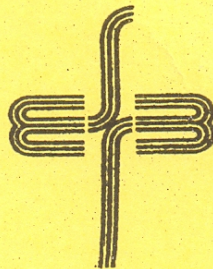


PUNJAB STATE ELECTRICITY BOARD

EMPLOYEES CONDUCT REGULATIONS 1971



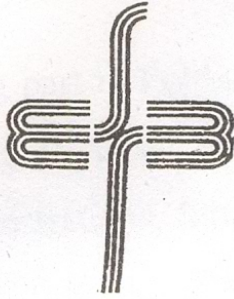
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Punjab State Electricity Board

No. 133/Reg-18/PSEB

Dated, the Patiala 26 July, 1971

In exercise of the powers conferred by clause (c) of Section 79 of the Electricity (Supply) Act, 1948, the Punjab State Electricity Board is pleased to make the following Regulations governing the conduct of the employees of the Board :-

SHORT TITLE, COMMENCEMENT & APPLICATION

1. (1) These Regulations may be called the "Punjab State Electricity Board Employees Conduct Regulations, 1971".

(2) They shall come into force at once.

(3) Except as otherwise provided in Regulation 2, these Regulations shall apply to all employees of the Board whether on duty, leave or on deputation with the Board.

2. These Regulations shall not apply to :-

(1) Govt. employees who were holding substantive permanent pensionable posts in the Erstwhile Electricity Branch of the Punjab P.W.D. on 31-1-59 including those on 'probation' against permanent posts under Punjab Govt. in the said Branch, while they are on 'foreign service' with the Board, or when their services are transferred to the Board. Such employees will be governed by the Punjab Govt. Employees Conduct Rules, 1955, now Pb. Govt. Employees (Conduct) Rules, 1966, as amended from time to time, till such time that they opt to come under these Regulations.

(2) Employees of the Punjab State Electricity Board when on deputation to any State Govt./Elec. Board, Central Govt. or an undertaking of Govt., during the period of deputation they shall be governed by the corresponding Rules of the borrowing authority.

DEFINITIONS

3. Unless there is anything repugnant to the subject or context in these Regulations:-

(1) **'Board'** means the Punjab State Electricity Board constituted under Section 5 of the Electricity (Supply) Act, 1948.

(2) **'Board Employee'** means a member of any of the Board Services and includes any person taken in the employ of the Board on contract basis.

Explanation:- A Board employee whose services are placed at the disposal of a State Government, Company, Corporation, Organisation or Local Authority by the Board, shall for the purposes of these Regulations be deemed to be a Board employee serving under the Board notwithstanding that his salary is drawn from sources other than the Board.

(3) **'Members of Family'** in relation to a Board employee includes:-

(i) the wife or the husband, as the case may be, of the Board employee whether residing with the Board employee or not but does not include a wife or husband, as the case may be, separated from the Board employee by a decree or order of a competent court;

(ii) son or daughter or step-son or step-daughter of the Board employee and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the Board employee or of whose custody the Board employee has been deprived by or under any law;

(iii) any other person related, whether by blood or marriage, to the Board employee or to the Board employee's wife or husband and wholly dependent on the Board employee.

4) **'Prescribed authority' means:-**

- (a) (i) Secretary, C.Es, CAO, CA in case of Class-I & II Officers working under them.
- (ii) Member concerned in case of all Heads of Department.
- (iii) Heads of Offices in case of class III and class IV employees. In case of Secretariate these powers will be exercised by Deputy Secretary.
- (b) In respect of a Board employee on foreign service or on deputation to any other department or any other Board, the parent Department on the cadre on which such Board employee is borne, or the Department to which he is administratively subordinate as member of the cadre.

Explanation:-

Foreign Service for the purpose of this Sub-Regulation means service in which a Board employee receives his substantive pay with the sanction of the Board from any source, other than the revenues of the Board.

GENERAL

- 4. (1) Every Board employee shall at all times:-
 - (i) maintain absolute integrity;
 - (ii) maintain devotion to duty; and
 - (iii) do nothing which is unbecoming of a Board employee.
- (2) (i) Every Board employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Board employees for the time being under his control and authority.
- (ii) No Board 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 subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes un-avoidable, the official superior shall confirm it in writing immediately thereafter.
- (iv) A Board employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, where-upon it shall be the duty of the official superior to confirm the direction in writing.

Explanations :

(1) Nothing in clause (ii) of sub-regulation (2) shall be construed as empowering a Board 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 power and responsibilities.

(2) Without prejudice to the provision contained in this Regulation, no action will be initiated against any Board employee for not carrying out oral instructions of his official superior in individual cases, relating especially to postings and transfers, giving of loans, permits, or quotas and similar other matters.

**EMPLOYMENT OF NEAR RELATIVES OF BOARD
EMPLOYEES IN COMPANIES OR FIRMS**

5. (1) No Board employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any private undertaking enjoying Board patronage.

- (2) (i) No class- I officer shall, except with the previous sanction of the Board, permit his son, daughter or other dependent to accept employment in any private Undertaking with which he has official dealings or in any other undertaking having official

dealings with the Board:

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

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

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

- (3) No Board 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 and the Board 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.

TAKING PART IN POLITICS AND ELECTIONS

6. (1) No Board employee shall be a member of, or be otherwise associated 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 Board 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 Board as by law established, and where a Board 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 or activity, he shall make a report to that effect to the Board.

(3) If any question arises whether a party is a political party or whether any organisation takes part in politics or whether any movement or activity falls within the scope of Sub-Regulation (2), the decision of the Board thereon shall be final.

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

Provided that:-

- (i) a Board 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) a Board 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.

Explanation:-

The display by a Board 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-Regulation.

**JOINING OF ASSOCIATIONS BY BOARD
EMPLOYEES**

7. No Board employee shall join, or continue to be a member of an Association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order, or morality.

DEMONSTRATIONS, STRIKES & INTIMIDATIONS

8. No employee shall :-
- (i) engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with Foreign States, public order, decency or morality or which involves contempt of Court, defamation or incitement to an offence ; or
 - (ii) resort to or in any way abet any form of strike in connection with any matter pertaining to his service or the service of any other Board employee;
 - (iii) assault, threaten, intimidate, coerse, abuse or interfere with the work of the other employees of the Board;
 - (iv) surround, 'Gherao' or confine any officer or any other employee of the Board in order to make him yield to the demands.

CONNECTION WITH PRESS OR RADIO

9. (1) No Board employee shall, except with the previous sanction of the Board, own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publication.

(2) No Board employee shall, except with the previous sanction of the Board or of the prescribed authority or except in the bonafide discharge of his duties 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 if such contribution, broadcast or writing is of a purely literary, artistic or scientific character.

CRITICISM OF BOARD

10. No Board employee shall, in any Radio or Television broadcast or in any document publish 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 opinion:-

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

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

EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY

11. (1) Save as provided in Sub-Regulation (3), no Board employee shall, except with the previous sanction of the Board, give evidence in connection with any enquiry conducted by any person, committee or authority.

(2) Where any sanction has been accorded under Sub-Regulation (1) no Board employee giving such evidence shall criticise the policy or any action of the Board, Govt. of India, Govt. of Punjab or any other State Govt.

(3) Nothing in this Regulation shall apply to :-

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

UNAUTHORISED COMMUNICATION OF INFORMATION

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

SUBSCRIPTIONS

13. No Board employee shall, except with the previous sanction of the Board 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.

GIFTS

14. (1) Save as otherwise provided in these Regulations, no Board 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 advantages when provided by the person other than a near relative or personal friend having no official dealings with the Board employee.

Note 1:- A causal meal, gift or other social hospitality shall not be deemed to be a gift.

Note 2:- A Board 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 a gift is in conformity with the prevailing religious or social practice, a Board employee may accept gift 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 a Board employee holding any Class I or Class II post.

- (ii) Rs. 250/- in the case of a Board employee holding any Class III post; and
- (iii) Rs. 100/- in the case of a Board employee holding any Class IV post.

(3) On such occasions as are specified in Sub-Regulation (2), a Board employee may accept gift 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 a Board employee holding any Class I or Class II post;
- (ii) Rs. 100/- in the case of a Board employee holding any Class III post; and
- (iii) Rs. 50/- in case of a Board employee holding any Class IV post.

(4) In any other case, a Board employee shall not accept any gift without the sanction of the Board if the value thereof exceeds :-

- (i) Rs. 75/- in the case of Board employee holding any Class I or Class II post; and
- (ii) Rs. 25/- in the case of a Board employee holding any Class III or Class IV post.

PUBLIC DEMONSTRATION IN HONOUR OF BOARD EMPLOYEES

15. No Board employee shall except with the previous sanction of the Board 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 Board employee;

Provided that nothing in this Regulation shall apply to :-

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

Note: Exercise of pressure or influence of any sort on any Board employee to induce

him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character, and the collection of subscriptions from Class-III or Class-IV employees under any circumstances for the entertainment of any Board employee not belonging to Class-III or Class-IV, is forbidden.

PRIVATE TRADE OR EMPLOYEMENT

16. (1) No Board employee shall, except with the previous sanction of the Board, engage directly or indirectly in any trade or business or undertake any other employment :

Provided that a Board employee may, without such sanction, undertake honorary work of social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer; but he shall not undertake, or shall discontinue such work if so desired by the Board.

Provided further that if the undertaking of any such work involves holding of any elective office, he shall not seek election to any such office without the previous sanction of the Board.

Explanation:

Canvassing by a Board 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 Sub-Regulation.

(2) Every Board 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 Board 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 purposes.

Provided that a Board 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 & objects of which relate to promotion of sports, cultural or recreational activities, registered under the Societies Registration Act, 1860, or the Companies Act, 1956, or any other law for the time being in force; or

- (ii) a Co-operative Society, substantially for the benefit of Board employees registered under the Punjab Co-operative Societies Act, 1961, or any other law for the time being in force.

(4) No Board 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.

INVESTMENT, LENDING AND BORROWING

17. (1) No Board 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 Sub-Regulation.

(2) No Board 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 Sub-Regulation (1) or Sub-Regulation (2), the decision of the Board thereon shall be final.

(4) (i) No Board employee shall without previous sanction of the prescribed authority 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 including Bank and Financial Institution 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 Board 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 tradesman or make an advance of pay to his private employee but such amount shall not exceed twelve month emoluments for the construction of house or purchase of built up house and six months emoluments for the purchase of conveyance and other purposes.

- (ii) When a Board employee is appointed or transferred to a post of such nature as would involve him in the breach of any of the provisions of Sub-Regulation (2) or Sub-Regulation (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.

INSOLVENCY AND HABITUAL INDEBTEDNESS

18. A Board employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A Board employee against whom any legal proceeding is instituted for the 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 Board 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 Board employee.

MOVABLE, IMMOVABLE AND VALUABLE PROPERTY

19.(1) (i) Every Board employee shall on his first appointment to any service or post submit a return of his assets and liabilities, in the form as per Annexure-I of these Regulations giving 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) debits and other liabilities incurred by him directly or indirectly.

Note 1:- Sub-Regulation (1) shall not ordinarily apply to Class IV employees, but the Board may direct that it shall apply to any such Board employee or class of such Board employee

Note 2:- In all returns, the value of items of movable property worth less than Rs. 2000/- may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc., need not be included in such return.

- (ii) Where a Board employee already belonging to a service or holding a post is appointed to any other service or post, he shall not be required to submit a fresh return under Sub-Clause (i) of Regulation-19 (i) *ibid*.
- (iii) Every Board employee belonging to any service or holding any post in Class I or Class II shall submit an annual return in form-I of Annexure-II of these Regulations 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 Board employee shall except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift, through power of attorney or otherwise either in his own name or in the name of any member of his family.

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

- (i) with a person having official dealings with the Board employee; or

(ii) otherwise than through a regular or reputed dealer.

(3) Every Board employee shall report to the prescribed authority every transaction concerning movable property owned or held by him either in his own name or in the name of a member of his family, if the value of such property exceeds Rs. 20,000/- in the case of a Board employee holding any Class-I or Class-II post or Rs. 10,000/- in the case of a Board employee holding any Class- III or Class-IV 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 Board employee; or
- (ii) otherwise than through a regular or reputed dealer.

(4) The Board or the prescribed authority may at any time, by general or special order, demand 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 Board or by the prescribed authority, include the details of the means by which, or the source from which, such property was acquired. Such information when sought by the Board or the prescribed authority, need to be supplied within one month of receipt of such communication. The information not supplied within one month or the information which is proved later on to have been false shall be construed as misconduct and make the employee liable for disciplinary action.

(5) The Board may exempt any category of Board employees belonging to Class III or Class IV from any of the provisions of this Regulation except Sub-Regulation (4). No such exemption shall, however, be made without the concurrence of the Board.

Explanation :

For the purpose of this Regulation, the expression 'movable property' includes:-

- (i) jewellery, insurance policies, the annual premia of which exceeds Rs. 2000/- or one sixth of the total annual emoluments received from Board whichever is less, shares, securities and debentures;
- (ii) loans advanced by such Board employee whether secured or not; and
- (iii) motor cars, motor cycles, horses, or any other means of conveyance; and
- (iv) refrigerators, radios and radiograms.

VINDICATION OF ACTS AND CHARACTER OF BOARD EMPLOYEES

20. (1) No Board employee shall, except with the previous sanction of the Board, 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 an attack of a defamatory character.

(2) Nothing in this Regulation shall be deemed to prohibit a Board 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 his private capacity is taken, the Board employee shall submit a report to the prescribed authority regarding such action.

THEFT OF ENERGY, HELP OR CONNIVANCE OF AN EMPLOYEE IN THEFT.

20-A Theft of energy, help or connivance of an employee in theft are offences under the law. If any Board employee is found stealing energy or helping/conniving in theft of energy by any consumer in any way including by recording of perfunctory readings and/or insertion of wrong status of meter and/or tampering of prescribed/relevant record where the details of consumption of units by each consumer are recorded by the concerned employee and the charge(s) is/are successfully established against him, the minimum punishment in such cases shall be dismissal from service.

CONVASSING OF NON-OFFICIAL OR OTHER INFLUENCE

21. No Board 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 matters pertaining to his service under the Board.

RESTRICTION REGARDING MARRIAGE

22. (1) No Board employee who has a wife living shall contract another marriage without first obtaining the permission of the Board, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.

(2) No female Board employee shall marry any person who has a wife living without first obtaining the permission of the Board.

(3) A Board employee who has married or marries a person other than of Indian Nationality, shall forthwith intimate the fact to the Board.

PROHIBITION OF SEXUAL HARASSMENT OF WORKING WOMEN

22-A. (1) No Board employee shall indulge in any act of sexual harassment of any woman at her work place.

(2) Every Board 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 purpose 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 favour;
- (c) sexually coloured remarks;
- (d) showing any pornography; or
- (e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

PROHIBITION FROM EMPLOYING CHILDREN BELOW THE AGE OF 14 YEARS.

22-B. No Board employee shall employ to work, any child below the age of 14 years.

CONSUMPTION OF INTOXICATING DRINKS AND DRUGS

23. A Board 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) take due care that performance of his duties is not affected in any way by the influence of any intoxicating drinks or drugs;
- (c) not appear in a public place in a state of intoxication;
- (d) not habitually use any intoxicating drink or drug to excess.

DELEGATION OF POWERS

24. The Board may, by general or special order and subject to such conditions as it may think fit, authorise any authority subordinate to it to exercise the powers or functions of the Board for all or any of the purposes of these Regulations. The Board may direct that any power exercisable by it or such authority under these Regulations (except the powers under Regulation 25 and this Regulation) shall be subject to such conditions, if any, as may be specified in the order.

INTERPRETATION

25. If any question arises relating to the interpretation of these Regulations, it shall be referred to the Board whose decision thereon shall be final.

REPEAL AND SAVING

26. Any Regulations corresponding to these Regulations in force immediately before the commencement of these Regulations and applicable to the Board employees to whom these Regulations apply are hereby repealed:

Provided that any order made or action taken under the Regulations so repealed shall be deemed to have been made or taken under the corresponding provisions of these Regulations.

By order of the Board,

SECRETARY,
PUNJAB STATE ELECTRICITY BOARD,
PATIALA

ANNEXURE-I
 RETURN OF ASSETS AND LIABILITIES
 (Under Regulation 19 of the Punjab State Electricity Board
 Employees (Conduct) Regulations, 1971)

1. (a) Name of the Board employee
in full (In block letters) _____
- (b) Father's name _____
2. Service to which he/she belongs _____
3. Total length of service up-to-date
i) in Non-Gazetted rank _____
ii) in Gazetted rank _____
4. Present post held and place of posting _____
5. Total annual income from all sources
during the calendar year immediately
preceding the 31st March, 20 _____
6. Declaration : I hereby declare that the return enclosed namely, Forms-I
to V, are complete, true and correct as on _____
to the best of my knowledge and belief, in respect of infor-
mation due to be furnished by me under the provisions
of Sub-Regulation (1) of Regulation-19 of the PSEB Em-
ployees Conduct Regulations, 1971

Signature _____

Dated _____

Designation _____

Note 1 This return shall contain particulars of all assets and liabilities of the Board employee, either in his/her own name or in the name of any other person.

Note 2 If a Board employee is a member of Hindu undivided Family with Co-parcenary rights in the properties of the family either as a "Karta" or as a member, he/she should indicate in the return in Form No. 1 the value of his/her share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added, wherever necessary.

ANNEXURE- II

FORM - 1

Statement of Immovable property

Sr. No.	Description of property	Precise location (Name of Distt., Division, Taluk and Village in which the property is situated & also its distinctive number etc.)	Area of land (in case of land & buildings)	Nature of land (in case of landed property)	Extent of interest	If not in own name, state in whose name held & his/her relationship if any to the Board employee
1	2	3	4	5	6	7

Date :

Note:- (1) For purpose of Column-9, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Board employee, such a lease should be shown in this column irrespective of the term of the lease, whether it is short-term or long term, and the periodicity of the payment of rent.

(e.g. Land, House, Shops, other buidlings etc.)

Date of acquisition	How acquired ? (Whether by purchase, mortgage, lease, inheritance, gift, through power of attorney or otherwise and name with details of person/ persons from whom acquired) (address and connection of the Board employee, if any, with the person/ persons concerned) (Please see Note-I below)	Value of the property (see Note-2 below)	Particulars of sanction of prescribed authority, if any	Total annual income from the property	Remarks
8	9	10	11	12	13

Signature

(2) In column 10 should be shown :-

- (a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition.
- (b) Where it has been acquired by lease, the total annual rent thereof also, and
- (c) where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

FORM NO. II STATEMENT OF LIQUID ASSETS

- 1) Cash and Bank balances exceeding 3 month's emoluments.
- 2) Deposits, loans advanced and investments (such as shares, securities, debentures etc.)

Sr.No.	Description	Name & Address of Company, Bank etc.	Amount	If not in own name, name address of person in whose name held and his/her relat- ionship with the Board employee	Annual income derived	Remarks
1	2	3	4	5	6	7

Date :

Signature

Note 1 : In column-7, particulars regarding sanctions obtained or report made in respect of the various transactions may be given.

Note 2 : The term "emoluments" means the pay and allowances received by the Board employee.

FORM NO. III
STATEMENT OF MOVABLE PROPERTY

Sr. No.	Description of item	Price or value at the time of acquisition and or the total payments made upto the date of return as the case may be, in case of articles purchased on hire purchase or instalment basis	If not in own name, name address of the person in whose name held and his/her relationship with the Board employee	How acquired with approximate date of acquisition	Remarks
1	2	3	4	5	6
					23

Date: _____ Signature _____

Note 1 : In this Form information may be given regarding items like:

- (a) jewellery owned by him/her (total value);
- (b) silver and other precious metals and precious stones owned by him/her not forming part of jewellery (total value) ;
- (c) (i) Motor Cars; (ii) Scooters/Motor Cycles; (iii) Refrigerators/Air Conditioners; (iv) radios/radio grams/television sets and any other article, the value of which individually exceeds Rs. 1000/-
- (d) Value of items of movable property individually worth less than Rs. 1000/- other than articles of daily use such as clothes, books, utensils, crockery etc. added together as lumpsum.

Note 2 : In column-5, may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise.

Note 3 : In cloumn-6, particulars regarding sanction obtained or report made in respect of various transactions may be given

**FORM NO. IV
STATEMENT OF PROVIDENT FUND AND LIFE INSURANCE POLICY**

Sr. No.	Policy No. & Date of policy	Name of Insurance Company	Sum insured & date of maturity	Amount of annual premium	Type of Provident Funds/GPF/CPF Account No.	Closing balance as last reported by the audit/Accounts Officer along with date of such balance	Contribution made sub-sequently	Total	Remarks (if there is dispute regarding closing balance, the figures according to the Board employee should also be mentioned in this column)
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1	2	3	4	5	6	7	8	9	10
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Date

Signature

FORM NO. V
STATEMENT OF DEBTS AND
OTHER LIABILITIES

Sr. No.	Amount	Name & Address of Creditor	Date of incurring liability	Details of transaction	Remarks
1	2	3	4	5	6

Date

Signature

Note 1 : Individual items of loans not exceeding three months' emoluments or Rs. 1000/- whichever is less, need not be included.

Note 2 : In column 6, information regarding permission, if any, obtained from or report made to the competent authority may also be given.

Note 3 : The term "Emoluments" means Pay and Allowances received by the Board employees.

Note 4 : The Statement should also include various loans and advances available to Board employees like advance for purchase of conveyance, House Building Advance, etc. (other than advance of pay and travelling allowance), advances from the G.P. Fund, and loans on Life Insurance Policies and fixed deposits.