

Coir Board Employees (Conduct) Bye Laws, 1968

S. O. 1781 - The following bye-laws made by the Coir Board in exercise of the powers conferred by Section 27 of the Coir Industry Act, 1953 (45 of 1953), and confirmed by the Central Government, are hereby published, as required by Sub-Section (2) of the said section, namely:-

1. Short title, Commencement and application:

- (1) These bye-laws may be called the Coir Board Employees (Conduct) bye-laws, 1968;
- (2) They shall come into force at once.
- (3) They shall apply to every person appointed by the Board under Sub-Section (2) of Section 9 of the Coir Industry Act, 1953 (45 of 1953) and also to employees lent by the Central Government or a State Government.

Provided that the Board, may with the concurrence of the Government of India, exempt from the operation of any of these rules, any category or categories of employees belonging to Group C or Group D.

2. Definitions : In these bye-laws, unless the context otherwise requires-

- (a) "Act" means the Coir Industry Act, 1953 (45 of 1953)
- (b) "Board" means the Coir Board established under Section 4 of the Act;

S. O. No. 3660 dtd. 12. 7. 1985 "for the expression (i) Class I Class II Class III and Class IV", wherever it appears; the expression "Group A, Group B, Group C and Group D" shall be substituted.

- (c) "Employees" means any person appointed by the Civil Board under Sub-Section (2) of Section 9 of the Act including an employee on deputation from the Central or a State Government.
- (d) "Members of the family" in relation to any employees includes—
- (i) the wife or 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 under the legal procedure or order of a competent court;
 - (ii) son or daughter or step-son or step-daughter of the employee and wholly dependent on him, but does not include a child or a step-child who is no longer in any way dependent on the employees or of whose custody the employee has been deprived by or under any law;
 - (iii) any other person related, whether by blood or marriage to the employee or to the employee's wife or husband and wholly dependent on the employee.
- (e) "Chairman" means Chairman of the Board;
- (f) "The Government" means the Central Government;
- (g) "Prescribed authority" means—
- (a) (i) the Board, in the case of an employee holding any Group A post, except where any lower authority is specifically specified by the Board for any purpose;
 - (ii) The Chairman, in the case of an employee holding any Group B and Group C posts;

(iii) The Secretary in the case of an employee holding any Group D post.

(b) In respect of an employee on foreign service or on deputation to any other office or any other Government, the Chairman.

* "Explanation" :- Group A, Group B, Group C and Group D posts shall mean those posts having the following description:-

Sl. No.	Description of posts	Classification of posts
1.	A post carrying a pay or a scale of pay with a maximum of not less than Rs. 4,000/-	Group A
2.	A post carrying a pay or a scale of pay with a maximum of not less than Rs. 2,900/- but less than Rs. 4,000/-	Group B
3.	A post carrying a pay or a scale of pay with a maximum of over Rs. 1,150/- but less than Rs. 2,900/-	Group C
4.	A post carrying a pay or a scale of pay the maximum of which is Rs. 1,150/- or less.	Group D

(h) "Secretary" means the Secretary of the Board.

General

(1) Every employee shall at all times

* Amended vide S.O. 527 (E) dated 5th July, 1989.

- (i) maintain absolute integrity;
 - (ii) maintain devotion to duty; and
 - (iii) do nothing which is unbecoming of an employee.
- 2 (i) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority;
- (ii) no employee shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior;
- (iii) the direction of the official superior shall ordinarily be in writing. oral direction to subordinate shall be avoided as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter;
- (iv) an 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 (ii) of clause (2) shall be construed as empowering an 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".

4. Employment of near relatives of Employees in private company or firm enjoying Board's patronage.

1. No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any private company or firm.

2. (i) No Group A officer shall, except with the previous sanction of the Board permit his son, daughter or other dependent to accept employment in any private company or firm with which he has official dealings or in any other company or firm having official dealings with the Board.

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

- (ii) An employee shall, as soon as he becomes aware of the acceptance by a member of his family of an employment in any private company or firm intimate such acceptance to the prescribed authority and shall also intimate whether he has or has had any official dealings with that company or firm.

Provided that no such intimation shall be necessary in the case of a Group B officer if he has already obtained the sanction of, or sent a report to the Board under clause (i).

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

6. Taking part in politics and elections

1. No employee shall be a member of, or be otherwise associate with any political party or any organisation

which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner any political movement or activity.

2. It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of or assisting in any other manner any movement or activity which is, or tends directly or indirectly, to be, subversive of the government 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 Board.
3. If any, question arises whether the party is a political party or whether any organisation takes part in politics or whether any movement or activity falls within the scope of clause (2) the decision of the Board thereon shall be final.
4. 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;
5. Provided that: (i) an employee qualified to vote at such election may exercise his right to vote but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;
- (ii) an employee shall not be deemed to have contravened the provisions of this clause by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation: The display by an 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 clause.

6. Joining of Associations by Board's employees:

No 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.

7. Demonstrations and strikes:

No 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 states, public order decency or morality or which involves contempt of court defamation or incitement to any offence, or
- (ii) resort to or in anyway abet any form of strike or coercion or physical duress in connection with any matter pertaining to his service or the service of any other employee.

8. Connection with press or radio

- 1. No employee shall, except with the previous sanction of the Chairman, own, wholly or in part, or conduct or participate in the editing or management of, any newspaper, or other periodical publication.
- 2. No employee shall, except with the previous sanction of the Chairman or of the prescribed authority or except in the bonafide discharge of his duties,
 - (a) publish a book, himself or through a publisher or contribute an article to a book or a compilation of articles, or
 - (b) participate in a radio broadcast 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.

9. Criticism of the Board of Government

No employee shall, in any radio 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 to opinion-

- i) which has the effect of an adverse criticism of any current or recent policy or action of the Board, the Central Government; or a State Government;
- ii) which is capable of embarrassing the relations between the Board, the Central Government and the Govt. of any State;
- iii) which is capable of embarrassing the relations between the Board, the Central Government of any foreign State.

Provided that nothing in this bye-law shall apply to any statements or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him,

10. Evidence before committee or any other authority

- 1) Save as provided in clause (3) no Board's employee shall, except with the previous sanction of the Chairman, give evidence in connection with any enquiry conducted by any person, committee or authority.
- 2) Where any sanction has been accorded under clause (1) no employee giving such evidence shall criticise the

policy or any action of the Board, the Central Government or of a State Government.

3) Nothing in this bye-law shall apply to:

- a) evidence given at any enquiry before an authority appointed by the Board, the Central Government, Parliament or a State Legislature; or
- b) evidence given in any judicial enquiry; or
- c) evidence given at any departmental enquiry ordered by authorities sub-ordinate to the Board, or the Central Government.

11. Unauthorised communication of information

No employee shall, except in accordance with any general or special order of the Board or the Govt. 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 other employee or to any other person to whom he is not authorised to communicate such document or information,

Explanation: Quotation by an employee (in his representation to the Chairman or to the Central Government) of or from any letter, circular or office memorandum or from the notes on any file, to which he is not authorised to have access, or which he is not authorised to keep in his personal custody or for personal purposes, shall amount to unauthorised communication of information within the meaning of this bye-law".

12. Subscription

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

13. Gifts

- 1) Save as otherwise provided in these bye-laws, no employee shall accept or permit any member of his family or any person acting on his behalf to accept, any gift.

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

Note: (i) A casual meal, lift or other social hospitality shall not be deemed to be a gift.

- (ii) An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organisations etc.

- 2) On occasions, such as weddings, anniversaries, funerals, or religious functions, when the making of gift is in conformity with the prevailing religious or social practice, an employee may accept gifts from his near relatives but he shall make a report to the Board if the value of any such gift exceeds:

- i) Rs. 500/- in the case of an employee holding any Group A or Group B post.
- ii) Rs. 250/- in the case of an employee holding any Group C and
- iii) Rs. 100/- in the case of an employee holding any Group D post.

- 3) On such occasions as are specified in clause (2) an employee may accept gifts from his personal friends having no official dealings with him, but he shall make a report to the Board if the value of any such gift exceeds:

- i) Rs. 200/- in the case of an employee holding any Group A or Group B post;

- ii) Rs. 100/- in the case of an employee holding any Group C post, and
 - iii) Rs. 50/- in the case of an employee holding any Group D post.
- 4) 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 Chairman if the value thereof exceeds:
- i) Rs. 75/- in the case of an employee holding any Group A or Group B post, and
 - ii) Rs. 25/- in the case of an employee holding any Group C and Group D post.

*13A Dowry

No employee shall-

- i) give or take or abet the giving or taking of dowry;
- ii) demand directly or indirectly from the parents or guardian of a bride or bride groom as the case may be, any dowry.

Explanation 1: In this bye-law, the expression "dowry" means any property or valuable security given or agreed to be given either directly or indirectly-

- (a) by one party to a marriage to the other party to the marriage; or
- (b) by the parent of either party to a marriage or by any other person, to either party to the marriage or to any other person;

at or before or after the marriage as consideration for the marriage of the said parties, but does not include dowry or mahr the case of persons to whom the Muslim Personal Law (Shariat) applies.

Explanation 2: For the removal of doubts, it is hereby declared that any presents made at the time of a marriage to either party to the marriage in the form of cash, ornaments, clothes or other articles, shall not be deemed to be dowry within the meaning of this bye-law, unless they are made as consideration for the marriage of the said parties.

*Amended vide S.O.No. 3491 dt. 1.9.76 Gazette notification No. Part II Section 3 Sub-Section (ii)

Explanation 3: The expression "Valuable security" has the same meaning as in Section 30 of the Indian Penal Code (450 of 1860)

14. Public demonstrations in honour of Board's employees

No employee shall, except with the previous sanction of the Chairman, receive any complimentary or validictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in the honour of any other employees.

Provided that nothing in this bye-law shall apply to-

- i) a farewell entertainment of a substantially private and informal character held in honour of an employee or any other employee on the occasion of his retirement or transfer or any person who has recently quit the service of the Board; or
- ii) the acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

Note: Exercise of pressure or influence of any sort on any Board's employees to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character, and the collection of subscription from Group C or Group D employee under any circumstances for the entertainment of any employee not belonging to Group C or Group D is forbidden.

15. Private trade or employment

- 1) No employee shall, except with the previous sanction of the Board, engage directly or indirectly in any trade or business or negotiate for or undertake any other employment

"Provided that an employee may, without such sanction-

- (i) undertake honorary work of a social or charitable nature, or
- (ii) undertake occasional work of a literary, artistic or scientific character, or
- (iii) participate in sports activities as amateur; subject to the condition that in all the cases, his official duties do not thereby suffer. He shall not undertake or shall discontinue, such work or activity, if so directed by the Chairman".

Explanation: Canvassing by an employee in support of the business of insurance agency, commission agency etc. owned or managed by his wife or any other member of his family shall be deemed to be a breach of this clause.

- 2) Every employee shall report to the Board if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
- 3) No employee shall, without the previous sanction of the Board, except in the discharge of his official duties; take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purpose.

"Provided that an employee may take part in the registration, promotion or management of-

- (i) a literary, scientific, or charitable society or of a company, club or similar organisation the aims and objects of which relate to promotion of sports, cultural or recreational activities, registered under the societies Registration Act, 1860 (21 of 1860) or the Companies Act 1956 (1 of 1956) or any other law for the time being in force; or
 - (ii) a cooperative society substantially for the benefit, of the employees registered under the Cooperative Societies Act, 1912 (2 of 1912) or any other law for the time being in force"; and
- 4) Unless otherwise provided by general or special orders of the Chairman, no employee may accept any fee for any work done by him for any private or public body or any private person without the sanction of the prescribed authority.

Explanation : The term "fee" used here shall have the meaning assigned to it in Fundamental Rule 9 (6-A)".

16. Investment, Lending and Borrowing

- 1) No employee shall speculate in any stock share or other investment.

Explanation : Frequent purchase or sale or both of shares, Securities or other investments shall be deemed to be speculation within the meaning of this clause.

- 2) No 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.
- 3) If any question arises whether any transaction is of the nature referred to in clause (1) or clause (2) the decision of the Board thereon shall be final.

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

a) lend or borrow or deposit money, as a principal or an agent, to, or from, or with, any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person or firm or private limited company; 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 an employee may, give to, or accept from a relative or a personal friend, a purely temporary loan of a small amount free of interest, or operate a credit account with a bonafide trade or make an advance of a pay to his private employee.

Provided further that nothing in this sub-clause shall apply in respect of any transaction entered into by an employee with the previous sanction of the Board.

- (ii) when an employee is appointed or transferred to a post of such nature as would involve him in the breach of any of the provisions of clause (2) or clause (4) 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.

17. Insolvency and habitual indebtedness

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against

whom any legal proceeding is instituted for recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the Board.

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

18. Movable, Immovable and valuable property

- 1) (i) Every employee shall on his first appointment to any post submit a return of his assets and liabilities, in such form as may be prescribed by the Board, giving the full particulars regarding:
 - (a) the immovable property inherited by him, or owned or acquired 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;
 - (b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him;
 - (c) other movable property inherited by him or similarly owned acquired or held by him;
 - (d) debts and other liabilities incurred by him directly or indirectly.

Note: 1. Clause (i) shall not ordinarily apply to employees belonging to Group D but the Board may direct that it shall apply to any such employee or class of such employees.

2. In all returns, the value of items of movable property worth less than Rs. 2000/- may be added

and shown as a lumpsum. The value of articles of daily use such as clothes, utensils, crockery, books, etc. need not be included in such return.

3. Every employee who is in service on the date of commencement of these bye-laws shall submit a return under this clause on or before such date as may be specified by the Board after such commencement.

“(ii) Every employee holding any post included in Group A or Group B shall submit an annual return in such form as may be prescribed by the Board in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired 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.”

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

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

- i) with a person having official dealings with the employees; or
- ii) otherwise than through a regular or reputed dealer.

- “(3) Where an employee enters into a transaction in respect of movable property either in his own name or in the name of a 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 Rs. 2000/- in the case of an employee holding any Group A or Group B post or Rs 1000/- in the case of an employee holding any Group C or Group D post.

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 employee.
or
 - ii) otherwise than through a regular or reported dealer.
- 4) The Board or 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 behalf or by any member of his family as may be specified in the order. Such statement shall if so required by the Board or the prescribed authority, include the details of the means by which, or the source from which, such property was acquired.
- 5) The Board may exempt any category of employees belonging to Group C or Group D from any of the provisions of this bye-laws except clause (4). No such exemption shall however, be made without the concurrence of the Central Government.

Explanation I: For the purpose of this bye law the expression 'movable' property includes:

- a) Jewellery, insurance policies the annual premia of which exceed Rs. 2000/- or one sixth of the total annual emoluments received from the Board whichever is less, shares, securities and debentures;
- b) loans advanced by such employee whether secured or not
- c) motor cars, motor cycles, horses, or any other means of conveyance and
- d) refrigerators, radios, television sets and radiograms.

11: for the purpose of this bye law 'lease' means, except where it is obtained from, or granted to, a person having official dealings with the employee, a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent".

"18A - Restrictions in relation to acquisition and disposal of immovable property outside India and transactions with Foreigners etc.

Notwithstanding anything contained in clause (2) of bye-law 18, no employee shall, except with the previous sanction of the prescribed authority,-

- (a) acquire, purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India;
- (b) dispose 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 own name or in the name of any member of his family;
- (c) enter into any transaction with any foreigner foreign government, foreign organisation or concern,-
 - (i) for the acquisition, by purchase, mortgage, lease, gift or otherwise either in his own name or in the name of any member of his family, or 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 either in his own name or in the name of any member of his family".

19. Vindication of acts and character of employees:

- 1) No employee shall, except with the previous sanction of the Chairman, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.
- 2) Nothing in this bye-law shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity and where any action got vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the prescribed authority regarding such action.

20. Canvassing of non-official or other influences

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

21. Restriction regarding Marriage

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

Provided that the Chairman may permit an employee to enter into, or contract, any such marriage as is referred to in clause (1) or clause (2), if he is satisfied that-

- (a) such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and
- (b) there are other grounds for so doing.
- (3) An employee who has married or marries a person other than of Indian Nationality shall forthwith intimate the fact to the Board.

22. Consumption of intoxicating drinks and drugs

An employee shall:

- (a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- “(b) not be under the influence of any intoxicating drink or drug during the course of his 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;”
- “(bb) refrain from consuming any intoxicating drink or drug in a public place;
- (c) not appear in a public place in a state of intoxication;
- “(d) not use any intoxicating drink or drug to excess”.

Explanation: For the purpose of this Bye-law, 'Public place' means any place or premises (including a con-

22 (A) Prohibition regarding employment of Children below 14 years of age
No employee shall employ any child below the age of 14 years.

23. Interpretation:

If any question arises relating to the interpretation of these bye-laws, it shall be referred to the Board who shall decide the same.

24 Delegation of powers

The Board may, by general or special order, direct that any power exercisable by it under these bye-laws (except the powers under this bye-law) 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.

NOTE: The principal Bye laws were published vide No. S.O.1781 dated the 15th May, 1968, and subsequently amended by notification No.S.O. 3491, dated 1-9-1976 and S.O 3660 dated 12-7-1985.

★ Amended vide Gazette Notification No. S.O.1059(E) dated 17-10-2001