

9. **TERMS AND CONDITIONS OF SERVICE OF PERMANENT EMPLOYEE:**

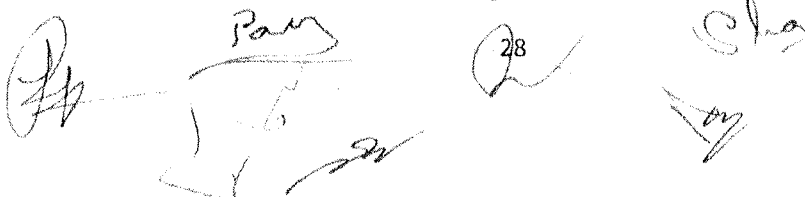
Permanent employees of the College shall be governed by the following terms and conditions:-

- 1) Every appointment shall be subject to the conditions that the appointee is certified as being in sound health and physically fit for service by medical authority nominated by the Board.

Provided that the Board may, for "sufficient reasons to be recorded, relax the Medical Requirements in any particular case or cases or dispense with such medical examination in any case or class of cases, subject to such conditions, if any, as may be laid down by the Board.

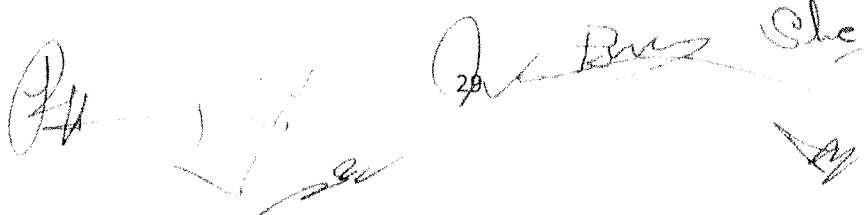
Provided further that once a person is asked to produce a medical certificate of fitness for entry into the service of the College, and has actually been examined and declared unfit, it is not open to the appointing authority to use its discretion to ignore the certificate that has been produced.

- 2) Subject to the provisions of the Rules and the Bye-laws, all appointments to posts under the College shall ordinarily be made on probation for a period of one year in case of the Director and the Professors and two years in case of all other teaching, non-teaching and administrative staff after which period the appointee if confirmed, shall continue to hold his office subject to the provisions of the Rules and Bye-laws, till he attains the age of superannuation.
- 3) The employees of the College shall be entitled to the benefit of Provident Fund, Pension and other benefits maintained for persons in the service of the College in accordance with the provisions of these Bye-laws and the Rules.
furnished by the Board for the purpose from time to time.
- 4) The employees of the College shall be required to subscribe to the Provident Fund, of the Society as per provisions made in the Rules of the College.
- 5) The appointing authority shall have the power to extend the period of probation of any employee of the college for such period not exceeding a period of two years as may be found necessary. If after period of probation, the appointee is not confirmed and his probation is also not formally extended; he shall be deemed to have continued on a temporary basis and his services may then be terminable on a month's notice.
- 6) An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or private tuition or any other work which may interfere with the proper discharge of his duties, but the prohibition herein contained shall not apply

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to academic work and consultative undertaken with specific period permission of the Director which may be given subject to such condition regarding acceptance of remuneration, etc, as may be laid down by the Board.

- 7) The employee of the College shall be governed by the College employees conduct rule.
- 8) The appointing authority shall have the power to terminate the services of any member of the staff without notice and without any cause assigned during the period of probation or the extended period of probation, as the case may be.
- 9) The appointing authority shall have the power to terminate the services of a member of staff by giving him three month notice or pay in lieu thereof in case he is found on the report of a medical authority nominated by the Board, to be physically or mentally unfit for service in the College.
- 10) The Board shall have the power to terminate the services of any permanent member of the staff on ground of retrenchment or economy by giving to the person concerned six months notice or pay in lieu thereof.
- 11) The appointing authority shall have the power to terminate the services of any permanent member of the staff by giving him three months notice or three months pay in lieu thereof, if his services are found to be no longer required by the College.
- 12) Save as otherwise provided in agreements bonds executed between the employee and the College a member of staff may terminate his engagement by giving to the appointing authority may, for sufficient reasons to be recorded, reduce this period.
- 13) (a) The appointing authority may place any member of the staff appointed at the College under suspension;
 - (i) Where a disciplinary proceeding against him is contemplated or is pending, or
 - (ii) Where case against him in respect of any criminal offence is under investigation or trial.
 - (a) A member of the staff under suspension is entitled to a subsistence grant of such amount not less than one fourth of his pay and not more than one half of his pay as the suspending authority may direct, provided that in no case shall the amount of the subsistence grant exceed the maximum limits of leave salary on half average pay or half average substantive pay.

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14. The following penalties may for good and sufficient reasons, and as hereinafter provided be imposed on any member of the staff :-
- (i) Censure :
 - (ii) With holding of increment or promotion.
 - (iii) Recovery of the whole or part of the pecuniary loss caused to the college by negligence: or breach of orders;
 - (iv) Reduction to a lower service, grade or post or to a lower time scale or to a lower stage in a time scale.
 - (v) Compulsory retirement.
 - (vi) Dismissal from service which shall be disqualification for the future employment under the College; provided that no order imposing on any member of the staff of the penalties specified at (i); (ii) and (iii) above shall be passed by any authority subordinate to that by which he was appointed and unless the member of the staff concerned has been given an opportunity to make representation of the appointing authority.

Provided further that no order imposing on any member of the staff, penalties specified at (iv) to (vii) above shall be passed by any authority subordinate to that e by which he was appointed and except after an enquiry has been given reasonable opportunity of showing cause of the action proposed to be taken in regard to him.

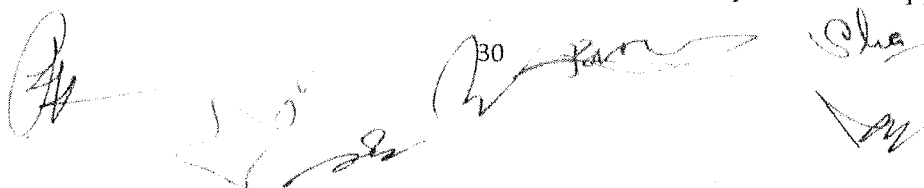
15. Notwithstanding the provisions made herein before it shall not be necessary to follow the procedure mentioned above in the following cases:-
- (a) Where an employee is dismissed or removed or reduce in rank on the ground of conduct which has led to his conviction on a criminal charge.
 - (b) Where the authority empowered to dismiss or removed the person or to recorded by the authority in writing it is not reasonable practicable to give to that person an opportunity of showing cause.

Note:

If any question arises whether it is reasonably practicable to give to any person opportunity of showing cause under this clause, the decision there on of the authority empowered to dismiss or remove such person or to reduce him in rank as may be shall be final.

- (c) Where the Chairman is satisfied that in the interest of the security of the state. it is not expedient to give the person such an opportunity.

16. A member of the staff aggrieved by any order imposing penalty passed by the Director against him, shall be entitled to prefer an appeal to the



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Chairman, Board of Governors against the order, within six months, and decision of the Chairman, shall be final.

17. (i) When an employee of the College, who has been dismissed removed or suspended is reinstate the authority competent to order the reinstatement shall consider and made a specific order:-
- (a) regarding the pay and allowances to be paid to the employee for the period of absence from duty and
 - (b) Where or not they said period shall be treated as period spent on duty.
- (iii) Where the authority mentioned in clause (i) is of the opinion that the employee has been fully exonerated or, in the case of suspension, that it was wholly unjustified, the employee shall be given the fully pay and allowance to which he would have been entitled had he not been dismissed, removed or suspended as the case may be.
- (iv) In other cases the employee shall be given such proration of such pay and allowances as such competent authority may prescribe. S
- Provided that the payment of allowances under clause (ii) and (iii) above shall be subject to all other conditions under which such allowances or admissible
- (v) In a case falling under clause (ii), the period of absence from duty shall be treated as a period spent on duty for all purposes.
- (vi) In a case falling under clause (iii), the period of absence from duty shall be treated as period spent on duty unless such competent authority specially directs that it shall be so treated for any specified purpose.

18. **LEAVE:**

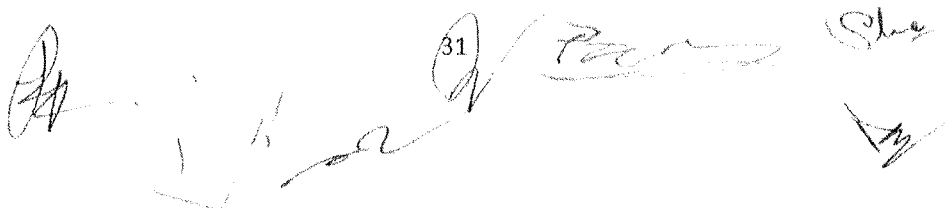
The employees of the College shall be entitled leave in accordance with provisions laid down by the Board in the leave regulations.

19. It shall be for the Board to decide as to which class of employees of the College shall be entitled to vacation.

20. The employees of the College will receive such medical facilities for themselves and their families as provided by the Medical Rules.

10. **TRIBUNAL OF ARBITRATION**

Any dispute arising out of a contra 4 act between the College and its Officers or Teachers, shall on the request of the Officers or teachers concerned, be referred to a tribunal of arbitration consisting of one member

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nominated by the Board of Governors, one member nominated by the Board of Governors, one member nominated by the officer or teacher concerned and an umpire appointed by the Chairman. The decision of the tribunal thereon shall be final and no suit shall lie in any court in respect of the matter decided by the Tribunal. Every such request shall be deemed to be a submission to arbitration within the meaning of the Arbitration Act, 1940 and all the Provisions of the Act shall apply accordingly.

11. APPOINTEMENT ON CONTRACT

Subject to the provisions contained in the Memorandum of association, the Board may, in special circumstance, appoint an eminent person on the Teaching staff on contract for a period not exceeding five years, with a provision of renewal for further period, provided that every such appointment and the terms thereof shall be subject to the prior approval of the State Government.

12. TEMPORARY EMPLOYEES

The service of a member of staff appointed temporarily can be terminated by the appointing authority by giving one calendar month's notice or by paying a sum equivalent to one month's salary in lieu of notice without assigning any reason.

A member of staff can also terminate his engagement by giving to the appointing authority one month's notice in writing or by paying to College appointing authority, may for sufficient reason to be recorded, reduce this period.

13. GENERAL PROVIDENT FUND & PENSION

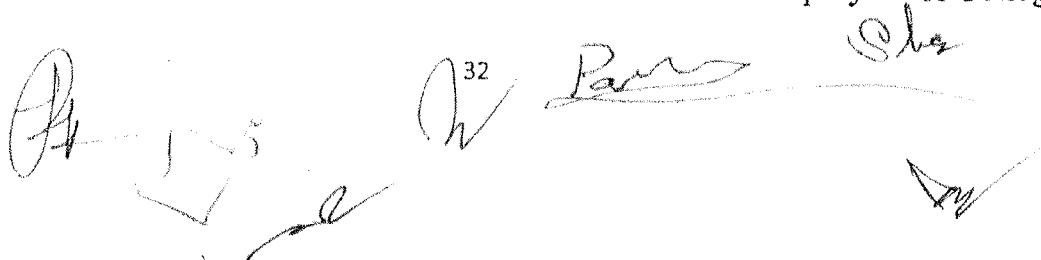
All the benefits of General Provident fund & Pension shall be provided to the employees of the College as approval by Board of Governors is accordance with government rules applicable from time to time.

14. RP AVELLING ALLOWANCE

The College will observe the same rules in regard to travelling and daily allowances as are enforced by the State Government from time to time.

15. RESIDENTIAL ACCOMMODATION FOR STAFF

An employee of the College may be provided with unfurnished house as licensed, if available situation within the campus of the College in which he shall be required to reside subject to the conditions laid in regulation regarding allotment of residential Accommodation to Employees of College.

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16. **APPOINTMENT ON DEPUTATION**


A member of the staff of the College can be sent on deputation as per the norms of Government of Uttar Pradesh.

17. **GENERAL**

Any matter not covered by the above rules and Bye-laws will be governed by the relevant rules applicable to the employees of the State Government for time being in force till the Board frames its rules and Bye-laws.



(परमेश्वर सिंह यादव)
अध्यक्ष, प्रशासकीय परिषद्
प्रमुखीय इंजीनियरिंग कॉलेज
राज्य सरकार



Director
Rajya Engineering College
Kannauj



**RAJKIYA ENGINEERING COLLEGE OF INFORMATION TECHNOLOGY
(AMBEDKAR NAGAR) SOCIETY**

EMPLOYEES CONDUCT RULES

1. (a) SHORT TITL :

These rules may be called the Rajkiya Engineering College
Information Technology Ambedkar Nagar employees Conduct Rules.

(b) APPLICATION :

Thesè Rules shall apply to all employees of the college.

2. DEFINITION:

In these Rules Unless the context otherwise requires:

(a) "Competent authority" means:

(i) "Board Of Governors" In the case of director :

(ii) "Director " In the case of all other employees.

(b) "Employees" means a person appointed to the service and a post in connection with affaires of the college.

(c) "Members of the family "in relation to an employee includes.

(i) The wife ,son step-son unmarried daughter, or unmarried step-daughter of such employee's whether residing with a him or not and, in relation to an employee who is a woman, the husband residing with her and dependent on her, and

(ii) Any other person related, whether by blood or by marriage to the employee or to such employee's wife or her husband, and wholly dependent on such employee, but does not include a wife are husband legally separated from the employee or a son, stem-son, unmarried daughter or unmarried step- daughter who is no longer, in any way dependent upon him or her, or of whose custody, the employee has been deprived by law.

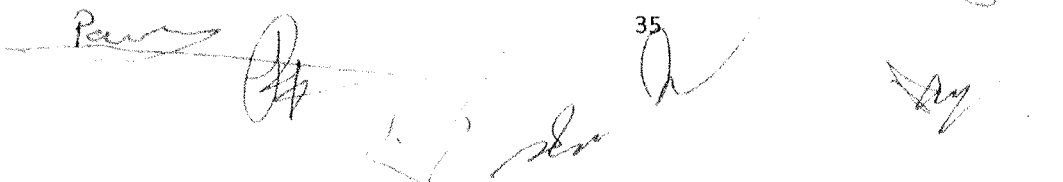
(d) "Service" means the service under the College.

3. **GENERAL:**

- (a) Every employee shall at all times maintain absolute Integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.
- (b) Every Employee shall at all time conduct himself in accordance with the specific or implied orders of the competent authority regulating behaviour and conduct which may be in force.
- (c) An Employee shall at all times be courteous in his dealings with other members of the staff , students and members of the public.
- (d) Unless otherwise stated specially in the terms of appointment, every employee is a whole time employee of the college and may be called upon to perform such duties, as may assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sunday without any extra remuneration. These duties shall include attendance at meeting of committees to which he may be appointed by the college.
- (e) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- (f) Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.
- (g) No employee shall leave station, except with the previous permissions of competent authority even during leave or vacation.
- (h) Whenever leaving the station , an employee shall inform the Head of the Department of office to which he is attached or director if he is himself the Head of Department the address where he would be available during the period of his absence from station .

4. **EQUAL TREATMENT FOR ALL:**

Every employee shall accord equal treatment to people irrespective of their caste, sect or religion.

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5. **DRINKING:**

Subject to the provisions of any law relating to intoxicating drinks or drugs for the time being in force in any area, no employee shall:-

- (a) While on duty, be under the influence of such drinks or drugs to such an extent as to render him incapable of discharging his duty properly and efficiently; or
- (b) Appear in a public place in a state of intoxication; or
- (c) Habitually use such drinks or drugs to excess.

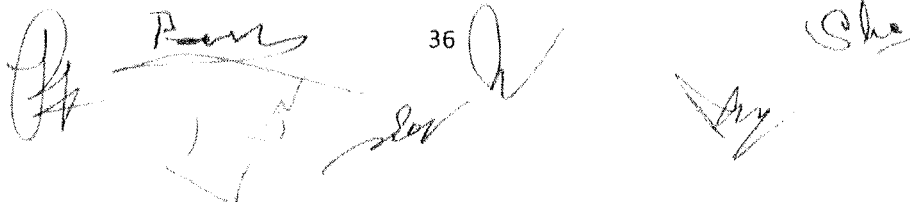
धारा-5 (ए)

- (1) कामकाजी महिलाओं के यौन उत्पीड़न का प्रतिषेध :-
 - क. कोई कर्मचारी किसी महिला के कार्यस्थल पर, उसके यौन उत्पीड़न के किसी कार्य में संलिप्त नहीं होगा।
 - ख. प्रत्येक कर्मचारी जो किसी कार्यस्थल का प्रभारी हो, उस कार्यस्थल पर किसी महिला के यौन उत्पीड़न को रोकने के लिए उपयुक्त कदम उठायेगा।
इस नियम के प्रयोजन के लिए यौन उत्पीड़न में प्रत्यक्षत या अन्यथा काम वासना से प्रेरित कोई ऐसा अशोभनीय व्यवहार सम्मिलित है जैसे कि --
 - क. शारीरिक स्पर्श एवं कामोदीप्त प्रणय सम्बन्धी चेष्टायें,
 - ख. यौन स्वीकृति की माँग या प्रार्थना
 - ग. काम-वासना-प्रेरित फ्लिर्टियाँ,
 - घ. किसी कामोत्तेजक कार्य, व्यवहार या सामग्री का प्रदर्शन, या
 - ङ. यौन सम्बन्ध कोई अन्य अशोभनीय, मौखिक या सौकेतिक आचरण।

6. **TAKING PART IN POLITICE AND ELECTIONS**

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 take part in, subscribe in aid of, or assist in any other manner, any movement or organization which is or tends directly or indirectly to be, subversive of the Government as by law established.
2. It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends, directly or

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indirectly to be subversive of the Government as by law established and where an employee fails 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 Director of the College. For purposes of these rules, the College will prepare and notify a list of movements, organizations or activities considered to be subversive, if any question arises whether any movement or activity falls within the scope of the rule the decision of the Board of Governors thereon, shall be final.

3. No employee shall canvass or otherwise interfere or use his influence in connection with, or take part in an election to any legislature or local authority, provided that:
- (i) An employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;
 - (ii) An employee shall not be deemed to have contravened the provisions of this rule by reason only that he assisted in the conduct of election in due performance of a duty imposed on him by or under any law for the time being in force.

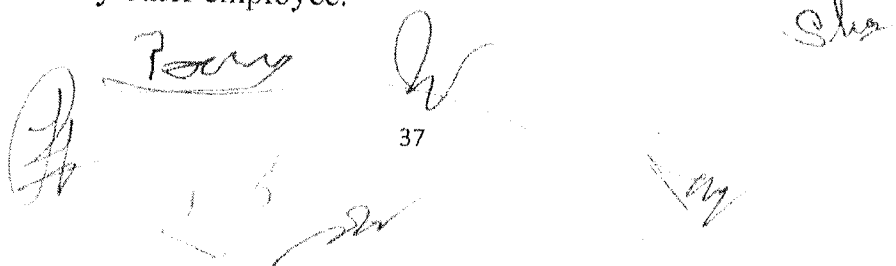
EXPLANATION:

The display by an employee on his personal vehicle, or residence, of any election symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

7. DEMONSTRATIONS AND STRIKES:

No employee shall-

- (1) Engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency, or morality, or which involves contempt of court, defamation or incitement to an officer, or
- (2) Resort to, or in any way abet any form of strike in connection with any matter pertaining to his service or the service or the service of any other employee.

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8. **JOINING OF ASSOCIATION BY EMPLOYEES:**

No employee shall join or continue to be a member of any service Association of employee-

- (a) Which has not, within a period of one month from its formation obtained the recognition of the Board of Governors, or,
- (b) Recognition in respect of which has been withdrawn by the Board of Governors.

9. **CONNECTION WITH PRESS OR RADIO:**

- (1) No employee shall, except with the sanction of the competent authority, own wholly or in part, on conduct or participate in editing or managing of any newspaper or other periodical publication.
- (2) No employee shall, except with the previous sanction of the competent authority or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical.

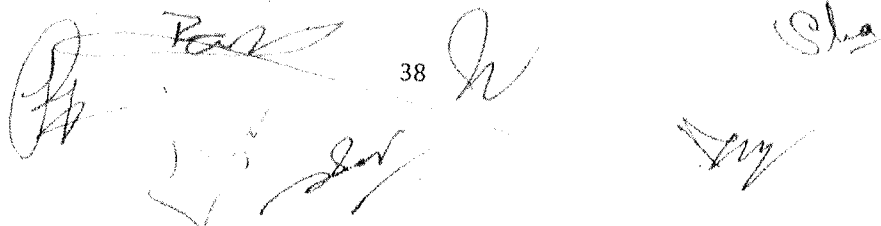
Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artist or scientific character, and the employee shall also be permitted to accept any remuneration that may be granted to him therefore and to retain it in full.

10. **CRITICISM OF THE COLLEGE:**

No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person, are in any communication to the press, or in public utterance, make any statement of fact or opinion.

- (i) Which has the effect of any adverse criticism of any decision of his superior officers, or of any current or recent policy or action of the College, or
- (ii) Which is capable of embarrassing the relations between the College and Uttar Pradesh Government and the Central Government or the

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Government of any other State or any other Institution or Organization or member of the public, or

- (iii) This is capable of embarrassing the relations between the Central Government and the Government of any foreign State.

Provided that nothing in this rule shall apply to any statement made or view expressed by an employee in official capacity or in the due performance of the duties assigned to him.

11. EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY:

- (1) Save as provided in sub-rule (3) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry by any person committee or authority.
- (2) Where any sanction has been accorded under sub-rule (1) no employee giving such evidence shall criticize the policy or any sanction of the College, the Central Government or any State.
- (3) Nothing in the rule shall apply to:
- (a) evidence given at any inquiry before an authority appointed by the College, by the Central Government by a State legislature or by parliament, or
- (b) evidence given in any judicial inquiry.

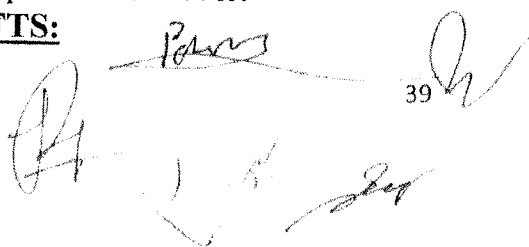
12. UNAUTHORISED COMMUNICATION OF INFORMATION :

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

13. SUBSCRIPTIONS:

An employee may, with the previous sanction of the competent authority ask for, or accept or participate in the raising of a subscription or other pecuniary assistance for a charitable purpose connected with medical relief, education or other objects of public utility, but it shall not be permissible for him to ask for subscription etc for any other purpose whatsoever.

14. GIFTS:

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An employee shall not without previous approval of the competent authority:-

- (a) accept directly or indirectly on his own behalf or on behalf of any other person, or
- (b) permit any member of his family, who is dependent on him, to accept any gift, gratuity or reward from any person other than a close relation;

Provided that he may accept or permit any member of his family to accept from a personal friend, a wedding present or a present on ceremonial occasion of a value not exceeding Rs, 101/-, all employees shall, however, use their best endeavour to discourage even the tender of such presents.

15. PUBLIC DEMONSTRATION IN HONOUR OF AN EMPLOYEE:

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

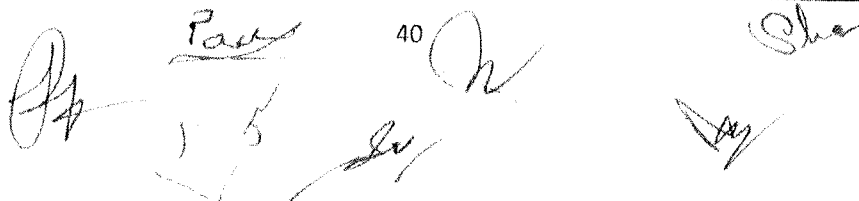
Provided that nothing in this rule shall apply to a farewell entertainment of a substantially private or informal character and held in honour of an employee on the occasion of the retirement or transfer or of any person who has recently quitted the service of the College.

16. PRIVATE TRADE OR EMPLOYMENT:

No employee shall, except with the previous sanction of the competent authority, engage directly or indirectly in any trade or business or undertake an employment.

Provided that an employee may, without such sanction, undertake of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer and that he informs the Director of the College at once of his undertaking such work; but he shall not undertake, or shall discontinue such work if so directed by the competent authority.

17. REGISTRATION, PROMOTION AND MANAGEMENT OF COMPANIES:

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No employee shall, except with the previous sanction of the competent authority take part in the registration, promotion or management of any bank or other company registered under the Indian Companies Act, 1923, or under any other law for the time being in force;

Provided that an employee may take part in the registration, promotion or management of a co-operative society registered under the Co-operative Societies Act (Act II of 1912), or under any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act 1860 (Act XXI of 1860), or under any corresponding law in force.

18. **INSURANCE BUSINESS:**

No employee shall act an Insurance Agent or permit his wife or any other relative who is either wholly dependent on him or is residing with him, to act as an insurance agent in the district of Ambedkar Nagar.

19. **GURDIANSHIP OF MINORS:**

An employee may not, without the previous sanction of the competent authority, act as a legal guardian of the person or property of a minor other than his department.

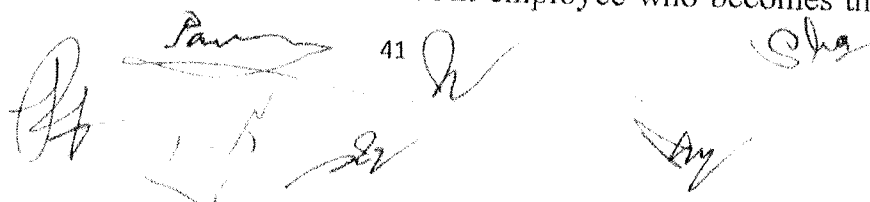
20. **INVESTMENTS, LENDING AND BORROWING:**

- (1) No employee shall speculate in any business, nor shall he make or permit his wife or any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.
- (2) No employee shall lend money at interest to any person nor shall be borrow money from any person with whom he is likely to have official dealing.

21. **INSOLVENCY, HABITUAL INDEBTEDNESS AND CRIMINAL PROCEEDINGS:**

- (1) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. An employee who becomes the subject

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of legal to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the College.

- (2) An employee who gets involved in some criminal proceedings, shall immediately inform the competent authority through the Head of the Department to which he is attached irrespective, of the fact whether he has been released in bail or not. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join duties in the College unless he has obtained written permission to that effect from the Director.

22. **MOVABLE, IMMOVABLE AND VALUABLE PROPERTY:**

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

Provided that any such transaction conducted otherwise than through a regular and reputed dealer shall require the previous sanction of the competent authority.

- (2) An employee who enters into any transaction concerning any movable property exceeding five hundred rupees in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the component authority.

Provided that no employee shall enter into any such transaction except with or through a reputed dealer or agent of standing, or with the previous sanction of competent authority.

- (3) At the time of first appointment and thereafter at interval of five years. every employee shall make to the appointing authority, through the usual channel a declaration of all immovable property, owned, acquired or inherited by him or held by him on lease or mortgage, and of shares and other investments, which may from time to time, he held or acquired by him or by his wife or by any member of his living with or in any way dependent upon him. Such declarations should state the full particulars of the property, shares and other investments.

[Handwritten signatures and initials]
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- (4) The competent authority may, at any time, by general or special order, require an employee to submit within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statement shall, if so required by the competent authority include details of the means by which or the source from which such property was acquired.

23. **VINDICATION OF ACTS AND CHARACTER OF EMPLOYEE:**

NO employee shall, except with the previous sanction of the competent authority, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of advice criticism or an attack of defamatory character.

EXPLANATION:

Nothing in this rule shall be demand to prohibit an employee from vindication his private character or any act done by him in private capacity.

24. **LITIGATION OF SERVICE MATTERS:**

No employee shall attempt to seek in a court of law a decision on grievances arising out of his employment or conditions of service, even in case where such a remedy is legally admissible without first exhausting the normal official channel of redress.

25. **CANVASING OF NON OFFICIAL OR OTHER OUTSIDE INFLUENCE:**

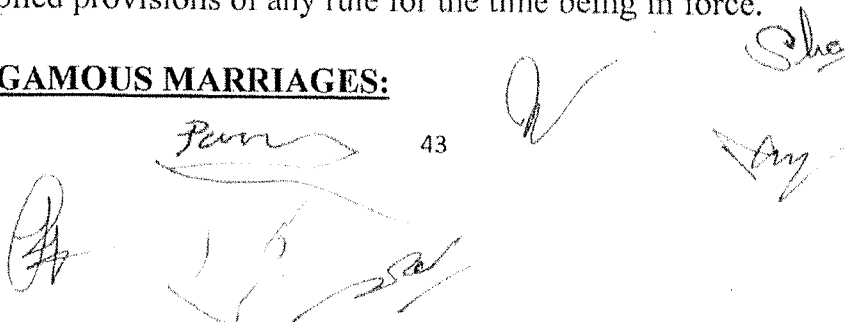
No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interest his interest in respect of matters pertaining to his service.

26. **UNAUTHORISED PECUNIARY ARRANGEMENT:**

No employee shall enter into any pecuniary arrangement with another employee or any other person so as to afford any kind of advantage to either or both of them in any unauthorized manner or against the specific, or implied provisions of any rule for the time being in force.

27. **BIGAMOUS MARRIAGES:**

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The page contains several handwritten signatures and initials. At the top right, there is a signature that appears to be 'She'. Below it, on the right side, is a signature that looks like 'Ang'. In the center, there is a signature that seems to be 'Pam'. At the bottom left, there is a signature that looks like 'H'. In the bottom center, there is a signature that looks like 'L'. At the bottom right, there is a signature that looks like 'S'. The number '43' is written in the center of the page.

- (1) No employee who has wife living shall, contract another marriage without first obtaining the permission of the competent authority notwithstanding that such sub-subsequent marriage is permissible under the personal law for the time being applicable to him.
- (2) No female employee shall marry any person who has a wife living without first obtaining the permission of the competent authority.

28. **PROPER USE OF AMENITIES:**

No employee shall misuse or carelessly use amenities provided for him by the College to facilitate the discharge of his public duties.

29. **USE OF SERVICES WITHOUT PAYMENT:**

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

30. **USE OF CONVEYANCES BELONGING TO OTHERS:**

No employee shall except in exceptional circumstance use a conveyance belonging to a private or any employee who is subordinate to him.

31. **PURCHASE THROUGH SUBORDINATES:**

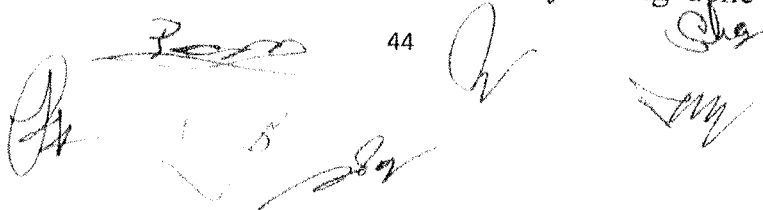
No employee shall himself ask or permit his wife, or any other member of his family living with him to ask any employee who is subordinate to him, to make purchase, locally or from outstation, on behalf of him, his wife or other member of his family, whether on advance payment or otherwise.

Provided that this rule shall not apply to the purchases which the inferior staff attached to the employee may be required to make.

32. **REPRESENTATION:**

- (a) Whenever an employee wishes to put forth any claim, or seek redress of any grievance or of any wrong done to him, he shall

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forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief or the disposal of the matter is delayed by more than three months.





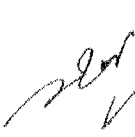

- (b) No employee shall make personal attacks and insinuation direct or indirect, against his superior officer in the representations, which should be confined strictly to the merit of the question at issue.
- (c) No employee shall be signatory to any joint representation address to the authorities for redress or any grievances or for any other matter.

33. **PUNISHMENT APPEALS ETC.:**

An employee shall be governed by the provisions of the relevant rule/bye-laws regarding imposition of penalties for breach of any of these rules, and preference of appeals against any such action taken against him.

34. **INTERPRETATION:**

The decision of the Board of Governors on all questions relating to the interpretation of these provisions shall final.





(पर्वत सिंह यादव)
अध्यक्ष, प्रशासकीय परिषद
राजकीय इंजीनियरिंग कालेज
अम्बेडकरनगर


Rajkiya Engineering College
Ambekar Nagar (U.P.)
Director