



RULE CCS (Classification, Control and Appeal) Rules, 1965 · Rules 1–35

CCS (CCA) Rules, 1965 – Classification, Control & Appeal

Effective: 01 December 1965

Dak Sutra Series

LDCE / PS Group B



OFFICIAL PROVISION

Verbatim legal text

PRIMARY SOURCE

Part-I: General (Rules 1–3)

Rule 1: These rules are called the **CCS (CCA) Rules, 1965** and came into force on **01 December 1965**.

Rule 3 – Application: Apply to every Government servant including civilians in Defence Services, but **NOT** to:

- Railway Government Servants
- Members of All India Services
- Persons in casual employment
- Extra-Departmental Agents
- Monthly-rated staff paid from contingencies (not on regular establishment)
- Daily-rated staff paid from contingencies
- All hot weather and monsoon establishment

Note: The President may by order exclude any group of Govt. servants from these rules.

Key Definitions (Rule 2)

Term	Meaning
Appointing Authority	Authority empowered to appoint to the Service/post — whichever is the highest

Commission	Union Public Service Commission (UPSC)
Disciplinary Authority	Authority competent to impose any of the penalties in Rule 11
Head of Department	Authority declared as Head under FRSR Rules
Secretary	Secretary to Govt. of India — includes Addl. Secretary, Jt. Secretary, Secretary to PM/President/Cabinet/Planning Commission
Govt. Servant	Holds a civil post under Union; includes foreign service, state Govt. disposal of Central Govt., and temporary posts

Part-II: Classification (Rules 4–7)

Rule 4 & 6 – Classification of Services & Posts:

Pay Level	Group (Services)	Old Class
Level 10 to 18	Group 'A'	Class-I
Level 6 to 9	Group 'B'	Class-II
Level 1 to 5	Group 'C'	Class-III

Rule 7 – General Central Service: Posts not included in any other Central Civil Service → deemed part of **General Central Service** of corresponding group (e.g., Scientists, NDRF, Non-Political Executive).

Part-III: Appointing Authority (Rules 8–9)

- **Rule 8 – Group 'A':** All appointments made by the **President**. President may delegate this power by general or special order.
- *Note: For Goa, Daman & Diu, Dadra & Nagar Haveli, Arunachal Pradesh and Mizoram – the respective **Administrators** are the appointing authority.*

- **Rule 9 — Group 'B', 'C' & 'D':** Made by authorities specified by general or special order of the President, or as specified in the **Schedule**.



⚠ **Part-IV: Suspension — Rule 10 (The Most Critical Rule)**

When can a Govt. Servant be Suspended?

Clause	Grounds for Suspension
(a)	Disciplinary proceeding is contemplated or pending
(aa)	He has engaged in activities prejudicial to the interest of the security of the State
(b)	A criminal case is under investigation, inquiry or trial

Deemed Suspension [Rule 10(2)] — Automatic!

A Govt. servant shall be **deemed to be placed under suspension** by the Appointing Authority —

Clause	Trigger	Effective from
(a)	Detained in custody (criminal or otherwise) for more than 48 hours	Date of detention
(b)	Convicted and sentenced to imprisonment exceeding 48 hours (and not immediately dismissed)	Date of conviction

Explanation: *The 48-hour imprisonment period is computed from the commencement of imprisonment after conviction. Intermittent periods are counted together.*

Suspension Review & Time Limits

Provision	Time Limit
Review of suspension order by competent authority [Rule 10(6)]	Before expiry of 90 days from effective date of suspension

Extension of suspension (single extension) [Rule 10(6)]

Not exceeding 180 days at a time

Suspension order not valid unless reviewed [Rule 10(7)]

Lapses after 90 days if not extended

Maximum Suspension Periods (Without Charge Sheet)

Ground (Rule 10(1))	Maximum Period
Clause (a) — Disciplinary proceeding contemplated/pending	270 days from date of suspension order
Clause (aa) — Security of State / (b) Criminal case	2 years from date of suspension order
Deemed suspension (custody released) — Clause (2)	2 years from date of release / intimation to appointing authority

Part-V: Penalties — Rule 11

Penalties may be imposed for "**good and sufficient reasons**" only.

Minor Penalties (i–iv)

1. **(i)** Censure
2. **(ii)** Withholding of promotion
3. **(iii)** Recovery from pay of pecuniary loss caused by negligence/breach of orders
4. **(iii-a)** Reduction to lower stage in pay scale by **1 stage** for max **3 years**, *without cumulative effect*, not adversely affecting pension
5. **(iv)** Withholding of increments of pay

Major Penalties (v–ix)

5. **(v)** Reduction to lower stage in pay scale for specified period (with/without cumulative effect)
6. **(vi)** Reduction to lower time-scale / grade / post / Service — *bar to promotion*
7. **(vii)** Compulsory Retirement
8. **(viii)** Removal from service — *NOT a disqualification for future employment*
9. **(ix)** Dismissal from service — *IS a disqualification for future employment*

Mandatory Penalty — Removal or Dismissal

In every case where charge of **possession of disproportionate assets** or **acceptance of any gratification other than legal remuneration (bribery)** is established, the penalty of **Removal or Dismissal from service SHALL be imposed.**

What is NOT a Penalty (Explanation to Rule 11)?

- Withholding of increment for failure to pass departmental examination (if in terms of appointment)
- Stoppage at efficiency bar for unfitness
- Non-promotion of a Govt. servant (substantive or officiating) for whom he is eligible
- Reversion from officiating higher service on administrative grounds unconnected with conduct
- Reversion from probation at end of probation period
- Compulsory retirement on superannuation
- Termination of probationer / temporary Govt. servant as per terms
- Compensation under Complaints Committee for sexual harassment (Rule 3-C of CCS Conduct Rules, 1964)



PRACTICAL EXAMPLE

Real-world scenario

CASE STUDY

RULE 12 – DISCIPLINARY AUTHORITIES

- The **President** may impose any penalty on any Govt. servant.
- Appointing authority or any authority specified in the Schedule can impose **any penalty**.
- **Major penalties (v) to (ix)** can only be imposed by an authority **not less than the appointing authority**.
- At **LBSNAA**, the Director of the Academy can impose minor penalties (i) and (iii) on probationers.

GOVT. DECISIONS UNDER RULE 12

Point	Rule / Limit
Departmental inquiry completion time by IO	6 months

IO must be senior in rank to charge officer	Yes, mandatory
Panel of retired IO valid for	3 years
Retired IO — Cases per year / at a time	8 per year / max 4 at a time
Serving IO (IP/ASP) — Cases per year / at a time	10 per year / max 2 at a time
Defense Assistant (Retired) — Cases at a time	8 per year / max 4 at a time
Defense Assistant (Serving) — Cases at a time	Max 3 at a time
Inquiry Report submitted in	2 copies to disciplinary authority
"Censure" is a penalty; "Warning" is	NOT a penalty

HONORARIUM FOR INQUIRY OFFICERS

Category	Role	Rate
Serving officer	Inquiry Officer	15% of Basic Pay drawn
Serving officer	Presenting Officer	10% of Basic Pay drawn
Retired IO — Category I (>10 witnesses)	Inquiry Officer	90% of Monthly Basic Pension
Retired IO — Category II (6-10 witnesses)	Inquiry Officer	70% of Monthly Basic Pension
Retired IO — Category III (<6 witnesses)	Inquiry Officer	60% of Monthly Basic Pension
Transport Allowance (Retired IO)		₹40,000 per case
Secretarial Assistance (>10 witnesses)		₹40,000
Secretarial Assistance (6-10 witnesses)		₹30,000
Secretarial Assistance (<6 witnesses)		₹20,000

Common proceedings — additional amount	₹5,000 (both retired and serving)
Payment schedule	50% on submission of report; Remaining within 45 days

DISCIPLINARY & APPELLATE AUTHORITY — POSTAL SERVICES

Category of Officer	Disciplinary Authority	Appellate Authority
SAG/HAG/JAG/STS/JTS (IPOS Group A)	President	N/A
PS Group B (SPOs/SRMs/ADs etc.)	DG (Posts)	President
PS Group B (SPOs/SRMs/Ads etc.)	CPMG	DG (Posts)
Group B Gazetted ASP/ASRM	CPMG	Member (P)
Group B Gazetted ASP/ASRM	DPS	CPMG
Group B Non-Gazetted IRM/IP	DPS	PMG/CPMG
Group C (PA/SA)	SSPOs/SPOs / SSRMs/SRMs	DPS
Group C (Postman/Mail Guard/MTS)	IP/IRM/Postmaster	SPOs/SSPOs/SRM/SSRMs



EXAM INSIGHT

What the examiner expects

MUST READ

Master Time Limits Table — CCS (CCA) Rules, 1965

Sl.	Provision / Action	Time Limit
1	Detention in custody triggering deemed suspension	Exceeding 48 hours
2	Imprisonment after conviction triggering deemed suspension	Exceeding 48 hours
3	First review of suspension order	Before 90 days

4	Maximum extension of suspension (single extension)	180 days at a time
5	Max suspension without charge sheet — [Rule 10(1)(a)]	270 days
6	Max suspension without charge sheet — [Rule 10(1)(aa)/(b)]	2 years
7	Completion of departmental inquiry by IO	6 months
8	Written representation against charge sheet by charged official	15 days
9	Written representation on advice of UPSC by charged official	15 days
10	Written representation on inquiry report [Rule 15(2)]	15 days
11	Sending proposal to CVC (first stage / second stage advice)	1 month from receipt of investigation report
12	Final order after inquiry	Within 3 months
13	Major penalty proceeding (from charge sheet to completion)	18 months
14	IO Honorarium — remaining payment after 50% on submission	Within 45 days
15	Period of limitation for filing appeal [Rule 25]	45 days from delivery of order
16	Revision by appellate authority [Rule 29(v)]	Within 6 months of the order proposed to be revised
17	Panel of retired IO valid for	3 years

Part-VI to IX — Procedure, Appeal, Revision & Review

Rule 14 — Major Penalty Procedure

No major penalty (v to ix) shall be imposed **except after an inquiry held as provided under Rule 14 and Rule 15**. The inquiry report must contain:

- Articles of charge and imputations of misconduct/misbehaviour
- Defence of the Govt. servant on each article
- Assessment of evidence on each article
- Findings on each article with reasons

Rule 16 — Minor Penalty Procedure

For minor penalties (i to iv): Govt. servant must be **informed in writing** of the proposal and given **reasonable opportunity** to make representation. Formal inquiry NOT mandatory.

Rule 19 — Special Procedure (No Inquiry Needed)

Normal inquiry (Rules 14–18) can be bypassed when:

1. Penalty is imposed based on conduct that led to **conviction on a criminal charge**
2. Disciplinary authority is satisfied that inquiry is **not reasonably practicable**
3. President is satisfied that holding inquiry is **not expedient in the interest of security of the State**

Rules 22 & 23 — Appeal: Lies / Does NOT Lie

No Appeal Lies Against (Rule 22):

- Any order made by the **President**
- Interlocutory / step-in-aid orders (except suspension)
- Orders by inquiring authority during inquiry under Rule 14

Appeal Lies Against (Rule 23):

- Suspension order under Rule 10
- Order imposing any penalty under Rule 11
- Order enhancing any penalty
- Order denying/varying pay, allowances, pension to his disadvantage
- Stopping at efficiency bar on ground of unfitness
- Reverting while officiating in higher service/grade/post

Rule 29 — Revision vs Rule 29-A — Review

Feature	Revision (Rule 29)	Review (Rule 29-A)
Stage	After Appeal	Any time

Initiated by	Suo motu OR on application	President, on own motion or otherwise
Key condition	Authority who decided appeal CANNOT revise his own order	New material or evidence which could not be produced or was not available at time of passing order
Time limit	Appellate authority within 6 months	No specific limit

⚡ One-Line Quick Revision

- CCS (CCA) Rules came into force: **01 December 1965**
- "Warning" is **NOT a penalty**; "Censure" IS a penalty
- Removal = NOT disqualified; Dismissal = **Disqualified** for future Govt. employment
- Bribery/DA assets established → Mandatory **Removal or Dismissal**
- Deemed suspension: custody/imprisonment exceeds **48 hours**
- First suspension review: before **90 days**; max extension: **180 days**
- Without charge sheet: max **270 days** (clause a) or **2 years** (clause aa/b)
- Appeal period: **45 days**; Revision by appellate authority: **6 months**
- Inquiry completion: **6 months**; Major penalty time limit: **18 months**
- Disciplinary cases closed on **death** of the charged official
- Conviction on criminal charge → Special procedure → **No inquiry required**
- Review (29-A) allowed only when **new evidence not available earlier** surfaces
- Appellate authority considers: Procedure + Evidence + Adequacy of penalty



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