



GOVERNMENT OF KARNATAKA

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

KARNATAKA CIVIL SERVICE (CONDUCT) RULES, 1966

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Amended upto January 2014

GOVERNMENT OF KARNATAKA

Department of Personnel and Administrative Reforms

**NOTIFICATION No.GAD 14 SSR 66
Bangalore, Dated 10th May 1966**

G.S.R 955 - In exercise of the powers conferred by the provision to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Karnataka hereby makes the following rules, namely:-

THE KARNATAKA CIVIL SERVICES (CONDUCT) RULES, 1966

1. Title and Commencement: (1) These rules may be called the Karnataka Civil Services (Conduct) Rules, 1966.

(2) They shall come into force at once;

(3) Save as otherwise provided in these Rules they shall apply to all persons appointed to Civil Services and posted in connection with the affairs of the State of Karnataka.

Provided that nothing in these rules shall apply to any Government Servant who is...

(a) a member of an All India Service.

(b) a holder of any post in respect of which the Governor may, by general or special order declare that these Rules shall not apply.

(c) an employee in a Government Industrial Concern to whom the provisions of the Industrial Employment (Standing Orders) Act, 1946 (Central Act XX of 1946) for the time being in force are applicable.

^{1*}[provided further that Rules 9, 14, 16 and 23 shall not apply to Government Servants not in whole time Employment.]^{1*}

1* Inserted in Notification No.GAD 4 SRC 72, dated 26th May 1972

2. **Definitions:** In these rules, unless the context otherwise requires;-

- (a) "Government" means the Government of Karnataka;
- (b) "Government Servant" means any person appointed to any Civil Service or post in connection with the affairs of the State of Karnataka;

Explanation: A Government Servant whose services are placed at the disposal of a Company, Corporation, Organisation or a local authority by the Government shall for the purpose of these rules, be deemed to be a Government Servant, serving under the Government notwithstanding that his salary is drawn from sources other than from the consolidated Fund of the State:

- (c) "Members of Family" in relation to a Government Servant include:-
 - (i) the wife or husband as the case may be of the Government Servant, whether residing with the Government Servant or not but does not include a wife or husband, as the case may be, separated from the Government Servant by a decree or order of a competent court;
 - (ii) son or daughter or step - son or step - daughter of a Government Servant and wholly dependent on him, but does not include a child or step - child who is no longer in any way dependent on the Government Servant or of whose custody the Government Servant has been deprived by or under any Law;
 - (iii) any other person related, whether by blood or marriage, to the Government Servant or to the Government Servant's wife or husband and wholly dependent on the Government Servant.
- (d) "Prescribed Authority" means such authority as may be specified by the State Government by order made in this behalf.

3. General: (1) Every Government Servant shall at all times;-

(i) maintain absolute integrity;

(ii) maintain devotion to duty; and

(iii) do nothing which is unbecoming of a Government Servant.

(2) (i) Every Government Servant holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Government Servants for the time being under his control and authority;

(ii) No Government Servant 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 that when he is acting under the direction of his official superior and shall, where he is acting under such direction obtain the direction in writing, wherever practicable, and where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of the direction as soon thereafter as possible.

Explanation: Nothing in clause (ii) of sub-rule (2) shall be construed as empowering the Government Servant to evade his responsibilities by seeking instruction 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 relative of Government Servant in *Company or Firm enjoying Government patronage: (1) No Government Servant, shall use his position or influence directly or indirectly to secure employment for any member of his family in any ¹[Company or Firm]¹.

- (2) (i) No ²[Group-A]² Officer shall except with the previous sanction of the Government permit his son, daughter or other dependent to accept employment in any ¹[Company or Firm]¹ with which he has official dealing or in any other undertaking having official dealings with the Government.

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

- (ii) A Government Servant 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 also intimate whether he has or has had any official dealings with that ¹[Company or Firm;]¹

Provided that no such intimation shall be necessary in the case of ²[Group-A]² Officer if he has already obtained the sanction of or sent a report to the Government under clause (i).

- (3) No Government Servant shall in the discharge of his official duties deal with any matter or give or sanction any contract to any ¹[Company or Firm]¹ or any other person if any member of his family is employed in that ¹[Company or Firm]¹ 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 Government servant shall refer every such matter or contract to his official superior and the matter on contract shall thereafter be disposed of according to the instruction of the authority to whom the reference is made.

*1 Substituted by Notification No. DPAR 4 SRC 76, dated 2nd November 1976

2 Substituted by Notification No. DPAR 4 SRC 85, dated 30th December 1985

- 5. Taking part in politics and election:** (1) No Government Servant shall be a member of, or be otherwise associated with, any political party or any organization 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 Government Servant 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 a Government Servant 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 Government.
- (3) If any question arises whether a party is a political party or whether any organization takes part in politics or whether any movement or activity falls within the scope of sub-rule (2), the decision of the Government thereon shall be final.
- (4) No Government Servant shall canvas or otherwise interfere with or use his influence in connection with or take part in, an election to any legislature or local authority;

Provided that...

- (i) A Government Servant 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 Government Servant shall not be deemed to have contravened the provisions of this sub-rule 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 a Government Servant on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

6. Joining of Association by Government Servant: No Government Servant 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. ¹[XXX]¹

1. Deleted vide Notification No.GAD 43 SSR 67, dated 4th April 1968.

8. Demonstration and Strikes: No Government Servant 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 an offence, or

¹[(ii) resort to, or in any way instigate, incite or abet, any form of strike by any number of Government Servants.]¹

²**[Explanation:** For the purposes of this rule, "Strike" means a cessation of work (including any unauthorized absence from duty) by a body of Government Servants acting in combination or a concerted refusal or a refusal under a common understanding, of any number of Government Servants to work.]²

1&2. Inserted & Substituted vide Notification No.GAD 96 SSR 66, dated 15/09/1966.

9. Connection with Press or Radio: (i) No Government Servant shall, except with the previous sanction of the Government, own wholly or in part, or conduct or participate in the Editing or Management of any News Paper or other Periodical Publication.

^{1*}[(ii) No Government Servant shall, except with the previous sanction of the Government or of the prescribed authority or except in the *bona-fide* discharge of his duties.

- (a) Publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles, or.
- (b) Participate in a 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.]

1*. Substituted vide Notification No.GAD 34 SSR 68, dated 19th August 1968.

10. Criticism of Government: No Government Servant 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 in any communication to the Press or in any public utterance, make any statement of fact or opinion.

(i) which has the effect of an adverse criticism of any current or recent policy or action of the Government of Karnataka, Central Government or any other State Government;

¹[Provided that nothing contained in this clause shall apply to bona-fide expression of views by any Government Servant as an office bearer of a Trade Union or Association of such Government Servants for the purposes of safe-guarding the conditions of service of such Government servants or for securing an improvement thereof; or]¹

(ii) which is capable of embarrassing the relations between the Government of Karnataka and the Central Government or the Government or any other State; or

(iii) which is capable of embarrassing relations between the Central Government and the Government of any Foreign State;

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

1. Substituted vide Notification No.GAD 6 SRC 73, dated 9th October 1973.

11. Evidence before Committee or any other Authority:- (1) Save as provided in sub-rule (3), no Government Servants shall, except with the previous sanction of the Government, give evidence in connection with any enquiry conducted by any person, Committee or authority.

(2) Where any sanction has been accorded under sub - rule (1) No government Servant giving such evidence shall criticize the policy or any action of the Government of Karnataka, the Central Government or of any other State Government.

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

(a) evidence given to a enquiry before an Authority Appointed by the Government of Karnataka, 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 authority subordinate to the Government of Karnataka or the Central Government or any other State Government.

12. ¹[Communication of Official Information: Every Government servant shall, in performance of his duties in good faith, communicate information to a person in accordance with the provisions of the Right to Information Act, 2005 (Central Act 22 of 2005) and the rules made thereunder:

Provided that no Government servant shall, except in accordance with any general or special order of the Government or in performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or classified information to any Government servant or any other person to whom he is not authorized to communicate such document or classified information.]¹

1. Substituted by Notification No. DPAR 47 SRC 2008, dated 29th March 2012.

13. Subscription: No Government Servant shall except with the previous sanction of Government or of the prescribed authority, ask for or accept contributions to, or otherwise associate himself with the raising of, any funds or other collections in cash or in kind in pursuance of any object whatsoever.

14. Gifts: (1) Save as otherwise provided in these rules, no Government Servant shall accept, or permit any member of his family, ¹[or any other person acting on his behalf]¹ 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 Government Servant.

Note I: A casual meal, lift or other local hospitality shall not be deemed to be gift.

Note II: A Government Servant shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms or organizations.

- (2) On the 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 Government Servant may accept gift from his near relatives but he shall make a report to the Government if the value of any such gift exceeds - ²[the monthly basic salary of the Government Servant]².
- (3) On such occasions as are specified in sub-rule (2) Government Servant may accept gifts from his personal friends having no official dealings with him but he shall make a report to the Government if the value of any such gift exceeds - ³[1/2 (half) of the monthly basic salary of the Government Servant]³.
- (4) In any other case, a Government Servant, shall not accept ⁴[or permit any member of his Family or any other person acting on his behalf to accept]⁴ any gift without the sanction of the Government if the value thereof exceeds - ⁵[1/4 (one fourth) of the monthly basic salary of the Government Servant]⁵.

1&4 Substituted by Notification No. DPAR 4 SRC 76, dated 2nd November 1976.

2,3 & 5 Substituted by Notification No. DPAR 47 SRC 2008, dated 29th March 2012

¹[14A. **Dowry:** No Government Servant shall:-

(i) give or take or abet the giving or taking of dowry; or

(ii) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation: For the purposes of this rule dowry has the same meaning as in the Dowry Prohibition Act, 1961 (Central Act 28 of 1961).¹

¹ Inserted by Notification No. DPAR 4 SRC 76, dated 2nd November 1976.

15. Public Demonstration in Honour of Government Servant: No Government Servant shall except with the previous sanction of the Government, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in the honour of any Government Servant;

Provided that nothing in this rule shall apply to:-

(i) A farewell entertainment of a substantially private and informal character held in honour of a Government Servant or any other Government Servant on the occasion of his retirement or transfer or any person who has recently quit the service of any Government; or

(ii) the acceptance of simple and inexpensive entertainment arranged by the public bodies or institutions.

Note: Exercise of pressure or influence of any sort on any Government Servant 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 ¹[Group C or Group D]¹ employees under any circumstances for the entertainment of Government Servant not belonging to ¹[Group C or Group D]¹ is forbidden.

¹ Substituted by Notification No. DPAR 4 SRC 85, dated 30th December 1985.

16. Private Trade or Employment: (1) No Government Servant shall except with the previous sanction of the Government engage directly or indirectly in any trade or business or ¹[negotiate for, or undertake, any other employment].¹

²[Provided that a Government Servant may without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic, or scientific character subject to the following conditions namely:-

- (i) He shall within a period of one month of his undertaking any such work, report to the Government giving full details;
- (ii) His official duties do not thereby suffer; and
- (iii) He shall discontinue any such work, if so directed by the Government;

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

Explanation I: Canvassing by a Government Servant for a candidate or candidates for an elective office referred to in the second proviso shall be deemed to be a breach of this sub-rule.

Explanation II: Canvassing by a Government Servant in support of the business or insurance agency or commission agency, owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.]²

- (2) Every Government Servant shall report to the Government 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 Government Servant shall, without the previous sanction of the Government 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 (Central Act 1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes.

Provided that a Government Servant may take part in the registration, promotion or management of co-operative society substantially for the benefits of Government Servants, registered or deemed to be registered under the Karnataka Co-operative Societies Act, 1959 (Karnataka Act 11 of 1959) or of a literary, scientific, or charitable society registered or deemed to be registered under the Karnataka Societies Registration Act, 1960 (Karnataka Act 17 of 1960).

(4) No Government Servant may accept any fee for any work done by him for any public body or any private person without the general or special sanction of the prescribed authority.

1. Substituted vide Notification No.GAD 1 SRC 75, dated 6th October 1975.
2. Notification No.GAD 13 SRC 73, dated 31st December 1973.

17. Participation of a Medical Officer in a Private Establishment: No Medical Officer shall maintain or have financial interest in a Private Nursing Home, Hospital or similar establishment. Nor shall he habitually accommodate paying patients in his own residence for more than 24 hours. He may, however, treat patients in a private nursing home provided that the home is not reserved for the admission of his own cases and allows the admission of patients of any other registered medical practitioner.

18. Authorship of a Text-Book for the use in Recognised School: No Government Servant who is a member of the Text Book Committee shall write or Edit any Text-Books for use in a Recognised School during his Membership of the Committee.

19. Proper use of Amenities: No Government Servant shall misuse, or carelessly use, amenities, provided for him by the Government to facilitate the discharge of his public duties.

20. Use of Services without payment: No Government Servant shall, without proper and adequate payment avail himself any service or entertainment for which a hire or price or admission fee is charged.

21. Investment, lending and borrowing: (1) No Government Servant 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-rule.

(2) No Government Servant 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-rule (1) or sub-rule (2), the decision of the Government thereon shall be final.

(4) (i) No Government Servant shall ¹[except with the previous sanction of the Government and] save in the ordinary course of business with a bank or a firm of standing duly authorized to conduct banking business either himself or through any member of his family or any other person acting on his behalf:-

(a) lend or borrow money as principal or agent, to or from any person within the local limits of his authority or with whom he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person, or;

(b) lend money to any person for interest or in a manner whereby return in money or in kind is charged or paid;

Provided that a Government Servant may given to or accept from a relative or personal friend, a purely temporary loan of ²[an amount not exceeding his three months emoluments] free of interest or operate, a credit account with a *bona-fide* tradesman or make an advance of pay to his private employee.

(ii) when a Government Servant is appointed or transferred to post of such nature as would involve him in the breach of any of the provisions of sub-rule (2) or sub-rule (4), he shall forthwith report the circumstances to the Government and shall thereafter act in accordance with such order as may be made by the Government.

1. Inserted by Notification No. DPAR 2 SRC 78, dated 28th September 1978.

2. Substituted by Notification No. DPAR 69 SRC 2011, dated 26th March 2012

22. Insolvency and Habitual Indebtedness: A Government Servant shall be so manage his private affairs as to avoid habitual indebtedness or insolvency. A Government Servant against whom any Legal Proceedings 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 Government.

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

****23. Movable, Immovable and Valuable, Property:** (1) Every Government Servant shall on his first appointment to any Service or post and thereafter at the interval of every twelve months ¹[ending on 31st March]¹ submit a return of his assets and liabilities and of all members of his family in such form as may be prescribed by the Government giving the full particulars regarding.

- (a) the immovable property inherited by him or any member of his family or owned or acquired by him or any member of his family 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 persons;
- (b) shares, debentures and cash including bank deposits inherited by him or any member or his family or similarly owned, acquired or held by him or any member of his family;
- (c) other movable property inherited by him or any member of his family or similarly owned, acquired or held by him or any member of his family;
- (d) debts or other liabilities incurred by him or any member of his family directly or indirectly.

Note I: Sub-rule (1) shall not ordinarily apply to ²[Group D]² Servants but the Government may direct that it shall apply to any such Government Servant or Class of such Government Servants.

Note II: In all returns the value of items of movable worth less than ³[Rs.5000]³ may be added and shown as a lumpsum. The value of articles of daily use as clothes, utensils, crockery or books need not be included in such returns.

Note III: Every Government Servant who is in service on the date of commencement of the Rules shall submit a return under this sub-rule on or before such date as may be specified by the Government after such commencement.

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

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

- (i) with a person having official dealing with the Government Servant, or
- (ii) otherwise than through a regular or reputed dealer.

⁴["Provided further that nothing in this sub-rule shall apply to the transactions entered into by a member of the family of the Government Servant out of his or her own funds (including Gifts, Inheritance, etc.) as distinct from the funds of the Government Servant himself / herself, in his or her own name and in his or her own right."]⁴

- (3) Every Government Servant shall report to the prescribed authority every transaction concerning movable property owned or held by him or any member of his family either in his own name or in the name of a member* of his family, if the value of such property exceeds ⁵[the monthly basic salary of the Government Servant]⁵:

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

- (i) with a person having official dealings with the Government Servant; or
- (ii) Otherwise than through a regular or reputed dealer.

⁶["Provided further that nothing in this sub-rule shall apply to the transactions entered into by a member of the family of the Government Servant out of his or her own funds (including Gifts, Inheritance, etc.) as distinct from the funds of the Government Servant himself / herself, in his or her own name and in his or her own right."]⁶

⁷[(3-A) Every Government Servant shall report to the prescribed authority every transaction concerning cash received by him or by any member of his family from sources other than the Government Servant's Salary and Allowances, Insurance or Provident Fund if such cash exceeds ⁸[the monthly basic salary of the Government Servant]⁸].⁷.

(4) The Government or the prescribed authority may at any time, by general or special order, require a Government Servant 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 any member of his family 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 Government or by the prescribed authority include the details of the means by which, or the source from which such property was acquired.

(5) The Government may exempt any Category of Government Servants belonging to ⁹[Group-C or Group-D]⁹ from any of the provisions of this Rule except sub-rule (4).

Explanation: For the purpose of this Rule:-

¹⁰[(1) "Lease" means except where it is obtained from or granted to, a person having official dealings with the Government Servant, a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent.]¹⁰

(2) the expression "movable property" includes:-

(a) **Jewellery, ¹¹[Insurance Policies, Provident Fund]¹¹, Share, Securities and Debentures:

(b) loans advanced by such Government Servants whether secured or not.

- (c) motor cars, motor cycles, horses or any other means of conveyance, and
 - (d) refrigerators, radios, radiograms, ¹²[television sets]¹², tape recorders and transistor.
- (3) “prescribed authority” means.
- (a) ¹³[(i) the High Court of Karnataka in case of persons belonging to the Karnataka Judicial Service]¹³.
 - (ii) the Government in the case of Government Servant holding any Group-A Post, except where any lower authority is specially specified by the Government for any purpose.
 - (iii) Head of the Department, in the case of a Government Servant holding any Group-B Post:
 - (iv) Head of Office, in the case of a Government Servant holding any Group-C or Group-D Post:
 - (b) in respect of a Government Servant on foreign service on deputation to any other Government, the parent Department on the cadre of which such Government Servant is borne or the administrative department of Government to which he is administratively subordinate as a member of that Cadre.

1. Inserted by Notification No.DPAR 11 SRC 92, dated 25/26 March 1994.
2. Informed by O.M. No.SiAaSuE 5 SeNaNi 87, dated 14th July 1987.
- 3,5&8 Substituted by Notification No. DPAR 47 SRC 2008, dated 29th March 2012.
4. Inserted by Notification No. DPAR 6 SRC 2004, dated 16th November 2006.
6. Inserted by Notification No. DPAR 48 SRC 2007, dated 25th September 2008.
7. Inserted by Notification No.GAD 14 SRC 71, 9th December 1971.
9. Substituted vide Notification No.DPAR 4 SRC 85, dated 30th December 1985.
- 10&12 Notification No.GAD 1 SRC 75, dated 6th October 1975.
11. Substituted by Notification No.GAD 5 SRC 73, dated 9th November 1973.
13. Inserted by Notification No.GAD 12 SRC 75, dated 1st December 1975.

¹[23-A Restrictions in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc.,:]

Notwithstanding anything contained in sub-rule (2) of Rule 23, no Government Servant shall, except with the previous sanction of the prescribed authority.

- (a) acquire, by 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 organization or concern:-
 - (i) for the acquisition by purchase, mortgage, gift or otherwise either in his own name or in the name of any member of his family of 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.

Explanation: In this Rule 'prescribed authority' has the same meaning as in Rule 23.]¹

1. Inserted by Notification No.GAD 1 SRC 75, dated 6th October 1975

24. Vindication of Acts and Character of Government Servants: (1) No Government Servant shall, except with the previous sanction of the Government 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 Rule shall be deemed to prohibit Government Servant from vindicating his private character or any act done by him in his private capacity and where an action for vindicating his private character or any act done by him in private capacity is taken, the Government Servant shall submit a report to the prescribed authority regarding such action.

25. Guardianship of Minors: A Government Servant may not without the previous sanction of the prescribed authority, act as a legal guardian of the person or property of a minor other than his dependent.

Explanation: A dependent for the purpose of this Rule means a Government Servant's wife, children and step Children and Children's Children and shall also include his Sisters, Brother's Children and Sister's Children if residing with him and wholly dependent upon him.

26. Canvassing of Non-official or other Influence: No Government Servant 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 Government.

27. Personal Representations of the Government Servant: Any representation by Government Servant shall only be made through proper channel and whenever it is addressed to the Government, the advance copy shall only be submitted to the Secretary to Government of the Department concerned and not to the Minister - in - charge of the Department.

¹[Provided that a Government Servant may submit an advance copy of his representation to the Minister concerned when all means of securing attention or redress from lower authorities have been exhausted or if his representation is not replied to within a period of three months.]¹

1. Inserted by Notification No.GAD 4 SRC 75, dated 28th October 1975.

28. Bigamous Marriage: (1) No Government Servant who has a wife living shall contract another marriage without first obtaining permission of the Government notwithstanding that such subsequent Marriage is permissible under the personal law for the time being applicable to him.

(2) No Female Government Servant shall marry any person who has a wife living without first obtaining the permission of the Government.

¹[28A. XXX]¹

1. Inserted by Notification No. DPAR 21 SRC 76, dated 15th January 1977 and Omitted by Notification No. DPAR 14 SRC 1977, dated 8th November 1977.

29. Consumption of Intoxicating Drinks and Drugs: A Government Servant 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 the performance of his duties is not affected in any way by the influence of any intoxicating drink or drug;

¹[(bb) refrain from consuming any intoxicating drink or drug in a public place.]¹

(c) not appear in a public place in a state of Intoxication;

(d) not habitually use any intoxicating drink or drug to excess.

²[**Explanation:** For the purpose of this rule, 'public place' means any place or premises (including a conveyance) to which the public have, or are permitted to have, access, whether on payment or otherwise.]²

1&2. Substituted by Notification No.GAD 1 SRC 75, dated 6th October 1975.

¹[**29A. Employment of Children:** (1) No Government Servant shall employ any child below the age of fourteen years to work for domestic help;

(2) Breach of sub-rule (1), by any Government Servant shall amount to misconduct attracting any of the penalties specified in clauses (v) to (viii) of rule 8 of the Karnataka Civil Services (Classification, Control and Appeal) Rules, 1957.]¹

1. Inserted by Notification No.DPAR 3 SRC 97, dated 11th November 1997.

¹[**29B. Prohibition of Sexual Harassment:** No Government Servant shall subject any women Government Servant to sexual harassment in working places.

Explanation: For the purpose of this rule, “Sexual Harassment” includes such unwelcome sexually determined (whether directly or by implication) behaviour as;

(a) Physical contact and advances;

(b) A demand or request for sexual favours;

(c) Sexually coloured remarks;

(d) Showing pornography; or

(e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.”]¹

1. Inserted by Notification No.DPAR 14 SRC 97, dated 17th June 1998.

¹[**29C. Taking care of spouse and children:** No Government Servant shall neglect to take care of the basic necessities, such as food, clothing, shelter and education, of his or her spouse and children.]¹

1. Inserted by Notification No. DPAR 6 SRC 2002, dated 5th February 2004.

- 30. Interpretation:** If any question arises relating to the interpretation of these rules, it shall be referred to the Government whose decision thereon shall be final.
- 31. Delegation of Powers:** The Government may by General or Special Order direct that any power exercisable by it or any Head or department under these Rules (except the power under Rule 30 and this Rule) shall subject to such conditions, if any, as may be specified in the order, be exercisable also by such Officer or Authority as may be specified in the order.
- 32. Repeal and Savings:** Any rules corresponding to these Rules in force immediately before the Commencement of those Rules and applicable to Government Servant to whom these Rules apply are hereby repealed:

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

By Order and in the name of the
Governor of Karnataka
W.A.SMITH
Under Secretary

CAMPUS CODE OF CONDUCT

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.00 a.m. to 4.10 p.m. The first period will begin with a prayer song which will be played through P.A System. The students shall stand in attention till the prayer ends. Those who are standing outside the classroom are also expected to follow this.
3. All the students are expected to be present in the class well -within time and late coming will attract a fine of Rs 100. Late coming will also result in loss of attendance for the corresponding hour.
4. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
5. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a " Thank you Sir/Miss" when the teacher leaves the class room.
6. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
7. Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the class room.
8. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
9. Students can leave the campus during class hours only after getting a gate pass from the Principal, HoD, or the tutor and after making entry in the Gate Register maintained by the gate keeper.
10. All students shall leave the classes immediately after 4.15 p.m. No students shall wander or gather in verandah, corridor, and staircase etc. Do not spend much time in canteen, coffee shops etc.
11. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
12. Students shall come to the college in approved uniforms with formal shirts tucked into trousers with black belt and black shoes or semi covered chappels. Hawai type rubber or plastic chappals are not permitted. In addition, lady students will have a blazer over their shirts. Besides those who are in laboratories shall wear their respective lab-coat.
13. Students shall not make any alterations to the Uniform issued from the college without the permission of the concerned HoD and any violation of this will attract a fine of Rs300 and repetition of this could result in suspension from the college.

14. All the students are expected to attend all college functions in college uniform unless otherwise specified.
15. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
16. Students planning to make pilgrimage to Sabarimala can avail relaxation in dress code by producing a letter of intention certified by their parent/guardian. The student will be issued with a permission token to be kept along with the ID card to be shown to the authorities on demand during the period of dress code relaxation
17. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of VJEC academic values will be referred to the discipline committee.
18. Any dress code violation noticed within the campus will attract a fine of Rs.300 and could initiate further disciplinary actions.
19. As per the Govt. order, students shall not bring powered vehicles inside the campus.
20. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
21. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
22. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours. However under normal circumstances students shall retreat to their hostels or residences by 6.00PM.
23. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HoD will be treated as a case of indiscipline.
24. All the students are advised to follow the VJEC Mobile phone policy and bring to the notice of the authorities violations if any.
25. Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus however access to these sites are permitted in hostel building during time slots specified by the hostel wardens.
26. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs. 100/-.
27. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing-gum, panmasala etc. are strictly prohibited.

28. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
29. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
30. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
31. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.
32. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
33. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
34. On duty leave applications will not be entertained beyond 10 working days from the actual date of leave under any circumstance. The maximum number of on duty leave admissible is restricted to 10 days per semester.
35. During internal examinations of 2 Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
36. The third series test will be optional and the students, who desire to attend this, need to register well in advance with the concerned tutor. The syllabus for third series shall be 3rd and 4th modules from the university syllabus.
37. The College Union will be formed as per Lyngdoh Committee recommendations approved by the Honorable Supreme Court of India. It will be based on a parliamentary (indirect) system given in Section No.6.2.4 of Lyngdoh Committee recommendations.
38. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.

39. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
 40. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
 41. Pay fees, mess bills etc. in advance or in time, which will avoid fines.
 42. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.
 43. Expulsion from the College is enough for expulsion from the hostel.
 44. In case of any instance of noncompliance of existing rules or any observed matter/behavior that deviates from the vision and mission of VJEC, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.
- Fine policy of VJEC: The money collected from the students as fine on instances of noncompliance with the rules and norms will be kept in a separate account and will be utilized for purposes such as charity, scholarship, student co-curricular activities and renovation/maintenance in case of damage to property.

1	Mobile Phone Policy : Introduction
	The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.
2	Mobile Phone Policy
	<p>Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.</p> <ul style="list-style-type: none"> • Students are not permitted to use mobile phones within the campus. • Students who are staying in college hostels should not bring the mobile phones to the college. • Day scholars carrying mobile phones to the college shall deposit the same in the designated place before 8.55 AM and can collect the same after 4.10 PM. • The mobile phones shall be kept in silent mode while depositing in the designated place. • All the staff members are empowered to confiscate mobile phones found with students violating the above rules. • Students violating the above rules will be fined an amount of Rs 1000/- and the confiscated mobile phones will be returned to the students only after the completion of their course. • Staff members are allowed to use mobile phones in their respective cabins.