TAMILNADU WATER SUPPLY AND DRAINAGE BOARD OFFICERS' AND SERVANTS' CONDUCT REGULATIONS, 1972.

(Board's proceedings Ms.No.304, dated 11th June 1973).

In exercise of the powers conferred by sub-sections (1) and (2) of section 73 of the Tamilnadu Water Supply and Drainage Board Act, 1970 (Tamil Nadu Act 4 of 1971), the Tamilnadu Water supply and Drainage Board with the previous approval of the Government of Tamil Nadu hereby makes the following regulations in respect of the Officers and Servants of the Tamilnadu Water supply and Drainage Board.

1.Short title and application.- (a) These regulations may be called the Tamilnadu Water supply and Drainage Board Officers' and Servants' Conduct Regulations, 1972.

b) They shall apply to all persons appointed to posts in connection with the affairs of the Tamilnadu Water supply and Drainage Board whether on duty, leave or on foreign service.

Unless otherwise provided, these regulations shall not apply to others who are not full-time employees but are engaged by the Board without prejudice to the exercise of their profession.

2.Definitions.- In these regulations, unless the context otherwise requires-

(a)"Board" means the Tamilnadu Water supply and Drainage Board Constituted under section 4 of the Tamilnadu Water supply and Drainage Board Act, 1970 (Tamil Nadu Act 4 of 1971):

Provided that the powers of the Board shall be exercisable even when the employee is outside India whether on duty, leave or on foreign service.

(b)"Officer or Servant" means an officer or servant of the Tamilnadu Water supply and Drainage Board but does not include a servant of the Central or State Government or of a Local authority whose services have been lent to the Board.

(c)Words importing the masculine gender shall be taken to include women also, if circumstances so require.

(d)"Members of family" in relation to an Officer or Servant include-

(i)The wife, child or step-child of such officer or servant whether residing with him or not and in relation to a Board's officer or servant who is a woman, the husband residing with her and dependent on her; and

(ii)any other person related, whether by blood or by marriage to the officer or servant or to such officer's or servant's wife or husband and wholly dependent on such officer or servant, but do not include a wife or husband legally separated from the officer or servant, or a child or step-child who is no longer in any way dependent upon him or her, or of whose custody the officer or servant has been deprived by law.

3.Integrity and devotion to duty.- Every officer and every servant shall at all times maintain a very high standard of integrity, efficiency, impartiality and devotion to duty.

3-A. Prohibition of child Labour.- No Officer or Servant shall employ a child below the age of fourteen years to do any work including domestic work. (B.P.Ms.No.554 dated 8-12-97).

3-B. Prohibition of sexual harassment of working women.- (1) No officer or servant shall indulge in any act of sexual harassment to any woman at the work place.

(2) Every officer or servant, who is in charge of a work place, shall take appropriate steps to prevent sexual harassment to any woman at such work place.

Explanation- For the purpose of this regulation, "sexual harassment" includes such unwelcome sexually determined behaviour, whether directly or by implication as specified below:

(a)Physical contact and advances; or

(b)Demand or request for sexual favours; or

(c)Sexually coloured remarks; or

(d)Showing any pornography; or

(e)Any other unwelcome physical, verbal or non verbal conduct of sexual nature (B.P.Ms.No.87, dated 11.08.1999).

4.Refusal to receive pay.- Concerted or organised refusal on the part of officers or servants to receive their pay shall entail appropriate disciplinary action.

5.Employees not to be employed on private business.- The services of an employee shall not be utilised for any work unconnected with the affairs of the Board involving monetary transactions such as purchase of goods. When an officer is travelling on duty, he may use an employee of the Board to procure for himself a conveyance, other necessaries on payment of cost but due care shall be taken to ensure that they are not misused and that proper receipts and vouchers are obtained for the payments made by the officer.

An employee who is a touring officer may without the previous permission of the Board engage for driving his car, the peon assigned to him but such engagement shall be a private engagement between the officer and the peon and shall not form part of, or interfere in any manner with the normal official duties of such peon.

Explanation.- This sub-regulation shall apply also to officers stationed at Madras whose work involves touring out-side the city of Madras.

6.*Addressing or interviewing superior authorities.*- (1) No officer or servant shall address directly any superior authority other than the one to whom he is immediately subordinate, in any matter relating to his official duties or affecting him personally as such officer to servant.

(2)No officer or servant shall approach any person, official or non-official other than the one to whom he is immediately subordinate, in order to enlist support in respect of a matter affecting him personally as an officer or servant or to obtain testimonials or certificates.

(3)No officer or servant shall except with the previous permission of the superior authority to whom he is immediately subordinate, seek an interview with any officer other than his immediate superior in respect of any matter affecting him personally as such officer or servant.

(4)Every application by an officer or servant for appointment or transfer, shall be sent through the proper channel.

(5)Mahazar petitions from any officer or servant are prohibited.

7.Representation to Directors of Board, Ministers, etc.- No officer or servant shall make representations or send advance copies of such representations to the ministers or to the members of the Board direct. All representations shall be sent only through the proper channel.

8.Consulting a Medical Practitioner for the purpose of obtaining leave.- It shall be the duty of every officer or servant who consults a Medical Practitioner with a view to obtaining leave or an extension of leave on medical certificate to disclose to that practitioner the fact of his having consulted any other practitioner for the same purpose and the result of such consultation.

Omission on the part of any officer or servant to do this or any false statement made by him a Medical Practitioner in this respect shall entail appropriate disciplinary action.

9.Purchase of resignation or leave letter.- Employees of the Board are hereby prohibited from entering into any pecuniary arrangement for the resignation or entering on leave by one of them of any office under the Board for the benefit of the others. Any nomination or appointment consequent on such resignation or entering on leave shall be cancelled.

10.Gifts.- (1) Save as otherwise provided in these regulations no employee shall, except with the previous sanction of the Managing Director accept or permit his wife or any other member of his family to accept from any person any gift: 135

Provided that the sanction of the Managing Director shall not be necessary for the acceptance of-

(a) Gifts from a person other than a personal friend or relative of a value not exceeding Rs.50 (Rupees fifty only) or ¼ (one- fourth) of the monthly emoluments

of the employee concerned whichever is less, on occasions other than those covered by sub-clause (b);

(b)Gifts from the personal friend of value not exceeding Rs.200 (Rupees two hundred only) on special occasions such as weddings, anniversaries, funerals, and religious functions when the making or receiving of such gifts is in conformity with the prevailing religious or social customs;

(c)Gifts from relatives without any monetary limit regarding their value on special occasions such as wedding, anniversaries, funerals and religious functions when the making or receiving of such gifts is in conformity with the prevailing religious or social customs.

Explanation.- For the purpose of this sub-regulation, any trowel, key or other similar articles offered to an employee at the laying of a foundation stone or the opening of a public building or any ceremonial function shall be deemed to be a gift.

(2)If any question arises whether any gift is one which can be accepted without the permission of the Managing Director or if an employee is in any doubt whether a gift offered to him is one which can be accepted without the permission of the Managing Director, a reference shall be made to the Managing Director by such employee and the decision of the Managing Director thereon shall be final.

(3)Nothing in this regulation shall be deemed to prevent any employee from sitting, at the request of any public body, for a portrait, bust or statue not intended for presentation to him.

(4)Employees shall not make a habitual use of vehicles and animals belonging to persons other than a member of their family or travel free of charge in any vehicle plying for hire.

11.Public demonstrations in honour of employees.- No employee shall, except with the previous sanction of the Managing Director, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in the honour of any other employee:

Provided that nothing in this regulation shall apply to-

(i)a farewell entertainment of a substantially private and informal character held in honour of an employee or any other employee on the occasion of his retirement or transfer or any person who has recently left the service of a State Government or Central Government; or

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

(iii)the sitting for or acceptance of a copy of a group photograph of the officers and staff of his office on the occasion of his transfer or retirement.

12.Subscriptions.- (1) No officer or servant shall, except with the previous sanction of the Managing Director of such authority as may be empowered by him in this behalf, ask for or accept contribution to, or otherwise associate himself with raising of, any fund in pursuance of any object whatsoever.

(2) In the case of official Flag Day collections and such other collections as are authorised by Government, officers or servants may participate on a voluntary basis.

13.Investments lending and borrowing.- **(**1) No employee shall speculate in any investment.

Explanation– The habitual purchase or sale of securities of a notoriously fluctuating value shall be deemed to be speculation in investments within the meaning of this sub-regulation.

(2)No employee shall make or permit his wife or any other member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.

(3)If any question arises whether, a security or an investment is of the nature referred to in sub-regulation (1) or sub-regulation, (2) the decision of the Managing Director thereon shall be final.

(4)No employee shall make any investment in any Co-operative society or public company which has an interest in Tamilnadu Water Supply and Drainage Board. This prohibition does not apply to investment in the loans floated by the Board from time to time.

(5)No employee shall, except with the previous sanction of the Managing Director, lend money to any person possessing land or valuable property within the local limits of his authority or at interest to any person:

Provided that an employee may make an advance of pay to a private servant or give a loan of a small amount free of interest to a personal friend or relative even if such person possesses land or valuable property within the local limits of his authority.

(6)No employee shall, save in the ordinary course of business with a bank or firm of standing borrow money from or otherwise place himself under pecuniary obligation to any person within the local limits of his authority, or any other person with whom he is likely to have official dealings nor shall he permit any member of his family, except with the previous sanction of the Managing Director to enter into any such transaction:

Provided that an employee may accept a purely temporary loan of small amount free of interest from a personal friend or relative or operate a credit account with a bona-fide tradesman.

(7)When an employee is appointed or transferred to a post of such a nature as a involve him in the breach of any of the provisions of sub-regulation (5) or (6) he shall forthwith report the circumstance to the Managing Director and shall thereafter act in accordance with such orders as may be passed by the Managing Director. An employee in Class V or Class VI service in the Board's Secretariat shall make the report referred to above to the Managing Director and an employee of such service in the Chief Engineer's Office and other subordinate office to the Chief Engineer.

(8)Employees of every class may place deposits in and purchase debentures of the Madras Co-operative Central Land Mortgage Bank Limited, or the Madras Co- operative Central House Mortgage Bank Limited, but shall not hold any office therein or take any part in the management thereof.

(9)An employee in the Board's Secretariat/Chief Engineer's Office and other Subordinate offices may with the previous sanction of the Managing Director/ the Chief Engineer become a member of a land or house mortgage bank provided that he already owns land or house, as the case may be, in the area within the jurisdiction of such bank, but shall not hold any office therein or take any part in the management thereof.

(10)If an employee is appointed or transferred to any area within the jurisdiction of a land mortgage bank or house mortgage bank, of which he is a member he shall at once bring the fact to the notice of his immediate superior who, if he has authority to do so, may repost the employee to an area outside the jurisdiction of that bank, or if he has no authority to do so, submit the case for the orders of the officer having such authority.

(11)Employee of every class may take out insurance policies from, and become members, of the South India co-operative Insurance Society Limited.

(12)Employees of every class may become members of Co-operative House Buildings Societies.

Explanation – Co-operative House Building Societies aforesaid shall include all types of Co-operative Societies whose object is the construction of house for their members or the grant of loans for such construction by their members.

(13)Notwithstanding anything contained in this regulation, an employee may borrow money from a Co-operative Society, of which he is a member, provided that, where the borrowing is on personal security, the surety shall be of a status equal to, or higher than, that of the borrower.

(14)The prohibition against lending and borrowing of money applies to all loans, credits, advances, supply of articles or accommodation at unduly low rates, or for insufficient consideration and to sales or property for inordinately low prices.

(15)The fact that an employee lending money is acting as an executor, administrator or as a trustee without profit or advantage to himself shall not exempt him from the operation of this regulation.

(16)An employee who belongs to a Joint Hindu Family carrying on the business of money lending as an ancestral profession is exempted from the prohibition provided he takes no active part in the business and is not employed in the area in which the business of the Joint Hindu Family is carried on.

14.Movable, Immovable and valuable property.- (1) No employee shall except after notice to the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift, exchange or otherwise, either in his own name or in the name of any member of his family:

Provided that any such transaction conducted otherwise than through a regular or reputed dealer, shall require the previous sanction of the prescribed authority.

(2)An employee who enters into any transaction concerning any movable property exceeding Two Thousand rupees in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the prescribed authority. (G.O.Ms.No.375, MAWS dated 9.10.97).

Provided that no employee shall enter into any such transaction except with or through a regular or reputed dealer or agent or with the previous sanction of the said prescribed authority:

Provided further that an employee who is about to quit the local limit of his official authority may without reference to the prescribed authority, dispose of any of his movable property by circulating lists of it among the public generally or by causing it to be sold by public auction.

Explanation (1).- For the purpose of this sub-regulation, the expression 'Moveable property' includes the following property, namely:-

(a)Jewellery, insurance policies, shares, securities and debentures:

(b)Loans advanced by such employee whether secured or not.

(c)Motor cars, motor cycles, horses or any other means of conveyance; and

(d)refrigerators, radios and radiograms.

Explanation(2).- For the purpose of sub-regulations (1) and (2), a society registered or deemed to be registered as a Co-operative Society under the Madras Co-operative Societies Act, 1961 (Madras Act 63 of 1961) or any other law for the time being in force shall be deemed to be a regular or reputed dealer.

(3)Every employee shall, on his first appointment to any post in connection with the affairs of the Board, submit a return as required by sub-regulation (7) in Form A appended to these regulations of all immovable properties owned, acquired or inherited 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.

(4)The Board or any authority or officer empowered by it in this behalf, may, at any time, by general or special order, require an employee to submit, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statement shall, if so required by the Board or by the authority or officer so empowered, include details of the means by which, or the source from which, such property was acquired.

Provided further that the prescribed authority may exercise the power to call for property statement under this sub-regulation when a specific vigilance enquiry calls for it. (B.P.Ms.No.227, dated 20.5.97).

(5)(a) The prescribed authority for the purposes of this regulation shall be:-

(i)The Board in the case of the Chief Engineer;

(ii)The Chief Engineer in the case of employees in his office and in the office under his control; and

(iii)the Managing Director in the case of employees in the Board's Secretariat.

(b) In respect of an employee on foreign service, the prescribed authority shall be the parent office on the cadre on which such employee is borne.

(6)Whenever an employee by inheritance, succession or bequest, becomes possessed of immovable property in the area in which he is employed or of such interest in such immovable property as is contemplated by this regulation, he shall communicate all particulars thereof through the usual channel to the prescribed authority.

(7)Every employee other than a peon or daffedar or Record Clerk shall submit not later than the 15th January each year, through the usual channel to the prescribed authority, a statement in Form A appended to these regulations showing all the immovable property of which he stood possessed or in which he had an interest at the close of the proceeding calendar year:

Provided that, if in any year an employee has neither acquired nor relinquished or otherwise disposed of, any immovable property, or any interest in immovable property, he need not submit the statement referred to in this sub-regulation.

Provided further that every employee after the submission of the returns of his assets and liabilities at intervals of five years, shall submit return of his assets and liabilities annually for the last five years prior to his date of superannuation, in form-A appended to these regulations to the prescribed authority.

Provided also that the prescribed authority shall, within two months from the date of receipt of such returns from the employee make a review of records of permission given after the date of submission of the previous return of his assets and liabilities and check whether they tally with the particulars furnished in the previous five year return or annual return, as the case may be. (B.P.Ms.No.171, dated 5.5.97).

(8)If an employee receives an order of transfer to an area in which he possesses or has an interest in immovable property, he shall at once bring the fact to the notice of his immediate official superiors.

(9)The Managing Director/Chief Engineer shall maintain a register in Form B appended to these regulations, showing all immovable property held by each employee in Class I or Class II service and shall revise it each year with reference to the particulars furnished under sub-regulation (7). When an employee, becomes Class I or Class II employee he shall at once submit a statement in the Form aforesaid to the Managing Director/Chief Engineer, as the case may be. In the case of every other employee, a statement in the Form aforesaid which shall be revised year by year with reference to the particulars furnished in his annual return, shall be attached to his service register, every entry or alteration in such statement attached to the service register being duly attested by the head of his office.

(10)Any attempt to mislead and any failure to give full and correct information shall render the employee concerned liable to dismissal from the service of the Board.

(11)The restriction on the acquisition and possession of immovable property shall apply to the acquisition and possession of any personal interest in such property and to the acquisition and possession of such property by an employee in the name of any other person, but not to the acquisition or possession of an interest as trustee, executor or administrator only.

(12)The restrictions imposed on the acquisition of immovable property by purchase of gift shall apply equally to the acquisition of land under the darkhast rules.

(13)(a) An employee shall not ordinarily be allowed to acquire land within the local limits of his official authority. Permission for such acquisition shall be granted only in very special circumstances.

(b)An employee may usually be permitted to acquire immovable property outside the local limits of his authority. But when on transfer to an area in which he holds immovable property, an employee makes the report required by sub-regulation (5), the authority responsible may transfer him to another place.

(c)An annual statement shall be submitted to the Board by the Chief Engineer not later than the 15th January in each year, of cases in which special permission has been granted by him for the acquisition by an employee of immovable property within the local limits of his authority.

The returns submitted shall not include cases disposed of by officers subordinate to the Chief Engineer.

(d)In clauses (a), (b) and (c), 'Local limits' mean, in the case of employees of subordinate services other than Peons, Daffedars and Record-clerk, the area lying under the administrative control of the Class I or Class II officer under whom he is working and over which he can wield influence by virtue of his employment.

(e)Nothing contained in clauses (a) – (d) will apply to the acquisition of land-including house-sites through a society registered or deemed to be registered as a Co-operative Society under the Tamil Nadu Co-operative Societies Act, 1961 (Tamil Nadu Act 53 of 1961) or any other law for the time being in force.

(f)Nothing contained in clause (b) shall apply in cases where the property concerned is a house constructed or inherited by the employee (B.P.Ms.No.103, dated 21.2.81).

(14)In the case of a joint family, a junior member, who is an employee shall not ordinarily be required to obtain sanction when immovable property is acquired by the managing member on behalf of the family, but this exception shall not apply to any acquisition, even though made in the name of the head of the family if it is shown that it is really intended to be the self-acquired property of the employee.

(15) The annual return shall include all immovable property acquired or registered in the name of the employee either on his own account or as a trustee, executor or administrator or temple mirasdar or acquired or registered in the name of or held or managed by, his wife or by any other member of his family living with, or in any way dependent on him.

15.Private trade or employment.- (1) No employee shall, except with the previous sanction of the Board, engage himself directly in any trade or business or undertake any employment:

Provided that an employee 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 condition that his official duties do not thereby suffer; but he shall not undertake or shall discontinue, such work if so directed by the Board.

Provided further that an employee may with the previous sanction of the Board, deliver lectures at Government or Quasi Government or Government Aided Academic or Technical Institutions or at Universities for a period not exceeding one year at a time (B.P.Ms.No.78, dated 12.2.98).

Explanation.- Canvassing by an employee in support of the business of insurance agency and such like owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-regulation.

(2)No employee shall, except with the previous sanction of the Board take part in the registration, promotion or management of any bank or company registered under any law for the time being in force;

Provided that an employee may take part in the registration, promotion or management of a Co-operative Society registered or deemed to be registered under the Co-operative Societies Act, 1961 (Tamil Nadu Act 53 of 1961) or under any other law for the time being in force of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 (Central Act XXI of 1860) or any other law for the time being in force.

(3)(a) An employee shall not, without the permission of the Board, publish any book or engage himself habitually in literary or artistic work of any kind.

(b)Permission to publish a book other than a text book or a book relating to, or connected with the work of the employee shall ordinarily be given subject to the condition that the employee does not use his time and official influence for promoting the sale of copies of the book.

(c)Permission to publish a text book for use in educational institution or a book relating to, or connected with the work of the employee shall be given subject to the conditions that the employee retains no interest in the sale of copies of the book, that he does not use his time and official influence for promoting the sale of copies of the book and that he receives only a lump-sum as remuneration from the person publishing it.

(d)While applying to the Board for permission to publish a book, the employee shall submit to the Board manuscript copy thereof.

(4)No medical officer of the Board shall maintain or have any financial interest in a private nursing home, hospital or similar establishment. Nor shall be 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 admissions of his own cases and allows the admission of patients of any other registered medical practitioner. This sub-regulation shall not apply to part-time medical officers.

(5)No employee shall accept a paid employment in any company, mutual benefit society or co-operative society or act as an agent, whether paid by salary or commission to any insurance company or society;

Provided that an employee may take part in the management of a mutual benefit society, if he has first obtained the sanction of the Chief Engineer if he is employed in the offices under his control and of the Managing Director, if he is employed in the Board's Secretariat and a certificate from the above authority to the effect that the work undertaken will be performed without detriment to his official duties and such employee does not accept any remuneration.

(6)Employee of every class shall be at liberty to take part in the promotion of co-operative societies, but no employee shall, except with the sanction of the Board,

hold office in any co-operative society or serve on any committee appointed for the management of its affairs unless the society is composed wholly of employees of the board or partly of employees of the Board and partly of employees of local bodies and/or servants of a State or the Central Government.

Provided that employees of every class, may hold office in co-operative house-building societies or serve on any committee appointed for the management of its affairs.

Explanation.- Co-operative house building societies aforesaid shall include all types of co-operative societies whose object is the construction of houses for their members or the grant of loans for such construction by their members.

(7)Subject to the sanction and certificate referred to in sub-regulation (5), an employee who is a member of a co-operative society composed wholly of employees of the Board or partly of employees of the Board and partly of employees of local bodies and/or servant of a State or the Central Government and partly of students of Government training Schools or Colleges, may accept remuneration for keeping accounts of the society.

(8)(a) An employee may not act as an arbitrator in any case without the sanction of his immediate superior or unless he directed so to act by a court having authority to appoint an arbitrator.

(b)No employee may act as an arbitrator in any case which is likely to come before him in any shape in virtue of any executive office which he may be holding.

(c)If an employee acts as an arbitrator at the private request of disputants, he can accept no fees.

(d)If he acts by appointment of a court of law, he may accept such fees as the court may fix.

(9)The Managing Director in respect of the employee in the Board's Secretariat and the Chief Engineer in respect of the employees in his office and the offices under his control may grant permission to attend and take part in such of the meetings, conferences and committees in which the Board has agreed to participate.

(10)No employee shall apply for outside employment or signify his willingness to accept such employment without having previously obtained the permission in writing of the appointing authority in respect of the post, which he is holding:

Provided that in the case of employees who are on leave preparatory to retirement, such permission shall be that of the Chief Engineer in case the appointing authority in respect of the post last held by the employee is an authority subordinate to the Chief Engineer.

(11)(i) Permission to apply for or accept outside employment shall normally be granted to a person who is on leave preparatory to retirement unless the employment is in a trading concern in India. Permission to apply for or accept private employment in

a trading concern in India will be granted only in very exceptional cases and may be subject to the condition of immediate retirement.

(ii)Permission to apply for or accept outside employment shall not be granted to any other employee unless the competent authority is satisfied that his premature resignation may be accepted without detriment to the Board's service.

(iii)The previous approval of the Board shall be obtained in the case of applications from persons who have been given special and expensive training at the cost of the Board to increase their utility to the Board.

(12)If a person who is refused permission to apply for or accept outside employment, wished to resign his appointment such resignation shall ordinarily be accepted.

(13)Where a person who is not on leave preparatory to retirement is permitted to apply for or accept outside employment, he shall resign his appointment under the Board immediately on accepting such employment.

16.Insolvency or habitual indebtedness.- (1) An officer or servant shall avoid habitual indebtedness. If an officer or servant is adjudged or declared insolvent, or has incurred debts aggregating to a sum which, in ordinary circumstances, he could not repay within a period of two years or if a part of his salary is frequently attached for debt or has been continuously so attached for a period of two years, or is attached for a sum which in ordinary circumstances he could not repay within a period of two years, he may, unless he proves that the insolvency or indebtedness is the result of circumstances, which with the exercise of ordinary deligence, he could not have foreseen or over which he had no control, and has not proceeded from extravagant or dissipated habits, he should be presumed to have contravened this regulation. An officer or servant who applies to be or is adjudged or declared insolvent shall forthwith report his insolvency to the Managing Director of the Board.

(2) An officer or servant who has been removed from service on account of insolvency, shall not be eligible for re-employment under the Board, or any of its subordinate offices.

17.Unauthorised Communication of Information.- No officer or servant shall, except when generally or specially empowered in that behalf by the Managing Director of the Board, communicate directly or indirectly any document or information which has come into his possession in the course of his official duties or has been prepared or collected by him in the course of his duties, whether from official sources or otherwise, to any person or organisation or association not authorised to receive the same.

Note: The above regulation shall apply to the Part-time employees of the Board.

18.Connection with press or radio.- (1) No officer or servant shall except with the previous sanction of the Managing Director of the Board, own wholly or in part, or conduct or participate in the editing or managing of, any newspaper or other periodical publication.

(2)No officer or servant shall, except with the previous permission of at the Managing Director of the Board, participate with or without payment in a radio broadcast or contribute any article or publish a book or write any letter either anonymously, pseudonymously, or in his own name, or in the name of any other person to any newspaper or other periodical publications:

Provided that no such sanction shall be required if such, broadcast, contribution or writing is of a purely literary, artistic or scientific character.

(3)An officer or servant who is invited or who wishes to deliver a broadcast talk shall intimate to the Managing Director of the Board the subject on which he proposes to talk and if it is on a subject directly or indirectly connected with his official duties or if so required, shall submit the full text of the talk for his approval before it is delivered.

(4)The provisions of clauses (2) and (3) shall apply ***mutatis mutandis*** to the playing of prepared "recitals" of gramophone record.

Note: The above regulation shall apply to the Part-time employees of the Board.

19.Criticism of Board.- (1) No employee shall by any utterance, writing or otherwise, discuss or criticise in public or at any meeting of any association or body, any policy pursued or action taken by the Board or a State or the Central Government nor shall be in any manner participate in any such discussion or criticism.

(2)No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of act or opinion.-

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

(ii)which is capable of embarassing the relations between the Board, the Government of any State, the Central Government or any foreign State:

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

(3) An employee shall not, except in the discharge of his official duties, preside over or take part in the organisation of or occupy a prominent position at or address any non-official meeting or conference at which it is likely that speeches may be made or resolutions may be proposed or passed criticising the action of the Board

or a State Government or the Central Government or requesting the Board to take certain actions, etc.

Explanation.-Regularly convened meetings, for the transaction of their legitimate business of associations of employees of the Board recognised by the Board and or committees or branches of such associations are not "non- official" meetings for the purpose of this regulation.

(4)Nothing contained in this regulation shall be deemed to prohibit any employee from participating in discussions at any private meeting solely of employees of the Board or of any recognised association of such employees on matters, which affect their personal interests individually or generally:

Provided that nothing contained in this sub-regulation shall be construed to limit or abridge the powers of the Board to require any employee to publish and explain any policy or action of the Board in such manner as may appear to it to be expedient or necessary.

(5)An employee who intends to publish any document or to make any communication to the press or to deliver any public utterance containing statements in respect of which any doubts as to the application of the restrictions imposed by this regulation may arise, shall submit to the Board a copy or draft of the document which he intends to publish or of the utterance which he intends to deliver, and shall thereafter act in accordance with such orders as may be passed by the Board.

Note: The above regulation shall apply to part-time employees of the Board.

20.Evidence before committee or any other authority.- (1) Save as provided in sub-regulation (3) no employee shall, except with the previous sanction of the Managing Director, give evidence in connection with any inquiry conducted by any person, committee or authority.

(2)Where sanction has been accorded under sub-regulation (1), no employee giving such evidence shall criticise the policy or any action of the Board or of the Central Government or of a State Government.

(3)Nothing in this regulation shall apply to-

(a)evidence given at an enquiry before an authority appointed by the Government, by parliament or by a State Legislature; or

(b)evidence given in any judicial inquiry; or

(c)evidence given at any departmental inquiry ordered by authorities subordinate to the Board.

Note: The above regulation shall apply to the part-time employees of the Board.

21.Taking part in politics and Elections.- (1) No employee shall be a member or be otherwise associated with, any political party or any organisation which take part in politics nor shall he take part in, subscribe in aid of or assist in any other manner any political movement or activity.

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

(3)If any question arises whether any movement or activity falls within the scope of this regulation, the decision of the Board thereon shall be final.

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

Provided that -

(i)an employee qualified to vote at such election may exercise his right to vote but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;

(ii)an employee shall not be deemed to have contravened the provisions of this regulation 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 (1).- Nothing contained in this sub-regulation shall be deemed to prohibit the wife of an employee or any other member of his family living with, or in any way dependent on him from standing for election to any legislature or to any local authority and from canvassing for other candidates.

Explanation (2).- The display by an employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-regulation.

(5)Seditious propaganda or the expression of disloyal sentiments by an employee shall be regarded as sufficient ground for dispensing with his services. In the case of such conduct by a pensioner, the Board reserves to itself the right of withholding or withdrawing a pension or any part of it.

(6)An employee proposing or seconding the nomination of candidate at an election or acting as a polling agent shall be deemed to have committed a breach of this regulation.

Note: The above regulation shall apply to the Part-time employees of the Board.

22.Vindication of Acts and Character of Officers and Servants.- (1) No officer or servant shall, except with the previous sanction of the Managing Director of the Board, 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 defamatory character:

Provided that nothing in this clause shall be deemed to prohibit an officer or servant from vindicating his private character or any act done by him in his private capacity.

(2) No officer or servant shall, except with the previous sanction of the Managing Director of the Board, accept from any person or body of persons compensation of any

kind for any malicious prosecution brought against him or for any defamatory attack made on his public acts or character unless such compensation has been awarded by a competent court.

23.Employment under or with near relative in service and employment of near relatives in firms enjoying Board's patronage.- (a) Every employee in Class I or II service shall inform his immediate superior official of any reason that there may be why it is undesirable in the Board's interest that he should be employed in a particular area or division such as the near relationship of himself or his wife to any person or persons residing in that area or division.

(b)i) Every employee in Class I or Class II service shall inform his immediate official superior if any employee closely related to him is posted to work or training under him.

(ii) Every employee shall inform his immediate official superior if he is posted to work or training under a member of Class I or Class II Service, who is closely related to him. (B.P.Ms.No.103 dated 21.2.81).

(c)Whenever the sons/daughters or dependents of the Officers of the Board appointed to posts carrying a maximum salary of Rs.800 and above wish to accept employment with private firms with which the officers concerned have official dealings, or with other important firms having official dealings with the Board, the fact should be reported to the Board by the officers concerned and the Board's permission should be obtained to such employment. Where, however, the acceptance of such employment could not await Board's prior permission or the matter is otherwise considered urgent, a report should be made to the Board and at the employment accepted provisionally subject to the Board's permission.

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

24.Influencing superior authorities for furtherance of interest.- No officer or servant shall being or attempt to bring any political or other outside influence to bear upon any superior of his for the furtherance of his interest pertaining to his service under the Board.

Explanation No.1:- An Officer or servant causing his own case to be made the subject of an interpretation in Parliament or the State Legislature shall be deemed to have contravened his regulation..

Explanation No.2:- When Members of Legislative Assembly, Members of Parliament and other non-officials make representations on behalf of the individual officers and servants to Ministers or other higher officers, it shall be presumed that the concerned officer or servant, as the case may be was responsible for bringing political or other outside influence to bear upon the superior authority to further his interest unless he proves to the contrary. (B.P.Ms.No.103, dated 21.2.81).

Explanation No.3:- (i) A Board employee violating provisions of Regulation 24a of Tamil Nadu Water Supply and Drainage Board Officers" and Servants' Conduct Regulations, 1972, for the first time shall be advised by the appropriate disciplinary authority to desist from approaching Members of Parliament or Members of State Legislature to further his interest in respect of matters relating to service conditions. A copy of this advice need not, however, be placed in the Personal file/Record sheet of the employee concerned.

(ii)If a Board employee is found guilty of violating provisions of the said Regulation 24 a second time despite the issue of advice on the earlier occasion, a written warning shall be issued to him by the appropriate disciplinary authority and a copy thereof shall be placed in his Personal file/Record sheet.

(iii)If a Board employee is found guilty of violating provisions of the said Regulation 24 despite the issue of warning to him, disciplinary action shall be initiated against him by the appropriate disciplinary authority under the provision of the Tamil Nadu Water Supply and Drainage Board Employees' (Discipline and Appeal) Regulations, 1972 (B.P.Ms.No.284 dated 16.6.97).

25.Bigamous marriages.- (1) No officer or servant who has a wife living, shall contract another marriage without first obtaining the permission of the Managing director of the Board, notwithstanding that such subsequent marriage is permissible under personal law for the time being applicable to him.

(2) No woman officer or servant shall marry any person who has a wife living, without first obtaining permission of the Managing Director of the Board.

26.Application for posts in Board's service.- (1) An employee of the State or Central Government or of any local body or of any other institution who applies for appointment to posts under the service of the Board shall not be eligible for appointment if he has applied without the consent of the head of the office or

department of the State or Central Government or other employer, as the case may be under whom he is employed.

NOTE : - The consent of the Government concerned or other employer may be presumed if he appointing authority is satisfied from the endorsement of the forwarding officer or otherwise that the application has been made in accordance with the rules made by the Government concerned or other employer.

(2) An employee in the service of the Board applying for a post or for transfer to a post in another office or establishment of the Board or for appointment under any State Government or the Government of India or other employer, shall submit his application through the authority competent to appoint him to the post which he holds at the time of making the application such authority shall decide whether the employee shall be permitted to apply. In the case of an application for outside appointment, the appointing authority shall decide whether the application may be forwarded or not and send the case to the Board for orders, with its recommendation. In making a recommendation in this regard, the fact that the applicant has been given special training wholly or partly at the cost of the Board shall also be taken into consideration. Ordinarily, applications may be forwarded unless it is considered that by so doing the interest of Board's service are likely to suffer.

27.Strikes.- No officer or servant shall engage himself in strikes or in incitements thereto or in similar activities.

Explanation.- For the purposes of this regulation, the expression "similar activities" shall be deemed to include the absence from work or neglect of duties without permission and with the object of compelling something to be done by his superior officers or the Board or any demonstrative fast usually called "hunger strike" for similar purposes.

28.Interpretation.- If any question arises relating to the interpretation of these regulations, it shall be referred to the Board, whose decision thereon shall be final.

29.Saving.- Nothing in these regulations shall be deemed to derogate from the provisions of any law, or of any order of any competent authority for the time being in force relating to the conduct of employees of the Board.

30.Repeal.- The transitory Regulation in so far as it relates to Conduct Rules is repealed on the date on which the above Regulations come into force:

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

31.Membership of service association.- No officer or servant shall be a member, representative or office-bearer of any Association representing or purporting

to represent officers or servants of the Board or any class of officers or servants, unless such Association satisfies the following conditions, namely.-

(a)membership of the Association shall be confined to a distinct class of Board's servants and shall be open to all Board's servants of that class;

(b)the Association shall not in any way be connected with any political party or organisation or engage itself in any political activity;

(c)the Association shall be a recognised one and such recognition shall be accorded by the Board;

(d)the Association shall not issue or maintain any publication, political or otherwise, except with the permission of the Board;

(e)except with the previous sanction of the Board, the Association shall not publish any representation on behalf of its members, whether in the press or otherwise;

(f)the Association shall not in any way, be connected with any election to a Legislative body, whether in India or elsewhere or to a local authority or a body; and

(g)the Association shall not pay or contribute towards expenses of any trade union which has constituted a fund under section 16 of the Indian Trade Union's Act, 1926 (Central Act XVI of 1926).

32.Demonstrations.- No Board's servant shall engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality or which involves contempt of court defamation or incitement to an offence.

33.Jointing of Associations by Board's servant.- No Board's servant shall join, or continue to be member of an Association the object or activities of which are prejudicial to at the interests of the sovereignty and integrity of India or public order or morality.

34.Board's Officer or Servant not to be found drunk while in office.-A Board's Officer or servant

(a)shall strictly abide by any law relating to consumption of liquor or intoxicating drugs in force in any area in which he may happen to be for the time being:

(b)shall not be found drunk or under the influence of liquor while attending office or appearing in a public place. (B.P.Ms.No.479, dated 26.11.82).

34.Prohibition on take, abet the giving or taking of dowry.- No employee shall,

(i)give or take, 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 Regulation, dowry has the same meaning as in the Dowry Prohibition Act 1961 (Central Act 28 of 1961). (B.P.Ms.No.223, dated 10.8.1992).

35.*Prohibition of membership of any communal Organisation.-* (1) No employee shall be a member of, or be otherwise associated with any Organisation-

(a)Which promotes or attempts to promote on grounds of religion, race, place of birth, residence, language, caste or community or any other ground, whatsoever, disharmony or feelings of enmity, hatred or ill will between different religions, racial, language or regional groups or castes or communities; or

(b)whose activities are prejudicial to the maintenance of harmony between different religious, racial, language or regional groups or castes or communities, and which disturbs or is likely to disturb the public tranquility; or

(c)which organises any exercise, movement drill or other similar activity intending that the participants in such activity shall use or be trained to use criminal force of violence, or knowing it to be likely that the participants in such activity will use or be trained to use criminal force or violence against any religious, racial, language or regional group or caste or community and such activity for any reason whatsoever causes or is likely to cause fear or alarm or a feeling of insecurity amongst members of such religious, racial language or regional group or caste or community.

(2) If any; question arises whether any organisation falls under Sub-Regulation (1) the decision of the Board thereon shall be final. (B.P.Ms.No.223,dated 10.8.1992).

36.*Consumption of intoxicating drinks or drugs.-* An employee-

(a)shall strictly abide by any law relating to consumption of liquor or intoxicating drugs in force in any area in which he may happen to be for the time being;

(b)shall not be found drunk or under the influence of liquor while incitements thereto or in similar activities. (B.P.Ms.No.223, dated 10.8.1992)

37.*Procession and Meetings:-* No employee shall conduct any procession or hold or address any meeting in any part of any open ground adjoining any Board Office or inside any office premises-

(a)during office hours or any working day; and

(b)outside office hours or on holidays have with the prior permission of the Managing Director. (B.P.Ms.No.223, dated 10.8.1992).

38.*Obtaining of no objection certificate before applying for passport.-* No employee shall, except after obtaining "No Objection Certificate" from the Board apply for grant of passport or undertake any trip to a Foreign Country. While applying for such "No Objection Certificate"' information regarding the purpose of the visit, the duration of stay, and the names of countries proposed to be visited should be furnished. (B.P.Ms.No.223, dated 10.8.1992).

FORM – A

(See sub-regulations (3) and (7) of rule 14)

Statement of immovable property on first appointment/for the year

1.Name of Officer (in full) and service to which the officer belongs

2.Present post held

3.Date of appointment

4.Present pay

Name of district, taluk and village in which property is situated	Houses and other buildings	Lands	Present value	If not in own name, state in whose name held and his/her relationship to the Board servant	How acquired whether by purchase, lease, mortgage, inheritance, gift or otherwise with date of acquisition and name with details of person/persons from whom	Annual income from the property	Remarks (by what means or for what purpose the property was acquired should also be state here)
(1)	(2)	(3) Acs.	(4) Rs.	(5)	(6)	(7)	(8)

Signature…….

Date……

Inapplicable clause to be struck out.

* In cases where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.

Includes short-term lease also

form is required to be filled in and submitted by every Board sevant on first appointment to the service and thereafter at a interval of every twelve months, giving particulars of all immovable property, owned acquired or, inherited by him or held by him on lease or mortgage or otherwise either in his own name or in the name of any member of his family or in the name of any person.

FORM – B

(See sub-relations (9) of rule 14)

Register of immovable proper and interests in immovable property held by Board Servant

Name of the Board	Date of entertainment	Office in which	District and division in	Particulars regarding property						Nature of interest	Remarks
				Name of Property	Extent	Assessment	In whose name registered	When acquired, inherited	By what means and for what		
(1)	(2)	(3)	(4)	(5)	(6) Acs.	(7) Rs.	(8)	(9)	(10)	(11)	(12)

J.S. BHANGO
Managing Director
Tamilnadu Water Supply and Drainage Board

Madras, 11th June 1973