

GENERAL

DOs

- Keep a good image before the public/staff by being honest, impartial and just.
- Be conversant with the current rules and regulations before taking any decision.
- Use your discretion properly to avoid any miscarriage of justice.
- Be dispassionate while taking decisions.
- Pay full and prompt attention to even petty grievances and complaints.
- Be conversant with the relevant clauses of the Conduct Rules and ensure that these Rules are not infringed upon.
- Maintain a personal copy of all your posting orders and transactions from day one. It will come in handy later.
- File your property returns on time.
- Be updated with the latest conduct rules for taking approvals for your personal financial transactions/accepting gifts etc.

DON'Ts

- Do not delay files/papers put up to you.
- Do not misuse official facilities like stationary, vehicles, manpower etc.
- Do not sit on the Selection Board before whom any relative of yours is appearing for selection.
- Do not take part in the Tender Committee meetings if any of your relative is one of the tenderers.

- Do not forget to put a date under your signature. Absence of date may give rise to doubt about your motives in certain situations.
- Do not sanction any privilege to yourself even if it is within your own competence. Let such sanction be approved by your superior.
- Do not use your position or influence directly/indirectly to secure employment for any of your family members in any company or firm.
- Do not become member of or otherwise be associated with any political party.
- Do not misuse Imprest money. Keep proper account of expenditure.

DEALING WITH FILES

Do's

- Adopt a filing system, which is simplified and transparent.
- Have a single file system with proper page numbering, as the files are very important and sensitive documents.
- Ensure Page Nos on all folios and noting sheets. Avoid cutting/overwriting of folio Nos.
- In case of urgency, if opening of part file is unavoidable, do merge the part file immediately with the main file; otherwise it will result in break in continuity and arbitrariness in decision-making.
- Ensure that the decisions/deliberations of the individuals or the Tender Committees are properly documented and recorded.
- Ensure that in certain cases where there is necessity to maintain confidentiality, information is protected.

- Keep important files under safe custody under lock and key.
- Maintain a File Movement Register of the files coming in and going out. Adopt first in first out to the extent possible. Utilize the computerized File Monitoring Systems wherever possible.
- Maintain a separate Register with date and time of entry and dispatch of tender files. This will help when allegations are made about delays in Decision making.

DON'Ts

- Don't open part files as and when new action is initiated, as a routine.
- Don't allow unauthorized persons or employees to handle your files or make photocopy thereof.
- Don't open different files under one nomenclature or head.
- Don't leave empty spaces in noting sheets.
- Don't forget to put date under your signature.