

F.No. 4/8/2015/Vig/389
Government of India
Department of Commerce
Directorate General of Foreign Trade
(Vigilance Section)

Udyog Bhawan, New Delhi.
Dated 27.10.2015

OFFICE MEMORANDUM

Subject : Acceptance of Gifts by Government Servants

Rule 13 of CCS (Conduct) Rules, 1964 provides that "No Government Servant shall accept, or permit any member of his family or any other person acting on his behalf to accept, any gift". On occasions such as weddings, anniversaries, funerals or religious functions, when giving of gifts is in conformity with the prevailing religious and social practice, a Government servant may accept gifts from his near relatives or from his personal friends having no official dealings with him, but shall make a report to the Government. The expression "gift" in the aforesaid rule includes free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the Government Servant.

2. The Central Vigilance Commission had noticed that gifts are presented to the government officials during festive occasions such as Diwali, Christmas, New Year etc. The Commission had considered the matter and came to the view that this practice so far as Government servants are concerned (in the light of such gifts being made by PSUs to Government servants) needs to be discouraged. It clearly ruled to this effect vide its Office Order No. 40/8/2003 dated 27.08.2003. The Commission was convinced that the practice of receiving gifts by the Government servants unnecessarily embarrasses them and the Government and puts them in a dilemma. The gifts are provided only to promote commercial/ business interests and need not therefore be received by the Government officials etc who are doing their duty.

3. Hence, under no circumstances will the employees of this Directorate whether working in its field offices or in the DGFT Headquarters accept any gifts on festive occasions or otherwise from firms/ Members of Trade or individual exporters/importers etc. Supervisory officers are requested to suitably sensitize the officers/officials working under them to politely decline such gifts etc offered to them. **Security staff/ reception desk staff may be advised to not allow any persons carrying gifts into the building.**

4. It is therefore advised to follow the above said instructions with immediate effect.

5. These instructions are issued with the approval of the Competent Authority.

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To,
Heads of Zonal offices
Heads of Regional Authorities

Copy to:-

PPS to DG

PPS to Addl DGs

All Group 'A', 'B' officers and officials of DGFT Headquarters