

# RAJKIYA ENGINEERING COLLEGE BANDA - 210201

## EMPLOYEES CONDUCT RULES

1. (a) Short Title :

These rules may be called the Rajkiya Engineering College Banda Employees Conduct Rules.

(b) Application :

These rules shall apply to all employees of the College.

2. Definition :

In these rules unless the context otherwise requires.

(a) "Competent authority" means :

(i) "Board of Governors" in the case of the Director.

(ii) "Director" in the case of all other employees.

(b) "Employees" means a person appointed to the service and post in connection with affairs of the College.

(c) "Members of the family" in relation to an employee include:

(i) The wife, son, step-son, unmarried daughter, or unmarried step-daughter of such employee, whether residing with him or not and, in relation to an employee who is a woman, the husband residing with her and dependent on her, and

(ii) Any other person related, whether by blood or by marriage to the employee or to such employee's wife or her husband, and wholly dependent on such employee, but does not include a wife or husband legally separated from the employee or a son, step-son, un-married daughter or unmarried step-daughter who is no longer, in any way dependent upon him or her, or of whose custody, the employee has been deprived by law.

(d) "Service" means the service under the College.



3. General :

- (a) Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.
- (b) Every employee shall at all times conduct himself in accordance with the specific or implied orders of the competent authority regulating behaviour and conduct which may be in force.
- (c) An employee shall at all times be courteous in his dealings with other members of the staff, students and members of the public.
- (d) Unless otherwise stated specially in the terms of appointment, every employee is a whole time employee of the College and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays without any extra remuneration. These duties shall, inter alia, include attendance at meetings of committees to which he may be appointed by the College.
- (e) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- (f) Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.
- (g) No employee shall leave station except with the previous permission of competent authority even during leave or vacation.
- (h) Whenever leaving the station, an employee shall inform the Head of the Department or Office to which he is attached or Director if he is himself the Head of Department, the address where he would be available during the period of his absence from station.

4. Equal Treatment for All :

Every employee shall accord equal treatment to people irrespective of their caste, sect or religion. No employee shall practice untouchability.





5. Drinking :

Subject to the provisions of any law relating to intoxicating drinks or drugs for the time being in force in any area, no employee shall :-

- (a) While on duty, be under the influence of such drinks or drugs to such an extent as to render him incapable of discharging his duty properly and efficiently; or
- (b) appear in a public place in a state of intoxication; or
- (c) habitually use such drinks or drugs to excess.

6. Taking part in politics and elections :

- 1. No employee shall be a member of, or be otherwise associated with, any political party or any organisation which takes part in politics, nor shall take part in, subscribe in aid of, or assist in any other manner, any movement or organisation which is or tends directly or indirectly to be, subversive of the Government as by law established.
- 2. It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends, directly or indirectly, to be subversive of the Government as by law established and where an employee fails to prevent a member of his family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity he shall make a report to that effect to the Director of the College. For purposes of these rules, the College will prepare and notify a list of movements, organisations or activities considered to be subversive, if any question arises whether any movement or activity falls within the scope of the rule the decision of the Board of Governors thereon shall be final.
- 3. No employee shall canvass or otherwise interfere or use his influence in connection with, or take part in, an election to any legislature or local authority, provided that :
  - (i) An employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;



- (ii) An employee shall not be deemed to have contravened the provisions of this rule by reason only that he assists in the conduct of an election in due performance of a duty imposed on him by or under any law for the time being in force.

**Explanation :**

The display by an employee on his personal vehicle, or residence, of any election symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

**7. Demonstrations and Strikes :**

No employee shall :-

- (1) Engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency, or morality, or which involves contempt of court defamation or incitement to an offence, or
- (2) Resort to, or in any way abet any form of strike in connection with any matter pertaining to his service or the service of any other employee.

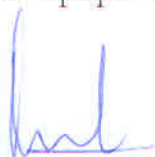
**8. Joining of Association by Employees :**

No employee shall join or continue to be a member of any service Association of employee:-

- (a) Which has not within a period of one month from its formation obtained the recognition of the Board of Governors, or,
- (b) Recognition in respect of which has been withdrawn by the Board of Governors.

**9. Connection with Press or Radio :**

1. No employee shall, except with the sanction of the competent authority, own wholly or in part, or conduct or participate in editing or managing of any newspaper or other periodical publication.





2. No employee shall, except with the previous sanction of the competent authority or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical, Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character, and the employee shall also be permitted to accept any remuneration that may be granted to him therefor and to retain it in full.

10. Criticism of the College :-

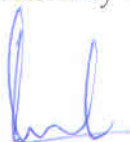
No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person, or in any communication to the press, or in public utterance, make any statement of fact or opinion.

- (i) Which has the effect of any adverse criticism of any decision of his superior officers, or of any current or recent policy or action of the College, or
- (ii) Which is capable of embarrassing the relations between the College and Uttar Pradesh Government and the Central Government or the Government of any other State or any other Institution or organisation or member of the public or;
- (iii) Which is capable of embarrassing the relations between the Central Government and the Government of any foreign State.

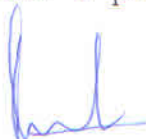
Provided that nothing in this rule shall apply to any statement made or view expressed by an employee in official capacity or in the due performance of the duties assigned to him.

11. Evidence before committee or any other authority :

1. Same as provided in sub-rule (3) below, on employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry by any person, committee or authority.



2. Where any sanction has been accorded under sub-rule (1) no employee giving such evidence shall criticise the policy or any action of the College, the Central Government or any State.
3. Nothing in the rule shall apply to :
- (a) evidence given at any inquiry before an authority appointed by the College, by the Central Govt., by a State Legislature or by Parliament, or
  - (b) evidence given in any judicial inquiry.
12. Unauthorised communication of information :
- No employee shall, except in accordance with any general or special order of the competent authority or in the performance, in good faith of the duties assigned to him, communicate, directly or indirectly any official document or information to any person to whom he is not authorised to communicate such document or information.
13. Subscriptions:
- An employee may, with the previous sanction of the competent authority ask for, or accept or participate in the raising of a subscription or other pecuniary assistance for a charitable purpose connected with medical relief, education or other objects of public utility, but it shall not be permissible for him to ask for subscription etc. for any other purpose whatever.
14. Gifts :
- An employee shall not without previous approval of the competent authority:-
- (a) accept directly or indirectly on his own behalf or on behalf of any other person, or
  - (b) permit any member of his family, who is dependent on him, to accept any gift, gratuity or reward from any person other than a close relation;
- Provided that he may accept or permit any member of his family to accept from a personal friend, a wedding present or a present on ceremonial





occasion of a value not exceeding Rs. 101/-. All employees shall, however, use their best endeavour to discourage even the tender of such presents.

15. **Public Demonstrations in Honour of an employee :**

No employee shall, except with the previous sanction of the competent authority, receive any complimentary or valedictory address, or accept any testimonial or attend any meeting or public entertainment held in his honour, or in the honour of any other employee;

Provided that nothing in this rule shall apply to a farewell entertainment of a substantially private or informal character and held in honour of an employee on the occasion of his retirement or transfer or of any person who has recently quitted the service of the College.

16. **Private trade or employment :**

No employee shall, except with the previous sanction of the competent authority, engage directly or indirectly in any trade or business or undertake any employment.

Provided that an employee may without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer and that he informs the Director of the College at once of his undertaking such work; but he shall not undertake, or shall discontinue such work if so directed by the competent authority.

17. **Registration, Promotion and Management of Companies :**

No employee shall, except with the previous sanction of the competent authority, take part in the registration, promotion or management of any bank or other company registered under the Indian Companies Act, 1913 or under any other law for the time being in force;

Provided that an employee may take part in the registration, promotion or management of a co-operative society registered under the Cooperative



Societies Act (Act II of 1912), or under any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act 1860 (Act XXI of 1860), or under any corresponding law in force.

18. Insurance Business:

No employee shall act as an Insurance Agent or permit his wife or any other relative who is either wholly dependent on him or is residing with him, to act as an insurance agent in the district of Banda.

19. Guardianship of Minors :

An employee may not, without the previous sanction of the competent authority, act as a legal guardian of the person or property of a minor other than his dependent.

20. Investments, Lending and Borrowing:

(1) No employee shall speculate in any business, nor shall he make or permit his wife or any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.

(2) No employee shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.

21. Insolvency, Habitual Indebtedness and criminal proceedings :

(1) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report facts to the College.

(2) An employee who gets involved in some criminal proceedings, shall immediately inform the competent authority through the Head of the Deptt. to which he is attached irrespective of the fact whether he has been released





on bail or not. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join duties in the College unless he has obtained written permission to that effect from the Director.

22. Movable, Immovable and Valuable property :

- (1) No employee shall except with the previous knowledge of the competent authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale gift or otherwise either in his own name or in the name of any member of his family.

Provided that any such transaction conducted otherwise than through a regular and reputed dealer shall require the previous sanction of the competent authority.

- (2) An employee who enters into any transaction concerning any movable property exceeding five hundred rupees in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the competent authority.

Provided that no employee shall enter into any such transaction except with or through a reputed dealer or agent of standing, or with the previous sanction of competent authority.

- (3) At the time of first appointment and thereafter at interval of five years, every employee shall make to the appointing authority, through the usual channel a declaration of all immovable property; owned acquired or inherited by him or held by him on lease or mortgage, and of shares and other investment, which may from time to time, be held or acquired by him or by his wife or by any member of his living with or in any way dependent upon him. Such declarations should state the full particulars of the property, shares and other investments.



- (4) The competent authority may, at any time, by General or special order, require an employee to submit within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or by any member of his family as may be specified in the order, such statement shall, if so required by the competent authority, include details of the means by which or the source from which such property was acquired.

23. Vindication of Acts and Character of Employees :

No employee shall, except with the previous sanction of the competent authority, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Explanation :

Nothing in this rule be deemed to prohibit an employee from vindicating his private character or any act done by him in private capacity.

24. Litigation of Service Matters :

No employee shall attempt to seek in a court of law a decision on grievances arising out of his employment or conditions of service, even in cases where such a remedy is legally admissible, without first exhausting the normal official channels of redress.

25. Canvassing of Non-official or other outside influence :

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service.

26. Unauthorised Pecuniary Arrangement :

No employee shall enter into any pecuniary arrangement with another employee or any other person so as to afford any kind of advantage to either





or both of them in any unauthorised manner or against the specific, or implied provisions of any rule for the time being in force.

27. Bigamous Marriages :

- (1) No employee who has a wife living shall, contract another marriage without first obtaining the permission of the competent authority notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.
- (2) No female employee shall marry any person who has a wife living without first obtaining the permission of the competent authority.

28. Proper use of Amenities :

No employee shall misuse or carelessly use amenities provided for him by the College to facilitate the discharge of his public duties.

29. Use of Services without payment :

No employee shall, without making proper and adequate payment, avail himself of any service or entertainment for which a hire or price or admission fee is charged.

30. Use of Conveyances belonging to other :

No employee shall, except in exceptional circumstance, use a conveyance belonging to a private person or any employee who is subordinate to him.

31. Purchase Through Subordinates :

No employee shall himself ask or permit his wife, or any other member of his family living with him to ask any employee who is subordinate to him, to make purchase locally or from outstation, on behalf of him, his wife or other member of his family, whether on advance payment or otherwise.

Provided that this rule shall not apply to the purchases which the inferior staff attached to the employee may be required to make.



32. Representations :

- (a) Whenever an employee wishes to put forth any claim, or seek redress of any grievance or of any wrong done to him, he shall forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief or the disposal of the matter is delayed by more than three months.
- (b) No employee shall make personal attacks and insinuation direct or indirect, against his superior officer in the representations, which should be confined strictly to the merit of the question at issue.
- (c) No employee shall be signatory to any joint representation address to the authorities for redress of any grievances or for any other matter.

33. Punishment Appeals Etc. :

An employee shall be governed by the provisions of the relevant rules/by-laws regarding imposition of penalties for breach of any of these rules, and preference of appeals against any such action taken against him.

34. Interpretation:

The decision of the Board of Governors on all questions relating to the interpretation of these provisions shall be final.

