

ANNEXURE-E
PUNJAB URBAN PLANNING AND DEVELOPMENT AUTHORITY
EMPLOYEES (CONDUCT) REGULATION, 1997.

In exercise of the powers conferred by clause (d) of sub-section (2) of section 182 of the Punjab Regional and Town Planning and Development Act, 1995 (Punjab Act No. 11 of 1995), the Punjab Urban Planning and Development Authority hereby takes the following regulations, namely:-

1. Short title, Commencement and application – (1) These regulations may be called the Punjab Urban Planning and Development Authority Employees (Conduct) Regulations, 1997.
- (2) They shall come into force at once.
- (3) They shall apply to all persons appointed to Class I, Class II, Class III and Class IV posts of the Authority as classified under the Punjab Urban Planning and Development Authority Service Regulations, 1997.

Provided that nothing in these regulations shall apply to –

- (a) the members of the All India Services serving under the Authority who are subject to the All India Services (Conduct) Regulations, 1954; and
 - (b) the employees on deputation with the Authority who are governed by the conduct rules of their parent employment.
- (a) Definitions – In these regulations, unless the context otherwise requires,-
- (b) 'employee' means a person in the whole time or part time employment of the Authority but does not include a person employed on daily wages or on work-charged basis,

Explanation:- An employee whose services are placed at the disposal of a company, corporation or any other organisation or a local authority by the Authority shall, for the purpose of these regulations, be deemed to be an employer serving under the Authority notwithstanding that his salary is drawn from the sources other than those of the Authority,

- (b) 'Authority' means the Punjab Urban Planning and Development Authority;
- (c) 'Chief Administrator' means the Chief Administrator of the Authority,
- (d) 'member of family' in relation to an employee include:-
 - (i) the wife or the husband, as the case may be, of the employee, whether residing with the employee or not but does not include a wife or husband, as the case may be, separated from the employee by a decree or order of a competent court,
 - (ii) son or daughter or step-son or step-dependent on him, but does not include a child or step-child who is no longer in any way dependent upon the employee or of whose custody the employee has been deprived by or under any law or by a decree or orders of a competent court;
 - (iii) any other person related, whether by blood or marriage, to the employee or to the employee's wife or husband, as the case may be, and wholly dependent on the employee;
- (c) 'prescribed authority' means the Chief Administrator in the case of employee holding Class I and Class II posts including those on foreign service and the Secretary in the case of employees holding Class III and Class IV posts including those on foreign Service.

4. Misconduct:- without prejudice to the generality of the term-misconduct, the following acts of omissions and commissions shall be treated as misconduct for the purpose of these regulations, namely:-

- (1) theft, fraud or dishonesty in connection with the business or property of the Authority or of the property of any other person within the premises of the Authority;
- (2) taking or giving bribe or any illegal gratification,
- (3) furnishing false information regarding name, age, father's name, qualifications or any other matter germane to the employment at the time of employment or during the course of employment,
- (4) acting in a manner prejudicial to the interests of the Authority,
- (5) willful insubordination or disobedience, whether or not in combination with others, of any lawful order of his superior;

- (6) absence without leave or overstaying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation,
- (7) habitual late or irregular attendance;
- (8) neglect of work or negligence in the performance of duty including slowing down of work,
- (9) damage to any property of the Authority;
- (10) interference or tampering with any safety devices installed in or about the premises of the Authority;
- (11) drunkenness or riotous or disorderly or indecent behaviour in the premises of the Authority or outside such premises where such behaviour is related to or connected with the employment of the employee;
- (12) gambling within the premises of the Authority;
- (13) Smoking within premises of the Authority where it is prohibited;
- (14) Collection without the permission of the competent authority of any money within the premises of the Authority except as sanctioned by any law for the time being in force;
- (15) Sleeping while on duty;
- (16) commission of any act which amounts to a criminal offence;
- (17) absence from the employee's appointed place of work without permission or sufficient cause;
- (18) purchasing properties, machinery, stores and the like from, or selling properties, machinery, stores and the like to, the Authority without express permission in writing of the competent authority;
- (19) commission of any act subversive of discipline or of good behaviour;
- (20) abetment of or attempt at abetment of any act which amounts to misconduct; and
- (21) breach of any of the provisions of these regulations;

Explanation :- Foreign service for the purpose of this sub-regulation means service in which an employee receives his pay with the sanction of the Authority from any source other than that of the Authority.

3. General :- (1) Every employee shall at all times:-

- (i) maintain absolute integrity;
- (ii) maintain devotion to duty;
- (iii) do nothing which is unbecoming of an employee,

(2) Every employee holding Supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all the employees for the time being under his control.

5. Employment of near relatives of employees in private undertaking enjoying patronage of the Authority:-

(1) No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any private undertaking with which the Authority has official dealings.

(2) Except with the previous sanction of the prescribed authority, no Class I and Class II employee shall permit his son or daughter or any other dependent to accept employment in any public or private undertaking with which the Authority has official dealings;

(3) Provided that:-

(4) (i) where the acceptance of the employment cannot await prior permission of the Authority or is otherwise considered urgent the matter shall be reported to the Authority and the employment may be accepted provisionally subject to the permission of the Authority;

(5) (ii) an employee shall, as soon as he becomes aware of the acceptance by a member of his family of an employment in any company or firm, intimate such acceptance to the prescribed authority and shall be intimate whether he has or has had any official dealing with that company or firm;

Provided that no such intimation shall be necessary in the case of Class I or Class II employee/ if he has already obtained the sanction of or sent a report to the Authority under clause (i).

5. Participation in political activities 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 be take part in, subscribe in aid of, or assist, in any other manner, any political movement or activity.

- (2) It shall be the duty of every 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 intended directly or indirectly to be, subversive of the Authority as by law established and where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the prescribed authority.
- (3) No 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 except that:-
 - (i) an employee qualified to vote at such an election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;
 - (ii) an employee shall not be deemed to have contravened the provisions of this sub-regulation by reason only that he assists in the conduct of an election in the due performance of duty imposed on him by or under any law for the time being in force.

6. Demonstration and strikes:- (1) No employee shall engage himself or participate in any demonstration which is prejudicial to the interests of the States sovereignty and integrity of India, the security of the State, friendly relations with a foreign State, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence or resort to or in any way abet any form of strike or coercion or physical duress in connection with matters pertaining to his service or the service of any other employee.

- (2) No employee shall, except with the previous sanction of the Authority or the prescribed authority or except in the bonafide discharge of his duties, participate in the radio or television broadcast or contribute an article or write a letter to a newspaper or a 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 if such contribution, broadcast or writing is of a purely literary, artistic or scientific character.

7. Connection with press, radio and television:- (1) No employee shall except with the sanction of the prescribed authority own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publications.
8. Criticism of the Authority:- No employee shall, in any radio or television broadcast or in any document published in his own name or anonymously, 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 express opinion:-
- (i) which has the effect of an adverse criticism of any policy or action of the Authority or the State Government, or the Central government;
 - (ii) which is capable of embarrassing the relations of the Authority with the State Government, Central Government or the Government of any other State; or
 - (iii) (iii) which is capable of embarrassing the relations between the Central Government and the Governemtn of any foreign State;

Provided that nothing in this regulation shall apply to any statement made of views expressed by an employee in his official capacity or in the performance of duties assigned to him as employee of the Authority.

9. Evidence:- (1) Save as provided in sub-regulation (3), no employee shall, except with the previous sanction of the Authority, give evidence in connection with any enquiry conducted by any person, committee or the Authority.
- (2) Where sanction has been accorded under sub-regulation (1), no employee of the Authority giving such evidence shall criticize the policy or any action of the Authority or of the Government of India or of the Government of Punjab or of any other State Government.
 - (3) Nothing in this regulation shall apply to the evidence given in any enquiry before an authority appointed by the Government or by the Parliament or by a State Legislature,
 - (4) (b) the evidence given in any judicial enquiry; or
 - (5) (c) the evidence given in any departmental enquiry ordered by any authority subordinate to the State Government.

10. Unauthorised communications:- No employee shall, except in accordance with any general or special order of the Authority 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 employee or any other person to whom he is not authorized to communicate such document or information.
11. Subscription and recovery of funds:- No employee, except with the previous sanction 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.
12. Gift:- (1) No employee shall accept or permit any member of his family or any other person acting on his behalf to accept any gift which shall include free transport, boarding, lodging or other service or any other pecuniary advantage if it is provided by any person, other than a near relative, or personal friend, having official dealing with the Authority.

Explanation:- A casual meal, gift or other social hospitality shall not be deemed to be gift for the purpose of the regulation.

- (2) on occasions, such as weddings, anniversaries funerals or religious functions, when the making of a gift is in conformity with the prevailing religious or social _____, an employee may accept gifts from his near relatives or personal friends but shall make a report to the prescribed authority if the value of any such gift exceed –
 - (i) rupees five thousand in the case of an employee holding Class I or Class II post;
 - (ii) rupees two thousand five hundred in the case of an employee holding Class III post ;
and
 - (iii) rupees one thousand in the case of an employee holding Class IV post.
- (3) In any other case, an employee shall not accept or permit any member of his family or any other person acting on his behalf to accept any gift without the sanction of the prescribed authority, if the value thereof exceed -
 - (i) rupees two thousands and five hundred in the case of an employee holding Class I or Class II post;
 - (ii) rupees one thousand and two hundred in the case of an employee holding Class III post; and
 - (iii) rupees five hundred in case of an employee holding Class IV post.

13 . Prohibition of demand or acceptance of dowry - No 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 bride- groom, as the case may be, any dowry,

Explanation – For the purpose of this regulation the terms ‘dowry’ has the same meaning as is assigned to it in the Dowry Prohibition Act, 1961.

14. Private trade or employment – No employee, except with the sanction of the prescribed authority, engage directly or indirectly, in any trade or business or negotiate or undertake any other employment except honorary work of a social or charitable nature, or occasional work of a literary, artistic or scientific character which shall however, be subject to the condition that the duties assigned to the employee do not in any form suffer as a result of his undertaking such an honorary work and if so directed by the prescribed authority he shall not undertake or shall discontinue such work;

Provided that if the undertaking of any work involves holding of any elective office, the employee shall not seek election to any such office without the previous sanction of the prescribed authority.

Explanation. – (1) canvassing by an employee in support of the business of any insurance agency, commission agency, estate, agency and the like owned or managed by his wife or her husband, any other as the case may be, member of his family shall be deemed to be the breach of this regulation.

(2) No employee shall, except with the previous sanction of the prescribed authority, take part in the promotion or management of any bank or any company registered under the Companies Act, 1956 or any other law for the time being in force or any cooperative society for any commercial purpose;

Provide that an employee may take part in the registration and promotion of management of ,-

- (i) a literary, scientific or charitable society or a company, club or any other similar organization the aims and objects of which relate to the promotion of sports, cultural or recreational activities, or substantially for the benefits of the employees registered under the Societies Registration Act, 1860 or under the Companies Act, 1956 or under any other law for the time being in force.

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

15. Investment,- No employee shall speculate in any stock share or other investment.

Explanation.- (1) For this purpose, frequent purchases or sale of shares, securities or other investments shall be deemed to be the speculation within the meaning of this regulation.

- (2) No employee shall make or permit any member of his family or any person acting discharge of his or her official duties.

- (3) If any question arises whether any transaction is of the nature referred to in sub-regulation (1) or sub-regulation (2), the decision of the Authority thereon shall be final.

- (4) No employee shall, save in the ordinary course of business with a bank or a limited company, either himself or through any member of his family or any other person acting on his behalf,-

- (a) lend or borrower deposit money, as a principal or an interest or in a manner whereby return in money or in kind is charged or paid;
- (b) an employee may give to or accept from relative or a personal friend a purely temporary loan of a small amount free of interest or operate a credit account with a bonafide trademan or make an advance of pay to his private employee,
- (c) An employee shall manage his private _____in such a way an to avoid habitual _____ or insolvency.

16. Annual immovable property return,- Every Class I and Class II employee shall on his first appointment to any service or post under the Authority and thereafter submit annually by the end of January for the previous calender year a return of his assets in the form appended to these regulation giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on leave or mortgage, either in his own name or in the name of any other member of his family or in the name of any other person.

NOTE:- The prescribed authority may at any time, by general or special order, require an employee to furnish, within a period specified in the orders 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 and if so required by the Authority or by the prescribed authority, such statement shall include the details of the means by which or the source from which such property was acquired.

17. Acquisition and disposal of property,- (1) No employee shall, except with the previous permission of the prescribed authority, acquire or dispose of any immovable property either in his or her own name or in the name of any member of his or her family or authorise any person through a power of attorney to acquire or dispose of any immovable property on his or her behalf, or secure a power of attorney from any person in his or her own name or in the name of a member of his or her family, he or she, as the case may be shall, within thirty days from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds ten thousand rupees in the case of employee holding any Class I or Class II post or five thousand rupees in the case of an employee holding any Class III or Class V posts;

Providing 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 employee of the Authority; or
 - (ii) otherwise than through a regular or reputed dealer.
 - (iii) The prescribed authority may at any time.
- (3) The prescribed authority may at any time by general or special order require an 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 or on his or her behalf or by any member of family as may be specified in the order and if not required by the Authority or by the prescribed authority such statement shall include the details of the means by which or the source from which, such property was acquired.
- (4) The prescribed authority may with the concurrence of the Chief Administrator, exempt any category of employees belonging to Class III or Class IV from any of the provisions of this regulation except sub-regulation (3).

18. Restrictions against disposal of immovable property outside India with foreigners , -
Notwithstanding anything contained in sub-regulation (4) of regulation 17, no employee shall, except with the previous sanction of the prescribed authority, -
- (a) acquire, by purchase, mortgage, lease, gift or otherwise in his own name or in the name of any member of his family, any immovable property situated outside India;
 - (b) dispose of by sale, mortgage, gift or otherwise or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his or her own name or in the name of any member of his or her family;
 - (c) enter into any transaction with any foreigner, foreign Government or foreign organisation or foreign concern, -
 - (i) for the acquisition, by purchase, mortgage, lease, gift or otherwise either in his or her own name or in the name of any member of his or her family any immovable property;
 - (ii) for the disposal of, by sale, mortgage, gift, or otherwise or the grant of any lease in respect of any immovable property which was acquired or is held by him or her in his or her own name or in the name of any member of his or her family;
19. Prohibition to absence without leave , - An employee shall not absent from his or her duties or from the station or him or her posting without having first obtained the permission of the prescribed authority.
20. Vindication of official acts, - No employee, except with the previous sanction of the prescribed authority, have recourse to any court to the press, for the vindication to any official act which have been the subject matter of adverse criticism or an attack of a defamatory character but this would, however, not prohibit an employee from vindicating his private character or any act done by him in his private capacity.
21. Convassing or exertion of influence, - No employee shall bring or attempt to bring any political or other influence upon any superior authority to further his interests in respect of any matter pertaining to his or her service under the Authority.
22. Restrictions against marriage, - (1) No male employee, who has a wife living, shall contract another marriage without first obtaining permission of the prescribed authority,

notwithstanding that such 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 prescribed authority.
- (3) An employee who has married or married a person other than a person of India nationality, shall forthwith intimate the fact to the appointing authority.

23. Consumption of intoxication drinks and drugs,- Every employee shall,-

- (i) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being.
- (ii) not be under the influence of any intoxicating drink or drug during the course of his or her duty and shall also take due care that the performance of his or her duty at any time is not affected in any way by the influence of such drink or drug;
- (iii) refrain from consuming any intoxicating drink or drug in a public place; and
- (iv) not appear in a public place in a state of intoxication.

24. Failure to vacate a house or overstay in house after cancellation of allotment.- No employees, except with the prior permission of the authority competent to allow retention, shall retain a house allotted to him or her by the Government or the Authority or by the borrowing organisation in case of an employee deputed on foreign service to such an organisation, after the expiry of the permissible period after his transfer or retirement.

26. Matters not provided in the regulations,- In matters for which no specific provisions have been made in these regulations or any other regulations made by the Authority, the Government Employees (Conduct) Rules, 1966 as amended from time to time and such other rules as are framed by the Government of Punjab on the subject shall mutatis mutandis apply.

27. Repeal and saving,- The Punjab Housing Development Board Employee (Conduct) Regulations, 1995 as are applicable to the employees of the Authority are hereby repealed.

Provided that anything done or any action taken under the regulation so repealed shall be deemed to have been done or taken under these regulations.

(See regulation 16)

DECLARATION _____ OF THE IMMOVABLE PROPERTY
HELD BY SHRI _____ AND MEMBER SOF HIS FAMILY

Notes:-

- (i) All interests in land of a permanent nature, whether ownership, mortgage or hereditary occupancy, should be entered and also dwelling houses in towns.
- (2) Particulars in regard to family holdings should be indicated separately.

In which District Tehsil and Village situated	Description of holding with area and assessment.	How and when, whether acquired by inheritance or purchase or otherwise.
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(Chief Administrator)
Punjab Urban Planning and
Development Authority,
Chandigarh