

No.11013/4/88-Estt.A
Government of India
Ministry of Personnel, P.G. & Pensions
(Department of Personnel & Training)

....

New Delhi, dated 19 April, 88

OFFICE MEMORANDUM

Subject: CCS (Conduct) Rules, 1964 - Role of oral instructions in the transaction of Government business.

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The undersigned is directed to invite attention to the provisions of Rule 3 of the CCS (Conduct) Rules, 1964 and paras 25 to 25-C of Central Secretariat Manual of Office Procedure (extracts enclosed for ready reference) which define the scope and role of oral instructions in the transaction of Government business and also lay down the detailed procedure to be followed whenever it becomes necessary to give oral directions by a higher officer to a subordinate or when a member of the Personal Staff of the Minister communicates an oral order on behalf of the Minister. Instances have come to notice where the above provisions have not been followed.

2. The purpose for keeping a proper written record of policy decisions taken by the various Government functionaries, when action in this regard is to be initiated on the basis of oral instructions given by senior officers, is to ensure proper accountability of the decisions taken on important matters and have a record of the considerations leading to the decision. It is, therefore, reiterated that the procedure prescribed in the Manual of Office Procedure and the provisions of the Conduct Rules referred to above should be scrupulously followed at all levels in order to avoid ambiguity or doubts and to specify responsibility when important decisions are taken. It is clarified that these provisions apply equally to matters, which may be considered sensitive or secret. In such cases of sensitive nature, adequate care should however be taken to accord proper security classification to the relevant papers and to ensure their safe custody as envisaged in the Manual of Departmental Security Instructions.

3. Ministry of Agriculture etc. may please bring the above position to the notice of all administrative authorities under their control.

A. Jayaraman
(A. JAYARAMAN)
DIRECTOR (E)

To

All Ministries/Departments of the Government of India.
with usual number of spare copies.

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New Delhi, dated the

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10. All officers and sections of the Ministry of Home Affairs and Ministry of Personnel, PG & Pensions.

A. Jayaraman
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DIRECTOR(E)