

**THE PUNJAB STATE COOPERATIVE SUPPLY AND MARKETING
FEDERATION EMPLOYEES (CONDUCT) RULES, 1992**

In exercise of The powers conferred by sub-section(2) of Section-84(A) of the Punjab Cooperative Societies Act, 1961 and all other enabling powers. The Punjab State Cooperative Supply and Marketing Federation with the prior approval of R.C.S., Punjab hereby makes the following rules regarding Conduct of the employees of the Federation:-

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| 1. Short title, Commencement and Application. | 1. These rules may be called the Punjab State Cooperative Supply & Marketing Federation Employees(Conduct) Rules, 1990. |
| | 2. There shall come into force with effect from the date these are issued by the Registrar, Cooperative Societies, Punjab. |
| | 3. They shall apply to all persons appointed to all the posts i.e. Group A to D in connection with the affairs of the Federation as graded in the Punjab State Cooperative Supply & Marketing Federation Employees(Common Cadre Service Rules, 1990. |

Provided that nothing in these rules shall apply to:-

- (a) members of I.A.S., P.C.S. and P.S.C.S. services who are subject to the All India Services(Conduct) Rules, 1954; and
- (b) holders of any post in respect of which the Managing Director may, by general or special order, declare that these rules do not apply.
- (c) Employees of the Federation when on deputation to State Government or Central Government/organizations. During the period of deputation they shall be governed by the corresponding rules of the borrowing institutions.

2. Definitions.

In these rules, unless the context otherwise requires-

- (a) "Employees" means any person appointed to any post in connection with the affairs of the Federation.

EXPLANATION – An employees whose services are placed at the disposal of a company, corporation, organization or a local authority by the Federation, shall for the purpose of these rules, be deemed to be an employee service under the Federation notwithstanding that his salary is drawn from sources other than those of the Federation.

- (b) "Federation" means the Punjab State Cooperative Supply and Marketing Federation Limited.
- (c) "Managing Director" means Director of the Federation.
- (d) Members of family in relation to an employee includes-
 - (i) the wife or the husband, as the case may be of the employee, whether residing with the employee or not but does not include, a wife or husband as the case may be separated from the employee, by a decree or order of 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 step-child who is no longer in any dependent upon the employee 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) "Prescribed authority" means –

- (i) Managing Director in the case of an employee holding Group 'A' to 'C' posts including those on foreign service and Additional Managing Director in the case of an employee holding any Group 'D' post including those on foreign service.
- (j) In respect of an employee on foreign services the parent Deptt. On the cadre of which such an employee is borne or the Deptt. To which he is administratively subordinate as member of that cadre.

EXPLANATION - Foreign service for the purpose of this sub-rule means service in which an employee receives his pay with the sanction of Managing Director from any source other than that of the Federation.

3. General.

Every employee shall at all times:-

- (i) Maintain absolute integrity;
- (ii) Maintain devotion to duty;
- (iii) do nothing which is unbecoming of an employee;
- (iv) those holding supervisory posts shall ensure the integrity and devotion to duty of all the employees for the time being under their control and authority.

4. Employment of near relatives of employees in private undertaking enjoying patronage of Markfed.

- (a) No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm with which the Federation has official dealings;
- (b) Whereas except with the previous sanction of the prescribed authority, no group 'A' and Group 'A-1' officer shall permit his son/daughter/or other dependent to accept employment in any company or firm which the Federation has official dealing. Any other employee as soon as he becomes aware of the Acceptance by a member firm, he shall intimate to the Federation whither he has or has had any official dealing with that company or

- firm.
5. Participation in political activities and elections.
- (a) No employee shall be a member of, or be otherwise associated with any political party or any organization which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.
- (b) It shall be the duty of every employee to endeavor to prevent any member of his family from taking part in, sub-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 Federation as by law established and where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the prescribed authority.
- (c) No employee shall canvass or otherwise interfere with, or use his influence in connection with or take part in, an election to any legislature or local authority except that:-
- (i) and employee qualified to vote at such an election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;
- (ii) an employee shall not be deemed to have contravened the provisions of this sub-rule 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 laws for the time being in force.
6. Demonstration & strikes.
- (a) No employee shall engage himself or participate in any demonstration which is prejudicial to the interests of the Federation, sovereignty and integrity of India, the security of the State, friendly relations with a foreign State, Public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence or resort to, or any way abet any form of strike or coercion or physical duress in connection with matters pertaining to his service or the services of any other employee.
7. Connection with Television.
- (a) No employee shall except with the Press, Radio & previous sanction of the prescribed authority own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publications.
- (b) No employee excepts with the previous sanction of the prescribed authority or in discharge of his duties participate in a radio/T.V. broadcast/telecast or contribute an article or write a letter to the 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 would be required if such contribution, broadcast/telecast or writing is of a purely literary or scientific character and are honorary.

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| 8. Criticism of Policy of Govt. or of the Federation. | No employee shall in any form of communication to the Press or in any public utterance made any statement, criticism of the policy of the Govt. of India, Govt. of Punjab or any other State govt. or the Federation. |
| 9. Evidence before a Committee or any other authority. | No employee shall except with the previous sanction of the prescribed authority give evidence in connection with any enquiry in connection with affairs of the Federation conducted by any person, committee or authority. While giving evidence no employee shall criticize the policy or any action of the Federation, Govt. of India, Govt. of Punjab or any other State Govt. |
| 10. Unauthorized communications. | No employee shall except in accordance with any general or special order of the Federation in the performance of good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or information any employee or any other person to whom he is not authorized to communicate such documents or information. |
| 11. Subscription/Recovery of Funds. | No employee except with the previous sanction of the prescribed authority ask for or accept contributions to or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever. |
| 12. Gifts. | <p>(a) No employee shall accept or permit any member of his family or any other person acting on his behalf to accept any gift which shall include free transport, boarding, lodging or other service or any other peculiarly advantage if it is provided by any person, other than a near relative, or personal friend, having no official dealing with the Federation. A casual meal, gift or other social hospitality shall not be deemed to be gift.</p> <p>(b) An employee 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, an employee may accept gifts from his near relatives but shall make a report to the prescribed authority if the value of any such gift exceeds:-</p> <p>(i) Rs. 500/- in the case of an employee holding Group 'A', 'A'-1 or Group 'B' post;</p> <p>(ii) Rs. 250/- in the case of an employee holding any Group 'C' post and;</p> <p>(iii) Rs. 100/- in the case of an employee holding any Group 'C' post.</p> <p>(c) On such occasions as are specified in Sub-rule (b) an employee may accept gifts from his personal friends having no official dealing with him, but he shall make a report to the prescribed authority if the value of any such gifts exceeds:-</p> <p>(i) Rs. 200/- in the case of an employee holding any Group 'A', 'A'-1 & Group 'B' post;</p> <p>(ii) Rs. 100/- in the case of an employee holding any Group 'C' post ;</p> <p>(iii) Rs. 50/- in the case of an employee holding any Group 'D' post.</p> <p>(d) In any other case, an employee shall not accept</p> |

or permit any member of his family or any other person acting on his behalf to accept any gift without the sanction of the prescribed authority if the value thereof exceeds:-

- (i) Rs. 75/- in the case of an employee holding any Group 'A', Group 'A'-1 or Group 'B' post;
- (ii) Rs. 25/- in case of an employee holding any Group 'C' & 'D' posts.

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| 13. | Prohibition of demand of acceptance of dowry | <p>No employee shall</p> <ul style="list-style-type: none"> (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. For the purpose of this rule "dowry" has the same meaning as in Dowry Prohibition Act, 1961 (28 of 1968). |
| 14. | Demonstration in honour of any employee. | <p>No Federation employee shall except with the previous sanction of the prescribed authority receive any complimentary or waledictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in honour of any other employee. Provided that nothing in this rule shall apply to:-</p> <ul style="list-style-type: none"> (a) 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 of any person who has recently quit the service of the Federation, or (b) the acceptance of single and inexpensive entertainment arranged by Public bodies or institutions. |
| 15. | Private Trade/ previous Employment | <p>No employee except with, the sanction of the prescribed authority engage directly or indirectly in any trade or business or negotiate for or undertake any other employment except honorary work of a social or chairtable nature, or occasional work of a literary, artistic or scientific character. This would, however, be subject to the conditions that the duties assigned to an employee do not in any form suffer as a result of his undertaking such an honorary work. In case so directed by the prescribed authority he shall not undertake or shall discontinue such work. However, if the undertaking of any work involves holding of any elective office, the employee shall not seek election to any such office without the previous sanction of the prescribed authority.</p> |

EXPLANATION

- (a) Convassing by an employee in

support of the business of an Insurance Agency, Commission Agency etc. owned or managed his wife or any other member of his family shall be deemed to be a breach of this sub-rule.

(b) Whereas no employees shall except with the previous sanction of the prescribed authority take part in the registration, promotion or management of any bank or any other company registered under the Companies Act, 1955 or any other law for the time being in force or any Cooperative Society for commercial purpose. An employee may take part in the registration, promotion or management of:-

(i) a literary, scientific or charitable society or of a club or similar organization the aims and objects of which relate to promotion of sports, cultural or recreational activities, registered under the Societies Registration Act, 1860.

Or any other law for the time being in force; or

(ii) a Cooperative Society, substantially for the benefits of Federation employees registered under the Punjab Cooperative Societies Act, 1961 or any other law for time being in force.

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

16. Investment, lending and borrowing

(a) No employee shall speculate in any stock, share or other investment, For this purpose, frequent purchase or sale of shares, securities or other investments shall be deemed to be speculation within the meaning of this Rule.

(b) No employee shall make or permit any member of this 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 duties.

(c) No employee shall lend or borrow or deposit money as a principal or an agent to, or from, or with, any person or private limited company within the local limits of his jurisdiction or with whom the Federation have official dealings or otherwise place himself under any pecuniary obligations to such person of firm or private limited

company or lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid.

- (d) 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 bonafied tradesman or make an advance of pay to his private employees.
- (e) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency.
17. Movable, Immovable & Valuable Property.
- (a) Every employee shall on his first appointment to any service or post and thereafter at such intervals as may be specified by the Federation submit a return of his assets and liabilities, in such, forms, as may be prescribed giving full particulars regarding:-
- i) 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 other member of his family or in the name of any other person.
 - ii) Shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired or held by him.
 - iii) Other movable property inherited by him or similarly owned, acquired or held by him:
 - iv) Debits and other liabilities incurred by him directly or indirectly.

NOTE-1 Sub-rule (a) shall not ordinarily apply to a Group 'D' employee, but the Federation may direct that it shall apply to any such employee or class of such employees.

NOTE-II In all returns, the value of items of movable property worth less than Rs.1,00,000/- may be added and shown as a lumpsum. The value of articles of daily use such a cloths, utensils crockery, books etc. need not be included in such return.

NOTE-III Every employee who is in service on the date of commencement of these rules shall submit a return under this sub-rule on or before such date as may be specified by the prescribed authority after such commencement.

- (b) No employee shall except with the previous sanction 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 employee if any such transaction is:-

- (i) with a person having official dealings with the Federation employee; or
 - (ii) otherwise than through a regular or reputed dealer.
- (c) Where an employee enters into a transaction in respect of movable property either in his own name or in the name of a member or 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.5000/- in the case of an employee holding any Group 'A', A-1 or Group 'B' post or Rs.2000/- in the case of an employee holding any Group 'C' or '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 dealing with the Federation employee; or
 - ii) otherwise than through a regular or reputed dealer.
- (d) The, prescribed authority may at any time, by general or special order, require on 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 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 Federation or by the prescribed authority, include the details of the means by which or the source from which such property was acquired.
- (e) The Federation may exempt any category of employees belonging to Group 'C' or Group 'D' from any of the provisions of this rule except Sub-Rule (d). No such exemption shall, however, be made without the concurrence of RCS Punjab.

Explanation-1 For the purpose of this rule

- (i) the expression "moveable property"

includes:-

- (a) Jewellery insurance policies, the annual premium of which exceed Rs.1000/- or one sixth of the total emoluments received from the Federation whichever is less, shares, securities and debentures;
- (b) Loans advanced by employee whether secure or not; and
- (c) Motor cars, motor cycles, horses or any other means of conveyance; and
- (d) Refrigerators, radios radiograms, television sets and VCRs etc.

Explanation-II For the purpose of this rule "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.

18. Restrictions against Notwithstanding anything contained is Sub-
disposal of immovable Rule (d) of Rule (17) no employee shall except
property outside India with the previous sanction of the prescribed
and with foreigners. authority.

- (a) acquire, by purchase, mortgage, lease, gift or otherwise in his own name or in the name of any member of his family, any immovable property situated outside India;
- (b) dispose of by sale, mortgage, gift or otherwise or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either 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 Govt. foreign organizations 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 in his own name or
in the name of any
member of his family.
19. Vindication of act of employees No employee except with the previous sanction of the prescribed authority have recourse to any court or to the press for vindication of any official act which have been the subject matter of adverse criticism or on attack of a defamatory character. This would, however, not prohibit an employee from vindicating his private character or any act done by him in his private capacity.
 20. Convassing or exertion of influence No employee shall bring or attempt to bring any political or other influence upon any superior authority to further his interests in respect of matter pertaining to his service under the Federation.
 21. Restrictions against marriage (bigamy/polyandry)
 - (a) No employee, who has a wife living, shall contract another marriage without first obtaining permission of the prescribed authority, notwithstanding that such subsequent marriage is permissible under the Personal Law for the time being applicable to him.
 - (b) No female employee shall marry any person who has a wife living without first obtaining the permission of the prescribed authority.
 - (c) An employee who has married or marries a person other than of Indian nationality, shall forthwith intimate the fact to the Federation.
 22. Consumption of intoxicating drinks and drugs of Every employee shall:-
 - (i) Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being.
 - (ii) not be under the influence of any intoxicating drink or drug during the course of his duty and shall take due care that the performance of his duty at any time is not affected in any way by the influence of such drink or drug and
 - (iii) refrain from, consuming any intoxicating drink or drug in a public place;
 - (iv) not appear in a public place in a state of intoxication.
 23. Saving Unless otherwise specifically provided in these rules, the Managing Director shall be competent to have recourse to the Govt. Employees Conduct Rules, 1966, as applicable to State Govt. employees, to take a decision in a particular case.
 24. Interpretation If any question arises relating to the interpretation of these rules, it shall be referred by the Managing Director to the Registrar, Cooperative Societies, Punjab, whose decision shall be final.
 25. Repeal and Saving Any rules corresponding to these rules in force immediately before the commencement of these rules and applicable to the employees 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.

ANNEXURE-1

DECLARATION _____ OF THE IMMOVABLE
PROPERTY held by him and members of the family of Shri

Notes: (1) All interests in land of a permanent nature, whether ownership mortgage, or hereditary occupancy, should be entered also dwelling houses in towns.

(2) Particulars in regard to family holdings should be indicated separately.

In what district. The. II and village Situatd	Description of holding with area and assessment	How and when acquired (e.g. by inheritance or purchase)
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