

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PERSONNEL**  
**(PERSONNEL POLICIES-II BRANCH)**  
**THE GOVERNMENT EMPLOYEES (CONDUCT) RULES, 1966**  
**(Amended up to 29<sup>th</sup> June, 2009)**

**1. Short title, commencement and application** – (1) These rules may be called the Government Employees (Conduct) Rules, 1966.

(2) They shall come into force at once.

(3) They shall apply to all persons appointed to Civil services and posts in connection with the affairs of the state:

Provided that nothing in these rules shall apply to –

(a) members of the All India Services who are subject to the All India Services (Conduct) Rules, 1954 : and

(b) holders of any post in respect of which the Governor\* may, by general or special order, declare that these rules do not apply.

\*\* (c) employees of the Punjab state when on deputation to another state Government or Central Government.

During the period of deputation they shall be governed by the corresponding rules of the borrowing Government. ]

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\* [Substituted vide Notification No. G.S.R.65/Const./Art.-309 and 318 Amd(5)/76 dated 19-5-1976]

\*\* [Substituted vide Notification No. G.S.R.63/Const./Art.-309 and 318 Amd(II)/69 dated 01-08-1969]

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

- (a) ‘ the Government’ means the Government of the State of Punjab;
- (b) ‘Government employee’ means any person appointed to any Civil Service or post in connection with the affairs of the state of Punjab.

**Explanation-** A Government employee whose Services are placed at the disposal of a company, corporation, organization or a local authority by the Government shall for the purposes of these rules, be deemed to be a Government employee 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 employee includes.

- (i) the wife or the husband, as the case may be, of the Government employee, whether residing with the Government employee or not but does not include a wife or husband, as the case may be separated from the Government employee, by a decree or order of a competent Court :
- (ii) son or daughter or step – son or step – daughter of the Government 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 Government employee or whose custody the Government employee has been deprived by or under any law;
- (iii) any other person related , whether by blood or marriage to the Government employee or to the Government employee’s wife or husband and wholly dependent on the Government employee .

\*( d ) ‘ prescribed authority’ means :-

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*\*[Substituted vide Notification No. G.S.R.63/Const./Art.-309 and 318 Amd(II)/69 dated 01-08-1969]*

\*a (i) The Government, in the case of Head of Department and all other officers having the same designation as that of their Head of Department prefixed by the word “ Additional” or “ joint” ] and

( ii ) the Head of the Department in case of Government employees holdings any Class I or any Class- II post excepting those preferred to in item (i)

Provided that if in a case involving a Class-I officer any sanction is proposed to be declined, the Government shall be the prescribed authority.

( iii ) Head of office in the case of Government employee holding any class III or class IV post ;

( iv ) The chairman of the Punjab Legislative Council in the case of the secretary of the said council and the secretary in the case of all other employees of the Legislative Council ;

( v ) The Speaker of the Punjab Vidhan Sabha in the case of the Secretary of the said Sabha and the Secretary in the case of all other employees of the Vidhan Sabha ;

(b) In respect of the Government employee on foreign service, the parent department on the cadre of which such Government employee is borne or the department of which he is administratively subordinate as member of that cadre.

**Explanation** .- Foreign service for the purpose of this sub-rule means service in which a Government employee receives his substantive pay with the sanction of Government from any source other than the revenues of the Union or a State Government.]

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\*[Substituted vide Notification No. G.S.R.45/Const./Art.-187, 309 and 318 Amd(I)/85 dated 26-6-1985]

**3. General-** (1) Every Government employee shall at all time -

- (i) maintain absolute integrity;
- (ii) maintain devotion to duty\*;
- (iii) do nothing which is unbecoming of a Government employee\*; and
- (iv) intimate his latest permanent as well as temporary address to his appointing authority\*.]

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

\*\* (ii) No Government employee shall in the performance of his official duties or in the exercise of power conferred on him, act otherwise than in his best judgment 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 avoid , as far as possible, where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.

(iv) A Government employee who has received oral direction from his official superior shall seek confirmation of the same in writing as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.]

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*\*[Amended vide Punjab Government Notification No. G.S.R.-80/ Const./Arts. 187,309 and 318/ Amd. (4)/93 dated 13-10-1993.]*

*\*\*[Substituted vide Punjab Government Notification No. G.S.R.-29/ Const./Arts. 187, 309 and 318/ Amd. (9)/82 dated 10-02-1982]*

**Explanation I.-** Nothing in clause (ii) of sub-rule (2) shall be construed as empowering a Government employee to evade his responsibilities by seeking instructions from, or approval of a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

**\*Explanation II-** Without prejudice to the provision contained in this rule, no action will be initiated against any Government 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 matter.]

**\*\*Explanation-III -** A Government employee, who habitually fails to perform the work assigned to him within the time fixed for the purpose and with the quality of performance expected of him, shall be deemed to be lacking in devotion to duty within the meaning of clause (ii) of sub- rule (2).

**\*\*3-A. Promptness and courtesy:-** No Government employee, in the performance of his duties, shall, - act in a discourteous manner; and adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him in official dealings with public or otherwise.

**\*\*3 B. Observance of Government's policies:-** Every Government employee shall, at all times-

- (i) act in accordance with the policies of the Government regarding age, marriage, preservation of environment, protection of wildlife and cultural heritage;
- (ii) observe the policies of Government regarding prevention of crime against women.

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*\*[Inserted vide Punjab Government Notification No. G.S.R.-86/Const./Arts. 309 and 318/68Amd. (I) dated 30-09-1968]*

*\*\* [Amended vide Punjab Governments Notification No. G.S.R.-83/const./Arts.187,309 and 318/Amd.(8)/2008 dated 1<sup>st</sup> August, 2008]*

**\*4 Employment of near relatives of Government employees in Companies or firms.** **\*\***(1) No government employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm.]

(2) (i) No class I officer shall, except with the previous sanction of the **\*\*\***[Prescribed authority] permit his son daughter or other dependent to accept employment in any **\*\***[ company or firm] with which he has official dealings or in any other **\*\*\*\***[company or firm] having official dealing with the Government:

Provided that where the acceptance of the employment cannot await prior permission of the **\*\*\***[prescribed authority] or in otherwise considered may be accepted provisionally subject to the permission of **\*\*\***[the Prescribed authority]

(ii) A Government employee shall, as soon as he becomes aware of the acceptances 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 or has had, any official dealing with that **\*\*\*\*\***[company or firm]

*\*[Substituted vide Punjab Government Notification No. G.S.R.-91/Const./Arts. 309 and 318/Amd(8)/78 dated 07-08-1978]*

*\*\*[Substituted vide Punjab Government Notification No. G.S.R.-73/Const./Arts.309 and 318/Amd(6)/76 dated 09-06-1976]*

*\*\*\*[Substituted vide Punjab Government Notification No. G.S.R.-79/Const./Arts.187,309 and 318/Amd(2)/86 dated 17-12-1986]*

*\*\*\*\*[Inserted vide Punjab Government Notification No. G.S.R.-86/Const./Arts. 309 and 318/68Amd. (1) dated 30-09-1968]*

*\*\*\*\*\*[Amended vide Haryana Government Notification No. G.S.R.-10/Const./Arts.187, 309 and 318/Amd(1)/77 dated 14-01-1977]*

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

(3) No Government 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 employee 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 Government 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.

**5. Taking part in politics and elections** - (1) No Government 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.

(2) It shall be the duty of every Government employee to endeavour to prevent any member of his family from taking part in subscribing in aid of or assisting in any other manner any movement or activity which is or tends directly or indirectly to be subversive of the Government as law established and where a Government employee is unable to prevent a member of his family from taking part in or subscribing in aid of or assisting in any other manner, any such movement or activity, he shall make a report to that effect to \*[the prescribed authority.]

(3) 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.

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*\*[Substituted vide Punjab Government Notification No. G.S.R.-79/Const./Arts.187,309 and 318/Amd(2)/86 dated 17-12-1986]*

(4) No Government 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:

Provided that-

- (i) a Government 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 Government 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 a duty imposed on him by or under any law for the time being in force.

**Explanation** - The display by a Government 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-rule.

**6. Joining of Associations by Government employee.-** No government employee shall join, or continue to be a member of an association the objects or activities of which are prejudicial to the interest of sovereignty and integrity of India or public order or morality.

**7. Demonstration and Strikes** - No Government employee shall-

- (i) engage himself participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the state, friendly relation with foreign State, 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 \*[or coercion or physical duress] in connection with matter pertaining to his service or the service of any other Government employee.

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*\*[Inserted vide Punjab Government Notification No. G.S.R.-65/Const./Arts.309 and 318/Amd(5)/76 dated 19-05-1976]*



**8. Connection with Press or Radio** - (1) - No Government employee shall except with the 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 publication \*\*[or in Electronic Media].

\*\*\*[(2) No Government employee shall except with the previous sanction of the Government or the prescribed authority or except in the bona fide discharge of his duties participate in the 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]

**9. Criticism of Government** - No Government employee shall in any radio broadcast \*\*[or in Electronic Media] or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance make any statement of fact or opinion -

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

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*\*[Substituted vide Punjab Government Notification No. G.S.R.-79/Const./Arts.187,309 and 318/Amd(2)/86 dated 17-12-1986]*

*\*\* [Amended vide Punjab Governments Notification No. G.S.R.-83/const./Arts.187,309 and 318/Amd.(8)/2008 dated 1<sup>st</sup> August, 2008]*

*\*\*\*[Substituted vide Punjab Government Notification No. G.S.R.-29/Const./Arts.187, 309 and 318/Amd(9)/82 dated 10-02-1982]*

- (iii) which is capable of embarrassing the relation between the Government of India or the Government of Punjab 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 employee in his official capacity or in the due performances of the duties assigned to him.

**10. Evidence before Committee or any other authority** - (1) Save as provide in sub-rule (3), no Government employee shall, except with the previous sanction of the \*[prescribed authority], 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 employee giving evidence shall criticise the policy or any action of the Government of India, Government of Punjab or any other State Government.

(3) Nothing in this rule shall apply to-

- (a) evidence given at an enquiry before an authority appointed by the 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.

**11. Unauthorised Communication of information** -: No Government employee shall, except in accordance with the Right to Information Act, 2005 or the rules made there under or any general or special order of the Government or in the performance in good faith of the duties assigned to him, communicate directly or in-directly any official document or any part thereof or any information to any Government employee or any other person to whom he is not authorised to communicate such document or information.

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*\*[Substituted vide Punjab Government Notification No. G.S.R.-79/Const./Arts.187,309 and 318/Amd(2)/86 dated 17-12-1986]*

*\*\* [Explanation omitted vide Punjab Government Notification No. G.S.R.-29/Const./Arts.187,309 and 318/Amd(9)/82 dated 10-02-1982]*

*\*[Substituted vide Punjab Government Notification No. G.S.R.-25/Const./Arts.187,309 and 318/Amd(9)/2009 dated 29rh June, 2009]*

**12. Subscriptions** - No Government employee shall except with the prevision sanction of the 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.

**13 Gifts** - Save as otherwise provided in these rules, no Government employee shall accept or permit any member of his family or \*[any other person acting on his behalf] to accept any gift.

**Explanation** - The expression 'gift' shall include free transport, boarding, lodging, or other service or any other pecuniary advantage when provided the than a near relative or personal friend having no officials dealing with the Government.

Note (I)- A casual meal, gift or other social hospitality shall not deemed to be a gift.

Note (II)- A Government employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealing with him or from industrial or commercial firms, organisations, etc.

(2) On occasion such as weeding, anniversaries, funerals or religious function when the making of a gift it is conformity with the prevailing religious or social practice,

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*\*[Substituted vide Punjab Government Notification No. G.S.R.-73/Const./Arts.309 and 318/Amd(6)/76 dated 09-06-1976]*

a Government employee may accept gifts from his near relatives but he shall make a report to \*[the prescribed authority] if the value of any such gift exceeds-

- (i) \*\* [Rs 7,000/- in the case of a Government employee holding any Group 'A' post;
- (ii) Rs. 4,000/- in the case of a Government employee holding any Group 'B' post;
- (iii) Rs. 2,000/- in the case of a Government employee holding any Group 'C' post; and
- (iv) Rs 1,000/- in the case of a Government employee holding any Group 'D' post.]

(3) On such occasion as are specified in sub-rule (2), a Government 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-

- (i) \*\* [ Rs. 7,000/- in the case of a Government employee holding any Group 'A' post;
- (ii) Rs.4,000/- in the case of a Government employee holding any Group 'B' post;
- (iii) Rs. 2,000/- in the case of a Government employee holding any Group 'C' post; and
- (iv) Rs 1,000/- in the case of a Government employee holding any Group 'D' post.”]

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*\*[Substituted vide Punjab Government Notification No. G.S.R.-79/Const./Arts.187,309 and 318/Amd(2)/86 dated 17-12-1986]*

*\*\* [Amended vide Punjab Governments Notification No. G.S.R.-83/const./Arts.187,309 and 318/Amd.(8)/2008 dated 1<sup>st</sup> August, 2008]*

\*(4) In any other case, a Government employee shall not accept or permit any member of his family or any other person acting on his behalf to accept, any gift without the sanction of the \*\*[prescribed authority]. If the value thereof exceeds-

\*\*\*[ (i) [Rs. 1,500/-] in case of a Government employee holding any Group 'A' or Group 'B' post; and

\*\*\*(ii) [Rs. 500/-] in case of a Government employee holding any Group 'C' or Group 'D' post.]

\*\*\*\*[13A. **Prohibition to give, take or demand dowry-** No Government employee shall:

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

**Explanation** - For the purpose of this rule, 'dowry' has the same meaning as in the dowry prohibition Act. 1961 (28 of 1961)].

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*\*[Substituted vide Punjab Government Notification No. G.S.R.-73/Const./Arts. 309 and 318/Amd(6)/76 dated 09-06-1976]*

*\*\*\*\*[inserted vide Punjab Government Notification No. G.S.R.-73/Const./Arts. 309 and 318/Amd(6)/76 dated 09-06-1976]*

*\*\*[Substituted vide Punjab Government Notification No. G.S.R.-79/Const./Arts.187,309 and 318/Amd(2)/86 dated 17-12-1986]*

*\*\*\* [Amended vide Punjab Governments Notification No. G.S.R.-83/const./Arts.187,309 and 318/Amd.(8)/2008 dated 1<sup>st</sup> August, 2008]*

**14. Public demonstration in honour of Government employees** - No Government employee shall, except with the previous sanction of the \*[prescribed authority] receive any complimentary help in his honour or in the honour of any other Government employee;

Provided that nothing in this rule shall apply to-

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

Note.- Exercise of pressure or influence of any sort on any Government employee to him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character, and the collection of inscription from Class-III or Class-IV employees under circumstances for the entertainment of any government employee not belonging to Class III or Class IV, is forbidden.

**15. Private trade or Employment** - (1) No Government employee shall except with the previous sanction of \*[prescribed authority engage directly or indirectly] in any trade or business \*\*[or negotiate for] or undertake any other employment;

Provided that a Government employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or

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\*[Substituted vide Punjab Government Notification No. G.S.R.-79/Const./Arts.187,309 and 318/Amd(2)/86 dated 17-12-1986]

\*\*[Inserted vide Punjab Government Notification No. G.S.R.-73/Const./Arts. 309 and 318/Amd(6)/76 dated 19-05-1976]

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 directed \*[Prescribed Authority]

\*\*[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 Government.]

**Explanation** - Canvassing by a Government 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-rule.

(2) every government employee shall report to \*[the Prescribed Authority] 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 employee shall, without the previous sanction of \*[the prescribe authority], 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 time being in force or any co-operative society for commercial purposes;

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*\*[Substituted vide Punjab Government Notification No. G.S.R.-79/Const./Arts.187,309 and 318/Amd(2)/86 dated 17-12-1986]*

*\*\*[Inserted vide Punjab Government Notification No. G.S.R.-29/Const./Arts.187,309 and 318/Amd(9)/82 dated 10-02-1982]*

\*[Provided that a Government 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 organization the aims and objects of which relate to promotion of sports, cultural or recreational activities registered under the Society 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 Government Employees registered under the Punjab Co-operative Society Act, 1961 or any other law for the time being in force].
- (4) No Government employee may accept any fee any work done by him for any public body or any private person without the sanction of the prescribed authority.

**\*\*[15-A. Sub-letting and vacation of Government accommodation:-**

- (1) Save as otherwise provided in any other law for the time being in force, no Government employee shall sub-let, lease or otherwise allow occupation by any other person of the Government accommodation which has been allotted to him.
- (2) A Government employee, after the cancellation of the Government accommodation allotted to him, shall vacate the same within the time-limit prescribed by the allotting authority.]

**16. Investment lending and borrowing-** (1) No Government employee shall speculate in any stock share or other investment.

**Explanation** - Frequent purchase or sale or both of shares, securities or other investment shall be deemed to be speculation within the meaning of this sub-rule.

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*\*[Substituted vide Punjab Government Notification No. G.S.R.-29/Const./Arts.187,309 and 318/Amd(9)/82 dated 10-02-1982]*

*\*\*[inserted vide Punjab Governments Notification No. G.S.R.-83/const./Arts.187,309 and 318/Amd.(8)/2008 dated 1<sup>st</sup> August, 2008]*



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

(4) \*(i) No Government 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 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 where by return in money or in kind is charge or paid;

Provided that a Government 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 months emoluments for the construction of house for purchase of built up house and six months emoluments for the purchase of conveyance and other purposes.]

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*\*[Substituted vide Punjab Government Notification No. G.S.R.-49/Const./Arts.187, 309 and 318/Amd(6)/99 dated 25<sup>th</sup> June,1999]*

*\*\*[Substituted vide Punjab Government Notification No. G.S.R.-44/Const./Arts.187, 309 and 318/Amd(8)/20029 dated 13<sup>th</sup> November, 2002]*

(ii) When a Government 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-rule (2) and sub-rule (4), he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

**17. Insolvency and habitual indebtedness** - A Government employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A Government 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 proceeding to \*[the prescribed authority].

**Note.-** The burden of proving that the insolvency or indebtedness was the result of circumstances which with exercise of ordinary diligence, the Government 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 Government employee.

**18. Movable, Immovable and Valuable Property.-** (1)\*\*[(i)] Every Government employee shall on his first appointment to any service or post \*\*\*[-] submit a return of his assets and liabilities, in such form as may be prescribed by the Government, giving the full particulars regarding-

- (a) the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person;
- (b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired or held by him;

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*\*[Substituted vide Punjab Government Notification No. G.S.R.-79/Const./Arts.187,309 and 318/Amd(2)/86 dated 17-12-1986]*

*\*\*[Renumbered vide Punjab Government Notification No. G.S.R.-91/Const./Arts.309 and 318/Amd(8)/78 dated 07-08-1978]*

*\*\*\*[Omitted vide Punjab Government Notification No. G.S.R.-91/Const./Arts.309 and 318/Amd(8)/78 dated 07-08-1978]*

- (c) other movable property inherited by him or similarly owned, acquired or held by him;
- (d) debts and other liabilities incurred by him directly or indirectly.

**Note.** I - Sub-rule (1) shall not ordinarily apply to Class IV employees, but the Government may direct that it shall apply to any such Government employee or class of such Government employees.

**Note II** - In all returns the value of items of immovable property worth less than \*[Rs. 10,000] 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 returns.

**\*\*Note.** III - Where a Government employee already belonging to a service or holding a post is appointed to any other civil service or post, he shall not be required to submit a fresh return under this clause.]

**\*\*[(ii)** Every Government employee belonging to any service or holding any post in Class I or Class II shall submit an annual return in such form as may be prescribed by the Government 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.]

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*\*[inserted vide Punjab Governments Notification No. G.S.R.-83/const./Arts.187,309 and 318/Amd.(8)/2008 dated 1<sup>st</sup> August, 2008]*

*\*\*[Inserted vide Punjab Government Notification No. G.S.R.-91/Const./Arts.309 and 318/Amd(8)/78 dated 7<sup>th</sup> August,1978]*

\*[(2) No Government employee shall, except with the previous permission of the prescribed authority, acquire or dispose of any immovable property either in his own name or in the name of any member of his family, or authorize any person through a power of attorney to acquire or dispose of any immovable property on his behalf, or secure a power of attorney from any person in his own favour or in favour of any member of his family for acquiring or disposing of any immovable property, by way of lease, mortgage, for purchase, sale, gift or otherwise.]

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

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

\*\*[(3) Where a Government employee enters into a transaction in respect of movable property either in his own name or in the name of a member of his family, he shall, within one month from date of such transaction, report the same to the prescribed authority, if the value of such property exceeds \*\*\*[Rs,20,000,00] in the case of a Government employee holding any Group 'A' or Group 'B' posts or \*\*\*[Rs,15,000,00] in the case of a Government employee holding any Group 'C' or Group 'D' post:

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*\*[Substituted vide Punjab Government Notification No. G.S.R.-22/Const./Arts.187, 309 and 318/Amd(3)/92 dated 28-02-1992]*

*\*\*[Substituted vide Punjab Government Notification No. G.S.R.-65/Const./Arts.309 and 318/Amd(5)/76 dated 19-05-1976]*

*\*\*\*[Substituted vide Punjab Governments Notification No. G.S.R.-83/const./Arts.187,309 and 318/Amd.(8)/2008 dated 1<sup>st</sup> August, 2008]*

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

- (i) with a person having official dealing with the Government employee; or
- (ii) otherwise than through a regularly or reputed dealers.]

(4) The Government or the prescribed authority may at the time by general or special order, require a Government 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 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 employee belonging to Class III or Class IV from any of the provision of this rule except sub-rule (4). No such exemption shall, however, be made without the concurrence of the \*[Chief Secretary to Government, Punjab (in Services Department)].

**\*Explanation I.-** For the purpose of this rule, the expression “movable property” includes-

- (i) jewellery, insurance policies, the annual premia of which exceed \*\*[Rs.10,000] or one sixth of the total emoluments received from government which ever is less, share, securities and debentures;
- (ii) loans and advances by such Government employee whether secured or not;
- (iii) motor-cars, motor-cycle, horses, or any other means of conveyance; and
- (iv) refrigerators, radios. \*\*\*[radiograms and television sets].

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*\*[Substituted vide Punjab Government Notification No. G.S.R.-65/Const./Arts.309 and 318/Amd(5)/76 dated 19-05-1976]*

*\*[Renumbered vide Punjab Government Notification No. G.S.R.-65/Const./Arts.309 and 318/Amd(5)/76 dated 19-05-1976]*

*\*\*[Substituted vide Punjab Governments Notification No. G.S.R.-83/const./Arts.187,309 and 318/Amd.(8)/2008 dated 1<sup>st</sup> August, 2008]*

*\*\*\*[Substituted vide Punjab Government Notification No. G.S.R.-65/Const./Arts.309 and 318/Amd(5)/76 dated 19-05-1976]*

**\*Explanation II.-** [For the purpose of this rule, Lease means, except where it is obtained from or granted to a person having official dealing with the Government employee a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent.]

**\*18A. [Restriction in relation to acquisition and disposal of immovable property outside India and transaction with foreigner etc. -** Notwithstanding anything contained in sub-rule (2) of rule, 18, no Government employee 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, lease, gift or otherwise either in his own name or in the name of any member of his family of any immovable property;
  - (iii) 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.]

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*\*[Added vide Punjab Government Notification No. G.S.R.-65/Const./Arts.309 and 318/Amd(5)/76 dated 19-05-1976]*

*\*[Inserted vide Punjab Government Notification No. G.S.R.-65/Const./Arts.309 and 318/Amd(5)/76 dated 19-05-1976]*

**19 Vindication of acts and character of Government employees.-** (1) No Government employee shall, except with the previous sanction of \*[the prescribed authority] have recourse to any courts or the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

\*\*[Provided that if no such sanction is received by the Government employee within a period of three months from the date of receipt of his request by the Government, he shall be free to assume that the permission as sought for, has been granted.]

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

**20. Canvassing of non-official or other influence.-** No Government employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interest in respect of matter pertaining to his service under the Government.

**\*\*\*21. Restriction regarding marriage-** (1) [No Government employee who has a wife living shall contract another marriage without first obtaining the 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 employee shall marry any person who has a wife living without first obtaining the permission of the Government .

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

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*\*[Substituted vide Punjab Government Notification No. G.S.R.-79/Const./Arts.187, 309 and 318/Amd(2)/86 dated 17<sup>th</sup> December 1986]*

*\*\*[Added vide Punjab Governments Notification No. G.S.R.-83/const./Arts.187,309 and 318/Amd.(8)/2008 dated 1<sup>st</sup> August, 2008]*

*\*\*\*[Substituted vide Punjab Government Notification No. G.S.R.-29/Const./Arts.187, 309 and 318/Amd(9)/82 dated 10<sup>th</sup> February 1982]*

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**22. Consumption of intoxicating drinks and drugs.-** A Government employee shall  
 ( a ) strictly abide by any law relating to intoxicating drinks or drugs in force in  
 any area in which he may happen to be for the time being ;

\*\*[(b) not be under the influence of any intoxicating drink or drug during the  
 course of his duty and shall also take due care that the performance of his  
 duty at any time is not affected in any way by the influence of such drink  
 or drug]; and

\*\*\*[(bb) refrain from consuming any intoxicating drink or drug in a public  
 place,]

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

\*\*\*\*[(d) not use any intoxicating drink or drug to excess.]

\*\*\***Explanation** - For the purpose of this 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.

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\*[Rule 21-A omitted vide Punjab Government Notification No. G.S.R.-29/Const./Arts.187, 309 and  
 318/Amd(9)/82 dated 10-02-1982]

\*\*[Substituted vide Punjab Government Notification No. G.S.R.-92/Const./Arts. 309 and 318/Amd(4)/70  
 dated 21-09-1970]

\*\*\*[Inserted vide Punjab Government Notification No. G.S.R.-65/Const./Arts. 309 and 318/Amd(5)/76  
 dated 19-05-1976]

\*\*\*\*[Substituted vide Punjab Government Notification No. G.S.R.-92/Const./Arts. 309 and  
 318/Amd(4)/70 dated 21-09-1970]



**\*[22-A Prohibition of sexual harassment of working women:-**

(1) No Government employee shall indulge in any act of sexual harassment of any women at her work place;

(2) Every Government employee who is in charge of a work place shall take appropriate steps to prevent sexual harassment to any women at such work place.

**Explanation:-** For the purpose of this rule 'sexual harassment' includes such unwelcome sexually determined behavior, whether directly or otherwise, as –

1. physical contact and advances;
2. demand or request for sexual favour ;
3. sexually coloured remarks ;
4. showing any pornography; or
5. any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature]

**\*\*[22-B Prohibition from employing children below the age of 14 years:-** No Government employee shall employ to work any Child below the age of 14 years.]

**23. Interpretation.** If any question arises relating to the interpretation of these rules, it shall be referred to the **\*\*\*[Chief Secretary to Government, Punjab (in Service Department)]** whose decision thereon shall be final.

**24. Delegation of powers -** The Government may, by general or special order, direct that any power exercisable by it or any head of the department under these rule (except the power under rule 23 and this rule) shall, subject to such condition. If any, as may be specified in the order be exercisable also by such officer or authority as may be specified in the order.

**Repeal and saving -** Any rules corresponding to these rule in force immediately before the commencement of these rules and applicable to the Government employee to whom these rule 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

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**\*\*\*[Inserted vide Punjab Government Notification No. G.S.R.-08/Const./Arts. 187, 309 and 318/Amd(5)/99 dated 2<sup>nd</sup> February, 1999]**

**\*\*\*[Inserted vide Punjab Government Notification No. G.S.R.-75/Const./Arts. 187, 309 and 318/Amd(7)/2001 dated 3<sup>rd</sup> May, 2001]**

**\*\*\*[Substituted vide Punjab Government Notification No. G.S.R.-65/Const./Arts. 309 and 318/Amd(5)/76 dated 19-05-1976]**