

THE GANDHIGRAM INSTITUTE OF RURAL HEALTH AND FAMILY WELFARE TRUST
AMBATHURAI R.S., GANDHIGRAM P.O., DINDIGUL D.T. - 624 302

{PRIVATE}

PART - IV

CONDUCT RULES

1. SHORT TITLE

These rules may be called "The Gandhigram Institute of Rural Health and Family Welfare Trust Employees (Conduct) Rules".

2. INTEGRITY AND DEVOTION TO DUTY

Every employee shall at all times maintain integrity and devotion to duty and perform his duties effectively and efficiently and shall do nothing which is unbecoming of any employee.

3. OBEDIENCE TO ORDERS

Every employee shall obey all orders and directions of his superior authorities, issued from time to time both written and oral.

4. ABSENCE FROM DUTY

No employee shall absent himself from his duties without prior permission. In cases of sickness or absence on medical grounds, a medical certificate from the concerned area medical officer shall be produced to the satisfaction of the Institute authorities shall be produced within three days.

5. ENGAGEMENT OF PRIVATE TRADE

The Institute employees should not, without the previous sanction of the Institute engage himself directly or indirectly in any trade or business or undertake any employment.

6. APPLICATIONS FOR HIGHER STUDIES ETC.

All applications for higher studies and fellowships within India or outside should be sent through the Director. This procedure shall be applicable for attending conferences, workshops, consultancy services and other such official work.

7. PRIVATE EMPLOYMENT

No employee shall apply for private employment or signify his willingness to accept such employment without obtaining prior permission in writing of the appointing authority.

8. APPLICATIONS FOR APPOINTMENT

An employee of the Institute who wants to apply for an appointment, elsewhere, should send his application through the Director or Chairman, as the case may be.

9. MEMBERSHIP OF POLITICAL PARTIES

No employee should be a member or be in any way associated with any political party or any organisation which takes part in politics. He shall not also either take part in or subscribe in aid of or assist in any manner any political movement or activity.

10. HABITUAL INDEBTEDNESS

An employee shall endeavour to avoid habitual indebtedness or insolvency.

11. STRIKES

An employee shall not engage himself in illegal strike or in incitements thereto or in similar activities. The absence from work or neglect of duties without permission in writing and with the object of compelling something to be done by his superior officials or any administrative fast or hunger strike shall be considered as similar activities.

12. POLITICAL OR OUTSIDE PRESSURE

No employee shall bring or attempt to bring any political or outside pressure on his superior authority in respect of his individual service interests.

13. DEMONSTRATION

No employee shall engage himself or participate in any demonstration or activity which is prejudicial to the sovereignty and integrity of India, the security of the state, the friendly relation with foreign states, public order, decency or morality or anything which involves contempt of court, defamation or incitement to an offence.

14. UNAUTHORISED COMMUNICATION OF INFORMATION

An employee, except in accordance with any general or special order of the Institute or in the performance in good faith of duties assigned to him, shall not communicate directly or indirectly any official document or information to any Institute employee or to any other person to whom he is not authorised to communicate such document or information.

15. CONNECTION WITH PRESS

An employee shall not have any communication with the press or radio without the previous sanction of the Director.

16. RADIO / TV BROADCAST

An employee, who with sanction of the Institute, gives a Radio/TV broadcast or publishes any document or in any communication to the press or in any public utterance, shall not make any statement which has the effect of an adverse criticism of any current or recent policy or action of the Central and State Government or which is capable of embarrassing the relations between the Government and the Institute. This rule shall not apply to any statement made or views expressed by an Institute employee in his professional capacity or in the due performance of the duties assigned to him.

17. COURTEOUS BEHAVIOUR

Every employee shall extend the utmost courtesy and attention to all persons he has to deal with in the course of his duties.

18. PROMOTION OF INTEREST OF THE INSTITUTE

Every employee shall endeavour to promote at all times the interests of the Institute and shall not act in any manner whatever prejudicial thereto.

19. PROHIBITION OF MEMBERSHIP OF ANY COMMUNAL ORGANISATION ETC.

No employee shall be a member of or be otherwise associated with any organisation,

- a) which promotes or attempts to promote on grounds of religion, race, place of birth, residence, language, caste or community or any other ground whatsoever, disharmony or feelings 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 organises any exercise, movement, drill or other similar activity intending that the participants in such activity shall use or be trained to 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 fear or alarm or a feeling of insecurity amongst members of such religious, racial, language or regional group or caste or community.

- d) if any question arises whether any organisation falls under this rule, the decision of the Board of Trustees thereon shall be final.

20. REFUSAL TO RECEIVE PAY

Concerted or organised refusal on the part of employees to receive their pay shall entail serious disciplinary action.

21. INDIVIDUAL REPRESENTATION

- a) Every employee submitting a representation shall do so separately and in his own name.
- b) The representation shall be in Tamil or English and shall contain all material statements, and arguments relied upon by the petitioner, be complete in itself and include a copy of the order complained against. It shall contain no disrespectful or improper language and shall end with a specific prayer.
- c) Every representation shall be submitted within three months of the receipt of the orders against which the representation is made.
- d) The representation should be addressed to the Director.
- e) Representation to higher authorities shall not be made unless all means of securing attention or redress from Director have been exhausted.

22. REDRESS IN A COURT OF LAW

- a) Employees seeking redress of their grievances arising out of their employment or conditions of service shall in their own interests and also consistently with propriety and discipline, first exhaust the normal channels of redressal before they take the issue to a court of law.
- b) Permission to sue the Institute in a court of law for the redressal of any grievance is not necessary, but if an employee decides to have recourse to a court of law, he may do so on his own responsibility.

23. GIFTS

- a) Save as otherwise provided in these rules, no employee shall, except with the previous sanction of the Director accept or permit any member of his family to accept from any person any gift of more than trifling value; the acceptance of

such gifts other than those of a trifling value shall be reported to Direct and the gifts shall be disposed on in such manner as the Director may direct.

Provided that gifts of a value, reasonable in all circumstances of the case, may be accepted from relations and personal friends or presented to such persons on occasions such as wedding, anniversaries, funerals and religious functions, when the making or receiving of such gifts is in conformity with the prevailing religious or social customs.

- b) For the purpose of this rule, any towel, key or other similar articles offered to an officer of the Institute at the laying of the foundation stone or the opening of a public building or any ceremonial function shall be deemed to be gift.

Note-1:

A gift exceeding Rs.1,000/- in value shall be regarded as a gift not of trifling value. The term 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.

Note-2:

An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms or organisations etc.

24. PUBLIC DEMONSTRATIONS IN HONOUR OR EMPLOYEES

No employee shall, except with the previous sanction of the Secretary, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in honour of any other officer or employee.

Note: This shall not apply to farewell entertainment of private and informal character held in honour of an employee on the occasion of his retirement or transfer and taking group photos on such occasions or such entertainment arranged by public bodies or institutions.

25. CONSUMPTION OF INTOXICATING DRINKS AND DRUGS

An employee shall

- a) abide by any law relating to intoxicating drinks or drugs in force in any areas 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) refrain from consuming any intoxicating drink or drug in a public place;
- d) not appear in a public place in a state of intoxication;

26. MEMBERSHIP OF SERVICE ASSOCIATION

- 1) No employee shall join or continue to be a member of any Service Association of employees which has not within a period of six months from its formation obtained the recognition of the Institute or recognition in respect of which has been refused or withdrawn by the Institute.
- 2) No employee shall be a member, representative or officer of any association representing or purporting to represent employees or any class of employees unless such association satisfies the following conditions namely;
 - a) membership of the association shall be confined to a distinct class of employees and shall be opened to all employees of that class
 - b) the association shall not, in any way be connected with any political party or organisation or engaged in any political activity
 - c) the association shall not in any way, connected with or affiliated to
 - i) any association which does not or
 - ii) any federation of associations which do not satisfy conditions (a) and (b)
- 3) The association shall not
 - i) issue or maintain any periodical publication except in accordance with any general or special order of the Director or any officer authorised by him in this behalf
 - ii) Except with the previous sanction of the Director or any officer authorised by him in this behalf publish any representation on behalf of its members, whether in the press or otherwise.
 - iii) In respect of any election to 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

c) undertake or assist in the registration of electors or the selection of a candidate for such election.

iv) maintain or contribute towards 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 the India Trade Unions Act. 1926 (Central Act IX of 1926).

Provided that conditions (a) and (b) shall not be held to debar any employee from remaining or becoming a member of any employee/Officer's association and that the Director or any Officer authorised by him in this behalf may, for reasons to be recorded in writing, by general or special order, dispense with those conditions in the case of any association.

4) The association shall not indulge in activities prejudicial to the sovereignty and integrity of India or morality or public order.

27. PROCESSIONS AND MEETINGS

No employee shall conduct any procession or hold and address any meeting in any part of the Institute premises or the place or ground adjoining to it on any working day during office hours.

28. OBTAINING OF "NO OBJECTION CERTIFICATE" BEFORE APPLYING FOR PASSPORT OR UNDERTAKING ANY FOREIGN TRIP

An employee shall obtain a "No Objection Certificate" before applying for passport or undertaking any foreign trips. While applying for such no objection certificate information regarding the purpose of the visit, the duration of stay and the names of the countries proposed to be visited should be furnished.

29. MOVABLE, IMMOVABLE AND VALUABLE PROPERTY

Every employee shall submit to the Institute an annual statement in writing showing details of movable, immovable and valuable property possessed by him or required by him or disposed of by him during the previous year.

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