

INDIAN INSTITUTE OF TECHNOLOGY DELHI

[See Statute 13 (17)]

Conduct Rules

1. Application

The provisions contained in this Schedule shall apply to all employees of the Institute.

2. Definitions

In this Schedule unless the context otherwise requires

(a) "Competent authority" means :

- (i) "The Board of Governors" in the case of Director.
- (ii) "The Director" in the case of all other employees.

(b) "Members of the family" in relation to an employee includes:

- (i) the wife, child or step-child of such employee residing with and dependent on him and in relation to an employee who is a woman, the husband residing with 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 husband and wholly dependent on such Institute employee, but does not include a wife or husband legally separated from the employee or child or step-child who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law.

(c) "Service" means service under the Institute.

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) An employee should at all times be courteous in his dealings with other members of the staff, students and members of the public.
- (c) Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute, and may be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays and Sundays. These duties *inter alia* shall include attendance at meetings of committees to which he may be appointed by the Institute.

- (d) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- (e) Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.
- (f) No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.
- (g) Whenever leaving the station, an employee shall inform the Head of the Department to which he is attached, or Director if he is himself the Head of the Department, the address where he would be available during the period of his absence from station.

4. Taking Part In Politics and Elections

- (i) No employee shall take part in politics or be associated with any party or organisation which takes part in political activity, nor shall he subscribe in aid or assist in any manner any political movement or activity.
- (ii) No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to legislative body or local authority.

Provided that an employee of the Institute 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.

5. Connection with Press or Radio or Patents

(1) No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct, or participate in the editing or managing of any newspaper or other periodical publications.

(2) No employee shall, except with the previous sanction of the competent authority or any other authority empowered by it in this behalf, 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, artistic or scientific character.

Note : Subject to the restrictions noted below members of the staff are at liberty, without any sanction as contemplated in paragraph 5(2) above, to publish their original scientific works in journals of repute in India and abroad. If, however, they wish to indicate their official designations in the articles they want to publish, previous sanction of the competent authority will be necessary.

Such articles must be strictly confined to purely scientific subjects and should not touch upon administrative matters. They shall be free from all political things.

Publication of articles relating to India's boundary areas and the tribal population in such area is prohibited without previous permission of the competent authority.

6. Criticism of the Institute

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 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 an adverse criticism of any current or recent policy or action of the Institute; or
- (ii) which is capable of embarrassing the relations between the Institute and the Central Government or any State Government or any other Institution or Organisation or members of the public.

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

7. Evidence before Committee or any other Authority

(1) Save as provided in sub-paragraph (3) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, committee or authority.

(2) Where any sanction has been accorded under sub-paragraph (1) no employee giving such evidence shall criticise the policy or any action of the Institute or the Central Government or any State Government.

(3) Nothing in this paragraph shall apply to—

- (a) evidence given at any inquiry before any authority appointed by the Institute, by Parliament or by a State Legislature; or
- (b) evidence given in any judicial enquiry; or
- (c) evidence given in any departmental enquiry ordered by the Institute authorities.

8. 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 authorised to communicate such document or information.

9. Gifts

No employee shall, except with the previous sanction of the competent authority, accept or permit his wife or any other member of his family to accept from any person

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other than relations any gift or more than trifling value. The interpretation of the term 'trifling value' shall be the same as laid down in the Government Servants Conduct Rules.

10. Private Trade Employment

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments.

Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the competent authority which may be given subject to as regards acceptance of remuneration as may be laid down by the Board.

11. Investments, Lending & 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 he borrow money from any person with whom he is likely to have official dealings.

12. 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 of legal proceedings for insolvency shall forthwith report full facts to the Institute.

(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 on bail or not.

An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 8 hours shall not join his duties in the Institute unless he has obtained written permission to that effect from the Head of the Institute.

13. Moveable, Immoveable and Valueable Property

Every member of the staff shall, on first appointment in the Institute service and thereafter at such intervals as may be prescribed by general or special orders of the competent authority submit return in such form as the Institute may prescribe in this behalf of all immoveable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

14. Vindication of Acts and Character of Employees

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

Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

15. Marriages etc.

An employee intending to marry a person who holds a citizenship of another foreign country shall seek prior permission of the competent authority.

No employee who has wife living shall contract another marriage without first obtaining the permission of the Board notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him and violation of these rules will lead to immediate dismissal from the Institute service.

16. Representations

(a) Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him, he must 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 be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

17. Punishment, Appeals, etc.

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

18. Interpretation

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