

Tamil Nadu Panchayats (Employees Conduct) Rules, 2001

TAMILNADU

India

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Rule

TAMIL-NADU-PANCHAYATS-EMPLOYEES-CONDUCT-RULES-2001 of 2001

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Tamil Nadu Panchayats (Employees Conduct) Rules, 2001Published vide Notification No. G.O. Ms. No. 51, Rural Development (C-4), dated 15th February 2001 - No. SRO-A-II(a)/2001G.O. Ms. No. 51, Rural Development (C-4), dated 15th February 2001 - No. SRO-A-II(a)/2001. - In exercise of the powers conferred by sub-section (1) of section 102 of the Tamil Nadu Panchayats Act, 1994 (Tamil Nadu Act 21 of 1994) and in supersession of the Rules relating to Personal Conduct of Officers and Servants of Panchayat Union Councils, the Governor of Tamil Nadu hereby makes the following Rules: -

1. Short title and application.

- These rules may be called the Tamil Nadu Panchayats (Employee's Conduct) Rules, 2001.(2)They shall apply to all person appointed to panchayat services and posts in connection with the affairs of all panchayat institutions whether on duty or on leave.Unless otherwise provided, these rules shall not apply to the Commissioner of the panchayat Union and the Secretary of the District Panchayat and the Government servants working in panchayats;The power of the panchayat under these rules shall be exercisable even when the employee is outside India whether on duty, leave or foreign service.

2. Definitions.

- In these rules, unless the context otherwise requires, -(i)"Act" means the Tamil Nadu panchayats Act, 1994 (Tamil Nadu Act 21 of 1994);(ii)"close relation", in relating to a panchayat employee, includes, father, step-father, mother, step-mother, husband, wife, son, adopted son, daughter, brother, step-brother, sister, step-sister, wife's father, wife's mother, husband's father, husband's

mother, brother's wife, sister's husband, daughter's husband and son's wife. All other expression used in these rules shall have the same meaning as in the Act;(iii)"members of the family", in relation to a panchayat employee includes, -(a)the wife or husband as the case may be, of the panchayat employee whether residing with the panchayat employee or not, but does not include a wife or husband, as the case may be, separated from the panchayat employee by a decree or order of a competent Court;(b)son or daughter or step-daughter of the panchayat employee and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the panchayat employee or of whose custody the panchayat employee has been deprived by or under any law;(c)any other person related, whether by blood or marriage, to the panchayat employee or to the panchayat employee's wife or husband and wholly dependent on the panchayat employee;(iv)"panchayat employee" means any person appointed by the panchayat in connection with the affairs of the panchayat, who may be officer or servant.

3. Gifts.

(1)A panchayat employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organisation, etc.(2)Save as otherwise provided in these rules, no panchayat employee shall except with the previous sanction of the respective panchayat, accept or permits his wife, or any other member of his family to accept from any person any gift:Provided that the sanction of panchayat shall not be necessary for the acceptance of.(a)gifts from a personal friend of a value not exceeding one thousand rupees on special occasions such as weddings, anniversaries, funerals and religious functions when the making or giving or receiving of such gifts is in conformity with the prevailing religious or social customs;(b)gifts from close relations of a value not exceeding five thousand rupees on special occasions, such as weddings, anniversaries, funerals and religious functions when the making or receiving of such gifts is in conformity with the prevailing religious or social customs:Provided that a report shall be made to the respective panchayat if the value of any such gift exceeds rupees one thousand or five thousand, as the case may be, within one month of the acceptance of such "gift".Explanation. - (1) The expression "gift" shall include free transport, boarding, lodging, other service or any other pecuniary advantage when provided by any person other than close relations or personal friend having no official dealings with the panchayat employee. A casual meal, lift or other social hospitality shall not be deemed to be a gift.(2)If any question arises as to whether any gift is one which can be accepted without the permission of the panchayat employee is in any doubt whether a gift offered to him one which can be accepted without the permission of the panchayat, a reference shall be made to the panchayat by such panchayat employee and the decision of the panchayat thereon shall be final.(3)No panchayat employee shall enter into any transaction with any private person or firm or company engaged in any business or profession, for the purchase of costly second hand goods such as vehicles for conveyance, furniture and electrical domestic appliances at a favourable price, which may tend to result in favouritism or patronage being shown to the panchayat employee or which may render such panchayat employee under an obligation to such private person or firm or company and which may be construed as a subtle form of corruption.Explanation. - Nothing in this sub-rule shall prevent any panchayat employee from entering into any transaction with any person or firm or company for the purchase of second hand articles at the normal or prevailing market rate of such second hand article.

4. Dowry.

- No panchayat employee shall, -(i)give or take, abet the giving or taking of dowry; or(ii)demand, directly or indirectly, from the parents or guardian of a bride or bride groom, as the case may be, any dowry.Explanation. - For the purposes of this rule, dowry has the same meaning as in the Dowry Prohibition Act, 1961 (Central Act 28 of 1961).

5. Public demonstrations in honour of panchayat employee.

- No panchayat employee shall, except with the previous sanction of the panchayat, 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 panchayat employee or Government employee:Provided that nothing in this rules shall apply to, -(i)a farewell entertainment of a substantially private and informal character held in honour of a panchayat employee or any other panchayat employee on the occasion of his retirement or any person who has recently quitted the service of any panchayat; or(ii)the acceptance of simple and inexpensive entertainments arranged by public bodies or institutions; or(iii)the sitting for or acceptance of a copy of a group photograph if the employee of his office on the occasion of his transfer or retirement.

6. Subscriptions.

(1)(a)Save as provided in sub-rule (3), no panchayat employee shall, except with the previous sanction of the panchayat, ask for or accept contributions to, or otherwise associate himself with the raising of, any fund or other collections in cash or in kind in pursuance of any object whatever.(b)Where, however, a service association applies for previous sanction of the panchayat, the association shall specify the particular person(s) who will collect funds, if such sanction is granted.(2)Permission may, after due consideration, be accorded in all cases where the support the institution concerned by way of grants or otherwise.(3)In the case of Flag Day collections and any other collections authorized by the Government, panchayat employee may participate on a voluntary basis.

7. Investment, lending and borrowing.

(1)No panchayat employee shall, speculate in any stock, share or other investment.Explanation. - The habitual purchase or sale or both of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.(2)No panchayat 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 as to whether any transactions is of the nature referred to in sub-rule (1) or sub-rule (2), the decision of the concerned panchayat therein shall be final.(4)No panchayat employee, shall save in the ordinary course of business with a bank, a firm or a public limited company 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 -(i)lend or borrow money, as principal or from any person within the local limit

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(ii)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 panchayat employee may, give to or accept from, a relative or 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-rule shall apply in respect of any transaction entered into by a panchayat employee with the previous sanction of the concerned panchayat;(iii)No panchayat employee shall, either himself or, through any member of his family any other person acting on his behalf, expect with in the previous faction of the panchayat, lend or borrow money to or from any private individual any amount exceeding Rs. 10,000 (Rupees ten thousand only).(iv)When a panchayat 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-rule (2) or sub-rule (4), he shall forthwith report the circumstances to the Executive Authority, Commissioner or Secretary, as the case any may be, and shall, thereafter, act in accordance with such order, as may be made by the panchayat.(5)Panchayat employee may become members of, and make deposits in, non-agricultural co-operative societies including the Tamil Nadu State Co-operative Banks and Urban Co-operative Banks.(6)Panchayat employee may place deposits, in, and purchase debentures and bonds of, institutions and Companies who float such bonds and debentures for public offer.

8. Movable, immovable and valuable property.

- No panchayat employee shall, except after notice to the concerned panchayat acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift, exchange or otherwise either in his own name or in the name of any dependent member of his family.Such a notice will be necessary even where any immovable property is acquired by any member of the family of the panchayat employee out of the panchayat employee:Provided that the previous sanction of the concerned panchayat shall be obtained in any such transaction is with person having official dealings with the panchayat employee:Provided further that the previous sanction of the panchayat shall not be necessary for the acquisition of immovable property in respect of house-site assigned by the Government to the panchayat servant.Explanation. - A panchayat employee is not required to give notice to the concerned panchayat or seek prior permission from the concerned panchayat for acquisition or disposal of immovable properties by the members of his family under sub-rule (1), if the immovable property is acquired from the resources of the panchayat employee concerned.(2)Every panchayat employee, for the construction or extension or acquisition of a house shall-report to the concerned panchayat in the manner -(i)before starting the construction or extension or entering into organization of a house either from out of loan nor part-final withdrawal from the Provident Fund, he shall obtain of the panchayat in Form I or II, as the case may be;(ii)after completing the construction or extension, the share report to the concerned panchayat;(iii)Every panchayat employee shall, if he is a member of the Hindu undivided family and the share of the panchayat employee is the cost of repairs made to the undivided property of the joint family, out of the joint fund exceeds Rs. 10,000 (Rupees ten thousand only) intimate the fact to the concerned panchayat as and when such repair are brought to his notice.(3)No panchayat employee shall encroach upon the panchayat lands or Government lands.(4)A panchayat employee who enters in to any transaction concerning any movable property exceeding Rs. 15,000 (Rupees

fifteen thousand) in value (whether by way of purchase or sale) shall report to the one month from the date of every such transaction: Provided concerned panchayat with in the previous sanction of the concerned panchayat shall be obtained if any such transaction is with a person having official dealings with the panchayat employee: Provided further that a panchayat employee who is about to quit the local limits of his official authority, may, with put reference to the concerned panchayat dispose of any of his movable property by circulating lists of it among the public generally or by causing it to be sold by public auction. Explanation. - For the purpose of this sub-rule, the expression "movable property" include the following property, namely: -(a) Jewellery, Insurance Policies, Share certificate and debentures; (b) Motorcars, Motorcycles, or any other means of conveyance; and (c) Refrigerators, Color Televisions, Video Cassette Recorder, Computer; (5) The concerned panchayat shall dispose of the application seeking the sanction/permission referred to in sub-rules (1) and (2) and with in the period of two months from the date of receipt of such application from the panchayat employees. If any clarifications or particulars are sought for from the panchayat employee, the said period of two months shall be reckoned from the date of receipt such clarifications or particulars. Where no order according to such sanction or granting such permission is issued within the said period of two months, it shall be deemed that the concerned panchayat has accorded the sanction of granted the permission on the expiry of the said period of two months and the panchayat employee can acquire or dispose the immovable property, purchase or sale the movable property or commence the construction/extension of the house. (6) Every panchayat employee shall submit a return of his assets and liabilities as on the 31st December before the 31st March every year and thereafter at an interval of five years on or before the 31st day of March of the year immediately following the year to which the return relates giving the full particulars in the format specified in Form HI appended to these rules: Provided that every panchayat employee shall within three months of his first appointment to service or post, submit his return of assets and liabilities as on his entry into services in the form specified in Form-IV. Explanation. - In all returns, the value of immovable property worth less than Rs. 10,000 (Rupees ten thousand only) may be added and shown as lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc. need not be included in such return. The movable or immovable properties acquired by the members of the family of a panchayat employee solely with their own resources need not be included in such returns. (7) The return mentioned in sub-rule (6) shall be handled as a secret document and the provision of rule (11) shall as far as may be apply to the said return also. (8) The panchayat which maintains the personal files and Record Sheets shall maintain registers group wise in respect' of all panchayat employee working under its administrative control showing all immovable properties held by each of them and shall revise them with reference to the particulars furnished by the panchayat employee in subsequent returns as prescribed in sub-rule (6). (9) Any attempt to mislead and any failure to give full and correct information shall render the panchayat employee concerned liable to severe disciplinary action. (10) Sanction shall, on no account be accorded for the purchase of land for any commercial purpose in any part of India, by a person employed, or concerned, in the collection of revenue. (11) The restrictions on the acquisitions and possession of immovable property shall apply in the acquisition and possession of any personal interest in such property and to the acquisition and possession of such property by a panchayat employee in the name of any other person but not to the acquisition or possession of an interest as trustee, executor or administrative only. (12) Except in accordance with the procedure laid down by the Government, no panchayat land shall be sold or granted on lease to any panchayat employee,

whether in permanent or temporary employment.(13)A panchayat employee shall not be allowed to acquire land, except house site for ready built house, for any other purpose within the revenue district in which he is serving.

9. Private trade or employment.

(1)No panchayat employee shall, except with the previous sanction of the panchayat, engage himself directly or indirectly in any trade or business or undertake any employment:Provided that a panchayat employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of literary, artistic or scientific character, participate in sports activities 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 panchayat.(2)Notwithstanding anything contained in sub-rule (1), no panchayat employee shall undertake any part-time employment.(3)Every panchayat 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 the fact to the concerned panchayat:Provided that, if it is found that the trade or business is of such a nature that the association of a member of the panchayat employees family in that trade or business can embarrass either the panchayat employee concerned or the concerned panchayat, the panchayat employee shall not permit the said member of his family to continue his association with the trade or business in question.Explanation. - Canvassing by a panchayat employee in support of any trade, business, Insurance agency or commission agency engaged in, owned or managed by any member of his family shall be deemed to be a breach of this sub-rule.(4)No panchayat employee shall, except with the previous sanction of the panchayat, take part in the registration, promotion or management of any bank or company registered under the Banking Regulation Act, 1949 (Central Act 10 of 1949) or the Companies Act, 1956 (Central Act 1 of 1956), or any other law for the time being in force.(5)No panchayat employee shall accept a paid employment in any company, mutual benefit society or co-operative society or act as agency, whether paid by salary or commission to any insurance company or society.(6)Panchayat employee shall be at liberty to take part in the promotion of cooperative societies but no panchayat employee shall, except with the sanction of the panchayat hold office in any co-operative society or any committee appointed for the management of its affairs, unless the society is composed wholly of panchayat employees or partly of panchayat employees and partly of employees of other local bodies and his official duties shall not thereby suffer and he shall, within a period of one month of his taking part in such activities, report to the panchayat giving details of the nature of his participation.(7)No panchayat employee shall engage himself in the activities of a "tout".Explanation. - In the said sub-rule "tout" shall have the same meaning as in section 3 of the Legal Practitioners Act, 1879 (Central Act 18 of 1879).

10. Insolvency and habitual indebtedness.

- A panchayat employee shall endeavour to avoid habitual indebtedness or insolvency. If a panchayat employee is adjudged or declared insolvent or has incurred debts aggregating a sum which in ordinary circumstances, he could not repay within a period of two years or if part of his salary is frequently attached for debt, has been continuously so attached for a period of two years or is attached for sum which, in ordinary circumstances which with the exercise of ordinary diligence

he could not have foreseen or over which he has no control and had not preceded from, extravagant or dissipated habits. A Panchayat employee who becomes the subject of a legal proceeding for insolvency shall forthwith report the full facts to the panchayat in which he is employed.

11. Unauthorised communication of information.

- No panchayat employee shall, except in accordance with any general or special order of the panchayat or in the performance in good faith of the duties assigned to him, communicate directly or any official document or any part thereof or information to any other panchayat employee or any other person to whom he is not authorized to communicate such document or information.

12. Connection with Press, Television or Radio.

(1) No panchayat employee shall, except with the previous sanction of the panchayat, own wholly or in part or conduct or participate in the editing or managing of any news paper or other periodical publication. (2) No panchayat employee shall, except with the previous sanction of the panchayat or in a bona fide discharge of his duties, contribute any article or write any letter either unanimously or in his own name or in the name of any other person to any news paper or other periodical publications: Provided that such sanction shall be required if such contribution or writing is of a purely literary, artistic or scientific character. (3) No panchayat employee shall, except with the previous sanction of the panchayat participate in a television programme or radio broadcast: Provided that no such sanction shall be required if such television programmer or radio broadcast, is of a purely literary, artistic or scientific character. (4) A panchayat employee who is invited or who wishes to participate in a television programme or to delivery a radio broadcast talk and has to obtain the previous sanction under sub-rule (3) shall intimate the panchayat the particular relating to the television programme or the subject of the radio broadcast talk and if so required shall submit the full material relating to the television programme or the full text of the television programme or the radio broadcast talk for their approval before participating in the television programme or before the radio broadcast talk is delivered. (5) The provisions of sub-rules (3) and (4) shall apply mutatis mutandis to the playing of prepared "recitals" or gramophone records. (6) In respect of television programme or radio broadcasts, the powers of the panchayat shall be exercised by the Executive Authority of the village panchayat or Commissioner of the panchayat union council or Secretary of the District panchayat, as the case may be.

13. Criticism of panchayat and Government.

(1) No panchayat employee shall in any radio broadcast or in any document published anonymously 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 effect of an adverse criticism of any current or recent policy or action of the Central Government or a State Government, or a panchayat; or (ii) which is capable of embarrassing the relations between the State Government and any other Government or panchayat; or (iii) which is capable of embarrassing the relations between the Central Government and the Government of any foreign State: Provided that in the case of panchayat employee nothing contained in this rule apply to bona fide expression of views by him as an office

bearer of any recognized association of panchayat employees for the purpose of safeguarding the conditions of service of panchayat employee or for securing an improvement thereof.(2)A panchayat employee shall not, except in the discharge of his official duties, preside over or take part in the organization of, or occupy a prominent position at, or address any non-official meeting or conference at which it is likely that speeches may be or resolutions may be proposed or passed criticizing the action of the Government and panchayat or requesting the Government and panchayat to take certain action other than to make grants admissible under the Government/panchayat rules or orders in support of educational or similar institutions.(3)A panchayat employee who intends to publish any document or to make any communication to the press or to deliver any utterance containing statements in respect of which any doubt as to the application of the restrictions imposed by this rule may arise, shall submit to the panchayat a copy of draft of the documents which he intends to publish or of the utterance which he intends to deliver and shall thereafter act in accordance with such orders as may be passed by the panchayat.

14. Evidence before committee or any other authority.

(1)Save as provided in sub-rule (3), no panchayat employee shall, except with the previous sanction of the panchayat, give evidence in connection with any enquiry conducted by any person, committee or authority.(2)Where any sanction has been accorded under sub-rule (1), no panchayat employee giving such evidence shall criticize the policy or any action of the Central Government or of a State Government or any local body institutions.(3)Nothing contained in this rule shall apply to evidence given in any judicial enquiry or evidence given at any department enquiry.

15. Taking part in politics and election and position of panchayat employees in relation to election.

(1)No panchayat employee shall be a member of, or otherwise associated with any political party or any organization in respect of which there is reason to believe that the organization has a political aspect, nor shall he take part in, subscribe in aid of, or assist in any political aspect, nor shall he take part in, subscribe in aid of, or assist in any political movement or activities. He shall also not only maintain political neutrality, but shall also appear to do so. He shall also avoid giving room for any suspicion that he is favouring any political party or any candidate in elections.(2)It shall be the duty of every panchayat 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 any Government or local body as established, and where a panchayat employee is unable to prevent a member of his family 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 concerned panchayat.(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 falls within the scope of this rule, the decision of the Inspector thereon shall be final.(4)No panchayat employee shall canvas 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)a panchayat employee qualified to vote at such election may exercise his right to vote but where he does so he shall, give no manner in which he proposes to vote or voted:(ii)a panchayat employee shall not be deemed to have contravened the

provisions of this rule by reason only that he assist 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. - (1) Nothing contained in this sub-rule shall be deemed to prohibit the wife/husband of panchayat employee or any other member of his family living with or in any way dependent on him by or under any law for the time being in force. Explanation. - (2) The display by a panchayat employee on his person, vehicles or residence of any electoral symbol shall amount to using his influence in connection with an election with the meaning of this rule. (5) Seditious propaganda or the expressing of disloyal sentiments by a panchayat employee shall be regarded as sufficient ground for dispensing with his services. (6) A panchayat employee proposing or seconding the nomination of candidate at an election or acting as a polling agent shall be deemed to have committed a breach of this rule.

16. Prohibition of membership of any communal organisation, etc.

(1) No panchayat employee shall be a member of, or be otherwise associated with, any organization - (a) which promotes or attempts to promote on grounds of religion, race, place of birth, residence, language, caste or community or any other ground whatever, disharmony of feeling of enmity, hatred or ill will between different religious, racial, language or regional groups or castes or communities; or (b) whose activities are prejudicial to the maintenance of harmony between different religious, racial, language or regional groups or castes or communities and which disturbs or is likely to disturb the public tranquillity; or (c) which organizes any exercise, movement, drill or other similar activity intending that the participants in such activity shall use criminal force or violence or knowing it to be likely that the participants in such activity will use or be trained to use criminal force or violence against any religious, racial, language or regional group or caste or community and such activity for any reason whatsoever causes or is likely to cause or is likely to cause fear or alarm or a feeling of insecurity amongst members of such religious, racial, language or regional group or caste or community. (2) If any question arises whether any organization falls under sub-rule (1), the decision of the Inspector thereon shall be final.

17. Vindication of acts and character of panchayat employee.

(1) No panchayat employee shall, except with the previous sanction of the concerned panchayat, have recourse 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 shall be deemed to prohibit a panchayat 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, the panchayat employee shall submit a report to the panchayat regarding such action. (2) No panchayat employee shall, except with the previous sanction of the panchayat, accept from any person or body of person compensation of any kind for any malicious prosecution brought against him or for any defamatory attack made on his public acts or character unless such compensation has been awarded by a competent Court.

18. Membership of Service association.

- No panchayat employee shall be a member, representative or office bearer of any association representing or purporting to represent panchayat employees unless such association satisfies the following conditions, namely: -(a)Membership of the association shall be confined to a distinct class of panchayat employees and shall be open to all panchayat employees of that class;(b)The association shall not, in any way, be connected with any political party or organisation or engage in any political activity;(c)The association shall not, in any way, be connected with, or affiliated to -(i)any association which does not; or(ii)any federation of association, which do not satisfy conditions (a) and (b).(d)The association shall, -(i)issue or maintain any periodical, except in accordance with any general or special order of Government;(ii)except with the previous sanction of the panchayat, publish any representation on behalf of its members whether in the press or otherwise;(iii)in respect of any election to a legislative body whether in India or elsewhere, or to a local authority or body, -(a)pay or contribute towards any expenses incurred in connection with his candidature by a candidate for such election;(b)By any means support the candidature of any person for such election; or(c)Undertake or assist in the registration of election or the selection of a candidate for such election;(iv)maintain or contribute towards the maintenance of any member of legislative body whether in India or elsewhere or any member of a local authority or body;(v)pay, or contribute towards the expenses of any trade union which has constituted a fund under section 16 of the Indian Trade Union Act, 1926 (Central Act 16 of 1926).

19. Employment under or with near relatives in service and employment of relatives in firms enjoying panchayat patronage.

(1)No panchayat 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 or close relation is employed in the undertaking or under that person or if he or any member of his family or close relation is interested in such matter or contract in any other manner and the panchayat employee shall refer every such matter or contract shall there after be disposed of according to the instructions to the authority to whom the reference is made.

20. Canvassing of non-official or other out side influence.

- No panchayat employee shall bring or attempt to bring any political or other out side influence to bear upon superior authority to further his interests in respect of matters pertaining to his service under the panchayats.

21. Bigamous marriage.

(1)(i)No panchayat employee shall, enter into or contract, a marriage with a person having a spouse living; and(ii)No panchayat employee having a spouse living shall enter into or contract a marriage with any person:Provided that the panchayat may permit a panchayat employee to enter into or any such marriage as is referred to in clause (i) or cause (ii) if they are satisfied that -(a)such marriage is

permissible under the personal law applicable to such panchayat employee and the other party to the marriage; and (b) There are other grounds for so doing. (2) No panchayat employee involve himself, in any act involving moral turpitude on his part including any unlawful act, which may cause embarrassment or which may bring discredit to Government or local body.

22. Integrity and devotion to duty.

(1) Every panchayat employee shall at all times, maintain absolute integrity and devotion to duty and shall do nothing which is unbecoming of an employee of a panchayat. (2) Every panchayat employee shall take all possible steps to ensure integrity and devotion to duty by all panchayat employees for the time being under his control and authority: (i) No panchayat 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 directions to subordinates shall be avoided. Where the issue of oral direction becomes unavoidable, the official superior to confirm it in writing. (iii) A panchayat employee who has received oral directions from his official superior shall seek confirmation of the same in writing as early as possible, where upon it shall be the duty of the official superior to confirm it in writing immediately thereafter. (iv) No panchayat employee shall, in the performance of his official duties or in the exercise of powers conferred on him evade the responsibility devolving legitimately on him and seek instruction from or approval of a superior authority when such instruction or approval is not necessary as the scheme of distribution of powers and responsibilities. Explanation. - A panchayat 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 sub-rule (1).

23. Panchayat servant not be found drunk while attending office.

- A panchayat employee - (a) shall strictly abide by any law relating to consumption of liquor or intoxicating drugs in force in any area in which he may happen to be for the time being; (b) shall not be found drunk or under the influence of liquor while attending office or appearing in a public place.

24. Strikes.

- No panchayat employee shall engage himself in strike or in incitements thereto in similar activities. Explanation. - For the purpose of this rule, the expression "similar activities" shall be deemed to include the absence from work or neglect of duties without permission and with the object of compelling something to be done by his superior officers or the panchayat or any demonstrative fast usually called "hunger strike" for similar purposes.

25. Procession and meetings.

- No panchayat employee shall conduct any procession or hold or address any meeting in any part of any open ground adjoining any local body office or inside any office premises - (a) during office hours

on any working day; and(b)outside office hours or on holidays save with the prior permission of the Executive Authority or Commissioner or Secretary, as the case may be.

26. Anti secular or social disharmony activity and demonstration.

- No panchayat employee shall engage himself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to 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.

27. Joining of association by panchayat employees.

- No panchayat employee shall be 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 of morality.

28. Obtaining of No Objection Certificate before applying for passport or undertaking any foreign trip.

- No panchayat employee shall, except after obtaining No Objection Certificate from the concerned Inspector, apply for grant or renewal of passport or undertake trip to a foreign country. While applying for such No Objection Certificate, information regarding the purpose of the visit, the duration of stay and the names of countries proposed to be visited shall be furnished.

29. Interpretation.

- If any question arises relating to the interpretation of these rules, it shall be referred to the Government whose decision thereon shall be final. Appendix Form I [See rule 8(2)(1)] Form of Report Application For Permission of The Panchayat For The Building of or Addition To A House Sir, This is to report you that I propose to build a house or to make an addition to my house. This is to request that permission may be granted to me for the building of the house or making addition to my house. The estimated cost of land and materials for the construction or extension of the house is given below, -Land: (1) Local (Survey numbers, Villages districts, State) (2) Area (3) Cost Building Materials, etc.: (1) Bricks (Rate/quantity/cost) (2) Cement (Rate/quantity/cost) (3) Iron and Steel (Rate/quantity/cost) (4) Timber (Rate/quantity/cost) (5) Sanitary Fittings (cost) (6) Electrical Fittings (Cost) (7) Any other special fittings (cost) (8) Labour Charges (9) Other charges, if any. Total Cost of Land and Buildings:

2. The construction will be supervised by himself. The construction will be..... *I do not have any official dealings with him in the past. I have/had official dealings with the contractor and the nature of dealings with him is/was as under: -

3. The cost of the proposed construction will be met as under: -

(i)Own savings(ii)Loans (Advances with full details)(iii)Other source with details.*Strike out portion not applicable.
Form II[See rule (8)(2)(i)]Form of Report/application for Permission for Acquisition of House
To.....Sir,This is to report you that I propose to acquire a ready built house at..... This is to request that permission may be granted to me for the acquisition of the house. The particulars of the house to be acquired and its estimated cost are given below: -(1)Location of the house (Plot No. Survey No. Village, Taluk, District and State)(2)Area(3)Name of the seller(4)Address and occupation of the Seller(5)Cost of the house(6)The cost of the house will be met as under:(i)Personal Savings(ii)Loans/Advances with full details(iii)Other sources with full details.
Valuation ReportI/We hereby certify that I/we have valued the house.....of.....that.....to be purchased by Thiru/Thirumathi.....and I/we give below the value at which I/we estimate the cost of the house under the following headings: -

Heading					Cost		
1. Approximate value of plot							
2. Area and Approximate value of building							
3. Approximate value of Electrical, sanitary and other fittings and fixtures							
Total cost of the buildings							
Date:Signature of the valuation Authority.Form III[See rule 8(6)]Statement of Immovable Property Held by Panchayat Employee (E.G. Lands, House, Shops, Other Buildings, Etc.)							
		Precise location (Name) of District-Taluk and village) in which the property is situated and also its instinctive, etc.					
Serial Number	Description of property	Area of land (in case of land and building)(Square metre/ha)	Nature of land (in case of landed property)	Extent of interest.	If not in own name, state in whose name held and his/her relationship, if any, to the panchayat	Date of acquisition	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
How acquired (whether by purchase, mortgage, lease inheritance, gift or otherwise) and name with details of persons from whom acquired (address and connection of the panchayat if any, with the person/persons concerned (please see note 1		Value of the property (see Note-2 below)	Sources of Income	Details of payments	Particulars of sanction of prescribed authority, if any	Total income of the property	Remarks

below)

(9) (10) (11) (12) (13) (14) (15)

Date:(1)For purpose of column (9), the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the panchayat employee, such a lease should be shown in this column irrespective of the term of the lease, whether it is short-term or long-term, and the periodicity of the panchayat of rent.(2)In column (10) should be shown: -(a)where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition;(b)where the property has been acquired by lease, the total annual rent thereof also; and(c)where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.
Form IV[See rule 8(6)]Return of Assets and Liabilities Held by Panchayat Employee

1. Name of panchayat employee in full (in block letters)

2. Service to which he belongs

3. Total length of service up-to-date

4. Present post held

5. Total length, income from all sources during the Calendar year immediately preceding the last day of January 20.....

6. Declaration

I hereby declare that the return enclosed, are complete, true and correct as on to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of rule 8 of the Tamil Nadu panchayat Employees Conduct Rules, 2001.
Date:Signature.Note. - This return shall contain particulars of all assets and liabilities of the panchayat employee, either in his own name or in the name of any other person.