



UNIVERSITY EMPLOYEES (CONDUCT) REGULATIONS

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UNIVERSITY EMPLOYEES (CONDUCT) REGULATIONS

(Regulations under Sub Clause (b) of Section-32(1) of the Haryana Act No.26 of 2008)

The Haryana Civil Services (Conduct) Rules, 2016 approved by the Haryana Government for its employees vide General Administration Department Notification No. 2/12/2016-2GS-I dated 19.07.2016 have been adopted with amendments from time to time by Pt. B.D. Sharma University of Health Sciences, Rohtak for its Employees vide Agenda Item No.45 approved by the Executive Council in its 35th meeting held on 30.12.2019 and further made Regulations under Sub Clause (b) of Section-32(1) of the Haryana Act No.26 of 2008.

1. Short title and commencement.—

- (1) These regulations may be called the University Employees (Conduct) Regulations.
- (2) These regulations shall be deemed to have come into force with effect from 30.12.2019.

2. Extent of application.—

These regulations shall apply to all University employees appointed to any post (Teaching and non-Teaching) in connection with the affairs of the University including—

- (i) employees working on contract basis;
- (ii) employees working on ad-hoc basis;
- (iii) work-charged employees;
- (iv) daily wages employees;
- (v) any other category of University employee to whom the competent authority may by general or special order, direct that these regulations shall apply to them.

Provided that nothing in these regulations shall apply to employees in the service of a State Government or Central Government or a local or other authority or any other autonomous body whose services are temporarily placed at the disposal of the University, who will be governed by the corresponding rules/**regulations** in the parent department.

Note: *If any doubt arises as to whether these regulations apply to any person or not, the decision shall lie with the Vice-Chancellor and the Executive Council as the case may be.*

3. Definitions.—

In these regulations, unless the context otherwise requires,--

- (a) **"Government"** means the Government of the State of Haryana;
- (b) **"University"** means the Pt. B.D. Sharma University of Health Sciences, Rohtak;
- (c) **"University Employee"** means any person appointed to any civil service or post (Teaching or Non-Teaching) in connection with the affairs of the University.
- (d) **"members of family"** in relation to a **University** employee includes—
 - (i) the wife or the husband, as the case may be, of the **University** employee, whether residing with the **University** employee or not but does not include a wife or husband, as the case may be, separated from the **University** employee, by a decree or order of a competent court;
 - (ii) son or daughter or step son or step-daughter of the **University** employee and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on **University** employee or of whose custody the **University** employee has been deprived by or under any law;
 - (iii) any other person related, whether by blood or marriage, to the **University** employee or to the **University** employee's wife or husband and wholly dependent on the **University** employee;

- (e) "prescribed authority" means the Executive Council and the Vice-Chancellor or the authority prescribed by the Executive Council for the purpose of these regulations.

Note: The terms not defined in these regulations but defined in General Rules/ Regulations governing the University Employees shall have the same meaning for the purpose of these regulations.

4. General.—

- (1) Every **University** employee shall at all times—
- (i) maintain absolute integrity;
 - (ii) maintain devotion to duty;
 - (iii) do nothing which is unbecoming of a **University** employee; and
 - (iv) act in accordance with the **University's** policies.

***Explanation.—** A **University** employee who habitually fails to perform a task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty within the meaning of clause (ii) above.*

- (2) (i) Every **University** employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all **University** employees under his control and authority.

***Note.—** This sub **regulation** shall be invoked only in cases where there has been a failure on the part of supervisory officer concerned to take all possible steps to ensure the integrity and devotion to duty of all **University** employees under his control and authority.*

- (ii) Every **University** employee shall in the discharge of his official duties act in a courteous manner and shall not adopt dilatory tactics in his dealings with the public or otherwise.
- (3) (i) No **University** employee shall, in the performance of his official duties, or in the exercise of powers conferred on him

act otherwise than in his best judgment, except when he is acting under the direction of his official superior.

- (ii) The direction of the official superior shall, ordinarily, be in writing. Oral direction to subordinate shall be avoided, as far as possible. When the issue of oral direction becomes unavoidable, the official shall confirm it in writing immediately thereafter.
- (iii) A **University** employee, who has received oral direction from his official superior, shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

Explanation.— *Nothing in sub-clause (i) above shall be construed as empowering a **University** employee to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.*

5. Act and conduct which amount to misconduct.—

The following acts and omissions amount to misconduct:-

- (i) wilful insubordination or disobedience, whether alone or jointly with others, to any lawful and reasonable order of a superior;
- (ii) infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the activities of the **University** or handling of its property;
- (iii) strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law or rule/**regulation** having the force of law;
- (iv) gross moral misconduct, acts subversive of discipline, riotous or disorderly behaviour during or after the office hours at any place;
- (v) riotous and disorderly behaviour during and after the working hours or in work place;

- (vi) negligence or neglect of work or duty amounting to misconduct;
- (vii) habitual negligence or neglect of work or duty;
- (viii) habitual absence without permission and over-staying leave;
- (ix) conviction by a criminal court.

The act or conduct of an employee may amount to misconduct—

- (i) if the act or conduct is prejudicial or likely to be prejudicial to the interests of the employer/department or to the reputation of the employer/ department;
- (ii) if the act or conduct is inconsistent or incompatible with the due or peaceful discharge of his duty to his employer/department;
- (iii) if the act or conduct of a employee makes it unsafe for the employer to retain him in service;
- (iv) if the act or conduct of the employee is so grossly immoral that all reasonable men say that the employee cannot be trusted;
- (v) if the act or conduct of the employee is such that the employer/department cannot rely on the faithfulness of his employee;
- (vi) if the act or conduct of the employee is such as to open before him temptations for not discharging his duties properly;
- (vii) if the employee is abusive or if he disturbs the peace at the place of his employment;
- (viii) if he is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation of employer/department and employee;
- (ix) if the employee is habitually negligent in respect of the duties for which he is engaged;
- (x) if the neglect of the employee though isolated, tends to cause serious consequences.

6. Prohibition of sexual harassment of women.—

- (1) No **University** employee shall indulge in any act of sexual harassment of any woman at her work place.
- (2) Every **University** employee who is incharge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

Explanation.— For the purposes of this **regulation**, “sexual harassment” includes such unwelcome sexually determined behaviour, whether directly or otherwise, as—

- (a) *physical contact and advances;*
- (b) *demand or request for sexual favours;*
- (c) *making any sexually coloured remarks;*
- (d) *showing any pornographic material; and*
- (e) *any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.*

7. Employment of near relatives of University employees.—

- (1) No **University** employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm.
- (2) No **University** employee shall, except with the prior sanction of the **University**, permit his family member to accept employment in any company or firm with which he has official dealings.

Provided that where the acceptance of the employment may not await prior sanction, the position shall be explained to the prescribed authority with the request of ex-post-facto approval.

8. Sanction of contract by University employee to near relatives.—

No **University** employee shall, in the discharge of his official duties, deal with any matter or give or sanction any contract to any undertaking or any other person, if any member of his family is employed in that undertaking or under that person, or if he or any member of his family is interested in such matter or contract in any other manner. The

University employee shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed off according to the instructions of the authority to whom the reference is made.

9. Taking part in politics and elections.—

- (1) No **University** employees shall be a member of, or be otherwise associated with, any political party or any organization, which takes part in politics, nor shall take part in, or subscribe in aid of, or assist in any other manner, any political movement or activity.
- (2) It shall be the duty of every **University** employee to endeavour to prevent any member of his family from taking part in or subscribing in aid of or assisting in any other manner, any movement of, activity which is, or tends directly or indirectly to be subversive of the **University** as by law established, and where a **University** employee is unable to prevent member of his family from taking part in or subscribing in aid of, or assisting in any other manner, any such movement of activity, he shall make a report to that effect to the **University**.
- (3) If any question arises whether a party is a political party or whether any organization takes part in politics or whether any movement or activity fall within the scope of sub-regulation (2), the decision of the **University** thereon shall be final.
- (4) No **University** employee shall canvass or otherwise interfere with, or use his influence in connection with or take part in, an election to any legislature or local authority.
- (5) **No University employee shall seek election to Parliament, State Legislature or a Local Body such as Municipal Corporation/Committee, Zila Parishad, Gram Panchayat, except with the previous permission of the Executive Council on the recommendation of the Vice-Chancellor. Further, no employee will be allowed to contest election for any Society or any other such associations.**

Provided that a **University** employee—

- (a) 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;

- (b) shall not be deemed to have contravened the provisions of this sub- **regulation** by reason only that he has assisted in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation.— *The display by a **University** employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election, within the meaning of this sub-regulation.*

10. Joining of associations.—

- (1) No **University** employee shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality.
- (2) No **University** employee shall be a member/ office bearer of more than one such association at State level and at National level, the aims or objectives of which relate to promotion of sports. However, the employee of the sports department may become member/ office bearer of only one association at State level and one at National level that too in the area of his own specialty/discipline.

11. Demonstration and strikes.—

No **University** employee shall—

- (i) engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State, friendly relations with foreign State, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence; or
- (ii) resort to or in any way abet any form of strike in connections with any matter pertaining to his service or any other **University** employee.

12. Connection with print or electronic media.—

- (1) No **University** employee shall, except with the previous sanction of the **University**, on wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication or electronic media.
- (2) No **University** employee shall except with the previous sanction of the **University** or the prescribed authority or except in the bona-fide discharge of his duties—
 - (a) publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles; or
 - (b) participate in a public media or contribute an article or write a letter to a newspaper or periodical; either in his own name or anonymously or pseudonymously or in the name of any other person:

Provided that no such sanction shall be required—

- (i) if such publication is through a publisher and is of a purely literary, artistic or scientific character; or
- (ii) if such contribution, broadcast or writing is of a purely literary, artistic or scientific character:

Provided further that the **University** may withdraw at any time, the sanction so granted to a **University** employee, after affording reasonable opportunity of being heard, if, there are reasons to believe that the sanction is being misutilised.

13. Criticism of Government and University.—

No **University** employee shall, in any radio broadcast or communication over any electronic media or in any document published in his own name or anonymously or pseudonymously or in the name of any other person or in any communication to the press or in any public utterance make any statement of fact or opinion—

- (i) which has the effect of any adverse criticism of any current or

recent policy or action of the Government of India, Government of Haryana or any other State Government **or the University**;

- (ii) which is capable of embarrassing the relations between the Government of Haryana and the Government of India or the Government of any other State in India **or the University**; or
- (iii) which is capable of embarrassing the relations between the Government of India or the Government of Haryana and the Government of any foreign State **or the University**:

Provided that nothing in this regulation shall apply to any statements made or views expressed by a **University** employee in his official capacity or in the due performance of the duties assigned to him.

14. Evidence before committee or any other authority.—

- (1) Save as provided in sub-**regulation** (3), no **University** employee shall except with the previous sanction of the **University**, give evidence in connection with any enquiry conducted by any person, committee or authority.
- (2) Where any sanction has been accorded under sub-**regulation** (1), no **University** employee giving such evidence shall criticize the policy or any action of the Government of India, Government of Haryana or any other State Government **or the University**.
- (3) Nothing in this **regulation** shall apply to evidence given—
 - (a) at enquiry before an authority appointed by the **University**, Government, Parliament or a State Legislature; or
 - (b) in any judicial enquiry; or
 - (c) at any departmental enquiry ordered by authorities subordinate to the **University**.
- (4) No **University** employee giving any evidence referred to in sub-**regulation** (3) shall give publicity to such evidence.

15. Communication of official information.—

Every **University** employee shall, in performance of his duties in good

faith, communicate to a member of public or any organisation full and accurate information, which is to be disclosed under the Right to Information Act, 2005 (22 of 2005):

Provided that no **University** employee shall except in accordance with any general or special order of the **University** or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof; or information to any **University** employee or any other person to whom he is not authorized to communicate such document or information.

16. Subscriptions.—

No **University** employee shall, except with the previous sanction of the **University** or of the prescribed authority, ask for or accept contributions to, or otherwise associate himself with the raising of, any funds or other collections in cash or in kind in pursuance of any object whatsoever.

17. Gifts.—

(1) Save as otherwise provided in these regulations, no **University** employee shall accept or permit any member of his family or any other person acting on his behalf to accept any gift.

***Explanation.—** The expression “gift” shall include free transport, boarding, lodging or other service or any other pecuniary advantage provided by a person other than a near relatives and friends having no official dealings with the **University** employee.*

***Note 1.—** A casual meal or other social hospitality shall not be deemed to be a gift.*

***Note 2.—** A **University** employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, Organizations, etc.*

(2) On occasions such as weddings, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious and social practice, a **University** employee 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 **University**, if the value of such gift exceeds—

1. Rs. 7,000/- in the case of a **University** employee holding any Group 'A' post;
 2. Rs. 4,000/- in the case of a **University** employee holding any Group 'B' post;
 3. Rs. 2,000/- in the case of a **University** employee holding any Group 'C' post; and
 4. Rs. 1,000/- in the case of a **University** employee holding any Group 'D' post.
- (3) In any other case, a **University** employee shall not accept any gift without the sanction of the **University**, if the value exceeds—
1. Rs. 1,500/- in the case of a **University** employee holding any Group 'A' & 'B' post;
 2. Rs. 500/- in the case of a **University** employee holding any Group 'C' & 'D' post;
- (4) Notwithstanding anything contained in sub-**regulations** (2) and (3), a **University** employee, being a member of the Indian delegation or otherwise, may receive and retain gifts from foreign dignitaries, if the market value of gifts received on one occasion does not exceed rupees one thousand. In all other cases, the acceptance and retention of such gifts shall be regulated by the instructions issued by the **University** in this regard from time to time.

18. Prohibition of dowry.—

- (1) No **University** employee shall—
- (i) give or take or abet the giving or taking of dowry; or
 - (ii) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation.— For the purposes of this **regulation**, “dowry” has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961), as amended in its application to the State of Haryana.

- (2) Every **University** employee after his marriage shall furnish a declaration to his Head of Department that he has not taken any

dowry. The declaration shall be signed by his wife, father and father-in-law.

19. Public demonstration in honour of University employees.—

- (1) No **University** employee shall, except with the previous sanction of the **University**, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour; or in the honour of any other **University** employee:

Provided that nothing in this **regulation** shall apply to—

- (a) a farewell entertainment of a substantially private and informal character held in honour of a **University** employee or any other **University** employee on the occasion of his retirement or transfer or of any person who has recently quitted the service of any **University**; or
- (b) the acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.
- (2) No **University** employee shall exercise pressure or influence of any sort on any **University** employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character.

20. Private trade or employment.—

- (1) Subject to the provisions of sub- **regulation** (2), no **University** employee shall, except with the previous sanction of the **University** —
- (a) engage directly or indirectly in any trade or business, or
- (b) negotiate for, undertake, any other employment, or
- (c) hold an elective office, canvass for a candidate for an elective office, in any body, whether incorporated or not; or
- (d) canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of his family, or

- (e) take part, except in the discharge of his official duties, in the registration, promotion or a management of any bank or other company registered under the Companies Act, 2013 (18 of 2013) or any other law for the time being in force, or of any Co-operative Society for Commercial purposes or
- (f) participate in, or associate himself in any manner, in making of—
 - (i) a sponsored media (including radio, televisions) programme, or
 - (ii) a media programme commissioned **by the University or** Government media but produced by an outside agency or;
 - (iii) a privately produced radio or televisions or other media programme including a video magazine:

Provided that no previous permission shall be necessary in case a **University** employee participates in a programme produced by the doordarshan or a subject dealt with by him in his official capacity.

- (g) involve or engage himself in the registration, promotion, management of other kinds of activities of any non-Government organisation (NGO) if the same is aided by the Central Government, State Government or an international organization or agency.
- (2) A **University** employee may, without the previous sanction of the **University** —
- (a) undertake honorary work of a social or charitable nature; or
 - (b) undertake occasional work of literary, artistic or scientific character; or
 - (c) participate in sports activities as amateur; or
 - (d) take part in the registration, promotion or management (not involving the holding of an elective office) of a literary,

scientific or charitable society, or of a club, or similar organisation, the aims or objectives of which relate to promotion of sports, cultural, or recreation activities, registered under the Societies Registration Act, 1860 (21 of 1860), or any other law for the time being in force; or

- (e) take part in the registration, promotional or management (not involving the holding of elective office) of a Co-operative Society substantially for the benefit of **University** employee, registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force in any State:

Provided that—

- (i) he shall discontinue taking part in such activities if so directed by the **University**; and
- (ii) in a case falling under clause (d), or clause (e) of this sub-regulation, his official duties shall not suffer thereby and he shall, within a period of one month of his taking part in such activity, report to the **University** giving details of the nature of his participation.

Explanation I.— A “Co-operative Society” means a society registered, or deemed to be registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law relating to Co-operative Societies for the being in force in any State.

Explanation II.— Canvassing for a candidate for an elective office referred to in the second proviso shall be deemed to be breach of this sub-regulation.

- (3) Every **University** employee shall, if any member of his family is engaged in a trade or business, or owns or manages an insurance agency or commission agency, report that fact to the **University**.
- (4) No **University** employee shall accept any fee for any work done for any public body or for any private person without the sanction of the prescribed authority.

Explanation: The term 'Fee' has been defined in General Rules/Regulations governing the university employees.

21. University accommodation.—

- (1) The **University** accommodation allotted to a **University** employee shall not be sublet or leased out or used otherwise.
- (2) A **University** employee shall, after the cancellation of his allotment of **University** accommodation vacate the same within the time limit prescribed by the competent authority.

22. Investment, lending and borrowing.—

(A) Transactions in sale and purchase of shares and debentures etc.—

- (1) On investment in stock, share, debenture, etc. an intimation shall be sent to the prescribed authority in the form as given below:-
 - (i) Group 'A' and 'B' employees – If the total transaction in shares, securities, debentures or mutual funds scheme etc. exceeds Rs. 50,000/- during the financial year; and
 - (ii) Group 'C' and 'D' employees – If the total transactions in shares, securities, debentures or mutual funds scheme etc. exceeds Rs. 25,000/- during the financial year.

If an individual transaction exceeds the amount prescribed in sub **regulation** (3) of **regulation** 24 the intimation to the prescribed authority shall still be necessary. The intimation prescribed in sub **regulation** (1) shall be in addition to this, where cumulative transaction(s) i.e. sale, purchase or both in shares, securities, debentures or mutual funds etc. in a year exceed the limits indicated in sub **regulation** (1).

**Form for giving intimation for transactions in shares,
securities, debentures and investment in mutual
fund schemes, etc.**

1.	Name and designation	
2.	Scale of pay and present pay	
3.	Details of each transaction made in shares, securities, debentures, mutual funds scheme, etc., during the financial year.	
4.	Particulars of the party, firm with whom transaction is made—	
	(a) Is party related to the applicant?	
	(b) Did the applicant have any dealings with the party in his official capacity at any time or is the applicant likely to have any dealings with him in the near future?	
5.	Source or sources from which financed—	
	(a) Personal savings	
	(b) Other sources giving details	
6.	Any other relevant fact which applicant may like to mention.	

DECLARATION

I hereby declare that the particulars given above are true.

Station: _____ Signature: _____

Date: _____ Designation: _____

- (2) No **University** employee shall make, or permit any member of his family or any person acting on his behalf to make any investment which is likely to embarrass or influence him in the discharge of his official duties. For this purpose any purchases of shares from out of the quotas reserved for Directors or their friends and associate

shall be deemed to be an investment which is likely to embarrass the **University** employee.

- (3) If any question arises whether any transaction is of the nature referred to in sub- **regulation** (1) or sub- **regulation** (2), the decision of the **University** thereon shall be final.

(B) Lending and borrowing.—

(1) No **University** employee shall save in the ordinary course of business with a bank or a firm of standing duly authorized to conduct banking business, either himself or through any member of his family or any other person acting on his behalf:-

- (a) lend or borrow money as principal or agent, to or from any person within the local limits of his authority or with whom he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person, or
- (b) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid:

Provided that a **University** employee may, give to, or accept from, a relative or a personal friend purely temporary one of a small amount free of interest or operate a credit account with a bonafide trade man or make an advance of pay to his private employee but such amount shall not exceed twelve months basic pay for the construction of house or purchase of built up house and six months basic pay for the purchase of conveyance and other purposes.

Provided further that a **University** employee may, with the previous sanction of the **University**, enter into any transaction referred to in sub- clause (a) or sub-clause (b).

- (2) When a **University** employee is appointed or transferred to a post of such nature as shall involve him in the breach of any of the provisions of sub-**regulation** (A)(2) or sub-**regulation**

(B)(1), he shall forthwith report the circumstances to the prescribed authority and shall there after act in accordance with such order as may be made by such authority.

23. Insolvency and habitual indebtedness.—

- (1) A **University** employee shall so manage his private affairs as to avoid habitual indebtedness, or insolvency.
- (2) A **University** employee against whom any legal proceedings are instituted for recovery of any debt due from him or for adjudging him as an insolvent shall immediately report the full facts of the legal proceeding to the **University**.
- (3) The burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise of or ordinary diligence, the **University** employee may not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon him.

24. Movable, immovable and valuable property.—

- (1) Every **University** employee shall submit—
 - (i) declaration of property on his first appointment to any service or post;
 - (ii) annual property return as on 31st March of every financial year; and
 - (iii) property return as and when he is directed by the prescribed authority, showing particulars in detail, in the prescribed Forms appended to these **regulations** at Annexure A and B, regarding
 - (a) immovable property inherited, owned, acquired or held on lease or mortgage, by him or his spouse or any member of his family, either in their own name or in the name of any other person; and
 - (b) movable property.

Explanation.— For the purpose of this **regulation** the expression

“movable property” includes—

- (i) cash, bank balance, deposits, loans and advances:*
- (ii) investments in shares, securities, debentures, bonds etc.;*
- (iii) jewellery and insurance policies;*
- (iv) vehicles, any other means of conveyance;*
- (v) any electric, electronic goods or household items such as refrigerators, air conditioner, LCD, LED, computers, washing machines, furniture etc.;*
- (vi) debts and other liabilities incurred directly or indirectly by him or his spouse or any other member of his family; and*
- (vii) any other movable property owned, acquired or inherited by him or his spouse or any other member of his family.*

Note 1.— *The moveable/immoveable properties either acquired by the members of the family of the employee from their own funds or inherited by them shall not attract the provisions of this **regulation**.*

Note 2.— *In all returns the value of items of movable property costing less than Rs. 50,000 may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc., shall not be included in such return.*

- (2) No **University** employee or any dependent member of his family shall except with the previous knowledge of the prescribed 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 dependent member of his family:

Provided that the previous sanction of the prescribed authority shall be obtained by the **University** employee if any such transaction is—

- (i) with a person having official dealings with the **University** employee; or
 - (ii) otherwise than through a registered dealer.
- (3) Where a **University** employee enters into a transaction in respect

of movable property either in his own name or in the name of the member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds two months' basic pay of the **University** employee:

Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is—

- (i) with a person having official dealings with the **University** employee; or
 - (ii) otherwise than through a registered dealer.
- (4) The **University** or the prescribed authority may at any time, by general or special order, require a **University** employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so, required by the **University** or by the prescribed authority, include the details of the means by which, or the source from which , such property was acquired.

25. Vindication of acts and character of University employees.—

- (1) No **University** employee shall, except with the previous sanction of the **University**, have recourse to any court or to the press for vindication of any official act which has been the subject matter of adverse criticism or on attack of a defamatory character:

Provided that if no such sanction is received by the **University** employee within a period of three months from the date of receipt of his request by the **University**, he shall be free to assume that the permission as sought for has been granted to him.

- (2) Nothing in this **regulation** shall be deemed to prohibit a **University** employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the **University** employee shall submit a report to

the prescribed authority regarding such action.

26. Canvassing of non-official or other influence.—

- (1) No **University** employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of a matter pertaining to his service under the **University**.
- (2) **No University employee shall approach any member of Court/ Executive Council/ Academic Council/ Finance Committee/ Selection Committee/ Establishment Committee with a view:-**
 - (i) to have a question put or resolution or motion moved on a matter connected which his/her condition of service or any disciplinary action against him/her; or
 - (ii) to further any object which is capable of embarrassing the **University**; or
 - (iii) to seek favour in the selections during the interviews.
- (3) **Direct communication to or a personal interview with a higher authority and/or members of the Court/ Executive Council/ Academic Council/ Finance Committee/ Selection Committee/ Establishment Committee without permission of the Vice-Chancellor shall be treated as contravention of the discipline of the University.**

27. Restriction regarding bigamous marriage.—

- (1) No **University** employee shall enter into, or contract, a marriage with a person having a spouse living.
- (2) No **University** employee, having a spouse living shall enter into, or contract, a marriage with any person:

Provided that the **University** may permit a **University** employee to enter into, or contract, any such marriage as is referred to in sub- **regulation** (1) or sub- **regulation** (2), if it is satisfied that—

- (a) such marriage is permissible under the personal law applicable to such **University** employee and the other party to the marriage; and

- (b) there are other grounds for so doing.
- (3) A **University** employee who has married or marries a person other than of Indian nationality shall forthwith intimate the **University**.
- (4) Every **University** employee shall in his personal capacity observe strictly, the existing policies regarding age of marriage.

28. Consumption of intoxicating drinks and drugs.—

A **University** employee shall—

- (a) strictly abide by any law, relating to intoxicating drink or drugs, in force in any area in which he may happen to be for the time being;
- (b) not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;
- (c) not consume any intoxicating drinks, drugs or smoking in public place;
- (d) not appear in a public place in a state of intoxication;
- (e) not be present on duty in a state of intoxication; and
- (f) not use any intoxicating drinks or drugs to excess.

Explanation.— For the purposes of this **regulation**, “public place” means any place or premises (including conveyance) to which the public have or are permitted to have, access whether on payment or otherwise.

29. Prohibition of child labour.—

No **University** employee shall employ any child below the age of 14 years as domestic help.

30. Power to interpret, amend and relax.—

- (1) Any question relating to the interpretation of these regulations shall be decided by the Vice-Chancellor.
- (2) The power to amend and relax these **regulations** shall vest in the **Executive Council**.

31. Delegation of power.—

The **Executive Council** may, by general or special order, direct that any power exercisable by it or **Vice-Chancellor** under these **regulations** (except the powers under **regulation 30**) shall, subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer or authority, as may be specified in the order.

32. Repeal and saving.—

- (1) Any regulations corresponding to these regulations in force immediately before the commencement of these regulations and applicable to the employees to whom these regulations apply are hereby repealed:
- (2) Anything done or any action taken under the regulations so repealed shall be deemed to have been done or taken under the corresponding provisions of these regulations.

ANNEXURE-A
(See *regulation 24*)

For the period from.....to.....

**DECLARATION FORM FOR MOVABLE PROPERTY HELD BY UNIVERSITY EMPLOYEE
AND HIS/HER FAMILY MEMBERS UNDER REGULATION 24 OF THE UNIVERSITY
EMPLOYEES (CONDUCT) REGULATIONS.**

Name & Designation of the **University** employee :

Address

Statement made on.....

- (1) Cash, jewellery, deposits, insurance policies, share, securities and debentures;
- (2) Loans and advances by such University employee whether secured or not;
- (3) Motor-cars, motor-cycle, horses, or any other means of conveyance; and
- (4) Refrigerators, radiograms and other electronic goods.

Description: (a)

- (i) Cash, jewellery, deposits, insurance policies, share, securities and debentures;
- (ii) Motor-cars, motor-cycle, horses, or any other means of conveyance; and
- (iii) Refrigerators, radiograms and other electronic goods.

Sr. No.	Description of item	Value	Name of member of the University employee's family and Benamidar (if any in whose name the assets is held)	Date and manner of fresh acquisition during the year	Remark
1	2	3	4	5	6

Description: (b)

- (iv) Detail of Loans

Sr. No.	Amount of Loan	If loan is a secured one, nature of the security with appropriate value	Name of member of the University employee's family who has advanced loan	Name with description of the loanee	Date with other particulars of the loan.	Remarks
1	2	3	4	5	6	7

Note.— Members of a **University** employee's family are those as mentioned in **regulation 3(c)** of the **University Employees (Conduct) Regulations**.

Dated:_____

Signature of the University employee.

ANNEXURE-B

(See *regulation 24*)

For the period from.....to.....

DECLARATION FORM FOR IMMOVABLE PROPERTY HELD BY UNIVERSITY EMPLOYEE AND MEMBERS OF HIS FAMILY UNDER REGULATION 24 OF THE UNIVERSITY EMPLOYEES (CONDUCT) REGULATIONS.

Name & Designation of the **University** employee :

Address

Statement made on.....

- Note:** (i) All interest in land of a permanent nature whether ownership, mortgage or hereditary occupancy, should be entered also dwelling houses in State, District, Village or City.
- (ii) Members of a **University** employee's family are those as mentioned in **regulation 3(c)** of the **University Employees (Conduct) Regulations** and in showing the holding of each, if a holding is Benami, the name of the Benamidar should also be mentioned.

Sr. No.	Type of Property	Name of State, District, Sub-Division & Village or city in which property is located	Plot/Agriculture land		Building		
	A. Type of land area/ plot size (Residential/Institutional/ Commercial/Agricultural/ etc.) B. Building with plot size (Residential/Institutional/ Commercial/Agricultural etc.)		(i) Cost of land	(ii) Year of acquisition	(i) constructed area	(ii) No. of floors	(iii) cost of construction/ building
1	2	3	4	5			

Sr. No.	Mode of acquisition (Whether by purchase/ lease/Mortgage/ inheritance/gift etc.)	Details of person/ authority from whom property acquired	Whether held in own name of employee or dependent (name & relation) and name of Benamidar (if any)	Annual Income from each property in A & B category
1	6	7	8	9

Dated:_____

Signature of the **University** Employee.
