



ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ಸಿಬ್ಬಂದಿ ಮತ್ತು ಆಡಳಿತ ಸುಧಾರಣೆ ಇಲಾಖೆ

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

ಕರ್ನಾಟಕ ರಾಜ್ಯ ನಾಗರಿಕ ಸೇವಾ (ನಡತೆ)
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ಸಿಬ್ಬಂದಿ ಮತ್ತು ಆಡಳಿತ ಸುಧಾರಣಾ ಇಲಾಖೆ
(ಸೇವಾ ನಿಯಮಗಳು)

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ಕರ್ನಾಟಕ ರಾಜ್ಯ ನಾಗರಿಕ ಸೇವಾ (ನಡತೆ) ನಿಯಮಗಳು 2021

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ಸಿಬ್ಬಂದಿ ಮತ್ತು ಆಡಳಿತ ಸುಧಾರಣೆ ಇಲಾಖೆ

ಅಧಿಸೂಚನೆ ಸಂಖ್ಯೆ: ಸಿಆಸುಇ 12 ಸೇನಿಸಿ 2019, ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 07.01.2021.

1. ಶೀರ್ಷಿಕೆ, ಪ್ರಾರಂಭ ಮತ್ತು ಅನ್ವಯ.-(1) ಈ ನಿಯಮಗಳನ್ನು ಕರ್ನಾಟಕ ರಾಜ್ಯ ನಾಗರಿಕ ಸೇವಾ (ನಡತೆ) ನಿಯಮಗಳು, 2021 ಎಂದು ಕರೆಯತಕ್ಕದ್ದು.

(2) ಅವು ಅಧಿಕೃತ ರಾಜ್ಯಪತ್ರದಲ್ಲಿ ಪ್ರಕಟಗೊಂಡ ದಿನಾಂಕದಿಂದ ಜಾರಿಗೆ ಬರತಕ್ಕದ್ದು.

(3) ಈ ನಿಯಮಗಳಲ್ಲಿ ಅನ್ಯಥಾ ಉಪಬಂಧಿಸಿರುವುದನ್ನು ಉಳಿದು, ಅವು ಎಲ್ಲಾ ಸರ್ಕಾರಿ ನೌಕರರಿಗೆ ಅನ್ವಯವಾಗತಕ್ಕದ್ದು:

ಪರಂತು, ಈ ನಿಯಮಗಳಲ್ಲಿರುವುದು ಯಾವುದೂ,-

(ಎ) ಅಖಿಲ ಭಾರತ ಸೇವೆಯ ಸದಸ್ಯನಾಗಿರುವ,

(ಬಿ) ಯಾವ ಹುದ್ದೆಯ ಸಂಬಂಧದಲ್ಲಿ ಸಾಮಾನ್ಯ ಅಥವಾ ವಿಶೇಷ ಆದೇಶದ ಮೂಲಕ ಈ ನಿಯಮಗಳು ಅನ್ವಯವಾಗತಕ್ಕದ್ದಲ್ಲ ಎಂದು ಸರ್ಕಾರ ಘೋಷಿಸುವುದೋ ಆ ಯಾವುದೇ ಹುದ್ದೆಯನ್ನು ಹೊಂದಿರುವ,

ಮತ್ತು ಪರಂತು ಈ ನಿಯಮಗಳಲ್ಲಿ ಇರುವ ಯಾವುದೂ

(ಎ) ತತ್ಕಾಲದಲ್ಲಿ ಜಾರಿಯಲ್ಲಿರುವ ಕೈಗಾರಿಕಾ ನಿಯೋಜನೆ (ಸ್ಥಾಯೀ ಆದೇಶಗಳು) ಅಧಿನಿಯಮ, 1946 (ಕೇಂದ್ರ ಅಧಿನಿಯಮ 1946ರ XX) ರ ಉಪಬಂಧಗಳು ಅನ್ವಯವಾಗುವಂತಹ ಸರ್ಕಾರಿ ಕೈಗಾರಿಕಾ ಸಂಸ್ಥೆಯ ನೌಕರ,

(ಬಿ) (i) ಅರೆಕಾಲಿಕ ಅಥವಾ ತಾತ್ಕಾಲಿಕ ಆಧಾರದ ಮೇಲೆ;

(ii) ಅಥವಾ ಗುತ್ತಿಗೆ ಆಧಾರದ ಮೇಲೆ;

(iii) ಅಥವಾ ಸ್ಥಳೀಯ ಅಭ್ಯರ್ಥಿಯಾಗಿ;

(iv) ಅಥವಾ ದಿನಗೂಲಿ ಆಧಾರದ ಮೇಲೆ;

(v) ಅಥವಾ ಕಾರ್ಯಭೃತ ಸಿಬ್ಬಂದಿಯಾಗಿ ನೇಮಕಗೊಂಡಿರುವ

- ಯಾವುದೇ ವ್ಯಕ್ತಿಗೆ ಅನ್ವಯವಾಗತಕ್ಕದ್ದಲ್ಲ.

2. ಪರಿಭಾಷೆಗಳು.- (1) ಈ ನಿಯಮಗಳಲ್ಲಿ, ಸಂದರ್ಭವು ಅನ್ಯಥಾ ಅಗತ್ಯಪಡಿಸಿದ ಹೊರತು,-

1 "ಸರ್ಕಾರ" ಎಂದರೆ, ಕರ್ನಾಟಕ ಸರ್ಕಾರ;

2 "ಸರ್ಕಾರಿ ನೌಕರ" ಎಂದರೆ, ಕರ್ನಾಟಕ ರಾಜ್ಯದ ನಾಗರಿಕ ಸೇವಾ ಸದಸ್ಯನಾಗಿರುವ ಅಥವಾ ಕರ್ನಾಟಕ ರಾಜ್ಯದ ವ್ಯವಹಾರಗಳಿಗೆ ಸಂಬಂಧಪಟ್ಟ ನಾಗರಿಕ ಹುದ್ದೆಯನ್ನು ಧಾರಣ ಮಾಡಿರುವಂಥ ಯಾರೇ ವ್ಯಕ್ತಿ ಎಂದು ಅರ್ಥ ಹಾಗೂ ಅದು, ಯಾವ ವ್ಯಕ್ತಿಯ ಸೇವೆಗಳನ್ನು ತಾತ್ಕಾಲಿಕವಾಗಿ ಭಾರತ ಸರ್ಕಾರ, ಮತ್ತೊಂದು ರಾಜ್ಯ ಸರ್ಕಾರ, ಕಂಪನಿ, ನಿಗಮ, ನಿಗಮಿತವಾಗಿರುವ ಮಂಡಳಿ, ಸಂಸ್ಥೆ ಅಥವಾ ನಿಗಮಿತವಾಗಿಲ್ಲದಿರುವ ಸ್ಥಳೀಯ ಪ್ರಾಧಿಕಾರದ ಸೇವೆಗೆ ನಿಯೋಜಿಸಲಾಗಿದೆಯೋ ಅಂಥ ವ್ಯಕ್ತಿಯು ರಾಜ್ಯದ ಸಂಚಿತ ನಿಧಿಯ ಹೊರತಾದ ಇತರ ಯಾವುದೇ ಮೂಲಗಳಿಂದ ವೇತನ ಪಡೆದುಕೊಳ್ಳುತ್ತಿರುವುದು ಏನೇ ಇದ್ದರೂ, ಅಂಥ ವ್ಯಕ್ತಿಯನ್ನು ಒಳಗೊಳ್ಳುತ್ತದೆ;

ವಿವರಣೆ: ಈ ನಿಯಮಗಳಲ್ಲಿ ಉಲ್ಲೇಖಿಸಲಾಗಿರುವ "ಸರ್ಕಾರಿ ನೌಕರ" ಎಂದರೆ ಈ ನಿಯಮಗಳು ಅನ್ವಯವಾಗುವ ಯಾವುದೇ ವರ್ಗ ಅಥವಾ ಸೇವೆಗೆ ಸೇರಿದ ಅಧಿಕಾರಿ ಮತ್ತು ಸಿಬ್ಬಂದಿ.

3 ಸರ್ಕಾರಿ ನೌಕರನಿಗೆ ಸಂಬಂಧಪಟ್ಟಂತೆ "ಕುಟುಂಬದ ಸದಸ್ಯರು" ಎಂಬುದು: -

(i) ಸಂದರ್ಭಾನುಸಾರ ಸರ್ಕಾರಿ ನೌಕರನ/ ನೌಕರಳ ಪತ್ನಿಯು ಅಥವಾ ಪತಿಯು, ಸರ್ಕಾರಿ ನೌಕರನ/ನೌಕರಳ ಜೊತೆ ವಾಸವಾಗಿರಲಿ ಅಥವಾ ಇಲ್ಲದಿರಲಿ ಅವರನ್ನು ಒಳಗೊಳ್ಳುತ್ತದೆ. ಆದರೆ ಸಕ್ಷಮ ನ್ಯಾಯಾಲಯದ ಡಿಕ್ರಿಯ ಅಥವಾ ಆದೇಶದ ಮೂಲಕ ಸರ್ಕಾರಿ ನೌಕರನಿಂದ/ ನೌಕರಳಿಂದ ಬೇರ್ಪಟ್ಟಿರುವ ಸಂದರ್ಭಾನುಸಾರ ಪತ್ನಿ ಅಥವಾ ಪತಿಯನ್ನು ಒಳಗೊಳ್ಳುವುದಿಲ್ಲ.

(ii) ಸರ್ಕಾರಿ ನೌಕರನ ಮತ್ತು ಸಂಪೂರ್ಣವಾಗಿ ಆತನ ಮೇಲೆಯೇ ಅವಲಂಬಿಸಿರುವ ಮಗನನ್ನು ಅಥವಾ ಮಗಳನ್ನು ಅಥವಾ ಮಲ-ಮಗ ಅಥವಾ ಮಲ-ಮಗಳನ್ನು ಒಳಗೊಳ್ಳುತ್ತದೆ. ಆದರೆ ಸರ್ಕಾರಿ ನೌಕರನ ಮೇಲೆ ಯಾವುದೇ ರೀತಿಯಲ್ಲಿ ಅವಲಂಬಿಸಿರದ ಅಥವಾ ಯಾವುದೇ ಕಾನೂನಿನ ಮೂಲಕ ಅಥವಾ ಅದರ ಮೇರೆಗೆ ಯಾವ ಮಗುವಿನ ಅಥವಾ ಮಲ ಮಗುವಿನ ಅಭಿರಕ್ಷೆಯನ್ನು ಸರ್ಕಾರಿ ನೌಕರನಿಗೆ ನೀಡಲಾಗಿಲ್ಲವೋ ಆ ಮಗುವನ್ನು ಅಥವಾ ಮಲ-ಮಗುವನ್ನು ಒಳಗೊಳ್ಳುವುದಿಲ್ಲ;

(iii) ಸರ್ಕಾರಿ ನೌಕರನಿಗೆ ಅಥವಾ ಸರ್ಕಾರಿ ನೌಕರನ/ನೌಕರಳ ಪತ್ನಿಗೆ ಅಥವಾ ಪತಿಗೆ ರಕ್ತ ಸಂಬಂಧದ ಅಥವಾ ವಿವಾಹದ ಮೂಲಕ ಸಂಬಂಧಿಯಾದ ಪೂರ್ಣವಾಗಿ ಸರ್ಕಾರಿ ನೌಕರರನ್ನೇ ಅವಲಂಬಿಸಿರುವ ಯಾರೇ ಇತರ ವ್ಯಕ್ತಿಯನ್ನು ಒಳಗೊಳ್ಳುತ್ತದೆ;

4 "ನಿಯಮಿಸಿದ ಪ್ರಾಧಿಕಾರ" ಎಂದರೆ,-

(i) ಕರ್ನಾಟಕ ನ್ಯಾಯಿಕ ಸೇವೆಗೆ ಸೇರಿದ ವ್ಯಕ್ತಿಗಳ ಸಂದರ್ಭದಲ್ಲಿ ಕರ್ನಾಟಕದ ಉಚ್ಚ ನ್ಯಾಯಾಲಯ;

(ii) ಸಮೂಹ - ಎ ದರ್ಜೆಯ ಯಾವುದೇ ಹುದ್ದೆಯನ್ನು ಹೊಂದಿರುವ ಮತ್ತು ಸಮೂಹ - ಬಿ ಯಲ್ಲಿ ತಹಶೀಲ್ದಾರ್ ದರ್ಜೆ-II ಹುದ್ದೆಯನ್ನು ಹೊಂದಿರುವ ಸರ್ಕಾರಿ ನೌಕರನ ಸಂಬಂಧದಲ್ಲಿ ಸರ್ಕಾರ;

(iii) ಸಮೂಹ - ಬಿ ಯಲ್ಲಿನ ತಹಶೀಲ್ದಾರ್ ದರ್ಜೆ-II ಅನ್ನು ಹೊರತುಪಡಿಸಿ, ಸಮೂಹ-ಬಿ, ಸಮೂಹ-ಸಿ ಹಾಗೂ ಸಮೂಹ-ಡಿ ಯಲ್ಲಿನ ಯಾವುದೇ ಹುದ್ದೆಯನ್ನು ಹೊಂದಿರುವ ಸರ್ಕಾರಿ ನೌಕರನ ಸಂಬಂಧದಲ್ಲಿ ಇಲಾಖೆಯ ಮುಖ್ಯಸ್ಥ;

ಪರಂತು ಇಲಾಖಾ ಮುಖ್ಯಸ್ಥರು ಆದೇಶದ ಮೂಲಕ ತಮ್ಮ ಆಡಳಿತ ನಿಯಂತ್ರಣಕ್ಕೆ ಒಳಪಡುವ ಯಾವುದೇ ಇತರ ಪ್ರಾಧಿಕಾರಿಗಳನ್ನು ಈ ಖಂಡದ ಉದ್ದೇಶಕ್ಕಾಗಿ ನಿಯಮಿತ ಪ್ರಾಧಿಕಾರವೆಂದು ನಿರ್ದಿಷ್ಟಪಡಿಸಬಹುದು.

ವಿವರಣೆ.- ಅನ್ಯ ಸೇವೆಯ ಮೇಲಿರುವ ಅಥವಾ ಇತರ ಯಾವುದೇ ಇಲಾಖೆಗೆ ಅಥವಾ ಇತರ ಯಾವುದೇ ಸರ್ಕಾರಕ್ಕೆ ಪ್ರತಿನಿಯೋಜನೆಗೊಂಡಿರುವ, ಸರ್ಕಾರಿ ನೌಕರನ ಸಂದರ್ಭದಲ್ಲಿ, ಸಂದರ್ಭಾನುಸಾರ (ii)ನೇ ಉಪ-ಖಂಡ ಅಥವಾ (iii)ನೇ ಉಪ-ಖಂಡದಲ್ಲಿ ನಿರ್ದಿಷ್ಟಪಡಿಸಿದ ಪ್ರಾಧಿಕಾರಗಳೇ ನಿಯಮಿಸಿದ ಪ್ರಾಧಿಕಾರವಾಗಿರತಕ್ಕದ್ದು.

(iv) ಅಂಥ ಪ್ರಾಧಿಕಾರವನ್ನು ಸರ್ಕಾರವು ಆ ಬಗ್ಗೆ ಹೊರಡಿಸಲಾದ ಆದೇಶದ ಮೂಲಕ ಗೊತ್ತುಪಡಿಸತಕ್ಕದ್ದು.

ಈ ನಿಯಮಗಳ ವಿವಿಧ ಉಪಬಂಧಗಳ ಉದ್ದೇಶಕ್ಕಾಗಿ ವಿವಿಧ ಪ್ರಾಧಿಕಾರಿಗಳನ್ನು ನಿರ್ದಿಷ್ಟಪಡಿಸಬಹುದು.

(2) ಈ ನಿಯಮಗಳಲ್ಲಿ ಬಳಸಿದ ಆದರೆ ಪರಿಭಾಷಿಸಿರದ ಇನ್ನಿತರ ಎಲ್ಲಾ ಪದಗಳು ಮತ್ತು ಪದಾವಳಿಗಳು, ಕರ್ನಾಟಕ ನಾಗರಿಕ ಸೇವಾ ನಿಯಮಗಳಲ್ಲಿ ಅಥವಾ ಕರ್ನಾಟಕ ರಾಜ್ಯ ನಾಗರಿಕ ಸೇವಾ ಅಧಿನಿಯಮ, 1978ರ (1990ರ ಕರ್ನಾಟಕ ಅಧಿನಿಯಮ 14) ಅಡಿಯಲ್ಲಿ ರಚಿಸಲಾದ ಅಥವಾ ರಚಿಸಲಾಗಿದೆಯೆಂದು ಭಾವಿಸಲಾದ ಯಾವುದೇ ಇತರ ನಿಯಮಗಳಲ್ಲಿ ಅವುಗಳಿಗೆ ನೀಡಲಾದ ಅರ್ಥವನ್ನೇ ಇವುಗಳಿಗೂ ನೀಡಲಾಗಿದೆ ಎಂದು ಭಾವಿಸತಕ್ಕದ್ದು.

3. ಸಾಮಾನ್ಯ ತತ್ವಗಳು.-

(1) ಪ್ರತಿಯೊಬ್ಬ ಸರ್ಕಾರಿ ನೌಕರನು, ಎಲ್ಲ ಕಾಲಗಳಲ್ಲಿಯೂ, -

- (i) ಸಂಪೂರ್ಣ ನೀತಿ ನಿಷ್ಠೆಯನ್ನು ಹೊಂದಿರತಕ್ಕದ್ದು,
- (ii) ಕರ್ತವ್ಯ ಶ್ರದ್ಧೆಯನ್ನು ಹೊಂದಿರತಕ್ಕದ್ದು;
- (iii) ಸರ್ಕಾರಿ ನೌಕರನಿಗೆ ತಕ್ಕದ್ದಲ್ಲದ ಯಾವುದನ್ನೂ ಮಾಡತಕ್ಕದ್ದಲ್ಲ; ಮತ್ತು
- (iv) ಯಾವುದೇ ಅಪರಾಧಿಕ ಚಟುವಟಿಕೆಯಲ್ಲಿ ತೊಡಗತಕ್ಕದ್ದಲ್ಲ.

(2) ಪ್ರತಿಯೊಬ್ಬ ಸರ್ಕಾರಿ ನೌಕರನು,-

- (i) ಉನ್ನತ ನೈತಿಕ ಆದರ್ಶಗಳನ್ನು ಹೊಂದಿರತಕ್ಕದ್ದು;
- (ii) ರಾಜಕೀಯವಾಗಿ ತಟಸ್ಥನಾಗಿರತಕ್ಕದ್ದು;
- (iii) ತನ್ನ ಕರ್ತವ್ಯಗಳನ್ನು ನಿರ್ವಹಿಸುವಲ್ಲಿ, ಅರ್ಹತಾದಾಯಕ, ನ್ಯಾಯ ಸಮ್ಮತ ಮತ್ತು ನಿಷ್ಪಕ್ಷಪಾತತೆಯ ಮೂಲ ತತ್ವಗಳನ್ನು ಅಳವಡಿಸಿಕೊಂಡಿರತಕ್ಕದ್ದು;
- (iv) ಉತ್ತರದಾಯಿತ್ವ ಮತ್ತು ಪಾರದರ್ಶಕತೆಯನ್ನು ನಿರ್ವಹಿಸತಕ್ಕದ್ದು;
- (v) ಸಾರ್ವಜನಿಕರಿಗೆ ಸ್ಪಂದನಾಶೀಲನಾಗಿರತಕ್ಕದ್ದು; ಹಾಗೂ
- (vi) ಸಾರ್ವಜನಿಕರೊಂದಿಗೆ ಸೌಜನ್ಯ ಹಾಗೂ ವಿನಯದಿಂದ ವರ್ತಿಸತಕ್ಕದ್ದು.

(3) ಮೇಲ್ವಿಚಾರಣಾ ಹುದ್ದೆಯನ್ನು ಹೊಂದಿರುವ ಪ್ರತಿಯೊಬ್ಬ ಸರ್ಕಾರಿ ನೌಕರನು, ತತ್ಕಾಲದಲ್ಲಿ ತನ್ನ ನಿಯಂತ್ರಣಕ್ಕೆ ಮತ್ತು ಅಧಿಕಾರಕ್ಕೆ ಒಳಪಟ್ಟಿರುವ ಎಲ್ಲಾ ಸರ್ಕಾರಿ ನೌಕರರ ನೀತಿ ನಿಷ್ಠೆಯನ್ನು ಮತ್ತು ಕರ್ತವ್ಯ ಶ್ರದ್ಧೆಯನ್ನು ಸುನಿಶ್ಚಿತಪಡಿಸಿಕೊಳ್ಳಲು ಸಾಧ್ಯವಿರುವ ಎಲ್ಲಾ ಕ್ರಮಗಳನ್ನು ತೆಗೆದುಕೊಳ್ಳತಕ್ಕದ್ದು.

(4) ಪ್ರತಿಯೊಬ್ಬ ಸರ್ಕಾರಿ ನೌಕರನು, ತನ್ನ ಕರ್ತವ್ಯಗಳನ್ನು ನಿರ್ವಹಿಸುವಾಗ ಸೌಜನ್ಯಯುತವಾದ ವರ್ತನೆಯನ್ನು ಹೊಂದಿರತಕ್ಕದ್ದು.

(5) ಪ್ರತಿಯೊಬ್ಬ ಸರ್ಕಾರಿ ನೌಕರನು,-

- (i) ಸಂವಿಧಾನ ಮತ್ತು ಪ್ರಜಾಸತ್ತಾತ್ಮಕ ಮೌಲ್ಯಗಳ ಸರ್ವೋಚ್ಚತೆಗೆ ಸ್ವತಃ ಬದ್ಧನಾಗಿರತಕ್ಕದ್ದು ಮತ್ತು ಎತ್ತಿ ಹಿಡಿಯತಕ್ಕದ್ದು;
- (ii) ಭಾರತದ ಸಾರ್ವಭೌಮತ್ವ ಮತ್ತು ಅಖಂಡತೆ, ರಾಷ್ಟ್ರದ ಭದ್ರತೆ, ಸಾರ್ವಜನಿಕ ಸುವ್ಯವಸ್ಥೆ, ಸಭ್ಯತೆ ಮತ್ತು ನೈತಿಕತೆಯನ್ನು ಸಮರ್ಥಿಸತಕ್ಕದ್ದು ಮತ್ತು ಎತ್ತಿ ಹಿಡಿಯತಕ್ಕದ್ದು;
- (iii) ಸಾರ್ವಜನಿಕ ಹಿತದೃಷ್ಟಿಯಿಂದ ಮಾತ್ರವೇ ನಿರ್ಧಾರಗಳನ್ನು ತೆಗೆದುಕೊಳ್ಳತಕ್ಕದ್ದು ಮತ್ತು ಸಾರ್ವಜನಿಕ ಸಂಪನ್ಮೂಲಗಳನ್ನು ಸಮರ್ಥವಾಗಿ, ಪರಿಣಾಮಕಾರಿಯಾಗಿ ಮತ್ತು ಮಿತವ್ಯಯಕರವಾಗಿ ಬಳಸತಕ್ಕದ್ದು ಅಥವಾ ಬಳಸುವಂತೆ ಮಾಡತಕ್ಕದ್ದು;

(iv) ತನ್ನ ಸಾರ್ವಜನಿಕ ಕರ್ತವ್ಯಗಳಿಗೆ ಸಂಬಂಧಿಸಿದ ಯಾವುದೇ ಖಾಸಗಿ ಹಿತಾಸಕ್ತಿಯನ್ನು ಘೋಷಿಸತಕ್ಕದ್ದು ಮತ್ತು ಸಾರ್ವಜನಿಕ ಹಿತಾಸಕ್ತಿಯನ್ನು ಸಂರಕ್ಷಿಸುವಂಥ ರೀತಿಯಲ್ಲಿ ಯಾವುದೇ ಬಿಕ್ಕಟ್ಟುಗಳನ್ನು ಪರಿಹರಿಸಲು ಕ್ರಮ ಕೈಗೊಳ್ಳತಕ್ಕದ್ದು;

(v) ತನ್ನ ಪದೀಯ ಕರ್ತವ್ಯಗಳ ನಿರ್ವಹಣೆಯಲ್ಲಿ ತನ್ನ ಮೇಲೆ ಪ್ರಭಾವ ಬೀರಬಹುದಾದ ಯಾರೇ ವ್ಯಕ್ತಿ ಅಥವಾ ಯಾವುದೇ ಸಂಸ್ಥೆಯ ಯಾವುದೇ ಹಣಕಾಸು ಅಥವಾ ಇತರ ಆಮಿಷಗಳಿಗೆ ತಾನು ಒಳಗಾಗತಕ್ಕದ್ದಲ್ಲ;

(vi) ನಾಗರಿಕ ಸೇವಾ ನೌಕರನಾಗಿ ತನ್ನ ಅಧಿಕಾರವನ್ನು ದುರುಪಯೋಗಪಡಿಸಿಕೊಳ್ಳತಕ್ಕದ್ದಲ್ಲ ಮತ್ತು ಸ್ವಂತಕ್ಕಾಗಿ, ತನ್ನ ಕುಟುಂಬಕ್ಕಾಗಿ ಅಥವಾ ತನ್ನ ಸ್ನೇಹಿತರಿಗಾಗಿ ಹಣಕಾಸು ಅಥವಾ ಬಹು ಮುಖ್ಯ ಪ್ರಯೋಜನಗಳನ್ನು ದೊರಕಿಸಿಕೊಡುವ ಉದ್ದೇಶದಿಂದ ನಿರ್ಧಾರಗಳನ್ನು ತೆಗೆದುಕೊಳ್ಳತಕ್ಕದ್ದಲ್ಲ;

(vii) ಅರ್ಹತೆಯ ಆಧಾರದ ಮೇಲೆ ಮಾತ್ರವೇ ಆಯ್ಕೆಗಳನ್ನು ಮಾಡತಕ್ಕದ್ದು. ನಿರ್ಣಯಗಳನ್ನು ತೆಗೆದುಕೊಳ್ಳತಕ್ಕದ್ದು ಮತ್ತು ಶಿಫಾರಸ್ಸುಗಳನ್ನು ಮಾಡತಕ್ಕದ್ದು;

(viii) ನ್ಯಾಯ ಸಮ್ಮತವಾಗಿ ಮತ್ತು ನಿಷ್ಪಕ್ಷಪಾತದಿಂದ ಕಾರ್ಯನಿರ್ವಹಿಸತಕ್ಕದ್ದು ಹಾಗೂ ಯಾವುದೇ ವ್ಯಕ್ತಿಯ ಅಥವಾ ಪಕ್ಷದ ವಿರುದ್ಧ ತಾರತಮ್ಯ ಮಾಡತಕ್ಕದ್ದಲ್ಲ;

(ix) ಯಾವುದೇ ಕಾನೂನು, ನಿಯಮಗಳು, ವಿನಿಯಮಗಳು ಮತ್ತು ಸ್ಥಾಪಿತ ಪದ್ಧತಿಗಳಿಗೆ ವಿರುದ್ಧವಾಗಿರುವ ಅಥವಾ ವಿರುದ್ಧವಾಗಿರಬಹುದಾದ ಯಾವುದೇ ಕಾರ್ಯ ಮಾಡುವುದನ್ನು ನಿರ್ಬಂಧಿಸತಕ್ಕದ್ದು;

(x) ತನ್ನ ಕರ್ತವ್ಯಗಳನ್ನು ನಿರ್ವಹಿಸುವಲ್ಲಿ ಶಿಸ್ತನ್ನು ಕಾಪಾಡಿಕೊಳ್ಳತಕ್ಕದ್ದು ಮತ್ತು ತನಗೆ ಯುಕ್ತವಾಗಿ ತಿಳಿಸಲಾದ ಕಾನೂನುಬದ್ಧ ಆದೇಶಗಳನ್ನು ಜಾರಿಗೊಳಿಸಲು ಬದ್ಧನಾಗಿರತಕ್ಕದ್ದು.

(xi) ತತ್ಕಾಲದಲ್ಲಿ ಜಾರಿಯಲ್ಲಿರುವ ಯಾವುದೇ ಕಾನೂನುಗಳ ಮೂಲಕ ಅಗತ್ಯಪಡಿಸಲಾದಂಥ ಪದೀಯ ಕರ್ತವ್ಯಗಳನ್ನು ನಿರ್ವಹಿಸುವಾಗ, ಗೌಪ್ಯತೆಯನ್ನು ಕಾಪಾಡಿಕೊಳ್ಳಲು ಬದ್ಧನಾಗಿರತಕ್ಕದ್ದು. ಅದರಲ್ಲೂ ಮುಖ್ಯವಾಗಿ ಭಾರತದ ಸಾರ್ವಭೌಮತೆಗೆ ಮತ್ತು ಅಖಂಡತೆಗೆ, ರಾಷ್ಟ್ರದ ಭದ್ರತೆಗೆ, ರಾಷ್ಟ್ರದ ಕಾರ್ಯತಂತ್ರ, ವೈಜ್ಞಾನಿಕ ಮತ್ತು ಆರ್ಥಿಕ ಹಿತಾಸಕ್ತಿಗಳಿಗೆ, ವಿದೇಶಿ ರಾಷ್ಟ್ರಗಳೊಂದಿಗಿನ ಸ್ನೇಹ ಸಂಬಂಧಗಳಿಗೆ ಬಾಧಕವನ್ನುಂಟು ಮಾಡುವಂತೆ ಅಥವಾ ಒಂದು ಅಪರಾಧದ ಚಿತಾವಣೆಗೆ ಕಾರಣವಾಗುವಂತೆ ಅಥವಾ ಯಾವುದೇ ವ್ಯಕ್ತಿಗೆ ಕಾನೂನು ಬಾಹಿರ ಪ್ರಯೋಜನಗಳನ್ನು ಮಾಡಿಕೊಡುವಂತೆ ಮಾಹಿತಿಯನ್ನು ಬಹಿರಂಗಪಡಿಸತಕ್ಕದ್ದಲ್ಲ.

(xii) ಅತ್ಯುನ್ನತ ಮಟ್ಟದ ನೈಪುಣ್ಯತೆಯಿಂದ ಹಾಗೂ ತನ್ನ ಗರಿಷ್ಠ ಸಾಮರ್ಥ್ಯದ ವೃತ್ತಿಪರತೆಯಿಂದ ತನ್ನ ಕರ್ತವ್ಯಗಳನ್ನು ಪಾಲಿಸತಕ್ಕದ್ದು ಹಾಗೂ ನಿರ್ವಹಿಸತಕ್ಕದ್ದು.

ವಿವರಣೆ: ಒಬ್ಬ ಸರ್ಕಾರಿ ನೌಕರನಿಗೆ ಇತರ ಕಾರ್ಯಗಳ ನಡುವೆ ವಹಿಸಿದ ಒಂದು ಕಾರ್ಯವನ್ನು ನಿಗದಿಪಡಿಸಿದ ಸಮಯದೊಳಗೆ ಮತ್ತು ಆತನ ನಿರೀಕ್ಷಿತ ಕಾರ್ಯಕ್ಷಮತೆಯ ಗುಣಮಟ್ಟದೊಂದಿಗೆ ನಿರ್ವಹಿಸಲು ಆತನು ರೂಢಿಗತವಾಗಿ ವಿಫಲನಾದಲ್ಲಿ, ಅದನ್ನು (1)ನೇ ಉಪ-ನಿಯಮ ಮತ್ತು (3)ನೇ ಉಪ-ನಿಯಮದ ಉದ್ದೇಶಕ್ಕಾಗಿ ಕರ್ತವ್ಯದ ಮೇಲಿನ ಶ್ರದ್ಧೆಯ ಕೊರತೆ ಎಂದು ಭಾವಿಸತಕ್ಕದ್ದು.

(xiii) ಯಾವುದೇ ಹಂತದಲ್ಲಿ, ತೆಗೆದುಕೊಂಡ ಯಾವುದೇ ಉದ್ದೇಶಿತ ಕ್ರಮವು, ಯಾವುದೇ ನಿಯಮ ಅಥವಾ ಕಾನೂನಿಗೆ ತದ್ವಿರುದ್ಧ ಇದ್ದಲ್ಲಿ, ಅಥವಾ ಸರ್ಕಾರದ ಕಾರ್ಯನೀತಿಗಳಿಗೆ ಭಿನ್ನವಾಗಿದ್ದಲ್ಲಿ, ಅಥವಾ ವಹಿಸಲಾದ ಪ್ರಕರಣದಲ್ಲಿ ಪ್ರಕ್ರಿಯಾ ಲೋಪ ಕಂಡು ಬಂದಲ್ಲಿ, ಆ ಅಂಶವನ್ನು ಮೇಲಾಧಿಕಾರಿಗಳ ಗಮನಕ್ಕೆ ತರತಕ್ಕದ್ದು;

(xiv) ತನ್ನ ಕರ್ತವ್ಯಗಳಲ್ಲಿ ಉತ್ಕೃಷ್ಟತೆಯನ್ನು ಸಾಧಿಸುವುದಕ್ಕಾಗಿ ಅಗತ್ಯವಾಗಿರುವ ವೃತ್ತಿಪರ ಜ್ಞಾನ ಮತ್ತು ಅನುಭವವನ್ನು ಪಡೆಯಲು ಪ್ರಯತ್ನ ಮಾಡತಕ್ಕದ್ದು ಹಾಗೂ ತನ್ನ ಕಾರ್ಯಕ್ಷೇತ್ರದ ಜ್ಞಾನವನ್ನು ವೃದ್ಧಿಸಿಕೊಳ್ಳಲು ಮತ್ತು ಕಚೇರಿ ಆಡಳಿತಾತ್ಮಕ ಸುಧಾರಿತ ವಿಧಾನಗಳಿಗೆ ತನ್ನನ್ನು ಸಿದ್ಧಪಡಿಸಿಕೊಳ್ಳಲು ಸರ್ವ ರೀತಿಯಲ್ಲೂ ಶ್ರಮಿಸತಕ್ಕದ್ದು; ಹಾಗೂ

(xv) ಸಾರ್ವಜನಿಕರೊಂದಿಗೆ ಅಧಿಕೃತ ವ್ಯವಹಾರ ನಡೆಸುವಲ್ಲಿ ಉದ್ದೇಶ ಪೂರ್ವಕವಾಗಿ ವಿಳಂಬ ಧೋರಣೆಯನ್ನು ತೋರತಕ್ಕದ್ದಲ್ಲ ಅಥವಾ ಆತ/ಆಕೆಗೆ ವಹಿಸಲಾದ ಕೆಲಸಗಳನ್ನು ವಿಲೇ ಮಾಡುವಲ್ಲಿ ದುರುದ್ದೇಶ ಪೂರ್ವಕವಾಗಿ ವಿಳಂಬ ಮಾಡತಕ್ಕದ್ದಲ್ಲ.

(6) (i) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ತನ್ನ ಪದೀಯ ಕರ್ತವ್ಯಗಳನ್ನು ನಿರ್ವಹಿಸುವಾಗ ಅಥವಾ ಆತನಿಗೆ ಪ್ರದತ್ತವಾಗಿರುವ ಅಧಿಕಾರಗಳನ್ನು ಚಲಾಯಿಸುವಾಗ, ತನ್ನ ವರಿಷ್ಠಾಧಿಕಾರಿಯ ನಿರ್ದೇಶನದ ಮೇರೆಗೆ ಆತನು ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿರುವ ಸಂದರ್ಭದ ಹೊರತಾಗಿ, ತನ್ನ ಸ್ವಂತ ಅತ್ಯುತ್ತಮ ನಿರ್ಣಯ ಸರಿಯಾಗಿದೆ ಮತ್ತು ಕರಾರುವಾಕ್ಕಾಗಿದೆ ಎಂದೆನಿಸದೆ ಬೇರೆ ರೀತಿಯಲ್ಲಿ ಕಾರ್ಯನಿರ್ವಹಿಸತಕ್ಕದ್ದಲ್ಲ.

(ii) ಮೇಲಾಧಿಕಾರಿಯ ನಿರ್ದೇಶನವು ಸಾಮಾನ್ಯವಾಗಿ ಲಿಖಿತರೂಪದಲ್ಲಿರತಕ್ಕದ್ದು. ತುರ್ತು ಸಂದರ್ಭದ ಹಿನ್ನೆಲೆಯಲ್ಲಿ ಮೌಖಿಕ ನಿರ್ದೇಶನ ನೀಡುವುದು ಅನಿವಾರ್ಯವಾದಾಗ, ಮೇಲಾಧಿಕಾರಿಯು ತಾನಾಗಿಯೇ ಆಗಲಿ, ಅಥವಾ ಸಂಬಂಧಿಸಿದ ಅಧೀನ ಸರ್ಕಾರಿ ನೌಕರನ ಕೋರಿಕೆಯ ಮೇಲಾಗಲಿ ಅದನ್ನು ಆ ನಂತರ ಕೂಡಲೇ ಲಿಖಿತವಾಗಿ ಸ್ಥಿರೀಕರಿಸತಕ್ಕದ್ದು; ಮತ್ತು

(iii) ತನ್ನ ಮೇಲಾಧಿಕಾರಿಯಿಂದ ಮೌಖಿಕ ನಿರ್ದೇಶನವನ್ನು ಸ್ವೀಕರಿಸಿದಂಥ ಸರ್ಕಾರಿ ನೌಕರನು, ಸಾಧ್ಯವಾದಷ್ಟು ಬೇಗನೆ ಆ ನಿರ್ದೇಶನವನ್ನು ಲಿಖಿತದಲ್ಲಿ ಸ್ಥಿರೀಕರಿಸುವಂತೆ ಕೋರತಕ್ಕದ್ದು ಮತ್ತು ಅಂಥ ಸಂದರ್ಭದಲ್ಲಿ ನಿರ್ದೇಶನವನ್ನು ಲಿಖಿತವಾಗಿ ಸ್ಥಿರೀಕರಿಸುವುದು ಮೇಲಾಧಿಕಾರಿಯ ಕರ್ತವ್ಯವಾಗಿರತಕ್ಕದ್ದು.

ವಿವರಣೆ: (6)ನೇ ಉಪ-ನಿಯಮದ (iii)ನೇ ಖಂಡದಲ್ಲಿ ಇರುವುದು ಯಾವುದನ್ನೂ, ಅಧಿಕಾರಗಳು ಮತ್ತು ಹೊಣೆಗಾರಿಕೆಗಳ ಹಂಚಿಕೆ ಮತ್ತು ಪ್ರತ್ಯಾಯೋಜನೆಯ ಅಡಿಯಲ್ಲಿ ಅಂಥ ನಿರ್ದೇಶನಗಳು ಅಗತ್ಯವಿಲ್ಲದಿರುವಾಗ, ವರಿಷ್ಠ ಅಧಿಕಾರಿ ಅಥವಾ ಪ್ರಾಧಿಕಾರಿಯಿಂದ ನಿರ್ದೇಶನವನ್ನು ಕೋರುವ ಮೂಲಕ ಸರ್ಕಾರಿ ನೌಕರನು ತನ್ನ ಜವಾಬ್ದಾರಿಗಳಿಂದ ನುಣುಚಿಕೊಳ್ಳಲು ಅವನನ್ನು ಅದು ಶಕ್ತಗೊಳಿಸುತ್ತದೆ ಎಂದು ಅರ್ಥೈಸತಕ್ಕದ್ದಲ್ಲ.

(7) ಹಾಜರಾತಿಯಲ್ಲಿ ಸಮಯಪಾಲನೆ-ಪ್ರತಿಯೊಬ್ಬ ಸರ್ಕಾರಿ ನೌಕರನು ಸಮಯಕ್ಕೆ ಸರಿಯಾಗಿ ಕಛೇರಿಗೆ ಹಾಜರಾಗತಕ್ಕದ್ದು ಹಾಗೂ ತನ್ನ ಹುದ್ದೆಯ ಕರ್ತವ್ಯಗಳ ನಿರ್ವಹಣೆಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಗರಿಷ್ಠ ಸಮಯವನ್ನು ಮೀಸಲಿಡುವುದು ಮತ್ತು ತುರ್ತು ಸೇವೆ ಅಗತ್ಯವಿದ್ದಾಗ ಮತ್ತು ಉನ್ನತ ಅಧಿಕಾರಿಗಳ ಸೂಚನೆಯ ಮೇಲೆ, ಕಚೇರಿ ಕೆಲಸದ ಅವಧಿಗಳನ್ನು ಮೀರಿ ಕಾರ್ಯನಿರ್ವಹಿಸತಕ್ಕದ್ದು.

(8) ಪ್ರತಿಯೊಬ್ಬ ಸರ್ಕಾರಿ ನೌಕರನು, ಸರ್ಕಾರಿ ಸೇವೆಗೆ ಸೇರುವ ಸಮಯದಲ್ಲಿ, ಈ ಮುಂದಿನ ನಮೂನೆಯಲ್ಲಿನ ಪ್ರಮಾಣವನ್ನು ಮಾಡತಕ್ಕದ್ದು:-

"ನಿಷ್ಠಾ ಪ್ರಮಾಣ ಪತ್ರ"

ಆದ ನಾನು ಭಾರತದ ವಿಚಾರದಲ್ಲಿ ಮತ್ತು ಕಾನೂನು ಮೇರೆಗೆ ಏರ್ಪಟ್ಟ ಭಾರತದ ಸಂವಿಧಾನದ ವಿಚಾರದಲ್ಲಿ ಭಕ್ತಿಯಿಂದಲೂ, ನಿಷ್ಠೆಯಿಂದಲೂ ನಡೆದುಕೊಳ್ಳುತ್ತೇನೆಂದು ಮತ್ತು ನನ್ನ ಹುದ್ದೆಗೆ ಸಂಬಂಧಪಟ್ಟ ಕರ್ತವ್ಯಗಳನ್ನು ಶ್ರದ್ಧೆಯಿಂದ, ಪ್ರಾಮಾಣಿಕತೆಯಿಂದ ಮತ್ತು ನಿಷ್ಪಕ್ಷಪಾತದಿಂದ ನಿರ್ವಹಿಸುತ್ತೇನೆಂದೂ ಪ್ರತಿಜ್ಞೆ ಮಾಡುತ್ತೇನೆ: ಪ್ರಮಾಣ ಪೂರ್ವಕವಾಗಿ ನುಡಿಯುತ್ತೇನೆ.-

ಸಹಿ"

ಸರ್ಕಾರಿ ನೌಕರನ ಹೆಸರು ಹಾಗೂ ಪದನಾಮ

4. ಸರ್ಕಾರವು ಪೋಷಿಸಿಕೊಂಡು ಬರುತ್ತಿರುವ ಕಂಪನಿಯಲ್ಲಿ ಅಥವಾ ಸಂಸ್ಥೆಯಲ್ಲಿ ಸರ್ಕಾರಿ ನೌಕರನ ಕುಟುಂಬ ಸದಸ್ಯನಿಗೆ ಉದ್ಯೋಗ:

(1) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ಯಾವುದೇ ಕಂಪನಿಯಲ್ಲಿ ಅಥವಾ ಫರ್ಮನಲ್ಲಿ ಅಥವಾ ಸಂಸ್ಥೆಯಲ್ಲಿ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನಿಗೆ ಉದ್ಯೋಗವನ್ನು ದೊರಕಿಸಿಕೊಡಲು ಪ್ರತ್ಯಕ್ಷವಾಗಿ ಅಥವಾ ಪರೋಕ್ಷವಾಗಿ ತನ್ನ ಸ್ಥಾನವನ್ನು ಅಥವಾ ಪ್ರಭಾವವನ್ನು ಬಳಸಿಕೊಳ್ಳತಕ್ಕದ್ದಲ್ಲ.

(2) (i) ಯಾರೇ ಎ-ದರ್ಜೆಯ ಅಧಿಕಾರಿಯು, ಸರ್ಕಾರದ ಪೂರ್ವ ಮಂಜೂರಾತಿ ಪಡೆದ ಹೊರತು ತನ್ನ ಮಗ, ಮಗಳು ಅಥವಾ ಇತರ ಯಾವುದೇ ಅವಲಂಬಿತರಿಗೆ ಆತನು ಅಧಿಕೃತ ವ್ಯವಹಾರವನ್ನು ಹೊಂದಿರುವ ಯಾವುದೇ ಕಂಪನಿಯಲ್ಲಿ ಅಥವಾ ಫರ್ಮನಲ್ಲಿ ಅಥವಾ ಸಂಸ್ಥೆಯಲ್ಲಿ ಅಥವಾ ಸರ್ಕಾರದೊಂದಿಗೆ ಅಧಿಕೃತ ವ್ಯವಹಾರಗಳನ್ನು ಹೊಂದಿರುವ ಯಾವುದೇ ಇತರ ಉದ್ಯಮದಲ್ಲಿ ಉದ್ಯೋಗವನ್ನು ಒಪ್ಪಿಕೊಳ್ಳಲು ಅನುಮತಿ ನೀಡತಕ್ಕದ್ದಲ್ಲ:

ಪರಂತು, ಉದ್ಯೋಗವನ್ನು ಒಪ್ಪಿಕೊಳ್ಳಲು ಸರ್ಕಾರದ ಪೂರ್ವಾನುಮತಿ ಪಡೆಯುವುದಕ್ಕಾಗಿ ಕಾಯಲು ಸಾಧ್ಯವಿಲ್ಲದಿರುವಾಗ ಅಥವಾ ಅನ್ಯಥಾ ತುರ್ತು ಎಂದು ಪರಿಗಣಿಸಿರುವಾಗ ಸರ್ಕಾರಕ್ಕೆ ಈ ವಿಷಯದ ಬಗ್ಗೆ ವರದಿ ಮಾಡತಕ್ಕದ್ದು ಮತ್ತು ಸರ್ಕಾರದ ಅನುಮತಿಗೆ ಒಳಪಟ್ಟು, ತಾತ್ಕಾಲಿಕವಾಗಿ ಉದ್ಯೋಗವನ್ನು ಒಪ್ಪಿಕೊಳ್ಳಬಹುದು.

(ii) ಸರ್ಕಾರಿ ನೌಕರನು, ತನ್ನ ಕುಟುಂಬದ ಸದಸ್ಯನು ಯಾವುದೇ ಕಂಪನಿಯಲ್ಲಿ ಅಥವಾ ಫರ್ಮನಲ್ಲಿ ಅಥವಾ ಸಂಸ್ಥೆಯಲ್ಲಿ ಉದ್ಯೋಗವನ್ನು ಒಪ್ಪಿಕೊಂಡಿದ್ದಾನೆ ಎಂಬುದು ತಿಳಿದ ಕೂಡಲೇ, ಹಾಗೆ ಒಪ್ಪಿಕೊಂಡಿರುವುದನ್ನು ನಿಯಮಿಸಿದ ಪ್ರಾಧಿಕಾರಿಗೆ ತಿಳಿಸತಕ್ಕದ್ದು ಮತ್ತು ಆ ಕಂಪನಿಯೊಂದಿಗೆ ಅಥವಾ ಫರ್ಮ ಅಥವಾ ಸಂಸ್ಥೆಯೊಂದಿಗೆ ಆತನು ಯಾವುದೇ ಸರ್ಕಾರಿ ವ್ಯವಹಾರ ಹೊಂದಿರುವನೇ ಅಥವಾ ಹೊಂದಿದ್ದನೇ ಎಂಬುದನ್ನು ಸಹ ತಿಳಿಸತಕ್ಕದ್ದು:

ಪರಂತು, ಅಧಿಕಾರಿಯು ಈಗಾಗಲೇ ಸರ್ಕಾರದ ಮಂಜೂರಾತಿಯನ್ನು ಪಡೆದಿದ್ದರೆ ಅಥವಾ ಈ ಉಪ-ನಿಯಮದ (i)ನೇ ಖಂಡದ ಅಡಿಯಲ್ಲಿ ಆತನು ಸರ್ಕಾರಕ್ಕೆ ವರದಿ ಕಳುಹಿಸಿದ್ದರೆ, ಆ ಅಧಿಕಾರಿಯ ಸಂದರ್ಭದಲ್ಲಿ ಹಾಗೆ ತಿಳಿಸುವುದು ಅಗತ್ಯವಿರತಕ್ಕದ್ದಲ್ಲ.

(3) (i) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ತನ್ನ ಅಧಿಕೃತ ಕರ್ತವ್ಯಗಳನ್ನು ನಿರ್ವಹಿಸುವಾಗ ಯಾವುದೇ ಕಂಪನಿಯೊಂದಿಗೆ ಅಥವಾ ಫರ್ಮನೊಂದಿಗೆ ಅಥವಾ ಸಂಸ್ಥೆಯೊಂದಿಗೆ ಅಥವಾ ಯಾರೇ ಇತರ ವ್ಯಕ್ತಿಯೊಂದಿಗೆ, ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನು ಆ ಕಂಪನಿಯಲ್ಲಿ ಅಥವಾ ಫರ್ಮನಲ್ಲಿ ಅಥವಾ ಸಂಸ್ಥೆಯಲ್ಲಿ ಉದ್ಯೋಗಿಯಾಗಿದ್ದರೆ ಅಥವಾ ತಾನು ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನು ಅಂಥ ವಿಷಯದಲ್ಲಿ ಅಥವಾ ಕರಾರಿನಲ್ಲಿ ಯಾವುದೇ ಇತರ ರೀತಿಯಲ್ಲಿ ಹಿತಾಸಕ್ತಿ ಉಳ್ಳವನಾಗಿದ್ದರೆ, ಆ ಯಾವುದೇ ವಿಷಯದ ಬಗ್ಗೆ ಅಥವಾ ಅವುಗಳ

ಪರವಾಗಿ ವ್ಯವಹರಿಸತಕ್ಕದ್ದಲ್ಲ, ಅಥವಾ ಯಾವುದೇ ಕರಾರನ್ನು ನೀಡತಕ್ಕದ್ದಲ್ಲ, ಅಥವಾ ಅದನ್ನು ಮಂಜೂರು ಮಾಡತಕ್ಕದ್ದಲ್ಲ.

(ii) ಈ ಉಪನಿಯಮದ (i)ನೇ ಖಂಡದಲ್ಲಿ ಉಲ್ಲೇಖಿಸಲಾದ ಸಂದರ್ಭದಲ್ಲಿ, ಸರ್ಕಾರಿ ನೌಕರನು ಅಂತಹ ಪ್ರತಿಯೊಂದು ವಿಷಯದ ಅಥವಾ ಕರಾರಿನ ಬಗ್ಗೆ ತನ್ನ ವರಿಷ್ಠಾಧಿಕಾರಿಗೆ ತಿಳಿಸತಕ್ಕದ್ದು ಮತ್ತು ಕರಾರಿನ ಬಗೆಗಿನ ಆ ವಿಷಯವನ್ನು, ಯಾವ ವರಿಷ್ಠಾಧಿಕಾರಿಗೆ ಅಥವಾ ಇತರ ಯಾವ ಪ್ರಾಧಿಕಾರಕ್ಕೆ ಆ ಬಗ್ಗೆ ತಿಳಿಸಲಾಗಿದೆಯೋ ಆ ಪ್ರಾಧಿಕಾರಿಯ ಸೂಚನೆಗನುಸಾರವಾಗಿ ಆ ತರುವಾಯ ಪ್ರಕರಣವನ್ನು ವಿಲೇ ಮಾಡತಕ್ಕದ್ದು.

5. ರಾಜಕೀಯದಲ್ಲಿ ಮತ್ತು ಚುನಾವಣೆಯಲ್ಲಿ ಭಾಗವಹಿಸುವುದು:

(1) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ಯಾವುದೇ ರಾಜಕೀಯ ಪಕ್ಷದ ಅಥವಾ ರಾಜಕಾರಣದಲ್ಲಿ ಭಾಗವಹಿಸುವಂಥ ಯಾವುದೇ ಸಂಘ ಸಂಸ್ಥೆಯ ಸದಸ್ಯನಾಗಿರತಕ್ಕದ್ದಲ್ಲ, ಅಥವಾ ಅವುಗಳೊಂದಿಗೆ ಅನ್ಯಥಾ ಸಂಬಂಧ ಹೊಂದಿರತಕ್ಕದ್ದಲ್ಲ, ಅಥವಾ ಯಾವುದೇ ರಾಜಕೀಯ ಚಳುವಳಿ ಅಥವಾ ಚಟುವಟಿಕೆಯಲ್ಲಿ ಭಾಗವಹಿಸತಕ್ಕದ್ದಲ್ಲ, ಅದರ ಸಹಾಯಾರ್ಥ ವಂತಿಗೆ ನೀಡತಕ್ಕದ್ದಲ್ಲ, ಅಥವಾ ಅದಕ್ಕೆ ಯಾವುದೇ ರೀತಿಯ ನೆರವು ನೀಡತಕ್ಕದ್ದಲ್ಲ.

(2) ಕಾನೂನಿನ ಮೂಲಕ ಸ್ಥಾಪಿತವಾದ ಸರ್ಕಾರವನ್ನು ಪ್ರತ್ಯಕ್ಷವಾಗಿ ಅಥವಾ ಪರೋಕ್ಷವಾಗಿ ಉರುಳಿಸುವಂಥದ್ದಾಗಿರುವ ಅಥವಾ ಉರುಳಿಸುವ ಉದ್ದೇಶ ಹೊಂದಿರುವ ಯಾವುದೇ ಚಳುವಳಿಯಲ್ಲಿ ಅಥವಾ ಚಟುವಟಿಕೆಯಲ್ಲಿ ಅವನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನೂ ಭಾಗವಹಿಸದಂತೆ, ಅದರ ಸಹಾಯಾರ್ಥ ವಂತಿಗೆ ನೀಡದಂತೆ ಅಥವಾ ಇನ್ನಾವುದೇ ರೀತಿಯಿಂದ ನೆರವಾಗುವುದನ್ನು ತಡೆಗಟ್ಟಲು ಪ್ರಯತ್ನಿಸುವುದು ಪ್ರತಿಯೊಬ್ಬ ಸರ್ಕಾರಿ ನೌಕರನ ಕರ್ತವ್ಯವಾಗಿರತಕ್ಕದ್ದು ಮತ್ತು ಅಂಥ ಯಾವುದೇ ಚಳುವಳಿಯಲ್ಲಿ ಅಥವಾ ಚಟುವಟಿಕೆಯಲ್ಲಿ ಅವನ ಕುಟುಂಬದ ಸದಸ್ಯರು ಭಾಗವಹಿಸುವುದನ್ನು, ವಂತಿಗೆ ನೀಡುವುದನ್ನು ಅಥವಾ ಬೇರೆ ರೀತಿಯಿಂದ ನೆರವು ನೀಡುವುದನ್ನು ತಡೆಗಟ್ಟಲು ಸರ್ಕಾರಿ ನೌಕರನಿಗೆ ಸಾಧ್ಯವಾಗದಿದ್ದರೆ, ಅವನು ಆ ವಿಷಯವನ್ನು ನಿಯಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರಕ್ಕೆ ವರದಿ ಮಾಡತಕ್ಕದ್ದು.

(3) ಯಾವುದೇ ಒಂದು ಪಕ್ಷವು ರಾಜಕೀಯ ಪಕ್ಷವೇ ಅಥವಾ ಯಾವುದೇ ಸಂಘ ಸಂಸ್ಥೆಯು ರಾಜಕೀಯದಲ್ಲಿ ಭಾಗವಹಿಸುತ್ತಿದೆಯೇ ಅಥವಾ ಯಾವುದೇ ಚಳುವಳಿಯು ಅಥವಾ ಚಟುವಟಿಕೆಯು (2)ನೇ ಉಪನಿಯಮದ ವ್ಯಾಪ್ತಿಯೊಳಗೆ ಬರುತ್ತದೆಯೇ ಎಂಬ ಯಾವುದೇ ಪ್ರಶ್ನೆ ಉದ್ಭವಿಸಿದಾಗ, ಆ ಕುರಿತು ಸರ್ಕಾರದ ತೀರ್ಮಾನವೇ ಅಂತಿಮವಾಗಿರತಕ್ಕದ್ದು.

(4) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು ಸಂಸತ್ತು, ರಾಜ್ಯ ವಿಧಾನಮಂಡಲದ ಯಾವುದೇ ಸದನ ಅಥವಾ ಸ್ಥಳೀಯ ಪ್ರಾಧಿಕಾರದ ಚುನಾವಣೆಗಳಲ್ಲಿ ಪ್ರಚಾರ ಮಾಡತಕ್ಕದ್ದಲ್ಲ, ಅಥವಾ ಅನ್ಯಥಾ ಹಸ್ತಕ್ಷೇಪ ಮಾಡತಕ್ಕದ್ದಲ್ಲ, ಅಥವಾ ಆ ಸಂಬಂಧದಲ್ಲಿ ತನ್ನ ಪ್ರಭಾವವನ್ನು ಬೀರತಕ್ಕದ್ದಲ್ಲ, ಅಥವಾ ಅದರಲ್ಲಿ ಭಾಗವಹಿಸತಕ್ಕದ್ದಲ್ಲ:

ಪರಂತು,-

(i) ಅಂಥ ಯಾವುದೇ ಚುನಾವಣೆಯಲ್ಲಿ ತನ್ನ ಮತವನ್ನು ಚಲಾಯಿಸಲು ಅರ್ಹನಾಗಿರುವ ಸರ್ಕಾರಿ ನೌಕರನು ಮತ ಹಾಕಲು ತನಗಿರುವ ಹಕ್ಕನ್ನು ಚಲಾಯಿಸಬಹುದು, ಆದರೆ ಆತನು ಹಾಗೆ ಮಾಡುವಾಗ, ಯಾವ ರೀತಿಯಲ್ಲಿ ತಾನು ಮತ ಹಾಕಲು ಉದ್ದೇಶಿಸಿದ್ದಾನೆ ಅಥವಾ ಮತ ಹಾಕಿದ್ದೇನೆ ಎಂಬ ಬಗ್ಗೆ ಯಾವುದೇ ಸೂಚನೆಯನ್ನು ನೀಡತಕ್ಕದ್ದಲ್ಲ, ಹಾಗೂ ಯಾರಿಗೆ ಮತ ನೀಡಲು ಉದ್ದೇಶಿಸಿದ್ದೇನೆ ಅಥವಾ ಯಾರಿಗೆ ಮತ ನೀಡಿದ್ದೇನೆ ಎಂಬ ಬಗ್ಗೆ ಯಾವುದೇ ಸೂಚನೆಗಳನ್ನು ನೀಡತಕ್ಕದ್ದಲ್ಲ.

(ii) ಚುನಾವಣೆ ನಡೆಯುವಾಗ, ಸರ್ಕಾರಿ ನೌಕರನು ತತ್ಕಾಲದಲ್ಲಿ ಜಾರಿಯಲ್ಲಿರುವ ಯಾವುದೇ ಕಾನೂನಿನ ಮೂಲಕ ಅಥವಾ ಕಾನೂನಿನ ಮೇರೆಗೆ, ಆತನ ಮೇಲೆ ವಿಧಿಸಲಾಗಿರುವ ಕರ್ತವ್ಯದ ಯುಕ್ತ ನಿರ್ವಹಣೆಯಲ್ಲಿ, ಆತನು ನೆರವು ನೀಡುತ್ತಾನೆಂಬ ಏಕೈಕ ಕಾರಣಕ್ಕಾಗಿ ಈ ಉಪನಿಯಮದ ಉಪಬಂಧಗಳನ್ನು ಉಲ್ಲಂಘಿಸಿರುವನೆಂದು ಭಾವಿಸತಕ್ಕದ್ದಲ್ಲ.

ವಿವರಣೆ: ಸರ್ಕಾರಿ ನೌಕರನು ಯಾವುದೇ ಚುನಾವಣಾ ಚಿಹ್ನೆಯನ್ನು ತನ್ನ ಮೇಲೆ, ತನ್ನ ವಾಹನದ ಅಥವಾ ನಿವಾಸದ ಮೇಲೆ ಅಥವಾ ಸಾಮಾಜಿಕ ಜಾಲತಾಣದಲ್ಲಿ ಪ್ರದರ್ಶಿಸಿದರೆ, ಅವನು, ಈ ಉಪ-ನಿಯಮದ ಅರ್ಥವ್ಯಾಪ್ತಿಯೊಳಗೆ ಚುನಾವಣೆಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ತನ್ನ ಪ್ರಭಾವವನ್ನು ಬೀರುತ್ತಿದ್ದಾನೆ ಎಂದು ಪರಿಗಣಿಸತಕ್ಕದ್ದು.

6. ಕ್ರೀಡಾ ಸಂಸ್ಥೆಗಳ ಚುನಾವಣೆಯಲ್ಲಿ ಸ್ಪರ್ಧಿಸುವುದು, ಇತ್ಯಾದಿ.-

ಯಾವುದೇ ಕ್ರೀಡಾ ಸಂಘದ ಆಯ್ಕೆ ಹುದ್ದೆಗೆ ಸ್ಪರ್ಧಿಸುವಾಗ ಹಾಗೂ ಇಂತಹ ಕ್ರೀಡಾ ಚಟುವಟಿಕೆಗಳಲ್ಲಿ ಪಾಲ್ಗೊಳ್ಳುವ ಸಂಬಂಧದಲ್ಲಿ ಸರ್ಕಾರಿ ನೌಕರನು ಸರ್ಕಾರದಿಂದ ಈ ಸಂಬಂಧ ಹೊರಡಿಸಲಾಗುವ ಸೂಚನೆಗಳಿಗೆ ಬದ್ಧನಾಗಿರತಕ್ಕದ್ದು.

7. ಸರ್ಕಾರಿ ನೌಕರನು ಸಂಘ ಸಂಸ್ಥೆಗೆ ಸೇರಿಕೊಳ್ಳುವುದು:

ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ಯಾವ ಸಂಘ ಸಂಸ್ಥೆಯ ಉದ್ದೇಶಗಳು ಅಥವಾ ಚಟುವಟಿಕೆಗಳು ಭಾರತದ ಸಾರ್ವಭೌಮತ್ವದ ಮತ್ತು ಅಖಂಡತೆಯ ಅಥವಾ ಸಾರ್ವಜನಿಕ ಸುವ್ಯವಸ್ಥೆಯ ಅಥವಾ ನೈತಿಕತೆಯ ಹಿತಾಸಕ್ತಿಗೆ ಧಕ್ಕೆಯುಂಟು ಮಾಡುವವೋ ಆ ಸಂಘ ಸಂಸ್ಥೆಗೆ ಸೇರಿಕೊಳ್ಳತಕ್ಕದ್ದಲ್ಲ ಅಥವಾ ಅದರ ಸದಸ್ಯನಾಗಿ ಮುಂದುವರಿಯತಕ್ಕದ್ದಲ್ಲ.

8. ಅಧಿಕಾರ ವ್ಯಾಪ್ತಿಯ ಪ್ರದೇಶವನ್ನು ಬಿಟ್ಟು ಹೋಗುವುದು ಮತ್ತು ಖಾಸಗಿ ವಿದೇಶ ಪ್ರವಾಸಗಳು.-

(1) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ರಜೆಯಲ್ಲಿರುವಾಗ ಅನ್ಯಥಾ, ತುರ್ತು ಸಂದರ್ಭಗಳು ಅಥವಾ ತನ್ನ ಅಧಿಕೃತ ಕರ್ತವ್ಯಗಳ ನಿರ್ವಹಣೆಯ ಅಂಗವಾಗಿ, ರಜೆ ಮಂಜೂರು ಮಾಡಲು ಸಕ್ಷಮನಾದ ಕಚೇರಿ ಮುಖ್ಯಸ್ಥನಿಗೆ ತಿಳಿಸದೆ ಅಥವಾ ಅವರ ಅನುಮತಿ ಪಡೆಯದೆ ತನ್ನ ಕರ್ತವ್ಯ ಸ್ಥಳದ ಅಧಿಕಾರ ವ್ಯಾಪ್ತಿಯನ್ನು ಅಥವಾ ಕೇಂದ್ರ ಸ್ಥಾನವನ್ನು ಬಿಡತಕ್ಕದ್ದಲ್ಲ.

(2) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ನಿಯಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರದಿಂದ ಪೂರ್ವಾನುಮತಿಯನ್ನು ಪಡೆಯದೆ ಖಾಸಗಿ ವಿದೇಶ ಪ್ರವಾಸವನ್ನು ಕೈಗೊಳ್ಳತಕ್ಕದ್ದಲ್ಲ. ಅಂಥ ಖಾಸಗಿ ವಿದೇಶ ಪ್ರವಾಸಗಳ ಮಂಜೂರಾತಿಗೆ ಅನ್ವಯವಾಗುವ ನಿಯಮಗಳು ಹಾಗೂ ಸೂಚನೆಗಳನುಸಾರವೇ ಅಂಥ ಕೋರಿಕೆಯನ್ನು ಪರಿಗಣಿಸತಕ್ಕದ್ದು.

9. ಬಹಿರಂಗ ಸಭೆ ಮತ್ತು ಮುಷ್ಕರಗಳು:

ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು,-

(i) ಭಾರತದ ಸಾರ್ವಭೌಮತ್ವ ಮತ್ತು ಅಖಂಡತೆಯ, ದೇಶದ ಭದ್ರತೆಯ, ವಿದೇಶಿ ರಾಷ್ಟ್ರಗಳೊಂದಿಗಿನ ಸ್ನೇಹಯುತ ಸಂಬಂಧದ ಹಿತದೃಷ್ಟಿಗೆ, ಸಾರ್ವಜನಿಕ ಸುವ್ಯವಸ್ಥೆಗೆ, ಸಭ್ಯತೆಗೆ ಅಥವಾ ನೈತಿಕತೆಗೆ ಧಕ್ಕೆಯುಂಟು ಮಾಡುವ ಅಥವಾ ನ್ಯಾಯಾಲಯ ನಿಂದನೆಗೆ, ಮಾನಹಾನಿಗೆ ಅಥವಾ ಅಪರಾಧಕ್ಕೆ ಪ್ರಚೋದನೆ ನೀಡುವುದನ್ನು ಒಳಗೊಂಡಿರುವ ಯಾವುದೇ ಪ್ರದರ್ಶನದಲ್ಲಿ ತನ್ನನ್ನು ತೊಡಗಿಸಿಕೊಳ್ಳತಕ್ಕದ್ದಲ್ಲ ಅಥವಾ ಭಾಗವಹಿಸತಕ್ಕದ್ದಲ್ಲ.

(ii) ಎಷ್ಟೇ ಸಂಖ್ಯೆಯ ಸರ್ಕಾರಿ ನೌಕರರೊಡನೆ ಸೇರಿ ಯಾವುದೇ ಬಗೆಯ ಮುಷ್ಕರಕ್ಕೆ ತೊಡಗತಕ್ಕದ್ದಲ್ಲ, ಅಥವಾ ಯಾವುದೇ ರೀತಿಯಲ್ಲಿ ಅದಕ್ಕೆ ಪ್ರೇರೇಪಣೆ ಮಾಡತಕ್ಕದ್ದಲ್ಲ, ಪ್ರಚೋದನೆ ಮಾಡತಕ್ಕದ್ದಲ್ಲ, ಅಥವಾ ದುಷ್ಪ್ರೇರಣೆ ಮಾಡತಕ್ಕದ್ದಲ್ಲ.

ವಿವರಣೆ: ಈ ನಿಯಮದ ಉದ್ದೇಶಗಳಿಗಾಗಿ "ಮುಷ್ಕರ" ಎಂದರೆ (ಕರ್ತವ್ಯದಿಂದ ಅನಧಿಕೃತ ಗೈರುಹಾಜರಾಗುವುದೂ ಸೇರಿದಂತೆ) ಸರ್ಕಾರಿ ನೌಕರರ ಒಂದು ಗುಂಪು ಒಟ್ಟಾಗಿ ಸೇರಿಕೊಂಡು ಕೆಲಸ ಮಾಡುವುದನ್ನು ನಿಲ್ಲಿಸುವುದು ಅಥವಾ ನಿಧಾನಗತಿಯಲ್ಲಿ ಕೆಲಸ ಮಾಡುವುದು ಅಥವಾ ಎಷ್ಟೇ ಸಂಖ್ಯೆಯ ಸರ್ಕಾರಿ ನೌಕರರು ಒಟ್ಟಾಗಿ ಸೇರಿ ಅಥವಾ ತಮ್ಮ ತಮ್ಮಲ್ಲೇ ಮಾತನಾಡಿಕೊಂಡು ಕೆಲಸ ಮಾಡಲು ನಿರಾಕರಿಸುವುದು ಎಂದು ಅರ್ಥ.

10. ಪತ್ರಿಕೆ, ಆಕಾಶವಾಣಿ ಅಥವಾ ದೂರದರ್ಶನದ ಜೊತೆ ಸಂಬಂಧ ಹಾಗೂ ಯಾವುದೇ ಬಗೆಯ ಪ್ರದರ್ಶನ ಕಲೆಗಳು ಅಥವಾ ಸಮೂಹ ಮಾಧ್ಯಮಗಳಲ್ಲಿ ಭಾಗವಹಿಸುವಿಕೆ ಅಥವಾ ಪುಸ್ತಕ, ಲೇಖನ ಮುಂತಾದವುಗಳ ಪ್ರಕಟಣೆ,-

- (1) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ನಿಯಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರದ ಪೂರ್ವಾನುಮತಿಯನ್ನು ಪಡೆದ ಹೊರತು, ಯಾವುದೇ ವೃತ್ತ ಪತ್ರಿಕೆ ಅಥವಾ ಇತರ ನಿಯತಕಾಲಿಕ ಪ್ರಕಟಣೆಯ ಪೂರ್ಣ ಅಥವಾ ಭಾಗಶಃ ಒಡೆತನವನ್ನು ಹೊಂದಿರತಕ್ಕದ್ದಲ್ಲ, ಅಥವಾ ಅವುಗಳ ಸಂಪಾದನಾ ಕಾರ್ಯ ಅಥವಾ ವ್ಯವಸ್ಥಾಪನಾ ಕಾರ್ಯ ಮಾಡತಕ್ಕದ್ದಲ್ಲ, ಅಥವಾ ಅವುಗಳಲ್ಲಿ ಭಾಗವಹಿಸತಕ್ಕದ್ದಲ್ಲ.
- (2) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ನೇಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರದ ಪೂರ್ವಾನುಮತಿಯನ್ನು ಪಡೆದ ಹೊರತು ಅಥವಾ ಆತನ ಕರ್ತವ್ಯದ ಪ್ರಾಮಾಣಿಕ ನಿರ್ವಹಣೆ ಸಂದರ್ಭದಲ್ಲಿ ಹೊರತು.-
 - a) ತಾನೇ ಅಥವಾ ಪ್ರಕಾಶಕರ ಮೂಲಕ ಪುಸ್ತಕವನ್ನು ಪ್ರಕಟಿಸತಕ್ಕದ್ದಲ್ಲ, ಅಥವಾ ಪುಸ್ತಕಕ್ಕೆ ಅಥವಾ ಲೇಖನಗಳ ಸಂಕಲನಕ್ಕೆ ಲೇಖನವನ್ನು ಬರೆದುಕೊಡತಕ್ಕದ್ದಲ್ಲ;
 - b) ಆಕಾಶವಾಣಿ ಪ್ರಸಾರ, ಚಲನಚಿತ್ರ ಅಥವಾ ದೂರದರ್ಶನ, ದಾರವಾಹಿಗಳಲ್ಲಿ ಭಾಗವಹಿಸತಕ್ಕದ್ದಲ್ಲ, ಅಥವಾ ತನ್ನ ಹೆಸರಿನಲ್ಲಾಗಲೀ ಅಥವಾ ಅನಾಮಧೇಯವಾಗಿಯಾಗಲೀ ಅಥವಾ ಗುಪ್ತ ನಾಮದಿಂದಾಗಲೀ ಅಥವಾ ಬೇರೊಬ್ಬ ಹೆಸರಿನಲ್ಲಾಗಲೀ ಯಾವುದೇ ವೃತ್ತ ಪತ್ರಿಕೆ ಅಥವಾ ನಿಯತಕಾಲಿಕೆಗೆ ಲೇಖನವನ್ನು ಬರೆಯತಕ್ಕದ್ದಲ್ಲ, ಅಥವಾ ಪತ್ರವನ್ನು ಬರೆಯತಕ್ಕದ್ದಲ್ಲ.

ಪರಂತು,

- (i) ಅಂತಹ ಪ್ರಕಟಣೆಯು ಪ್ರಕಾಶಕರ ಮೂಲಕ ಆಗಿದ್ದರೆ ಮತ್ತು ಅದು ಸಂಪೂರ್ಣವಾಗಿ ಸಾಹಿತ್ಯಕ, ಕಲಾತ್ಮಕ ಅಥವಾ ವೈಜ್ಞಾನಿಕ ಸ್ವರೂಪದ್ದಾಗಿದ್ದರೆ: ಅಥವಾ
- (ii) ಅಂತಹ ಆಕಾಶವಾಣಿ ದೂರದರ್ಶನ ಪ್ರಸಾರ, ಚಲನಚಿತ್ರ ಅಥವಾ ಬರವಣಿಗೆಯು ಸಂಪೂರ್ಣವಾಗಿ ಸಾಹಿತ್ಯಕ, ಕಲಾತ್ಮಕ ಅಥವಾ ವೈಜ್ಞಾನಿಕ ಸ್ವರೂಪದ್ದಾಗಿದ್ದರೆ ಅಂತಹ ಯಾವುದೇ ಅನುಮತಿಯು ಅಗತ್ಯವಿರತಕ್ಕದ್ದಲ್ಲ.

ಮತ್ತೂ ಪರಂತು, ಸರ್ಕಾರಿ ನೌಕರನು, ನೇಮಿಸಿದ ಪ್ರಾಧಿಕಾರದ ಮಂಜೂರಾತಿ ಇಲ್ಲದೇ ವಾಣಿಜ್ಯ ಲಾಭವಿಲ್ಲದ ಹಾಗೂ ತನ್ನ ಅಧಿಕೃತ ಕರ್ತವ್ಯಗಳಿಗೆ ಬಾಧಕವಾಗದಂತೆ

ಕಲಾತ್ಮಕ, ಸಾಹಿತ್ಯಕ, ವೈಜ್ಞಾನಿಕ ಮತ್ತು ಇತರ ಅಂತಹ ಸಾಂಸ್ಕೃತಿಕ ಅಥವಾ ಶೈಕ್ಷಣಿಕ ಚಟುವಟಿಕೆಗಳಲ್ಲಿ, ಸಾಂದರ್ಭಿಕವಾಗಿ ತನ್ನನ್ನು ತೊಡಗಿಸಿಕೊಳ್ಳಬಹುದು.

11. ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಅಥವಾ ಯಾವುದೇ ಇತರ ರಾಜ್ಯ ಸರ್ಕಾರದ ಅಥವಾ ಕೇಂದ್ರ ಸರ್ಕಾರದ ಕಾರ್ಯನೀತಿ ಅಥವಾ ಕ್ರಮವನ್ನು ಟೀಕಿಸುವುದು.-

ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ಆಕಾಶವಾಣಿ ಪ್ರಸಾರದಲ್ಲಾಗಲಿ ಅಥವಾ ದೂರದರ್ಶನದ ಕಾರ್ಯಕ್ರಮದಲ್ಲಾಗಲಿ ಅಥವಾ ಯಾವುದೇ ಸಾರ್ವಜನಿಕ ಮಾಧ್ಯಮದಲ್ಲಿ ವಾಸ್ತವ ಹೇಳಿಕೆ ಅಥವಾ ಅಭಿಪ್ರಾಯ ನೀಡುವುದಾಗಲಿ ಅವನ ಹೆಸರಿನಲ್ಲಿ ಅಥವಾ ಅನಾಮಧೇಯವಾಗಿ, ಗುಪ್ತನಾಮದಲ್ಲಿ ಅಥವಾ ಬೇರೊಬ್ಬನ ಹೆಸರಿನಲ್ಲಿ ಪ್ರಕಟಿಸಲಾದ ಇತರ ಯಾವುದೇ ದಸ್ತಾವೇಜಿನಲ್ಲಿ ಅಥವಾ ಪತ್ರಿಕೆಗೆ ಬರೆದ ಯಾವುದೇ ಪತ್ರದಲ್ಲಿ ಅಥವಾ ಯಾವುದೇ ಸಾರ್ವಜನಿಕ ಹೇಳಿಕೆಯಲ್ಲಿ,-

i) ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಅಥವಾ ಕೇಂದ್ರ ಸರ್ಕಾರದ ಅಥವಾ ಯಾವುದೇ ಇತರ ರಾಜ್ಯ ಸರ್ಕಾರದ ಪ್ರಸ್ತುತ ಅಥವಾ ಇತ್ತೀಚಿನ ಯಾವುದೇ ನೀತಿಯ ಅಥವಾ ಕ್ರಮದ ಬಗ್ಗೆ ಪ್ರತಿಕೂಲ ಟೀಕೆಯ ಪರಿಣಾಮ ಹೊಂದಿರುವಂಥ ಯಾವುದೇ ಸಂಗತಿಗಳ ನಿರೂಪಣೆಯನ್ನು ಮಾಡತಕ್ಕದ್ದಲ್ಲ ಅಥವಾ ಅಭಿಪ್ರಾಯವನ್ನು ವ್ಯಕ್ತಪಡಿಸತಕ್ಕದ್ದಲ್ಲ;

ಪರಂತು, ಈ ಖಂಡದಲ್ಲಿ ಒಳಗೊಂಡಿರುವುದು ಯಾವುದೂ, ಸರ್ಕಾರಿ ನೌಕರನು, ಸರ್ಕಾರಿ ನೌಕರರ ಮಾನ್ಯತೆ ಪಡೆದ ಸಂಘದ ಅಥವಾ ಸಂಘದ ಪದಾಧಿಕಾರಿಯಾಗಿ ಅಂಥ ಸರ್ಕಾರಿ ನೌಕರರ ಸೇವಾ ಸ್ಥಿತಿಗತಿ ರಕ್ಷಿಸುವ ಅಥವಾ ಅವುಗಳಲ್ಲಿ ಸುಧಾರಣೆಯನ್ನು ಸುನಿಶ್ಚಿತಗೊಳಿಸುವ ಉದ್ದೇಶಗಳಿಗಾಗಿ ವ್ಯಕ್ತಪಡಿಸಿದ ಪ್ರಾಮಾಣಿಕ ಅಭಿಪ್ರಾಯಗಳಿಗೆ ಅನ್ವಯಿಸತಕ್ಕದ್ದಲ್ಲ;

(ii) ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮತ್ತು ಕೇಂದ್ರ ಸರ್ಕಾರದ ಅಥವಾ ಇತರ ಯಾವುದೇ ರಾಜ್ಯ ಸರ್ಕಾರದ ಅಥವಾ ಕೇಂದ್ರ ಸರ್ಕಾರದ ಮತ್ತು ಯಾವುದೇ ವಿದೇಶಿ ಸರ್ಕಾರದ ನಡುವಿನ ಸಂಬಂಧಗಳನ್ನು ಇಕ್ಕಟ್ಟಿಗೆ ಸಿಲುಕಿಸುವಂಥ ಯಾವುದೇ ಸಂಗತಿಗಳ ನಿರೂಪಣೆಯನ್ನು ಮಾಡತಕ್ಕದ್ದಲ್ಲ ಅಥವಾ ಅಭಿಪ್ರಾಯವನ್ನು ವ್ಯಕ್ತಪಡಿಸತಕ್ಕದ್ದಲ್ಲ;

ಪರಂತು, ಈ ನಿಯಮದಲ್ಲಿರುವುದು ಯಾವುದೂ, ಸರ್ಕಾರಿ ನೌಕರನು, ತನ್ನ ಪದೀಯ ಸಾಮರ್ಥ್ಯದಲ್ಲಿ ಅಥವಾ ತನಗೆ ವಹಿಸಲಾಗಿರುವ ಕರ್ತವ್ಯವನ್ನು ವಿಧ್ಯುಕ್ತವಾಗಿ ನಿರ್ವಹಿಸುವಾಗ ನೀಡಿದ ಯಾವುದೇ ಹೇಳಿಕೆಗೆ ಅಥವಾ ವ್ಯಕ್ತಪಡಿಸಿದ ಅಭಿಪ್ರಾಯಗಳಿಗೆ ಅನ್ವಯವಾಗತಕ್ಕದ್ದಲ್ಲ.

12. ಸಮಿತಿ ಅಥವಾ ಇತರ ಯಾವುದೇ ಪ್ರಾಧಿಕಾರದ ಮುಂದೆ ಸಾಕ್ಷ್ಯ ನೀಡುವುದು:

(1) ಉಪ-ನಿಯಮ (3) ರಲ್ಲಿ ಉಪಬಂಧಿಸಿರುವುದನ್ನುಳಿದು, ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ನಿಯಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರದ ಪೂರ್ವ ಮಂಜೂರಾತಿ ಪಡೆದ ಹೊರತು, ಯಾರೇ ವ್ಯಕ್ತಿಯು, ಸಮಿತಿಯು ಅಥವಾ ಪ್ರಾಧಿಕಾರವು ಮಾಡುವ ಯಾವುದೇ ವಿಚಾರಣೆಯ ಸಂಬಂಧದಲ್ಲಿ ಸಾಕ್ಷ್ಯ ನೀಡತಕ್ಕದ್ದಲ್ಲ.

(2) ಉಪ-ನಿಯಮ (1) ರ ಮೇರೆಗೆ ಯಾವುದೇ ಮಂಜೂರಾತಿ ನೀಡಿರುವಾಗ, ಅಂಥ ಸಾಕ್ಷ್ಯವನ್ನು ನೀಡುವ ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ, ಕೇಂದ್ರ ಸರ್ಕಾರದ ಅಥವಾ ಯಾವುದೇ ಇತರ ರಾಜ್ಯ ಸರ್ಕಾರದ ನೀತಿಯನ್ನು ಅಥವಾ ಕ್ರಮವನ್ನು ಟೀಕಿಸತಕ್ಕದ್ದಲ್ಲ.

- (3) ಈ ನಿಯಮದಲ್ಲಿರುವುದು ಯಾವುದೂ,-
- (ಎ) ಕರ್ನಾಟಕ ಸರ್ಕಾರವು, ಕೇಂದ್ರ ಸರ್ಕಾರವು, ಸಂಸತ್ತು ಅಥವಾ ರಾಜ್ಯ ವಿಧಾನಮಂಡಲವು ನೇಮಕ ಮಾಡಿದ ಪ್ರಾಧಿಕಾರದ ಮುಂದೆ ವಿಚಾರಣೆಯಲ್ಲಿ ನೀಡಿದ ಸಾಕ್ಷ್ಯಕ್ಕೆ; ಅಥವಾ
- (ಬಿ) ಯಾವುದೇ ನ್ಯಾಯಿಕ ವಿಚಾರಣೆಯಲ್ಲಿ ನೀಡಿದ ಸಾಕ್ಷ್ಯಕ್ಕೆ; ಅಥವಾ
- (ಸಿ) ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಅಥವಾ ಕೇಂದ್ರ ಸರ್ಕಾರದ ಅಥವಾ ಯಾವುದೇ ಇತರ ರಾಜ್ಯ ಸರ್ಕಾರದ ಅಧೀನದಲ್ಲಿರುವ ಪ್ರಾಧಿಕಾರವು ಆದೇಶ ಮಾಡಿರುವ ಇಲಾಖಾ ವಿಚಾರಣೆಯಲ್ಲಿ ನೀಡಿದ ಸಾಕ್ಷ್ಯಕ್ಕೆ - ಅನ್ವಯವಾಗತಕ್ಕದ್ದಲ್ಲ.
- (4) ಉಪ-ನಿಯಮ (3)ರಲ್ಲಿ ಉಲ್ಲೇಖಿಸಲಾದ ಸಾಕ್ಷ್ಯವನ್ನು ನೀಡಿರುವಂಥ ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು ಅಂಥ ಸಾಕ್ಷ್ಯಕ್ಕೆ ಪ್ರಚಾರ ನೀಡತಕ್ಕದ್ದಲ್ಲ.

13. ಕಛೇರಿಯ ಮಾಹಿತಿಯನ್ನು ನೀಡುವುದು:

ಪ್ರತಿಯೊಬ್ಬ ಸರ್ಕಾರಿ ನೌಕರನು ವಿಶ್ವಾಸಾರ್ಹತೆಯಿಂದ ಕೂಡಿದ ತನ್ನ ಕರ್ತವ್ಯ ನಿರ್ವಹಣೆಯ ಸಂದರ್ಭದಲ್ಲಿ ಮಾಹಿತಿಯನ್ನು ಮಾಹಿತಿ ಹಕ್ಕು ಕಾಯ್ದೆ (2005 ಕೇಂದ್ರಿಯ ಕಾಯ್ದೆ 22) ಮತ್ತು ಅದರಡಿ ರಚಿಸಲಾದ ನಿಯಮಗಳನ್ವಯ ಮಾಹಿತಿಯನ್ನು ಸಾರ್ವಜನಿಕರಿಗೆ ಒದಗಿಸಲು ಬದ್ಧರಾಗಿರುತ್ತಾರೆ:

ಪರಂತು, ಸರ್ಕಾರಿ ನೌಕರರು ಸರ್ಕಾರದ ಸಾಮಾನ್ಯ ಅಥವಾ ನಿರ್ದಿಷ್ಟ ಸೂಚನೆಗಳಿಲ್ಲದ ಹೊರತು ಅಥವಾ ತನ್ನ ಕರ್ತವ್ಯ ನಿರ್ವಹಣೆಯನ್ನು ವಿಶ್ವಾಸಾರ್ಹತೆಯಿಂದ ನಿರ್ವಹಿಸುವ ಸಂದರ್ಭದಲ್ಲಿ ಪ್ರತ್ಯಕ್ಷವಾಗಿ ಅಥವಾ ಪರೋಕ್ಷವಾಗಿ ವಿದ್ಯುನ್ಮಾನ ಸಾಧನ ಸೇರಿದಂತೆ ಯಾವುದೇ ಸಾಧನಗಳ ಮೂಲಕ ಕಛೇರಿಯ ಯಾವುದೇ ದಸ್ತಾವೇಜನ್ನು ಅಥವಾ ಅದರ ಭಾಗವನ್ನು ಅಥವಾ ರಹಸ್ಯ ಮಾಹಿತಿಯನ್ನು ನೀಡಲು ಅಧಿಕಾರ ಹೊಂದದೇ ಇದ್ದಲ್ಲಿ, ಅಂತಹ ಮಾಹಿತಿಯನ್ನು ಯಾವುದೇ ಸರ್ಕಾರಿ ನೌಕರರಿಗೆ ಅಥವಾ ಯಾವುದೇ ವ್ಯಕ್ತಿಗೆ ನೀಡುವಂತಿಲ್ಲ.

14. ವಂತಿಗೆ:

ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು ಸರ್ಕಾರದ ಅಥವಾ ನಿಯಮಿಸಿದ ಪ್ರಾಧಿಕಾರದ ಪೂರ್ವ ಮಂಜೂರಾತಿಯ ಪಡೆದ ಹೊರತು, ಯಾವುದೇ ಬಗೆಯ ಉದ್ದೇಶಕ್ಕಾಗಿ ನಗದಾಗಿ ಅಥವಾ ವಸ್ತುಗಳ ರೂಪದಲ್ಲಿ ಯಾವುದೇ ನಿಧಿಗಳಿಗೆ ಅಥವಾ ಇತರ ಸಂಗ್ರಹಣೆಗಳಿಗೆ ವಂತಿಗೆಗಳನ್ನು ಕೇಳತಕ್ಕದ್ದಲ್ಲ ಅಥವಾ ಸ್ವೀಕರಿಸತಕ್ಕದ್ದಲ್ಲ ಅಥವಾ ಯಾವುದೇ ನಿಧಿಗಳನ್ನು ಎತ್ತುವಲ್ಲಿ ಅಥವಾ ಇತರ ಸಂಗ್ರಹಣೆಗಳನ್ನು ಮಾಡುವಲ್ಲಿ ಅನ್ಯಥಾ ಸ್ವತಃ ಸಂಬಂಧ ಹೊಂದಿರತಕ್ಕದ್ದಲ್ಲ.

ಪರಂತು ನೋಂದಾಯಿತ ಸೇವಾ ಸಂಘಗಳು ವಂತಿಕೆಯನ್ನು ಸಂಗ್ರಹಿಸಬಹುದು. ಆದರೆ, ಅದು ಐಚ್ಛಿಕವಾಗಿರತಕ್ಕದ್ದು.

15. ಉಡುಗೊರೆ:

(1) ಈ ನಿಯಮಗಳಲ್ಲಿ ಅನ್ಯಥಾ ಉಪಬಂಧಿಸಿರುವುದನ್ನುಳಿದು, ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ಯಾವುದೇ ಉಡುಗೊರೆಯನ್ನು ಸ್ವೀಕರಿಸತಕ್ಕದ್ದಲ್ಲ ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನು ಅಥವಾ ಅವನ ಪರವಾಗಿ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿರುವ ಇತರ ಯಾರೇ ವ್ಯಕ್ತಿಯು ಯಾವುದೇ ಉಡುಗೊರೆಯನ್ನು ಸ್ವೀಕರಿಸಲು ಅನುಮತಿಸತಕ್ಕದ್ದಲ್ಲ.

ವಿವರಣೆ: "ಉಡುಗೊರೆ" ಎಂಬ ಅಭಿವ್ಯಕ್ತಿಯು, ಸರ್ಕಾರಿ ನೌಕರನೊಡನೆ ಯಾವುದೇ ರೀತಿಯ ಅಧಿಕೃತ ವ್ಯವಹಾರ ಹೊಂದಿರದ ಹತ್ತಿರದ ಸಂಬಂಧಿಯನ್ನು ಅಥವಾ ಆಪ್ತ

ಸ್ನೇಹಿತನನ್ನು ಹೊರತುಪಡಿಸಿ ಯಾರೇ ವ್ಯಕ್ತಿಯು ಒದಗಿಸಿದ ಉಚಿತ ಸಾರಿಗೆ, ಊಟ, ವಸತಿ ಅಥವಾ ಇತರ ಸೇವೆ ಅಥವಾ ಯಾವುದೇ ಇತರ ಹಣಕಾಸಿನ ಅನುಕೂಲಗಳನ್ನು ಒಳಗೊಳ್ಳುತ್ತದೆ.

ಟಿಪ್ಪಣಿ I: ಸಾಂದರ್ಭಿಕವಾಗಿ ಕೊಡಿಸುವ ಊಟ, ವಾಹನದಲ್ಲಿ ಕರೆದೊಯ್ಯುವುದು ಅಥವಾ ಇನ್ನಿತರ ಸ್ಥಳೀಯ ಆದರಾತಿಥ್ಯವನ್ನು ಉಡುಗೊರೆಯೆಂದು ಭಾವಿಸತಕ್ಕದ್ದಲ್ಲ.

ಟಿಪ್ಪಣಿ II: ಸರ್ಕಾರಿ ನೌಕರನು, ತನ್ನ ಜೊತೆ ಅಧಿಕೃತ ವ್ಯವಹಾರವನ್ನು ಹೊಂದಿರುವ ವ್ಯಕ್ತಿಯಿಂದಾಗಲಿ ಅಥವಾ ಕೈಗಾರಿಕೆ ಅಥವಾ ವಾಣಿಜ್ಯ ಫರ್ಮಗಳು ಅಥವಾ ಸಂಸ್ಥೆಗಳಿಂದಾಗಲಿ ವ್ಯಭವದ ಆತಿಥ್ಯವನ್ನು ಅಥವಾ ಪದೇ ಪದೇ ಆತಿಥ್ಯವನ್ನು ಸ್ವೀಕರಿಸುವುದರಿಂದ ದೂರವಿರತಕ್ಕದ್ದು.

(2) ವಿವಾಹಗಳು, ವಾರ್ಷಿಕೋತ್ಸವಗಳು, ಉತ್ತರಕ್ರಿಯೆಗಳು ಅಥವಾ ಧಾರ್ಮಿಕ ಸಮಾರಂಭಗಳಂಥ ಸಂದರ್ಭಗಳಲ್ಲಿ ಆ ರೀತಿಯಾಗಿ ಉಡುಗೊರೆ ನೀಡುವುದು ರೂಢಿಯಲ್ಲಿರುವ ಧಾರ್ಮಿಕ ಅಥವಾ ಸಾಮಾಜಿಕ ಪದ್ಧತಿಗನುಗುಣವಾಗಿದ್ದರೆ, ಸರ್ಕಾರಿ ನೌಕರನು ತನ್ನ ಯಾರೇ ಹತ್ತಿರದ ಸಂಬಂಧಿಗಳಿಂದ ಉಡುಗೊರೆಯನ್ನು ಸ್ವೀಕರಿಸಬಹುದು. ಆದರೆ ಯಾವುದೇ ಅಂಥ ಉಡುಗೊರೆಯ ಮೌಲ್ಯವು, ಸರ್ಕಾರಿ ನೌಕರರ ಮಾಸಿಕ ಮೂಲ ವೇತನಕ್ಕಿಂತ ಹೆಚ್ಚಾಗಿದ್ದರೆ ಅವನು ನಿಯಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರಕ್ಕೆ ವರದಿ ಮಾಡತಕ್ಕದ್ದು.

(3) ಉಪ-ನಿಯಮ (2) ರಲ್ಲಿ ನಿರ್ದಿಷ್ಟಪಡಿಸಲಾದಂಥ ಸಂದರ್ಭಗಳಲ್ಲಿ, ಸರ್ಕಾರಿ ನೌಕರನು ತನ್ನೊಂದಿಗೆ ಯಾವುದೇ ರೀತಿಯ ಅಧಿಕೃತ ವ್ಯವಹಾರಗಳನ್ನು ಹೊಂದಿಲ್ಲದ ಆಪ್ತ ಸ್ನೇಹಿತನಿಂದ ಉಡುಗೊರೆಗಳನ್ನು ಸ್ವೀಕರಿಸಬಹುದು. ಆದರೆ ಯಾವುದೇ ಅಂಥ ಉಡುಗೊರೆಯ ಮೌಲ್ಯವು, ಸರ್ಕಾರಿ ನೌಕರರ ಮಾಸಿಕ ಮೂಲ ವೇತನದ ಅರ್ಧ ಭಾಗಕ್ಕಿಂತ ಹೆಚ್ಚಾಗಿದ್ದರೆ ಅವನು ನಿಯಮಿಸಿದ ಪ್ರಾಧಿಕಾರಕ್ಕೆ ವರದಿ ಮಾಡತಕ್ಕದ್ದು.

(4) ಇತರ ಯಾವುದೇ ಸಂದರ್ಭದಲ್ಲಿ, ಸರ್ಕಾರಿ ನೌಕರನು ಯಾವುದೇ ಉಡುಗೊರೆಯನ್ನು, ಅದರ ಮೌಲ್ಯವು, ಸರ್ಕಾರಿ ನೌಕರರ ಒಂದು ತಿಂಗಳ ಮೂಲ ವೇತನದ ಕಾಲು ಭಾಗಕ್ಕಿಂತ ಹೆಚ್ಚಾಗಿದ್ದರೆ, ನಿಯಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರದ ಮಂಜೂರಾತಿಯನ್ನು ಪಡೆಯದೆ ಸ್ವೀಕರಿಸತಕ್ಕದ್ದಲ್ಲ ಅಥವಾ ಅವನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನು ಅಥವಾ ಅವನ ಪರವಾಗಿ ಕಾರ್ಯನಿರ್ವಹಿಸುವ ಯಾರೇ ಇತರ ವ್ಯಕ್ತಿಯು ಸ್ವೀಕರಿಸಲು ಅನುಮತಿಸತಕ್ಕದ್ದಲ್ಲ.

(5) ಯಾವುದೇ ಉಡುಗೊರೆಯು ನಿಯಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರದ ಅನುಮತಿ ಪಡೆಯದೆ ಸ್ವೀಕರಿಸಬಹುದಾದ ಉಡುಗೊರೆಯೇ ಎಂಬ ಬಗ್ಗೆ ಪ್ರಶ್ನೆ ಉದ್ಭವಿಸಿದರೆ ಅಥವಾ ಒಬ್ಬ ಸರ್ಕಾರಿ ನೌಕರನಿಗೆ, ತನಗೆ ನೀಡಲು ಆಹ್ವಾನಿಸಿದ ಉಡುಗೊರೆಯು ನಿಯಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರದ ಅನುಮತಿ ಪಡೆಯದೆ ಸ್ವೀಕರಿಸಬಹುದಾದ ಉಡುಗೊರೆಯೇ ಎಂಬ ಅನುಮಾನವಿದ್ದರೆ, ಅದನ್ನು ಸರ್ಕಾರದ ಅಭಿಪ್ರಾಯಕ್ಕೆ ಕಳುಹಿಸತಕ್ಕದ್ದು ಮತ್ತು ಆ ಬಗ್ಗೆ ಸರ್ಕಾರವು ನೀಡುವ ತೀರ್ಮಾನವೇ ಅಂತಿಮವಾಗಿರತಕ್ಕದ್ದು.

16. ವಧು/ ವರದಕ್ಷಿಣೆ:-

ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು,-

- (1) ವಧು/ ವರದಕ್ಷಿಣೆಯನ್ನು ಕೊಡತಕ್ಕದ್ದಲ್ಲ ಅಥವಾ ತೆಗೆದುಕೊಳ್ಳತಕ್ಕದ್ದಲ್ಲ ಅಥವಾ ಕೊಡಲು ಅಥವಾ ತೆಗೆದುಕೊಳ್ಳಲು ದುಷ್ಪ್ರೇರಿಸತಕ್ಕದ್ದಲ್ಲ; ಅಥವಾ

(2) ವಧುವಿನ ಅಥವಾ ಸಂದರ್ಭಾನುಸಾರ ವರನ ತಂದೆ ತಾಯಿಯರನ್ನು ಅಥವಾ ಪ್ರೋಷಕರನ್ನು ವಧು/ವರದಕ್ಷಿಣೆಯನ್ನು ಕೊಡುವಂತೆ ಪ್ರತ್ಯಕ್ಷವಾಗಿ ಅಥವಾ ಪರೋಕ್ಷವಾಗಿ ಒತ್ತಾಯಪಡಿಸತಕ್ಕದ್ದಲ್ಲ.

ವಿವರಣೆ:- ಈ ನಿಯಮದ ಉದ್ದೇಶಗಳಿಗಾಗಿ ವಧು/ವರದಕ್ಷಿಣೆಯು, ವಧು/ವರದಕ್ಷಿಣೆ ನಿಷೇಧ ಅಧಿನಿಯಮ, 1961 (ಕೇಂದ್ರ ಅಧಿನಿಯಮ 1961ರ 28)ರಲ್ಲಿ ಕೊಟ್ಟಿರುವ ಅರ್ಥವನ್ನೇ ಹೊಂದಿರತಕ್ಕದ್ದು.

17. ಸರ್ಕಾರಿ ನೌಕರನ ಗೌರವಾರ್ಥ ಸಾರ್ವಜನಿಕ ಸಮಾರಂಭ ನಡೆಸುವುದು:-

ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ಸರ್ಕಾರದಿಂದ ಪೂರ್ವ ಮಂಜೂರಾತಿಯನ್ನು ಪಡೆದ ಹೊರತು, ತನ್ನ ಗೌರವಾರ್ಥ ಅಥವಾ ಯಾರೇ ಇತರ ಸರ್ಕಾರಿ ನೌಕರನ ಗೌರವಾರ್ಥ ಯಾವುದೇ ಗೌರವಪೂರ್ವಕ ಅಥವಾ ಸಮಾರೋಪ ಬಿನ್ನವತ್ತಳೆಯನ್ನು ಸ್ವೀಕರಿಸತಕ್ಕದ್ದಲ್ಲ ಅಥವಾ ಯಾವುದೇ ಪ್ರಶಸ್ತಿ ಪತ್ರಗಳನ್ನು ಸ್ವೀಕರಿಸತಕ್ಕದ್ದಲ್ಲ ಅಥವಾ ಏರ್ಪಡಿಸಿದ ಯಾವುದೇ ಸಭೆಯಲ್ಲಿ ಅಥವಾ ಯಾವುದೇ ಮನೋರಂಜನಾ ಕಾರ್ಯಕ್ರಮದಲ್ಲಿ ಭಾಗವಹಿಸತಕ್ಕದ್ದಲ್ಲ;

ಪರಂತು, ಈ ನಿಯಮದಲ್ಲಿರುವುದು ಯಾವುದೂ,-

(i) ಸರ್ಕಾರಿ ನೌಕರನು ಅಥವಾ ಇತರ ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು ನಿವೃತ್ತಿ ಹೊಂದಿದ ಅಥವಾ ವರ್ಗಾವಣೆ ಹೊಂದಿದ ಅಥವಾ ಯಾರೇ ವ್ಯಕ್ತಿಯು ಯಾವುದೇ ಸರ್ಕಾರಿ ಸೇವೆಯನ್ನು ಬಿಟ್ಟುಹೋದ ಸಂದರ್ಭಗಳಲ್ಲಿ, ಅವನ ಗೌರವಾರ್ಥವಾಗಿ ಏರ್ಪಡಿಸಿದಂತಹ ಪ್ರಮುಖವಾಗಿ ಖಾಸಗಿ ಮತ್ತು ಅನೌಪಚಾರಿಕ ಸ್ವರೂಪದ ಬೀಳ್ಕೊಡುಗೆ ಸಮಾರಂಭಕ್ಕೆ; ಅಥವಾ

(ii) ಸಾರ್ವಜನಿಕ ಸಂಘಗಳು ಅಥವಾ ಸಂಸ್ಥೆಗಳು ಏರ್ಪಡಿಸಿದ ಸರಳ ಮತ್ತು ದುಬಾರಿಯಲ್ಲದ ಆದರಾತಿಥ್ಯವನ್ನು ಸ್ವೀಕರಿಸುವುದಕ್ಕೆ - ಅನ್ವಯವಾಗತಕ್ಕದ್ದಲ್ಲ.

ಟಿಪ್ಪಣಿ:- ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನನ್ನು, ಯಾವುದೇ ಬೀಳ್ಕೊಡುಗೆ ಸಮಾರಂಭದ ಪ್ರಯುಕ್ತ, ಅದು ಪ್ರಮುಖವಾಗಿ ಖಾಸಗಿ ಅಥವಾ ಅನೌಪಚಾರಿಕ ಸ್ವರೂಪದಾದ್ದರೂ, ವಂತಿಗೆಯನ್ನು ನೀಡುವಂತೆ ಯಾವುದೇ ರೀತಿಯ ಒತ್ತಡ ತರುವುದನ್ನು ಅಥವಾ ಪ್ರಭಾವ ಬೀರುವುದನ್ನು ನಿಷೇಧಿಸಲಾಗಿದೆ.

18. ಖಾಸಗಿ ವ್ಯಾಪಾರ ಅಥವಾ ಉದ್ಯೋಗ:

(1) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ನಿಯಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರದಿಂದ ಪೂರ್ವ ಮಂಜೂರಾತಿಯನ್ನು ಪಡೆದ ಹೊರತು, ಪ್ರತ್ಯಕ್ಷವಾಗಿ ಅಥವಾ ಪರೋಕ್ಷವಾಗಿ ಯಾವುದೇ ರೀತಿಯ ವ್ಯಾಪಾರದಲ್ಲಿ ಅಥವಾ ವ್ಯವಹಾರದಲ್ಲಿ ತೊಡಗತಕ್ಕದ್ದಲ್ಲ ಅಥವಾ ಯಾವುದೇ ಇತರ ಉದ್ಯೋಗಕ್ಕಾಗಿ ಮಾತುಕತೆ ನಡೆಸತಕ್ಕದ್ದಲ್ಲ ಅಥವಾ ಯಾವುದೇ ಇತರ ಉದ್ಯೋಗವನ್ನು ಕೈಗೊಳ್ಳತಕ್ಕದ್ದಲ್ಲ;

ಪರಂತು, ಸರ್ಕಾರಿ ನೌಕರನು ಅಂಥ ಮಂಜೂರಾತಿಯನ್ನು ಪಡೆಯದೆ ಸಾಮಾಜಿಕ ಅಥವಾ ಧರ್ಮಾರ್ಥ ಸ್ವರೂಪದ ಗೌರವಾರ್ಥ ಕೆಲಸಗಳನ್ನು ಅಥವಾ ಸಾಹಿತ್ಯ, ಕಲಾತ್ಮಕ ಅಥವಾ ವೈಜ್ಞಾನಿಕ ಸ್ವರೂಪದ ಸಾಂದರ್ಭಿಕ ಕೆಲಸಗಳನ್ನು ಈ ಮುಂದಿನ ಷರತ್ತುಗಳಿಗೊಳಪಟ್ಟು ಕೈಗೊಳ್ಳಬಹುದು, ಎಂದರೆ:-

(i) ಅಂಥ ಯಾವುದೇ ಕೆಲಸಗಳನ್ನು ತಾನು ಕೈಗೊಂಡ ಒಂದು ತಿಂಗಳೊಳಗಾಗಿ ಅವನು ಸರ್ಕಾರಕ್ಕೆ ಅದರ ಸಂಪೂರ್ಣ ವಿವರಗಳನ್ನು ವರದಿ ಮಾಡತಕ್ಕದ್ದು;

(ii) ಅದರಿಂದ ಆತನ ಅಧಿಕೃತ ಕರ್ತವ್ಯಗಳಿಗೆ ತೊಂದರೆಯಾಗಬಾರದು; ಮತ್ತು

(iii) ಯಾವುದೇ ಅಂಥ ಕೆಲಸವನ್ನು ಮುಂದುವರೆಸಬಾರದೆಂದು ಸರ್ಕಾರವು ನಿರ್ದೇಶಿಸಿದರೆ ಅವನು ಅಂಥ ಕೆಲಸವನ್ನು ನಿಲ್ಲಿಸತಕ್ಕದ್ದು:

ಮತ್ತೂ ಪರಂತು, ಯಾವುದೇ ಅಂಥ ಕೆಲಸವು ಚುನಾವಣೀಯ ಪದವನ್ನು ಧಾರಣ ಮಾಡುವುದನ್ನು ಒಳಗೊಂಡಿದ್ದರೆ, ನಿಯಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರದ ಪೂರ್ವ ಮಂಜೂರಾತಿಯಿಲ್ಲದೆ ಅಂತಹ ಯಾವುದೇ ಪದದ ಚುನಾವಣೆಗೆ ಸ್ಪರ್ಧಿಸತಕ್ಕದ್ದಲ್ಲ.

ವಿವರಣೆ I: ಎರಡನೇ ಪರಂತುಕದಲ್ಲಿ ಉಲ್ಲೇಖಿಸಲಾದ ಚುನಾವಣೀಯ ಪದಕ್ಕಾಗಿ ಸ್ಪರ್ಧಿಸುವ ಅಭ್ಯರ್ಥಿಯ ಅಥವಾ ಅಭ್ಯರ್ಥಿಗಳ ಪರವಾಗಿ ಸರ್ಕಾರಿ ನೌಕರನು ಪ್ರಚಾರ ಮಾಡುವುದನ್ನು ಈ ಉಪನಿಯಮದ ಉಲ್ಲಂಘನೆಯೆಂದು ಭಾವಿಸತಕ್ಕದ್ದು.

ವಿವರಣೆ II: ಸರ್ಕಾರಿ ನೌಕರನು ತನ್ನ ಅಥವಾ ತನ್ನ ಪತ್ನಿ ಅಥವಾ ಪತಿಯ ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಇತರ ಸದಸ್ಯನ ಒಡತನದಲ್ಲಿರುವ ಅಥವಾ ನಿರ್ವಹಣೆಯಲ್ಲಿರುವ ವ್ಯವಹಾರವನ್ನು ಅಥವಾ ವಿಮಾ ಏಜೆನ್ಸಿಯನ್ನು ಅಥವಾ ಕಮೀಷನ್ ಏಜೆನ್ಸಿಯನ್ನು ಬೆಂಬಲಿಸಿ ಪ್ರಚಾರ ಮಾಡುವುದನ್ನು ಈ ಉಪ-ನಿಯಮದ ಉಲ್ಲಂಘನೆಯೆಂದು ಭಾವಿಸತಕ್ಕದ್ದು.

(2) ಪ್ರತಿಯೊಬ್ಬ ಸರ್ಕಾರಿ ನೌಕರನು ಅಥವಾ ಅವನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನು ವ್ಯಾಪಾರದಲ್ಲಿ ಅಥವಾ ವ್ಯವಹಾರದಲ್ಲಿ ತೊಡಗಿದ್ದರೆ ಅಥವಾ ವಿಮಾ ಏಜೆನ್ಸಿಯ ಅಥವಾ ಕಮೀಷನ್ ಏಜೆನ್ಸಿಯ ಒಡತನ ಹೊಂದಿದ್ದರೆ ಅಥವಾ ನಿರ್ವಹಣೆ ಮಾಡುತ್ತಿದ್ದರೆ ಆ ಬಗ್ಗೆ ನಿಯಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರಕ್ಕೆ ವರದಿ ಮಾಡತಕ್ಕದ್ದು.

(3) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು ತನ್ನ ಪದೀಯ ಕರ್ತವ್ಯಗಳನ್ನು ನಿರ್ವಹಿಸುವಾಗ ಹೊರತು, ಕಂಪನಿಗಳ ಅಧಿನಿಯಮ, 1956ರ (1956ರ ಕೇಂದ್ರ ಅಧಿನಿಯಮ 1) ಅಥವಾ ತತ್ಸಾಲದಲ್ಲಿ ಜಾರಿಯಲ್ಲಿರುವ ಇತರ ಯಾವುದೇ ಕಾನೂನಿನ ಮೇರೆಗೆ ನೋಂದಾಯಿಸಬೇಕಾದ ಅಗತ್ಯವಿರುವ ಯಾವುದೇ ಬ್ಯಾಂಕನ್ನು ಅಥವಾ ಇತರ ಕಂಪನಿಯನ್ನು ಅಥವಾ ವಾಣಿಜ್ಯ ಉದ್ಯೇಶಕ್ಕಾಗಿ ಯಾವುದೇ ಸಹಕಾರ ಸಂಘವನ್ನು ನಿಯಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರದ ಪೂರ್ವ ಮಂಜೂರಾತಿ ಪಡೆಯದೆ ನೋಂದಾಯಿಸುವ, ಉತ್ತೇಜಿಸುವ ಅಥವಾ ನಿರ್ವಹಣೆ ಮಾಡುವ ಕಾರ್ಯದಲ್ಲಿ ಪಾಲ್ಗೊಳ್ಳತಕ್ಕದ್ದಲ್ಲ:

ಪರಂತು, ಸರ್ಕಾರಿ ನೌಕರನು ಕರ್ನಾಟಕ ಸಹಕಾರ ಸಂಘಗಳ ಅಧಿನಿಯಮ, 1959 (ಕರ್ನಾಟಕ ಅಧಿನಿಯಮ 1959ರ 11)ರ ಮೇರೆಗೆ ನೋಂದಾಯಿತವಾದ ಅಥವಾ ನೋಂದಾಯಿತವಾಗಿದೆಯೆಂದು ಭಾವಿಸಲಾದ ಪ್ರಮುಖವಾಗಿ ಸರ್ಕಾರಿ ನೌಕರರ ಪ್ರಯೋಜನಗಳಿಗಾಗಿ ಸಹಕಾರ ಸಂಘವನ್ನು ಅಥವಾ ಕರ್ನಾಟಕ ಸಂಘಗಳ ನೋಂದಣಿ ಅಧಿನಿಯಮ, 1960 (ಕರ್ನಾಟಕ ಅಧಿನಿಯಮ 1960ರ 17)ರ ಮೇರೆಗೆ ನೋಂದಾಯಿತವಾದ ಅಥವಾ ನೋಂದಾಯಿತವಾಗಿದೆಯೆಂದು ಭಾವಿಸಲಾದ ಸಾಹಿತ್ಯಕ, ವೈಜ್ಞಾನಿಕ ಅಥವಾ ಧರ್ಮಾರ್ಥ ಸಂಘವನ್ನು ನೋಂದಾಯಿಸುವ, ಉತ್ತೇಜಿಸುವ ಅಥವಾ ನಿರ್ವಹಣೆ ಮಾಡುವ ಕಾರ್ಯದಲ್ಲಿ ಪಾಲ್ಗೊಳ್ಳಬಹುದು.

(5) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು ನಿಯಮಿಸಿದ ಪ್ರಾಧಿಕಾರದಿಂದ ಸಾಮಾನ್ಯ ಅಥವಾ ವಿಶೇಷ ಮಂಜೂರಾತಿ ಪಡೆಯದೆ ಯಾವುದೇ ಸಾರ್ವಜನಿಕ ಸಂಸ್ಥೆಗೆ ಅಥವಾ ಯಾರೇ ಖಾಸಗಿ ವ್ಯಕ್ತಿಗೆ ಮಾಡಿಕೊಟ್ಟ ಕೆಲಸಕ್ಕಾಗಿ ಯಾವುದೇ ಶುಲ್ಕವನ್ನು ತೆಗೆದುಕೊಳ್ಳತಕ್ಕದ್ದಲ್ಲ.

19. ಕಚೇರಿ ಕರ್ತವ್ಯಗಳಾಚೆಗೆ ಬಾಹ್ಯ ಖಾಸಗಿ ಕೆಲಸಗಳನ್ನು ನಿರ್ವಹಿಸುವುದರ ಮೇಲೆ ನಿರ್ಬಂಧ.-

(1) ಖಾಸಗಿ ಸಂಸ್ಥೆ ಇತ್ಯಾದಿಗಳಲ್ಲಿ ಬೋಧಕ ಮತ್ತು ಬೋಧಕೇತರ ವೈದ್ಯ ಹುದ್ದೆಗಳನ್ನು ಹೊಂದಿರುವ ಸರ್ಕಾರಿ ನೌಕರರು ಭಾಗವಹಿಸುವುದು: ವೈದ್ಯರ ಅಥವಾ ವೈದ್ಯಕೀಯ ಅಧಿಕಾರಿಗಳ ಯಾವುದೇ ಬೋಧಕ ಮತ್ತು ಬೋಧಕೇತರ ಹುದ್ದೆಗಳನ್ನು ಹೊಂದಿರುವ ಸರ್ಕಾರಿ ನೌಕರನು, ಯಾವುದೇ ಖಾಸಗಿ ನರ್ಸಿಂಗ್ ಹೋಮನ್ನು, ಆಸ್ಪತ್ರೆಯನ್ನು, ಡಯಾಗ್ನೋಸ್ಟಿಕ್ ಪ್ರಯೋಗಾಲಯವನ್ನು, ಔಷಧಾಲಯವನ್ನು ಅಥವಾ ಸಂಬಂಧಪಟ್ಟ ಸಂಸ್ಥೆಗಳನ್ನು ನಡೆಸತಕ್ಕದ್ದಲ್ಲ. ಅಥವಾ ಅವುಗಳಲ್ಲಿ ಹಣಕಾಸಿನ ಹಿತಾಸಕ್ತಿಯನ್ನು ಹೊಂದಿರತಕ್ಕದ್ದಲ್ಲ. ಹಣವನ್ನು ಪಾವತಿಸುವ ರೋಗಿಗಳನ್ನು ಅವನು ರೂಢಿಗತವಾಗಿ ತನ್ನ ಸ್ವಂತ ಮನೆಯಲ್ಲಿ 24 ಗಂಟೆಗಳಿಗಿಂತ ಹೆಚ್ಚಾಗಿ ಇಟ್ಟುಕೊಳ್ಳತಕ್ಕದ್ದಲ್ಲ. ಆದಾಗ್ಯೂ, ಆತನು ಕರ್ತವ್ಯದ ವೇಳೆಯನ್ನು ಹೊರತುಪಡಿಸಿ ಬೇರೆ ಸಮಯದಲ್ಲಿ ಖಾಸಗಿ ನರ್ಸಿಂಗ್ ಹೋಮ್ ಅಥವಾ ಆಸ್ಪತ್ರೆಯ ರೋಗಿಗಳಿಗೆ ಚಿಕಿತ್ಸೆ ನೀಡಬಹುದು. ಪರಂತು, ನರ್ಸಿಂಗ್ ಹೋಂ ಅಥವಾ ಆಸ್ಪತ್ರೆಯು ತನ್ನ ಸ್ವಂತ ಕೇಸ್‌ಗಳನ್ನು ದಾಖಲಿಸುವುದಕ್ಕೋಸ್ಕರವೇ ಮೀಸಲಾಗಿರದೆ ಇತರ ಯಾರೇ ನೋಂದಾಯಿತ ವೈದ್ಯರ ರೋಗಿಗಳ ದಾಖಲಾತಿಗೆ ಅವಕಾಶವಿರಬೇಕು.

(2) ಯಾವುದೇ ಪದನಾಮದಲ್ಲಿ ಅಥವಾ ಯಾವುದೇ ಪದೀಯ ಸಾಮರ್ಥ್ಯದಲ್ಲಿ ಬೋಧನಾ ಸಿಬ್ಬಂದಿಯಾಗಿ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿರುವ ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ಸ್ವತಃ ತಾನೇ ಅಥವಾ ಮತ್ತೊಬ್ಬ ವ್ಯಕ್ತಿಯ ಅಥವಾ ನಿಕಾಯದ ಹೆಸರಿನಲ್ಲಿ ಯಾವುದೇ ಹೆಸರಿನ ಖಾಸಗಿ ಟ್ಯುಟೋರಿಯಲ್‌ನ್ನು ಅಥವಾ ವಾಣಿಜ್ಯ ಆಧಾರದ ಮೇಲೆ ಯಾವುದೇ ಶೈಕ್ಷಣಿಕ ಅಥವಾ ವೃತ್ತಿಪರ ತರಗತಿಗಳಿಗೆ ಟ್ಯೂಷನ್‌ಗಳನ್ನು ನಡೆಸುವ ಸಂಸ್ಥೆಯನ್ನು ಸ್ಥಾಪಿಸತಕ್ಕದ್ದಲ್ಲ. ಅಥವಾ ಆ ಖಾಸಗಿ ಟ್ಯುಟೋರಿಯಲ್‌ನಲ್ಲಿ ಹಣಕಾಸಿನ ಹಿತಾಸಕ್ತಿಯನ್ನು ಹೊಂದಿರತಕ್ಕದ್ದಲ್ಲ. ಅಥವಾ ಅಂಥ ಟ್ಯುಟೋರಿಯಲ್‌ಗಳಲ್ಲಿ ಟ್ಯೂಷನ್ ಹೇಳಿಕೊಡತಕ್ಕದ್ದಲ್ಲ.

(3) ಯಾವುದೇ ವೃತ್ತಿಪರ ಅಥವಾ ತಾಂತ್ರಿಕ ಕೌಶಲ್ಯಗಳ ಅಗತ್ಯತೆ ಇರುವ ಹುದ್ದೆಯಲ್ಲಿ ಕಾರ್ಯನಿರ್ವಹಿಸುವ ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ನಿಯಮಿಸಿದ ಪ್ರಾಧಿಕಾರವು ಅನುಮತಿಸಿದ ಹೊರತು, ಹಣಕಾಸಿನ ಲಾಭವನ್ನು ಹೊಂದುವ ಯಾವುದೇ ಖಾಸಗಿ ಉದ್ದೇಶಕ್ಕಾಗಿ ಅಥವಾ ವಾಣಿಜ್ಯ ಉದ್ದೇಶಕ್ಕಾಗಿ ತನ್ನ ವೃತ್ತಿ ಅಥವಾ ತಾಂತ್ರಿಕ ಕೌಶಲ್ಯಗಳನ್ನು ಬಳಕೆ ಮಾಡಿಕೊಳ್ಳತಕ್ಕದ್ದಲ್ಲ.

20. ಸಾರ್ವಜನಿಕ ಹಣವನ್ನು ವೆಚ್ಚ ಮಾಡುವಾಗ ಹಣಕಾಸು ಸ್ವತ್ತಿನ ನಿಯಮಗಳನ್ನು ಪಾಲಿಸುವುದು ಮತ್ತು ಸೌಕರ್ಯಗಳನ್ನು ಸೂಕ್ತವಾಗಿ ಬಳಕೆ ಮಾಡುವುದು ಇತ್ಯಾದಿ,

(1) (i) ಪ್ರತಿಯೊಬ್ಬ ಸರ್ಕಾರಿ ನೌಕರನು, ಸರ್ಕಾರದ ಹಣ ಮತ್ತು ಸಂಪನ್ಮೂಲಗಳಿಂದ ಖರ್ಚುಗಳನ್ನು ಭರಿಸುವ ಸಂದರ್ಭದಲ್ಲಿ ಸಾಮಾನ್ಯ ವಿವೇಚನೆಯುಳ್ಳ ಒಬ್ಬ ವ್ಯಕ್ತಿಯಾಗಿ ಆತನು ತನ್ನ ಸ್ವಂತ ಹಣವನ್ನು ಹೇಗೆ ಮಿತವ್ಯಯದಲ್ಲಿ ಖರ್ಚು ಮಾಡುತ್ತಿದ್ದನೋ ಅದೇ ಜಾಣ್ಮೆಯನ್ನು ಇಲ್ಲಿಯೂ ವಹಿಸತಕ್ಕದ್ದು.

(ii) ಸರ್ಕಾರಿ ನೌಕರನು ವೆಚ್ಚವನ್ನು ಮಂಜೂರು ಮಾಡುವ ತನ್ನ ಅಧಿಕಾರಗಳನ್ನು ಪ್ರತ್ಯಕ್ಷವಾಗಿ ಅಥವಾ ಪರೋಕ್ಷವಾಗಿ ತನ್ನ ಸ್ವಂತ ಅನುಕೂಲ ಉಂಟು ಮಾಡುವ ಆದೇಶವನ್ನು ಹೊರಡಿಸಲು ಚಲಾಯಿಸತಕ್ಕದ್ದಲ್ಲ.

(iii) ಸರ್ಕಾರಿ ರಾಜಸ್ವಗಳನ್ನು:

(ಎ) ಮೊಬಲಗಿನ ಕ್ಲೇಮನ್ನು ನ್ಯಾಯಾಲಯವು ಜಾರಿಗೊಳಿಸಬಹುದಾದ ಹೊರತು; ಅಥವಾ

(ಬಿ) ವೆಚ್ಚವು ಅಂಗೀಕೃತ ನೀತಿ ಅಥವಾ ಪದ್ಧತಿಗೆ ಅನುಗುಣವಾಗಿದ್ದು ಹೊರತು

- ಒಬ್ಬ ನಿರ್ದಿಷ್ಟ ವ್ಯಕ್ತಿ ಅಥವಾ ಸಮುದಾಯದ ಒಂದು ವರ್ಗದ ಪ್ರಯೋಜನಕ್ಕಾಗಿ ಬಳಕೆ ಮಾಡಿಕೊಳ್ಳತಕ್ಕದ್ದಲ್ಲ.

(iv) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ತನ್ನ ಸ್ವಯಂ ಮಂಜೂರಾತಿ ಅಧಿಕಾರಗಳನ್ನು ಮೀರಿ ಮುಂದಿನ ದಿನಗಳಲ್ಲಿ ವೆಚ್ಚ ಮಾಡುವುದನ್ನು ಒಳಗೊಳ್ಳುವ ಸಾಧ್ಯತೆ ಇರುವಂತಹ ಯಾವುದೇ ವೆಚ್ಚವನ್ನು ಮಂಜೂರು ಮಾಡತಕ್ಕದ್ದಲ್ಲ.

(v) ಪ್ರಯಾಣ ಭತ್ಯೆಗಳಂತಹ ಒಂದು ನಿರ್ದಿಷ್ಟ ಬಗೆಯ ವೆಚ್ಚವನ್ನು ಭರಿಸಲಿಕ್ಕೆ ಮಂಜೂರಾದ ಭತ್ಯೆಗಳ ಮೊಬಲಗನ್ನು, ಅದನ್ನು ಸ್ವೀಕರಿಸುವವರಿಗೆ ಅದು ಅವರ ಒಟ್ಟು ಲಾಭದ ಮೂಲಗಳಲ್ಲ ಎಂಬ ಹಾಗೆ ನಿಯಂತ್ರಿಸತಕ್ಕದ್ದು.

(vi) ಪ್ರತಿಯೊಬ್ಬ ಸರ್ಕಾರಿ ನೌಕರನು ಕೇವಲ ಹಣಕಾಸಿನ ವಿಷಯಗಳಲ್ಲಿ ಸಂಪೂರ್ಣ ನಿಷ್ಪತ್ತಿಯನ್ನು ಪಾಲಿಸುವುದು ಮಾತ್ರವೇ ಅಲ್ಲದೆ, ಆತನು ಖರ್ಚು ಮಾಡಿದ ಅಥವಾ ಆತನ ನಿಯಂತ್ರಣದಲ್ಲಿರುವ ಎಲ್ಲಾ ಸಾರ್ವಜನಿಕ ನಿಧಿಗಳಿಗೆ ಸಾಧ್ಯವಿರುವ ಉತ್ತಮ ಮೌಲ್ಯವು ದೊರೆಯುವಂತೆ ನಿರಂತರವಾಗಿ ನೋಡಿಕೊಳ್ಳುವುದು ಮತ್ತು ಸಾರ್ವಜನಿಕ ನಿಧಿಗಳು ಹಲವಾರು ಬಗೆಯಲ್ಲಿ ಪೋಲು ವೆಚ್ಚವಾಗದಂತೆ ಕಟ್ಟುನಿಟ್ಟಾಗಿ ರಕ್ಷಿಸಿಕೊಳ್ಳುವುದೂ ಕೂಡ ಪ್ರತಿಯೊಬ್ಬ ಸರ್ಕಾರಿ ನೌಕರನ ಕರ್ತವ್ಯವಾಗಿರುತ್ತದೆ.

(2) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು ತನ್ನ ಕರ್ತವ್ಯಗಳನ್ನು ನಿರ್ವಹಿಸಲು ಅನುವಾಗುವಂತೆ ಸರ್ಕಾರವು ಆತನಿಗೆ ಒದಗಿಸಲಾದಂತಹ ಸೌಲಭ್ಯಗಳನ್ನು ಆತನು ದುರ್ಬಳಕೆ ಮಾಡುವುದಾಗಲಿ/ ದುರುಪಯೋಗ ಪಡಿಸಿಕೊಳ್ಳುವುದಾಗಲಿ ಅಥವಾ ನಿರ್ಲಕ್ಷ್ಯತೆಯಿಂದ ಬಳಕೆ ಮಾಡುವುದಾಗಲಿ ಮಾಡತಕ್ಕದ್ದಲ್ಲ ಅಥವಾ ಖಾಸಗಿ ಉದ್ದೇಶಗಳಿಗಾಗಿ ಬಳಕೆ ಮಾಡತಕ್ಕದ್ದಲ್ಲ.

(3) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ತನಗೆ ಹಂಚಿಕೆ ಮಾಡಲಾಗಿರುವ ಸರ್ಕಾರಿ ವಸತಿ ಸೌಕರ್ಯವನ್ನು ಉಪ-ಬಾಡಿಗೆ, ಭೋಗ್ಯ ಅಥವಾ ಇನ್ನಾವುದೇ ರೀತಿಯಲ್ಲಿ ಬೇರೆ ವ್ಯಕ್ತಿಯ ಅನುಭೋಗಕ್ಕೆ ನೀಡತಕ್ಕದ್ದಲ್ಲ.

(4) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು ವಾಸ್ತವವಾಗಿ ಬಳಕೆ ಮಾಡಿಕೊಂಡಿರದ ಯಾವುದೇ ಸೌಲಭ್ಯಗಳಿಗಾಗಿ ಹಣವನ್ನು ಕ್ಲೇಮು (Claim) ಮಾಡತಕ್ಕದ್ದಲ್ಲ.

21 .ಹಣ ಸಂದಾಯ ಮಾಡದೆ ಸೇವೆಗಳ ಬಳಕೆ:

ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ಯಾವ ಸೇವೆಗೆ ಅಥವಾ ಮನರಂಜನೆಗೆ ಬಾಡಿಗೆಯನ್ನು ಅಥವಾ ದರವನ್ನು ಅಥವಾ ಪ್ರವೇಶ ಶುಲ್ಕವನ್ನು ವಿಧಿಸಲಾಗುವುದೋ ಆ ಯಾವುದೇ ಸೇವೆಯನ್ನು ಅಥವಾ ಮನರಂಜನೆಯನ್ನು ಸೂಕ್ತ ಮತ್ತು ಸಾಕಷ್ಟು ಹಣ ಸಂದಾಯ ಮಾಡದೆ ಉಪಯೋಗಿಸಿಕೊಳ್ಳತಕ್ಕದ್ದಲ್ಲ.

22. ಬಂಡವಾಳ ಹೂಡಿಕೆ, ಸಾಲ ನೀಡಿಕೆ ಮತ್ತು ಸಾಲ ತೆಗೆದುಕೊಳ್ಳುವಿಕೆ:

(1) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು ಯಾವುದೇ ಸ್ಥಾಪನೆಯಲ್ಲಿ, ಷೇರಿನಲ್ಲಿ ಅಥವಾ ಇತರ ಬಂಡವಾಳ ಹೂಡಿಕೆಯಲ್ಲಿ ಸಟ್ಯಾ ವ್ಯವಹಾರ ಮಾಡತಕ್ಕದ್ದಲ್ಲ.

ವಿವರಣೆ: ಷೇರುಗಳನ್ನು, ಭದ್ರತಾ ಪತ್ರಗಳನ್ನು ಅಥವಾ ಇತರ ಬಂಡವಾಳ ಹೂಡಿಕೆಗಳನ್ನು ಮೇಲಿಂದ ಮೇಲೆ ಖರೀದಿ ಮಾಡುವುದನ್ನು ಅಥವಾ ಮಾರಾಟ ಮಾಡುವುದನ್ನು ಅಥವಾ ಅವೆರಡನ್ನೂ ಮಾಡುವುದನ್ನು ಈ ಉಪನಿಯಮದ ಅರ್ಥ ವ್ಯಾಪ್ತಿಯೊಳಗೆ ಸಟ್ಯಾ ವ್ಯವಹಾರವೆಂದು ಭಾವಿಸತಕ್ಕದ್ದು.

(2) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ತನ್ನ ಸರ್ಕಾರಿ ಕರ್ತವ್ಯಗಳನ್ನು ನಿರ್ವಹಿಸುವಲ್ಲಿ ತನ್ನನ್ನು ಪೇಚಿಗೆ ಸಿಲುಕಿಸುವ ಅಥವಾ ತನ್ನ ಮೇಲೆ ಪರಿಣಾಮ ಉಂಟು ಮಾಡುವ ಸಂಭವವಿರುವ ಯಾವುದೇ ಬಂಡವಾಳ ಹೂಡಿಕೆ ಮಾಡತಕ್ಕದ್ದಲ್ಲ, ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ವ್ಯಕ್ತಿಯು ಅಥವಾ ತನ್ನ ಪರವಾಗಿ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿರುವ ಯಾರೇ ವ್ಯಕ್ತಿಯು ಯಾವುದೇ ಬಂಡವಾಳ ಹೂಡಲು ಅನುಮತಿಸತಕ್ಕದ್ದಲ್ಲ.

(3) ಯಾವುದೇ ವ್ಯವಹಾರವು (1) ನೇ ಉಪ-ನಿಯಮದಲ್ಲಿ ಅಥವಾ (2)ನೇ ಉಪನಿಯಮದಲ್ಲಿ ಹೇಳಿರುವಂಥ ಸ್ವರೂಪದ್ದೇ ಎಂಬ ಯಾವುದೇ ಪ್ರಶ್ನೆ ಉದ್ಭವಿಸಿದರೆ, ಅದನ್ನು ಸರ್ಕಾರದ ತೀರ್ಮಾನಕ್ಕೆ ಒಪ್ಪಿಸತಕ್ಕದ್ದು ಮತ್ತು ಅದರ ಬಗ್ಗೆ ಸರ್ಕಾರದ ತೀರ್ಮಾನವು ಅಂತಿಮವಾಗಿರತಕ್ಕದ್ದು.

(4) (i) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ನಿಯಮಿಸಿದ ಪ್ರಾಧಿಕಾರದ ಪೂರ್ವ ಮಂಜೂರಾತಿಯನ್ನು ಪಡೆದ ಹೊರತು ಮತ್ತು ತಾನೇ ಆಗಲಿ ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನ ಅಥವಾ ತನ್ನ ಪರವಾಗಿ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿರುವ ಇತರ ಯಾರೇ ವ್ಯಕ್ತಿಯ ಮೂಲಕ, ಬ್ಯಾಂಕಿಂಗ್ ವ್ಯವಹಾರವನ್ನು ನಡೆಸಲು ವಿಧ್ಯುಕ್ತವಾಗಿ ಅಧಿಕಾರ ಪಡೆದ ಸುಸ್ಥಾಪಿತ ಬ್ಯಾಂಕಿನ ಅಥವಾ ಫರ್ಮಿನ ಜೊತೆ ವ್ಯವಹಾರ ನಡೆಸುವ ಸಾಮಾನ್ಯ ಕ್ರಮದಲ್ಲಿ ಹೊರತು:

(ii) ತನ್ನ ಅಧಿಕಾರದ ಸ್ಥಳೀಯ ಪರಿಮಿತಿಯೊಳಗೆ ಇರುವಂಥ ಅಥವಾ ತಾನು ಯಾರೊಂದಿಗೆ ಅಧಿಕೃತ ವ್ಯವಹಾರ ನಡೆಸುವ ಸಂಭವವಿದೆಯೋ ಅಂಥ ಅಥವಾ ತನ್ನನ್ನು ಯಾವುದೇ ಹಣಕಾಸು ಬಾಧ್ಯತೆಯ ಅಡಿಯಲ್ಲಿ ಯಾರಿಗೆ ನಿಯೋಜಿಸಲಾಗಿದೆಯೋ ಅಂಥ ಯಾವುದೇ ವ್ಯಕ್ತಿ ಅಥವಾ ಫರ್ಮು ಅಥವಾ ಖಾಸಗಿ ನಿಯಮಿತ ಕಂಪನಿಗೆ ಅಥವಾ ಅವರಿಂದ ಅಥವಾ ಅವರೊಂದಿಗೆ ಸೇರಿ ತಾನೇ ಪ್ರಧಾನವಾಗಿ ಅಥವಾ ಏಜೆಂಟನಾಗಿ ಸಾಲ ನೀಡತಕ್ಕದ್ದಲ್ಲ, ಅಥವಾ ಸಾಲ ಪಡೆಯತಕ್ಕದ್ದಲ್ಲ ಅಥವಾ ಹಣವನ್ನು ಠೇವಣಿ ಮಾಡತಕ್ಕದ್ದಲ್ಲ.

(iii) ಬಡ್ಡಿಗಾಗಿ ಅಥವಾ ಹಣವನ್ನು ವಾಪಸ್ಸು ಮಾಡುವ ಕಾಲಕ್ಕೆ ಹಣದ ರೂಪದಲ್ಲಿ ಅಥವಾ ವಸ್ತು ರೂಪದಲ್ಲಿ ಕೊಡುವಂತೆ ವಿಧಿಸುವ ಅಥವಾ ಸಂದಾಯ ಮಾಡುವ ರೀತಿಯಲ್ಲಿ ಯಾರೇ ವ್ಯಕ್ತಿಗೆ ಹಣ ಸಾಲ ನೀಡತಕ್ಕದ್ದಲ್ಲ:

ಪರಂತು, ಸರ್ಕಾರಿ ನೌಕರನು ತನ್ನ ಸಂಬಂಧಿಕನಿಗೆ ಅಥವಾ ಸಂಬಂಧಿಕನಿಂದ ಅಥವಾ ಆಪ್ತ ಮಿತ್ರನಿಗೆ ಅಥವಾ ಆಪ್ತ ಮಿತ್ರನಿಂದ ತನ್ನ ಆರು ತಿಂಗಳ ಒಟ್ಟು ಉಪಲಬ್ಧಗಳನ್ನು ಮೀರದಷ್ಟು ಮೊತ್ತವನ್ನು ಕೇವಲ ತಾತ್ಕಾಲಿಕ ಸಾಲವಾಗಿ ಬಡ್ಡಿ ಇಲ್ಲದೆ ಕೊಡಬಹುದು ಅಥವಾ ತೆಗೆದುಕೊಳ್ಳಬಹುದು ಅಥವಾ ಪ್ರಾಮಾಣಿಕ ವ್ಯಾಪಾರಿಯೊಬ್ಬರೊಡನೆ ಸಾಲದ ಲೆಕ್ಕ ಪತ್ರವನ್ನಿಟ್ಟುಕೊಳ್ಳಬಹುದು ಅಥವಾ ತನ್ನ ಖಾಸಗಿ ನೌಕರನಿಗೆ ಮುಂಗಡ ಸಂಬಳ ಕೊಡಬಹುದು:

ಮತ್ತೂ ಪರಂತು, ಈ ಉಪ-ನಿಯಮದಲ್ಲಿ ಇರುವುದು ಯಾವುದೂ, ನಿಯಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರದ ಪೂರ್ವ ಮಂಜೂರಾತಿಯೊಂದಿಗೆ ಸರ್ಕಾರಿ ನೌಕರನು ಒಪ್ಪಂದ ಮಾಡಿಕೊಂಡ ಯಾವುದೇ ವ್ಯವಹಾರಗಳಿಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಅನ್ವಯವಾಗತಕ್ಕದ್ದಲ್ಲ.

(iv) ಯಾವ ಹುದ್ದೆಯ ಸ್ವರೂಪವು ಸರ್ಕಾರಿ ನೌಕರನು, (2)ನೇ ಉಪನಿಯಮದ ಅಥವಾ (4)ನೇ ಉಪನಿಯಮದ ಯಾವುದೇ ಉಪಬಂಧವನ್ನು ಉಲ್ಲಂಘಿಸುವುದನ್ನು ಒಳಗೊಂಡಿರಬಹುದಾಗಿದೆಯೋ ಆ ಸ್ವರೂಪದ ಹುದ್ದೆಗೆ ಅವನು ನೇಮಕಗೊಂಡಾಗ ಅಥವಾ ವರ್ಗಾವಣೆಯಾದಾಗ, ಅವನು, ಅಂಥ ಸಂದರ್ಭಗಳನ್ನು ಸರ್ಕಾರಕ್ಕೆ ತಕ್ಷಣವೇ ವರದಿ ಮಾಡತಕ್ಕದ್ದು ಮತ್ತು ಆ ತರುವಾಯ ಸರ್ಕಾರವು ಮಾಡಬಹುದಾದಂಥ ಆದೇಶಕ್ಕೆ ಅನುಸಾರವಾಗಿ ಕಾರ್ಯ ನಿರ್ವಹಿಸತಕ್ಕದ್ದು.

23. ದಿವಾಳಿತನ ಮತ್ತು ರೂಢಿಗತ ಋಣಗ್ರಸ್ತತೆ:

ಸರ್ಕಾರಿ ನೌಕರನು ಸಾಲ ಮಾಡುವುದನ್ನು ರೂಢಿ ಮಾಡಿಕೊಳ್ಳದಂತೆ ಅಥವಾ ದಿವಾಳಿಯಾಗದಂತೆ ತನ್ನ ಖಾಸಗೀ ವ್ಯವಹಾರಗಳನ್ನು ನಿರ್ವಹಿಸತಕ್ಕದ್ದು. ಯಾವ ಸರ್ಕಾರಿ ನೌಕರನ ವಿರುದ್ಧ ಅವನಿಂದ ಬಾಕಿಬರಬೇಕಾದ ಯಾವುದೇ ಸಾಲದ ವಸೂಲಿಗಾಗಿ ಅಥವಾ ಅವನನ್ನು ದಿವಾಳಿ ಎಂದು ನ್ಯಾಯ ನಿರ್ಣಯ ಮಾಡುವುದಕ್ಕಾಗಿ ಯಾವುದೇ ಕಾನೂನು ವ್ಯವಹಾರಗಳನ್ನು ಹೂಡಲಾಗಿದೆಯೋ ಆ ಸರ್ಕಾರಿ ನೌಕರನು ತಕ್ಷಣವೇ ಆ ಕಾನೂನು ವ್ಯವಹಾರಗಳ ಪೂರ್ಣ ಸಂಗತಿಗಳನ್ನು ನಿಯಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರಕ್ಕೆ ವರದಿ ಮಾಡತಕ್ಕದ್ದು.

ಟಿಪ್ಪಣಿ:- ಸಾಮಾನ್ಯ ಎಚ್ಚರಿಕೆ ವಹಿಸಿದರೂ ಮುಂಗಾಣಲು ತನ್ನಿಂದ ಸಾಧ್ಯವಾಗದಿದ್ದರೆ ಅಥವಾ ತನ್ನ ಹತೋಟಿಯನ್ನು ಮೀರಿದಂಥ ಪರಿಸ್ಥಿತಿಗಳ ಪರಿಣಾಮವಾಗಿ ತಾನು ಸಾಲಗಾರ ಅಥವಾ ದಿವಾಳಿ ಆಗಬೇಕಾಯಿತೆಂದು ಮತ್ತು ತನ್ನ ದುಂದು ವೆಚ್ಚವು ಅಥವಾ ಕೆಟ್ಟ ಅಭ್ಯಾಸಗಳು ಅದಕ್ಕೆ ಕಾರಣವಲ್ಲವೆಂದು ರುಜುವಾತುಪಡಿಸುವ ಹೊಣೆಯು ಸರ್ಕಾರಿ ನೌಕರನ ಮೇಲೆ ಇರತಕ್ಕದ್ದು.

ವಿವರಣೆ:- ಸರ್ಕಾರಿ ನೌಕರನನ್ನು, ದಿವಾಳಿಯೆಂದು ನಿರ್ಣಯಿಸಿದರೆ ಅಥವಾ ಘೋಷಿಸಿದರೆ ಅಥವಾ ಸಾಮಾನ್ಯ ಸನ್ನಿವೇಶಗಳಲ್ಲಿ ಅವನು ಒಟ್ಟು ಎರಡು ವರ್ಷಗಳ ಅವಧಿಯೊಳಗೆ ಮರುಪಾವತಿಸಲಾಗದಷ್ಟು ಮೊತ್ತದ ಸಾಲ ಮಾಡಿದ್ದರೆ ಅಥವಾ ಆಗಾಗ್ಗೆ ತನ್ನ ಸಂಬಳದ ಒಂದು ಭಾಗವನ್ನು ಸಾಲಕ್ಕಾಗಿ ಲಗತ್ತು ಮಾಡಿದ್ದರೆ ಅಥವಾ ಅದನ್ನು ಹಾಗೆ ನಿರಂತರವಾಗಿ ಎರಡು ವರ್ಷಗಳ ಅವಧಿಗೆ ಲಗತ್ತು ಮಾಡಿದ್ದರೆ ಅಥವಾ ಸಾಮಾನ್ಯ ಸನ್ನಿವೇಶಗಳಲ್ಲಿ ಅವನು ಎರಡು ವರ್ಷಗಳ ಅವಧಿಯೊಳಗೆ ಮರು ಸಂದಾಯ ಮಾಡಲಾಗದ ಮೊತ್ತಕ್ಕೆ ಲಗತ್ತು ಮಾಡಿದ್ದರೆ ಆಗ ಆತನು ಈ ನಿಯಮವನ್ನು ಉಲ್ಲಂಘಿಸಿದ್ದಾನೆಂದು ಭಾವಿಸತಕ್ಕದ್ದು.

24. ಚರ, ಸ್ಥಿರ ಮತ್ತು ಬೆಲೆಬಾಳುವ ಸ್ವತ್ತು:-

(1) ಪ್ರತಿಯೊಬ್ಬ ಸರ್ಕಾರಿ ನೌಕರನು ಯಾವುದೇ ಸೇವೆಗೆ ಅಥವಾ ಹುದ್ದೆಗೆ ಮೊದಲು ನೇಮಕವಾಗುವಾಗ, ಆತನು ತನ್ನ ಸ್ವಂತ ಹೆಸರಿನಲ್ಲಾಗಲಿ ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯರ ಹೆಸರಿನಲ್ಲಾಗಲಿ ಅಥವಾ ಯಾವುದೇ ಇತರ ವ್ಯಕ್ತಿಯ ಹೆಸರಿನಲ್ಲಾಗಲಿ ಪಿತ್ರಾರ್ಜಿತವಾಗಿ ಬಂದ ಸ್ವಯಂ ಆರ್ಜಿಸಿದ ಅಥವಾ ಗುತ್ತಿಗೆ ಅಥವಾ ಅಡಮಾನದ ಮೇಲೆ ತಾನು ಹೊಂದಿರುವ ಸ್ಥಿರಾಸ್ತಿಯ ಸಂಪೂರ್ಣ ವಿವರಗಳನ್ನು ನೀಡಿ, ನಿಗದಿತ ನಮೂನೆಯಲ್ಲಿ ತನ್ನ ಚರ ಮತ್ತು ಸ್ಥಿರಾಸ್ತಿಗಳ ವಿವರ ಪಟ್ಟಿಯನ್ನು ಪೂರಕ ದಾಖಲೆಗಳೊಂದಿಗೆ ಮೂರು ತಿಂಗಳೊಳಗೆ ಸಲ್ಲಿಸತಕ್ಕದ್ದು.

(2) ಹಾಗೂ ತರುವಾಯ ಸರ್ಕಾರಿ ನೌಕರನು ಡಿಸೆಂಬರ್ 31ಕ್ಕೆ ಅಂತ್ಯಗೊಳ್ಳುವ ಪ್ರತಿ ಹನ್ನೆರಡು ತಿಂಗಳಿಗೊಮ್ಮೆ ತನ್ನ ಮತ್ತು ತನ್ನ ಕುಟುಂಬದ ಎಲ್ಲ ಸದಸ್ಯರ ಆಸ್ತಿಗಳ ಮತ್ತು ಹೊಣೆಗಾರಿಕೆಗಳ ವಾರ್ಷಿಕ ವಿವರ ಪಟ್ಟಿಯನ್ನು ಈ ಮುಂದಿನವುಗಳ ಬಗ್ಗೆ ಪೂರ್ಣ ವಿವರಗಳನ್ನು ಒಳಗೊಂಡಂತೆ ಸರ್ಕಾರವು ನಿರ್ದಿಷ್ಟಪಡಿಸಿದ ನಮೂನೆಯಲ್ಲಿ ಸಲ್ಲಿಸತಕ್ಕದ್ದು,-

(ಎ) ತಾನು ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನಿಗೆ ಪಿತ್ರಾರ್ಜಿತವಾಗಿ ಬಂದ ಅಥವಾ ತಾನು ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನು ಒಡತನ ಹೊಂದಿರುವ ಅಥವಾ ತನ್ನ ಹೆಸರಿನಲ್ಲಾಗಲಿ ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನ ಹೆಸರಿನಲ್ಲಾಗಲಿ ಅಥವಾ ಇತರ ಯಾರೇ ವ್ಯಕ್ತಿಗಳ ಹೆಸರಿನಲ್ಲಾಗಲಿ ಗುತ್ತಿಗೆ ಅಥವಾ ಅಡಮಾನದ ಮೂಲಕ ತನ್ನ ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನು ಆರ್ಜಿಸಿರುವ ಸ್ಥಿರಾಸ್ತಿ;

(ಬಿ) ತನಗೆ ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನಿಗೆ ಪಿತ್ರಾರ್ಜಿತವಾಗಿ ಬಂದ ಅಥವಾ ಅದೇ ರೀತಿ ತಾನು ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನು ಒಡತನ ಹೊಂದಿದ, ಅರ್ಜಿಸಿದ ಅಥವಾ ಹೊಂದಿರುವ ಷೇರುಗಳು, ಡಿಬೆಂಚರುಗಳು, ಅಂಚೆ ಇಲಾಖೆಯ ಸಂಚಿತ ಅವಧಿ ಠೇವಣಿಗಳು ಮತ್ತು ಬ್ಯಾಂಕ್ ಠೇವಣಿಗಳೂ ಸೇರಿದಂತೆ ನಗದು;

(ಸಿ) ತನಗೆ ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನಿಗೆ ಪಿತ್ರಾರ್ಜಿತವಾಗಿ ಬಂದ ಅಥವಾ ಅದೇ ರೀತಿ ತಾನು ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನು ಒಡತನ ಹೊಂದಿದ, ಅರ್ಜಿಸಿದ ಅಥವಾ ಹೊಂದಿರುವ ಇತರ ಯಾವುದೇ ಚರಾಸ್ತಿಯ ಮೌಲ್ಯವು ಪ್ರಸ್ತುತ ಹೊಂದಿರುವ ಹುದ್ದೆಯಲ್ಲಿ ಪಡೆಯುತ್ತಿರುವ ಮೂಲವೇತನಕ್ಕಿಂತ ಹೆಚ್ಚಾಗಿದ್ದಲ್ಲಿ;

(ಡಿ) ಪ್ರತ್ಯಕ್ಷವಾಗಿ ಅಥವಾ ಪರೋಕ್ಷವಾಗಿ ತಾನು ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನು ಮಾಡಿಕೊಂಡ ಸಾಲ ಅಥವಾ ಹೊತ್ತಿರುವ ಇತರ ಹೊಣೆಗಾರಿಕೆಗಳು;

ಟಿಪ್ಪಣಿ : ಎಲ್ಲ ವಿವರಪಟ್ಟಿಗಳಲ್ಲೂ ಹತ್ತು ಸಾವಿರ ರೂಪಾಯಿಗಳಿಗಿಂತ ಕಡಿಮೆ ಬೆಲೆಯ ಚರ ಬಾಬುಗಳ ಮೌಲ್ಯವನ್ನು ಸೇರಿಸಿ ಒಂದೇ ಮೊತ್ತದಲ್ಲಿ ತೋರಿಸಬಹುದು. ಬಟ್ಟೆಗಳು, ಪಾತ್ರೆಗಳು, ಪಿಂಗಾಣಿ ಸಾಮಾನುಗಳು ಅಥವಾ ಪುಸ್ತಕಗಳಂಥ ದಿನಬಳಕೆಯ ವಸ್ತುಗಳ ಮೌಲ್ಯವನ್ನು ಅಂಥ ವಿವರಪಟ್ಟಿಗಳಲ್ಲಿ ಸೇರಿಸಬೇಕಾಗಿಲ್ಲ.

(3) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು ಅಥವಾ ಅವನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನು ನಿಯಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರಕ್ಕೆ ಮೊದಲೇ ತಿಳಿಸಿದ ಹೊರತು, ತನ್ನ ಸ್ವಂತ ಹೆಸರಿನಲ್ಲಾಗಲೀ ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನ ಹೆಸರಿನಲ್ಲಾಗಲೀ ಗುತ್ತಿಗೆಯ, ಅಡಮಾನದ, ಖರೀದಿಯ, ಮಾರಾಟದ, ಉಡುಗೊರೆಯ ಮೂಲಕ ಅಥವಾ ಅನ್ಯಥಾ ಯಾವುದೇ ಸ್ಥಿರ ಸ್ವತ್ತನ್ನು ಅರ್ಜಿಸತಕ್ಕದ್ದಲ್ಲ ಅಥವಾ ವಿಲೇ ಮಾಡತಕ್ಕದ್ದಲ್ಲ;

ಪರಂತು ಒಬ್ಬ ಸರ್ಕಾರಿ ನೌಕರನು ಸಮರ್ಥನೀಯ ಕಾರಣಗಳಿಂದಾಗಿ ನಿಯಮಿತ ಪ್ರಾಧಿಕಾರಿಗೆ ಮೊದಲೇ ತಿಳಿಸದೇ ಯಾವುದೇ ಸ್ಥಿರ ಸ್ವತ್ತನ್ನು ಅರ್ಜಿಸಿದ್ದಲ್ಲಿ ಅಥವಾ ವಿಲೇ ಮಾಡಿದಲ್ಲಿ ಆತ ಅಂತಹ ವ್ಯವಹಾರ ಕೈಗೊಂಡ ಎರಡು ತಿಂಗಳ ಒಳಗಾಗಿ ವಿವರಗಳು ಹಾಗೂ ಪೂರಕ ದಾಖಲೆಗಳು ಹಾಗೂ ಸಮರ್ಥನೀಯ ಕಾರಣಗಳೊಂದಿಗೆ ನಿಯಮಿತ ಪ್ರಾಧಿಕಾರಿಗೆ ವರದಿ ಮಾಡತಕ್ಕದ್ದು. ನಿಯಮಿತ ಪ್ರಾಧಿಕಾರಿಯು ಸರ್ಕಾರಿ ನೌಕರನು ನೀಡಿದ ಕಾರಣಗಳು ಅಂಗೀಕಾರಾರ್ಹವೆಂದು ತೃಪ್ತಿಪಟ್ಟಲ್ಲಿ, ಸರ್ಕಾರಿ ನೌಕರನು ಸಲ್ಲಿಸಿದ ದಾಖಲೆಗಳು ಹಾಗೂ ವಿವರಗಳನ್ನು ಪರಿಶೀಲಿಸಿ ಅಂತಹ ವ್ಯವಹಾರಣೆಯನ್ನು ಘಟನೋತ್ತರವಾಗಿ ಟಿಪ್ಪಣಿ ಮಾಡಿಕೊಳ್ಳಬಹುದು.

ಪರಂತು, ಸರ್ಕಾರಿ ನೌಕರನು, ಅಂಥ ಯಾವುದೇ ವ್ಯವಹಾರವನ್ನು, - ಸರ್ಕಾರಿ ನೌಕರನೊಂದಿಗೆ ಅಧಿಕೃತ ವ್ಯವಹಾರವನ್ನು ಹೊಂದಿರುವ ವ್ಯಕ್ತಿಯೊಂದಿಗೆ ಮಾಡುತ್ತಿರುವಲ್ಲಿ ಅದಕ್ಕೆ ನಿಯಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರದ ಪೂರ್ವ ಮಂಜೂರಾತಿಯನ್ನು ಪಡೆದುಕೊಳ್ಳತಕ್ಕದ್ದು;

ಮತ್ತೂ ಪರಂತು ಈ ಉಪನಿಯಮದಲ್ಲಿರುವುದು ಯಾವುದೂ, ಸರ್ಕಾರಿ ನೌಕರನ ಕುಟುಂಬದ ಸದಸ್ಯನು ಸರ್ಕಾರಿ ನೌಕರನದೇ/ಳದೇ ನಿಧಿಗಳಿಂದ ಬೇರೆಯದೇ ಆದ ಆತನ/ ಆಕೆಯ ಸ್ವಂತ ನಿಧಿಗಳಿಂದ (ಉಡುಗೊರೆಗಳು, ಪಿತ್ರಾರ್ಜಿತ, ಮೊದಲಾದವುಗಳೂ ಸೇರಿದಂತೆ) ಆತನ ಅಥವಾ ಆಕೆಯ ಸ್ವಂತ ಹೆಸರಿನಲ್ಲಿ ಮತ್ತು ಆತನ ಅಥವಾ ಆಕೆಯ ಸ್ವಂತ ಹಕ್ಕಿನಿಂದ ಮಾಡಿಕೊಂಡ ವ್ಯವಹಾರಗಳಿಗೆ ಅನ್ವಯವಾಗತಕ್ಕದ್ದಲ್ಲ.

(4) ಪ್ರತಿಯೊಬ್ಬ ಸರ್ಕಾರಿ ನೌಕರನು ತನ್ನ ಸ್ವಂತ ಹೆಸರಿನಲ್ಲಾಗಲೀ ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನ ಹೆಸರಿನಲ್ಲಾಗಲೀ ತಾನು ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ

ಸದಸ್ಯರು ಒಡತನ ಹೊಂದಿರುವ ಅಥವಾ ಧಾರಣ ಮಾಡಿರುವ ಚರಾಸ್ತಿಯ ಸಂಬಂಧದಲ್ಲಿ ಮಾಡುವ ಪ್ರತಿಯೊಂದು ವ್ಯವಹಾರವನ್ನು, ಯಾವುದೇ ಹುದ್ದೆಯನ್ನು ಹೊಂದಿರುವ ಸರ್ಕಾರಿ ನೌಕರನ ಸಂಬಂಧದಲ್ಲಿ ಅಂತಹ ಸ್ವತ್ತಿನ ಮೌಲ್ಯವು ಸರ್ಕಾರಿ ನೌಕರನ ಮಾಸಿಕ ಮೂಲವೇತನ ಮೀರಿದರೆ ನಿಯಮಿಸಿದ ಪ್ರಾಧಿಕಾರಕ್ಕೆ ವರದಿ ಮಾಡತಕ್ಕದ್ದು:

ಪರಂತು, ಸರ್ಕಾರಿ ನೌಕರನು, ಅಂಥ ಯಾವುದೇ ವ್ಯವಹಾರವನ್ನು, ಸರ್ಕಾರಿ ನೌಕರನೊಂದಿಗೆ ಅಧಿಕೃತ ವ್ಯವಹಾರಗಳನ್ನು ಹೊಂದಿರುವ ವ್ಯಕ್ತಿಯೊಂದಿಗೆ ಮಾಡುತ್ತಿರುವಲ್ಲಿ; ನಿಯಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರದ ಪೂರ್ವ ಮಂಜೂರಾತಿಯನ್ನು ಪಡೆದುಕೊಳ್ಳತಕ್ಕದ್ದು:

ಮತ್ತೂ ಪರಂತು ಈ ಉಪನಿಯಮದಲ್ಲಿರುವುದು ಯಾವುದೂ, ಸ್ವತಃ ಸರ್ಕಾರಿ ನೌಕರನದೇ ಆದ ಸ್ವಂತ ನಿಧಿಗಳಿಂದ ಭಿನ್ನವಾಗಿ ಸರ್ಕಾರಿ ನೌಕರನ ಕುಟುಂಬ ಸದಸ್ಯನು (ಉಡುಗೊರೆಗಳು, ಪಿತ್ರಾರ್ಜಿತ, ಮೊದಲಾದವುಗಳೂ ಸೇರಿದಂತೆ) ತನ್ನದೇ ಸ್ವಂತ ನಿಧಿಗಳಿಂದ ತನ್ನ ಸ್ವಂತ ಹೆಸರಿನಲ್ಲಿ ಮತ್ತು ತನ್ನ ಸ್ವಂತ ಹಕ್ಕಿನಿಂದ ಮಾಡಿಕೊಂಡ ವ್ಯವಹಾರಗಳಿಗೆ ಅನ್ವಯವಾಗತಕ್ಕದ್ದಲ್ಲ.

(5) ಪ್ರತಿಯೊಬ್ಬ ಸರ್ಕಾರಿ ನೌಕರನು, ತನ್ನ ಸಂಬಳ ಮತ್ತು ಭತ್ಯೆಗಳು, ವಿಮೆ ಅಥವಾ ಭವಿಷ್ಯನಿಧಿಯನ್ನು ಹೊರತುಪಡಿಸಿ ಇತರ ಮೂಲಗಳಿಂದ ತಾನು ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನು ಸ್ವೀಕರಿಸಿದ ನಗದಿಗೆ ಸಂಬಂಧಿಸಿದ ಪ್ರತಿಯೊಂದು ವ್ಯವಹಾರವನ್ನು, ಯಾವುದೇ ಹುದ್ದೆಯನ್ನು ಧಾರಣ ಮಾಡಿರುವ ಸರ್ಕಾರಿ ನೌಕರನ ಸಂದರ್ಭದಲ್ಲಿ, ಅಂಥ ನಗದು ಸರ್ಕಾರಿ ನೌಕರರ ಮಾಸಿಕ ಮೂಲ ವೇತನವನ್ನು ಮೀರಿದರೆ ನಿಯಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರಕ್ಕೆ ವರದಿ ಮಾಡತಕ್ಕದ್ದು.

(6) ಉಪನಿಯಮ (1)ರಲ್ಲಿ ಏನೇ ಒಳಗೊಂಡಿದ್ದರೂ, ಸರ್ಕಾರವು ಅಥವಾ ನಿಯಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರವು ಯಾವುದೇ ಕಾಲದಲ್ಲಿ, ಸಾಮಾನ್ಯ ಅಥವಾ ವಿಶೇಷ ಆದೇಶದ ಮೂಲಕ, ಸರ್ಕಾರಿ ನೌಕರನನ್ನು, ಆ ಆದೇಶದಲ್ಲಿ ನಿರ್ದಿಷ್ಟಪಡಿಸಿದ ಅವಧಿಯೊಳಗೆ ತಾನು ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನು ಅಥವಾ ತನ್ನ ಪರವಾಗಿ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನು ಹೊಂದಿದ ಅಥವಾ ಆರ್ಜಿಸಿದ ಅಂಥ ಚರ ಅಥವಾ ಸ್ಥಿರ ಸ್ವತ್ತಿನ ಪೂರ್ಣ ಮತ್ತು ಸಮಗ್ರ ವಿವರಪಟ್ಟಿಯನ್ನು ಆ ಆದೇಶದಲ್ಲಿ ನಿರ್ದಿಷ್ಟಪಡಿಸಬಹುದಾದಂತೆ ಒದಗಿಸುವಂತೆ ಅಗತ್ಯಪಡಿಸಬಹುದು. ಅಂಥ ವಿವರ ಪಟ್ಟಿಯು, ಅಂಥ ಸ್ವತ್ತನ್ನು ಯಾವ ರೀತಿಯಲ್ಲಿ ಅಥವಾ ಯಾವ ಮೂಲಗಳಿಂದ ಆರ್ಜಿಸಲಾಗಿದೆಯೋ ಆ ವಿವರಗಳನ್ನು ಒಳಗೊಂಡಿರಬೇಕೆಂದು ಸರ್ಕಾರವು ಅಥವಾ ನಿಯಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರವು ಅಗತ್ಯಪಡಿಸಿದರೆ ಆ ವಿವರಗಳನ್ನು ಒಳಗೊಂಡಿರತಕ್ಕದ್ದು.

ವಿವರಣೆ: ಈ ನಿಯಮದ ಉದ್ದೇಶಗಳಿಗಾಗಿ,-

(1) "ಗುತ್ತಿಗೆ" ಎಂದರೆ ಸರ್ಕಾರಿ ನೌಕರನೊಂದಿಗೆ ಯಾವುದೇ ಅಧಿಕೃತ ವ್ಯವಹಾರಗಳನ್ನು ಹೊಂದಿರುವ ವ್ಯಕ್ತಿಯಿಂದ ಪಡೆದುಕೊಂಡಿರುವುದನ್ನು ಅಥವಾ ಆ ವ್ಯಕ್ತಿಗೆ ನೀಡಲಾಗಿರುವುದನ್ನು ಹೊರತುಪಡಿಸಿ, ವರ್ಷದಿಂದ ವರ್ಷಕ್ಕೆ ಅಥವಾ ಒಂದು ವರ್ಷ ಮೀರಿದ ಯಾವುದೇ ಅವಧಿಗೆ ಅಥವಾ ವಾರ್ಷಿಕ ಬಾಡಿಗೆ ಬರುವಂತಿರುವ ಸ್ಥಿರಾಸ್ತಿಯ ಗುತ್ತಿಗೆ ಎಂದು ಅರ್ಥ.

(2) "ಚರಾಸ್ತಿ" ಎಂಬ ಪದಾವಳಿಯು,-

(ಎ) ಒಡವೆಗಳು, ವಿಮಾ ಪಾಲಿಸಿಗಳು, ಭವಿಷ್ಯ ನಿಧಿ, ಷೇರುಗಳು, ಭದ್ರತಾ ಪತ್ರಗಳು, ಅಂಚೆ ಇಲಾಖೆಯ ಸಂಚಿತ ಅವಧಿಯ ಠೇವಣಿಗಳು ಮತ್ತು ಡಿಬೆಂಚರುಗಳು;

(ಬಿ) ಅಂಥ ಸರ್ಕಾರಿ ನೌಕರರು ಭದ್ರತೆ ಪಡೆದು ಅಥವಾ ಭದ್ರತೆ ಪಡೆಯದೆ ನೀಡಿದ ಸಾಲಗಳು;

(ಸಿ) ಮೋಟರ್ ವಾಹನಗಳ ಅಧಿನಿಯಮ, 1988ರ (ಕೇಂದ್ರ ಅಧಿನಿಯಮ 1988ರ ಸಂಖ್ಯೆ 59)ರಲ್ಲಿ ಪರಿಭಾಷಿಸಲಾದಂಥ "ಮೋಟರ್ ವಾಹನಗಳು" ಅಥವಾ ವಾಹನಗಳು ಅಥವಾ ಇತರ ಯಾವುದೇ ಸಾಗಣೆ ಸಾಧನಗಳು; ಮತ್ತು

(ಡಿ) ರೆಪ್ಲಿಜಿರೇಟರುಗಳು, ದೂರದರ್ಶನ ಸೆಟ್ಟುಗಳು, ಮತ್ತು ವಿದ್ಯುನ್ಮಾನ ಸಾಧನಗಳಾದಂತಹ ಕಂಪ್ಯೂಟರ್, ಮೊಬೈಲ್ ಫೋನ್, ಲ್ಯಾಪ್‌ಟಾಪ್ ಶ್ರವಣ ಮತ್ತು ದೃಶ್ಯ ಸಾಧನಗಳು, ಇತ್ಯಾದಿಗಳನ್ನು ಒಳಗೊಳ್ಳುತ್ತದೆ.

25. ಭಾರತದ ಹೊರಗೆ ಇರುವ ಸ್ಥಿರ ಸ್ವತ್ತನ್ನು ಅರ್ಜಿಸುವುದಕ್ಕೆ ಮತ್ತು ವಿಲೇ ಮಾಡುವುದಕ್ಕೆ ಮತ್ತು ವಿದೇಶೀಯರೊಂದಿಗೆ ವ್ಯವಹಾರಗಳನ್ನು ನಡೆಸುವುದಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ನಿರ್ಬಂಧಗಳು, ಇತ್ಯಾದಿ

24ನೇ ನಿಯಮದ (3)ನೇ ಉಪನಿಯಮದಲ್ಲಿ ಏನೇ ಒಳಗೊಂಡಿದ್ದರೂ, ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು ನಿಯಮಿಸಿದ ಪ್ರಾಧಿಕಾರದ ಪೂರ್ವ ಮಂಜೂರಾತಿ ಪಡೆದ ಹೊರತು,-

(ಎ) ತನ್ನ ಹೆಸರಿನಲ್ಲಿ ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯರ ಹೆಸರಿನಲ್ಲಿ ಭಾರತದ ಹೊರಗೆ ಇರುವ ಯಾವುದೇ ಸ್ಥಿರ ಸ್ವತ್ತನ್ನು ಖರೀದಿಯ, ಅಡಮಾನದ, ಗುತ್ತಿಗೆಯ, ಉಡುಗೊರೆಯ ಮೂಲಕ ಅಥವಾ ಅನ್ಯಥಾ ಅರ್ಜಿಸತಕ್ಕದ್ದಲ್ಲ.

(ಬಿ) ತನ್ನ ಹೆಸರಿನಲ್ಲಿ ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನ ಹೆಸರಿನಲ್ಲಿ, ತಾನು ಅರ್ಜಿಸಿದ ಅಥವಾ ಧಾರಣೆ ಮಾಡಿದ, ಭಾರತದ ಹೊರಗಿರುವ ಯಾವುದೇ ಸ್ಥಿರ ಸ್ವತ್ತನ್ನು ಮಾರಾಟದ, ಅಡಮಾನದ, ದಾನದ ಮೂಲಕ ಅಥವಾ ಅನ್ಯಥಾ ವಿಲೇ ಮಾಡತಕ್ಕದ್ದಲ್ಲ ಅಥವಾ ಅವುಗಳ ಸಂಬಂಧದಲ್ಲಿ ಯಾವುದೇ ಗುತ್ತಿಗೆಯನ್ನು ನೀಡತಕ್ಕದ್ದಲ್ಲ.

(ಸಿ) (i) ಯಾವುದೇ ಸ್ಥಿರ ಸ್ವತ್ತನ್ನು ತನ್ನ ಹೆಸರಿನಲ್ಲಿ ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನ ಹೆಸರಿನಲ್ಲಿ ಖರೀದಿಯ, ಅಡಮಾನದ, ದಾನದ ಮೂಲಕ ಅಥವಾ ಅನ್ಯಥಾ ಅರ್ಜಿಸಲು;

(ii) ತನ್ನ ಹೆಸರಿನಲ್ಲಿ ಅಥವಾ ತನ್ನ ಕುಟುಂಬದ ಯಾರೇ ಸದಸ್ಯನ ಹೆಸರಿನಲ್ಲಿ ಅರ್ಜಿಸಿದ ಅಥವಾ ಧಾರಣೆ ಮಾಡಿದ ಯಾವುದೇ ಸ್ಥಿರ ಸ್ವತ್ತನ್ನು ಮಾರಾಟದ, ಅಡಮಾನದ, ಉಡುಗೊರೆಯ ಮೂಲಕ ಅಥವಾ ಅನ್ಯಥಾ ವಿಲೇ ಮಾಡಲು ಅಥವಾ ಅವುಗಳ ಸಂಬಂಧದಲ್ಲಿ ಯಾವುದೇ ಗುತ್ತಿಗೆಯನ್ನು ನೀಡಲು

-ಯಾರೇ ವಿದೇಶೀಯನೊಂದಿಗೆ, ವಿದೇಶಿ ಸರ್ಕಾರದೊಂದಿಗೆ, ವಿದೇಶಿ ಸಂಘಟನೆಯೊಂದಿಗೆ ಅಥವಾ ಸಂಬಂಧಪಟ್ಟ ಇತರ ಸಂಸ್ಥೆಯೊಂದಿಗೆ ಯಾವುದೇ ವ್ಯವಹಾರವನ್ನು ನಡೆಸತಕ್ಕದ್ದಲ್ಲ.

26. ಸರ್ಕಾರಿ ನೌಕರರ ಕೃತ್ಯಗಳ ಮತ್ತು ನಡತೆಯ ಸಮರ್ಥನೆ:

(1) ನಿಯಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರದ ಪೂರ್ವಾನುಮೋದನೆ ಪಡೆಯದ ಹೊರತು ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು ಸರ್ಕಾರದ ಯಾವ ಅಧಿಕೃತ ಕೃತ್ಯವು ಪ್ರತಿಕೂಲ ಟೀಕೆಯ ಅಥವಾ ಮಾನಹಾನಿ ಸ್ವರೂಪದ ನಿಂದನೆಯ ವಸ್ತು ವಿಷಯವಾಗಿರುವುದೋ ಆ ಯಾವುದೇ ಅಧಿಕೃತ ಕೃತ್ಯದ ಸಮರ್ಥನೆಗಾಗಿ ಯಾವುದೇ ನ್ಯಾಯಾಲಯಕ್ಕೆ ಅಥವಾ ಪತ್ರಿಕೆಗೆ ಮೊರೆಹೋಗತಕ್ಕದ್ದಲ್ಲ.

(2) ಈ ನಿಯಮದಲ್ಲಿರುವುದು ಯಾವುದೂ, ಸರ್ಕಾರಿ ನೌಕರನು ತನ್ನ ಖಾಸಗಿ ಚಾರಿತ್ರ್ಯವನ್ನು ಅಥವಾ ಖಾಸಗಿ ವ್ಯಕ್ತಿಯಾಗಿ ತಾನು ಮಾಡಿದ ಯಾವುದೇ ಕೃತ್ಯವನ್ನು ಸಮರ್ಥಿಸಿಕೊಳ್ಳುವುದನ್ನು ನಿಷೇಧಿಸುತ್ತದೆ ಎಂದು ಭಾವಿಸತಕ್ಕದ್ದಲ್ಲ ಮತ್ತು ಆತನ ಖಾಸಗಿ

ಚಾರಿತ್ರ್ಯವನ್ನು ಅಥವಾ ಖಾಸಗಿ ವ್ಯಕ್ತಿಯಾಗಿ ಆತನು ಮಾಡಿದ ಯಾವುದೇ ಕೃತ್ಯವನ್ನು ಸಮರ್ಥಿಸಿಕೊಳ್ಳುವುದಕ್ಕಾಗಿ ಕ್ರಮವನ್ನು ಕೈಗೊಂಡಿರುವಲ್ಲಿ ಸರ್ಕಾರಿ ನೌಕರನು ಅಂಥ ಕ್ರಮ ಕುರಿತಂತೆ ನಿಯಮಿಸಿದ ಪ್ರಾಧಿಕಾರಿಗೆ ಒಂದು ವರದಿಯನ್ನು ಸಲ್ಲಿಸತಕ್ಕದ್ದು.

ವಿವರಣೆ:- ಸರ್ಕಾರಿ ನೌಕರನ ಸೇವಾ ಷರತ್ತುಗಳನ್ನು ವಿನಿಯಮಗೊಳಿಸುವ ನಿಯಮಗಳ ಅಡಿಯಲ್ಲಿ ಆತನ ಹಕ್ಕುಗಳನ್ನು ಜಾರಿಗೊಳಿಸುವಂತೆ ಕೋರಿ ಆತನು ಸಕ್ಷಮ ನ್ಯಾಯಾಲಯದ ಮುಂದೆ ರಿಟ್ ಅರ್ಜಿ ಸಲ್ಲಿಸುವುದಕ್ಕೆ ಅಥವಾ ಕರ್ನಾಟಕ ಆಡಳಿತ ನ್ಯಾಯ ಮಂಡಳಿಗೆ ಅರ್ಜಿ ಸಲ್ಲಿಸುವುದಕ್ಕೆ ಈ ನಿಯಮವು ಅನ್ವಯಿಸತಕ್ಕದ್ದಲ್ಲ.

27. ಅಪ್ರಾಪ್ತ ವಯಸ್ಕರ ಪಾಲನೆ:

ಸರ್ಕಾರಿ ನೌಕರನು, ನಿಯಮಿಸಿದ ಪ್ರಾಧಿಕಾರದ ಪೂರ್ವ ಮಂಜೂರಾತಿ ಪಡೆಯದೆ, ತನ್ನ ಅವಲಂಬಿತರನ್ನು ಹೊರತುಪಡಿಸಿ ಇತರ ಅಪ್ರಾಪ್ತ ವಯಸ್ಕನ ಅಥವಾ ಸ್ವತ್ತಿನ ಕಾನೂನುಬದ್ಧ ಪಾಲಕನಾಗಿ ಕಾರ್ಯನಿರ್ವಹಿಸತಕ್ಕದ್ದಲ್ಲ.

ವಿವರಣೆ: ಈ ನಿಯಮದ ಉದ್ದೇಶಕ್ಕಾಗಿ ಅವಲಂಬಿತ ಎಂದರೆ ಸರ್ಕಾರಿ ನೌಕರನ ಹೆಂಡತಿ, ಮಕ್ಕಳು ಮತ್ತು ಮಲಮಕ್ಕಳು ಮತ್ತು ಮೊಮ್ಮಕ್ಕಳು ಎಂದು ಅರ್ಥ ಮತ್ತು ಅವನೊಂದಿಗೆ ವಾಸಿಸುತ್ತಿರುವ ಮತ್ತು ಅವನ ಮೇಲೆ ಸಂಪೂರ್ಣವಾಗಿ ಅವಲಂಬಿತರಾಗಿರುವ, ಅವನ ಸಹೋದರಿಯರು, ಸಹೋದರರು, ಸಹೋದರರ ಮಕ್ಕಳು ಮತ್ತು ಸಹೋದರಿಯರ ಮಕ್ಕಳೂ ಸಹ ಒಳಗೊಳ್ಳುತ್ತಾರೆ

28. ಅನಧಿಕೃತ ಅಥವಾ ಇತರ ಪ್ರಭಾವವನ್ನು ಬೀರುವುದು:

ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು ಸರ್ಕಾರದ ಅಧೀನದಲ್ಲಿ ತನ್ನ ಸೇವೆಗೆ ಸಂಬಂಧಿಸಿದ ವಿಷಯಗಳ ಸಂಬಂಧದಲ್ಲಿ ಅವನ ಹಿತಾಸಕ್ತಿಗಳನ್ನು ಸಾಧಿಸಿಕೊಳ್ಳಲು ಯಾರೇ ವರಿಷ್ಠ ಅಧಿಕಾರಿಯ ಮೇಲೆ ಯಾವುದೇ ರಾಜಕೀಯ ಅಥವಾ ಇತರ ಪ್ರಭಾವವನ್ನು ತರತಕ್ಕದ್ದಲ್ಲ ಅಥವಾ ತರಲು ಪ್ರಯತ್ನಿಸತಕ್ಕದ್ದಲ್ಲ.

29. ಸರ್ಕಾರಿ ನೌಕರನ ವೈಯಕ್ತಿಕ ಮನವಿಗಳು:

(1) ಸರ್ಕಾರಿ ನೌಕರನು ಯಾವುದೇ ಮನವಿಯನ್ನು ಸಮುಚಿತ ಮಾರ್ಗದ ಮೂಲಕ ಮಾತ್ರ ಸಲ್ಲಿಸತಕ್ಕದ್ದು ಮತ್ತು ಅದನ್ನು ಸರ್ಕಾರಕ್ಕೆ ಸಂಬೋಧಿಸಿದಾಗಲೆಲ್ಲಾ ಅದರ ಮುಂಗಡ ಪ್ರತಿಯನ್ನು ಸಂಬಂಧಪಟ್ಟ ಇಲಾಖೆಯ ಸರ್ಕಾರದ ಕಾರ್ಯದರ್ಶಿಯವರಿಗೆ ಮಾತ್ರ ಸಲ್ಲಿಸತಕ್ಕದ್ದು, ಆದರೆ ಆ ಇಲಾಖೆಯ ಪ್ರಭಾರದಲ್ಲಿರುವ ಸಚಿವರಿಗೆ ಅಲ್ಲ.

(2) ಸರ್ಕಾರಿ ನೌಕರನು, ತನ್ನ ನಿಕಟ ಉನ್ನತ ಪ್ರಾಧಿಕಾರಿಗೆ ಸಲ್ಲಿಸಿದ ಮನವಿಯನ್ನು ಎರಡು ತಿಂಗಳ ಒಳಗಾಗಿ ಪರಿಗಣಿಸದಿದ್ದಲ್ಲಿ ಅಥವಾ ಆತನಿಗೆ ಹಿಂಬರಹ ನೀಡದಿದ್ದಲ್ಲಿ ಆತ ನಂತರದ ಉನ್ನತ ಪ್ರಾಧಿಕಾರಿಗೆ ತನ್ನ ಮನವಿಯನ್ನು ಸಲ್ಲಿಸಬಹುದಾಗಿದೆ.

(3) ಅವನು ಸಲ್ಲಿಸಿರುವ ಮನವಿಯು ಪರಿಗಣನೆಯಲ್ಲಿರುವಾಗ ಅಥವಾ ಅದಕ್ಕೆ ಈಗಾಗಲೇ ಹಿಂಬರಹ ನೀಡಿರುವಾಗ ಅಥವಾ ಆತನ ಮನವಿಯ ಮೇಲೆ ಈಗಾಗಲೇ ನಿರ್ಣಯ ತೆಗೆದುಕೊಂಡಿರುವಾಗ ಅದೇ ಮನವಿಯನ್ನು ಪದೇ ಪದೇ ಸಲ್ಲಿಸತಕ್ಕದ್ದಲ್ಲ.

30. ವಿವಾಹ ಕುರಿತಾದ ನಿರ್ಬಂಧಗಳು.-

ಸರ್ಕಾರಿ ನೌಕರನಿಗೆ ತತ್ಕಾಲದಲ್ಲಿ ಅನ್ವಯವಾಗಬಹುದಾದ ವೈಯಕ್ತಿಕ ಕಾನೂನಿನ ಅಡಿಯಲ್ಲಿ ಅನುಮತಿಸಿರುವುದು ಏನೇ ಇದ್ದರೂ,-

- (1) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ಜೀವಂತ ಪತಿ ಅಥವಾ ಪತ್ನಿಯನ್ನು ಹೊಂದಿರುವ ವ್ಯಕ್ತಿಯೊಂದಿಗೆ ವಿವಾಹ ಅಥವಾ ವಿವಾಹ ಒಪ್ಪಂದ ಮಾಡಿಕೊಳ್ಳತಕ್ಕದ್ದಲ್ಲ;
- (2) ಜೀವಂತ ಪತಿ ಅಥವಾ ಪತ್ನಿಯನ್ನು ಹೊಂದಿರುವ ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ಯಾರೇ ವ್ಯಕ್ತಿಯೊಂದಿಗೆ ವಿವಾಹ ಅಥವಾ ವಿವಾಹ ಒಪ್ಪಂದ ಮಾಡಿಕೊಳ್ಳತಕ್ಕದ್ದಲ್ಲ;

ಪರಂತು, ಸರ್ಕಾರಿ ನೌಕರನು ಉಪನಿಯಮ (1) ಅಥವಾ ಉಪನಿಯಮ (2)ರಲ್ಲಿ ಉಲ್ಲೇಖಿಸಲಾದಂಥ ಯಾವುದೇ ವಿವಾಹವನ್ನು ಮಾಡಿಕೊಳ್ಳಲು ಅಥವಾ ವಿವಾಹ ಒಪ್ಪಂದ ಮಾಡಿಕೊಳ್ಳಲು ಸಾಕಷ್ಟು ಮತ್ತು ಸಿಂಧುವಾದ ಕಾರಣಗಳಿವೆಯೆಂದು ಮತ್ತು ಅದು ಕಾನೂನಾತ್ಮಕವಾಗಿ ಅಂಗೀಕಾರಾರ್ಹವೆಂದು ಮನದಟ್ಟಾದರೆ, ನಿಯಮಿಸಲಾದ ಪ್ರಾಧಿಕಾರವು ಅನುಮತಿ ನೀಡಬಹುದು.

- (3) ಭಾರತ ರಾಷ್ಟ್ರೀಯನಲ್ಲದ ಇತರೆ ವ್ಯಕ್ತಿಯೊಂದಿಗೆ ವಿವಾಹವಾಗಿರುವ ಅಥವಾ ವಿವಾಹವಾಗುವ ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು, ನಿಯಮಿಸಿದ ಪ್ರಾಧಿಕಾರಕ್ಕೆ ಕೂಡಲೇ ಆ ಸಂಗತಿಯನ್ನು ತಿಳಿಸತಕ್ಕದ್ದು.

31. ಮಾದಕ ಪಾನೀಯ ಮತ್ತು ಮಾದಕ ವಸ್ತುಗಳ ಸೇವನೆ: ಸರ್ಕಾರಿ ನೌಕರನು,-

- (ಎ) ತಾನು ತತ್ಕಾಲದಲ್ಲಿ ಇರುವ ಯಾವುದೇ ಪ್ರದೇಶದಲ್ಲಿ ಮಾದಕ ಪಾನೀಯಗಳಿಗೆ ಅಥವಾ ಮಾದಕ ವಸ್ತುಗಳಿಗೆ ಸಂಬಂಧಪಟ್ಟ ಜಾರಿಯಲ್ಲಿರುವ ಯಾವುದೇ ಕಾನೂನನ್ನು ಕಟ್ಟುನಿಟ್ಟಾಗಿ ಪಾಲಿಸತಕ್ಕದ್ದು.
- (ಬಿ) ತನ್ನ ಅಧಿಕೃತ ಕರ್ತವ್ಯದ ಸಮಯದಲ್ಲಿ ಯಾವುದೇ ಅಮಲುಕಾರಕ ಮದ್ಯಪಾನ ಅಥವಾ ಮಾದಕ ವಸ್ತುಗಳ ಸೇವನೆಯ ಅಮಲಿನಲ್ಲಿರಬಾರದು.
- (ಸಿ) ಸಾರ್ವಜನಿಕ ಸ್ಥಳದಲ್ಲಿ ಯಾವುದೇ ಮಾದಕ ಪಾನೀಯವನ್ನು ಅಥವಾ ಮಾದಕ ವಸ್ತುವನ್ನು ಸೇವಿಸತಕ್ಕದ್ದಲ್ಲ;
- (ಡಿ) ಕುಡಿದು ಮತ್ತೇರಿದ ಸ್ಥಿತಿಯಲ್ಲಿ ಸಾರ್ವಜನಿಕ ಸ್ಥಳದಲ್ಲಿ ಕಾಣಿಸಿಕೊಳ್ಳತಕ್ಕದ್ದಲ್ಲ ಮತ್ತು
- (ಇ) ರೂಢಿಗತವಾಗಿ ಯಾವುದೇ ಮಾದಕ ಪಾನೀಯವನ್ನು ಅಥವಾ ಮಾದಕ ವಸ್ತುವನ್ನು ಅತಿಯಾಗಿ ಸೇವನೆ ಮಾಡತಕ್ಕದ್ದಲ್ಲ.

ವಿವರಣೆ: ಈ ನಿಯಮದ ಉದ್ದೇಶಕ್ಕಾಗಿ 'ಸಾರ್ವಜನಿಕ ಸ್ಥಳ', ಎಂದರೆ ಹಣ ಪಾವತಿ ಮಾಡಿ ಅಥವಾ ಅನ್ಯಥಾ ಸಾರ್ವಜನಿಕರಿಗೆ (ವಾಹನವೂ ಸೇರಿದಂತೆ) ಪ್ರವೇಶಾವಕಾಶವಿರುವ ಅಥವಾ ಪ್ರವೇಶವನ್ನು ಅನುಮತಿಸಲಾಗಿರುವ ಯಾವುದೇ ಸಾರ್ವಜನಿಕ ಸ್ಥಳ ಅಥವಾ ಆವರಣಗಳು ಎಂದು ಅರ್ಥ; ಆದರೆ, ಸಕ್ಷಮ ಪ್ರಾಧಿಕಾರಿಯಿಂದ ಅನುಮತಿ ಪತ್ರ ಪಡೆದ ಆವರಣಗಳು ಒಳಗೊಳ್ಳುವುದಿಲ್ಲ.

32. ಅಪ್ರಾಪ್ತ ಮಕ್ಕಳನ್ನು ಕೆಲಸಗಳಿಗೆ ತೊಡಗಿಸುವುದು:

- (1) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು ತನ್ನ ಗೃಹ ಕೃತ್ಯಕ್ಕಾಗಿ ಅಥವಾ ತನ್ನ ಅಧಿಕೃತ ಕಾರ್ಯದ ಬಳಕೆಗಾಗಿ ಹದಿನೆಂಟು ವರ್ಷಕ್ಕಿಂತ ಕಡಿಮೆ ವಯಸ್ಸಿನ ಯಾವುದೇ ಮಗುವನ್ನು ಕೆಲಸಕ್ಕೆ ಇಟ್ಟುಕೊಳ್ಳತಕ್ಕದ್ದಲ್ಲ;
- (2) ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು (1)ನೇ ಉಪನಿಯಮವನ್ನು ಉಲ್ಲಂಘನೆ ಮಾಡುವುದು ತೀವ್ರ ದುರ್ನಡತೆ ಎನಿಸಿಕೊಳ್ಳುತ್ತದೆ.

33. ಲೈಂಗಿಕ ಕಿರುಕುಳದ ನಿವೇಧ:

ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು ಕೆಲಸದ ಸ್ಥಳದಲ್ಲಿ ಅಥವಾ ಇತರ ಯಾವುದೇ ಸ್ಥಳದಲ್ಲಿ ಯಾರೇ ಮಹಿಳೆಯ ಲೈಂಗಿಕ ಕಿರುಕುಳದ ಯಾವುದೇ ಕೃತ್ಯದಲ್ಲಿ ಪಾಲ್ಗೊಳ್ಳತಕ್ಕದ್ದಲ್ಲ.

ವಿವರಣೆ:- ಈ ನಿಯಮದ ಉದ್ದೇಶಕ್ಕಾಗಿ "ಲೈಂಗಿಕ ಕಿರುಕುಳ" ಎಂಬುದು (ನೇರವಾದ ಅಥವಾ ಸೂಚ್ಯವಾದ) ಇಷ್ಟವಾಗದ ಲೈಂಗಿಕ ಉದ್ದೇಶವುಳ್ಳ ನಡತೆಯನ್ನು, ಎಂದರೆ,-

- (ಎ) ಮೈಮುಟ್ಟುವುದು ಮತ್ತು ಒಲಿಸಿಕೊಳ್ಳಲು ಪ್ರಯತ್ನಿಸುವುದನ್ನು;
- (ಬಿ) ಲೈಂಗಿಕ ಅನುಗ್ರಹಕ್ಕಾಗಿ ಒತ್ತಾಯ ಮಾಡುವುದನ್ನು ಅಥವಾ ಬೇಡಿಕೊಳ್ಳುವುದನ್ನು;
- (ಸಿ) ಲೈಂಗಿಕ ವರ್ಣನೆಯ ಮಾತುಗಳನ್ನಾಡುವುದನ್ನು;
- (ಡಿ) ಅಶ್ಲೀಲ ಸಾಹಿತ್ಯ, ಚಿತ್ರಗಳನ್ನು ತೋರಿಸುವುದನ್ನು ಅಥವಾ;
- (ಇ) ಯಾವುದೇ ಇತರ ಇಷ್ಟವಾಗದ ಲೈಂಗಿಕ ಸ್ವರೂಪದ ದೈಹಿಕ, ಮೌಖಿಕ ಅಥವಾ ಆಂಗಿಕ ವರ್ತನೆಯನ್ನು - ಒಳಗೊಳ್ಳುತ್ತದೆ.

34. ಪತಿ/ ಪತ್ನಿಯ, ಮಕ್ಕಳ ಹಾಗೂ ತಂದೆ-ತಾಯಿಯರ ಪಾಲನೆ:

ಯಾರೇ ಸರ್ಕಾರಿ ನೌಕರನು ಅವನ ಪತ್ನಿ ಅಥವಾ ಪತಿಯ ಮತ್ತು ಮಕ್ಕಳ ಆಹಾರ, ಬಟ್ಟೆ, ವಸತಿ ಮತ್ತು ಶಿಕ್ಷಣ, ಮುಂತಾದ ಮೂಲ ಅವಶ್ಯಕತೆಗಳ ಬಗ್ಗೆ ನಿರ್ಲಕ್ಷಿಸತಕ್ಕದ್ದಲ್ಲ.

ಯಾವುದೇ ಸರ್ಕಾರಿ ನೌಕರನು ಅವನ ತಂದೆ ತಾಯಿಗಳ ಆರೈಕೆಯನ್ನು ನಿರ್ಲಕ್ಷಿಸತಕ್ಕದ್ದಲ್ಲ.

35. ಉನ್ನತ ವ್ಯಾಸಂಗದ ಮುಂದುವರಿಕೆ:

ಅನ್ಯಥಾ ನಿರ್ದಿಷ್ಟವಾಗಿ ಉಪಬಂಧಿಸಿದ ಹೊರತು ಸರ್ಕಾರಿ ನೌಕರನು ನಿಯಮಿಸಿದ ಪ್ರಾಧಿಕಾರದ ಪೂರ್ವಾನುಮತಿಯೊಂದಿಗೆ ಮಾತ್ರ ಉನ್ನತ ಶಿಕ್ಷಣವನ್ನು ಕೈಗೊಳ್ಳತಕ್ಕದ್ದು. ಅಂತಹ ಕೋರಿಕೆಯನ್ನು ಆ ಬಗ್ಗೆ ಹೊರಡಿಸಲಾಗಿರುವಂತಹ ನಿಯಮಗಳು, ಸೂಚನೆಗಳು ಮತ್ತು ಮಾರ್ಗಸೂಚಿಗಳನ್ವಯ ಪರಿಗಣಿಸತಕ್ಕದ್ದು.

36. ಅರ್ಥ ವಿವರಣೆ:-

ಈ ನಿಯಮಗಳ ಅರ್ಥ ವಿವರಣೆಗೆ ಸಂಬಂಧಪಟ್ಟಂತೆ ಯಾವುದೇ ಪ್ರಶ್ನೆ ಉದ್ಭವಿಸಿದರೆ ಅದನ್ನು ಸರ್ಕಾರಕ್ಕೆ ಉಲ್ಲೇಖಿಸತಕ್ಕದ್ದು, ಆ ಬಗ್ಗೆ ಸರ್ಕಾರದ ತೀರ್ಮಾನವೇ ಅಂತಿಮವಾಗಿರತಕ್ಕದ್ದು.

37. ಅಧಿಕಾರಗಳ ಪ್ರತ್ಯಾಯೋಜನೆ:-

ಸರ್ಕಾರವು ಸಾಮಾನ್ಯ ಅಥವಾ ವಿಶೇಷ ಆದೇಶದ ಮೂಲಕ ಈ ನಿಯಮಗಳ ಮೇರೆಗೆ ಸರ್ಕಾರ ಅಥವಾ ಯಾರೇ ಇಲಾಖಾ ಮುಖ್ಯಸ್ಥರು ಚಲಾಯಿಸಬಹುದಾದ ಯಾವುದೇ ಅಧಿಕಾರವನ್ನು 36ನೇ ನಿಯಮದ ಮತ್ತು ಈ ನಿಯಮದ ಮೇರೆಗಿನ ಅಧಿಕಾರವನ್ನು ಹೊರತುಪಡಿಸಿ, ಆದೇಶದಲ್ಲಿ ನಿರ್ದಿಷ್ಟಪಡಿಸಬಹುದಾದಂಥ ಷರತ್ತುಗಳು ಯಾವುದಾದರೂ ಇದ್ದರೆ, ಅವುಗಳಿಗೆ ಒಳಪಟ್ಟು, ಆ ಆದೇಶದಲ್ಲಿ ನಿರ್ದಿಷ್ಟಪಡಿಸಬಹುದಾದಂಥ ಅಧಿಕಾರಿಯು ಅಥವಾ ಪ್ರಾಧಿಕಾರವೂ ಸಹ ಚಲಾಯಿಸಬಹುದೆಂದು ನಿರ್ದೇಶಿಸಬಹುದು.

38. ನಿರಸನ ಮತ್ತು ಉಳಿಸುವಿಕೆಗಳು:-

(1) ಕರ್ನಾಟಕ ನಾಗರಿಕ ಸೇವಾ (ನಡತೆ) ನಿಯಮಗಳು, 1966 - ಇದನ್ನು ಈ ಮೂಲಕ ನಿರಸನಗೊಳಿಸಲಾಗಿದೆ:

ಪರಂತು, ಸದರಿ ನಿರಸನವು,-

(ಎ) ಸದರಿ ನಿಯಮಗಳನ್ನು ಈ ಹಿಂದೆ ಜಾರಿಗೊಳಿಸುವುದನ್ನು ಅಥವಾ ಅವುಗಳಡಿಯಲ್ಲಿ ಯಥೋಚಿತವಾಗಿ ಮಾಡಿದ ಅಥವಾ ಅದರಿಂದ ಅನುಭವಿಸಿದ ಯಾವುದೇ ವಿಷಯಕ್ಕೆ ಬಾಧೆ ಉಂಟು ಮಾಡತಕ್ಕದ್ದಲ್ಲ, ಅಥವಾ

(ಬಿ) ಸದರಿ ನಿಯಮಗಳಡಿಯಲ್ಲಿ ಅರ್ಜಿಸಿದ, ಪ್ರಾಪ್ತವಾದ ಅಥವಾ ವಹಿಸಿದ ಯಾವುದೇ ಹಕ್ಕು, ಹೊಣೆಗಾರಿಕೆ ಅಥವಾ ಬಾಧ್ಯತೆಗೆ ಬಾದೆಯನ್ನುಂಟು ಮಾಡತಕ್ಕದ್ದಲ್ಲ.

(2) ಉಪ ನಿಯಮ (1)ರ ಮೂಲಕ ನಿರಸನಗೊಳಿಸಿದ ಸದರಿ ನಿಯಮಗಳಿಗೆ ಯಾವುದೇ ನಿಯಮದಲ್ಲಿ ಅಥವಾ ಆದೇಶದಲ್ಲಿ ಮಾಡಿದ ಉಲ್ಲೇಖವನ್ನು ಈ ನಿಯಮಗಳಿಗೆ ಮಾಡಿದ ಉಲ್ಲೇಖವೆಂದು ಅರ್ಥೈಸತಕ್ಕದ್ದು.

ಕರ್ನಾಟಕ ರಾಜ್ಯಪಾಲರ ಆದೇಶಾನುಸಾರ

ಮತ್ತು ಅವರ ಹೆಸರಿನಲ್ಲಿ

(ಚಂದ್ರಹಾಸ ಗಂ. ತಾಳೂಕರ)

ಸರ್ಕಾರದ ಉಪ ಕಾರ್ಯದರ್ಶಿ

ಸಿಬ್ಬಂದಿ ಮತ್ತು ಆಡಳಿತ ಸುಧಾರಣೆ ಇಲಾಖೆ

(ಸೇವಾ ನಿಯಮಗಳು-2)

ನಮೂನೆ-I

(ನಿಯಮ 24ನ್ನು ನೋಡಿ)

20—ನೇ ಸಾಲಿಗೆ ಸಂಬಂಧಿಸಿದ ಸ್ಥಿರಾಸ್ತಿ ವಿವರಣ ಪಟ್ಟಿ

(31ನೇ ಡಿಸೆಂಬರ್ 20 ____ ರಂದು ಇದ್ದಂತೆ)

1. ಅಧಿಕಾರಿಯ ಹೆಸರು (ಪೂರ್ಣ ಹೆಸರು ಮತ್ತು ಅಧಿಕಾರಿಯು ಯಾವ ಸೇವೆಗೆ ಸೇರಿದವರಾಗಿದ್ದಾರೆ):
2. ಪ್ರಸ್ತುತ ಧಾರಣ ಮಾಡಿರುವ ಹುದ್ದೆ:
3. ಪ್ರಸ್ತುತ ವೇತನ:

ಆಸ್ತಿಯಿರುವ ಜಿಲ್ಲೆ, ಉಪ ವಿಭಾಗ, ತಾಲ್ಲೂಕು, ಗ್ರಾಮದ ಹೆಸರು	ಭೂಮಿ, ಆಸ್ತಿ/ಮನೆ ಮತ್ತು ಇತರ ಕಟ್ಟಡದ ಹೆಸರು ಮತ್ತು ವಿವರಗಳು, ಪಾವತಿಸಿರುವ ಬೆಲೆ	ಈಗಿನ ಮೌಲ್ಯ (ಅಂದಾಜು)	ಸರ್ಕಾರಿ ನೌಕರನ ಹೆಸರಿನಲ್ಲಿಲ್ಲದಿದ್ದರೆ ಯಾರ ಹೆಸರಿನಲ್ಲಿದೆ ಮತ್ತು ಸರ್ಕಾರಿ ನೌಕರನೊಂದಿಗೆ ಅವರಿಗಿರುವ ಸಂಬಂಧ ತಿಳಿಸಿ	ಹೇಗೆ ಅರ್ಜಿ ಸಲಾಯಿತು, ಖರೀದಿಯ ಮೂಲಕವೇ, ಗುತ್ತಿಗೆಯ ಮೂಲಕವೇ, ಅಡಮಾನದ ಮೂಲಕವೇ, ಪಿತ್ರಾರ್ಜಿತವೇ ಅಥವಾ ಬೇರೆ ರೀತಿಯಲ್ಲಿ ಅರ್ಜಿಸಿದ್ದೇ? ಅರ್ಜಿಸಿದ ದಿನಾಂಕ	ಆಸ್ತಿಯಿಂದ ಬಂದ ವಾರ್ಷಿಕ ಆದಾಯ	ಷರಾ
1	2	3	4	5	6	7

ಸಹಿ/-

ಪದನಾಮ

ನಮೂನೆ-II

(ನಿಯಮ 24ನ್ನು ನೋಡಿ)

20—ನೇ ಸಾಲಿಗೆ ಸಂಬಂಧಿಸಿದ ಚರಾಸ್ತಿ ವಿವರಣ ಪಟ್ಟಿ

(31ನೇ ಡಿಸೆಂಬರ್ 20 ____ ರಂದು ಇದ್ದಂತೆ)

1. ಹೆಸರು
2. ಪದನಾಮ
3. ವೇತನ ಶ್ರೇಣಿ ಮತ್ತು ಈಗಿನ ವೇತನ

ಕ್ರಮ ಸಂಖ್ಯೆ	ಬ್ಯಾಂಕುಗಳು/ಅಂಚೆ/ ಕಛೇರಿಯಲ್ಲಿ ಹೊಂದಿರುವ ಖಾತೆಗಳು/ ಸ್ವಾಕುಗಳು/ ಷೇರುಗಳು/ಡಿಬೆಂಚರುಗಳೂ ಸೇರಿದಂತೆ ಚರಾಸ್ತಿಗಳ ವಿವರಗಳು	ಚರಾಸ್ತಿಯ ಮೌಲ್ಯ	ಖರೀದಿ/ ವಿಲೇವಾರಿಯ ದಿನಾಂಕ:	ಅಂಕಣ ಸಂ. 2ರಲ್ಲಿ ಹೇಳಿರುವ ಚರಾಸ್ತಿಯನ್ನು ಖರೀದಿಸುವುದಕ್ಕೆ ಇದ್ದ ಆದಾಯದ ಮೂಲಗಳು	ಆಸ್ತಿಯನ್ನು ಅರ್ಜಿಸಿದ ಬಗ್ಗೆ ಸರ್ಕಾರಕ್ಕೆ ವರದಿ ಸಲ್ಲಿಸಿದ ದಿನಾಂಕ	ಷರಾ
1	2	3	4	5	6	7

ಸಹಿ/-

ಪದನಾಮ

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GOVERNMENT OF KARNATAKA
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

Notification No. DPAR 12 SRC 2019 Bengaluru, Dated: 07.01.2021

1. TITLE, COMMENCEMENT AND APPLICATION.-

(1) These rules may be called the Karnataka State Civil Services (Conduct) Rules, 2021.

(2) They shall come into force from the date of their publication in the Official Gazette.

(3) Save as otherwise provided in these rules, they shall apply to all Government Servants.

Provided that nothing in these rules shall apply to any Government Servant who is,-

- (a) a member of an All India Service;
- (b) a holder of any post in respect of which Government may, by general or special order declare that these rules shall not apply;

Provided further that nothing in these rules shall apply to a person who is,-

- (a) an employee in a Government Industrial Concern to whom the provisions of the Industrial employment (Standing Orders) Act, 1946 (Central Act XX of 1946) for the time being in force are applicable;
- (b) employed on,-
 - (i) part time or casual basis;
 - (ii) or on contract basis;
 - (iii) or as a local candidate;
 - (iv) or on daily wages;
 - (v) or in work-charged establishments.

2. DEFINITIONS.-

(1) In these rules, unless the context otherwise requires,-

- 1. "Government" means the Government of Karnataka;
- 2. "Government servant" means a person who is a member of the civil services of the State of Karnataka or who holds a civil post in connection with the affairs of the state of Karnataka and includes any such person whose services are temporarily placed at the disposal of the Government of India, Government of another State, a company, corporation, board,

organization, local authority, whether incorporated or not, notwithstanding that his salary is drawn from sources other than the Consolidated Fund of the State;

Explanation:- Government Servant referred in these rules means officers and officials belonging to any class or service to whom these rules are applicable.

3. "Members of family" in relation to a Government Servant include,-

(i) the wife or husband as the case may be of the Government Servant, whether residing with the Government Servant or not but does not include a wife or husband, as the case may be, separated from the Government Servant by a decree or order of a competent court;

(ii) son or daughter or step - son or step - daughter of a Government Servant and wholly dependent on him, but does not include a child or step - child who is no longer in any way dependent on the Government Servant or of whose custody the Government Servant has been deprived by or under any law; and

(iii) any other person related, whether by blood or marriage, to the Government Servant or to the Government Servant's wife or husband and wholly dependent on the Government Servant.

4. "Prescribed Authority" means,-

(i) The High Court of Karnataka in case of persons belonging to the Karnataka Judicial Service;

(ii) Government in the case of a Government Servant holding any post in Group-A and that of Tahsildar Grade-II in Group-B;

(iii) Head of the Department in the case of a Government Servant holding any post in Group-B, Group-C and Group-D excluding that of Tahsildar Grade-II in Group-B;

Provided that Heads of Departments may by order specify any other authorities under their administrative control as Prescribed Authorities for the purpose of this clause.

Explanation.- In respect of a Government Servant on foreign service or on deputation to any other department or any other Government, the authorities specified in sub-clause (ii) or sub-clause (iii), as the case may be, shall be the Prescribed Authority.

(iv) Such authority as may be specified by the Government by order made in this behalf.

Different authorities may be specified for the purpose of different provisions of these rules.

(2) All other words and expressions used in these rules but not defined shall have the same meaning assigned to them in the Karnataka Civil

Service Rules or any other rules made or deemed to have been made under the Karnataka State Civil Services Act, 1978 (Karnataka Act 14 of 1990).

3. GENERAL PRINCIPLES.-

(1) Every Government Servant shall at all times,-

- (i) maintain absolute integrity;
- (ii) maintain devotion to duty; and
- (iii) do nothing which is unbecoming of a Government Servant; and
- (iv) not involve in any criminal activity.

(2) Every Government servant shall maintain,-

- (i) high ethical standards;
- (ii) political neutrality;
- (iii) principles of merit, fairness and impartiality in the discharge of his duties;
- (iv) accountability and transparency;
- (v) responsiveness to the public; and
- (vi) courtesy and good behaviour with the public.

(3) Every Government Servant holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Government Servants for the time being under his control and authority.

(4) Every Government servant shall, in the discharge of his duties, act in a courteous manner.

(5) Every Government servant shall,-

- (i) commit himself to and uphold the supremacy of the Constitution and democratic values;
- (ii) defend and uphold the sovereignty and integrity of India, the security of State, public order, decency and morality;
- (iii) take decisions solely in public interest and use or cause to use public resources efficiently, effectively and economically;
- (iv) declare any private interest relating to his public duties and take steps to resolve any conflicts in a way that protects the public interest;

(v) not place himself under any financial or other obligations to any individual or organization which may influence him in the performance of his official duties;

(vi) not misuse his position as civil servant and not take decisions in order to derive financial or material benefits for himself, his family or his friends;

(vii) make choices, take decisions and make recommendations on merit alone;

(viii) act with fairness and impartiality and not discriminate against any person or party.;

(ix) refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices;

(x) maintain discipline in the discharge of his duties and be liable to implement the lawful orders duly communicated to him;

(xi) be liable to maintain confidentiality in the performance of his official duties as required by any laws for the time being in force, particularly with regard to information, disclosure of which may prejudicially affect the sovereignty and integrity of India, the security of State, strategic, scientific or economic interests of the State, friendly relations with foreign countries or lead to incitement of an offence or unlawful gains to any person;

(xii) perform and discharge his duties with the highest degree of professionalism and dedication to the best of his abilities.

Explanation: A Government servant who, among other acts, 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 for the purpose of sub-rule (1) and sub-rule (3).

(xiii) draw the attention of superior officers to the fact that any proposed course of action is contrary to any rule or law or is at variance with the policies of the Government or there is a lapse of procedure in a given case, at any stage;

(xiv) make every effort to acquire professional knowledge and experience required for achieving excellence in his duties and endeavour to update the knowledge of his field and prepare himself for advanced methods of Office Administration; and

(xv) Avoid dilatory tactics in official dealings with the public or willfully cause delays in disposal of the work assigned to him/her with malafide intentions.

(6) (i) No Government Servant shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his own best judgment to be true and correct except when he is acting under the direction of his official superior;

(ii) The direction of the official superior shall ordinarily be in writing. Where the issue of oral direction becomes unavoidable, in view of urgency the official superior shall, either suomotu or on a request from the subordinate Government servant concerned, confirm it in writing immediately thereafter; and

(iii) A Government servant, who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible and in such a case, it shall be the duty of the official superior to confirm the direction in writing.

Explanation.- Nothing in clause (iii) of sub-rule (6) shall be construed as empowering the Government servant to evade his responsibilities by seeking instruction from or approval of a superior officer or authority when such instructions are not necessary under the scheme of distribution and delegation of powers and responsibilities.

(7) **Punctuality in attendance.-** Every Government Servant shall attend the office in time and devote maximum time towards performance of his official duties and in the exigencies of service and on the instruction of higher authorities shall work in excess of office hours.

(8) Every Government Servant shall at the time of his entry into Government service make an oath in the following form:-

“ನಿಷ್ಠಾ ಪ್ರಮಾಣ ಪತ್ರ

_____ ಆದ ನಾನು ಭಾರತದ ವಿಚಾರದಲ್ಲಿ ಮತ್ತು ಕಾನೂನು ಮೇರೆಗೆ ಏರ್ಪಟ್ಟ ಭಾರತದ ಸಂವಿಧಾನದ ವಿಚಾರದಲ್ಲಿ ಭಕ್ತಿಯಿಂದಲೂ, ನಿಷ್ಠೆಯಿಂದಲೂ ನಡೆದುಕೊಳ್ಳುತ್ತೇನೆಂದೂ ಮತ್ತು ನನ್ನ ಹುದ್ದೆಗೆ ಸಂಬಂಧಪಟ್ಟ ಕರ್ತವ್ಯಗಳನ್ನು ಶ್ರದ್ಧೆಯಿಂದ, ಪ್ರಮಾಣಿಕತೆಯಿಂದ ಮತ್ತು ನಿಷ್ಪಕ್ಷಪಾತದಿಂದ ನಿರ್ವಹಿಸುತ್ತೇನೆಂದೂ ಪ್ರತಿಜ್ಞೆ ಮಾಡುತ್ತೇನೆ: ಪ್ರಮಾಣ ಪೂರ್ವಕವಾಗಿ ನುಡಿಯುತ್ತೇನೆ.

ಸಹಿ

ಸರ್ಕಾರಿ ನೌಕರನ ಹೆಸರು ಹಾಗೂ ಪದನಾಮ

4. EMPLOYMENT OF A MEMBER OF FAMILY OF A GOVERNMENT SERVANT IN A COMPANY OR FIRM ENJOYING GOVERNMENT PATTERNAGE.-

(1) No Government Servant shall use his position or influence directly or indirectly to secure employment for any member of his family in any Company or Firm or organization.

(2) (i) No Group-A Officer shall, except with the previous sanction of the Government, permit his son, daughter or any other dependent to accept employment in any company or firm or organization with which he has official dealing or in any other undertaking having official dealings with the Government:

Provided that, where the acceptance of the employment cannot await prior permission of the Government or is otherwise considered urgent, the matter shall be reported to the Government and the employment may be accepted provisionally subject to the permission of the Government.

(ii) A Government Servant shall, as soon as he becomes aware of the fact of acceptance by a member of his family, intimate the fact of such acceptance to the Prescribed Authority and shall also intimate whether he has or had any official dealings with that company or firm or organization:

Provided that, no such intimation shall be necessary in the case of an Officer if he has already obtained the permission of or sent a report to the Government under clause (i) of this sub-rule.

(3) (i) No Government Servant shall in the discharge of his official duties deal with any matter relating to or give or sanction any contract in favour of any company or firm or organization or any other person if any member of his family is employed in that company or firm or organization or if he or any member of his family is interested in such matter of contract in any other manner.

(ii) In a case referred in clause (i) of this sub-rule, the Government servant shall refer every such matter of contract to his official superior and the case shall thereafter be disposed off according to the instructions of the official superior.

5. TAKING PART IN POLITICS AND ELECTIONS.-

(1) No Government Servant shall be a member of, or be otherwise 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.

(2) It shall be the duty of every Government Servant 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 the Government as by law established and where a Government Servant 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 Prescribed Authority.

(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 sub-rule (2), the decision of the Government thereon shall be final.

(4) No Government Servant shall canvas or otherwise interfere with or use his influence in connection with or take part in, an election to Parliament or any house of the State Legislature or any local Authority.

Provided that,-

(i) A Government Servant qualified to vote at any such election may exercise his right to vote, but where he does so, he shall give no indication of the manner he proposes to vote or has voted or to whom he proposed to vote or voted.

(ii) A Government Servant shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation: The display by a Government Servant on his body, vehicle or residence or in social media of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

6. CONTESTING ELECTION TO SPORTS BODIES ETC.-

While contesting an elective office in any sports association and activities relating to such sports activities Government Servant shall abide by instructions issued in this behalf by the Government.

7. JOINING OF ASSOCIATION BY A GOVERNMENT SERVANT.-

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

8. LEAVING JURISDICTION AND PRIVATE FOREIGN TOURS.-

(1) No Government servant while on leave or otherwise, except in cases of urgency save as a part of his official duties leave the jurisdiction of the

place of his duty or headquarters without intimation or permission of the Head of the Office competent to sanction leave.

(2) No Government servant shall undertake private foreign tour without getting prior permission from the Prescribed Authority. Such request shall be considered as per the rules and instructions governing the sanction of such private foreign tours.

9. DEMONSTRATION AND STRIKES.-

No Government servant shall,-

(i) engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State, friendly relations with a foreign State, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence; or

(ii) resort to, or in any way instigate, incite or abet, any form of strike by any number of Government servants.

Explanation: For the purpose of this rule, "Strike" means a cessation or slowing down of work (including any unauthorised absence from duty) by a body of Government servants acting in combination or a concerted refusal or a refusal under a common understanding, of any number of Government Servants to work.

10. CONNECTION WITH PRESS, RADIO OR TELEVISION, PARTICIPATING IN PERFORMING ARTS OR MASS MEDIAS OF ANY KIND OR PUBLICATION OF BOOKS, ARTICLES ETC.,-

(1) No Government Servant shall, except with the previous sanction of the Government, own wholly or in part, or conduct or participate in the Editing or Management of any News Papers or other Periodical Publication.

(2) No Government Servant shall, except with the previous sanction of the prescribed authority or except in the bona-fide discharge of his duties,-

(a) publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles, or

(b) participate in a Radio Broadcast, film or television serials or contribute to an article or write a letter to a newspaper or periodical either in his own name or anonymously or pseudonymously or in the name of any other person;

Provided that no such sanction shall be required-

(i) if such publication is through a publisher and is of a purely literary, artistic or scientific Character; or

(ii) if such Broadcast, telecast, film or Writing is of a purely literary, Artistic or Scientific Character.

Provided further that, a Government servant, without sanction of the prescribed authority may engage himself occasionally in artistic, literary, scientific and other such cultural or academic activities having no commercial gain provided that his duties are not affected by such activities.

(3) **Authorship of a Text-Book for use in Recognized Schools:** No Government servant who is a member of the text book committee shall write or edit any of the text books for use in a recognized school during his membership of the committee.

11. CRITICISM OF THE POLICY OR ACTION OF GOVERNMENT OR ANY OTHER STATE GOVERNMENT OR CENTRAL GOVERNMENT. -

(1) No Government servant shall, in any radio broadcast or television programme or communication over any public media or in any document published in his own name or anonymously, pseudonymously or in the name of any other person in any communication to the press or in any public utterance, make any statement of fact or opinion,-

(i) which has the effect of an adverse criticism of any current or recent policy or action of the Government, Central Government or of any other State Government;

Provided that nothing contained in this clause shall apply to bona-fide expression of views by any Government servant as an office bearer of a recognized association of such Government servant for the purposes of safeguarding the conditions of service of such Government servants or for securing an improvement thereof;

(ii) which is capable of embarrassing the relations between the State Government and the Central Government or the Government of any other State or foreign state:

Provided that, nothing in this rule shall apply to any statement made or views expressed by a Government servant in his official capacity or in the due performance of the duties assigned to him.

12. EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY.-

(1) Save as provided in sub-rule (3), no Government Servant shall, except with the previous sanction of the Prescribed Authority, 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 Government Servant giving such evidence shall criticize the policy or any action of the Government, the Central Government or of any other State Government.

(3) Nothing in this rule shall apply to.-

(a) evidence given to an enquiry before an authority appointed by the State Government, the Central Government, Parliament or a State Legislature; or

(b) evidence given in any judicial enquiry; or

(c) evidence given at any departmental enquiry ordered by authority subordinate to the Government or the Central Government or any other State Government.

(3) No Government servant who has given evidence referred in sub-rule (3), shall give publicity to such evidence.

13. COMMUNICATION OF OFFICIAL INFORMATION.-

Every Government servant shall, in performance of his duties in good faith, communicate information to a person in accordance with the provisions of the Right to Information Act, 2005 (Central Act 22 of 2005) and the rules made there under:

Provided that, no Government servant shall, except in accordance with any general or special orders of Government or in performance in good faith of the duties assigned to him, communicate, directly or indirectly by any means including electronic means, any official document or any part thereof or classified information to any Government servant or any other person to whom he is not authorized to communicate such document or classified information.

14. SUBSCRIPTION.-

No Government Servant shall except with the previous sanction of Government or of the Prescribed Authority, ask for or accept contributions to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

Provided that registered service associations may collect subscription, which shall be voluntary.

15. GIFTS.-

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

Explanation.- The expression gift shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealing with the Government Servant.

Note I: A casual meal, lift or other local hospitality shall not be deemed to be gift.

Note II: A Government servant shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms or organizations.

(2) On the occasions, such as weddings, anniversaries, funerals or religious functions, when the making of a gift is in conformity with the prevailing religious or social practice, a Government servant may accept a gift from any of his near relatives but he shall make a report to the prescribed authority if the value of such a gift exceeds the monthly basic salary of the Government servant.

(3) On such occasions as are specified in sub-rule (2), a Government servant may accept gifts from his personal friends having no official dealings with him but he shall make a report to the prescribed authority if the value of any such gift exceeds one half of the monthly basic salary of the Government servant.

(4) In any other case, a Government servant 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 Prescribed Authority if the value thereof exceeds one-fourth of the monthly basic salary of the Government servant.

(5) If any question arises as to whether any gift is one which can be accepted without the permission of Prescribed Authority or if a Government servant is in any doubt as to whether a gift offered to him is one which can be accepted without the permission of the Prescribed Authority, a reference shall be made to Government and the decision of Government thereon shall be final.

16. DOWRY.-

No Government servant shall,-

(1) give or take or abet the giving or taking of dowry; or

(2) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation.- For the purposes of this rule dowry has the same meaning as in the Dowry Prohibition Act, 1961 (Central Act 28 of 1961).

17. PUBLIC DEMONSTRATION IN HONOUR OF GOVERNMENT SERVANTS.-

No Government servant shall except with the previous sanction of the Government, 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 Government servant;

Provided that nothing in this rule shall apply to:-

(i) a farewell entertainment of a substantially private and informal character held in honour of a Government servant or any other Government Servant on the occasion of his retirement or transfer or any person who has quit the service of any Government; or

(ii) the acceptance of simple and inexpensive entertainment arranged by the public bodies or institutions.

Note: Exercise of pressure or influence of any sort on any Government servant to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character is prohibited.

18. PRIVATE TRADE OR EMPLOYMENT:

(1) No Government Servant shall except with the previous sanction of the Prescribed Authority engage directly or indirectly in any trade or business or negotiate for, or undertake, any other employment:

Provided that, a Government servant 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 following conditions, namely:-

- (i) he shall within a period of one month of his undertaking any such work, report to the Government giving full details;
- (ii) his official duties do not thereby suffer, and
- (iii) he shall discontinue any such work, if so directed by the Government:

Provided further that, if the undertaking of any such work involves holding of an elective office, he shall not seek election to any such office without the previous sanction of the Prescribed Authority.

Explanation I: Canvassing by a Government Servant for a candidate or candidates for an elective office referred to in the second proviso shall be deemed to be a breach of this sub-rule.

Explanation II: Canvassing by a Government Servant in support of the business or insurance agency or commission agency, owned or managed by his or her spouse or any other member of his family shall be deemed to be a breach of this sub-rule.

(2) Every Government Servant shall report to the Prescribed Authority if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

(3) No Government Servant shall without the previous sanction of the Prescribed Authority 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 (Central Act 1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes:

Provided that, a Government Servant may take part in the registration, promotion or management of a co-operative society substantially for the benefit of Government Servants, registered or deemed to be registered under the Karnataka Co-operative Societies Act, 1959 (Karnataka Act 11 of 1959) or of a literary, scientific, or charitable society registered or deemed to be registered under the Karnataka Societies Registration Act, 1960 (Karnataka Act 17 of 1960).

(4) No Government Servant shall accept any fee for any work done by him for any public body or any private person without the general or special sanction of the Prescribed Authority.

19. RESTRICTION ON PRIVATE WORK/ASSIGNMENT OUTSIDE THE OFFICE DUTIES.-

1. Participation in Private Establishments etc by Government servants holding various teaching and non-teaching posts of Doctors: A Government servant holding any of the teaching and non-teaching posts of doctors / medical officers shall not maintain or have financial interest in any private nursing home, hospital, diagnostic laboratory, pharmacy or related establishments. Nor shall he habitually accommodate paying patients in his own residence for more than 24 hours. He may, however, treat patients in a private nursing home / hospital outside duty hours provided that the nursing home / hospital is not reserved for the admission of his own cases and allows the admission of patients of any other registered medical practitioner.

2. No teaching staff of any designation or in any capacity shall establish or have a financial interest in a private tutorial by whatever name by himself or in the name of another person or body for imparting tuitions for any educational /professional classes on commercial basis or impart tuition in such tutorials for commercial gains.

3. No Government servant working in any post requiring professional or technical skills shall utilize his professional or technical skills for any private purpose for financial gain or commercial motive unless permitted by the prescribed authority.

20. OBSERVING CANONS OF FINANCIAL PROPRIETY IN EXPENDITURE OF PUBLIC MONEY AND PROPER USE OF AMENITIES ETC.,,-

(1) (i) Every Government servant shall exercise the same vigilance in respect of expenditure incurred from Government money and resources as a person of ordinary prudence would exercise in respect of the expenditure of his own money;

(ii) No Government servant shall exercise his powers of sanctioning expenditure to pass an order which will be directly or indirectly to his own advantage;

(iii) Government revenues shall not be utilised for the benefit of a particular person or section of the community unless,-

(a) a claim for the amount could be enforced in a court of law, or

(b) the expenditure is in pursuance of a recognised policy or custom;

(iv) No Government servant shall sanction any expenditure which is likely to involve at a later date expenditure beyond his own powers of sanction;

(v) The amount of allowances, such as travelling allowances, granted to meet expenditure of a particular type, shall be so regulated that the allowances are not on the whole sources of profit to the recipients;

(vi) It is the duty of every Government servant not merely to observe complete integrity in financial matters, but also to be constantly watchful to see that the best possible value is obtained for all public funds spent by him or under his control and to guard scrupulously against every kind of wasteful expenditure from public funds.

(2) No Government Servant shall misuse, misappropriate or carelessly use or make use for private purposes the amenities provided to him by the Government to facilitate the discharge of his duties.

(3) No Government servant shall sub-let, lease or otherwise allow occupation by any person, of Government accommodation which has been allotted to him.

(4) No Government servant shall claim the amount for facilities which he has not actually utilized.

21. USE OF SERVICES WITHOUT PAYMENT.-

No Government Servant shall, without making due and adequate payment, avail himself of any service or entertainment for which a hire or price or admission fee is charged.

22. INVESTMENT, LENDING AND BORROWING.-

(1) No Government Servant shall speculate in any stock, share or other investment.

Explanation.- Frequent 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 Government Servant 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 in sub-rule (1) or sub-rule (2), it shall be referred to Government whose decision thereon shall be final.

(4) (i) No Government Servant shall except with the previous sanction of the Prescribed Authority and save in the ordinary course of business with a bank or a firm of standing duly authorised to conduct banking business either himself or through any member of his family or any other person acting on his behalf,-

(ii) lend or borrow or deposit money as principal or 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 dealings, or otherwise place himself under any pecuniary obligation to such person, or firm or private limited company; and

(iii) lend money to any person for interest or in a manner whereby return in money or in kind is charged or paid:

Provided that, a Government Servant may give to, or accept from a relative or personal friend, a purely temporary loan of an amount not exceeding his six months emoluments 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 Government servant, with the previous sanction of the Prescribed Authority.

(iv) When a Government Servant is appointed or transferred to 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 Government and shall thereafter act in accordance with such order as may be made by Government.

23. INSOLVENCY AND HABITUAL INDEBTEDNESS.-

A Government Servant shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A Government servant against whom any legal proceedings 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 proceedings to the Prescribed Authority.

Note.- The burden of proving that the insolvency or indebtedness was the result of circumstances which with the exercise of ordinary diligence, the Government Servant could not have foreseen, or over which he had no control and had not proceeded from extravagant or dissipated habits, shall be upon the Government Servant.

Explanation.- If a Government servant 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 a part of his salary is frequently attached for debt or has been continuously so attached for a period of two years, or is attached for a sum which in ordinary circumstances he could not repay within a period of two years, he shall be presumed to have contravened this rule.

24. MOVABLE, IMMOVABLE AND VALUABLE PROPERTY.-

(1) Every Government servant on his first appointment to any service or post, shall submit a return of his movable and immovable assets in the prescribed proforma giving full details regarding the immovable property inherited, owned, acquired 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 along with supporting documents within three months.

(2) Thereafter every Government Servant shall at the interval of every twelve months ending on 31st December submit an annual return of his assets and liabilities and of all members of his family in such form as may be specified by the Government giving full particulars regarding,-

(a) the immovable property inherited by him or any member of his family or owned or acquired by him or any member of his family 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 persons;

(b) shares, debentures, postal Cumulative Time Deposits and cash including bank deposits inherited by him or any member or his family or similarly owned, acquired or held by him or any member of his family;

(c) other movable property inherited by him or any member of his family or similarly owned, acquired or held by him or any member of his family; or if the value of movable property exceeds the present basic pay of post held by the Government Servant.

(d) debts or other liabilities incurred by him or any member of his family directly or indirectly.

Note: In all returns the value of items of movable worth less than rupees ten thousand may be added and shown as a lump sum. The value of articles of daily use as clothes, utensils, crockery or books need not be included in such return.

(3) No Government Servant or any member of his family shall, except with the previous knowledge of the Prescribed Authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family:

Provided that where a Government Servant, for valid reasons acquires or disposes any immovable property without previous knowledge the Prescribed Authority, shall report such transaction to the Prescribed Authority within two months after such transaction with details and supporting documents along with reasons. The Prescribed Authority, if it is satisfied with the reasons given by the Government servant are acceptable, may after examination of the documents and details submitted by the Government servant, may make a note accepting such transaction post-fact.

Provided further, that the previous sanction of the Prescribed Authority shall be obtained by the Government Servant if any such transaction is with a person having official dealing with the Government Servant:

Provided further that, nothing in this sub-rule shall apply to the transactions entered into by a member of the family of the Government Servant out of his or her own funds (including Gifts, inheritance, etc.,) as distinct from the funds of the Government Servant himself, in his own name and in his own right.

(4) Every Government Servant shall report to the Prescribed Authority every transaction concerning movable property owned or held by him or any member of his family either in his own name or in the name of a member of his family, if the value of such property exceeds the monthly basic salary of the Government Servant:

Provided that, the previous sanction of the Prescribed Authority shall be obtained if any such transaction is with a person having official dealings with the Government Servant:

Provided further that, nothing in this sub-rule shall apply to the transactions entered into by a member of the family of the Government servant out of his own funds (including gifts, inheritance etc.,) as distinct from the funds of the Government servant himself, in his own name and in his own right.

(5) Every Government Servant shall report to the Prescribed Authority transaction concerning cash received by him or by any member of his family from sources other than the Government servant's salary and allowances, insurance or provident fund, if such cash exceeds the monthly basic salary of the Government servant.

(6) Notwithstanding anything contained in sub-rule (1), the Government or the Prescribed Authority may, at any time, by general or special order, require a Government servant 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 any member of his family 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 Government or by the Prescribed Authority, include the details of the means by which, or the source from which such property was acquired.

Explanation: For the purpose of this rule,-

(1) "Lease" means, except where it is obtained from or granted to, a person having official dealings with the Government Servant, a lease of immovable property from year to year or for any term exceeding one year or reserving yearly rent.

(2) The expression "movable property" includes,-

(a) Jewellery, insurance policies, provident fund, share, securities, postal Cumulative Term Deposits and debentures;

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

(c) "Motor vehicles" or "vehicles" as defined in the Motor Vehicles Act, 1988 (Central Act 59 of 1988) or any other means of conveyance, and;

(d) Refrigerators, television sets, and electronic devices such as mobile phones, laptops, computers, audio-visual devices etc.,

25. RESTRICTIONS IN RELATION TO ACQUISITION AND DISPOSAL OF IMMOVABLE PROPERTY OUTSIDE INDIA AND TRANSACTIONS WITH FOREIGNERS, ETC.,-

Notwithstanding anything contained in sub-rule (2) of rule 24, no Government Servant shall, except with the previous sanction of the Prescribed Authority,-

(a) acquire, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India;

(b) dispose off 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; and

(c) enter into any transaction with any foreigner, foreign Government, foreign organization or concern, -

(i) for the acquisition by purchase, mortgage, gift or otherwise either in his own name or in the name of any member of his family, of any immovable property; and

(ii) for the disposal 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.

26. VINDICATION OF ACTS AND CHARACTER OF GOVERNMENT SERVANTS.-

(1) No Government Servant shall, except with the previous sanction of the Prescribed Authority have recourse to any court 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.

(2) Nothing in this rule shall be deemed to prohibit a Government servant from vindicating his private character or any act done by him in his private capacity and where an action for vindicating his private character or any act done by him in private capacity is taken. The Government servant shall submit a report to the Prescribed Authority regarding such action.

Explanation: This rule shall not apply to a case where a Government servant files a writ petition before a competent court or an application before the Karnataka State Administrative Tribunal seeking enforcement of his rights under the rules regulating conditions of service.

27. GUARDIANSHIP OF MINORS.-

A Government Servant may not without the previous sanction of the Prescribed Authority, act as a legal guardian of the person or property of a minor other than his dependent.

Explanation: A dependent for the purpose of this rule means a Government Servant's wife, children and step Children and GrandChildren and shall also include his Sisters, brothers, nephews and nieces if residing with him and wholly dependent upon him.

28. CANVASSING OF NON-OFFICIAL OR OTHER INFLUENCE.-

No Government servant shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Government.

29. PERSONAL REPRESENTATIONS OF THE GOVERNMENT SERVANT.-

(1) Any representation by a Government servant shall only be made through proper channel and whenever it is addressed to the Government, the advance copy shall only be submitted to the Secretary to Government of the department concerned but not to the minister in charge of the department.

(2) A Government servant may submit his representation to the next higher authority where his representation submitted to his immediate higher authority has not considered his representation or endorsement is not given to him within two months.

(3) No repeated representation shall be submitted when his representation is under consideration or an endorsement is already given or a decision on his representation has already been taken.

30. RESTRICTIONS REGARDING MARRIAGE.-

Notwithstanding anything permissible under personal law for time being applicable to a Government Servant, -

(1) no Government servant shall enter into, or contract a marriage with a person having a living wife or husband

(2) no Government servant having a living wife or husband, shall enter into or contract a marriage with any person:

Provided that, the Prescribed Authority may permit a Government servant to enter into or contract, any such marriage as is referred in sub-rule (1) or sub-rule (2) if it is satisfied that- there are sufficient and valid grounds for so doing and which is legally permissible.

(3) A Government servant who has married or marries a person other than of Indian nationality shall forthwith intimate the fact to the Prescribed Authority.

31. CONSUMPTION OF INTOXICATING DRINKS AND DRUGS.-

A Government servant 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 drink or drug during the course of his official 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; and

(e) not habitually use any intoxicating drink or drug to excess.

Explanation: For the purpose of this rule, '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; but does not include the premises licensed by the competent authority.

32. ENGAGING THE MINOR TO WORK.-

(1) No Government servant shall employ any child below the age of eighteen years to work for domestic help or for his official use.

(2) Breach of sub-rule (1), by any Government Servant shall amount to a grave misconduct.

33. PROHIBITION OF SEXUAL HARASSMENT.-

No Government servant shall indulge in any act of sexual harassment of any woman in work place or in any other place.

Explanation: For the purpose of this rule, "Sexual harassment" includes such unwelcome sexually determined (whether directly or by implication) behavior as;

- (a) Physical contact and advances;
- (b) A demand or request for sexual favours;
- (c) Sexually coloured remarks;
- (d) Showing pornography; or
- (e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

34. TAKING CARE OF HUSBAND/WIFE, CHILDREN AND PARENTS.-

No Government servant shall neglect taking care of the basic necessities, such as food, clothing, shelter and education, of his or her husband and wife and children.

No Government servant shall neglect taking care of his parents.

35. PURSUANCE OF HIGHER STUDIES.-

Unless expressly provided otherwise, no Government Servant shall pursue Higher Studies without prior permission from the Prescribed Authority. Such request shall be considered in the light of rules, instructions and guidelines issued in this behalf.

36. 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.

37. DELEGATION OF POWERS.-

The Government may by general or special order direct that any power exercisable by it or any Head of department under these rules, except the

power under rule 36 and this rule, 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.

38. REPEAL AND SAVINGS.-

(1) The Karnataka Civil Service (Conduct) Rules, 1966 are hereby repealed:

Provided that, such repeal shall not affect;-

- (a) the previous operation of the said rules or anything duly done or suffered there under or
 - (b) affect any right, liability or obligation acquired, accrued or incurred under the said rules.
- (3) Any reference in any rule or order to the said rules repealed by sub-rule (1) shall be construed as a reference to these rules.

By order and in the name of
Governor of Karnataka.

(CHANDRAHAS G. TALUKAR)
Deputy Secretary to Government
Department of Personnel and
Administrative Reforms
(Service Rules-2)

FORM-I
(See Rule 24)
STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR 20____
(As on 31/12/____)

1. Name of the Officer (In full and service to which the officer belongs):
2. Present Post held:
3. Present pay:

Name of the district sub-division/taluk / village in which the property is situated	Name and details of land / property/ housing and other building price paid	Present Value (Approximate)	If not in own name state in whose name held and relationship to Govt. Servant	How acquired whether by purchase, lease, mortgage inheritance gift or otherwise with date of acquisition	Annual income from the property	Remarks
1	2	3	4	5	6	7

SIGNATURE
DESIGNATION

FORM-II
(See Rule 24)
STATEMENT OF MOVABLE PROPERTY FOR THE YEAR 20____
(As on 31/12/____)

1. Name of the Officer (In full and service to which the officer belongs):
2. Present Post held:
3. Present pay:

Sl. No.	Particulars of movable properties including Accounts held in Banks/post office.stocks /shares/ debentures	Value of the movable property	Date of purchase /disposal	Soucrs of Income for the purchase of movable property disclosed in column No.2	Date of reporting to Govt. about acquisition of the property	Remarks
1	2	3	4	5	6	7

SIGNATURE
DESIGNATION

SERVICE RULES

CHAPTER I PRELIMINARY

Rule 1: SHORT, TITLE AND COMMENCEMENT

- 1.1 These rules shall be called "Service Rules" of the RV Educational Institutions managed by Rashtreeya Sikshana Samithi Trust (RSST).
- 1.2 They shall come into force with effect from the date of their approval by the Board of Trustees or the date notified by the Management.

Rule 2: APPLICATIONS

These rules shall apply to all the employees of RV Educational Institutions but shall not be applicable to the outsourced employees engaged through contractors/agencies.

Rule 3: INTERPRETATION

The Board of Trustees shall be the sole judge on the interpretation of all or any of these rules and its decision thereon shall be final and binding on all the persons concerned.

Rule 4: REGULATIONS

The Board of Trustees may formulate such policies and/or regulations to supplement these rules, as it may from time to time be considered necessary for the efficient running of the Establishment and may notify them on the Notice Board/Website. Such policies or rules shall apply to the whole establishment / Institutions.

Rule 5: ALTERATION /MODIFICATION OF SERVICE RULES

The Board of Trustees shall from time to time and at all times be entitled to add to, alter or amend these rules. All such additions, alterations or amendments shall take effect from the date notified by the Board of Trustees in this behalf.

Rule 6: DEFINITIONS

- (1) Unless the context otherwise requires, the words or expressions contained in these rules shall bear the same meaning as assigned to each of them as under.

Any word / term used herein and not defined in these rules shall have the same meaning and definition as given to it under the Rules and Regulations of the Trust or any law for the time being in force applicable to the Trust and as amended therein from time to time.

- (i) "**Trust**": - Means RV Educational Institutions and includes its constituent institutions and units comprising of –

- 1) RV School.
- 2) RV Teachers College.
- 3) RV Girls High School.
- 4) RV College of Engineering.
- 5) NMKRV PU College for Women.
- 6) NMKRV College for Women.
- 7) SSMRV PU College.
- 8) SSMRV Degree College.
- 9) RV Integrated School for the Disabled.
- 10) DAPM RV Dental College & Hospital.
- 11) RV Centre for Manufacturing Research & Technology Utilization.
- 12) RV Education Consortium.

- 13)RV Institute of Sanskrit and Gandhian Studies.
 - 14)RV Institute for Social Service and Skill Promotion.
 - 15)RV Public School.
 - 16)RV Institute of Management.
 - 17)RV College of Nursing.
 - 18)RV College of Physiotherapy.
 - 19)RV VLSI Design Centre.
 - 20)Centre for Cognitive Technologies.
 - 21)RV P U College.
 - 22)RV College of Architecture.
 - 23)RV Institute of Engineering and Technology.
 - 24)RV Institute of Legal Studies.
- (ii) **"Sponsoring Body or Trust"** means Rashtreeya Sikshana Samithi Trust (RSST).
- (iii) **"Board of Trustees"**: - means the principle organ of Management of the Trust constituted as per the provisions of Trust Deed and Rules & Bye-Laws of the Trust and to which the direction and control of the management of the affairs of the Trust is entrusted to.
- (iv) **"President"**: - means the President of the Trust elected by the sponsoring body or trust.
- (v) **"Hon. Secretary"** means the Chief Executive Officer of the Trust;
- (vi) **"Management"** means the Board of Trustees/President/ Hon. Secretary, Registrar, and any other authority vested with the authority to enforce the service rules and regulations;
- (vii) **"Registrar"**: - means the Registrar of the Trust;
- (viii) **"Head of the Institution"**: - means the Headmaster, Principal or the Director of the Institution under the control of the Trust.
- (ix) **"Principal/Director"** means the Head of Constituent Institution or Unit of the Trust;
- (x) **"Appointing Authority"** means and includes the Board of Trustees, the President, Hon. Secretary or the Registrar as the case may be and as may be notified by the Board of Trustees from time to time.
- (xi) **"Constituent Units"** means and include, the offices of the Trust, its constituent Schools, Colleges including teaching and any other units that may be brought under the purview of the Trust.
- (xii) **"Disciplinary Authority"** means and includes the Hon. Secretary, Registrar or the Head of the Institution as the case may be and as may be notified by the Board of Trustees from time to time;
- (xiii) **"Employer"** Means the Board of Trustees or the Hon. Secretary, Registrar or the Heads of the Institution or such other authority or authorities in whom the authority of making the appointment to any service of the Trust is vested by the Board from time to time;
- (xiv) The words **"Employer", "Management"**, shall for all purposes mean the same i.e. the Management of the Trust, unless it connotes differently in a particular context;
- (xv) **"Employee"** means a member of the Teaching and Non-Teaching staff holding a permanent or temporary post or on fixed term contract or on deputation and includes an employee on probation/ officiation but does not include one on outsource / casual basis / work charged establishment. This includes Heads of Institution's, Deans, Professors, Associate Professors, Readers, Assistant Professors, Lecturers, Senior Residents, Tutors, Scientists, Research Associates, Research Assistants, Demonstrators and other staff appointed for Teaching and Non-Teaching jobs in the Trust;
- (xvi) **"Establishment"** means Trust, its branches, subsidiaries, constituent colleges, associated teaching and other units or institutions run/ owned /managed by the Trust and includes all its offices and Institutions run by the sponsoring body or Trust;

- (xvii) **"Premises"** means all departments, laboratories, equipment, offices, wards, sections and other places both indoor and outdoor, residential quarters, hostel buildings, canteen buildings and such other lands, buildings, equipment, staff quarters, guest houses, ambulance, transport facility areas and precincts under the purview of Trust and also includes offices of Trust, its constituent colleges, teaching and any other units that may be brought under the purview of Trust, whether situated inside or outside the main location;
- (xviii) **"Appellate Authority"**: - means the "President" of the Board of Trustees who shall also be the Chief Controlling Authority of the Trust, by virtue of the office held by him.
- (xix) **"Authorized Medical Officer"**: - means and includes, a registered medical practitioner authorized as such by the Board of Trustees for the purpose of these rules;
- (xx) **"Department"**: - means a teaching or any other department of the Trust or of an Institute or other Unit of the Trust;
- (xxi) **"Selection Committee"**: - means the authority nominated by the Board of Trustees to recommend for recruitment / promotion/ granting special increment on the basis of tests / interviews / performance reports etc.;
- (xxii) **"Continued ill-health"**: - means remaining away from work / absent from duty on grounds of ill health continuously for a period of three months or more consecutively or intermittently for an aggregate period of 90 days in a period of one year.
- (xxiii) **"Salary"**: - means all remuneration earned by way of Basic Salary and Dearness Allowance but does not include allowances paid or payable to an employee such as, House Rent Allowance, Conveyance allowance, CCA, Overtime Allowance etc.;
- (xxiv) **"Misconduct"**: - means any act omission or commission defined to be misconduct under these Service Rules and also includes.
- (a) Any act or acts committed by an employee of the Trust whether within or outside its premises,
 - (b) Any act or acts committed by an employee in connection with the working of the Trust or employee or consultants or students or patients or customers or guests of the Trust,
 - (c) Any act or acts of omission or commission or indiscipline affecting the reputation of the Trust, and
 - (d) Any act or acts committed in violation of any of the provisions of any law in force in the State or Country;
- (xxv) **"Sexual Harassment"**: - is a form of sex discrimination projected through unwelcome sexual advances, request for sexual favors and other verbal or physical conduct with sexual overtones whether directly or by implication, particularly when submission to or rejection of such a conduct by the female employee was capable of being used for affecting the employment of the female employee and unreasonably interfering with her work performance and had the effect of creating an intimidating or hostile working environment for her;
For this purpose, sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:
- a) Physical contact and advances; or
 - b) A demand or request for sexual favors; or
 - c) Sexually colored remarks; or
 - d) Showing pornography; or
 - e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature;
- (xxvi) **"State Government"** means the Government of Karnataka;
- (xxvii) **"UGC"** stands for the University Grants Commission constituted under UGC Act of 1956 (Central Act on 22 of 1956);

(xxviii) **"Watch and Ward or Security Staff"** includes Watchmen/ Security Guards or any other similar category or persons engaged or entrusted with such duty by the Management for carrying out the work of security or search exclusively or in addition to other duties.

(2)"Words and Expressions" used herein and not defined herein but defined in Karnataka Education Act, 1983, The University Grants Commission Act 1956 (Act 22 of 1956) or the Fundamental and Supplementary Rules of the Government of Karnataka and Government of India shall have the meanings respectively assigned to them in the corresponding Act or the rules as aforesaid.

(3)Note: In these service rules the word HIS shall also mean HER/Transgender and singular shall also include plural.

CHAPTER-II

7. AIMS AND OBJECTS OF THE TRUST:

The aims and objects of the Trust shall be: -

- The Establishment of Educational Institutions, in such places within the Union of India as may be decided upon by the majority of the Trustees, which shall be open to students of all communities, irrespective of Sex, Age and Religion.
- The running of educational institutions from pre-primary to post-graduate courses already established by the then Rashtreeya Sikshana Samithi and to be established hereafter by the Trust.
- For starting and running Educational Institutions in the fields of Arts, Science, Commerce, Medical, Engineering, Humanities, Health Sciences etc. and all other branches of learning.
- The maintenance of the aforesaid institutions or organizations.
- The taking of such appropriate action as may be deemed necessary to promote the said aims and objects and
- To establish Research Centres/Institutions in all or any of the Branches of Sciences and Technology either independently or as part of any of the existing Institutions with or without collaboration with such Institution, either in India or abroad to promote or in furtherance of the objects of the Trust.

8. AUTHORITIES OF THE TRUST: -

(1) The following bodies specified under RSS Trust Deed and Rules & Bye-Laws shall be deemed to be the authorities of the Trust viz.

- (a) Board of Trustees;
- (b) Governing Council of the Institution;
- (c) Budget & Finance Committee;
- (d) Works & Transport Committee;
- (e) RV Benevolent Fund & Fee Concession Committee;
- (f) Hostel Committees;
- (g) RV Hospital Committee;
- (h) The Academic Council;
- (i) Board of Studies, and
- (j) Such other body as may be declared to be an Authority by the Board of Trustees.

(2) Any Authority of the Trust shall have such powers and perform such functions as are defined in the Rashtreeya Sikshana Samithi Trust Deed and Rules & Bye-Laws or as modified by the Trust from time to time.

**CHAPTER-III
SERVICE CONDITIONS OF EMPLOYEES**

9. DUTIES OF EMPLOYEES:

The duties of an employee shall pertain to his work as per the terms and conditions of appointment and shall be as enshrined in the service rules and shall be such others as may be assigned to him by the Management from time to time.

10. CONDUCT OF EMPLOYEES:

10.1 Every employee shall conduct himself in both private and public life and in his relations with the co-employees, colleagues, students, parents, patients, attendants and the public at large to be worthy of the ideals of the Trust.

10.2 Every employee shall serve the Trust honestly, diligently and faithfully and devote his efforts and time exclusively to the affairs of the Institutions.

10.3 Every employee shall abstain from entering into any dealing with any person, firm, organization, which has direct negative impact on the efficiency of the Trust / Institution / Establishment.

10.4 The management may introduce various methods, operations, processes to improve the efficiency, efficacy and excellence of each employee from time to time and the same shall be binding on such employee.

11. CLASSIFICATION OF EMPLOYEES: -

Any employee may be classified as: -

- (a) Permanent; or
- (b) Probationer; or
- (c) Temporary; or
- (d) Trainee; or
- (e) Intern/Project Associate/Research Assistant or
- (f) Fixed term/Contract employee.

(a) 'Permanent Employee':

A permanent employee is an employee who is/has been appointed to fill a permanent post and who has satisfactorily completed the period of probation or any extension thereof and whose appointment has been confirmed in writing by the Institution through any such officer as may be duly authorized by the Trust.

If a permanent employee is employed as a probationer in a new post, he may, at any time during the period of probation or on extension thereof or on expiry thereof, at the discretion of the management be reverted to his original permanent post.

(b) 'Probationer':

A probationer is one who is provisionally employed to determine his overall performance of work against a permanent vacancy and whose services to a permanent post has not been confirmed in writing.

The period of probation shall ordinarily be one/two years and shall be liable to be extended by a further period of six months or any other term at the discretion of the Trust.

If a permanent employee is employed as a probationer in a new post, he may at any time during the period of probation or extension thereof, unless his service in the new post is confirmed in writing, be reverted to his original permanent post.

A probationer shall continue to be a probationer until confirmed in writing.

Absence due to sickness or accident or any other reason shall not be included in computing the probationary period. The employee shall continue to be probationer even after the expiry of the probationary period till such time his services are confirmed in writing.

(c) 'Temporary Employee':

A temporary employee is one who has been appointed for a limited period on a work which is essentially of a temporary nature or an employee appointed temporarily as an additional employee to do the work of a permanent nature and shall also include a person appointed to work provisionally for a limited period in a post till permanent arrangement for filling that post is made. He shall not have any right of employment, either to a permanent or to a temporary post which may arise in future.

(d) 'Trainee':

A trainee is one who is engaged for receiving training in such disciplines on such terms as may be decided by the Trust. No trainee shall have any claim for employment after the completion of the period of training.

The period of such learning shall vary depending on the job / trade / discipline / in which a person is undergoing training but shall not exceed three years, in any case. No trainee shall have any right to employment or absorption in the Trust/Institution. In the event of unsatisfactory performance by a trainee in respect of his training, conduct and behavior of which the management shall be the sole judge for curtailing / extending / terminating the training period earlier without assigning any reason thereof. The period of training shall be decided by the Trust/Institution and the trainee is bound by the rules framed by the Trust/Institution for that purpose.

(e) 'Intern/Project Associate/Research Assistant':

A student or trainee who works in order to gain work experience or satisfy requirements for a qualification.

(f) 'Fixed Term Employee':

A fixed term employee is one who is engaged for a fixed term on contract. The appointment of a person as a fixed term employee shall cease automatically at the end of the period fixed under the terms of contract. Such appointment shall cease immediately on completion of the term fixed unless curtailed or extended by the Trust/Institution. The termination of services of a fixed term employee consequent upon the expiry of the period fixed under the contract shall not constitute retrenchment.

12. APPOINTMENT:

(a) All appointments shall be made in writing by the management or by any person duly authorized in writing by the management to do so for different classes of employees.

(b) The appointment of employees shall be made through any one of the following sources:

- (i) Direct recruitment as and when vacancies arise through advertisement in the press / websites / Job Portals, prescribing qualifications, experience, etc. subject to the guidelines issued from time to time by the Management.
- (ii) Promotions of the employees to higher grades / posts by selection as per promotion policy.
- (iii) By any other means as may be approved by the Appointing Authority.

(c) The recruitment to any teaching posts in Colleges shall be made as per Trust/Statutory guidelines and as per evaluation sheet specially formulated for the purpose. For other teaching, research and non-teaching, faculty recruitments; shall be as per the Trust / Statutory regulations. Recruitment shall be done based on a written test and interview conducted after inviting applications from eligible candidates by advertisement in newspaper, college websites or in job portals. It shall be incumbent upon every employee to furnish correct and complete bio-data to the Appointing Authority as in the required format. He shall promptly notify in writing any subsequent changes in the particulars of his bio-data. If any fact or information furnished by a candidate at the time of appointment or subsequently is found to be wrong, fake or misleading or if it is found that any relevant information was suppressed, the appointment shall be automatically terminated / cancelled and such candidate shall be liable for criminal prosecution.

(d) The selection of candidates shall be made by the appropriate Selection Committee as per norms. The selected candidates may be offered employment by way of a letter of appointment.

(e) All candidates selected for recruitment shall furnish to the Trust/ Institution copies of their birth certificates (i.e., School Leaving Certificate), or any other document acceptable to the management, educational qualification certificates, Address and Identity proof, caste certificates if applicable and experience certificates duly attested by any competent authority together with a medical certificate of physical fitness issued by a medical officer not below the rank of an Assistant Surgeon of a Government Hospital and three passport size photographs. The age of the employee verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes concerning his employment including his retirement.

(f) The appointment of an employee shall be made by an officer (s) of the Trust authorized to do so. No person shall be deemed to be recruited to any service of the Trust/Institute until and unless he has received a letter of appointment and actually reports for duty. The recruitment is subject to being found fit in medical examination, vaccination /inoculation at the hospital where and when the management deems it necessary and his production of all relevant documents.

(g) The management may, at any time, prior to or subsequent to his appointment, require any employee to be medically examined, and when so required, such employee shall submit himself for such examination to the medical officer. If, on such examination, an employee is found to be suffering from any disease or complaint that is infectious or contagious or is of an objectionable nature and in the opinion of the medical officer is likely to continuously or frequently interfere with the employee's normal duties or with the health of other employees of the Trust or students, the management reserves the right to terminate the services of such an employee. Such termination shall be deemed to be termination on grounds of continued ill-health and does not constitute retrenchment.

(h) Any candidate for appointment to any post under the Trust shall not be less than 18 years of age.

(i) If, after the appointment of any employee, it is found that he had furnished false information, his services are liable to be terminated and the offer of appointment, if any, is liable to be withdrawn.

(j) The appointment of an employee shall be subject to the Trust/ Institution receiving satisfactory reports from the reference cited or otherwise from his previous employer(s) and/or universities or schools or colleges, etc. by way of investigation through authorized agency appointed for this purpose.

(k) The Trust may change or alter designation depending on the Institution requirement.

(l) The Service details of every employee like his permanent address, date of appointment, consolidated pay scale of pay on which he was appointed, increments given from time to time, leave availed of, transfers, promotions, suspensions, punishments, dismissal, etc., shall be maintained in a personal file or service register and also in the Soft HR module.

13. PROBATION:

13.1 An employee, irrespective of cadre, will be appointed on probation for a specified period normally one/two year, on his initial appointment. Similarly, a permanent employee who is promoted to higher grade / post shall be on probation for a minimum period of one/two years.

13.2 The period of probation / officiation may be extended normally by 6 months. If the employee's overall performance is found unsatisfactory, does not come up to the desired level of efficiency even at the end of the extended period of probation, his appointment shall be liable to be terminated if he is a direct recruit or reverted to the post held prior to promotion/selection if he is a promotee. An employee on probation cannot claim right of confirmation. His services during probation can be terminated without assigning any reasons at the discretion of the Management.

14. PERFORMANCE APPRAISAL:

14.1 The Management shall appraise or cause appraisal of the performance of every employee annually or periodically and or as and when required as per the management policy and maintain the performance records of all the employees under the custody of the respective Heads of Institutions or an authorized officer appointed by the Trust.

14.2 Normally the performance of every employee shall be appraised at the end of twelve calendar months of completed service. This shall be done by an authority immediately next above in hierarchy and reviewed by the Head of the Institution or the Registrar.

Provided that the first performance report of every employee shall be written as at the end of the thirty first day of March next after such an employee joins duty in the service of the Trust.

Provided further that the performance reports of the employees shall be completed by the reporting officers by the thirtieth day of April and the reviewing / accepting officers by the thirty first day of May every year.

14.3 This performance report containing the performance appraisal ratings shall be the basis for deciding the annual increments, Academic Grade Pay, performance incentives,

promotion, demotion, upgradation or disciplinary action or for determining other factors of suitability relevant for a particular position or job as decided by the management.

15 CONFIRMATIONS:

An employee on probation or officiation shall be confirmed in service if his performances during the probationary period or officiation period is satisfactory by a formal order of the appointing authority.

16 INCREMENTS:

16.1 An employee shall be entitled to an annual increment as per the scale after completing twelve months of reckonable service including the probationary period or officiation period, as the case may be.

Provided that his performance and conduct are reported to be satisfactory as per Appraisal / Confidential Report.

16.2 Where an employee is appointed on a consolidated pay and not on a scale of pay, *ad hoc* lump sum increment may be granted at the end of every year at the sole discretion of the management, provided that his performance and conduct are found satisfactory.

16.3 An employee may be granted special increments in exceptional cases and for the outstanding performance during his service at the discretion of the Management.

16.4 The annual increment may be withheld as a disciplinary measure by the management after necessary enquiry and also based on the performance appraisal. The period for which the increment should be withheld shall be decided by the competent authority.

16.5 Withholding of the increment for a particular period may be with or without cumulative effect. In case of cumulative effect, the employee shall not be entitled to get the increment so withheld in future years. In case, the increment is withheld for a particular period without cumulative effect, the concerned employee shall be granted increment immediately after completion of the particular period e.g., if an employee who is appointed on 01-01-2017 is given punishment of withholding the increment for three months and if no clause is added that it will have cumulative effect, the increment that is due on 01-01-2018 shall be withheld for three months but the next increment which falls due on 01-01-2019 shall be given to him with effect from 01.01.2019 itself.

16.6 When an employee working in the lower scale of pay is promoted or appointed to a higher scale of pay, his increment shall fall due after he completes one year of service in the higher scale of pay.

16.7 The increment due to an employee shall be paid to him even if he is on leave on the due date, except in the case of leave on loss of pay/ unauthorized absence.

16.8 The increment which accrues on a day other than the first day of a month shall be advanced to the first day of that month and subsequent increments shall be regulated accordingly.

17. PROMOTIONS:

17.1 The Promotions shall be regulated as per the promotion policy of the Trust/Institution. The Trust/Institution is under no obligation to promote any one from one post to another even when an employee acquires the minimum qualifications required for the higher post and no promotion can be claimed as a matter of right.

17.2 No employee shall have a right to get promotion. However, he shall have a right to be considered for promotion along with eligible candidates. While promoting an employee, his merits, availability / exigency of a vacancy, seniority and suitability shall be the criteria. In deciding this factor, the qualification, efficiency, excellence in work, research and attendance, past records, etc., of an employee shall be taken into account. An employee so promoted shall undergo a period of probation/officiation in the promoted job as decided by the management. Normally the period of probation/officiation shall be 12/24 months unless specified otherwise. If at the end of the prescribed period, the probation/officiation is found to be not satisfactory, he may be reverted to his original post and if the period of probation/officiation is satisfactory he shall be confirmed in the promoted post.

17.3 A promoted employee, on confirmation in his new post, shall be eligible to the benefits of the promoted post.

17.4 An employee who is under suspension or against whom disciplinary proceeding is in progress or likely to be instituted shall not be promoted.

17.5 Change of designation without change in duties and responsibilities or entrustment of higher responsibilities shall not entail grant of any financial benefit to the employee.

18 PROOF OF AGE:

18.1 The management shall cause recording the age of every employee at the time of appointment. The following documents shall be considered to be satisfactory proof of age in the order of preference.

- (a) Birth Certificate; or
- (b) Secondary school leaving certificate or marks card; or
- (c) Any other documentary proof issued by the Government containing the date of birth.

18.2 An employee who is unable to produce any of the above documentary proofs shall be sent to the medical officer of the establishment for examination. In case there is no medical officer appointed by the Trust, then the employee shall be sent to the nearest Government Hospital to ascertain his age. The medical officer's or Government Hospital's opinion as to the age of the employee shall be final and binding on the employee and the employer.

19. TRANSFERS:

19.1 All employees are liable for transfer/ deputation from one unit of the Trust to another at the sole discretion of the Management, including the Institutions run by the sponsoring body or trust anywhere in Karnataka or outside Karnataka based on related specialization or work.

19.2 All employees are liable for being shifted from one discipline, function, department, section, branch, station, etc., of the Trust/ Institution to another based on their qualification and work experience.

Provided that the wages, grade, continuity of service and other conditions of service of the employees are not adversely affected by such transfer, except in case of transfer requested by an employee for his personal reasons and granted by the management.

20. BEHAVIOUR WITH COLLEAGUES & GENDER DISCRIMINATION:

Every employee shall treat his colleagues with dignity and respect. No discrimination based on gender/caste/creed/color shall be allowed in any of the working procedures.

21. NOMINATION:

Every employee shall nominate a person or persons to receive any amount due to him / her from the Institution in the event of his / her death or his / her being incapacitated to act for himself / herself by any cause.

22. RESIDENTIAL ADDRESS / CHANGE OF ADDRESS:

22.1 Every employee shall give his/her correct present/local as well as permanent postal addresses to the human resource department at the time of his/her appointment and shall thereafter intimate in writing periodically as and when there is a change. Any communication required to be served on the employee shall either be delivered personally or by registered post / courier / sent by email. The communication sent by the management shall be deemed to be served on the employee if sent to the last recorded residential address/ email address given by the employee.

22.2 On being appointed, every employee shall submit information regarding age, address, marital status, number of children, number of dependents, educational qualifications, history of previous employment, training, references, etc., in the prescribed form. Any change in the information given should be reported to the human resources department immediately. In the absence of such information, the last known address on record shall be considered as the address of the employee for all communications.

23. UNIFORMS:

All uniforms, liveries, shoes, tools, manuals, etc., provided by the management to the employees, shall be used exclusively for the purpose and discharge of official duties and on no account, shall be used for private purposes or while off duty, as also determined by the uniform dress code policy and modified from time to time. The cost of all uniforms and liveries, shoes, tools, manuals etc., provided by the management to the employee if damaged while in the possession of the employee shall be recovered from the employees.

24. RESIGNATION / TERMINATION OF SERVICE:

24.1 A permanent employee desirous of leaving the Trust/Institution's services shall give a notice of 90 days in case of teaching and 30 days in case of non-teaching for resignation in writing to the Trust/Institution of his/her intention to do so, failing which he/she shall be liable to pay notice period salary. He shall continue to be in service till the resignation is accepted and relief memo/order is issued by the management. However, the management shall have power at its discretion to accept the resignation by waiving balance notice period for the reasons to be recorded in writing and relieve the employee at any time before the expiry of the notice period.

24.2 An employee may be relieved of his/her duties at any time after he/she has been given notice of termination at the discretion of the management and he / she shall not be entitled to any payment of compensation / salary for the unexpired period of notice.

24.3 Any trainee / temporary / probationary employee desirous of leaving the Trust/Institution service can do so after giving 30 days prior notice in writing to the Trust/Institution.

24.4 The resignation once submitted by an employee and accepted by the management cannot be withdrawn.

24.5 On the acceptance of resignation and its communication by the Management to the concerned employee, he shall settle all his dues to the Institution, hand over documents, cash, equipment and other properties or articles held in his custody and give vacant possession of the quarters / residence occupied by him to the officer concerned within the date of expiry of the notice period or on or before the date on which he / she is relieved, he/she shall submit no due certificate to that effect from all the departments. If the employee fails to return any such documents, cash and other property in good condition and order, the Management shall have right to recover all such outstanding amounts and value of the property of the Trust/Institution from the salary or any amounts due and payable to the employee or in any other manner as the management deems fit.

24.6 After all the formalities are completed and the no due certificate is submitted by the employee, he shall be entitled to get the relieving order.

24.7 No leave of whatsoever kind due to the credit of an employee shall be adjusted against the notice period given by the employee while leaving the service of the Trust/Institution.

24.8 In all cases of termination of services of an employee whether by discharge or dismissal or otherwise and in all cases of resignation from service, the employee shall obtain a certificate from the management certifying that nothing is due from him/her to the Institution & obtain a no dues certificate from Finance Department / Library / Engineering Department or any other relevant department or section of the Institution.

24.9 If any employee who has been allotted / provided with a residential quarter / accommodation by the management is superannuated/ resigned/terminated from service, he shall vacate the residential quarters/ accommodation within 24 hours from the date of cessation of his / her service. Not vacating the quarters / accommodation provided by the management shall amount to misconduct under the regulations.

25. TERMINATION OF EMPLOYMENT BY THE TRUST/INSTITUTION:

25.1 The service of permanent employee may be terminated by giving one month's notice or by giving one month's salary in lieu of one month's notice.

25.2 The service of a temporary/ trainee employee may be terminated without any prior notice.

25.3 The service of a probationer would be liable to be terminated at the end of the probationary period or during the period of probation.

25.4 The services of an employee suffering from "Continued ill Health" as defined under clause (xxii) of rule 6 may be terminated by giving one month's notice or one month's salary in lieu of one month's notice.

25.5 The service of any employee is liable to be terminated on any of the following grounds after a notice of one month or pay in lieu thereof: -

- (i) Insanity, senility, physical infirmity, contagious/infectious disease or ill health;
or
- (ii) reduction of strength of the establishment or abolition of the department in which the employee is employed or redundancy of labour; or
- (iii) absence on grounds of physical or mental sickness or disability for a continuous period of 6 months or more, if in the opinion of an authorized medical officer, such disability will render the employee permanently incapacitated for any work.

25.6 The service of any employee may be terminated at any time if the management has reason to believe that the continuation of the employee in the service is likely to adversely affect the secrecy and security of any information or process or methodology which the management considers as confidential and which the employee may have access to or come to know.

26. ABANDONMENT OF SERVICE:

26.1 If an employee remains unauthorizedly absent without prior written permission and/or prior written sanction of leave continuously for 30 days or more, the Management shall give him / her a notice at his /her last known address to report for duty within seven days from the date of receipt of the notice, and to give satisfactory explanation for his absence. If he / she does not report for duty within seven days thereafter with valid explanation, he/she shall be deemed to have lost his/her lien on his/her job.

26.2 If an employee remains absent for fifteen days or more than fifteen days beyond the period of leave originally granted and / or the extended period of leave without prior written sanction or extension of leave or prior written authorization, he/ she shall be deemed to have voluntarily abandoned his/her service and he/she shall be deemed to have lost his/her lien on his /her job.

27. RETIREMENT:

27.1 The date of retirement of a teaching employee and a non-teaching employee from the service of the Trust/Institution on superannuation will be governed by the age as prescribed by the Trust from time to time. However, if the date of superannuation falls on any day other than the first day or the last day of the month and if the employee makes a written request to continue in service till the end of the month, the Management may permit such an employee to retire on the last day of the month. The Management may re-employ a retired teaching, non-teaching employee who is medically fit and whose services are considered necessary and beneficial to the institution on fixed term contract.

27.2 In determining the age of the employee, the documents as specified in clause 18 of this rule shall be produced.

27.3 In the absence of any proof of age mentioned in regulation 18 above, the opinion of the medical officer shall be considered to be conclusive with regard to the age of the concerned employee.

27.4 Any employee may be subjected to medical examination after attaining the age of 50 years and if found physically unfit or mentally unsound to perform the duties, may be discharged from the services of the Institution.

27.5 An employee may seek voluntary retirement either after he has put in 25 years of qualifying service in the Trust/Institution or after he has attained 50 years of age. To avail this benefit, the employee shall give notice of three months or pay of three months in lieu thereof.

27.6 The management shall also have liberty to retire an employee, without assigning any reasons, any time after he has either put in 25 years' service in the Institution or attained 50 years of age, by giving three months' notice or three months' pay in lieu thereof.

27.7 In all ordinary cases, a retiring employee shall be permitted to avail the earned leave at his credit before the date of his retirement. If the leave preparatory to retirement expires on the date of retirement, the employee need not rejoin duty for

getting himself relieved from service. In such cases, the handing-over charge, if any, shall be done before the employee avails leave preparatory to retirement.

Note:

(i) Where the date of retirement of an employee and the day/s preceding thereto are general holidays, the employee may be permitted to hand over charge at the close of working hours of the last working day before the date of such retirement and may be allowed duty pay for the holiday/s.

(ii) Rule 27.7 shall not apply to cases of compulsory retirement as per rule 27.6.

28. CLEARANCE CERTIFICATE:

In all cases of cessation of employment, the concerned employee shall obtain a clearance certificate from the concerned department in which he was working testifying that nothing belonging to the Institution is due by him. If the employee fails to return material / property of the Institution / establishment, the cost of such other amount due by him to the Institution shall also be recovered from the salary and other amounts payable by the Institution to the employee.

29. SERVICE CERTIFICATE:

Every employee who has worked in the capacity of permanent / probationary employee and who leaves the service, retires, is dismissed or discharged shall be given a service certificate, if he applies for one and subject to his / her obtaining all necessary clearances pertaining to his/ her separation.

30. FIDELITY AND SECURITY BOND:

30.1 Every employee dealing with cash, stores, and / or property of the establishment may be called upon to execute fidelity / security bonds. In certain cases, cash security may be prescribed by an authority duly authorized by the management.

30.2 The management shall have the right to require every employee to serve for a specified period from the date of joining service. In the event of resignation from service before completion of such specified compulsory service period, the management shall have right to require the employee to pay to the Institution compensation in lieu thereof, as may be decided by the management.

**CHAPTER IV
CONDUCT AND DISCIPLINE RULES**

31. EMPLOYEES OBLIGATION:

31.1 Every employee shall at times: -

a) Maintain at all times absolute dignity, integrity and devotion to duty and loyalty to the Trust and shall do nothing that would or is likely to tarnish the image or reputation of the Trust, or adversely affect its interests;

b) Acquire/have required knowledge and expertise for the best performance of his duty in whatever capacity is placed, and be aware of the rules and regulations of the Trust/Institution as also any law applicable to the functioning of the Trust/Institution;

c) Abide by the rules, regulations and any other instructions that may be framed by the Management from time to time and which are in force to regulate the work, conduct and behavior of the employees;

d) Devote his entire time (working hours) and attention to the discharge of his duties and responsibilities;

e) Carry out duties and responsibilities assigned to his post and shall also carry out any other duties that may be assigned to him from time to time;

f) Do nothing which is unbecoming of an employee of the Trust/ Institution.

31.2 (i) Every employee holding supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority;

(ii) No employee shall, in the performance of his official duty or in the exercise of powers conferred on him, act otherwise than in his best judgment except that when he is acting under the direction of his official superior. However, every employee shall act in accordance with the rules and the regulations of the Trust/Institution and any law applicable even when he is acting under the direction of his official superior;

31.3 No employee shall: -

a) Use his position or influence directly or indirectly to secure employment for any person in any concern with which he has or had official dealings in connection with the business of the Trust/Institution.

b) Bring or attempt to bring any outside influence to bear upon the management to further his personal interests in the Trust/Institution.

c) Misuse the amenities provided for him by the Trust/Institution to discharge his official duties.

d) Accept any gifts, presents, gratis, payments or other favors from the students, parents, patients, patients' attendants, suppliers, contractors, dealers or anyone who could directly or indirectly influence/ damage/ harm the business interests / goodwill or reputation of the Trust/Institution.

e) Disclose /divulge use any confidential information gained in the course of his employment in the Trust/Institution for personal gains/profit or advantage for himself or any other person, and

f) Engage directly or indirectly in any trade or business or a vocation or undertake any other employment.

31.4 No employee shall: -

- a) Propagate/indulge in communal or sectarian activity.
- b) Discriminate against any person on the grounds of caste, creed, language etc.
- c) Indulge in or encourage any form of malpractice, and
- d) Accept private tuition

31.5 No employee shall give or accept gifts or favour of any value in his business relationships with other organization or individuals doing or seeking to do business with the organization unless recognized as proper and approved in writing by the management.

31.6 Any employee involved in giving or accepting gifts and / or favour in violation of the above shall be liable to disciplinary action.

32. PROPERTIES OF THE TRUST:

32.1 Every employee shall

(i) Take due care of the property, materials, instruments, equipment, machines, furniture, cash etc. of Trust/Institution entrusted to his care and shall take all reasonable precautions to safeguard them against accidents, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse, such an employee shall be liable for disciplinary action as may be deemed fit by the Management. Besides, the management shall be entitled to recover the assigned / assessed value of such breakage, damage or loss from the employee as deemed fit.

(ii) Promptly report any occurrence or defect noticed which endanger lives of persons in the Trust/Institution and might result in any damage to the property of the Trust/Institution or that of any others.

(iii) Take appropriate precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the management and;

(iv) Conduct periodical review to identify the material / medicines etc., nearing expiry date, if concerned with the stock procurement and stocking of materials, medicines etc. appraise the Management and the concerned superiors, take appropriate action in consultation with the Management and ensure that the materials / medicines etc. do not get outdated. Great care must be exercised to avoid unnecessary inventory holdings.

33. UNAUTHORISED POSSESSIONS OF GOODS, ETC.:

An employee found in unauthorized possession of any goods, equipment, implements, articles, materials, etc. which are in use in Institution or kept in stock in Institution and are not normally carried by the person, shall be deemed to have got into possession of such goods by improper means. The management may confiscate such goods and such unauthorized possession attracts disciplinary action as well as any other action as deemed fit by the management.

34. UNAUTHORISED PERSONS IN THE PREMISES:

An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reasons, shall leave Trust/Institution premises forthwith unless required to stay back by the management. Such employees shall not enter Trust/Institution premises without written permission.

35. POSSESSION/CONSUMPTION OF INTOXICATING DRINKS AND NARCOTICS:

No employee shall possess or be under the influence of intoxicating drinks/drugs while on duty.

36. PARTICIPATION IN POLITICS AND ELECTIONS:

36.1 No employee shall be a member of or be otherwise associated with any political party or any organization which takes part in politics nor shall he take part in or subscribe in aid of or assist in any other manner any political movement or activity. Further he shall not contest, canvass or otherwise interfere or use his influence with or take part or contest in any election to any legislature or local authority or Panchayati Raj Institution or Co-operative society other than the employees of Co-operative society of the Trust/Institution. However, he may exercise his franchise if he is otherwise eligible to do so.

37. DEMONSTRATION AND STRIKES:

No employee shall organize or participate in any demonstration in the premises of Trust/Institution, which is prejudicial to the Trust/Institution or public order, decency or morality or which involves defamation or contempt of court. He shall also not resort or in any way instigate, incite or abet any form of strike or stoppage of work.

38. CONNECTION WITH PRESS, RADIO AND TELEVISION:

No employee shall, except with the prior written permission and approval of Trust/Institution, participate in Radio/TV broadcast, give speech to public, or contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or pseudonymously or in his own name, on a subject which may have a bearing on the affairs of Trust/Institution or detrimental to the image/ interests of Trust/Institution. However, the same shall not apply if the same is in bonafide discharge of his duties.

39. CRITICISM OF MANAGEMENT:

No employee shall criticize the management either in the press or over the radio or on any public platform.

40. INVENTION AND PATENTS:

No employee of Trust/Institution shall, either during his service in the Trust/Institution or thereafter, apply for patent or exclusive privilege under any statute, in respect of any invention/ discovery made by him as a result of his service in Trust/Institution. Without prior permission of the Trust/Institution, even though the principle inventor is employee, the invention/patent will be in the name of the Trust/Institution.

41. UNAUTHORISED COMMUNICATION OF INFORMATION:

No employee shall, except in accordance with any other general or special order of Trust/Institution, or in the bonafide performance of the duties assigned to him, communicate directly or indirectly any official document or information to any employee or any other person to whom he is not authorized by Trust/Institution to communicate such document or information.

42. UNAUTHORISED PUBLICATION OF OFFICIAL DOCUMENTS:

No employee, while in service of Trust / Institution or after retirement, resignation, dismissal or discharge, shall make public or publish any documents, papers or information which might have come into possession in his official capacity, without obtaining prior written permission from Trust/Institution.

43. 'IDENTITY CARD':

43.1 The Trust/Institution shall provide every employee with an identification badge/card for any or all of the following purposes.

- (a) Identification;
- (b) Entry and Exit;
- (c) Attendance recording;
- (d) Emergency contact or for any other purpose which may be notified by the management from time to time.

43.2 Every employee shall possess and wear the identification badge which shall contain his photograph and signature and/or name badge to be visible while on the premises of the Trust/Institution. All employees shall comply with all instructions in regard to the custody of the badge and shall show it to any person authorized to inspect it at any time when required.

43.3 Every employee when he ceases to be in the employment of the Trust/Institution or on suspension shall surrender his identity card/ badge to the Trust/Institution before his dues are settled.

43.4 Every employee shall take utmost care against the loss of badge and shall, in the case of it being lost, immediately notify to the Superior/Head of the Institution. A duplicate shall be issued on payment of Rupees fifty or such amount as may be fixed from time to time. Any employee who has been supplied with identity badge, uniforms or any other apparel shall wear/carry with him the same during the duty hours of the Trust/Institution. Any employee failing to comply with the same shall be liable to be sent out of the Trust/Institution premises without salary or removed from the Trust/Institution, if he has already entered the premises. Such employees shall also be liable for disciplinary action.

44. SEARCH:

44.1 Any employee is liable to be searched by a person or persons authorized by the Management at any time, and also while entering or leaving the premises of Trust/Institution, provided that the women employees shall be searched only by women.

44.2 The quarters, accommodation and such other facilities provided by the Trust/Institution shall also be liable to be searched in the presence of the employee concerned. Where the employee is absent or refuses to be present at the search, the search may be made in the presence of two witnesses.

44.3 The Trust/Institution shall not be responsible in any way for any damage or loss caused to any personal property of any employee within premises of Trust/Institution.

44.4 Every employee shall deposit with appropriate authority any lost and found / unclaimed articles in the premises of Trust/Institution.

45. DUTIES, BEHAVIOR & OBLIGATIONS OF THE EMPLOYEE:

45.1 Every employee shall devote his full time of work to the Trust/Institution diligently and faithfully and observe the rules and regulations contained herein as well as other instructions, directions, stipulations, policies, guidelines, standard operating procedures and practices, which may be notified from time to time by the Trust/Institution.

45.2 Every employee shall carry out the work allotted by his/her superiors consistently and to the best of his ability and observe all the rules contained herein as well as other instructions, directions, stipulations policies, guidelines, standard operating procedures and practices, which may be notified from time to time by the Trust/Institution.

45.3 No employee shall enter or pass through departments other than those in which he is employed unless doing so is necessary in the course of his duties and he has been authorized to do so by the Superior/Head of the Institution.

45.4 Every employee shall commence work at the official starting time and continue working until the official closing time, unless permission or instructions to stop work earlier has been issued by the competent authority.

45.5 No employee shall leave the premises/ place of work during working hours without prior written permission from the Superior/HOD.

45.6 No employee shall engage himself in any other work or trade excepting that of the establishment either for himself or for any other person during his employment with the Trust/Institution. No employee shall engage in any activity prejudicial to the interests of the Trust/Institution and its business.

45.7 No employee shall disclose any confidential matter regarding the Trust/Institution business methods, inventions, know-how, secrets, etc., which has come to his knowledge in the course of his employment with the Trust/Institution to any unauthorized person or authority, to the press or the electronic media unless permitted by his superior to do so in writing.

45.8 Every employee shall be courteous to any visitor / customer / supplier / parent/patient / guest / caretaker, on business and to his colleagues, superiors and to all people during his work in the establishment and attend to them without any loss of time with all sincerity, punctuality and urgency that it deserves.

45.9 Every employee shall be responsible for and shall take proper care of all machines, tools, apparatus, appliances, instruments, drawings, vehicles or other materials/ properties of the Trust/Institution. No employee shall take out any article, document, materials or property belonging to the Trust/Institution, or of other employees, suppliers, parent/patients/ caretakers/ guests/ visitors or any other person, agency , etc., without prior permission from his superior neither shall he conceal nor attempt to conceal any such articles or materials etc., in the case of any necessity of any employee taking the above materials out of the Trust/ Institution with the permission of his superior, a pass in the prescribed form shall be issued by the superior in this regard. Such pass shall be produced for security check.

45.10 Every employee shall take all precaution to safeguard the Trust/Institution's property to prevent accident and or damage to it. Every employee shall, at once, report to his supervisor any defect which he may notice in any machinery/equipment connected with his work. Also, he shall immediately report any defect or occurrences which he may notice and which might endanger him or any other employee of the Trust/Institution, or the patients/ guests/ visitors of the Trust/Institution or might result in damage to the Trust/Institution's or somebody else's property. It is the duty of every employee to ensure that the machine and /or place around the machine is kept clean and tidy always.

45.11 Strict observance of all the safety instructions/norms including fire precaution and protection is obligatory on the part of every employee. No employee shall, unless specifically authorized, interfere with any safety device or any machine either running or idle. All protective clothing and or appliance provided for the safety of the employee shall be worn by him while on work.

45.12 No employee shall indulge in and force or cause other employee to participate in any activities in isolation or jointly, in the premises of Trust/Institution, in organizational activities not connected with the Trust/Institution. These activities include any trade union activities like holding meeting, canvassing for trade union, fund raising for trade union, shouting slogans, leading or participating in processions, distribution of leaflet or any literature, posters either in physical or in any electronic form during working hours of the Trust/Institution. These Activities also include any activity connected to a political party, religious organization or fundamentalist group.

45.13 The management may prescribe for any set of employees or all of them to wear uniform, safety gears and personal protection devices/ equipment. These uniforms, safety gears and protective devices/ instruments shall be the property of the Trust/Institution. The safety gears and protective equipment cannot be taken out of Trust/Institution.

45.14 Every employee shall be responsible for and shall take proper care of the machine, equipment, materials, etc., generally and specifically entrusted to him.

45.15 No employee shall interfere in or hinder performance of Trust/ Institution's duty to enforce discipline.

45.16 Every employee shall, whenever required by the Trust/Institution, travel by land, sea, air or space as may be directed by the Trust/ Institution.

45.17 All employees shall always maintain good housekeeping in and around their place of work or around their department.

45.18 Every employee, irrespective of the trade/ skill to which he was originally selected, shall be required to undergo training in other trades/skill on the basis of multi-skill, multi-trade concept, both for redeployment of employees as also for his career advancement. It shall be the responsibility of every employee to attend such training before such re-deployment and acquire new skills.

45.19 No employee shall undertake any assignment, occupation, employment, vocation and higher studies, trade, trade business or calling directly or indirectly outside his employment without the Trust/Institution's specific approval in writing.

45.20 All work in the establishment shall be considered dignified. Every employee shall be prepared and agreeable to perform any job when required by the management in the interest of the uninterrupted and productive working of the establishment/Trust/Institution.

45.21 Every employee shall follow the chain of command and all his actions/ activity shall be as may be authorized by his immediate Supervisor or his Head of the Institution.

45.22 Every employee shall always be neatly dressed in uniform as per the uniform policy while on duty and shall keep his work place clean at all times and shall assist the Trust/Institution/authorized persons to maintain good housekeeping and cleanliness of the Institution. The employee shall comply with the dress code of the Institution as notified from time to time.

45.23 Every employee has to present himself at the place of work as notified to him, in a clean and neat manner and adhere to the personal hygiene standards which the Trust/Institution may notify from time to time.

46. ENTRY AND EXIT:

46.1 No employee shall enter or leave the premises of the establishment except through the gate or gates provided for the purpose and as specified by the management.

46.2 Every employee shall show his identification badge to the security staff on duty while passing through such gates or places of entry/exit.

46.3 No employee shall enter the premises of the establishment except when on duty, without the permission of the Superior/Head of the Institution in this behalf.

46.4 The Trust/Institution reserves the right to bar entry into its premises of an employee who is:

- a) Not following the registered procedure of entry/ exit, or
- b) Suspected to be under the influence of alcohol or narcotic substances or drugs, or
- c) Suffering from any contagious or infectious disease, or
- d) In possession of any material prejudicial to the security of the Institution, its employees or visitors, or
- e) Likely to create disturbance & disturb peace at work, or
- f) Reasonably considered hazardous for safety & health.

46.5 No employee shall leave the establishment during the duty hours except after obtaining written permission of the authorized officer and with a valid gate pass. If any employee desires to leave the Institution premises during the hours of work notified for the employee, the said employee shall obtain prior consent of and a gate pass from the Supervisor, and in the absence of the Supervisor/Head of the Institution, from the in-charge Supervisor/Head of the Institution (HOI).

46.6 Refusal by an employee to appear before a doctor for examination for verification of consumption of alcohol or drugs or narcotic substances shall be considered to be a confirmation that he has consumed alcohol or is under the influence of drugs of narcotics.

46.7 If any employee is required to take any of the Trust/Institution's property or articles outside the Trust/Institution premises, he shall first obtain permission from the Head of the Institution/Superior after making request in that behalf, and in addition, the employee shall get the property/article description duly entered in the register maintained for this purpose and shall obtain a gate pass from his HOI/Superior.

46.8 Any employee who if off duty, or has been granted leave, laid off, suspended, discharged, dismissed or has resigned or is not working for any reason or is declared to be suffering from an infectious disease, shall immediately leave the premises of the establishment and shall not enter any part of it except with the permission of the HOI/Superior in this behalf.

46.9 No employee shall take inside the premises of the Institution any outside person without the permission of the HOI/superior.

46.10 Every employee shall be searched at the main gate or such other specified entrances of the Institution by the security staff on duty or by any other person appointed by the management for that purpose.

46.11 Every employee shall be liable to be searched at any time while entering or leaving or when within the Institution premises, during or outside working hours by the security staff or by any other authorized person/s. All personal belongings including, all clothing, tiffin boxes, documents, pens, foot wear, glasses, bags, watches, computer peripherals and receptacles of any kind are liable to be searched and the employee shall offer them for search when required.

46.12 Every employee shall be liable to search both at the time of entry and exit or at any other time as may be required by the Superior/HOI, by a person of the same gender authorized by the superiors in this behalf. Such checks/ searches shall be done at the nearest security post or department or office.

46.13 Every employee shall be liable to be searched by the security staff or by any other person authorized by the management, in any part of the Institution's premises, at any time, if the management suspects that the employee is in wrongful or unauthorized possession of any property belonging to the Trust/Institution or to other persons.

46.14 No packages, parcels, medicines or any other articles except tiffin boxes (containing only eatables), reading materials, newspapers, magazines and dress shall be allowed to be inside the Institution premises. Such article which are not allowed to be taken inside the Institution premises, may however be left at their own risk with the security personnel at the main gate, or such other gates provided for the purpose. When the employee goes out of the gate, such tiffin boxes and or any other materials or packages in his possession shall be kept open for inspection to the security staff.

46.15 The right to regulate the entry into work areas shall vest solely with the management as may be notified from time to time.

46.16 Any article belonging to the Trust/Institution found in his or her possession shall be liable to be confiscated and action shall also be taken against him/her under these rules and under any other law for the time being in force time to time.

46.17 The outgoing packages must bear the signature of the respective heads of the Institution or superior as may be authorized in the prescribed gate pass but they are liable for inspection by the security officer. No property of any other material or equipment, etc., belonging to the establishment/patients/visitors/guests and other employee shall be taken out of the premises without obtaining a gate pass from one of the officers authorized to issue the same.

46.18 No employee shall be permitted to bring their personal belongings into the establishment. All such personal belongings of the staff must be deposited at the security office and not brought inside the premises.

46.19 No employee shall be permitted to bring their personal jewellery, valuables, etc., into the premises and if he does so and if any theft or loss of the same occurs, then it shall be entirely at his/her own risk and the management shall not at all be responsible for the same.

46.20 Every employee shall be required to make available all articles carried by him for inspection at the gate. The management shall have the right to prevent any entry or exit of any employee for any reasonable cause.

46.21 An employee coming on bicycle, scooter, motor bike, car or any other vehicle shall be required to park the same in the area/place earmarked for the purpose of such parking and shall be searched by the security at the gate.

46.22 Any employee who is not in position to leave the premises after the close of the Institution within 15 minutes due to working beyond duty hours shall be required to produce a written authorization of the department head while leaving the premises.

46.23 Any employee who wants to enter the establishment during the period other than his normal duty hours may do so at the sole discretion of the management on procuring visitor's pass. In such a situation, he may be permitted to see any of the person(s) whose name has been entered by him on the visitor's pass.

47. STOPPAGE OF WORK, CLOSURE, LAY OFF & RETRENCHMENT.

47.1 The Management shall have the right to stop work in any section or sections of the establishment / Institution wholly or partially for any period without giving any advance notice at any time in the event of fire, catastrophe, breakdown of machinery or stoppage of power supply epidemics, shortage of students, or such other causes beyond its control, civil commotion, agitations, violent actions, go-slow?? *gheraos*, obstructions, intimidations threatening sit in strike/stay in strike pen down strike or any other reason or any such actions by the employees, either individually or collectively which will make the smooth working of the establishment/Institution/ Management practically impossible.

47.2 In the event of such stoppage during working hours, the employee affected shall be notified by notices put up on the notice board as soon as practicable as to when work will be resumed and whether he should remain at or leave his place of work. The employee shall not ordinarily be required to remain for more than two hours after the commencement of the stoppage. The employee so retained shall not be entitled to any salary for the period of such retention. No other compensation will be admissible in case of such stoppage. Whenever practicable, reasonable notice of resumption of normal work shall be given.

47.3 Where the employees are laid off for short periods, such period of lay off may be treated as compulsory leave with or without salary as the case may be. If, however, the employees have to be laid off for long periods, the management shall have the right to retrench/terminate their services after giving them due notice or payment in lieu thereof.

47.4 In case of lay off due to strike or slowdown by a section of the employees, the employees laid off shall not be entitled for any salary or compensation as per the law in force. However, when the employees have to be laid off for a period exceeding 45 days, their services may be terminated after giving them due notice or pay in lieu thereof or be laid off without any compensation or salary/salary for lay off exceeding 45 days.

47.5 The management shall have the right to remove any employee when his service is found surplus or not required or unproductive or found uneconomical or for any other reason of whatsoever nature. Upon such retrenchment, the management shall not be bound to pay any compensation to such retrenched employee, except as provided for under the law.

47.6 All notices required to be given under these rules shall be displayed on the notice boards at the office of the Human Resource Department of the establishment. When a notice pertains to a particular department or departments only, it shall be displayed in the department concerned.

47.7 The management may in the event of a strike or lockout affecting either wholly or partially such section or department of the establishment close down either wholly or partially such section or department as well as any other sections or departments affected by such closing down. The fact of such closure shall as soon as practicable be notified by posting a notice displayed on the notice board in the departments concerned. The employees concerned shall also be notified by the general notice on the notice board.

47.8 If an employee, who having been laid off under this rule, fails to report for duty within eight days of the recall notice or after having been otherwise notified shall be deemed to have left the services of the Trust/Institution on his own accord.

47.9 In case of strike or slow down, the employee laid off shall not be entitled to any salary.

48. STRIKE /LOCK-OUT:

48.1 If ten or more employees acting in concert and without giving at least fourteen days' notice to the Trust/Institution/management / establishment absent from work or being present at the work spot, refuse to work, such action shall be construed as an illegal strike by the employees, the Management shall be entitled to deduct an amount equal to 8 days' salary from the salary of such employees for each day of such absence/refusal to work, which shall be without prejudice to the right of the management to take disciplinary action.

49. WORKING OUTSIDE THE OFFICE HOURS AND ON HOLIDAYS:

The management reserves the right to require all or any of the employees to work either before the office hours or after the office hours in the exigencies of service on any day and to require all or any of the employees to work on declared holiday / weekly off.

50. ATTENDANCE AND LATE COMING:

50.1 Every employee shall be at work in his designated place / area during the time fixed and shall commence work at the assigned place and at the time fixed for commencement of work in accordance with notified working hours. He shall sign against his name in the attendance register and also mark his attendance in the electronic records or biometric system maintained either in the department or in a place decided by the Management.

50.2 Every employee shall personally record his time on attendance at the work spot, in such manner as may be prescribed from time to time, before the time of commencing work, after any rest intervals and at the time of exit after working hours, no employee shall record attendance for any other employee.

50.3 An employee failing to record attendance is liable to be treated as absent for the day, unless he gives adequate reasons in writing for his failure to do so and the same are accepted by his superior.

50.4 The employee shall be present punctually at the specified time at his allotted place of work. Any employee who does not report at his appointed place of work at the time fixed or is late by more than fifteen minutes from the time fixed, is liable to be kept out and treated as absent for the day unless he gives, to the satisfaction of the authority designated for the purpose, adequate reasons in writing for his late coming or absence from his work spot.

50.5 The starting and closing of work period, the starting and closing of interval period shall be notified from time to time and shall be based on the time indicated on the device/instrument specified for recording attendance.

50.6 No employee shall leave the work place during the working hours without obtaining permission from his HOI/Superior. If any employee is found to have left the assigned place of work before the start of the interval period or before the close of the shift, such employee shall be deemed to have committed an act of misconduct and shall be liable for disciplinary action as provided for in these regulations.

50.7 If any employee leaves the work spot during working hours without prior permission and/or without any satisfactory reason, such employee shall be liable to be treated as absent for the whole day, in case the absence commences before the interval period and half a day if the absence commences after the interval period.

50.8 If an employee does not report at his workplace punctually at the specified time the word '**late**' shall be entered by the head of the department / Management against his name. If an employee commits an act of late attendance or absence from the place of work without permission for more than three days in month he shall be considered a habitual late comer / absentee and the said act shall be considered a misconduct warranting disciplinary action in accordance with the rules. Any employee coming late shall not be entitled for salary on the principle of "No-work, No-pay".

50.9 Every employee, before commencement of shift or on completion of shift duty, shall enter/leave the Institution premises, ten minutes before the commencement or within ten minutes after closing of the respective shifts. At any rate, his/her coming into the designated work place or his stay in the Institution premises after the closure of the shift time shall not exceed beyond fifteen minutes.

50.10 Any employee reporting late within fifteen minutes from the appointed time may at the discretion of the Supervisor/HOD, be permitted to work. However, an employee reporting late beyond fifteen minutes from the appointed time on any day shall not be permitted to work. For the period of such non-attendance, the employee shall not be entitled for salary.

50.11 If any employee's record pertaining to late coming, missing from the work spot and absence from work results in loss of training or probation or regular service, the same shall attract suitable action as per the Trust/Institution guidelines from time to time.

50.12 Absence without proper sanction or absence without valid reason shall not be sanctioned as "**leave on loss of pay**" but shall be treated as unauthorized absence which amounts to break-in-service or "dies-non".

50.13 If any employee after registering his attendance in the manner prescribed is found absent from his place of work during working hours without permission or if although present in such place refuses to carry out his work, it shall be construed as misconduct. In addition, the concerned employee's salaries shall be deducted in accordance with law.

50.14 If an employee desires to leave early or arrive late for work, a written permission shall have to be obtained from the concerned department head in writing and the same needs to be communicated to human resources department by the department head.

50.15 An employee in general shift may be permitted to leave the premises during the rest interval for genuine reasons and after producing written authorization by the head of the department and the same needs to be communicated to human resources by the department head. If, however, an employee leaves the premises during working hours without permission, he/she shall be liable to be treated as absent for the whole day in case the absence commences before the interval period and for half a day in case the absence commences after the interval. The deduction from salary shall have to be made for the period of absence under these regulations.

50.16 The provision of deduction from salary herein shall be without prejudice to the right of the management to take such disciplinary action as may be necessary for such late coming.

50.17 Every employee at the start of the shift shall be in uniform (where prescribed) and ready for work and shall not leave duty at the end of the shift unless he/she hands over charge properly to the employee detailed for the next shift.

51. NOTICES OF: -

- i) Starting, re-starting, alteration and discontinuance of shift working;
- ii) Closure and re-opening of department or section of the department; and
- ii) The closure and re-opening time shall be displayed in the office of human resources or at the main gate, and in the case of department or section of the department or section also in the department concerned.

All notices referred to herein shall be displayed on the notice board maintained in the human resource department.

52. SEXUAL HARASSMENT COMPLAINT'S COMMITTEE:

52.1 Any employee complaining of sexual harassment may lodge a complaint with the complaints committee. The complaints committee shall meet at such intervals as it may decide and consider complaints received on this behalf. The complaints committee shall submit its finding after conducting such enquiry as it deems fit on the complaints received.

52.2 Constitution of complaints committee and the proceedings will be as per guidelines laid down by "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013".

53. MISCONDUCT:

"Misconduct" shall mean an act of omission or commission, express or implied, custom or urge, whether specified herein or otherwise, either singly or in collaboration with other, whether amounting to a substantive act, abetment or connivance committed within the premises of Institution, if related to maintenance of discipline or pertaining to the interest of the management or other employees or officers of the management. Any act of omission/commission/indiscipline which affects the reputation or prestige of the management shall amount to misconduct whether committed within or outside the premises of Institution.

54. ACTS CONSTITUTING MISCONDUCT:

54.1 Any act of omission & or commission or breach of discipline on the part of an employee shall render him liable for disciplinary action for misconduct.

54.2 Without prejudice to the generality of the meaning of the word 'misconduct' the following illustrative list of acts of omission and or commission and or breach of discipline and any other action which may be construed as indiscipline or misconduct shall be treated as misconduct.

(i) Insubordination or disobedience of any lawful and reasonable order of a superior officer / head of the institution.

(ii) Participation in any strike/ demonstration, *gherao* and or any other kind of agitation or abetting and inciting such agitational activities which is unjustified or against any law, agreement or award or settlement or abetment or working in furtherance thereto.

(iii) Theft, fraud, dishonesty, embezzlement or misappropriation in connection with the work, business or property of the Trust/Institution.

(iv) Theft, fraud, embezzlement or misappropriation of property belonging to other employees or patients or students or guests inside the premises of the Trust/Institution.

(v) Absence without leave for more than fifteen consecutive days.

(vi) Accepting service for any consideration inside or outside the College / Establishment or under any person without the approval of the Management.

(vii) Giving false evidence or statement in any domestic enquiry held by the Trust/Institution or in a case conducted in Court of law in which the Trust/Institution is a party.

(viii) Travelling or carrying unauthorized passengers and materials in any of the Trust/Institution's vehicles without valid authority.

(ix) Collection or canvassing for collection of any money for any purpose within the premises of the Institution without prior permission of the superiors except permitted by any law for time being in force.

(x) Sleeping while on duty.

(xi) Distribution or exhibiting inside the premises of the Trust/Institution hand-bills, pamphlets or posters without prior permission of the management.

(xii) Unauthorized disclosure of information about the administrative or organizational matters, security arrangements, technical knowhow, business or affairs of the Trust/Institution which has come to the knowledge /possession of the employee.

(xiii) Gambling or playing cards or betting with in the premises of the Institution or the establishment or canvassing for sale of lottery ticket / tickets/tokens/ coupons or canvassing for any commodities, chit funds, or canvassing for any travel insurance or commercial agency etc. within the premises of the Trust/Institution.

(xiv) Conviction in any Court of Law for any criminal offence under the Indian Penal Code.

(xv) Making false statements on matters germane to his employment in the Trust/Institution or/ suppression of facts at the time of employment or during the course of his service in the Trust/Institution.

(xvi) Refusal to accept memorandum or charge sheet or any other communication issued by the superior or disciplinary authority.

(xvii) Participation in any movement prejudicial to the interests of the Trust/Institution.

(xviii) Not allowing the employees/ officers/superiors of the Trust/Institution either to enter or come out of the premises or causing ingress or egress of the material or machines of the Trust/Institution or wrongful confinement or coercion or any employee/ officer of the Management within or outside the premises of the Trust/Institution.

(xix) Tampering with any of the records of the Trust/Institution.

(xx) Acts of immorality or involving moral turpitude within or outside the premises of the Trust/Institution.

(xxi) Refusal to work beyond the stipulated period of work on holidays when specifically instructed to do so by the Management.

(xxii) Possession of un-licensed weapons, dangerous or illicit drugs within the premises of the Trust/Institution.

(xxiii) Sexual harassment of any co-employee or student, patient, attendants and or any other person who would be involved with the Trust/Institution including such unwelcome sexually determined behavior (whether directly or by implication) such as,

- (a) Physical contact and sexual advances.
- (b) A demand or request for sexual favors.
- (c) Sexually coloured remarks / comments.
- (d) Creating an intimidating or hostile working environment for a female employee.
- (e) Showing pornography,
- (f) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

(xxiv) Habitual late attendance or habitually leaving work before time or habitual absence from the place of work or absence without leave for more than 15 consecutive days or overstaying the sanctioned leave for more than 15 consecutive days;

(xxv) Habitual or gross negligence of duties or defective work due to carelessness/neglect of work or refusal to carry out duties entrusted;

(xxvi) Willful slowing down in the performance of work, malingering or abetment or instigation thereof; intimidating, abetting, inciting, coercing others to slow down or to strike work acting in furtherance thereof;

(xxvii) Assaulting, abusing, coercing, threatening, intimidating, drunkenness, boot legging, riotous / disorderly or indecent behavior, indecent gesturing or quarrelling with any person or other employees or officers working within/ outside the premises of the Establishment / Trust/Institution;

(xxviii) Carrying on or speculation of any kind within the premises of the establishment;

(xxix) Smoking or spitting or chewing paan or tobacco or *ghutka* in the office, patient's wards or in any other place within the premises of the establishment / Trust/Institution;

(xxx) Canvassing for the union membership or collection of union dues within the premises of the Trust/Institution except in accordance with any law.

(xxxi) Distribution of exhibiting within the premises of the establishment, hand bills, pamphlets, posters, effigies and such other things or causing to be displayed by means of signs or writing or other visible representation on any matter;

(xxxii) Staying in or conducting / holding/ un-authorized meetings/demonstration inside the establishment / Trust/Institution or within 15 meters outside the premises of the Trust/Institution or obtaining signature of the employees or pasting any notice inside the premises of the Trust/Institution.

(xxxiii) Engaging in private work or trade or business within the premises of the Trust/Institution;

(xxxiv) Carrying concealed weapons or explosives, fighting with or attempting bodily injury to any other employee, student, patient, patient's attendants or any other person with in the premises.

(xxxv) Breach of any of the provisions of the rules or any law applicable to the establishment or any rules, policies, notices, standard operating procedure, etc.;

(xxxvi) Causing loss or damage to the property of the Trust/Institution owing to irresponsible action or negligence or subversive or unethical practices;

(xxxvii) Offering, demanding or accepting bribe or secret commission, discount, any illegal gratification whatsoever in cash or kind;

(xxxviii) Failure to show proper consideration, courtesy or attention towards patients, customers, officers or other employees of the Trust/Institution and misbehaving with them;

(xxxix) Commission of any act which is fighting, drunken, riotous or disorderly or indecent behavior or any act subversive of discipline or good behavior within or outside the premises of the Trust/Institution;

(xl) Falsifying records or giving false evidence or statement or refusing to give testimony in regard to incidents in the establishment or other matters related to the business which are being investigated or being considered or in any domestic enquiry held by the Trust/Institution or in a case conducted in a court of law in which the Management is a party;

(xli) Making false or incorrect statements or information with regard to any matter on which the management may require him to make a statement / provide information;

(xlii) Refusal to sign a statement of declaration given by himself or to receive or acknowledge or accept notices, accept warnings, memorandum of charge sheet or any other communication issued to him by the Competent Authority or disciplinary authority of the Management;

(xliii) Causing damage to work in process or to any property including database or software of the establishment/Trust/Institution;

(xliv) Obtaining leave on the pretext of being sick or any other false pretext and during the same period working elsewhere or attempting to obtain work elsewhere abusing leave facilities;

(xlv) Punching the attendance card of any other employee or forging the signature of another employee in the attendance register or falsifying records either of himself or of any employee in any manner in respect of attendance or payment of salary;

(xlvi) Habitually remaining in toilet/tea room/cafeteria/canteen or any other place for an unreasonably long period of time within the premises of the Trust/Institution;

(xlvii) Failure to report accident/injuries on duty and/ or failure to give evidence in respect of such accidents/injuries;

(xlviii) Printing, publishing, tweeting, uploading, and /or distributing and /or uttering any defamatory/ derogatory words or materials in respect of the Trust/Institution or its officers or any other employee in any form;

(xlix) Un-authorized possession of Trust/Institution's property whether inside or outside the premises of Institution.

(l) Staying in the Trust/Institution's premises without permission after regular hours of works;

(li) Usage of establishment's e-mail, internet access for transmitting, retrieving, viewing, hearing, storage of any communication/data which are not connected with the work of the establishment;

(lii) Slowing down in performance or work or inciting others to slow down or adopting or inciting others to adopt work to rule practice or any tactics to that effect by whatever name called;

(liii) Engaging in fights, scuffles or altercation with fellow employees in the establishment;

(liv) Soliciting any tips from the patients, students and their relatives or anybody else or accepting any tips from the students, patients and their relatives or anybody else;

(lv) Habitual commission/ omission of any acts for which a fine may be imposed under the Payment of wages Act, 1936;

(lvi) Taking extended breaks either before or after the indicated timings or not being available at the place of work during the working hours including any shift timings;

(lvii) Any conduct of the employee which endangers the safety of the establishment / premises, machinery, equipment or personnel brand image or reputation belonging to Trust/Institution (subsidiaries, branches, establishments);

(lviii) Committing any act whether within or outside the premises of the establishment amounting to any offence or which would tend to have effect or result in damaging the reputation, public confidence, discipline, or prestige of the establishment or committing any act which is in any way detrimental to the interest of the Institution;

(lix) Doing money lending business or any other monetary transaction or conducting chits or business or utilizing one's position as an employee of the Trust/Institution for personal gain, irrespective of whether the actual transaction is made either within or outside the premises of the Institution;

(lx) Unauthorized use or misuse of the property or the premises of the Trust/Institution / the establishment or unauthorized / forcible occupation of any part or portion of the premises of the Trust/Institution;

(lxi) Willful breach of an expressly prohibited act, failure to observe safety instructions notified for the purpose or interference with any safety devices or equipment installed, and safety of the guests or employee's property;

(lxii) Delivering speech tending to incite or instigate employees to violence against the management of the Trust/Institution or raising slogans against the management or offices of the Trust/Institution maligning or sabotage or abetment or instigating thereof;

(lxiii) Committing any nuisance in the establishment / Trust/Institution or near the outskirts of the Trust/Institution premises thereby disturbing the peace;

(lxiv) Willful non-cooperation with fellow employees for proper discharge of duties.

(lxv) Not wearing the specified uniform and identity cards while on duty, wearing of uniforms provided by the establishment outside duty hours or misuse of the identity card issued by the Management;

(lxvi) Refusal to sign any documents, form or register kept or maintained for the purpose of maintaining daily records;

(lxvii) Failure to deposit any lost article found in the premises of the Institution with the security department (lost and found) and obtain a receipt for the same;

(lxxviii) Nonobservance of hygienic conditions in the premises of the establishment;

(lxxix) Spreading rumors or giving false information, which tends to disrepute the establishment / Trust/Institution, its brand entities or its employees or spreading panic among the employees;

(lxxx) Refusal to present or failure on the part of any employee to present himself before the medical officer appointed and notified by the management for a medical checkup and failure to carry out his instructions;

(lxxxii) Possession or use of any intoxicating liquors, drugs or narcotics while on duty within the premises of the establishment / Trust/Institution or attending work after consuming the intoxicating liquors / drugs / narcotics or behaving in such a manner as to violate common decency or morality within the premises of the Trust/Institution;

(lxxxiii) Handling any machine, apparatus, vehicle etc., not entrusted to his charge;

(lxxxiv) Tampering, falsification, forging, defacement or destruction of the records, bill or any documents of the establishment / Trust/Institution;

(lxxxv) Use of foul or abusive or vile or obscene language or gestures, signs or postures with hidden imputation against or misbehavior with any officer, employee, student, patient, patient's attendants, visitor or guest within the premises of the Trust/Institution or the establishment;

(lxxxvi) Disfiguring or damaging the establishment and quarters premises including entrances, walls, equipment, fittings, fixtures, furniture, and furnishings;

(lxxxvii) invasion of privacy of the students, patient, divulging any information regarding student, patient, their conditions or such other matters which may come to an employee's knowledge during the course of his duty/employment in the establishment / Trust/Institution;

(lxxxviii) Carrying outside the establishment premises books, equipment, apparatus, documents, and any other property of the establishment / hospital or relating to the affairs of the establishment / Trust/Institution, unless authorized in writing by the Management;

(lxxxix) Overstaying in the quarters of the Trust/Institution and or allowing guests or unauthorized persons to stay in the quarters allotted to an employee;

(lxxx) Not paying rents/ money for occupying the quarters provided by the Institution;

(lxxxii) Procuring wrong medicines from the pharmacy or administering wrong treatment, or omission to administer proper treatment to the patients at an appropriate time in the hospital of the Trust/Institution;

(lxxxiii) Rendering the medicines unusable by opening or in any way;

(lxxxiv) Using medicines or other materials meant for the customers or patients for personal purposes or using the Trust/Institution facilities unauthorizedly for personal gains; or

(lxxxv) Subverting the examination process by leaking question papers, hinting most likely questions to the students and parents or allowing students to copy during examinations.

(lxxxiv) Manipulation of student's attendance, Laboratory records or showing undue favours to some of the students during internal examinations.

(lxxxv) Leaking of marks or examination results before the official announcements are made.

(lxxxvi) Involving in any subversive activities related to academic or nonacademic affecting the reputation of the Institution.

(lxxxvii) Any misconduct mentioned above committed in or in connection with the work of the establishment whether the misconduct committed is within/ outside on the premises of the Trust/Institution.

55. SUSPENSION:

55.1 The management shall have the right to place under suspension pending disciplinary proceedings, an employee who is alleged to have committed any one or more acts of the above misconducts.

55.2 An employee of the Trust/Institution who is detained in police custody whether on criminal charge or otherwise for a period exceeding 48 hours shall be deemed to have been kept under suspension with effect from the date of detention by an order of the Management or any other officer empowered in this behalf and shall remain under suspension until further orders of revoking or continuing the order of suspension.

55.3 Any employee may be suspended even before the issue of charge sheet when the competent authority is of the opinion that the continuance of the delinquent employee in service will jeopardize the fair conduct of the enquiry against him and the said suspension shall be effective till it is revoked by an order of the competent authority. Such an employee is entitled for payment of subsistence allowance. The suspension made shall cease to have effect, in case the employee is dismissed, discharged or otherwise terminated from service. It shall also cease to have effect, in case the employee himself chooses to abandon his employment by either voluntarily resigning or retiring or voluntarily abandoning service or the Management terminates his service for any other reasons.

56. PAYMENT OF SUBSISTENCE ALLOWANCE:

56.1 Where any employee is suspended by the authority pending enquiry into complaints or charges of misconduct against him, the management shall pay to such employee subsistence allowance.

(a) @50% of the salary which the employee was entitled to immediately preceding the date of such suspension for the first six months of suspension; and

(b) @75% of such salary for the remaining period of suspension if the delay in the completion of the disciplinary proceedings against such employee is not directly attributable to the conduct of such employee; or

(c) If the delay in conducting and completing the enquiry is attributable to the employee in any way, his subsistence allowance shall continue to be @50% of his salary which he was drawing immediately preceding the date of suspension.

56.2 Where disciplinary enquiry is contemplated or is pending or where criminal proceedings against an employee in respect of any offence is under investigation or trial and the Management is satisfied that it is necessary or desirable to place the employee under suspension it may by an order in writing keep him under suspension with effect from such date as may be specified in the order.

56.3 During the period of suspension, the employee shall mark his attendance at the security gate, receive any communication from the Management and handover his/her reply / letter if any to the Management.

57. PROCEDURE FOR HOLDING AN ENQUIRY:

57.1 An employee charged with misconduct may be suspended from work pending enquiry into the charges alleged against him. All orders of imposing one or more penalties including order of suspension shall be in writing and signed by the competent authority or any other officer authorized in this behalf by the management and shall be made available to the employee concerned, if personally present or put up on the notice board if absent. In case of his absence or his refusal to accept the said order, the same may be sent through registered post acknowledgement due / courier / e-mail.

57.2 An employee in respect of whose misconduct an enquiry is to be held, shall be given a charge sheet clearly setting forth the circumstances leading to the charges against him and calling upon him to explain the charges of misconduct against him and to show cause as to why disciplinary action should not be initiated against him. He shall be given a maximum time of 15 days to furnish his explanation in reply to the charges against him either specifically admitting or denying the charges along with the documentary proof if any in his defense. On receipt of the explanation the Management shall consider the same dispassionately with fair mindedness. If it is found that the explanation is satisfactory, the Management may drop further proceedings.

If the explanation is found to be not satisfactory or if the employee fails to submit his explanation within the stipulated time, the competent authority may appoint an enquiry officer to enquire into the charges against him and a presenting officer to represent the Management and present and conduct the case of the Management before the enquiry officer. The Management reserves the right to appoint any person, including an outsider as the enquiry officer to conduct the enquiry and its decision thereon shall be final.

57.3 At the enquiry, the management shall be at liberty to examine witnesses and adduce evidences on its behalf and the employee shall be permitted to cross-examine the witnesses examined on behalf of the Management and also to examine witnesses and adduce evidence in his defense. The witnesses examined by the employee in his defense are liable to be cross examined by the Management.

57.4 The employee shall also be permitted, if he so desires to take assistance of a co-employee (not under suspension and not involved in lock out, lay off or strike) working in the establishment/ of the Trust/ Institution to assist him at the enquiry. No outsider including lawyer/ union leader shall be allowed to represent an employee in the enquiry.

57.5 After due notice, if the employee refuses or fails to attend or participate in the enquiry, it may be conducted in his absence and an order to that effect shall be recorded in the proceedings/ order sheet. The enquiry may be conducted on the basis of the available evidence and material.

57.6 The evidence led on either side shall be recorded and the documents produced, if any by both the sides shall be marked as exhibits. Both the parties shall be permitted to cross examine the witnesses examined on behalf of the opposite party. Both the parties shall be permitted to address arguments either written or oral in their defense. The proceedings shall be furnished to the presenting officer and delinquent employee. The enquiry and the proceedings thereon shall be conducted in Kannada / English complying with the principles of natural justice affording a reasonable opportunity of being heard to the employee to defend himself.

57.7 On conclusion of the enquiry, the enquiry officer shall submit his report and findings of the enquiry to the Management. If the employee is found guilty of any or all the charges of misconduct alleged against him, the Management shall furnish a copy of the report to the delinquent employee for his remarks there-on and shall pass an order of punishment considering the gravity of the charges proved and the remarks of the delinquent employee on the enquiry report. While awarding penalty, this may also take into account the previous record of an employee and any other extenuating or aggravating circumstances that may exist. A copy of such order passed by the Management shall be served on the delinquent employee concerned.

57.8 However, if an order of termination / removal from service is passed, the delinquent employee shall not incur any such forfeiture of the benefits or disqualifications.

57.9 If on conclusion of the enquiry, the employee has been found to be not guilty of the charges framed against him, he shall be deemed to have been on duty during the period of suspension and shall be entitled to the same salary as he would have received, as if he had not been placed under suspension after deducting the subsistence allowance paid to him for such period.

58. PENALTIES:

An employee found guilty of the acts of commission or omission detailed as misconduct under rule 54 shall be liable to be punished with any of the following penalties:

58.1 Minor Penalties:

- (1) Censure;
- (2) Fine;
- (3) Warning
- (4) Withholding and / or deferment of increment without cumulative effect;
- (5) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of trust or breach of rules;
- (6) Reversion to a lower stage in the time scale of pay for a period with specific direction as to whether or not the employee will earn increments during the period of sustenance of the penalty.

58.2 Major Penalties:

- (1) Reversion to a lower time scale of pay, grade, post or service with or without further directions regarding,
 - (a) Seniority and pay in the scale of pay, grade, post or service to which the employee is reduced.
 - (b) Conditions of restoration to the scale of pay, grade or post or service from which he was reduced and his seniority and pay on such restoration to that scale of pay, grade, post, service;
- (2) Compulsory Retirement;
- (3) Termination/Removal from service which shall not be a disqualification for future employment;
- (4) Dismissal from service which shall be a disqualification for future employment. Provided that no penalty other than those specified in clauses (2) (3) & (4) of Rule, shall be imposed for an established charge of corruption / misappropriation / fraud.

Notwithstanding anything contained in the above rules, the Management shall have the right to dismiss without enquiry an employee who has been convicted by the Court of

Law for an offence involving moral turpitude or sexual harassment, or for any other serious misconduct/loss of confidence or for reasons for which the Management is unable to hold enquiry.

59. DISCIPLINARY AUTHORITY:

(1) The Board of Management or any authority authorized in this behalf by the board shall be competent to impose any of the penalties specified in Rule number 58 on any employee as per the delegation of powers made by it. The board shall also notify the disciplinary authority cadre wise and the penalties that such an authority may impose.

(2) The imposition of the penalties on the employees' cadre wise and the authority competent to impose such penalties shall be as specified in the annexure.

(3) Without prejudice to the provision of clause (1) & (2), the Hon. Secretary may impose any of the minor penalties specified in rule 58.1 and the Board of Management may impose any of the major penalties specified in rule number 58.2 for the teaching staff. As regards the non-teaching staff, Registrar is the Authority to impose penalties specified in rule 58.1 & 58.2.

(4) A disciplinary authority competent to impose any of the minor penalties may institute disciplinary proceedings against any employee for the imposition of any of the major penalties notwithstanding that such disciplinary authority is not competent to impose any of such penalties.

60. APPELLATE AUTHORITY: –

(1) The Hon. Secretary shall be the appellate authority against the penalties imposed by the Registrar or any other authority notified by the Board. The Board of Trustees shall be the appellate authority against the penalties imposed by the Hon. Secretary.

CHAPTER-V HOLIDAYS AND LEAVE RULES

61. HOLIDAYS APPLICABLE TO THE EMPLOYEES OF TRUST/ INSTITUTION:

61.1 The Management shall have power to declare holidays to be observed in a calendar year before the close of the preceding calendar year. However, the Management reserves the right to change, alter or cancel any of the declared holidays under exceptional circumstances.

61.2 The Management reserves the right to declare any holiday without any previous intimation to the employee without affecting the quantum of declared holidays unless it is a substituted holiday.

61.3 Every employee may be required to work on a weekly off or other holiday depending upon the nature and exigencies of work (the decision of the Management i.e. Hon. Secretary, Registrar, Principal, or Director etc. being final and conclusive on the point) and the employee so required shall have a substituted holiday or monetary compensation in lieu thereof.

61.4 The above-mentioned holidays along with the change effected from time to time shall be pasted on the notice board of the Trust/Institution from time to time. The pasting on the notice board as mentioned above shall be considered to be sufficient notice to all the employees.

61.5 If the festival holidays fall during the period of strike or lockout, the employees shall not be entitled to the benefits of the festival holidays.

61.6 Every employee shall be allowed one holiday per week, to be known as "off day" without deduction of wages / salary.

61.7 Contents of the sub-clause 61.6 & 61. 7 notwithstanding, an employee may be required by the Management to work on a holiday. However, he will be entitled to a substitute holiday which may be availed by him subsequently with prior approval.

61.8 Every employee is entitled to TWO Restricted Holidays in a year for celebrating festivals which are not declared by the Institution as holidays. To avail the same concerned employee to apply and get it approved by the Head of the Institution. Institutions will notify the list of Restricted Holidays.

62. LEAVE PROVISIONS:

All members of staff shall be divided in to two categories as under: -

- 1) VACATION STAFF: All staff of the Institution who avail full vacations fall under this category.
- 2) NON-VACATION STAFF: Staff other than those who avail full vacations fall under this category.

The following general principles shall govern the grant of leave to the employees: -

62.1 Leave year is considered as calendar year i.e. 1st January to 31st December.

62.2 No leave can be claimed as a matter of right, leave may be granted after considering the exigencies of work/ service. The leave sanctioning authority has the discretion to revise, curtail or revoke the sanction of leave at any time according to the requirement of work.

62.3 Except in an emergency, leave must be applied for through proper channel in the prescribed form at least 07 days in advance.

62.4 Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.

62.5 Leave (Maternity Leave, leave without pay etc.) shall be granted in accordance with the leave rules of the Trust/Institution as applicable at that time.

62.6 Depending upon the exigencies of service, the competent authority, may

- (a) Refuse, postpone, revoke or reduce leave of any description,
- (b) Recall any member of staff from leave before it is wholly availed, which shall not be refused by him.
- (c) Permit an employee, if he so requests, to rejoin duty before the expiry of the leave period,

62.7 An employee shall not take up or accept any employment/vocation/calling with or without remuneration during the period of leave.

62.8 Except in the case of casual leave, it shall be obligatory for every employee to furnish, to the leave sanctioning authority, the address during the period of leave with telephone number if any before proceeding on leave.

62.9 If an employee who is on leave, seeks extension thereof, he shall make an application in writing to the competent authority giving reasons. Such application shall be made sufficiently in advance so as to enable the office to process the application and communicate the decision to the employee before the expiry of the already sanctioned leave.

62.10 No leave or extension of leave shall be deemed to have been granted or extended unless it is sanctioned and communicated to the employee concerned in writing.

62.11 Over-stay of the sanctioned leave shall be treated as leave without pay and shall constitute break in service. However, before taking this action, the employee concerned shall explain to the satisfaction of Management that sufficient reason existed that prevented the employee from obtaining prior sanction resulting in overstay of the sanctioned leave. The Management may accept the same otherwise, the same will be treated as leave without pay and constitute break in service.

62.12 The employees applying for leave on medical grounds shall produce medical certificate from an approved doctor.

62.13 The medical certificate issued by a private doctor may be subject to scrutiny by a medical board specially constituted for the purpose.

62.14 In such an event, leave shall be granted only if it is approved by the medical Board.

62.15 The medical board is empowered to make appropriate enquiries and medical examination of the employees before giving its recommendations. The decision of the medical board shall be final.

62.16 An employee not submitting himself for medical examination shall be liable for disciplinary action.

62.17 An employee on leave on medical grounds shall produce a medical certificate of fitness while reporting for duty. The Management may also refer him to appear before the medical board constituted by it.

62.18 The employees are entitled to the following types of leave/absence.

- Casual leave (CL)
- On Duty (OD)
- Earned leave (EL)
- Maternity leave (ML)
- Extraordinary leave (EOL)
- Compensatory Leave (CO)

63. CASUAL LEAVE (CL):

63.1 An employee shall be entitled to 12 days of casual leave during the calendar year. Any employee appointed during the course of the year shall be entitled to casual leave on pro rata basis.

63.2 Casual leave cannot be combined with any other leave.

63.3 Entitlement of casual leave is for the express purpose of meeting unforeseen and emergent situations. Hence casual leave shall not be granted for more than 5 days at a time.

63.4 Public holidays declared by the establishment and weekly holidays can be prefixed or suffixed to casual leave subject to the condition that the total period shall not exceed seven days at a time.

63.5 Ordinarily, previous permission of the competent authority or of the Head of the Department shall be obtained before taking such leave. When this is not possible, the head of the department or section head shall as soon as may be practicable be informed in writing the reasons for absence from work and the probable duration of such absence.

64. ON DUTY (OD):

64.1 On duty not exceeding 15 days in a calendar year may be granted to the faculty/staff members of the Trust/Institution for the following purposes:

- **Eligibility**
 - ✓ To attend professional conferences / workshops/ seminars/ symposiums.
 - ✓ To attend examination related duties and any other work assigned by the Competent Authority. To attend academic works related to higher studies.

64.2 Any faculty/ official who desires to avail the above said on duty shall apply in writing and obtain prior approval from the Hon. Secretary before proceeding on duty.

64.3 The details of the Conferences / Workshop/ Seminar/ Symposium shall be submitted to the approving authority for recording in the personal file of the employee.

64.4 Any faculty/staff member intending to attend outstation inspections and other work assigned by the Regulatory/ Accrediting bodies shall submit copies of the invitation / letter from such bodies to the Approving Authority before proceeding on duty.

64.5 On duty to attend work related to Higher Studies shall be restricted to his / her area of Specialization and with justifications to the satisfaction of the approving authority.

64.6 On duty may be combined with other forms of leave with prior approval of competent authority. However, such leave cannot exceed the duration of on duty itself.

64.7 Apart from the above, all the permanent teaching / non-teaching employees may be granted on duty at the discretion of the Management.

65. EARNED LEAVE (EL):

65.1 Employee on Probation and Permanent Employee, shall be entitled to earned leave for every completed year of service as given below:

a) Vacation Employee : 10 days.

b) Non-Vacation Employee : 30 days.

Leave becomes due only on completion of a satisfactory service of 12 months. Subsequent entitlement of earned leave shall be in proportion to the length of service calculated on monthly basis. Leave will be credited in two instalments on first day of January and July of the calendar year.

65.2 Earned leave can be accumulated up to maximum of 240 days subject to the following conditions.

i) An employee with a service of 10 years and below who resigns and leaves the organization will be entitled for encashment of 90 days of Earned leave.

ii) An employee with a service of above 10 years and below 20 years if he resigns and leaves the organization will be entitled for encashment of 120 days of Earned leave.

iii) An employee with more than 20 years of service or those who superannuate (number of years are not to be counted) are entitled to encashment of 240 days.

65.3 An employee wishing to avail earned leave shall apply for the same for a minimum period of 3 days at a time and maximum of 30 days in a year. Application in the prescribed form shall be made to the appropriate authority through proper channel at least 15 days in advance.

65.4 Earned leave must be applied for the required period in total and not for broken periods. Multiple applications shall not be entertained.

65.5 During the service period unused Earned leave can be encashed (Basic+DA) for a maximum of 15 days in a year or 30 days once in 2 years.

66. MATERNITY LEAVE (ML):

66.1 Every married woman employee whether permanent or otherwise is entitled to maternity benefits provided she has worked for a period of not less than 80 days in twelve months immediately preceding the date of her expected delivery.

66.2 Maternity benefit is granted up to two living children. Entitlement is based on number of living children and not on number of deliveries. A woman employee giving birth to twins in the first delivery itself is not entitled for the maternity leave for the second delivery. However, a woman employee with one living child from the first delivery is eligible for the maternity leave if she gives birth to twins in the second delivery.

66.3 The maximum period of entitlement for maternity leave shall be 26 weeks of which not more than 8 weeks shall precede the date of expected delivery.

66.4 Leave of any other kind may be granted in continuation of maternity leave, if the request for its grant is supported by a medical certificate.

67. EXTRAORDINARY LEAVE (Leave without Allowance):

67.1 An employee may be granted extra ordinary leave

- (i) On medical grounds, when there is no other kind of leave at his credit.
- (ii) On any other exigencies if the Management is fully satisfied with the reason given by the employee.

- (iii) Up to maximum of one year at a time and a maximum of three years during the whole period of his service.

67.2 The employee shall not be entitled to get any pay or allowances or such other financial benefit for such period of leave.

67.3 The said extra ordinary leave shall not count for the purpose of reckoning the period of leave for the grant of increments as also for reckoning the period of satisfactory service for grant of promotion and other statutory benefits.

68. COMPENSATORY LEAVE (CO): -

68.1 An employee who is required to work on Sundays and Holidays in view of the exigencies of work, may opt for compensatory leave which will be sanctioned by the Head of the Institution. Such leave is to be utilized within 30 days and will lapse automatically if not availed within stipulated time.

69. LEAVE FOR EMPLOYEES ON FIXED TERM / CONTRACT, TEMPORARY & POST RETIREMENT: -

69.1 The below category employees shall be entitled for 1-day casual leave for every one month of service and paid leave as given below:

- a) Vacation Employees : 10 days for every completed year.
- b) Non-vacation Employees : 1.5 days for every completed month.

69.2 Such an employee needs necessarily to avail this leave before the expiry of his contract period and if he is given further extension, he can avail the leave in the subsequent contract period.

69.3 Leave accumulation and encashment will be as per sub-clause 65.2 subject to Management approval.

70. MISCELLANEOUS-LEAVE PROVISION

70.1 No leave other than casual leave shall be granted to an employee who has given notice of resignation which is under consideration.

70.2 Where a weekly holiday or an authorized holiday immediately follows the period of leave on loss of pay or unauthorized absence, such weekly holiday or authorized holiday shall be included in the period of the leave on loss of pay or un-authorized absence and shall not be entitled to pay and allowances.

CHAPTER VI MISCELLANEOUS

71. ALTERNATE WORK:

71.1 Depending upon the exigencies of work, every employee, wherever he is employed, shall also do any other kind of work other than his usual job when asked to do so by his superior or head of department, any other officer of the Trust/Institution placed above him, when situations arise due to insufficient work in his respective department or for any other reasons. Refusal to obey any such reasonable and lawful orders of the above nature shall be construed as misconduct under these rules.

71.2 When an employee is called upon to perform any other kind of work other than his/her usual work, he shall not refuse to do such job or such other job on ground of dignity. All work of whatever nature done in the establishment shall be considered to be dignified. However, no part of his/her enrolments shall be adversely affected.

72. DEDUCTIONS FROM THE SALARY:

72.1 The competent authority shall be entitled to have a right to deduct from the salary of an employee and in respect of:

- (a) Any fine levied for misconduct;
- (b) The damage or loss caused to the Trust/Institution by negligence attributed to his/her neglect or default;
- (c) The amenities or services provided by the Trust/Institution;
- (d) The advances/loans granted to the employees; and
- (e) The installment of loans along with interest taken by the employee from the financing bank or credit agency with prior approval of the Management.

72.2 If ten or more employees acting in concert, absent themselves without reasonable cause, the management shall have the right to deduct from the salary of each of such employee an amount equal to the salary of eight days for each day of such concerted absence.

73. COMPLAINTS AND GRIEVANCES:

73.1 Any employee desirous of getting redressal of his grievances arising out of his employment or relating to the unfair treatment or wrongful exaction on the part of a superior shall submit a complaint in writing to any officer appointed by the Competent Authority in this behalf.

73.2 The HOI/Head of Departments or any such officer authorized by the Management shall personally investigate the complaint after due notice to the complainant at such time and such place as he may decide.

74. SERVICE OF NOTICE:

74.1 Every employee shall be bound to receive any notice or communication which the Management may seek to serve upon him. Refusal to receive any notice or communication shall be treated as a misconduct under these rules.

74.2 If any employee refuses to receive any notice or communication, an endorsement to that effect shall be made by the person who serves the notice, with the particulars of date and time of refusal together with his signature thereunder and the signature of the witnesses' present/ and a copy of the said notice shall be put up and displayed on the notice board. Thereafter, it shall be deemed to have been served on the employee.

74.3 A notice may be served through registered post acknowledgement due/ courier / email to the last available address of the employee in his personal records. Any notice sent by registered post/ courier /email to the address furnished by him shall be deemed to be sufficient service even if the same is returned with endorsement 'refused', refused to accept;', 'party not available during service hours', 'party left without instructions', 'no such person available at the address', etc.,

74.4 In such cases of refusal to accept a communication when tendered, the Management shall at its discretion either exhibit the communication on the notice board in the department in which he was working or post it to the employee with acknowledgement due and /or through a courier / email service to the last known address/email id of the employee available in the records of the Trust/Institution.

75. DISPLAY OF NOTICE:

75.1 Any notice, order, charge sheet, communication or intimation which is personal i.e., meant for an individual employee and shall be given in writing under these rules and handed over to the employee.

75.2 Before such a notice, order, charge sheet, communication or intimation is handed over to the employee, it shall be read out and explained to him if he so desires.

76. LOSS OR DAMAGE TO PERSONAL PROPERTIES OF AN EMPLOYEE:

The Management shall not in any way be responsible for any loss or damage to any personal property of any employee including any vehicle brought and left in the premises of establishment /Trust/Institution.

77. ACCIDENTS:

77.1 An employee shall immediately report to his superior any injury/injuries sustained by him or any other employee or any accidents occurred in the course of his service with the Institution.

77.2 The management shall not have any obligations to pay any compensation to any employee or his legal heirs if the employee sustains injury in the course of his employment due to the following reasons: -

- a) Self infliction;
- b) Working or wandering in the place where he is not authorized to work or where the entry is restricted for only trained personnel;
- c) Operating a machine, apparatus, vehicle or process without written authorization;
- d) Carrying out any work which has no connection with the Trust/Institution/Establishment;
- e) Not following the instructions given for doing an activity or process;
- f) Non-usage of safety equipment or devices, provided;
- g) Inactivation or sabotage of the safety devices, emergency switches, etc.

77.3 In the event of an accident occurring due to the negligence of an employee or due to non-adherence to work rules, safety rules, instructions and / or non-usage of safety equipment/appliances, the Management shall not have any responsibility/ liability with respect to such accident. In addition, the employee shall be liable to suitable disciplinary action. Further if an employee does not report such accident to the Management, such accident shall be deemed to have happened / occurred outside the premises of the establishment / Trust/Institution and not arising out of and in the course of employment.

78. ESSENTIAL SERVICES:

78.1 The following services shall be treated as essential services and the employees working in such sections shall not go on strike along with other employees of the Institution / establishment even if other employees working in non-essential services go on strike. These employees shall not refuse to work whenever called upon to do so. Further, these employees shall not refuse to work in any shift nor shall they refuse to work overtime. An act of refusal to work when asked to do so or violation of any of these rules by every employee working on essential service shall be considered to be a serious act of misconduct warranting serious disciplinary action.

78.2 The following sections or class of employees shall be treated as essential service:

- (i) Maintenance, housekeeping & security;
- (ii) Canteen and transport;
- (iii) Doctors, nurses, technicians, pharmacist, attendants and other clinical staff working in Labs, X-ray, MRI, Radio therapy, ICU and Wards;
- (iv) Medical and Ambulance services;
- (v) Power House, STP's;
- (vi) Maintenance of water supply and services;
- (vii) Administration, Support staff, Information technology, Finance, Accounts, Coordinators, Human Resources, Guest Relations;

79. TRUST/INSTITUTION QUARTERS:

79.1 If an employee is authorized and allowed to occupy a quarter belonging to the Trust/Institution, he shall be so as a licensee and not as a tenant of the Trust/Institution. The occupant shall be further subject to the conditions stipulated by the Trust/Institution at the time of occupation.

79.2 An employee, who has been permitted to occupy a house quarter belonging to the Trust/Institution, maybe, at any time, transferred from one house quarter to another house quarter or from one room to another, at the discretion of the management.

79.3 In case of termination of an employee's service for any reason whatsoever, by the Trust/Institution, or in case where the employee leaves the services of the Trust/Institution for any reason whatsoever, he shall immediately hand over to the Trust/Institution vacant possession of the quarters in good condition.

79.4 The Trust/Institution/Management reserves its right to break open the quarter/house and take possession in case an employee does not vacate the quarters within eight days of his leaving the services of the Trust/Institution or in case of his services being terminated and or in the event of his transfer to some other place of work.

80. INTER DEPARTMENT MOVEMENT:

No employee shall enter or pass through departments other than his normal department of work, unless he is authorized in writing to do so.

81. WORKING HOURS:

The periods and hours of work for all classes of employees in each shift shall be exhibited in Kannada/ English on a notice board maintained at or near the main entrance of the Institution or at the office of the time keeper, if any. The same may be modified from time to time by the Management.

82. SHIFT WORKING:

82.1 Any department or section of a department may be worked in more than one shift at the discretion of the HOI or unit head. If the establishment is worked in more than one shift, an employee shall be liable to be transferred from one shift to another. An employee working in a shift shall not leave the place of work at the close of that particular shift unless he satisfactorily hands over the charge to the concerned employee in the following shift.

82.2 If as a result of discontinuance of shift working, any permanent employee is likely to be discharged, he shall be discharged having regard to the length of his services in the establishment and the department and the occupation concerned

82.3 On re-starting a shift, notice thereof shall be given by way of letters to the individual employee concerned, and the employee discharged as a result of the discontinuance of the shift shall, if he presents himself within seven days of receipt of the letter he will be given preference for employment according to the length of his services in the establishment and the department and the occupation concerned.

82.4 The management may close down any department or section of a department after giving one month's notice to the employee. Before re-opening such department or section or establishment, as the case may be, seven days' notice thereof shall be given in writing to the individual employee concerned. Every such employee shall report to work within 7 days from the date of receipt of such notice failing which he/she shall lose on the offer so made.

82.5 Hours of work, rest intervals and weekly holiday shall be regulated in accordance with law. However, fixation of hours of work shall be at the discretion of the Management. The duration and timings of work shall be subject to alteration at any time, having regard to the exigencies of work.

83. PERSONAL SAFETY:

83.1 Adherence to all safety guidelines and instructions including instructions on fire prevention, use of safety equipment and appliances, precautions to be followed in handling chemicals, medicines and substances, etc., is obligatory on the part of all employees. An employee shall not, unless specifically authorized, interfere with any safety device or machine or violate any safety guidelines. Failure to observe safety rules and instructions or interference with any safety device or machine shall be deemed to be misconduct and corrective action shall be initiated, including disciplinary action and punishment, if any, in the interest of safety of the Institution and of the employees.

83.2 Every employee shall immediately report any injury sustained by him/her or any other employee to the concerned authority for immediate medical attention.

83.3 It is the duty of every employee to personally ensure and be responsible for his equipment / machines and /or establishment being kept clean, tidy and in safe condition. It is also the duty of every employee to report to the proper authority any defect, which he may notice in any machinery / equipment, connected with his/her work or any occurrence which he/she may notice and which may endanger himself/ herself or any other employee or person, or might result in damage to any property.

83.4 Every employee shall abide by the safety rules and procedures that may be framed from time to time by the management or the safety committee.

84. GENERAL:

84.1 The granting of increments and other benefits cannot be claimed by any employee as a matter of right or part of his terms of employment and any such payments made are entirely within the sole discretion of the Management. Similarly, leave cannot be claimed as a matter of right.

84.2 The Management shall not entertain any representations from anybody or source proposing to speak on behalf of the employees.

84.3 Every employee shall be responsible personally for his proper and faithful observance of these and the provisions of any other law for the time being in force.

84.4 The Management may frame rules, amend or alter them from time to time for smooth functioning of the establishment subject to the provisions of the law for the time being in force and it shall be the responsibility of every employee to abide by and follow the same.

84.5 Any person accepting employment in the Institution shall be deemed to have accepted the terms of these regulations.

84.6 A copy of these regulations in Kannada/English shall be available in the Institution Human Resources Department and in Library.

85. VALIDITY OF THE RULES:

85.1 If there is any conflict of meaning between the service rules decision of the Management shall prevail over and be binding on the employees.

85.2 Only such employees who are already on the roles of the Trust/Institutions as on the date of promulgation of these service rules and are enjoying any benefits which are better than the entitlements in these rules will continue to enjoy the same.

85.3 Nothing contained in these service rules shall operate in derogation of any law for the time being in force or to the prejudice of any right under a contract of service, custom or usage or any agreement, settlement or award applicable to the establishment.

85.4 The Trust Management reserves its right to alter, amend, add/delete any of the clauses of these service rules on any date in future.

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