

# Rajasthan Housing Board Employees Conduct Regulation 1976

## 1. Short title, extend and application:-

- (i) These regulations may be called the Rajasthan Housing Board Employees (Conduct) Regulations, 1976.
- (ii) These regulations shall come into effect from the date they are approved by the Government.
- (iii) Except as provided by or in these regulations these regulations shall apply to persons appointed in the service of the Board or in connection with the affairs of the Board.

Provided that when a board employee is placed on deputation to another undertaking or State/Central Government he shall be governed by the Conduct Rules/Regulations of the Borrowing organization during the period of deputation to the exclusion of these regulations to that extent.

Provided, further, that the Board may by general or special order exempt Board Employees belonging to a particular classification from the application of whole or any part of these regulations.

## 2. Definitions:-

In these regulations unless the context otherwise requires:-

- (a) "Appointing Authority" shall have the meaning as mentioned in 'Delegation of Powers' approved by the Board.
- (b) "Board" means the Rajasthan Housing Board.
- (c) "Employees" means any person appointed by the Board in connection with the affairs of the Board and includes a person whose services have been borrowed on deputation from any other organization or State Central Government.
- (d) "Member of family" in relation to an employee includes:-
  - (i) The wife or 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 be separated from the Board Employee by a decree or order of a competent court.
  - (ii) Son or daughter of step son or step daughter of the Board employee wholly dependent on him, but does not include a child or step, child who is no longer in any way dependent on him, but does not include a child or step child who is no longer in any way dependent on Board Employee or of whose custody the Board Employee has been deprived by or under any law.
  - (iii) Any other person related by blood or marriage to the Board employee or to the employee's wife or husband and wholly dependent on the employee.

## 3. General:-

Every employee shall serve the Board honestly and faithfully and shall endeavor his utmost to promote the interest of the Board. He shall show courtesy and attention in all transactions and not do anything, which is unbecoming of a Board employee.

Every employee shall at all times:

- (a) Maintain absolute integrity
- (b) Maintain devotion to duty, and dignity of office
- (c) Every Board Employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Board employees for the time being under his control and authority.
- (d) No Board employee shall, in the programmed of his official duties or in the exercise of powers confirmed upon him, act otherwise than in his best judgment except when he is acting under such direction, obtain the directions in writing wherever practicable and where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of the direction as soon as thereafter as possible.

Nothing in clause (d) shall be constituted as empowering a Board Employee to evade his responsibility by seeking instructions from, or approval of a superior officer of authority when such instructions are not necessary under the scheme of distribution of power and responsibility.

**4. Employment of near relatives of employees in private firms enjoying Board patronage:-**

- (1) No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any private business house/firm (hereinafter called 'firm') where the Board has official dealings.
- (2) (i) No officer shall, except with the previous sanction of the Board permit his dependent member of family accept employment in any private firm with which he has official dealings or in any other firm having official dealing with the Board.  
(ii) An employee shall, as soon as he becomes aware of the acceptance by a member of his family of an employment in any private firm, having official dealings with the Board, intimate such acceptance to the Board.
- (3) No employee shall in the discharge of his official duties deal with any matter or give or sanction any contract to any firm or any other person if any member of his family is employed in that 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 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.

**5. Taking part in politics:-**

- (i) No employee shall be a member of, or otherwise be associated with any political party or any organization 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.
- (ii) It shall be the duty of every employee to endeavor to prevent any member of his family from taking part in, subscribing in aid of, assisting in any 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 an employee is unable to prevent a member of his family from taking part in, subscribing in aid of or assisting in any other manner any such movement or activity, he shall make a report to the effect to the Board.

Explanation: If any question arises whether a party is a political party or whether any organization taking part in politics, whether any movement or activity falls within: Scope of sub-paragraphs (i) and (ii) above the decision of the Board thereon shall be final.

#### **6. Taking part in elections:-**

No employee shall canvass or otherwise interfere with or use his influence in connection with or taking part in an election to any legislature or local authority, provided that:

- (i) An employee qualified to vote at such an election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;
- (ii) An employee shall not be deemed to have contravened the provisions of this paragraph by reason only that he assists in the conduct of an election in due performance of a duty imposed on him by or under any law for the time being in force.

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

#### **7. Joining of associations by employees of the Board:**

No employee shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interests of the Sovereignty or integrity of India, the security of the State or to the interest of the Board.

#### **8. Demonstrations and strikes:-**

No employee shall:

- (i) Engage himself or participate in any demonstration which is pre-judicial to the interests and the sovereignty and integrity of India, the security of the State, the interests of the Board friendly relations with foreign States, 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 or employees of the Board.

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

- (i) No employee shall, except with the previous sanction of the Chairman, own wholly or in part, or conduct or participate in the management of any newspaper or other periodical publication.
- (ii) No employee shall, except with the previous sanction of the Chairman or except in the bonfire discharge of his duties:
  - (a) Publish a book himself or through a publisher, or contribute an article to a book or a compilation of article, or
  - (b) Participate in radio broadcast or contribute an article or write a letter to a news paper or periodical either in his own name or anonymously or pseudonymously or in the name of any other person pertaining to the affairs of the Rajasthan Housing Board.

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.

**10. Criticism or Government or the Board:-**

No employee shall, in any radio broadcast or in any document published in his own name or 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 the effect or an adverse criticism of any current or recent policy or action of the Central Government or State Govt. or of the Board;
- (ii) Which is capable of embarrassing the relations between the Central Govt., and the Government of any State or between the Central or any State Government and the Board,
- (iii) Which is capable of embarrassing the relations between the Central Government and the Government any foreign State? 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.

**11. Evidence before a Committee or any other authority:-**

- (i) Save as provided in sub-Para (iii) no employee shall, except with the previous sanction of the Chairman Give evidence in connection with any enquiry conducted by any person, committee or authority.
- (ii) Where any sanction has been accorded under sub-Para (i), no employee giving such evidence shall criticize the policy or any action of the Central Government or of State Government or of the Board.
- (iii) Nothing in this regulation shall apply to:
  - (a) Evidence given at an enquiry before an authority appointed by the Central or State Government, Parliament or a State Legislature or the Board.
  - (b) Evidence given in judicial enquiry or
  - (c) Evidence given at any departmental enquiry, or Ordered by authorities Subordinate of the Government the Board.

**12. Unauthorized communication of information:-**

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

**Explanation:-** Quotation by an employee (in his representations to the superior authority) of or from any letter, circular, memorandum or from the notes on any file, to which he is not authorized to have an access, or which he is not authorized to communication of information within the meaning of this regulation.

**13. 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 in kind in pursuance of any object whatsoever.

**14. Gift:-**

- (i) Save as provided in these regulations, no employee shall accept or permit any member of his family or any 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 when provided by any person other than a near relative or personal friend having no official dealings with the employee.

**Note-** (1) a casual meal, lift or other social hospitality shall not be deemed to be a gift.

**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, organizations etc.

- (ii) On occasion such as weddings, 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 gift from his near relatives, but he shall make a report to the Board if the value of any such gift exceeds Rs. 700/-
- (iii) On, such occasions as are specified in sub-Para (ii)] an employee may accept gifts from his personal friends having no official dealing with him, but he shall make a report to the Board if the value of the gift exceeds:
- (a) Rs. 200/- in the case of employee drawing substantive pay above Rs. 700/- per month.
- (b) Rs. 100/- in the case of an employee drawing substantive pay between Rs. 200/- to 700/-
- (c) Rs. 50/- in the case of an employee drawing substantive pay less then Rs. 200/- per month.
- (iv) In any other case, an employee shall not accept any gift without the sanction of the controlling officer the value thereof exceeds.
- (a) Rs. 100/- in the case of an employee drawing substantive pay above Rs. 700/- and above per month.
- (b) Rs. 50/- in the case of an employee drawing substantive pay above Rs. 200/- per month.
- (c) Rs. 25/- in the case of an employee drawing substantive pay less than Rs. 200/- per month.

**15. Public demonstration in honor of board employees: -**

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

Provided that nothing in this regulation shall apply to:

- (i) A farewell entertainment of substantially private an informal character held in honor of an employee or any other employee on the occasion on his retirement or transfer or any person who has recently quit the service of Board; or

- (ii) The acceptances of simple and inexpensive entertain mints arranged by public bodies or institutions.

**Note:-** Exercise of pressure or influence of any sort on any employee to include, him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character, and the collection of subscriptions from ministerial staff under any circumstances for the entertainment of any employee not belonging to their category is forbidden.

**16. Public demonstration in honor of board employees: -**

- (i) No employee shall, except with the previous sanction of the Board, engage directly or indirectly in any trade or business or undertake any other employment:

Provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary artistic or scientific character subject to the condition that his official duties do not thereby suffer, but he shall not undertake, or shall discontinue, such work if so directed by the Board.

Provided further that no such sanction shall be given to an employee to engage directly or indirectly in a trade or business or under take any employment, which will direct the employee from discharging his normal duties efficiently and devotedly.

**Explanation: -** Canvassing by an employee in support of the business 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 regulation.

- (ii) Every employee shall report to the Board if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency. He shall make a report to the prescribed authority of the employment of any member of his family in any organization/company or concern enjoying the patronage of the Board at the time of appointment of the member of the family.
- (iii) No employee shall, without the previous sanction of the Board 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, 1956 (1 of 1956) or any other law for the time being in force or any Co-operative society for commercial purposes;

Provided that an employee of the Board may take part in the registration, promotion or management of a Co-operative Society substantially for the benefit of the employees of the Board, registered under the Co-operative societies Act, 1912 (2 of 1912) of 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.

- (iv) No employee may accept any fee for any work done by him for any public body or any private person without the sanction of the Board.

**17. Investment, Lending and borrowing:**

- (i) 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.

- (ii) If any question arises whether any transaction is of the nature referred to in sub-Para (1) the decision of the Board there on shall be final.
- (iii) 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 or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealing 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 where by 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 bonfire tradesman or make an advance of pay to his private employee.

Provide further that nothing contained in this sub-regulation shall apply in respect of any transaction entered into by an employee with the previous sanction of the Board.
- (iv) When an 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 (i) or sub-regulation (iii) he shall forthwith report the circumstances to the competent authority and shall thereafter act in accordance's with such order as may be made by such authority.

**18. 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 the full facts of the legal proceeding to the Board.

**Note:-** The burden of providing that the insolvency or indebtedness was the result of circumstances which, With the exercise of ordinary diligence, the employee could not have foreseen, or over which had no control and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

**19. Moveable, immoveable and valuable property:**

- (i) Every employee shall, on his first appointment and thereafter before the 31st March of every year, submit to the competent authority a return in the prescribed form of all immovable property owned acquired or inherited by him or held by him on 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 who is dependent on him.
- (ii) The competent authority may also require an employee, on his first appointment and thereafter at such intervals an may be specified, to submit a return giving full particulars regarding;
  - (a) Shares, debentures and cash, including bank deposits inherited be him or similarly owned, acquired or held by him;
  - (b) Other moveable property inherited by him or similarly owned acquired or held by him, and

(c) Debts and other liabilities incurred by him directly or indirectly.

**NOTE:** - In all returns, the values of items of moveable property worth less than Rs. 1000/- may be added and shown as a lump sum. The value of articles of daily uses such as clothes, utensils, crockery, books, etc. need not be included in such return.

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

Provided that the previous sanction of the competent authority shall be obtained by the employee if any such transaction is.

(a) With a person having official dealings with the Board or the employee, or

(b) Otherwise than through a regular or reputed dealer.

(iv) Every employee shall report the competent authority every transaction concerning moveable property owned or held by him either in his own name or in the name of a member of his family, if the value of such property exceeds Rs. 5,000/- for an employee drawing Rs. 700/- and above Rs. 2,500/- in the case of an employee drawing less than Rs. 700/-

Provided that the previous sanction of the competent authority shall be obtained 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.

(v) The Board or the competent authority may, at any time, by general or special order, require an employee of the Board 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 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 Board or by the competent authority, include the details of the means by which, or the source from which, such property was acquired.

**Explanation:** - For the purposes of this regulation the expression 'Moveable Property' includes:

(a) Jewelers, shares, securities and debentures;

(b) Loans advanced by such employees whether secured or not;

(c) Motor cars, motors cycles, or any other means or conveyance, and

(d) Refrigerators, Radios, radiograms, tape-recorders and television sets.

## 20. Vindication of acts and character of Board employees:-

(i) No employee shall, except with the previous sanction of the Board, have recourse to any courts or to the press for the vindication of any official act, which has been the subject matter of adverse criticism or an attack of a defamatory character.

(ii) Nothing in this regulation shall be deemed to prohibit an employee from vindication 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 employee shall submit a report to the competent authority regarding such action.



**21. 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.

**22. Bigamous marriages:**

- (i) No employee shall enter into, or contract, a marriage with a person having a spouse living and
- (ii) No employee having a spouse living shall enter into or contract a marriage with any person.

Provided that the Board may permit an employee to enter into or contract, any such marriage as in referred to sub-regulation (i) or sub-regulation (ii) if it is satisfied that:-

- (a) Such marriage is permissible under the Personal Law applicable to such employee and the other party to the marriage; and
- (b) There are other grounds for doing so.

**23. Consumption of intoxicating Drinks and Drugs:**

An 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 influence of any intoxicating drinks or drug during the course of his duties 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 appear in a public in a state of intoxication;
- (d) Not in excess any intoxicating drink or drug;

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