



**Priyadarshini Indira Gandhi  
Govt. College for Women, Jind (Haryana)**

Email : gcwjind@yahoo.com

Ref. 55/54

**Code of Ethics for Principal**

Dated... 22/01/2020

Principal as the academic and administrative head of Institute is solely responsible for addressing and resolving all issues concerned with the stakeholders of education. Principal being the Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations implement the policies approved by the Director General of Higher Education Haryana, monitors admissions, examinations, evaluation for smooth functioning of the system. Principal being the highest decision making body of the college shall achieve coordination among various committees including Academic Council. The Principal as the executive and Academic Head of the College, shall be responsible for-

- Academic growth of the institution.
- Constituting various college level committees which are necessary for the development of the Institute.
- Encourage Faculty Members to update their knowledge by attending/seminars/workshops/conference and participating in the teaching, research and training programmes of the college.
- Encourage Faculty Members to write text books and publish research papers in reputed Indian/International Journals/Magazines and Periodicals.
- Admission of students, maintenance of disciplines of the Institute.
- Shall closely observe various activities like conduct of technical fests, conferences, seminars, workshops etc.
- Provide leadership, direction, and co-ordination within the Institute.
- Convene meetings of any of the authorities, bodies, or committees, Heads of departments; as and when required to review the progress of academic work and suggest effective measures.
- Receipts, expenditure, and maintenance of correct accounts.
- Administration and supervision of curricular, co-curricular/extracurricular, students' welfare activities of the Institute and recognized institution and maintenance of records.
- Periodically review this Code of Conduct





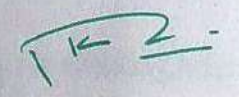
Ph. 01681-249581

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- Observance of the Act, Statutes, Ordinance, Regulation, Rules, and other orders issued there by the University authorities and bodies, from time to time.
- Supervision of the examination, moderation and assessment of answer papers and any other work pertaining to the examination of college/recognized Institution.
- Overall supervision of the University Examinations.
- Maintenance of Self Appraisal Reports of teachers and their service Books.
- All the necessary actions as and when required to maintain discipline in the Institute.

  
Principal  
P. I. G. G. C. W. JIND





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Ref. 551

**Code of Ethics for Teachers**

Dated. 22.01.2020

According to UGC code of conduct for teachers: 'whoever adopts teaching as a profession assumes the obligation to conduct him/her-self in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his percepts and practice'. Thus a teacher should respect and follow professional ethics of the noble profession and must follow the following code of ethics.

- Sign the attendance register while reporting for duty.
- Maintain good inter personal relation with college authorities, staff members and students
- Train the junior colleagues to follow the same work culture.
- Maintain the decency in behavior, words, and dress.
- Always try to be a role model for the students and society and set the examples for the students in matter of conduct and courteous behavior.
- Strive hard to fulfill social commitment of the education by purposeful extension activities, extend corporation to execute all the activities of the institution.
- Take the attendance as per university norms.
- Maintain the record of unit test and internal assessment.
- Must perform proctorial duty.
- Take his/her class at time.
- Refrain himself/herself from the use of plastic.
- Keep lesson plan of his/her subject ready before the commencement of semester.
- Must perform the invigilation duties in the examination.
- Mentorship classes shall be taken whenever necessary
- Being a member/convener of a committee must keep the record updated/ready
- Maintain decorum both inside and outside the classroom and set a noble example to the students.
- Carry out other academic, co-curricular, and organizational activities that may be assigned to them from time to time.



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- Ref.....
- Refrain from taking part in or assisting in any activities, which tend to promote feeling of hatred or enmity among different communities/religions/linguistic groups but actively work for National Integration.
  - Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
  - Staff members are encouraged to take up Research projects.
  - Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc. to update their knowledge.
  - Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
  - Refrain from inciting students against other students, colleagues or administration.
  - Work to improve education in the community and strengthen the community's moral and intellectual values
  - Maintain the reputation of the college in all aspects.

Principal  
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**Code of Ethics for Students**

Dated...22.01.2020

- Students must reach their class rooms well within time before the commencement of lecture.
- Students must wear I-Card inside the campus.
- Use of cell phones is not allowed in classes/labs.
- Students may avail the facility of Library, Internet, and Cafeteria during free hours only.
- Students should keep themselves informed by the latest updates on the notice boards/E-mails.
- Edibles/soft drinks are not allowed during the teaching hours in class rooms.
- Students are expected to maintain high standard of decorum and avoid filthy language and conflicts.
- Students must avoid misuse of dusters, chalks, and white board markers.
- Intentionally damaging institute's property e.g. furniture, fixtures, computers, lab equipment, etc. will invite disciplinary action against the students.
- Students must deter themselves from writing indecent remarks on the green/white boards, on walls and any other fixtures.
- Students are expected to observe a decent dress code in college hours.
- Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets.
- Students are strongly advised to refrain from activities such as scribbling or noting on walls, door, or furniture which could deface the college and destroy the academic ambiance.
- Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
- There must not be any act of physical/verbal discrimination based on an individual's caste, race, religion or religious beliefs, color, region, language, disability, marital or family status, physical or mental disability, gender identity, etc.



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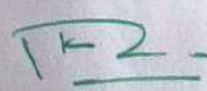
Ref. 551-54

**Code of Ethics for Non-Teaching Staff**

Dated... 22.01.2020

The Non-teaching staff members are expected to obey the following traits. They must

- Report to duty at least 30 minutes in advance.
- Remain on duty during college hours.
- Adhere to the laws and regulations of the college.
- Refrain from any act of discrimination and harassment.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and deal positively with staff, students and the general public
- Must not be absent from duty without official approval.
- Avoid social networking sites such as Facebook, Whatsapp, etc during the working hours.
- Must respect and maintain the hierarchy in the Administration.
- Must not use unauthorized persons to perform official duties.
- Keep the labs clean and report any loss/damage to any article in the Lab to the HOD in writing immediately.

  
**Principal  
P. I. G. G. C. W. JIND**



GOVERNMENT OF HARYANA

GENERAL ADMINISTRATION DEPARTMENT

# **HARYANA CIVIL SERVICES (GOVERNMENT EMPLOYEES' CONDUCT) RULES, 2016**

DEFINITIONS, ACT AND CONDUCT WHICH AMOUNT TO MISCONDUCT, SEXUAL HARASSMENT, EMPLOYMENT AND CONTRACT TO NEAR RELATIVES, TAKING PART IN POLITICS AND ELECTIONS, JOINING OF ASSOCIATIONS, DEMONSTRATION AND STRIKES, CONNECTION WITH PRINT OR ELECTRONIC MEDIA, CRITICISM OF GOVERNMENT, EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY, COMMUNICATION OF OFFICIAL INFORMATION, SUBSCRIPTIONS, GIFTS, PROHIBITION OF DOWRY, PUBLIC DEMONSTRATION, PRIVATE TRADE OR EMPLOYMENT, GOVERNMENT ACCOMMODATION, INVESTMENT, LENDING AND BORROWING, INSOLVENCY AND HABITUAL INDEBTEDNESS, ACQUISITION OF MOVABLE, IMMOVABLE PROPERTY, VINDICATION OF ACTS AND CHARACTER OF GOVERNMENT EMPLOYEES, CANVASSING, DUAL MARRIAGE, CONSUMPTION OF INTOXICATING DRINKS AND DRUGS, PROHIBITION OF CHILD LABOUR



**GOVERNMENT OF HARYANA**

**GENERAL ADMINISTRATION DEPARTMENT**

**HARYANA CIVIL SERVICES  
(GOVERNMENT EMPLOYEES'  
CONDUCT) RULES, 2016**

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## **PREFACE**

Article 309 of the Constitution of India provides that subject to the provisions of the Constitution, Acts of appropriate Legislature may regulate the recruitment, and conditions of service of persons appointed to public services and posts in connection with the affairs of the State, and, until a provision in that behalf is made by or under an "Act" of the appropriate Legislature, such rules may be framed by the Governor of the State.

2 Earlier, at the time of framing three Volumes of Punjab Civil Services Rules, the desirability of framing the "Act" was examined by the then Punjab Government in consultation with the Government of India and it was observed that from the promulgation of the Constitution, various sets of rules were framed and revised under the proviso to Article 309 and brought into conformity with the Constitution. Since the said proviso empowers the President and the Governor to make rules in the case of services and posts in connection with the affairs of the Union and of the State respectively, it was not considered necessary to enact the Act, referred to above.

3. The matter regarding re-writing of all the three Volumes of Punjab Civil Services Rules has been under active consideration of Haryana Government for last many years. The Governor of Haryana in exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, has been pleased to approve the revised rules namely Haryana Civil Services (Government Employees' Conduct) Rules, 2016 and Haryana Civil Services (Punishment and Appeal) Rules, 2016 in addition to other rules which have already been notified by the Finance Department pertaining to regulate the terms and conditions of services of the employees of Haryana.

4. The soft copy in PDF searchable both in Hindi and English language has also been made available on the website [www.csharyana.gov.in](http://www.csharyana.gov.in). The hard copy would also be made available in near future for sale in the sale depots of Printing & Stationery Department, Haryana.

5. If any error or omission is found in these rules the same may please be brought to the notice of General Administration Department (in General Services-I Branch) so that the same can be corrected.

Dated : 2<sup>nd</sup> August, 2016

**D. S. Dhesi**  
Chief Secretary to Government, Haryana.



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**HARYANA GOVERNMENT**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**Notification**

**The 19<sup>th</sup> July, 2016**

**No. 2/12/2016-2GS-I.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the terms and conditions of service of Government employees of the State of Haryana, namely:-

**1. Short title and commencement.—**

- (1) These rules may be called the Haryana Civil Services (Government Employees' Conduct) Rules, 2016.
- (2) These rules shall be deemed to have come into force from 19<sup>th</sup> July, 2016.

**2. Extent of application.—**

These rules shall apply to all Government employees appointed to any civil service or post in connection with the affairs of the State of Haryana including—

- (i) employees working on contract basis;
- (ii) employees working on ad-hoc basis;
- (iii) work-charged employees;
- (iv) daily wages employees;
- (v) any other category of Government employee to whom the competent authority may by general or special order, direct that these rules shall apply to them.

Provided that nothing in these rules shall apply to—

- (i) members of the All India Services who are subject to the All India Services (Conduct) Rules, 1954;
- (ii) employees serving in a Department under Haryana Government on deputation from Centre or any other State Government or any other source, for a limited duration.



- (iii) holders of any post in respect of which the Government may, by general or special order, declare that these rules do not apply.

**Note 1.—** *The Speaker of the Haryana Legislative Assembly has agreed under Article 187(3) of the Constitution that until a law is made by the Legislature of the State under Article 187(2) of the Constitution or rules are framed by the Governor in consultation with the Speaker of the Legislative Assembly under clause (3) of Article 187 of the Constitution of India, these rules and amendments thereof if any (after prior consent of the Speaker), shall apply to the secretarial staff of the Haryana Legislative Assembly.*

**Note 2.—** *The Chairman, Haryana Public Service Commission, has agreed to the application of these rules as amended from time to time, in the case of officers and employees of the Haryana Public Service Commission.*

**Note 3.—** *If any doubt arises as to whether these rules apply to any person or not, the decision shall lie with the General Administration Department of Government of Haryana.*

### 3. Definitions.—

In these rules, unless the context otherwise requires,--

- (a) **"Government "** means the Government of the State of Haryana;
- (b) **"Government employee"** means any person appointed to any civil service or post in connection with the affairs of the State of Haryana.

**Explanation.—** *A Government employee whose services are placed at the disposal of a company, corporation, organization or a local authority by the Government, shall for the purposes of these rules be deemed to be a Government employee serving under the Government notwithstanding that his salary is drawn from sources other than from the Consolidated Fund of the State;*

- (c) **"members of family"** in relation to a Government employee includes—
- (i) the wife or the husband, as the case may be, of the Government employee, whether residing with the Government employee or not but does not include a wife or husband, as the case may be,

separated from the Government employee, by a decree or order of a competent court;

- (ii) son or daughter or step son or step-daughter of the Government employee and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on Government employee or of whose custody the Government employee has been deprived by or under any law;
- (iii) any other person related, whether by blood or marriage, to the Government employee or to the Government employee's wife or husband and wholly dependent on the Government employee;

(d) **"prescribed authority"** means—

- (i)
  - (a) Government in the case of a Government employee holding a post of Group A except where any lower authority is specified by the Government for any purpose;
  - (b) Head of Department in the case of a Government employee holding a post of Group B;
  - (c) Head of Office in the case of a Government employee holding a post of Group C or D;
- (ii) The Speaker of the Haryana Legislative Assembly; in the case of Secretary and the Secretary in the case of all other employees of the Secretariat of Legislative Assembly.
- (iii) In respect of a Government employee on foreign service or on deputation to any other Department or any other Government, the parent department on the cadre of which such Government employee is borne; or the department to which he is administratively subordinate as member of that cadre.

**Note.—** *The terms not defined in these rules but defined in Haryana Civil Services (General) Rules, 2016 shall have the same meaning for the purpose of these rules.*



**4. General.—**

- (1) Every Government employee shall at all times—
- (i) maintain absolute integrity;
  - (ii) maintain devotion to duty;
  - (iii) do nothing which is unbecoming of a Government employee; and
  - (iv) act in accordance with the Government's policies.

**Explanation.—** *A Government employee who habitually fails to perform a task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty within the meaning of clause (ii) above.*

- (2) (i) Every Government employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Government employees under his control and authority.

**Note.—** *This sub rule shall be invoked only in cases where there has been a failure on the part of supervisory officer concerned to take all possible steps to ensure the integrity and devotion to duty of all Government employees under his control and authority.*

- (ii) Every Government employee shall in the discharge of his official duties act in a courteous manner and shall not adopt dilatory tactics in his dealings with the public or otherwise.
- (3) (i) No Government employee shall, in the performance of his official duties, or in the exercise of powers conferred on him act otherwise than in his best judgment, except when he is acting under the direction of his official superior.
- (ii) The direction of the official superior shall, ordinarily, be in writing. Oral direction to subordinate shall be avoided, as far as possible. When the issue of oral direction becomes unavoidable, the official shall confirm it in writing immediately thereafter.
  - (iii) A Government employee, who has received oral direction from his official superior, shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

**Explanation.—** *Nothing in sub-clause (i) above shall be construed as empowering a Government employee to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.*

**5. Act and conduct which amount to misconduct.—**

The following acts and omissions amount to misconduct:-

- (i) wilful insubordination or disobedience, whether alone or jointly with others, to any lawful and reasonable order of a superior;
- (ii) infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the activities of the Government or handling of its property;
- (iii) strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law;
- (iv) gross moral misconduct, acts subversive of discipline, riotous or disorderly behaviour during or after the office hours at any place;
- (v) riotous and disorderly behaviour during and after the working hours or in work place;
- (vi) negligence or neglect of work or duty amounting to misconduct;
- (vii) habitual negligence or neglect of work or duty;
- (viii) habitual absence without permission and over-staying leave;
- (ix) conviction by a criminal court.

The act or conduct of an employee may amount to misconduct—

- (i) if the act or conduct is prejudicial or likely to be prejudicial to the interests of the employer/department or to the reputation of the employer/department;
- (ii) if the act or conduct is inconsistent or incompatible with the due or peaceful discharge of his duty to his employer/department;
- (iii) if the act or conduct of a employee makes it unsafe for the employer to retain him in service;



- (iv) if the act or conduct of the employee is so grossly immoral that all reasonable men say that the employee cannot be trusted;
- (v) if the act or conduct of the employee is such that the employer/department cannot rely on the faithfulness of his employee;
- (vi) if the act or conduct of the employee is such as to open before him temptations for not discharging his duties properly;
- (vii) if the employee is abusive or if he disturbs the peace at the place of his employment;
- (viii) if he is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation of employer/department and employee;
- (ix) if the employee is habitually negligent in respect of the duties for which he is engaged;
- (x) if the neglect of the employee though isolated, tends to cause serious consequences.

**6. Prohibition of sexual harassment of women.—**

- (1) No Government employee shall indulge in any act of sexual harassment of any woman at her work place.
- (2) Every Government employee who is incharge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

**Explanation.—** For the purposes of this rule, 'sexual harassment' includes such unwelcome sexually determined behaviour, whether directly or otherwise, as—

- (a) physical contact and advances;
- (b) demand or request for sexual favours;
- (c) making any sexually coloured remarks;
- (d) showing any pornographic material; and
- (e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

**7. Employment of near relatives of Government employees.—**

- (1) No Government employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm.
- (2) No Government employee shall, except with the prior sanction of the Government, permit his family member to accept employment in any company or firm with which he has official dealings.

Provided that where the acceptance of the employment may not await prior sanction, the position shall be explained to the prescribed authority with the request of ex-post-facto approval.

**8. Sanction of contract by Government employee to near relatives.—**

No Government employee shall, in the discharge of his official duties, deal with any matter or give or sanction any contract to any undertaking or any other person, if any member of his family is employed in that undertaking or under that person, or if he or any member of his family is interested in such matter or contract in any other manner. The Government employee shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed off according to the instructions of the authority to whom the reference is made.

**9. Taking part in politics and elections.—**

- (1) No Government employees 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, or subscribe in aid of, or assist in any other manner, any political movement or activity.
- (2) It shall be the duty of every Government employee to endeavour to prevent any member of his family from taking part in or subscribing in aid of or assisting in any other manner, any movement of, activity which is, or tends directly or indirectly to be subversive of the Government as by law established, and where a Government employee is unable to prevent member of his family from taking part in or subscribing in aid of, or assisting in any other manner, any such movement of activity, he shall make a report to that effect to the Government.
- (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 fall



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

- (4) No Government employee shall canvass or otherwise interfere with, or use his influence in connection with or take part in, an election to any legislature or local authority:

Provided that a Government employee—

- (a) 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;
- (b) shall not be deemed to have contravened the provisions of this sub-rule by reason only that he has assisted 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 employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election, within the meaning of this sub-rule.*

**10. Joining of associations.—**

- (1) No Government employee 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.
- (2) No Government employee shall be a member/ office bearer of more than one such association at State level and at National level, the aims or objectives of which relate to promotion of sports. However, the employee of the sports department may become member/ office bearer of only one association at State level and one at National level that too in the area of his own specialty/discipline.

**11. Demonstration and strikes.—**

No Government employee 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 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 abet any form of strike in connections with any matter pertaining to his service or any other Government employee.

**12. Connection with print or electronic media.—**

- (1) No Government employee shall, except with the previous sanction of the Government, on wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication or electronic media.
- (2) No Government employee shall except with the previous sanction of the Government or 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 public media or contribute 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 contribution, broadcast or writing is of a purely literary, artistic or scientific character:

Provided further that the Government may withdraw at any time, the sanction so granted to a Government employee, after affording reasonable opportunity of being heard, if, there are reasons to believe that the sanction is being misutilised.

**13. Criticism of Government.—**

No Government employee shall, in any radio broadcast or communication over any electronic media or in any document published in his own name or anonymously or pseudonymously or in the name of any other person or in any



communication to the press or in any public utterance make any statement of fact or opinion—

- (i) which has the effect of any adverse criticism of any current or recent policy or action of the Government of India, Government of Haryana or any other State Government;
- (ii) which is capable of embarrassing the relations between the Government of Haryana and the Government of India or the Government of any other State in India; or
- (iii) which is capable of embarrassing the relations between the Government of India or the Government of Haryana and the Government of any foreign State:

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

**14. Evidence before committee or any other authority.—**

- (1) Save as provided in sub-rule (3), no Government employee shall except with the previous sanction of the Government, 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 employee giving such evidence shall criticize the policy or any action of the Government of India, Government of Haryana or any other State Government.
- (3) Nothing in this rule shall apply to evidence given—
  - (a) at enquiry before an authority appointed by the Government, Parliament or a State Legislature; or
  - (b) in any judicial enquiry; or
  - (c) at any departmental enquiry ordered by authorities subordinate to the Government.
- (4) No Government employee giving any evidence referred to in sub rule (3) shall give publicity to such evidence.

**15. Communication of official information.—**

Every Government employee shall, in performance of his duties in good faith, communicate to a member of public or any organisation full and accurate information, which is to be disclosed under the Right to Information Act, 2005 (22 of 2005):

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

**16. Subscriptions.—**

No Government employee shall, except with the previous sanction of the 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.

**17. Gifts.—**

- (1) Save as otherwise provided in these rules, no Government employee 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 provided by a person other than a near relatives and friends having no official dealings with the Government employee.*

**Note 1.—** *A casual meal or other social hospitality shall not be deemed to be a gift.*

**Note 2.—** *A Government employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, Organizations, etc.*

- (2) On occasions such as weddings, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious and social practice, a Government employee may accept gifts



from his near relatives or from his personal friends having no official dealings with him, but shall make a report to the Government, if the value of such gift exceeds—

1. Rs. 7,000/- in the case of a Government employee holding any Group 'A' post;
2. Rs. 4,000/- in the case of a Government employee holding any Group 'B' post;
3. Rs. 2,000/- in the case of a Government employee holding any Group 'C' post; and
4. Rs. 1,000/- in the case of a Government employee holding any Group 'D' post.

(3) In any other case, a Government employee shall not accept any gift without the sanction of the Government, if the value exceeds—

1. Rs. 1,500/- in the case of a Government employee holding any Group 'A' & 'B' post;
2. Rs. 500/- in the case of a Government employee holding any Group 'C' & 'D' post;

(4) Notwithstanding anything contained in sub-rules (2) and (3), a Government employee, being a member of the Indian delegation or otherwise, may receive and retain gifts from foreign dignitaries, if the market value of gifts received on one occasion does not exceed rupees one thousand. In all other cases, the acceptance and retention of such gifts shall be regulated by the instructions issued by the Government in this regard from time to time.

#### **18. Prohibition of dowry.—**

(1) No Government employee shall—

- (i) give or take or abet the giving or taking of dowry; or
- (ii) 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 (28 of 1961), as amended in its application to the State of Haryana.

- (2) Every Government employee after his marriage shall furnish a declaration to his Head of Department that he has not taken any dowry. The declaration shall be signed by his wife, father and father-in-law.

**19. Public demonstration in honour of Government employees.—**

- (1) No Government employee 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 employee:

Provided that nothing in this rule shall apply to—

- (a) a farewell entertainment of a substantially private and informal character held in honour of a Government employee or any other Government employee on the occasion of his retirement or transfer or of any person who has recently quitted the service of any Government; or
  - (b) the acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.
- (2) No Government employee shall exercise pressure or influence of any sort on any Government employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character.

**20. Private trade or employment.—**

- (1) Subject to the provisions of sub-rule (2), no Government employee shall, except with the previous sanction of the Government—
  - (a) engage directly or indirectly in any trade or business, or
  - (b) negotiate for, undertake, any other employment, or
  - (c) hold an elective office, canvass for a candidate for an elective office, in any body, whether incorporated or not; or
  - (d) canvass in support of any business of insurance agency,

commission agency, etc., owned or managed by any member of his family, or

- (e) take part, except in the discharge of his official duties, in the registration, promotion or a management of any bank or other company registered under the Companies Act, 2013 (18 of 2013) or any other law for the time being in force, or of any Co-operative Society for Commercial purposes or
- (f) participate in, or associate himself in any manner, in making of—
  - (i) a sponsored media (including radio, televisions) programme, or
  - (ii) a media programme commissioned by Government media but produced by an outside agency or;
  - (iii) a privately produced radio or televisions or other media programme including a video magazine:

Provided that no previous permission shall be necessary in case a Government employee participates in a programme produced by the doordarshan or a subject dealt with by him in his official capacity.

- (g) involve or engage himself in the registration, promotion, management of other kinds of activities of any non-Government organisation (NGO) if the same is aided by the Central Government, State Government or an international organization or agency.
- (2) A Government employee may, without the previous sanction of the Government—
- (a) undertake honorary work of a social or charitable nature; or
  - (b) undertake occasional work of literary, artistic or scientific character; or
  - (c) participate in sports activities as amateur; or
  - (d) take part in the registration, promotion or management (not involving the holding of an elective office) of a literary, scientific or charitable society, or of a club, or similar organisation, the aims or objectives of which relate to promotion of sports, cultural, or recreation activities,



registered under the Societies Registration Act, 1860 (21 of 1860), or any other law for the time being in force; or

- (e) take part in the registration, promotional or management (not involving the holding of elective office) of a Co-operative Society substantially for the benefit of Government employee, registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force in any State:

Provided that—

- (i) he shall discontinue taking part in such activities if so directed by the Government; and
- (ii) in a case falling under clause (d), or clause (e) of this sub-rule, his official duties shall not suffer thereby and he shall, within a period of one month of his taking part in such activity, report to the Government giving details of the nature of his participation.

**Explanation I.**— A “Co-operative Society” means a society registered, or deemed to be registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law relating to Co-operative Societies for the time being in force in any State.

**Explanation II.**— Canvassing for a candidate for an elective office referred to in the second proviso shall be deemed to be breach of this sub-rule.

- (3) Every Government employee shall, if any member of his family is engaged in a trade or business, or owns or manages an insurance agency or commission agency, report that fact to the Government.
- (4) No Government employee shall accept any fee for any work done for any public body or for any private person without the sanction of the prescribed authority.

**Explanation.**— The term ‘Fee’ has been defined in Haryana Civil Services (General) Rules, 2016.

## **21. Government accommodation.—**

- (1) The Government accommodation allotted to a Government employee shall not be sublet or leased out or used otherwise.

- (2) A Government employee shall, after the cancellation of his allotment of Government accommodation vacate the same within the time limit prescribed by the competent authority.

## 22. Investment, lending and borrowing.—

### (A) Transactions in sale and purchase of shares and debentures etc.—

- (1) On investment in stock, share, debenture, etc. an intimation shall be sent to the prescribed authority in the form as given below:-
- (i) Group 'A' and 'B' employees – If the total transaction in shares, securities, debentures or mutual funds scheme etc. exceeds Rs. 50,000/- during the financial year; and
  - (ii) Group 'C' and 'D' employees – If the total transactions in shares, securities, debentures or mutual funds scheme etc. exceeds Rs. 25,000/- during the financial year.

If an individual transaction exceeds the amount prescribed in sub rule (3) of rule 24 the intimation to the prescribed authority shall still be necessary. The intimation prescribed in sub rule (1) shall be in addition to this, where cumulative transaction(s) i.e. sale, purchase or both in shares, securities, debentures or mutual funds etc. in a year exceed the limits indicated in sub rule (1).

#### ***Form for giving intimation for transactions in shares, securities, debentures and investment in mutual fund schemes, etc.***

1.	Name and designation	
2.	Scale of pay and present pay	
3.	Details of each transaction made in shares, securities, debentures, mutual funds scheme, etc., during the financial year.	
4.	Particulars of the party, firm with whom transaction is made—	
	(a) Is party related to the applicant?	
	(b) Did the applicant have any dealings with the party in his official capacity at any time or is the applicant likely to have any dealings with him in the near future?	

5.	Source or sources from which financed—	
	(a) Personal savings	
	(b) Other sources giving details	
6.	Any other relevant fact which applicant may like to mention.	

**DECLARATION**

*I hereby declare that the particulars given above are true.*

Station:\_\_\_\_\_

Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Designation:\_\_\_\_\_

- (2) No Government employee shall make, or permit any member of his family or any person acting on his behalf to make any investment which is likely to embarrass or influence him in the discharge of his official duties. For this purpose any purchases of shares from out of the quotas reserved for Directors or their friends and associate shall be deemed to be an investment which is likely to embarrass the Government employee.
- (3) If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule (2), the decision of the Government thereon shall be final.

**(B) Lending and borrowing.—**

- (1) No Government employee shall save in the ordinary course of business with a bank or a firm of standing duly authorized to conduct banking business, either himself or through any member of his family or any other person acting on his behalf :-
- (a) lend or borrow money as principal or agent, to or from any person 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
- (b) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid:

Provided that a Government employee may, give to, or accept from, a relative or a personal friend purely temporary one of a small amount free



of interest or operate a credit account with a bonafide trade man or make an advance of pay to his private employee but such amount shall not exceed twelve months basic pay for the construction of house or purchase of built up house and six months basic pay for the purchase of conveyance and other purposes.

Provided further that a Government employee may, with the previous sanction of the Government, enter into any transaction referred to in sub- clause (a) or sub-clause (b).

(2) When a Government employee is appointed or transferred to a post of such nature as shall involve him in the breach of any of the provisions of sub-rule (A)(2) or sub-rule (B)(1), he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

**23. Insolvency and habitual indebtedness.—**

- (1) A Government employee shall so manage his private affairs as to avoid habitual indebtedness, or insolvency.
- (2) A Government employee against whom any legal proceedings are instituted for recovery of any debt due from him or for adjudging him as an insolvent shall immediately report the full facts of the legal proceeding to the Government.
- (3) The burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise of ordinary diligence, the Government employee may not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon him.

**24. Movable, immovable and valuable property.—**

- (1) Every Government employee shall submit—
  - (i) declaration of property on his first appointment to any service or post;
  - (ii) annual property return as on 31st March of every financial year; and

- (iii) property return as and when he is directed by the prescribed authority,

showing particulars in detail, in the prescribed Forms appended to these rules at Annexure A and B, regarding

- (a) immovable property inherited, owned, acquired or held on lease or mortgage, by him or his spouse or any member of his family, either in their own name or in the name of any other person; and
- (b) movable property.

**Explanation.**— *For the purpose of this rule the expression 'movable property' includes—*

- (i) *cash, bank balance, deposits, loans and advances:*
- (ii) *investments in shares, securities, debentures, bonds etc.;*
- (iii) *jewellery and insurance policies;*
- (iv) *vehicles, any other means of conveyance;*
- (v) *any electric, electronic goods or household items such as refrigerators, air conditioner, LCD, LED, computers, washing machines, furniture etc.;*
- (vi) *debts and other liabilities incurred directly or indirectly by him or his spouse or any other member of his family; and*
- (vii) *any other movable property owned, acquired or inherited by him or his spouse or any other member of his family.*

**Note 1.**— *The moveable/immoveable properties either acquired by the members of the family of the employee from their own funds or inherited by them shall not attract the provisions of this rule.*

**Note 2.**— *In all returns the value of items of movable property costing less than Rs. 50,000 may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc., shall not be included in such return.*

- (2) No Government employee or any dependent 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 dependent member of his family:

Provided that the previous sanction of the prescribed authority shall be obtained by the Government employee if any such transaction is—

- (i) with a person having official dealings with the Government employee; or
- (ii) otherwise than through a registered dealer.

- (3) Where a Government employee enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds two months' basic pay of the Government employee:

Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is—

- (i) with a person having official dealings with the Government employee; or
- (ii) otherwise than through a registered dealer.

- (4) The Government or the prescribed authority may at any time, by general or special order, require a Government employee 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 on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so, required by the Government or by the prescribed authority, include the details of the means by which, or the source from which, such property was acquired.

**25. Vindication of acts and character of Government employees.—**

- (1) No Government employee shall, except with the previous sanction of the Government, have recourse to any court or to the press for vindication of any official act which has been the subject matter of adverse criticism or on attack of a defamatory character:

Provided that if no such sanction is received by the Government employee within a period of three months from the date of receipt of his



request by the Government, he shall be free to assume that the permission as sought for has been granted to him.

- (2) Nothing in this rule shall be deemed to prohibit a Government employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the Government employee shall submit a report to the prescribed authority regarding such action.

**26. Canvassing.—**

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

**27. Restriction regarding bigamous marriage.—**

- (1) No Government employee shall enter into, or contract, a marriage with a person having a spouse living.
- (2) No Government employee, having a spouse living shall enter into, or contract, a marriage with any person:

Provided that the Government may permit a Government employee to enter into, or contract, any such marriage as is referred to in sub-rule (1) or sub-rule (2), if it is satisfied that—

- (a) such marriage is permissible under the personal law applicable to such Government employee and the other party to the marriage; and
  - (b) there are other grounds for so doing.
- (3) A Government employee who has married or marries a person other than of Indian nationality shall forthwith intimate the Government.
  - (4) Every Government employee shall in his personal capacity observe strictly, the existing policies regarding age of marriage.

**28. Consumption of intoxicating drinks and drugs.—**

A Government employee shall—

- (a) strictly abide by any law, relating to intoxicating drink 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 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) not consume any intoxicating drinks, drugs or smoking in public place ;
- (d) not appear in a public place in a state of intoxication;
- (e) not be present on duty in a state of intoxication; and
- (f) not use any intoxicating drinks or drugs to excess.

**Explanation.**— *For the purposes of this rule, “public place” means any place or premises (including conveyance) to which the public have or are permitted to have, access whether on payment or otherwise.*

**29. Prohibition of child labour.—**

No Government employee shall employ any child below the age of 14 years as domestic help.

**30. Power to interpret, amend and relax.—**

The power to give interpret, amend and relax these rules shall vest in the General Administration Department, whose decision thereon shall be final.

**Note.**— *Communications regarding the interpretation and alteration of these rules shall be addressed to the General Administration Department through the Administrative Department concerned.*

**31. Delegation of power.—**

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 powers under rule 30) 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

**32. Repeal and saving.—**

- (1) The Government Employees (Conduct) Rules, 1966 (Appendix 23 of Punjab Civil Services Rules Volume-I, Part-II) are hereby repealed.
- (2) Anything done or any action taken under the rules so repealed shall be deemed to have been done or taken under the corresponding provisions of these rules.

**ANNEXURE-A**

(See rule 24)

For the period from.....to.....

**DECLARATION FORM FOR MOVABLE PROPERTY HELD BY GOVERNMENT EMPLOYEE AND HIS/HER FAMILY MEMBERS UNDER RULE 24 OF THE HARYANA CIVIL SERVICES (GOVERNMENT EMPLOYEES' CONDUCT) RULES, 2016.**

Name &amp; Designation of the Government employee : .....

Address .....

Statement made on.....

- (1) Cash, jewellery, deposits, insurance policies, share, securities and debentures;
- (2) Loans and advances by such Government employee whether secured or not;
- (3) Motor-cars, motor-cycle, horses, or any other means of conveyance; and
- (4) Refrigerators, radiograms and other electronic goods.

**Description: (a)**

- (i) Cash, jewellery, deposits, insurance policies, share, securities and debentures;
- (ii) Motor-cars, motor-cycle, horses, or any other means of conveyance; and
- (iii) Refrigerators, radiograms and other electronic goods.

Sr. No.	Description of item	Value	Name of member of the Government employee's family and Benamidar (if any in whose name the assets is held)	Date and manner of fresh acquisition during the year	Remark
1	2	3	4	5	6

**Description: (b)**

- (iv) Detail of Loans

Sr. No.	Amount of Loan	If loan is a secured one, nature of the security with appropriate value	Name of member of the Government employee's family who has advanced loan	Name with description of the loanee	Date with other particulars of the loan.	Remarks
1	2	3	4	5	6	7

**Note.—** Members of a Government employee's family are those as mentioned in rule 3(c) of the Haryana Civil Services (Government Employees' Conduct) Rules, 2016.

Dated:\_\_\_\_\_

Signature of the Government employee.



**ANNEXURE-B**

(See rule 24)

**For the period from.....to.....****DECLARATION FORM FOR IMMOVABLE PROPERTY HELD BY GOVERNMENT  
EMPLOYEE****AND MEMBERS OF HIS FAMILY UNDER RULE 24 OF THE  
HARYANA CIVIL SERVICES (GOVERNMENT EMPLOYEES'  
CONDUCT) RULES, 2016.**

Name &amp; Designation of the Government employee : .....

Address .....

Statement made on.....

- Note:** (i) All interest in land of a permanent nature whether ownership, mortgage or hereditary occupancy, should be entered also dwelling houses in State, District, Village or City.
- (ii) Members of a Government employee's family are those as mentioned in rule 3(c) of the Haryana Civil Services (Government Employees' Conduct) Rules, 2016. and in showing the holding of each, if a holding is Benami, the name of the Benamidar should also be mentioned.

Sr. No.	Type of Property	Name of State, District, Sub- Division & Village or city in which property is located	Plot/Agriculture land (i) Cost of land (ii) Year of acquisition	Building (i) constructed area (ii) No. of floors (iii) cost of construction/ building
	A. Type of land area/ plot size (Residential/Institutional/ Commercial/Agricultural/ etc.)  B. Building with plot size (Residential/Institutional/ Commercial/Agricultural etc.)			
1	2	3	4	5

Sr. No.	Mode of acquisition (Whether by purchase/ lease/Mortgage/ inheritance/gift etc.)	Details of person/ authority from whom property acquired	Whether held in own name of employee or dependent (name & relation) and name of Benamidar (if any)	Annual Income from each property in A & B category
1	6	7	8	9

Dated:\_\_\_\_\_

Signature of the Government Employee.

\*\*\*\*\*

## Prominent terms defined in Haryana Civil Services Rules

ACP pay scale	Pay	family	Pension	pension	Pension
actual travelling expenses	TA	fee	Gen.	pension contribution	Gen.
additional increment	Pay	feeder post	Gen.	pension disbursing authority	Pension
administrative department	Gen.	final payment	GPF	pension payment order	Pension
administrative secretary	Gen.	first appointment	Gen.	permanent Govt. employee	Gen.
advance	GPF	fixed medical allowance	Gen.	permanent post	Gen.
advance increment	Pay	foreign service	Gen.	personal pay	Pay
age	Gen.	functional pay scale	Pay	premature retirement	Gen.
appointing authority	P&A	fund	GPF	prescribed authority	P&A
appointment on regular basis	Gen.	gazetted Government employee	Gen.	presumptive pay	Pay
basic pay	Pay	Government	Gen.	Principal Accountant General	Gen.
boy service	Pension	Governor	P&A	probationer	Gen.
cadre	Gen.	Government employee	Gen.	proforma promotion	Pay
cadre post	Gen.	Government employee	P&A	pro-rata pension	Pension
casual leave	Leave	GPF Account	GPF	provisional pension	Pension
censure	P&A	half pay leave	Leave	public conveyance	TA
charged person	P&A	Head of Department	Gen.	purely temporary service	Gen.
child	Gen.	Head of Department	GPF	qualifying service	Pay
child adoption leave	Leave	Head of Mission	Leave	qualifying service	Pension
child care leave	Leave	Head of office	Gen.	quarantine Leave	Leave
commission	P&A	headquarters	Gen.	quitting service	Gen.
commutation of pension	Pension	hill compensatory allowance	Allow.	re-employment	Gen.
commuted leave	Leave	holiday	Gen.	removal from service	P&A
compassionate financial assistance	Pen.	home town	Gen.	rent free accommodation	Allow.
compensation pension	Pension	honorarium	Gen.	residual pension	Pension
compensatory allowance	Allow.	hospital leave	Leave	retirement on superannuation	Gen.
competent authority	Gen.	house rent allowance	Allow.	retiring pension	Pension
competent medical authority	Leave/Gen.	increment	Pay	retrenchment	Gen.
completed year of service	Leave	inter-se-seniority	Gen.	road mileage allowance	Allow.
composite transfer grant	TA	invalid pension	Pension	service book	Gen.
compulsory retirement	Gen.	joining time	Gen.	service gratuity	Pension
compulsory retirement	P&A	judicial officer	Gen.	services	Gen.
compulsory waiting period	Gen.	last pay certificate	Gen.	services	P&A
confirmation	Gen.	leave	Leave	shortest route	TA
consolidated fund	Gen.	leave encashment	Leave	special disability leave	Leave
controlling officer	Gen.	leave not due	Leave	special pay	Pay
conveyance allowance	Allow.	leave of the kind due	Gen.	sphere of duty	Gen.
cooling period	Gen.	leave salary	Leave	standard rent	Allow.
current duty charge	Gen.	leave salary contribution	Gen.	statutory body	Gen.
daily allowance	TA	length of service	Leave	strike	Gen.
day	Gen.	licence fee	Allow.	study Leave	Leave
DCRG	Pension	lien	Gen.	subscriber	GPF
DDO	Gen.	life certificate	Pension	subsequent appointment	Gen.
dearness allowance	Allow.	local fund	Gen.	subsistence allowance	Gen.
dearness pay	Pay	local holiday	Gen.	substantive appointment	Gen.
dearness relief	Pension	local mileage allowance	Allow.	substantive pay	Pay
deemed suspension	Gen.	leave preparatory to retirement	Leave	superannuation pension	Pension
dependent	Gen.	market rent	Allow.	supernumerary post	Gen.
deputation	Gen.	master pay scale	Pay	suspension	Gen.
deputation allowance	Gen.	matching contribution	Gen.	temporary Govt. employee	Gen.
deputation out of India	Gen.	maternity leave	Leave	temporary post	Gen.
dies non	Gen.	medical certificate of fitness	Gen.	temporary transfer	Gen.
disciplinary authority	P&A	military pension	Pension	tenure post	Gen.
dismissal	P&A	ministerial employee	Gen.	terminal gratuity	Pension
duty point	TA	month	Gen.	terminal leave	Leave
earned leave	Leave	next below rule	Pay	termination of services	P&A
emoluments	Gen.	nomination	Gen.	tour	TA
emoluments	Allow.	nominee	Gen.	transfer	Gen.
emoluments	Pension	NPA	Allow.	transfer in public interest	Gen.
emoluments	TA	officiating appointment	Gen.	transfer travelling allowance	TA
emoluments	Leave	officiating pay	Gen.	travelling allowance	TA
enhanced family pension	Pension	organization	Gen.	uniform allowance	Allow.
entry level pay	Pay	overseas pay	Gen.	vacation	Leave
ex-cadre post	Gen.	own vehicle	TA	voluntary retirement	Gen.
extension in service	Gen.	pay	Pay	wilful absence	Gen.
extraordinary leave	Leave	pay in the pay scale	Pay	withdrawal	GPF
family	Gen.	pension equivalent to gratuity	Pension	working day	Gen.