1971] »
- (3A) Delays in passing orders by the Disciplinary Authorities [Deptt. Of Personnel & Training OM No. 11012/21/98-Estt.(A) dated 11th November, 1998] »
- (4) Disciplinary cases – need for issuing speaking orders by competent authorities [Deptt. of Personnel & A.R. OM No. 134/1/81-AVD-I dated 13.07.1981] »

- (5) Supply of copy of inquiry report to the accused Government servant before final orders are passed by the disciplinary authority [Deptt. of Personnel & Training's 11012/13/85-Estt. Dated 26th June, 1989] »
- (5A) Reasons for disagreement, if any should be communicated [Department of Personnel & Training OM No. 11012/22/94-Estt. (A) dated 27.11.1995] »
- (6) Jurisdiction of the CAT in the matter of quantum of penalty against Government servants [Deptt. of Personnel & Training OM No. 11012/1/90-Ests.(A) dated 28-02-1990] »
- (6A) Jurisdiction of the CAT in the matter of disciplinary action against Government servants [Deptt. Of Personnel & Training OM No. 11012/6/94-Estt. (A) dated 28.03.1994] »



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16. PROCEDURE FOR IMPOSING MINOR PENALTIES:

(1) Subject to the provisions of sub-rule (3) of rule 15, no order imposing on a Government servant any of the penalties specified in clause (i) to (iv) of rule 11 shall be made except after-

- (a) informing the Government servant in writing of the proposal to take action against him and of the imputations of misconduct or misbehaviour on which it is proposed to be taken, and giving him reasonable opportunity of making such representation as he may wish to make against the proposal;
- (b) holding an inquiry in the manner laid down in sub-rules (3) to (23) of rule 14, in every case in which the disciplinary authority is of the opinion that such inquiry is necessary;
- (c) taking the representation, if any, submitted by the Government servant under clause (a) and the record of inquiry, if any, held under clause (b) into consideration;
- (d) recording a finding on each imputation or misconduct or misbehaviour; and
- (e) consulting the Commission where such consultation is necessary.

(1-A) Notwithstanding anything contained in clause (b) of sub-rule (1), if in a case it is proposed after considering the representation, if any, made by the Government servant under clause (a) of that sub-rule, to withhold increments of pay and such withholding of increments is likely to affect adversely the amount of pension payable to the Government servant or to withhold increments of pay for a period exceeding three years or to withhold increments of pay with cumulative effect for any period, an inquiry shall be held in the manner laid down in sub-rules (3) to (23) of Rule 14, before making any order imposing on the Government servant any such penalty.

(2) The record of the proceedings in such cases shall include-

- (i) a copy of the intimation to the Government servant of the proposal to take action against him;
- (ii) a copy of the statement of imputations of misconduct or misbehaviour delivered to him;
- (iii) his representation, if any;
- (iv) the evidence produced during the inquiry;
- (v) the advice of the Commission, if any;
- (vi) the findings on each imputation of misconduct or misbehaviour; and
- (vii) the orders on the case together with the reasons therefor.

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- (1) Enquiry mandatory in certain types of the penalty of withholding of increments [MHA OM No. 7/3/67-Ests. (A) dated the 19th January, 1968] »
- (2) Minor Penalty – holding of inquiry in specific circumstances [Deptt. of Personnel & Training OM No. 1101218/85-Ests.(A) dated 28th October, 1985] »



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17. COMMUNICATION OF ORDERS:

Orders made by the disciplinary authority shall be communicated to the Government servant who shall also be supplied with a copy of its finding on each article of charge, or where the disciplinary authority is not the inquiring authority, a statement of the findings of the disciplinary authority together with brief reasons for its disagreement, if any, with the findings of the inquiring authority and also a copy of the advice, if any, given by the Commission, and where the disciplinary authority has not accepted the advice of the Commission, a brief statement of the reasons for such non-acceptance.

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- (1) [Entry of punishments in confidential rolls \[G.I., MHA OM No. 38/12/59-Ests. \(A\) dated the 23rd April, 1960\] »](#)



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18. COMMON PROCEEDINGS:

(1) Where two or more Government servants are concerned in any case, the President or any other authority competent to impose the penalty of dismissal from service on all such Government servants may make an order directing that disciplinary action against all of them may be taken in a common proceeding.

NOTE-

If the authorities competent to impose the penalty of dismissal on such Government servants are different, an order for taking disciplinary action in a common proceeding may be made by the highest of such authorities with the consent of the others.

(2) Subject to the provisions of sub-rule (4) of rule 12, any such order shall specify-

- (i) the authority which may function as the disciplinary authority for the purpose of such common proceeding;
- (ii) the penalties specified in rule 11 which such disciplinary authority shall be competent to impose;
- (iii) whether the procedure laid down in rule 14 and rule 15 or rule 16 shall be followed in the proceeding.

Government of India Decisions »

- (1) [Procedure of enquiry when two Government servants accuse each other \[G.I. MHA Letter No. 6/98/63-AVD dated the 13th June, 1963\] »](#)



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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

19. SPECIAL PROCEDURE IN CERTAIN CASES:

Notwithstanding anything contained in rule 14 to rule 18-

- (i) where any penalty is imposed on a Government servant on the ground of conduct which has led to his conviction on a criminal charge, or
- (ii) where the disciplinary authority is satisfied for reasons to be recorded by it in writing that it is not reasonably practicable to hold an inquiry in the manner provided in these rules, or
- (iii) where the President is satisfied that in the interest of the security of the State, it is not expedient to hold any inquiry in the manner provided in these rules,

the disciplinary authority may consider the circumstances of the case and make such orders thereon as it deems fit:

Provided that the Government servant may be given an opportunity of making representation on the penalty proposed to be imposed before any order is made in a case under clause (i):

Provided further that the Commission shall be consulted, where such consultation is necessary, before any orders are made in any case under this rule.

Government of India Decisions »

- (1) [Scope of second proviso to Article 311 \(2\) of the Constitution \[Department of Personnel & Training OM No. 11012/11/85-Estt. Dated the 11th November, 1985\] »](#)
- (2) [Issue of charge-sheet where action is taken under Rule 19 \[Department of Personnel & Training OM No. 11012/11/85-Estt. \(A\) dated 4th April, 1986\] »](#)



[Printer Friendly Version](#)





The Central Civil Services (Classification, Control & Appeal) Rules, 1965

20. PROVISIONS REGARDING OFFICERS LENT TO STATE GOVERNMENTS, ETC.:

(1) Where the services of a Government servant are lent by one department to another department or to a State Government or an authority subordinate thereto or to a local or other authority (hereinafter in this rule referred to as "the borrowing authority"), the borrowing authority shall have the powers of the appointing authority for the purpose of placing such Government servant under suspension and of the disciplinary authority for the purpose of conducting a disciplinary proceeding against him:

Provided that the borrowing authority shall forthwith inform the authority which lent the services of the Government servant (hereinafter in this rule referred to as "the lending authority") of the circumstances leading to the order of suspension of such Government servant or the commencement of the disciplinary proceeding, as the case may be.

(2) In the light of the findings in the disciplinary proceeding conducted against the Government servant-

(i) if the borrowing authority is of the opinion that any of the penalties specified in clauses (i) to (iv) of rule 11 should be imposed on the Government servant, it may, after consultation with the lending authority, make such orders on the case as it deems necessary:

Provided that in the event of a difference of opinion between the borrowing authority and the lending authority, the services of the Government servant shall be replaced at the disposal of the lending authority;

(ii) if the borrowing authority is of the opinion that any of the penalties specified in clauses (v) to (ix) of rule 11 should be imposed on the Government servant, it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry and thereupon the lending authority may, if it is the disciplinary authority, pass such order thereon as it may deem necessary, or, if it is not the disciplinary authority, submit the case to the disciplinary authority which shall pass such orders on the case as it may deem necessary:

Provided that before passing any such order the disciplinary authority shall comply with the provisions of sub-rules (3) and (4) of rule 15.

EXPLANATION - The disciplinary authority may make an order under this clause on the record of the inquiry transmitted to it by the borrowing authority or after holding such further inquiry as it may deem necessary, as far as may be, in accordance with rule 14.

[Government of India Decisions »](#)



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Customs Duty on Gold

| Duty payable on 10 grams Standard Gold | Duty payable on 10 grams Non-Standard Gold |
|--|--|
| Rs. 1147.00 | Rs. 2867.00 |

Customs Duty on Silver

Welcome to Customs Laws Referencer

Indian **Customs**, **Central Excise** & **Service Tax** Laws Referencer (www.referencer.in) is intended to provide free and easily accessible information and guidance on the laws, rules, regulations and procedures of the Indian Customs, Central Excise & Service Tax Laws to its members. Referencer welcomes all the Officers and Staff of Indian Customs, Central Excise, Service Tax and other allied Departments to become members so that they can access all the documents on www.referencer.in.

Referencer Library - Latest Documents - Customs

1. Tariff value - Further amends the notification No. 36/2001-Cus (N.T.), dated, the 3rd August 2001.
[Notifications (Non-Tariff): F. No. 467/01/2012-Cus.V Pt.I; Dated 29.06.2012] [read more »](#)
2. Committee of Chief Commissioners - Further amends the notification No. 14/2002-Customs (N.T.), dated the 7th March, 2002.
[Notifications (Non-Tariff): F. No. 450/43/2012-Cus.IV; Dated 29.06.2012] [read more »](#)
3. Appointment of Special Adjudicators - SCN F.No.DRI/AZU/INV-5/2010 dated 23.09.2010 and ADDENDUM F.No. DRI/AZU/INV-5/2010/3247 to 3254 dated 28.12.2010 issued to the SCN F.No.DRI/AZU/INV-5/2010 dated 23.09.2010.
[Notifications (Non-Tariff): F. No. 437/59/2010-Cus. IV; Dated 28.06.2012] [read more »](#)
4. Appointment of Special Adjudicators - Show Cause Notice F.No. DRI/MZU/C/INV-13/09-10 dated 30th March, 2011 issued in the case of M/s Sun Tan Trading Co. Ltd., Mumbai and others.
[Notifications (Non-Tariff): F. No. 437/15/2012-Cus. IV; Dated 28.06.2012] [read more »](#)
5. Further amends the notification No. 12/2012- Customs, dated the 17th March, 2012.
[Notifications (Tariff): F. No. 354/94/2011-TRU; Dated 27.06.2012] [read more »](#)



Referencer Library - Latest Documents - Excise

1. Further amends the notification No. 12/2012-Central Excise, dated the 17th March, 2012.
[Notifications (Tariff): F. No. 354/94/2011-TRU; Dated 27.06.2012] [read more »](#)
2. The CENVAT Credit (Sixth Amendment) Rules, 2012.

Duty payable on 1 kilogram Silver

Rs. 2955.00

Indian Customs Holidays

| July 2012 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |

H = Gazetted Holidays

R = Restricted Holidays

Dearness Allowance Rates

| Effective Dates | DA Rates |
|-----------------|----------------|
| 01.01.2006 | 0% |
| 01.07.2006 | 2% |
| 01.01.2007 | 6% |
| 01.07.2007 | 9% |
| 01.01.2008 | 12% |
| 01.07.2008 | 16% |
| 01.01.2009 | 22% |
| 01.07.2009 | 27% |
| 01.01.2010 | 35% |
| 01.07.2010 | 45% |
| 01.01.2011 | 51% |
| 01.07.2011 | 58% |
| 01.01.2012 | 65% |
| 01.07.2012 | 72% (Expected) |

Referencer - Public

CBEC - What is CBEC?

C B Revenue Act, 1963

Baggage Rules 1998

Customs Duty - Introduction

Customs Duty - Collections

Central Excise Duty

Service Tax

GST - First Discussion Paper

Customs & Excise - Overview

Departmental Examinations

Confirmation Examinations

Confirmation Syllabus

Promotion Examinations

[Notifications (Non-Tariff): F. No. 334/1/2012-TRU; Dated 20.06.2012] [read more »](#)

3. Procedure, safeguards, conditions and limitations for the refund of CENVAT credit.
[Notifications (Non-Tariff): F. No. 268/07/2012-CX.8; Dated 18.06.2012] [read more »](#)
4. Rescinds the five notifications shown in the table.
[Notifications (Tariff): F. No. B-1/1/2012-TRU; Dated 30.05.2012] [read more »](#)
5. Clarification regarding classification of Structural Components of Boiler and Admissibility of CENVAT Credit on these Structural Components.
[Board's Circulars: F. No. 84/1/2011-CX.1; Dated 18.05.2012] [read more »](#)



Referencer Library - Latest Documents - Others

1. Promotion to the grade of the Commissioner of Customs and Central Excise in the Pay Band-4 (Rs.37,400-67,000/-) with Grade Pay of Rs.10,000/-, on provisional and ad-hoc basis.
[Promotions & Transfers: F. No. No.A.22011/ 08/2102 -Ad.II; Dated 25.06.2012] [read more »](#)
2. AGT 2012 - Transfers and postings in the grade of Deputy/Assistant Commissioners of Customs and Central Excise.
[Promotions & Transfers: F. No. A-22013/05/2012-Ad.II; Dated 14.06.2012] [read more »](#)
3. AGT 2012 - Transfers and postings in the grade of Deputy/Assistant Commissioners of Customs and Central Excise.
[Promotions & Transfers: F. No. A-22013/05/2012-Ad.II; Dated 13.06.2012] [read more »](#)



Referencer News - Latest Headlines

19.06.2012



CLASSIFICATION OF MORPHOLINE. As per Notification No. 10/2012-Cus. (ADD), dated 24-01-2012, anti-dumping duty has been imposed on Morpholine which is specified in column (3) of the Table of the said notification and falling under heading of the First Schedule to the Customs Tariff Act, 1975 as specified in the corresponding entry in column [read more »](#)

04.06.2012



FM asks CBEC Officials to Make their best Efforts to Mobilise Resources to meet the Targets of Indirect Tax Collections for 2012-13. Following is the text of the Speech delivered by the Union Finance Minister, Shri Pranab Mukherjee at the Annual Conference of Chief Commissioners and Directors General of Customs, Central Excise and Service Tax here today: - [read more »](#)

Promotion Syllabus
 SSC - CGL Examination
 SSC - Physical Standards
 ACES - What is ACES?
 CAAP - What is CAAP?
 ECDB - What is ECDB?
 ICEGATE - What is ICEGATE?
 ICES - What is ICES?
 NIDB - What is NIDB?
 RMS - What is RMS?
Income Tax Corner
 Income Tax Rates
 Income Tax Calculator
 Pay Commission Report
 SCPC - Pay Calculator
 SCPC - New Pay Calculator
 SCPC - Arrears Calculator
 AIS (Conduct) Rules, 1968
 CCS (Conduct) Rules, 1964
 AIS (D&A) Rules, 1969
 CCS (CCA) Rules, 1965
 AIS (MA) Rules, 1954
 PS (Inquiries) Act, 1850
 Disciplinary Proceedings
 CCS (LTC) Rules, 1988
 Travelling Allowance Rules
 CCS (Leave) Rules, 1972
 STD Codes Directory
 ISD Codes Directory
 PIN Codes Directory
 Links to Favourite Websites
 International Organisations

Referencer - Members

IRS (C & CE) - Civil List
 Commissioners - Seniority List
 Gr. 'A' Officers - Seniority List
 Gr. 'B' Officers - Seniority Lists
 CBEC - Sampark, 2011
 The Customs Act, 1962
 The Central Excise Act, 1944
 All Allied Acts & Rules
 Supreme Court - Judgements
 RTI - CIC Orders
 Finance Acts 1999 to 2011
 Union Budget 1999 to 2011
 Budget Speeches 1947 to 2011
 Customs Import Tariff
 Customs Export Tariff
 C. Excise Tariff, 2011
 Drawback Schedule
 DEPB Schedule
 CBEC - Promotion Orders
 CBEC - Transfer Orders
 Foreign Trade Policy
 Handbook of Procedures
 HP - Appendices
 ITC (HS) - Schedules
 All India CHA Directory
 Country Codes - International
 Airport Codes - International
 Port Codes - International
 Port Codes - SEZ, ICD, CFS
 Guest Houses, Holiday Homes
 Manuals - Customs, Excise, ST
 Currency Exchange Rates
 News Articles

03.06.2012



FM to Inaugurate Annual Conference of Chief Commissioners and Directors General of Customs, Central Excise and Service Tax Tomorrow. Union Finance Minister, Shri Pranab Mukherjee will inaugurate the All India Annual Conference of the Chief Commissioners and Directors General of Customs, Central Excise and Service Tax here tomorrow. [read more »](#)

20.05.2012



Pay retired babus' dues on time: DoPT notice. Erring Officials Will Have Their Salaries Docked [read more »](#)

08.05.2012



FM scraps 'draconian' clause in customs law. BAILED OUT [read more »](#)

08.05.2012



Excise on gold jewellery, TDS on realty rolled back. New Delhi: Finance minister Pranab Mukherjee buckled under pressure from two powerful trade lobbies - jewellers and realtors - while dropping proposals put forward by him, ostensibly to check Circulation of black money in the economy. [read more »](#)

08.05.2012



GATT allows the neighbours to work as common market. Lahore: If there is political will, India and Pakistan can start trading with each other as a common market without in any way infringing on their respective trading relationships with other countries. This is because a common market was envisaged for the two nations at the time of independence. [read more »](#)

08.05.2012



Excise rollback: Jewellers to offer 25% discount. GOLD RUSH? [read more »](#)

07.05.2012



'No work talk on networking sites' GAG ON CUSTOMS AND EXCISE OFFICERS [read more »](#)

06.05.2012



Expedite prosecution nod for corrupt babus: Govt. 'Discretionary Powers Norms Must In 90 Days'

With an aim to check arbitrariness in use of discretionary powers, the Centre has directed all ministries and departments to publicize regulatory

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parameters within three months [read more »](#)



Referencer - News from the Courts

ITEM NO.MM-4A COURT NO.4 SECTION IX
SUPREMECOURTOFINDIA
RECORD OF PROCEEDINGS
I.A. No. 8 IN CIVIL APPEAL NO(s). 1198 OF 2005
S.P. DUDEJA & ANR. Appellant (s)
[read more »](#)

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M.P.Vasudevan

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Website Objectives

Customs, Central Excise and Service Tax officers have an exceptionally important role in the economic development of our country as the **customs duties** and **central excise duties** have been a significant source of revenue for the country's development. Now **service tax** collections are also on the rise. In addition to regulating cross border trade and collecting taxes, Customs and Central Excise officers need to address the country's security concerns by curbing money laundering, Intellectual Property Rights infringement and smuggling of firearms, narcotic drugs, fake currency, etc. The intricacy of the assignment of a Customs or Central Excise officer lies in the realization of revenue and prevention of smuggling without disturbing the national and international trade. Due to the changes caused by technological advancement, liberalization and globalization, it is a challenging task to strike the right balance between trade facilitation and enforcement of Law.

Over the years, the responsibilities of the Customs and also of the Central Excise officers have become remarkably more complex and challenging. The initiatives of the Government and the Department for computerization of the import and export cargo clearances such as **Indian Customs EDI System (ICES)**, **Risk Management System (RMS)**, **National Import Database (NIDB)**, **Export Commodity Database (ECDB)**, **Indian Customs and Excise Gateway (ICEGATE)**, etc., on the customs side and the **Automation of Central Excise and Service tax (ACES)**, **Computer Assisted Audit Programme (CAAP)**, etc. in the central excise, have made the task much easier. Still, to achieve the twin objectives of trade facilitation and law enforcement, there is a crying need to raise the level of competence of the officers through training and exposure to the Act, rules and regulations which they enforce. Indian Customs, Central Excise and Service Tax Laws Referencer (www.Referencer.in) is an effort in this direction. Indian Customs, Central Excise and Service Tax Laws Referencer (www.Referencer.in) makes available up-to-date copies of the Customs Act, Central Excise Act and Allied Acts, Customs, Central Excise & Service Tax Rules and Regulations, Customs, Central Excise & Service Tax Circulars, Customs, Central Excise & Service Tax Notifications, Customs, Central Excise & Service Tax Manuals, Union Budgets, Finance Acts, etc. for easy access, reference and use. www.referencer.in also aims at encouraging exchange of views, ideas and information amongst its members with negligible

expenditure.

Acknowledgements

I am grateful to S/Shri Yeshodhan G.Parande, Member, Authority for Advance Rulings, New Delhi and former Member, **Central Board of Excise and Customs (CBEC)**, New Delhi; Banibrata Bhattacharya, Commissioner of Customs, Bangalore; P.Vinaykumar, Former Additional Director, RMD, Mumbai; Basawraj Nalegave, Additional Commissioner of Customs, Mumbai; Balaji Majumdar, Additional Commissioner (on Deputation), Anupam Majumdar, Atanu Choudhury and P.K.Gupta, Superintendents of Customs (Preventive), Mumbai; all my Colleagues in the Customs, Central Excise and Service Tax Departments and all the registered members for their encouragement and feedback; Mr. Chethan P.Dev, my son for his assistance in building and testing this website. I also express my gratitude to www.microsoft.com and www.cbec.gov.in for the enormous reference material freely available on them.

Background Facts

My affection towards the computer started in the year 2002 when my son, Chethan P.Dev, took admission in Fr. Conceicao Rodrigues College of Engineering, Bandra, Mumbai to pursue his studies in B.Tech. (Electronics) and we bought our first desktop computer, a small sexy box alongwith a 14" monitor, from M/s IBM, India. While learning basic skills like Microsoft Word, Excel, Outlook, Powerpoint, etc., I also started collecting 'soft copy' of various Acts, Rules, Regulations, Circulars, Notifications, etc. for my own reference. During this search I realized that though a lot of documents were available on the websites, most of them were not up-to-date. The files thus collected were edited, updated and compiled on a mini-CD, normally used in the video cameras, that fitted in any shirt pocket. When curious colleagues enticed interest in this mini-CD compilation I started duplicating it and sharing with them. This was in the year 2003 and its contents and presentation were upgraded to a newer version in the year 2004, while I learnt basics of coding. Thousands of copies of these mini-CDs, each containing data of about 250MB (12,000 to 15,000 printed pages roughly) went into circulation among the customs Officers with the help of the All India Federation of the Superintendents of Customs. It was in the year 2005 that the increase in size of this collection beyond the capacity of the mini-CD coupled with the abrupt stoppage of production of these mini-CDs by their manufacturers put an end to this mini-CD compilation. A compilation on the normal CD was not thought apt as it couldnot be carried to office and home daily with ease. At this juncture, as I was working with the Risk Management Project Team - pioneer of Risk Management Division, it was a lot more essential to have all these documents handy for my own reference. Though all these documents were available on my home computer, there was no access to these files from my office.

Being an electronic hobbyist, I could learn Visual Studio 2005, SQL Server 2005, Visual Basic, C#, etc., easily. Day-to-day interactions with the young engineers of M/s BSL, the software developers engaged for the RMS, had also given an opportunity to learn and understand more about Servers, Databases, etc. Internet connection was available in the office and at home, designing, coding and commissioning of a website, converting my little computer into a server, hosting the website on it with all the available documents went on smoothly. Finally all these documents became accessible for me from my office also. Gradually, other

colleagues in the Risk Management Division also became part of this network and started accessing these documents whenever they required. The next big question before me was why not allow access to other colleagues working elsewhere in the department? It was an easily achievable feat, without much additional labour or expenditure, since the website, for that matter, was already on the internet. Thus on 01.04.2007 this website www.referencer.in was added to the World Wide Web - on an experimental basis, a beta launch in technical parlance - opening its doors to all the officers and staff working in Customs, Central Excise and other allied Departments. Later, the field of coverage was extended to Central Excise and Service Tax also as there was an overwhelming response from the central excise side. Lots of other documents like Service Rules, Leave Rules, LTC Rules, etc. required by Central Government Employees were also added considering their use by the officials working in other Ministries and Departments.

More from the Background

Since this website targets the overall learning process of its members, i.e. officers dealing with the customs, excise and service tax laws, guidance is gladly made available to them in their official duties and functions. This in turn is expected to work wonders while they interact with the general public. Help is also available in other areas including membership registration, password recovery, password change, etc., which is also helpful to them when they start working on the ICES 1.5 version or ACES. A lot of online quizzes are made available for self-test and self-evaluation of one's knowledge of the law and the results are kept confidential to encourage maximum participation. As a matter of principle, any query from the members, in the normal course, is being replied within twenty-four hours of its receipt. A panel of willing and experienced members have been drafted for the purpose. Many sleepless nights are being spent on the expansion and improvement in content quantity and aesthetic quality of the site. It is also a matter of pride that the site received the consent and approval of the department recently. It is also a great achievement that as on 01.11.2011, going by the Google webmaster tools statistics, 1,272 websites, including Bombay High Court, Supreme Court and Indiatimes websites, are linked to the pages of www.referencer.in, though only a very few pages are available outside the secured area which can be linked. Further, on an average, pages on the site take 2.2 seconds to load (updated on September 26, 2011) which is faster than 64% of sites worldwide. There are a lot of pressure from the professionals like advocates, counsels, CHAs, etc., to extend membership to them also. But, it cannot be dealt at present due to a lot of constraints. I feel flattered and honoured to see the site having more than 4,000 registered members (as on 01.01.2012) - officers across the cadres, Commissionerates and Departments under the CBEC covering all the Districts in India - and serving around 3000 clicks, i.e. visitors daily. This is the lone motivating factor forcing me to devote all my time and energy on its maintenance and modernization.

Next Step Forward

The last four years of experience in maintaining this site modernised and updated on a day-to-day basis is more than sufficient to learn that upkeep of such a website is indeed a herculean task. One of my seniors once observed that it was like biting more than what one could chew. Many of my friends may also agree that keeping the site mostly up-to-date utilising the very little spare time available to an officer after the normal office or

field duties and three to four hours of daily city commuting, is an extraordinary feat. But what is next, no new addition? Yes, www.referencer.in will start its own forums and blogs soon – your own forums and blogs. The “Orkut”, “Facebook”, etc. are testimony to our officers’ reluctance to come out in the open to raise their questions, queries or doubts in public or to discuss their issues openly. At least a few of them create new or anonymous or pseudonymous profiles to air their views. The reasons are obvious. Hope a blog or forum for the members may be a small step forward. Thank you for reading the story.

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[Prime Minister's Office, Government of India](#)

PMO The Prime Minister of India's own website.

[Government of India, Ministry of Finance & Subordinate Offices](#)

MOF The official website of the Ministry of Finance, Government of India.

CBEC Website of the Central Board of Excise and Customs, Government of India.

CESTAT Customs, Excise and Service Tax Appellate Tribunal handling Customs & Excise cases.

DOV Directorate of Valuation, Customs and Excise handling valuation disputes.

ICEGATE Exporters & Importers can file Import or Export Documents over the Internet.

DPPR Directorate of Publicity & Public Relations of Customs, Central Excise and Service Tax.

INCOME TAX Official website of the Income Tax Department.

[Government of India, Central Excise Commissionerates](#)

CE - AHMEDABAD Central Excise Commissionerate, Ahmedabad.

CE - BANGALORE Central Excise Commissionerate, Bangalore.

CE - BHUBANESWAR Central Excise Commissionerate, Bhubaneswar.

CE - CHANDIGARH Central Excise Commissionerate. Chandigarh.

CE - CHENNAI Central Excise Commissionerate, Chennai.

CE - DELHI Central Excise Commissionerate, Delhi.

CE - KOZHIKODE Central Excise Commissionerate, Kozhikode.

CE - NAGPUR Central Excise Commissionerate, Nagpur.

CE - PUNE - I Central Excise Commissionerate, Pune I.



**Government of India,
Customs Commissionerates**

CUS - BANGALORE Customs Commissionerate, Bangalore.

CUS - CHENNAI Customs Commissionerate, Chennai.

CUS - HYDERABAD Customs Commissionerate, Hyderabad.

CUS - KOCHI Customs Commissionerate, Kochi.

CUS - KOLKATA Customs Commissionerate, Kolkata.

CUS - JCH, MUMBAI Customs Commissionerate, JCH, Mumbai.

ACC - MUMBAI Air Cargo Complex, CSI Airport, Mumbai.

CUS - MUMBAI Customs Commissionerate, NCH, Mumbai.

CUS - VISAKHAPATNAM Customs Commissionerate, Visakhapatnam.



Staff & Staff Associations

| | |
|------------------------------|---|
| K R BHARGAVA | A Personal Website of Shri K.R.Bhargava former Chief Commissioner of Customs, Mumbai. |
| AIFSC | All India Federation of Superintendents of Customs. |
| CENGO KERALA | All India Association of Central Excise Gazetted Executive Officers [AIACEGEO], Kerala Unit. |
| CENGO CHENNAI | All India Association of Central Excise Gazetted Executive Officers [AIACEGEO], Chennai Unit. |
| CENGO HYDERABAD | All India Association of Central Excise Gazetted Executive Officers [AIACEGEO], Hyderabad Unit. |
| AICEIA - VIZAG CIRCLE | All India Central Excise Inspectors' Association, Visakhapatnam Circle. |



Other Ministries & Departments of GOI

| | |
|-----------------------|---|
| CBI | Central Bureau of Investigation - India's premier investigative Agency. |
| DGFT | Directorate General of Foreign Trade under the Ministry of Commerce. |
| INDIA IMAGE | Department of Information Technology - A gateway to Govt. of India info over the net. |
| LAW MINISTRY | Ministry of Law & Justice. |
| NCB | Official website of the Narcotics Control Bureau. |
| PERSONNEL | Ministry of Personnel, Public Grievances and Pensions. |
| POSTS | IndiaPost - Ministry of Communications and Information Technology. |
| RAILWAYS | The official website of the Ministry of Railways, Government of India. |
| ROAD TRANSPORT | The official website of the Ministry of Road Transport & Highways. |



Corporations of GOI

| | |
|---------------------------|---|
| AAI | Airports Authority of India - maintains all the international Airports in India. |
| IRCTC | Indian Railways Catering & Tourism Corporation - Log on and Book your tickets online. |
| LIC | Life Insurance Corporation of India - insure your life. |
| TELEPHONE | Mahanagar Telephone Nigam Ltd., Mumbai - the lifeline of Mumbai. |



Airlines' Operating in India

| | |
|------------------------------------|---|
| AIR INDIA | Air India - fly to any location around the world. |
| AIR SAHARA | Air Sahara - a private airlines in India. |
| INDIAN AIRLINES | Indian Airlines - services to the nook and corner of India and selected destinations abroad. |
| JET AIRWAYS | Jet Airways - the joy of flying. |
| MALAYSIA AIRLINES | Malaysia Airlines - going beyond expectations. |
| SRILANKAN AIRLINES | Sri Lankan Airways - you are our world. |
| IATA | The International Air Transport Association - Represent, Lead and Serve the Airline Industry. |



Courts in India

| | |
|---------------------------------|--|
| CAUSELISTS | Track your cases before the Hon'ble Supreme Court and High Courts in India online. |
| DISTRICT COURTS | The District Courts in Delhi. |
| HC BOMBAY | Official website of the Hon'ble High Court of Judicature at Bombay. |
| HC DELHI | Official website of the Hon'ble High Court of Delhi. |
| JUDIS | Judgment information system. |

Tribunals & Commissions in India

SC Supreme Court of India - Official website of the Hon'ble Court.



BIFR Board for Industrial & Financial Reconstruction.

CAT The Central Administrative Tribunal.

DMC Delhi Minorities Commission.

ITAT ONLINE Income Tax Appellate Tribunal.

LCI Law Commission of India.

NCDRC National Consumer Disputes Redressal Commission.

SEBI Securities and Exchange Board of India - the most dynamic and respected regulator globally.



Other useful Websites

SITES DIRECTORY A Directory of websites - a complete directory of sites hosted by Government Departments.

WILD LIFE Wild Life Trust of India.

Banks in India

BANK OF BARODA Bank of Baroda - at your service.

BANK OF INDIA Bank of India - a nationalised bank.

CORPORATION BANK Corporation Bank - a nationalised bank.

HDFC BANK HDFC Bank - a leading bank in India.

ICICI BANK ICICI Bank - the largest private bank in India.

ICICI DIRECT ICICI Direct - your share broker to trade your

shares online.

IDBI BANK

IDBI Bank - a leading bank.

RBI

Reserve Bank of India - India's central bank.

STATE BANK OF INDIA

State Bank of India - India's biggest bank.

SYNDICATE BANK

Syndicate Bank - Your faithful and friendly financial partner.

UTI BANK

UTI Bank - a private bank.



Customs Organisations around the world

ARMENIAN CUSTOMS

Armenian Customs Service.

AUSTRALIAN CUSTOMS

Australian Customs Service.

BANGLADESH CUSTOMS

Bangladesh Customs.

BELIZE CUSTOMS

Belize Customs and Excise Department.

BERMUDA CUSTOMS

HM Customs Bermuda.

BHUTAN CUSTOMS

Department of Revenue and Customs, Ministry of Finance, Bhutan.

CAMBODIA CUSTOMS

Cumbodia Customs and Excise Department.

CANADA CUSTOMS

Canada Customs and Border Services.

CROATIAN CUSTOMS

Customs Directorate, Republic of Croatia.

CUBAN CUSTOMS

General Customs of the Republic of Cuba.

DUBAI CUSTOMS

Dubai Customs Website.

DUTCH CUSTOMS The Dutch Customs.

EUROPA CUSTOMS Europa - Taxation and Customs Union.

FINNISH CUSTOMS Finnish Customs.

FRENCH CUSTOMS French Customs Authority Website.

GIBRALTAR CUSTOMS Gibraltar Customs.

GUAM U.S.A. CUSTOMS Guam U.S.A. Customs.

IRISH REVENUE Irish - Tax and Customs.

ISRAELI CUSTOMS Israeli Department of Customs and VAT.

JAPAN CUSTOMS Japan Customs.

JORDAN CUSTOMS Jordan Customs Department.

LEBANESE CUSTOMS Lebanese Customs Website.

MALAWI CUSTOMS Malawi Revenue Authority.

MALAYSIAN CUSTOMS Royal Malaysian Customs.

MALTA CUSTOMS Malta Customs.

NEPALESE CUSTOMS Department of Customs, Nepal.

NEWZEALAND CUSTOMS New Zealand Customs Service.

NORFOLK CUSTOMS Norfolk Island Customs.

PAK CUSTOMS Pakistan Customs.

PHILIPPINES CUSTOMS Bureau of Customs, Philippines.

SAUDI CUSTOMS Customs Department, Kingdom of Saudi Arabia.

SINGAPORE CUSTOMS Singapore Customs.

SRI LANKAN CUSTOMS Official website of Sri Lankan Customs.

U.S. CUSTOMS U.S.A. Customs and Border Protection.

VIETNAM CUSTOMS General Department of Vietnam Customs.

WORLD CUSTOMS World Customs Organization. >> **more**

ZAMBIA CUSTOMS Zambia Revenue Authority.



Other World Organizatons

CITES Convention on International Trade in Endangered Species of Wild Flora and Fauna.

UN SITES LOCATOR Official Website Locator for the United Nations System of Organizations.

COLLIN DE SUSSY French Non-profit Association Created by a Group of Former Customs Officials.

EUROPA Gateway to European Customs Union.

IRU International Road Transport Union.

ISO International Organization for Standardization.

NAFTA Administration of the Dispute Settlement Provisions of the North American Free Trade Agreement.

UNCTAD United Nations Conference on Trade and Development.

WTO World Trade Organization.

News & Features

FTAA Official Website of Free Trade Area Of Americas.



BBC BBC - news, news, news.

ECONOMIST The Economist - the fiscal policies.

GOOGLE Google - news.

GUARDIAN Guardian - one of the most respected dailies.

INSTAPUNDIT Instapundit - for blogs.

NDTV NDTV - for a quick news roundup.

NYT The New York Times - for the latest news.

ONION Onion - for satire.

REDIFF Rediff - quick updates around the world.

REUTERS Reuters - current news.

SALON Salon - for featured articles.

THE HOOT Focuses on everything from media ethics and development to information and censorship.

VALLEY OF GEEKS Hi-tech humour served fresh occasionally.

WIKINEWS Wikinews - news around you.

WIRED Wired - get informative news.



Utilitarian Sites

| | |
|------------------------|---|
| AUTOMART INDIA | Useful for the buyers, sellers and dealers of new or used cars. |
| DICTIONARY | Get the right synonym, root and pronunciation. |
| DRIVER GUIDE | Drivers for all hardwares. |
| E-BAY | The biggest auction site in the world |
| FAB MALL | India's largest online store. |
| GOOGLE | A search site at its best. |
| GUTENBERG | A collection of 16,000 free electronic books. |
| HOW STUFF WORKS | Gyan centre for every stuff. |
| SOFTPEDIA | Free downloads encyclopedia. |
| WIKIPEDIA | Your online encyclopedia. |



Sports

| | |
|-------------------|---|
| ATP TENNIS | Offical website for tennis. |
| CHESS CLUB | One of the best chess sites - play online. |
| CRIC INFO | Most comprehensive cricket information. |
| ESPN STAR | The latest in sports. |
| F1 RACING | Sports news, views, reports, interviews, contests and videos. |
| FIFA | An encyclopedia of the world cup. |

HOCKEY A good hockey site for die-hard hockey fans.

NOONSITE The global site for cruising sailors.

SPORTS ILLUSTRATED Sports news and gossips.

UEFA Most authoritative on European club football.

WTA TOUR Updates on tennis.

YAHOO SPORTS A decent sports website.



Music

GIG PAD More about Indian Rocks.

GUITAR WORLD A shrine for upcoming and expert guitar players.

i-TUNES Portable music from Apple.

LYRICS The most comprehensive directory with lyrics of almost all songs.

NME UK's oldest and most prestigious music magazine.

ODEO Latest music but only on invitation.

Q4 MUSIC For indepth coverage of what is happening in the various genre of music.

ROLLING STONE Insightful articles on music.

UEFA Music better than MTV.

WORLD MUSIC Get ample information about various artists from around the world.

YAHOO MUSIC One of the earliest online radio stations.



Lifestyle

APPLE The Mac and the iPod, computer giant.

BOYS TOYS A complete catalogue on toys.

EON Holliwood and television gossip and latest buzz.

FASHION Your guide to be a fashion God.

FERRARI CARS Racing to design and a gallery of cars.

FTV Fashion from across the globe.

FWA A site for flash freaks.

LEVIS The first name in jeans and denim clothing.

LONLEY PLANET The de-facto travel guide for tourists.

PORSCHE CARS Look at the prototypes and designs.



Children's Sites

4 KIDS A site for the kids.

BIG 6 This site offers every thing a school going child would like to know.

DISCOVERY Discovery channel's wonderful website for kids.

FAMILY FUN An ideal website to plan family activities.

FBI FBI's own website inspiring kids who want to have a career in Police.

| | |
|----------------------------|--|
| FOX KIDS | A global provider of children's entertainment and merchandise licencing. |
| HARING KIDS | The official Keith Haring website for children. |
| KIDS PAGE | Games, puzzles, downloads and little learning. |
| NATIONAL GEOGRAPHIC | A content rich website for kids by National Geographic. |
| SCIENCE NEWS | A perfect children's science encyclopedia. |



Movie Websites

| | |
|-----------------------------|--|
| ATOM FILMS | This is an excellent website with news, views and more on every topic on movies. |
| DIGITALLY OBSESSED | This website is crammed with film reviews, DVD reviews, TV serial reviews etc. |
| ENTERTAINMENT WEEKLY | Latest gossip and headlines from Hollywood. |
| I FILM | Download free independent studio movies and also trailers of regular movies. |
| INET FILM | This is an independent website with lots of free movies for download. |
| INDIA FM | One of the first movie portals dedicated to Bollywood. |
| INDIA GLITZ | Information of Hindi, Telugu, Malayalam and Tamil celluloid industries. |
| MOVIE TRAILERS | Check out the movie trailers. |
| MOVIES | Dedicated to Hollywood movies. |
| POCKET MOVIES | Download TV commercials freely. |
| ROTTEN TOMATOES | Movie reviews with movies dissected minutely. |



Gaming Websites

| | |
|-------------------------|--|
| ACTION TRIP | All the information about games. |
| EURO GAMER | More on European adventure games. |
| GAME-A-HOLIC | Computer Games - demo downloads and mods for the games. |
| GAMES PRESS | The resources for games journalists. |
| GAME SPOT | The big daddy among all gaming websites. |
| GAME TAB | Get the latest news from all the well known websites. |
| GAME VIDEO VAULT | Reviews on the latest games and an archive of old games. |
| IGN | The first to check for the latest gaming news. |
| JUST ADVENTURE | Dedicated to adventure games. |
| MINI CLIP | Play games online. |



Technology Websites

| | |
|------------------------|--|
| ANAND TECH | A Mecca of articles, reviews and analysis of all hardware. |
| CDR INFO | Articles and research papers on optical drives. |
| DESIGN TECHNICA | This site offers a look at what we can do with our computers. |
| EXTREME TECH | A source of reviews and articles for millions of computer users worldwide. |
| GIZMODO | Dedicated to gizmos and gadgets of the future. |
| HARD OCP | More reviews and articles dedicated to gaming hardware. |
| MICROSOFT | The support website for anybody using windows. |

SHARKY EXTREME Provides plenty of articles, reviews, news and buying guides.

TECH REPORT Excellent articles on anything related to computers.

TOMS HARDWARE Articles on Hardware and software, reviews, whitepapers and buying guides.



State Tourism Sites

Andaman and Nicobar Information, Publicity and Tourism Department, Andaman and Nicobar.

Andhra Pradesh Andhra Pradesh Tourism Development Corporation (APTDC).

Arunachal Pradesh Tourism Department, Arunachal Pradesh.

Assam Tourism Department, Assam.

Bihar Bihar State Tourism Development Corporation (BSTDC).

Chandigarh Chandigarh Industrial and Tourism Development Corporation (CITCO).

Chandigarh Tourism Department, Chandigarh

Chhattisgarh Tourism Department, Chhattisgarh.

Daman and Diu Tourism Department, Daman and Diu.

Delhi Delhi Tourism and Transportation Development Corporation (DTTDC).

Goa Tourism Department, Goa.

Gujarat Tourism Corporation of Gujarat Limited (TCGL).

Haryana Haryana Tourism Corporation Limited.

| | |
|-------------------|--|
| Himachal Pradesh | Himachal Pradesh Tourism Development Corporation Limited (HPTDC). |
| Himachal Pradesh | Tourism and Civil Aviation Department, Himachal Pradesh. |
| Jammu and Kashmir | Tourism Department, Jammu and Kashmir. |
| Karnataka | Karnataka State Tourism Development Corporation (KSTDC). |
| Kerala | Kerala Tourism Development Corporation Limited (KTDC). |
| Kerala | Tourism Department, Kerala. |
| Lakshadweep | Information, Publicity and Tourism Department, Lakshadweep. |
| Madhya Pradesh | Madhya Pradesh State Tourism Development Corporation Limited (MPSTDC). |
| Meghalaya | Meghalaya Tourism Development Corporation Limited. |
| Meghalaya | Tourism Department, Meghalaya. |
| Maharashtra | Maharashtra Tourism Development Corporation (MTDC). |
| Mizoram | Tourism Department, Mizoram. |
| Nagaland | Tourism Department, Nagaland. |
| Orissa | Tourism Department, Orissa. |
| Puducherry | Tourism Department, Puducherry. |
| Punjab | Punjab Tourism Development Corporation (PTDC). |
| Rajasthan | Rajasthan Tourism Development Corporation Limited (RTDC). |
| Rajasthan | Tourism Department, Rajasthan. |

Tamil Nadu Tamil Nadu Tourism Development Corporation (TTDC).

Uttar Pradesh Tourism Department, Uttar Pradesh.

West Bengal Tourism Department, West Bengal.



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In case you do not have any such friend or colleague to introduce or refer you to this website, you may write or e-mail, giving your (i) Date of Birth, (ii) Designation, and (iii) Place of Posting, to the **Administrator** who will guide you in your registration process.

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Please type the "User Name" of the Officer who has referred you to this website.

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*** THE CENTRAL CIVIL SERVICES (CLASSIFICATION, CONTROL & APPEAL) RULES, 1965**

In exercise of the powers conferred by proviso to Article 309 and Clause (5) of Article 148 of the Constitution and after consultation with the Comptroller and Auditor-General in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules, namely:-

PART I - GENERAL

- Rule 1.** Short title and commencement
- Rule 2.** Interpretation
- Rule 3.** Application

PART II - CLASSIFICATION

- Rule 4.** Classification of Services
- Rule 5.** Constitution of Central Civil Services
- Rule 6.** Classification of Posts
- Rule 7.** General Central Service

PART III - APPOINTING AUTHORITY

- Rule 8.** Appointments to Group 'A' Services and Posts
- Rule 9.** Appointments to other Services and Posts

PART IV - SUSPENSION

- Rule 10.** Suspension

PART V - PENALTIES AND DISCIPLINARY AUHTORITIES

- Rule 11.** Penalties
- Rule 12.** Disciplinary Authorities
- Rule 13.** Authority to institute proceedings

PART VI - PROCEDURE FOR IMPOSING PENALTIES

- Rule 14.** Procedure for imposing major penalties
- Rule 15.** Action on inquiry report
- Rule 16.** Procedure for imposing minor penalties
- Rule 17.** Communication of Orders
- Rule 18.** Common Proceedings
- Rule 19.** Special procedure in certain cases
- Rule 20.** Provisions regarding officers lent to State Governments, etc.
- Rule 21.** Provisions regarding officers borrowed from State Governments, etc.

PART VII - APPEALS

- Rule 22.** Orders against which no appeal lies
- Rule 23.** Orders against which appeal lies
- Rule 24.** Appellate Authority

Rule 25. Period of Limitation of appeals

Rule 26. Form and contents of appeal

Rule 27. Consideration of appeal

Rule 28. Implementation of orders in appeal

PART VIII - REVISION AND REVIEW

Rule 29. Revision

PART IX - MISCELLANEOUS

Rule 30. Service of orders, notices, etc.

Rule 31. Power to relax time-limit and to condone delay

Rule 32. Supply of copy of Commission's advice

Rule 33. Transitory Provisions

Rule 34. Repeal and Saving

Rule 35. Removal of doubts

* Published vide G.I.M.H. Affairs Notification No. F-7/2/63-Ests.(A) dated the 20th November, 1965 (as amended from time to time).



The Central Civil Services (Classification, Control & Appeal) Rules, 1965

21. PROVISIONS REGARDING OFFICERS BORROWED FROM STATE GOVERNMENTS, ETC.:

- (1) Where an order of suspension is made or a disciplinary proceeding is conducted against a Government servant whose services have been borrowed by one department from another department or from a State Government or an authority subordinate thereto or a local or other authority, the authority lending his services (hereinafter in this rule referred to as "the lending authority") shall forthwith be informed of the circumstances leading to the order of the suspension of the Government servant or of the commencement of the disciplinary proceeding, as the case may be.
- (2) In the light of the findings in the disciplinary proceeding conducted against the Government servant, if the disciplinary authority is of the opinion that any of the penalties specified in clauses (i) to (iv) of rule 11 should be imposed on him, it may, subject to the provisions of sub-rule (3) of rule 15 and except in regard to a Government servant serving in the Intelligence Bureau up to the rank of Assistant Central Intelligence Officer, after consultation with the lending authority, pass such orders on the case as it may deem necessary-
- (i) provided that in the event of a difference of opinion between the borrowing authority and the lending authority, the services of the Government servant shall be replaced at the disposal of the lending authority;
- (ii) if the disciplinary authority is of the opinion that any of the penalties specified in clauses (v) to (ix) of Rule 11 should be imposed on the Government servant, it shall replace the services of such Government servant at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action, as it may deem necessary.

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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

22. ORDERS AGAINST WHICH NO APPEAL LIES:

Notwithstanding anything contained in this Part, no appeal shall lie against-

- (i) any order made by the President;
- (ii) any order of an interlocutory nature or of the nature of a step-in-aid of the final disposal of a disciplinary proceeding, other than an order of suspension;
- (iii) any order passed by an inquiring authority in the course of an inquiry under Rule 14.

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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

23. ORDERS AGAINST WHICH APPEAL LIES:

Subject to the provisions of rule 22, a Government servant may prefer an appeal against all or any of the following orders, namely: -

- (i) an order of suspension made or deemed to have been made under rule 10;
- (ii) an order imposing any of the penalties specified in rule 11, whether made by the disciplinary authority or by any appellate or revising authority;
- (iii) an order enhancing any penalty, imposed under rule 11;
- (iv) an order which-
 - (a) denies or varies to his disadvantage his pay, allowances, pension or other conditions of service as regulated by rules or by agreement; or
 - (b) interprets to his disadvantage the provisions of any such rule or agreement;
- (v) an order-
 - (a) stopping him at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the bar;
 - (b) reverting him while officiating in a higher service, grade or post, to a lower service, grade or post, otherwise than as a penalty;
 - (c) reducing or withholding the pension or denying the maximum pension admissible to him under the rules;
 - (d) determining the subsistence and other allowances to be paid to him for the period of suspension or for the period during which he is deemed to be under suspension or for any portion thereof;
 - (e) determining his pay and allowances-
 - (i) for the period of suspension, or
 - (ii) for the period from the date of his dismissal, removal or compulsory retirement from service, or from the date of his reduction to a lower service, grade, post, time-scale or stage in a time-scale of pay, to the date of his reinstatement or restoration to his service, grade or post; or
 - (f) determining whether or not the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, time-scale of pay or stage in a time-scale of pay to the date of his reinstatement or restoration to his service, grade or post shall be treated as a period spent on duty for any purpose.

EXPLANATION- In this rule-

- (i) the expression 'Government servant' includes a person who has ceased to be in Government service;
- (ii) the expression 'pension' includes additional pension, gratuity and any other retirement benefits.

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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

24. APPELLATE AUTHORITY:

- (1) A Government servant, including a person who has ceased to be in Government service, may prefer an appeal against all or any of the orders specified in Rule 23 to the authority specified in this behalf either in the Schedule or by a general or special order of the President or, where no such authority is specified-
- (i) where such Government servant is or was a member of a Central Service, Group 'A' or Group 'B' or holder of a Central Civil Post, Group 'A' or Group 'B' -
- (a) to the appointing authority, where the order appealed against is made by an authority subordinate to it; or
- (b) to the President where such order is made by any other authority;
- (ii) where such Government servant is or was a member of a Central Civil Service, Group 'C' or Group 'D', or holder of a Central Civil Post, Group 'C' or Group 'D', to the authority to which the authority making the order appealed against is immediately subordinate.
- (2) Notwithstanding anything contained in sub-rule (1)-
- (i) an appeal against an order in a common proceeding held under Rule 18 shall lie to the authority to which the authority functioning as the disciplinary authority for the purpose of that proceeding is immediately subordinate:
- Provided that where such authority is subordinate to the President in respect of a Government servant for whom President is the appellate authority in terms of sub-clause (b) of clause (i) of sub-rule (1), the appeal shall lie to the President.
- (ii) where the person who made the order appealed against becomes, by virtue of his subsequent appointment or otherwise, the appellate authority in respect of such order, an appeal against such order shall lie to the authority to which such person is immediately subordinate.
- (3) A Government servant may prefer an appeal against an order imposing any of the penalties specified in rule 11 to the President, where no such appeal lies to him under sub-rule (1) or sub-rule (2), if such penalty is imposed by any authority other than the President, on such Government servant in respect of his activities connected with his work as an office-bearer of an association, federation or union, participating in the Joint Consultation and Compulsory Arbitration Scheme.

Government of India Decisions »

- (1) [Appeal in the case of a disciplinary order against an office-bearer of an association or union \[G.I. MHA OM No. 7/14/64-Ests. \(A\) dated the 18th April, 1967\] »](#)



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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

25. PERIOD OF LIMITATION OF APPEALS:

No appeal preferred under this part shall be entertained unless such appeal is preferred within a period of forty-five days from the date on which a copy of the order appealed against is delivered to the appellant:

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

26. FORM AND CONTENTS OF APPEAL:

- (1) Every person preferring an appeal shall do so separately and in his own name.
- (2) The appeal shall be presented to the authority to whom the appeal lies, a copy being forwarded by the appellant to the authority which made the order appealed against. It shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language, and shall be complete in itself.
- (3) The authority which made the order appealed against shall, on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority without any avoidable delay, and without waiting for any direction from the appellate authority.

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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

27. CONSIDERATION OF APPEAL:

(1) In the case of an appeal against an order of suspension, the appellate authority shall consider whether in the light of the provisions of rule 10 and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

(2) In the case of an appeal against an order imposing any of the penalties specified in rule 11 or enhancing any penalty imposed under the said rules, the appellate authority shall consider-

(a) whether the procedure laid down in these rules have been complied with and if not, whether such non-compliance has resulted in the violation of any provisions of the Constitution of India or in the failure of justice;

(b) whether the findings of the disciplinary authority are warranted by the evidence on the record; and

(c) whether the penalty or the enhanced penalty imposed is adequate, inadequate or severe;

and pass orders-

(i) confirming, enhancing, reducing, or setting aside the penalty; or

(ii) remitting the case to the authority which imposed or enhanced the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case:

provided that-

(i) The Commission shall be consulted in all cases where such consultation is necessary;

(ii) If such enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (v) to (ix) of rule 11 and in inquiry under rule 14 has not already been held in the case, the appellate authority shall, subject to the provisions of rule 19, itself hold such inquiry or direct that such inquiry be held in accordance with the provisions of rule 14 and thereafter, on a consideration of the proceedings of such inquiry and make such orders as it may deem fit:

(i) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (v) to (ix) of rule 11 and an enquiry under rule 14 has been held in the case, the appellate authority shall make such orders as it may deem fit after the appellant has been given a reasonable opportunity of making a representation against the proposed penalty; and

(ii) no order imposing an enhanced penalty shall be made in any other case unless the appellant has been given a reasonable opportunity, as far as may be, in accordance with the provisions of rule 16, of making a representation against such enhanced penalty.

(3) In an appeal against any other order specified in rule 23, the appellate authority shall consider all the circumstances of the case and make such orders as it may deem just and equitable.

Government of India Decisions »

- (1) Time-limit for the disposal of appeals [Cabinet Sectt. (Department of Personnel), OM No. 39/42/70-Ests.(A) dated the 15th May, 1971] »
- (2) Personal hearing at the discretion of appellate authority in major penalty cases [G.I., Deptt. of

Personnel & Trg. OM No. 11012/20/85-Estt. (A) dated 28th October, 1985] »

(2A) Personal hearing at the discretion of appellate authority in major penalty cases [G.I.Deptt. of Personnel & Trg. OM No. 11012/2/91-Estt. (A) dated 23.04.91] »



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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

28. IMPLEMENTATION OF ORDERS IN APPEAL:

The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

29. REVISION:

(1) Notwithstanding anything contained in these rules-

- (i) the President; or
- (ii) the Comptroller and Auditor-General, in the case of a Government servant serving in the Indian Audit and Accounts Department; or
- (iii) the Member (Personnel) Postal Services Board in the case of a Government servant serving in or under the Postal Services Board and Adviser (Human Resources Development), Department of Telecommunications in the case of a Government servant serving in or under the Telecommunications Board; or
- (iv) the Head of a Department directly under the Central Government, in the case of a Government servant serving in a department or office (not being the Secretariat or the Posts and Telegraphs Board), under the control of such Head of a Department; or
- (v) the appellate authority, within six months of the date of the order proposed to be revised or
- (vi) any other authority specified in this behalf by the President by a general or special order, and within such time as may be prescribed in such general or special order;

may at any time, either on his or its own motion or otherwise call for the records of any inquiry and revise any order made under these rules or under the rules repealed by rule 34 from which an appeal is allowed, but from which no appeal has been preferred or from which no appeal is allowed, after consultation with the Commission where such consultation is necessary, and may-

- (a) confirm, modify or set aside the order; or
- (b) confirm, reduce, enhance or set aside the penalty imposed by the order, or impose any penalty where no penalty has been imposed; or
- (c) remit the case to the authority which made the order to or any other authority directing such authority to make such further enquiry as it may consider proper in the circumstances of the case; or
- (d) pass such other orders as it may deem fit:

Provided that no order imposing or enhancing any penalty shall be made by any revising authority unless the Government servant concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified in clauses (v) to (ix) of rule 11 or to enhance the penalty imposed by the order sought to be revised to any of the penalties specified in those clauses, and if an inquiry under rule 14 has not already been held in the case no such penalty shall be imposed except after an inquiry in the manner laid down in rule 14 subject to the provisions of rule 19, and except after consultation with the Commission where such consultation is necessary:

Provided further that no power of revision shall be exercised by the Comptroller and Auditor-General, Member (Personnel), Postal Services Board, Adviser (Human Resources Department), Department of Telecommunications or the Head of Department, as the case may be, unless-

- (i) the authority which made the order in appeal, or

(ii) the authority to which an appeal would lie, where no appeal has been preferred, is subordinate to him.

(2) No proceeding for revision shall be commenced until after-

- (i) the expiry of the period of limitation for an appeal, or
- (ii) the disposal of the appeal, where any such appeal has been preferred.

(3) An application for revision shall be dealt with in the same manner as if it were an appeal under these rules.

29-A. Review

The President may, at any time, either on his own motion or otherwise review any order passed under these rules, when any new material or evidence which could not be produced or was not available at the time of passing the order under review and which has the effect of changing the nature of the case, has come, or has been brought, to his notice:

Provided that no order imposing or enhancing any penalty shall be made by the President unless the Government servant concerned has been given a reasonable opportunity of making a representation against the penalty proposed or where it is proposed to impose any of the major penalties specified in rule 11 or to enhance the minor penalty imposed by the order sought to be reviewed to any of the major penalties and if an enquiry under rule 14 has not already been held in the case, no such penalty shall be imposed except after inquiring in the manner laid down in rule 14, subject to the provisions of rule 19, and except after consultation with the Commission where such consultation is necessary.

Government of India Decisions »

- (1) Procedure to be followed while proposing enhancement of the penalty already imposed on a Government servant [G.I. MHA OM No. 39/2/68-Ests. (A) dated the 14th May, 1968] »
- (2) President's power of review under Rule 29 [MHA, (D/o P&AR) OM No. 11012/1/80-Ests. (A) dated the 3rd September, 1981] »



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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

30. SERVICE OF ORDERS, NOTICES, ETC.:

Every order, notice and other process made or issued under these rules shall be served in person on the Government servant concerned or communicated to him by registered post.

[Government of India Decisions »](#)



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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

31. POWER TO RELAX TIME-LIMIT AND TO CONDONE DELAY:

Save as otherwise expressly provided in these rules, the authority competent under these rules to make any order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these rules for anything required to be done under these rules or condone any delay.

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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

32. SUPPLY OF COPY OF COMMISSION'S ADVICE:

Whenever the Commission is consulted as provided in these rules, a copy of the advice by the Commission and where such advice has not been accepted, also a brief statement of the reasons for such non-acceptance, shall be furnished to the Government servant concerned along with a copy of the order passed in the case, by the authority making the order.

[Government of India Decisions »](#)



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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

33. TRANSITORY PROVISIONS:

On and from the commencement of these rules, and until the publication of the Schedules under these rules, the Schedules to the Central Civil Services (Classification, Control and Appeal) Rules, 1957, and the Civilians in Defence Services (Classification, Control and Appeal) Rules, 1952, as amended from time to time, shall be deemed to be the Schedules relating to the respective categories of Government servants to whom they are, immediately before the commencement of these rules, applicable and such Schedules shall be deemed to be the Schedules referred to in the corresponding rules of these rules.

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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

34. REPEAL AND SAVING:

(1) Subject to the provisions of rule 33, the Central Civil Services (Classification, Control and Appeal) Rules, 1957, and the Civilians in Defence Services (Classification, Control and Appeal) Rules, 1952, and any notifications or orders issued thereunder in so far as they are inconsistent with these rules, are hereby repealed:

Provided that-

(a) such repeal shall not affect the previous operation of the said rules, or any notification or order made, or anything done, or any action taken, thereunder;

(b) any proceedings under the said rules, pending at the commencement of these rules shall be continued and disposed of, as far as may be, in accordance with the provisions of these rules, as if such proceedings were proceedings under these rules.

(2) Nothing in these rules shall be construed as depriving any person to whom these rules apply, of any right of appeal which had accrued to him under the rules, notification or orders in force before the commencement of these rules.

(3) An appeal pending at the commencement of these rules against an order made before such commencement shall be considered and orders thereon shall be made, in accordance with these rules as if such orders were made and the appeals were preferred under these rules.

(4) As from the commencement of these rules any appeal or application for review against any orders made before such commencement shall be preferred or made under these rules, as if such orders were made under these rules:

Provided that nothing in these rules shall be construed as reducing any period of limitation for any appeal or review provided by any rule in force before the commencement of these rules.

[Government of India Decisions »](#)



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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

35. REMOVAL OF DOUBTS:

If any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the President or such other authority as may be specified by the President by general or special order, and the President or such other authority shall decide the same.

Government of India Decisions »

- (1) Copy of advice by UPSC to be given to Government servant [MHA OM No. F.23/19/60-Ests.(B) dated the 29th December, 1964] »
- (2) Procedure regarding closing of disciplinary cases in the event of death of the charged official [Deptt. Of Personnel & Training OM No. 11012/7/99-Estt. (A) dated 20th October, 1999] »
- (3) Disciplinary jurisdiction of Election Commission of India over Government servants deputed for election duties [Deptt. Of Personnel & Training OM No. 11012/7/98-Estt. (A), dated 7th November, 2000] »



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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

Government of India
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
(Department of Personnel & Training)

NOTIFICATION

New Delhi, the 2nd February, 2010

G.S.R. 55(E).- In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution, and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Classification, Control and Appeal) Rules, 1965, namely: -

1. (1) These rules may be called the Central Civil Services (Classification, Control and Appeal) Amendment Rules, 2009.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Central Civil Services (Classification, Control and Appeal) Rules, 1965 in rule 11, for clause (vi), the following clause shall be substituted, namely: - "(vi) reduction to lower time-scale of pay, grade, post or Service for a period to be specified in the order of penalty, which shall be a bar to the promotion of the Government servant during such specified period to the time-scale of pay, grade, post or Service from which he was reduced, with direction as to whether or not, on promotion on the expiry of the said specified period-

(a) the period of reduction to time-scale of pay, grade, post or service shall operate to postpone future increments of his pay, and if so, to what extent; and

(b) the Government servant shall regain his original seniority in the higher lime scale of pay, grade, post or service."

F.No. 11012/2/2005-Estt.(A)]

A. BALARAM, Under Secy.

Note:- The principal rules were published in the Gazette of India vide notification number 7/2/63-Estt.(A), dated the 20th November, 1965 and subsequently amended vide notification numbers-

S.O. 1149, dated the 13th April, 1966;

S.O. 1596, dated the 4th June, 1966;

S.O. 2007, dated the 9th July, 1966;

S.O. 2648, dated the 2nd September, 1966;

S.O. 2854, dated the 1st October, 1966;

S.O. 1282, dated the 5th April, 1967;

S.O. 1457, dated the 29th April, 1967;

S.O. 3253, dated the 16th September, 1967;

S.O. 3530, dated the 7th October, 1967;

S.O 4151 dated the 25th November, 1967;
S.O. 321, dated the 9th March, 1968;
S.O.1441, dated the 27th April, 1968;
S.O. 1870, dated the 1st June, 1968;
S.O. 3423, dated the 28th September, 1968;
S.O. 5008, dated the 27th December, 1969;
S.P. 397, dated the 7th February, 1970;
S.O. 35217, dated the 25th September, 1971;
S.O. 249, dated the 1st January, 1972;
S.O. 990, dated the 22nd April, 1972;
S.O. 1600, dated the 1st July, 1972;
S.O. 2789, dated the 14th October, 1972;
S.O. 929, dated the 31st March, 1973;
S.O. 1648, dated the 6th July, 1974;
S.O. 2742, dated the 31st July, 1976;
S.O. 4664, dated the 11th December, 1976;
S.O. 3062, dated the 8th October, 1977;
S.O. 3573, dated the 26th November, 1977;
S.O. 3574, dated the 26th November, 1977;
S.O. 3671, dated the 3rd December, 1977;
S.O. 2464, dated the 2nd September, 1978;
S.O. 2465, dated the 2nd September, 1978;
S.O. 920, dated the 17th February, 1979;
S.O. 1769, dated the 5th July, 1980;
S.O. 264, dated the 24th January, 1981;
S.O. 2126, dated the 8th August, 1981;
S.O. 2203, dated the 22nd August, 1981;
S.O. 2512, dated the 3rd October, 1981;
S.O. 168, dated the 2Jrd January, 1982:
S.O. 1535, dated the 12th May, 1984;
Notification No. 11012/15/84-Estt.(A), dated the 5th July, 1985;
Notification No.11012/05/85-Estt.(A), dated the 29th July, 1985;
Notification No. 11012/06/85-Estt.(A), dated the 6th August 1985;
S.O. 5637, dated the 21st December, 1985;
S.O 5743, dated the 28th December, 1985;

S.O. 4089, dated the 13th December, 1986;
Notification No.11012/24/85-Estt.(A), dated the 26th November, 1986;
S.O. 830, dated the 28th March, 1987;
S.O. 831, dated the 28th March, 1987;
S.O. 1591, dated the 27th June, 1987;
S.O. 1825, dated the 15th July, 1987;
S.O. 3060, dated the 15th October, 1987;
S.O. 3061, dated the 16th October, 1988;
S.O. 2207, dated the 16th September, 1989;
S.O. 1084, dated the 28th April, 1990;
S.O. 2208, dated the 25th August, 1990;
S.O. 1481, dated the 13th June, 1992;
G.S.R. 289, dated the 20th June, 1992;
G.S.R. 589, dated the 26th December, 1992;
G.S.R. 499, dated the 8th October, 1994;
G.S.R. 276, dated the 10th June, 1995;
G.S.R. 17, dated the 20th February, 1996;
G.S.R. 125, dated the 16th March, 1996;
G.S.R. 417, dated the 5th October, 1996;
G.S.R. 337, dated the 2nd September, 2000;
G.S.R. 420, dated the 28th October, 2000;
G.S.R. 211, dated the 14th April, 2001;
G.S.R. 60, dated the 13th February, 2001;
G.S.R. 2, dated the 3rd January, 2004;
G.S.R. 113, dated the 10th April, 2004;
G.S.R. 225, dated the 10th July, 2004;
G.S.R. 287, dated the 28th August, 2004;
G.S.R. 1, dated the 20th December, 2004;
G. S.R. 49, dated the 29th March, 2008;
G.S.R. 12, dated the 7th February, 2009;
S.O. 946, dated the 9th April, 2009;
and S.O. 1762(E), dated the 16th July, 2009.



The Central Civil Services (Classification, Control & Appeal) Rules, 1965

No. 11012/3/2009-Estt.(A)

Government of India

Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi, Dated the, 27th July, 2009

OFFICE MEMORANDUM

Subject: Notification for amendment of Part V of the Schedule to the CCS (CCA) Rules, 1965.

The undersigned is directed to enclose a copy of Notification No. S.O. 1762 (E) dated 16.07.2009 published in the Gazette of India Extraordinary dated 17.07.2009 on the abovementioned subject and to request that the contents thereof may please be brought to the notice of all offices under their control for information and compliance.

(A. BALARAM)

Under Secretary to the Government of India

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
(Department of Personnel and Training)

NOTIFICATION

New Delhi, the 16th July, 2009

S.O. 1762(E).- In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules further to amend the Central Civil Services (Classification, Control and Appeal) Rules, 1965, namely: -

(i) These rules may be called the Central Civil Services (Classification, Control and Appeal) Second Amendment Rules, 2009.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. In the Schedule to the Central Civil Services (Classification, Control and Appeal) Rules, 1965, Part V, -

(i) against serial number 1, in Paragraph B, after paragraph (XV), the following shall be inserted, namely: -

| Serial of number | Description of Service/Post | Appointing Authority | Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11) | |
|------------------|---|--|---|-----------|
| | | | Authority | Penalties |
| (1) | (2) | (3) | (4) | (5) |
| 1. | "(xvi) All group 'B' posts in the Headquarters of the Command and other lower formations under Headquarters Integrated Defence Staff. | Deputy Chief of Staff (Doctrines and Training) | Deputy Chief of Integrated Defence Staff (Doctrines and Training) | All" |

(ii) against serial number 2, in paragraph B, after sub paragraph (i), for item (d), the following shall be substituted, namely: -

| Serial of number | Description of Service/Post | Appointing Authority | Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11) | |
|------------------|---|--|--|-----------------|
| | | | Authority | Penalties |
| (1) | (2) | (3) | (4) | (5) |
| 2. | "(d) Military Training Directorate (except Switch Operators). Civilian Board | (1) Director of Military Training (in lower formations commanded by officers of the rank of Brigadier and below). (2) Commandants of Indian Military Academy and College of Combat. | (1) Director of Military Training (in lower formations commanded by officers of the rank of Brigadier and below). (2) Commandants of Indian Military Academy and College of Combat. | All All" |

(iii) against serial number 2, in paragraph B, after sub paragraph (xvii), the following shall be inserted, namely: -

| Serial of number | Description of Service/Post | Appointing Authority | Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11) | |
|------------------|---|---|---|-----------------|
| | | | Authority | Penalties |
| (1) | (2) | (3) | (4) | (5) |
| 2. | "(xviii) All group 'C' and 'D' Posts in the Headquarters of the Command and other lower formations under Headquarters Integrated Defence Staff. | Commander-in-Chief, Andaman and Nicobar Command Commandants of National Defence Academy, Defence Services Staff College and College of Defence Management. | Commander-in-Chief, Andaman and Nicobar Command Commandants of National Defence Academy, Defence Services Staff College and College of Defence Management. | All All" |

[F.No. 11012/3/2009-Estt(A)]

A. BALARAM, Under Secy.

Note.- Part V of the Schedule to the principal rules was published in the Gazette of India vide notification number 7/2/63.Estt(A) dated the 20th day of November, 1965 and subsequently amended as follows: -

S.O. 1149 dated the 13th April, 1966;

S.O. 1596 dated the 4th June, 1966;

S.O. 2007 dated the 9th July, 1966;

S.O. 2648 dated the 2nd September, 1966;

S.O. 2854 dated the 1st October, 1966;

S.O.1282datedthe 15th April, 1967;

S.O. 1457 dated the 29th April, 1967;

S.O. 3253 dated the 16th September, 1967;

S.O. 3530 dated the 7th October, 1967;
S.O.4151 dated the 25th November, 1967;
S.O. 321 dated the 9th March, 1968;
S.O. 1441 dated the 27th April, 1968;
S.O.1870datedthe 1st June, 1968;
S.O. 3423 dated the 28th September, 1968;
S.O. 5008 dated the 27th December, 1969;
S.O. 397 dated the 7th February, 1970;
S.O. 3521 dated the 25th September, 1971;
S.O. 249 dated the 1st January, 1972;
S.O. 990 dated the 22nd April, 1972;
S.O.1600 dated the 1st July, 1972;
S.O. 2789 dated the 14th October, 1972;
S.O. 929 dated the 31st March, 1973;
S.O.1648 dated the 6th July, 1974;
S.O. 2742 dated the 31stJuly, 1976;
S.O. 4664 dated the 11th December, 1976;
S.O. 3062 dated the 8th October, 1977;
S.O. 3573 dated the 26th November, 1977;
S.O. 3574 dated the 26th November, 1977;
S.O. 3671 dated the 3rd December, 1977;
S.O. 2464 dated the 2nd September, 1978;
S.O. 2465 dated the 2nd September, 1978;
S.O. 920 dated the 17th February, 1979;
S.O. 1769 dated the 5th July, 1980;
S.O: 264 dated the 24th January, 1981;
S.O. 2126 dated the 8th August, 1981;
S.O. 2203 dated the 22nd August, 1981;
S.O. 2512 dated the 3rd October, 1981;
S.O. 168 dated the 23rd January, 1982;
S.O.1535 dated the 12th day of May 1984;
Notification No.11012/15/84-Estt.(A) dated the 5th July, 1985;
Notification No. 11012/05/85-Estt.(A) dated the 29th July, 1985;
Notification No. 11012/06/85-Estt.(A) dated the 6th August, 1985;
S.O. 5637 dated the 21st December, 1985;

S.O. 5743 dated the 28th December, 1985;
S.O. 4089 dated the 11th day of December 1986;
Notification No.11012/24/85-Estt.(A) dated the 26th November, 1986;
S.O. 830 dated the 28th March, 1987;
S.O. 831 dated the 28th March, 1987;
S.O.1591 dated the 27th June, 1987;
S.O.1825 dated the 18th July, 1987;
S.O. 3060 dated the 15th October, 1988;
S.O. 3061 dated the 16th October, 1988;
S.O. 2207 dated the 16th September, 1989;
S.O. 1084 dated the 28th April, 1990;
S.O. 2208 dated the 25th August, 1990;
S.O. 1481 dated the 13th June, 1992;
G.S.R. 289 dated the 20th June, 1992/in Part. II Sec.3, Sub-sec. (i);
G.S.R. 589 dated the 26th December, 1992;
G.S.R.499 dated the 8th October, 1994;
G.S.R.276 dated the 10th June, 1995;
G.S.R.17 dated the 20th February, 1996;
G.S.R. 125 dated the 16thMarch, 1996;
G.S.R.417dated the 5th October, 1996;
G.S.R. 337 dated the 2nd September, 2000;
G.S.R. 420 dated the 28th October, 2000;
G.S.R. 211 dated the 14th April, 2001;
G.S.R. 60 dated the 13th February, 2002;
G.S.R. 2 dated the 3rd January, 2004;
G.S.R. 113 dated the 10th April, 2004;
G.S.R. 225 dated the 10th July, 2004;
G.S.R. 287 dated the 28th August, 2004;
G.S.R. 1 dated the 20th December, 2004;
G.S.R. 49 dated the 29th March, 2008;
G.S.R. 12 dated the 7th February, 2009; and
S.O. 946 dated the 9th April, 2009.



The Central Civil Services (Classification, Control & Appeal) Rules, 1965

No.11012/7/2008-Estt.(A)

Government of India

Ministry of Personnel, Public Grievances & Pension
(Department of Personnel & Training)

North Block, New Delhi, Dated the 17th April, 2009

OFFICE MEMORANDUM

Subject: Classification of posts under the CCS (CCA) Rules, 1965.

Under the Central Civil Services (Classification, Control and Appeal) Rules, 1965, all Central Government posts are classified into four categories, viz., Groups "A", "B", "C" and "D". This classification at present is based on the norms prescribed by the Department of Personnel and Training vide S.O. 332(E) dated 20.04.1998 published in the Gazette of India Extraordinary.

2. As per clause (4) of the Central Civil Services (Revised Pay) Rules, 2008 notified vide notification No G.S.R. 622(E) dated 29.8.2008, the pay band and grade pay or the pay scales, as applicable, of every post/grade specified in column 2 of the First Schedule thereto shall be as specified against it in columns 5 and 6 thereof. Consequent upon the notification of the said rules, it has become necessary to prescribe revised norms for categorization of posts into the abovementioned four categories based on the pay band and grade pay or the pay scales as applicable, as approved by the Government. Accordingly, an Order classifying the various Central Civil Services posts into Group "A", "B", "C" and "D" based on the revised norms of pay has been notified in the Gazette of India Extraordinary vide S.O. 946 (E) dated 09.04.2009. A copy of the Order is enclosed. All posts in the Central Civil Services would now stand classified strictly in accordance with the norms of pay band and grade pay or pay scales as prescribed in the said Order.

4. In some Ministries/Departments, posts may exist which are not classified as per the norms laid down by this Department. If, for any specific reason, a Ministry/Department proposes to classify the posts differently, it would be necessary for that Department to send a specific proposal to Department of Personnel and Training giving full justification in support of the proposal within three months of this O.M. so that the exceptions to the norms of classification laid down in S.O. 946 (E) dated 09-04-2009 can be notified.

(P.PRABHAKARAN)

Deputy Secretary to the Government of India

Ministry of Personnel, Public Grievances & Pension
(Department of Personnel & Training)

ORDER

New Delhi, the 9th April, 2009

S.O. 946(E).- In exercise of the powers conferred by the proviso to article 309 and clause 5 of article 148 of the Constitution read with rule 6 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965 and in supersession of the notification of the Government of India in the Department of Personnel and Training number S.O. 332(E) dated the 20th day of April, 1998, and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, except as respects things done or omitted to be done before such supersession, the President hereby directs that with effect from the date of publication of this order in the Official Gazette, all civil posts under the Union, shall be classified as follows:-

| Sl. No. | Description of Posts | Classification of posts |
|---------|--|---------------------------------------|
| 1.(a) | A Central Civil post in Cabinet Secretary's scale (Rs. 90000- fixed), Apex Scale (Rs.80000-fIXed) and Higher Administrative Grade plus scale (Rs. 75500-80000); and | |
| (b) | A Central Civil post carrying the following grade pays: - Rs. 12000, Rs. 10000, Rs. 8900 and Rs. 8700 in the scale of pay of Rs. 37400-67000 in Pay Band-4, and Rs. 7600, Rs. 6600 and Rs. 5400 in the scale of pay of Rs. 15600-39100 in Pay Band-3. | Group A |
| 2. | A Central Civil post carrying the following grade pays: - Rs. 5400, Rs. 4800, Rs. 4600 and Rs. 4200 in the scale of pay of Rs. 9300-34800 in Pay Band-2. | Group B |
| 3. | A Central Civil post carrying the following grade pays: - Rs. 2800, Rs. 2400, Rs. 2000, Rs. 1900 and Rs. 1800 in the scale of pay of Rs. 5200-20200 in Pay Band-1. | Group C |
| 4. | A Central Civil post carrying the following grade pays: - Rs. 1300, Rs. 1400, Rs. 1600, Rs. 1650 in the scale of pay of Rs. 4440- 7440 in 1S Scale. | Group D (till the posts are upgraded) |

Explanation: For the purpose of this order Pay Band, in relation to a post, means the running Pay Bands specified in Part A, Section 1 of column 5 of the First Schedule to the Central Civil Services (Revised Pay) Rules, 2008.

[F.No. 11012/7/2008-Estt.(A)]

C.B. PALIWAL, Jt. Secy.

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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

No. 11012/6/2008-Estt. (A)
 Government of India
 Ministry of Personnel, Public Grievances & Pension
 (Department of Personnel & Training)

North Block, New Delhi, Dated the 7th July, 2008.

OFFICE MEMORANDUM

Subject: CCS (CCA) Rules, 1965 - Promotion to a higher Grade or post - Clarifications regarding effect of warnings etc. on promotion.

The undersigned is directed to refer to the DOPT's O.M. No. 22011/2/78-Estt. (A) dated 16th February, 1979 on the above mentioned subject and to say that at present, administrative devices like warning, letter of caution, reprimand etc. are being used by the various administrative Ministries/Departments for cautioning the Government servants against such minor lapses as negligence, carelessness, lack of thoroughness and delay in disposal of official work with a view to toning up efficiency or maintaining discipline. These administrative actions do not, however, constitute any of the penalties specified in rule 11 of the CCS (CCA) Rules, 1965. Doubts have often been raised about the actual effect of such informal administrative actions as warning, letter of caution and reprimand on the promotion of a Government servant.

2. In this connection, the existing provisions regarding the effect of warning etc. as distinguished from Censure on promotion are reiterated and clarified as follows:-

(i) There is no objection to the continuance of the practice of issuing oral or written warnings. However, where a copy of the warning is also kept on the Confidential Report dossier, it will be taken to constitute an adverse entry and the officer so warned will have the right to represent against the same in accordance with the existing instructions relating to communication of adverse remarks and consideration of representations against them.

(ii) Warnings, letters of caution, reprimands or advisories administered to Government servants do not amount to a penalty and, therefore, will not constitute a bar for consideration of such Government servants for promotion.

(iii) Where a departmental proceeding has been instituted, and it is considered that a Government servant deserves to be penalized for the offence/misconduct, one of the prescribed penalties may only be awarded and no warning recordable or otherwise, should be issued to the Government servant.

(iv) The term 'empanelment' occurring in para 1 of DOPT's O.M. No. 11012/11/2007-Estt. (A) dated 14.12.2007 relating to guidelines on grant of vigilance clearance does not cover cases of promotion. Cases of promotion of Government servants during the pendency of disciplinary proceedings would be regulated by DOPT's O.M. No. 22011/4/91-Estt. (A) dated 14.09.1992, O.M. No. 22012/1/99-Estt. (D) dated 25.10.2004 and after imposition of any of the prescribed penalties as per O.M. No. 22034/5/2004-Estt. (D) dated 15.12.2004.

3. All Ministries/Departments are, therefore, requested to keep in view the above guidelines while dealing with cases of promotion of the Government servants.

(P.PRABHAKARAN)
 Deputy Secretary to the Government of India

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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

No. 11012/11/2007-Estt. (A)
 Government of India
 Ministry of Personnel, Public Grievances & Pension
 (Department of Personnel & Training)

New Delhi, Dated the 14th December, 2007.

OFFICE MEMORANDUM

Subject: Guidelines regarding grant of vigilance clearance to members of the Central Civil Services/Central Civil posts.

The undersigned is directed to say that the matter regarding guidelines for giving vigilance clearance to members of the Central Civil Services/Central Civil posts has been reviewed by the Department of Personnel & Training and it has been decided that the following guidelines for the grant of vigilance clearance to the Government servants belonging to the Central Civil Services/ Central Civil posts shall be applicable with immediate effect:

1. These orders regarding accordance of vigilance clearance to members of the Central Civil Services/posts shall be applicable with respect to (a) empanelment (b) any deputation for which clearance is necessary, (c) appointments to sensitive posts and assignments to training programmes (except mandatory training). In all these cases, the vigilance status may be placed before and considered by the Competent Authority before a decision is taken.

2. The circumstances under which vigilance clearance shall not be withheld shall be as under:

a) Vigilance clearance shall not be withheld due to the filing of a complaint, unless it is established on the basis of at least a preliminary inquiry or on the basis of any information that the concerned Department may already have in its possession, that there is, prima facie, substance to verifiable allegations regarding (i) corruption (ii) possession of assets disproportionate to known sources of income (iii) moral turpitude (iv) violation of the Central Civil Services (Conduct) Rules, 1964.

b) Vigilance clearance shall not be withheld if a preliminary inquiry mentioned in 2(a) above takes more than three months to be completed.

c) Vigilance clearance shall not be withheld unless (i) the officer is under suspension (ii) a charge-sheet has been issued against the officer in a disciplinary proceeding and the proceeding is pending (iii) orders for instituting disciplinary proceeding against the officer have been issued by the Disciplinary Authority provided that the charge-sheet is served within three months from the date of passing such order (iv) charge sheet has been filed in a Court by the Investigating Agency in a criminal case and the case is pending (v) orders for instituting a criminal case against the officer have been issued by the Disciplinary Authority provided that the charge-sheet is served within three months from the date of initiating proceedings (vi) sanction for investigation or prosecution has been granted by the Competent Authority in a case under the PC Act or any other criminal matter (vii) an FIR has been filed or a case registered by the concerned Department against the officer provided that the charge sheet is served within three months from the date of filing/registering the FIR/case and (viii) The officer is involved in a trap/raid case on charges of corruption and investigation is pending.

d) Vigilance clearance shall not be withheld due to an FIR filed on the basis of a private complaint unless a charge-sheet has been filed by the investigating agency provided that there are no directions to the contrary by a competent court of law.

e) Vigilance clearance shall not be withheld even after sanction for prosecution if the investigating agency has not been able to complete its investigations and file charges within a period of two years. However, such vigilance clearance will entitle the officer to be considered only to be appointed to non-sensitive posts and premature repatriation to the parent cadre in case he is on deputation and not for any other dispensation listed in para 1 of this O.M.

3. In cases where complaints have been referred to the administrative authority concerned, and no substantive response has been received from such administrative authority concerned within three months from the date on which the reference was made, the Disciplinary Authority may provide a copy of the complaint to the officer concerned to seek his comments. If the comments are found to be prima facie satisfactory by the Competent Authority, vigilance clearance shall be accorded.

4. Vigilance clearance shall be decided on a case-by-case basis by the Competent Authority keeping in view the sensitivity of the purpose, the gravity of the charges and the facts and circumstances, in the following situations:

a) where the investigating agency has found no substance in the allegation but the Court refuses to permit closure of the FIR; and

b) where the investigating agency/inquiry officer holds the charges as proved but the competent administrative authority differs, or the converse.

5. While considering cases for grant of vigilance clearance for the purpose of empanelment of members of the Central Civil Services/Central Civil posts of a particular batch, the vigilance clearance/status will continue to be ascertained from the respective Cadre Authority. In all such cases, the comments of the Central Vigilance Commission will be obtained. However, if no comments are received within a period of three months, it will be presumed that there is nothing adverse against the officer on the records of the body concerned.

6. Vigilance clearance will be issued in all cases with the approval of the Head of Vigilance Division for officers upto one level below their seniority in service. In the case of officers of the level of Additional Secretary/Secretary, this will be issued with the approval of the Secretary. In case of doubt, orders of the Secretary will be obtained keeping in view the purpose for which the vigilance clearance is required by the indenting authority.

7. Vigilance clearance will not normally be granted for a period of three years after the currency of the punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, vigilance clearance will not normally be granted for a period of five years, after the currency of punishment. During the period, the performance of the officer should be closely watched.

8. Insofar as the personnel serving in the Indian audit and accounts Department are concerned, these instructions have been issued after consultation with the Comptroller and Auditor General of India.

9. All the Ministries/Departments are requested to bring the above guidelines for the notice of all concerned for information and compliance.

(P.PRABHAKARAN)

Deputy Secretary to the Government of India

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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

1. SHORT TITLE AND COMMENCEMENT:

(1) These Rules may be called the Central Civil Services (Classification, Control and Appeal) Rules, 1965.

(2) They shall come into force on the 1st December, 1965.

Government of India Decisions:

The Central Civil Services (Classification, Control & Appeal) Rules, 1965

2. INTERPRETATION:

In these rules, unless the context otherwise requires, -

- (a) "appointing authority", in relation to a Government servant, means -
- (i) the authority empowered to make appointments to the Service of which the Government servant is for the time being a member or to the grade of the Service in which the Government servant is for the time being included, or
 - (ii) the authority empowered to make appointments to the post which the Government servant for the time being holds, or
 - (iii) the authority which appointed the Government servant to such Service, grade or post, as the case may be, or
 - (iv) where the Government servant having been a permanent member of any other Service or having substantively held any other permanent post, has been in continuous employment of the Government, the authority which appointed him to that Service or to any grade in that Service or to that post,
- whichever authority is the highest authority;
- (b) "cadre authority", in relation to a Service, has the same meaning as in the rules regulating that Service;
- (c) "Central Civil Service and Central Civil post" includes a civilian Service or civilian post, as the case may be, of the corresponding Group in the Defence Services;
- (d) "Commission" means the Union Public Service Commission;
- (e) "Defence Services" means services under the Government of India in the Ministry of Defence, paid out of the Defence Services Estimates, and not subject to the Army Act, 1950 (46 of 1950), the Navy Act, 1957 (62 of 1957) and the Air Force Act, 1950 (45 of 1950);
- (f) "Department of the Government of India" means any establishment or organization declared by the President by a notification in the Official Gazette to be a department of the Government of India;
- (g) "disciplinary authority" means the authority competent under these rules to impose on a Government servant any of the penalties specified in Rule 11;
- (h) "Government servant" means a person who -
- (i) is a member of a Service or holds a civil post under the Union, and includes any such person on foreign service or whose services are temporarily placed at the disposal of a State Government, or a local or other authority;
 - ii) is a member of a Service or holds a civil post under a State Government and whose services are temporarily placed at the disposal of the Central Government;
 - iii) is in the service of a local or other authority and whose services are temporarily placed at the disposal of the Central Government;
- (i) "head of the department" for the purpose of exercising the powers as appointing, disciplinary, appellate or reviewing authority, means the authority declared to be the head of the department under the Fundamental and Supplementary Rules or the Civil Service Regulations, as the case may be;
- (j) "head of the office" for the purpose of exercising the powers as appointing, disciplinary, appellate or reviewing authority, means the authority declared to be the head of the office under the General Financial Rules;
- (k) "Schedule" means the Schedule to these rules;

- (l) "Secretary" means the Secretary to the Government of India in any Ministry or Department, and includes-
- (i) a Special Secretary or an Additional Secretary,
 - (ii) a Joint Secretary placed in independent charge of a Ministry or Department,
 - (iii) in relation to the Cabinet Secretariat, the Secretary to the Cabinet,
 - (iv) in relation to the President's Secretariat, the Secretary to the President, or as the case may be, the Military Secretary to the President,
 - (v) in relation to Prime Minister's Secretariat, the Secretary to the Prime Minister, and
 - (vi) in relation to the Planning Commission, the Secretary or the Additional Secretary to the Planning Commission;
- (m) "Service" means a civil service of the Union.

Government of India Decisions:

The Central Civil Services (Classification, Control & Appeal) Rules, 1965

3. APPLICATION:

- (1) These rules shall apply to every Government servant including every civilian Government servant in the Defence Services, but shall not apply to -
- (a) any railway servant, as defined in Rule 102 of Volume I of the Indian Railways Establishment Code,
 - (b) any member of the All India Services,
 - (c) any person in casual employment,
 - (d) any person subject to discharge from service on less than one month's notice,
 - (e) any person for whom special provision is made, in respect of matters covered by these rules, by or under any law for the time being in force or by or under any agreement entered into by or with the previous approval of the President before or after the commencement of these rules, in regard to matters covered by such special provisions.
- (2) Notwithstanding anything contained in sub-rule (1), the President may by order exclude any Group of Government servants from the operation of all or any of these rules.
- (3) Notwithstanding anything contained in sub-rule (1), or the Indian Railways Establishment Code, these rules shall apply to every Government servant temporarily transferred to a Service or post coming within Exception (a) or (e) in sub-rule (1), to whom, but for such transfer, these rules would apply.
- (4) If any doubt arises, -
- (a) whether these rules or any of them apply to any person, or
 - (b) whether any person to whom these rules apply belongs a particular Service,

the matter shall be referred to the President who shall decide the same.

Government of India Decisions:

- (1)** Persons to whom not applicable



The Central Civil Services (Classification, Control & Appeal) Rules, 1965

RULE 3. APPLICATION:

Government of India Decisions

(1) Persons to whom not applicable –

In exercise of the powers conferred by sub-rule (2) of rule 3 of the Central Civil Services (Classification, Control and Appeal) Rules, 1957 (now 1965), the President hereby directs that the following classes of Government servants shall be wholly excluded from the operation of the said rules, namely: -

MINISTRY OF EXTERNAL AFFAIRS

Locally recruited staff in Missions abroad.

MINISTRY OF COMMUNICATIONS

(Posts and Telegraphs Department)

- (i) Extra-Departmental Agents.
- (ii) Monthly-rated staff paid from contingencies other than those brought on to regular establishment.
- (iii) Monthly-rated work-charged and other employees not on regular establishment.
- (iv) Daily-rated staff paid from contingencies.
- (v) Daily-rated workmen paid by the day, week, month, etc.
- (vi) All hot weather and monsoon establishment.
- (vii) Non-departmental telegraphic and telephone operators.

[M.H.A. Notification No. S.R.O. 609, dated the 28th February, 1957]

MINISTRY OF HOME AFFAIRS

Police Officers up to the rank of Inspector of Police in Delhi Special Police Establishment.

[M.H.A., Notification No. F.7/24/61-Ests. (A), dated the 15th December, 1961]

MINISTRY OF URBAN DEVELOPMENT

The President's Garden Establishment and Estate Office.

[M.H.A., Notification No. 7/5/1959-Ests. (A) dated the 25th May, 1959 as amended by Notification No. 11012/19/84-Estt. (A), dated 28th July, 1986]

MINISTRY OF TOURISM AND CIVIL AVIATION AND MINISTRY OF SHIPPING AND TRANSPORT

- (i) Locally recruited staff in Tourist Offices abroad.
- (ii) Work-charged personnel of the Mangalore Projects and the Tuticorin Harbour Projects.

[M.H.A., Notification No. 7/1/66-Ests. (A), dated the 11th April, 1966]



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The Central Civil Services (Classification, Control & Appeal) Rules, 1965

4. CLASSIFICATION OF SERVICES:

(1) the Civil Services of the Union shall be Classified as follows: -

- (i) Central Civil Services, Group 'A';
- (ii) Central Civil Services, Group 'B';
- (iii) Central Civil Services, Group 'C';
- (iv) Central Civil Services, Group 'D';

(2) If a Service consists of more than one grade, different grades of such Service may be included in different groups.

Government of India Decisions:

The Central Civil Services (Classification, Control & Appeal) Rules, 1965

5. CONSTITUTION OF CENTRAL CIVIL SERVICES:

The Central Civil Services, Group 'A', Group 'B', Group 'C' and Group 'D', shall consist of the Services and grades of Services specified in the Schedule.

Government of India Decisions: