

The Punjab School Education Board Employees (Conduct) Regulations, 1978

PUNJAB

India

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Rule

THE-PUNJAB-SCHOOL-EDUCATION-BOARD-EMPLOYEES-CONDUCT of 1978

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The Punjab School Education Board Employees (Conduct) Regulations, 1978Published vide Punjab Government Notification No. PSEB-78/3215 dated 5.10.1978.

Part I – Preliminary

1. Short title.

- These Regulations shall be called the Punjab School Education Board Employees (Conduct) Regulations, 1978.

2. Commencement.

- These shall come into force at once.

3. Extent of application.

- These shall apply to all the employees of the Punjab School Education Board. The employees, who are on deputation on foreign service with the Board, will, however, continue to be governed by their respective rules.

4. Definitions.

- In these Regulations, unless there is anything repugnant in the subject or context :-

1. 'Employee' means any person appointed by the Board or by any other authority subordinate to it, to any post in connection with the affairs of the Board.

2. 'Members of family' in relation to an employee of the Board includes :-

(i)the wife or the husband, as the case may be, of the employee, whether residing with the employee or not but does not include a wife or husband as the case may, separated from employee by a decree or order of a competent court;(ii)son or daughter or step son or step daughter of the employee wholly dependent on him, but does not include a child or stepchild who is no longer in any way, dependent on the employee or of whose custody the employee has been deprived of by or under any law;(iii)any other person related, whether by blood or marriage, to the employee or to the employee's wife or husband and wholly dependent on the employee.

3. Other terms and expressions have the meaning respectively assigned to them in the Punjab School Education Board Act, 1969 or Regulations framed thereunder.

Part II – 5. Every employee shall at all times.

(a)maintain absolute integrity;(b)maintain devotion to duty;(c)do nothing which is unbecoming of an employee of the Board;(d)conform to and abide by the provisions of the Punjab School Education Board Act, 1969 and the rules and regulations made thereunder;(e)comply with and obey all lawful orders and directions which may, from time to time, be issued to him in the course of his official duties by any person or persons to whom he may be subordinate in the service of the Board.

6. Employment of near relatives of the Board's employees in private undertaking enjoying Board's patronage.

(1)No Board's employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm having official dealings with the Board.(2)(i)No Board's employee shall except with the previous sanction of the Chairman, permit his son, daughter or other dependent to accept employment in any company or firm with which he has official dealings or in any other company or firm having official dealings with the Board :Provided that where the acceptance of the employment cannot await prior permission of the Chairman or is otherwise considered urgent, the matter shall be reported to Chairman and the employee may be accepted pervisionally subject to the permission of the Chairman.(ii)A Board's employee shall, as soon as he becomes aware of the acceptance by a member of family of an

employment in any company or firm, intimate such acceptance to the prescribed authority and shall also intimate whether he has or has had any official dealings with that company or firm.(3)No Board's employee shall in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the Board's employee shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

7. Obligation to maintain secrecy.

- Every employee shall maintain strict secrecy regarding the Board's affairs and shall not divulge directly or indirectly any information of a confidential nature either to a member of the public or of the Board's staff, unless compelled to do so by a Judicial or other authority or unless instructed to do so by a superior's order, in writing, in the discharge of his duties.

8. Employees to Promote Board's Interests.

- Every employee shall serve the Board honestly and faithfully and shall make his utmost endeavour to promote the interests of the Board and shall show courtesy in his dealings with the public.

9. Participation in Politics and Elections.

(1)No employee shall be a member of, or otherwise be associated with, any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner any political movement or activity.(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, assisting in other manner, any movement or activity which is or tends directly or indirectly to be subversive of the Board or of the Government as by law established, where any employee is unable 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 Board.(3)If any question arises whether a party is political or whether any organisation takes part in politics or whether any movement or activity falls within the scope of sub-regulations (1) and (2) the decision of the Board thereon shall be final.(4)No 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 :Provided that :- (1)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;(2)an employee shall not be deemed to have contravened the provisions of this sub-regulation by reason only that he assists in the conduct of an election in due performance of duty imposed on him by or under any law for the time being in force.Explanation. - The display by an 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.

- No employee shall join, or continue to be a member of an association the objects or activities of which are prejudicial to the interest and sovereignty and integrity of India or to the interests of the Board or to public order or morality.

11. Demonstrations and strikes.

- No employee shall -(i)engage himself or participate in any demonstration which is prejudicial to the interest of the Board or the interest of the sovereignty and integrity of India, the security of the 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 or coercion or physical duress in connection with any matter pertaining to his service or the service of any other employee of the Board.

12. Connection with Press and Radio.

- (i) No employee shall, except with the previous sanction of the Chairman, own wholly or in part or conduct or participate in the editing or management, of any newspaper or other periodical publication.(ii)No employee shall except with the previous sanction of Chairman, or in the bona fide discharge of his duties, participate in any radio broadcast or contribute any article or write a letter either in his own name or anonymously, pseudonymously 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.

13. Criticism of Government or the Board.

- No employee shall, in any radio broadcast or in any document published in his own name or anonymously, 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 Board or the State Government(ii)which is capable of embarrassing the relation between the Board, and other University or Board of School Education :Provided that nothing in this regulation shall apply to any statement made or views expressed by an 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 employee shall, except with previous sanction of the Chairman, give evidence in connection with any inquiry conducted by any person, committee or authority.(2)Where any sanction has been accorded under sub-regulation (1), no employee giving such evidence shall criticise the policy or any action of the State Government or the Board.(3)Nothing in this regulation shall apply to :-(a)Evidence given at an inquiry before an

authority appointed by the State Government or the Board;(b)evidence given in any judicial inquiry; or(c)evidence given in any departmental inquiry ordered by authorities subordinate to the Government or the Board.Explanation. - Quotation by a Board's employee (in the representation to the Secretary/Chairman) of or from any letter, circular or office memorandum or from the notes on any file, to which he is not authorised to have access or which he is not authorised to keep in his personal custody or for personal purposes, shall amount to unauthorised communication or information within the meaning of this regulation.

15. Unauthorised Communication or Information.

- No employee shall except in accordance with any general or special order of the Board 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 other employee of the Board or any other person to whom he is not authorised to communicate such documents or information.

16. Subscriptions.

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

17. Gift.

(1)Save as otherwise provided in these regulations no employee shall accept or permit any member of his family or any other person acting on his behalf to accept gift.Explanation. - The expression 'gift' shall include 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 employee or Board;Note. - (i) A casual meal, gift or other social hospitality shall not be deemed to be a gift.(ii)An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organisations, etc.(2)On occasions, such as wedding, anniversaries, funerals or religious functions, when the making of a gift is in conformity with the prevailing religious or social practice, an employee may accept gifts from his near relatives but he shall make a report to the Secretary if the value of any such gift exceeds :-(i)Rs. 500 in case of employee holding a class 'I' post;(ii)Rs. 250 in the case of an employee holding a class 'II' post; and(iii)Rs. 100 in the case of an employee holding a class 'III' and 'IV' post.(3)On such occasions as are specified in sub-regulation (2) an employee may accept gift from his personal friends having no official dealings with him, but he shall make a report to the Secretary if the value of any such gifts exceeds -(i)Rs. 200 in the case of an employee holding any class 'I' post.(ii)Rs. 100 in the case of an employee holding any class II post.(iii)Rs. 50 in the case of an employee holding any class III and class 'IV' post.(4)In any other case an employee shall not accept or permit any member of his family or any other person acting on his behalf to accept any gift without the sanction of the Chairman, if the value thereof exceeds :-(i)Rs. 75.00 in case of an employee holding any class 'I' or class 'II' post; and(ii)Rs. 25.00 in the case of an employee holding any class 'III' and class IV post.

17A. Prohibition to give, take or demand Dowry.

- No 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 purpose of this regulation 'dowry' has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961).

18. Public Demonstration in Honour of the Board Employees.

- No Board employee shall except with the previous sanction of the Chairman 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 employee of the Board. Provided that nothing in this regulation shall apply to -(i)a farewell entertainment of a substantially private and informal character held in honour of an employee of the Board or any other employee of the Board on the occasion of his retirement or transfer of any person who has recently quit the service.(ii)the acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

19. Private Trade or Employment.

(1)No employee shall, except with the previous sanction of the Chairman, engage directly or indirectly in any trade, business or negotiate for or undertake any other employment or remunerative work :Provided that an employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work of literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer; but he shall not undertake, or shall discontinue such work if so directed by the Chairman.Explanation. - Canvassing by an employee in support of the business of insurance agency, commission agency, etc. owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-regulation.(2)Every employee shall report to the Chairman, Secretary if any member of his family is engaged in trade or business or owns or manages an insurance agency or commission agency.(3)No employee shall, without the previous sanction of the Chairman except in the discharge of his official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1955 (1 of 1955) or any other law for the time being in force or any co-operative society for commercial purposes :Provided that an employee may take part in the registration, promotion or management of a co-operative society substantially for the benefit of employees of the Board registered under the Co-operative Societies Act, 1961, or any other law for the time being in force, or of a literary, scientific or charitable society, registered under the Societies Registration Act, 1860 (21 of 1860) or any corresponding law in force.(4)No employee shall accept any fee for any work done by him for any public body or any private person without the previous sanction of the Chairman.

20. Investment lending and Borrowing.

(1) No employee shall speculate in any stock, share or other investment. Explanation. - Frequent purchase or sale or both of share, securities or other investments shall be deemed to be speculation within the meaning of this sub-regulation. (2) No 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. (3) If any question arises whether any transaction is of the nature referred to in sub-regulation (1) or (2) the decision of the Chairman thereon shall be final. (4) (i) No employee shall, save in the ordinary course of business with a bank or a public limited company either himself or through any member of his family or any other person acting on his behalf - (a) lend or borrow or deposit money, as a principal or an agent to, or from, or with, any person of firm or private limited company 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 firm or private limited company; 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 an employee may give to, or accept from a relative or a personal friend, a purely temporary loan of a small amount free of interest, or operate a credit account with a bona fide tradesman or make an advance of pay to his private employee : Provided further that nothing in this sub-regulation shall apply in respect of any transaction entered into by a Board employee with the previous sanction of the Board. (ii) When a Board employee is appointed or transferred to a post of such nature as would involve him in the breach of any of the provisions of sub-regulation (2) or sub-regulation (4), he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

21. Insolvency and Habitual Indebtedness.

- An employee shall so manage his private affairs as to avoid habitual indebtedness, or insolvency. An employee against whom any legal proceeding is instituted for the recovery of any debt due from him, or for adjudging him as an insolvent shall forthwith report full facts of the legal proceedings to the Board. An employee, who makes false statement under this regulation or appears unable to liquidate his debts within a reasonable time or applies for the protection of any insolvency court, shall be liable to dismissal. Note. - The burden of proving that the Insolvency or Indebtedness was the result of the circumstances which, with the exercise of ordinary diligence the employee could not have foreseen or over which he had no control and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

22. Movable, Immovable and Valuable Property.

(1) Every employee shall, on his first appointment to any service or post and, thereafter by the 30th June, every year submit a return of his assets and liabilities as on 31st March, last in such form as may be prescribed by the Chairman giving full particulars regarding :-(a) the immovable property inherited by him or lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person; (b) shares, debentures and cash including bank deposit inherited by him or similarly owned, acquired or held by him; (c) other movable property inherited

by him or similarly owned, acquired or held by him.(d)debts and other liabilities incurred by him directly or indirectly.Note. - (i) In all returns, the value of limits of movable property worth less than Rs. 1,000/- may be added and showed as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc., need not be included in such returns.(2)Every employee, who is in the services of the Board on the date of commencement of these regulations, shall submit a return under this sub- regulation on or before such date as may be specified by the Secretary after such commencement.(3)No employee shall, except with the previous knowledge of the Chairman, acquire or dispose of any movable property by lease, mortgage, purchase, sale, gift or otherwise in his own name or in the name of any member of his family :Provided that the previous sanction of the Chairman shall be obtained by the employee, if any such transaction is :-(a)with a person having official dealings with the employee; or(b)otherwise than through a regular or reputed dealer.(3)Where an employee enters into a transaction in respect of movable property either in his own name or in the name of a 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 Rs. 1,000/- in the case of employee holding any Class I or Class II post or Rs. 500/- in the case of an employee holding any Class III or Class IV post :Provided that the previous sanction of the Chairman shall be obtained by the employee, if any such transaction is :-(a)with a person having official dealings with the employee; or(b)otherwise than through a regular or reputed dealer.(4)The Secretary may, at any time, by general or special order, require an employee to furnish within the period specified in the order a full and complete statement of such movable or immovable property held or acquired by him or 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 Secretary, include the details of the means by which or the source from which such property was acquired.Explanation I . - For the purpose of this regulation, the expression 'Movable Property' includes :-(i)Jewellery, insurance policies, the annual premia of which exceeds Rs. 1,000 or one-sixth of the total annual emoluments received from the Board whichever is less, shares, securities and debentures;(ii)Loans and advances by such employee whether secured or not; and(iii)Motor-Cars, Motor Cycles or any other means of conveyance; and(iv)Refrigerators, Radios, Radiograms and Television sets.Explanation II. - For the purpose of this regulation 'Lease' means except where it is obtained from or granted to a person having official dealings with the employee, a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent.

21. Restrictions in relation to acquisition and disposal of immovable property outside India and transactions with foreigners etc. - Notwithstanding anything contained in sub-regulation (2) of regulation 21, no employee shall except with the previous sanction of the prescribed authority :-

(a)acquire, by purchase, mortgage, lease, gift, or otherwise or grant any lease in respect of any immovable property situated outside India :(b)dispose of, by sale, mortgage, gift, or otherwise or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family :(c)enter into any transaction with any foreign Government, foreign organisation or concern -(i)for the acquisition, by purchase, mortgage, lease, gift or otherwise either in his own name or in the name of any member of

his family of any immovable property;(ii)for the disposal of, by sale, mortgage, gift or otherwise or the grant of any lease in respect of any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.

23. Vindication of Acts and Character of Board's Employees.

- (i) No employee shall, except with the previous sanction of the Chairman, have recourse to any court or to the press, for the vindication of any official act which has been the subject matter of an adverse criticism or an attack of a defamatory character.(ii)Nothing in this regulation shall be deemed to prohibit an 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 by the employee shall submit a report to the competent authority regarding such action.

24. Canvassing of Non-Official or other influence.

- No employee shall bring or attempt to bring, any political personal or other influence to bear upon any authority of the Board to further his interests or the interests of any other person in respect of matters pertaining to his service or the service of such other person, or in respect of any other matter involving a pecuniary or other benefit to him or to such other person.

25. Restrictions regarding marriage.

(1)No employee, who has a wife/husband living shall contract another marriage without first obtaining the permission of the Chairman, 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 Chairman.(3)An employee who has married or marries a person other than of Indian Nationality shall forthwith intimate the fact to the Board.

26. Consumption of Intoxicating Drinks and Drugs.

- Every employee shall -(a)strictly abide by any law relating to intoxicating drinks 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 drinks 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)refrain from consuming any intoxicating drink or drug in a public place; and(d)not appear in public place in a state of intoxication;(e)not use any intoxicating drink or drug to an excess.Explanation. - For the purpose of this regulation, 'Public Place' means any place or premises (including a conveyance) to which the public have, or are permitted to have access, whether on payment or otherwise.

27. Delegation of powers.

- The Board may by general or special order, direct that any power exercisable by it under these regulations (except the power under regulation 26 and this regulation, 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.

28. [[Inserted vide Boards item no 23 dated 20.10.1987.]

In matters for which no specific provision has been made in these regulations, the rules contained in the Punjab Civil Services Rules, and such other instructions issued on the subject, shall apply.]

29. [Interpretation. [See Boards item no 23 dated 6.8.1987.]

- If any question arises as to the interpretation of these regulations the decision of the board shall be final.]