

**MINISTRY OF COMMERCE & INDUSTRY
(DEPARTMENT OF COMMERCE)**

COFFEE BOARD EMPLOYEES (CONDUCT) RULES, 1968

(As Amended up to March, 1993 – G.S.R.No.141 dated 23.2.1993)

G.S.R. 30-In exercise of the powers conferred by Section 48 of the Coffee Act, 1942 (7 of 1942), the Central Government hereby makes the following Rules, namely:-

1. Short title, commencement and application:

- (1) These rules may be called the Coffee Board Employees (Conduct) Rules, 1968.
- (2) They shall come into force at once.
- (3) They shall apply to all persons employed by the Board, [except those appointed by the Central Government under Section 9 of the Coffee Act 1942 (7 of 1942)]

2. Definition:

In these rules, unless the context otherwise requires:-

- (a) 'the Board' means the 'Coffee Board'.
- (b) 'Board employee' means any person employed by the Board [except those appointed by the Central Government under Section 9 of the Coffee Act, 1942 (7 of 1942), and Officers lent by the Government].

Explanation:

A Board employee whose services are placed at the disposal of a Company, Corporation, Organisation, a Local authority or Government shall for the purposes of these rules, be deemed to be a Board Employee serving under the Board notwithstanding that his salary is drawn from a source other than the Board's Funds.

(c) 'members of family in relation to a Board's employee includes-

- (i) the wife or husband as the case may be, of the Board employee, whether residing with the Board employee or not but does not include a wife or husband, as the case may be, separated from the Board employee by a decree or order of a competent court;
 - (ii) son or daughter or step-son or step-daughter of the Board employee and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the Board employee or of whose custody the Board employee has been deprived of by or under any law;
-

1. Substituted by GSR 709 (E), dated 16.8.1990

- (iii) any other person related, whether by blood or marriage, to the Board employee or to the Board employee's wife or husband, and wholly dependent on the Board employee.
- (iv) 'prescribed authority' means-
 - (a) (i) the Chairman in the case of a Board employee holding any holding any Group 'A' or Group 'B' post;
 - (ii) head of the department in the case of a Board employee holding any Group 'C' or Group 'D' post;
 - (b) in respect of Board employee on foreign service or on deputation to any other organisation or any other Government, the parent department on the cadre of which such Board employee is borne.

3. General:

- (1) Every Board employee shall at all times-
 - (i) maintain absolute integrity;
 - (ii) maintain devotion to duty; and
 - (iii) do nothing which is unbecoming of a Board employee
- (2) (i) Every Board employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Board employees for the time being under his control and authority;
- (ii) No Board employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the directions of his official superior;
- (iii) The direction of the official superior shall ordinarily be in writing, oral directions to subordinates shall be avoided as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter;
- (iv) A Board employee who has received oral direction from his official Superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

Explanation I: A Board employee who habitually fails to perform the task assigned to him within the time set 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 (1).

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

4. Employment of near relatives of Board employees in private undertakings having dealings with the Board.

- (1) No Board employee shall use his position or influence directly or indirectly to Secure employment for any member of his family in any private under-Taking.
- (2) (i) No Group 'A' or Group 'B' officer shall, except with the previous sanction of the Board, permit, his son, daughter or other dependent to accept employment in any private undertaking with which he has official dealings or in any other undertaking having official dealings with the Board.

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

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

Provided that no such intimation shall be necessary in the case of Group 'A' or Group 'B' Officers, if he has already obtained the sanction of, or sent a report to the Board under Clause (I).

- (3) No Board employee shall, in the discharge of official duties, deal with any Matter or give or sanction any contract to any undertaking or any other person if any member of his family is employed in that undertaking or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the Board employee shall refer every such matter or contract to

his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

5. Taking part in politics and elections:-

- (1) No Board employee shall be a member of, or be otherwise associated with any organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.
- (2) It shall be the duty of every Board employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of or assisting in any other manner, any movement or activity which is, or tends directly or indirectly to be subversive of the Government as by law established and where a Board servant is unable to prevent a member of his family from taking part in, or subscribing in the aid of or assisting in any other manner, any such movement or activity he shall make a report, to that effect to the Board.
- (3) If any question arises whether a party is a political party or whether any organisation takes part in politics or whether any movement or activity falls within the scope of sub-rule (2), the decision of the Government thereon shall be final.
- (4) No Board 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 Board employee qualified to vote at such election may exercise his right To vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted:
- (ii) A Board employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in due performance of a duty imposed on him or under any law for the time being in force.

Explanation

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

6. Joining of Associations by Board employees:

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

7. Demonstration and strikes

No Board employee shall-

- (i) engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the state friendly States, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence, or
- (ii) resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to his service or the service of any other Board or Undertaking or Government employees.

8. Connection with Press or Radio:

- (1) No Board employee shall, except with the previous sanction of the Board, own wholly or in part, or conduct or participate in the editing or management, of, any newspaper or other periodical publication
- (2) No Board employee shall, except with the previous sanction of the Board or of the Prescribed authority or except in the bonafide discharge of his duties-
 - (a) publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles, or
 - (b) participate in a radio broadcast or contribute an article or write a letter to a newspaper or periodical, either in his own name or anonymously or pseudonymously or in the name of any other person:

Provided that no such sanction shall be required-

- (i) If such publication is through a publisher and is of a purely literary, artistic or scientific character, or
- (ii) if such contribution, broadcast or writing is of a purely literary, artistic or scientific character.

NOTE: "In the event of failure on the part of Board or prescribed authority to communicate its sanction to the Board employee within thirty days from the date of

receipt of the request, the Board employee shall presume that the permission has been granted to him”.

9. Criticism of Board and Government:

No Board employee shall, in any radio broadcast or in any document published in his own name or anonymously, pseudonymously, or in the name of any other person 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 an adverse criticism of any current or recent policy or action of the Central Government or a state Government or Board:

Provided that nothing contained in this rule shall apply to bonafide expression of views by him as an Office bearer of a trade union of such Board employees for the purpose of safeguarding the conditions of service of such Board employees or for securing an improvement thereof; or

- (ii) which is capable of embarrassing the relations between the Board and the Central Government or Government of any State.
- (iii) which is capable of embarrassing the relations between the Central Government and the Government of any foreign State:

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

10. Evidence before Committee or any other Authority:

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

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

(3) Nothing in these rule shall apply to-

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

11. Unauthorised Communication of Information:

No Board employee shall, except in accordance with any general or special order of the Board or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or information to any Board employee or any other person to whom he is not authorised to communicate such document or information.

Explanation: Quotation by a Board employee (in his representation to the Head of Office or Head of the Department or the Board or the Central Government) of or from any letter, circular or office memorandum or from the notes on any file, to which he is not authorised to have access, or which he is not authorised to keep in his personal custody or for personal purposes, shall amount to unauthorised communication of information within the meaning of this rule.

12. Subscriptions:

No Board employee shall, except with the previous sanction of the Board or of the prescribed authority, ask for or accept contributions 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:

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

NOTE: A casual meal, lift or other social hospitality shall not be deemed to be a gift.

(2) On occasions, such as wedding, anniversaries, funerals or religious functions, when the making of a gift is in conformity with the prevailing religious or social practice, a Board employee may accept gifts from his near relatives but shall make a report to the Board if the value of any gift exceeds-

(i) Rs.1,000/- in the case of a Board employee holding any Group 'A' or Group 'B' post;

- (ii) Rs. 500/-, in the case of a Board employee holding any Group 'C' post; and
 - (iii) Rs.200/-, in case of Board employee holding any Group 'D' post,
- (3) On such occasions as are specified in sub-rule (2), a Board employee may accept gifts from his personal friend having no official dealings with him, but he shall make a report to the Board if the value of any such gift exceeds-
- (i) Rs.400/-, in the case of a Board employee holding any Group 'A' or Group 'B' post;
 - (ii) Rs.200/-, in the case of a Board employee holding any Group 'C' post; and
 - (iii) Rs.100/- , in the case of a Board employee holding any Group D post.
- (4) In any other case, a Board employee shall not accept any gift without sanction of the Board if the value there of exceeds-
- (i) Rs.150/-, in the case of a Board employee holding Any Group 'A' or Group 'B' post:
 - (ii) Rs.50/- in the case of a Board employee holding any Group 'C' and Group'D' post.
- (5) Notwithstanding anything contained in sub-rule (2), (3) and (4), a Board Employee, being a member of Indian delegation or otherwise may receive and retain gifts from foreign dignitaries if the market value of gifts received on one occasion does not exceed Rs.100/-, in all other cass, the acceptance and retention of such gifts shall be regulated by the instructions issued by the Government in this regard from time to time.
- (6) A Board employee shall not accept any gift from any foreign firm which is either contracting with the Government of India or the Board or is one with which the Board employee had, has or is likely to have official dealings. Acceptance of gifts by a Board employee from any other firm shall be subject to the provisions of sub-rule (4).”

14. A DOWRY:

No Board employee shall-

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

Explanation: For the purpose of this rule, 'Dowry' has the same meaning as defined in Section 2 of the Dowry Prohibition Act, 1961 (28 of 1961)”:

15. Public Demonstrations in honour of Board employee:

No Board employee shall, except with the previous sanction of the Board, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in the honour of any other Board employee:

Provided that nothing in this rule shall apply to:

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

NOTE

Exercise of pressure or influence of any sort on any Board employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character, and the collection of subscriptions from Group'C' or Group'D' employees under any circumstances for the entertainment of any Board employee not belonging to Group'C' or Group'D' is forbidden.

15. Private Trade or Employment:

- (1) Subject to the provisions of sub-rule (2), no Board employee shall except with the previous sanction of the Board or prescribed authority-
 - (a) engage directly or indirectly in any trade or business; or
 - (b) negotiate for, or undertake, any other employment; or
 - (c) hold an elective office, or canvass for a candidate for an elective office, in any body, whether incorporated or not; or

- (d) canvass in support of any business of insurance agency, commission agency, owned or manager by any member of his family; or
 - (e) take part except in the discharge of his official duties, in the registration, promotion or management of any bank or other company registered or required to be registered under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force, or of any co-operative society for commercial purpose.
- (2) A Board employee may, without the previous sanction of the Board or prescribed authority-
- (a) undertake honorary work of a social or charitable nature: or
 - (b) undertake occasional work of literary, artistic or scientific character; or
 - (c) participate in sports activities as an amateur; or
 - (d) take part in the registration, promotion or management not involving the holding of an elective office) of a literary, scientific or charitable society or of a club or similar organisation, the aims or objects of which relate to promotion of sports, cultural or recreation activities, registered under the Societies Registration Act, 1860 (21 of 1860); or any other law for time being in force; or
 - (e) take part in the registration, promotion or management not involving the holding of an elective office of a co-operative society substantially for the benefit of Board employees, registered under the co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force:

Provided that-

- (i) he shall discontinue taking part in such activities, if so directed by the Board, and
 - (ii) in a case falling under clause (d) or clause (e) of this sub-rule, his official duties shall not suffer thereby and he shall, within a period of one month of his taking part in such activity, report to the Board giving details of the nature of his participation.
- (3) Every Board employee shall report to the Board if any member of his family is Engaged in a trade or business or owns or manages an insurance agency or commission agency.
- (4) Unless otherwise provided by general or special orders of the Board, no Board employee may accept any fee for any work done by him for any private or public body or any private person without the sanction of the prescribed authority.

Explanation: The term ‘fee’ used here means a recurring or non-recurring payment to a Board employee from a source other than the General Fund or the Pool Fund of the Board whether made directly to the Board employee or indirectly through the intermediary of Board, but does not include-

- (a) unearned income such as income from property, dividends, and interest on securities, and
- (b) income from literary, cultural, artistic, scientific or technological efforts and income from participation in sports activities as amateur.

NOTE: In the event of failure on the part of Board or prescribed authority to communicate its sanction to the Board employee within thirty days from the date of receipt of the request.

The Board employee shall presume that the permission has been granted to him.”

16. Investment, Lending and Borrowing:

- (1) No Board employee shall speculate in any stock, share or other investment.

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

- (2) No Board employee shall make, or permit any member of his family or any person acting on his behalf to make any investment which is likely to embarrass or influence him in the discharge of his official duties.
- (3) If any question arises whether any transaction is of the nature referred to in Sub-rule (1) or sub-rule (2), the decision of the Board thereon shall be final.
- (4) (i) No Board employee shall, save in the ordinary course of business with a bank or a public limited company, either himself or through any member of his family or any other person acting on his behalf:
 - (a) lend or borrow or deposit money, as a principal or an agent, to, or from, or with, any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings/ or otherwise place himself under any pecuniary obligation to such person or firm of private limited company; or
 - (b) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid:

Provided that a Board employee may, give to, or accept from, a relative or a personal friend, a purely temporary loan of a small amount free of interest, or operate a credit account with a bona-fide tradesman or make an advance of pay to his private employee:

Provided further that nothing in this sub-rule shall apply in respect of any Transaction entered into by a board employee with the previous sanction of the Board.

- (iii) When a Board employee is appointed or transferred to a post of such Nature as would involve him in the breach of any of the provisions of sub-rule (2) or sub-rule, (4), he shall forth with 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 Board employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A Board employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the Board.

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

18. Movable, immovable and valuable property-

- (1) Every Board employee shall, on his first appointment to any service or post and thereafter every year before 31st March, submit a return of his assets and liabilities as on 31st December of the previous calendar year, in such form as may be prescribed by the Board, 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;
 - c) other movable property inherited by him or similarly owned acquired or held by him; and

d) debts and other liabilities incurred by him, directly or indirectly.

NOTE I: Sub-rule (1) shall not ordinary apply to Group'D' employees but the Board may direct that it shall apply to any such Board employee or class of such Board employees.

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

(2)Every Board employee belonging to any service or holding any post included in Group 'A' or Group'B', shall submit an annual return in the prescribed form as given in Schedule annexed with these rules, 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 name of any other persons.

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

Provided that the Previous sanction of the prescribed authority shall be obtained by the Board employee if any such transaction is with a person having official dealings with him.

NOTE: In the event of failure on the part of Board or prescribed authority to communicate its sanction to the Board employee within thirty days from the date of receipt of the request, the Board employee shall presume that the permission has been granted to him.

(4) Every Board employee shall report to the prescribed authority every transaction concerning movable property owned or held by him, either in his own Name or in the name of a member of his family, if the value of such property Exceeds Rs.10,000/- in the case of a Board employee holding Group'A' or Group'B' post or Rs.5,000/- in the case of a Board employee holding any Group'C' or Group'D' post:

Provided that the previous sanction of the prescribed authority shall be obtained by the Board employee, if any such transaction is with a person having official dealings with him.

NOTE: In the event of failure on the part of Board or prescribed authority to communicate its sanction to the Board employee within thirty days from the date of receipt of the request, the Board employee shall presume that the permission has been granted to him.

- (5) The Board or the prescribed authority may, at any time, by general or Special order, require a Board 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 or on his behalf or by any member of his family as may be specified in the order. Such Statement shall, if so required by the Board or by the prescribed Authority, include the details of the means by which, or the source From which, such property was acquired.
- (6) The Board may exempt any category of Board employee belonging to Group 'C' or Group 'D' from any of provisions of the rule except sub-rule (4).

Explanations:

For the purpose of this rule, -

- 1) the expressions 'movable property' includes-
 - (a) jewellery, insurance policies, annual premia of which exceeds Rs.2000/- or one sixth of total annual emoluments received from Board, whichever is less, shares, securities and debentures;
 - (b) all loans whether secured or advanced or taken by the Board employee;
 - (c) motor cars, motor cycles, houses or any other means of conveyance; and
 - (d) refrigerators, radios, radiograms and television sets and audio/video equipments.
- 2) 'lease' means except where it is obtained from, or granted to a person having official dealings with the Board's employees, a lease of immovable property from year to year or for any term exceeding one year or reserving a years rent."

19. A. Restriction in relation to acquisition and disposal of immovable property outside India and transactions with foreigners –

Notwithstanding anything contained in sub-rule (2) of rule 18, no Board's employee shall except with the previous sanction of the prescribed authority;

- (a) acquire, 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 organisation or concern –
 - (i) for the acquisition, purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, or any immovable property;
 - (ii) for the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.

19. Vindication of Acts and Character of Board Employees:

- 1) No Board employee shall, except with the previous sanction 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 a defamatory character.

NOTE : In the event of failure on the part of Board or prescribed authority to communicate its sanction to the Board employee within the six weeks from the date of receipt of the request, the Board employee shall presume that the sanction has been granted to him.

- 2) Nothing in this rule shall be deemed to prohibit a Board employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken the Board employee shall submit a report to the prescribed authority regarding such action.

20. Canvassing of non-official or other influence:

No Board 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 matters pertaining to his service under the Board.

21. Restrictions regarding marriage:

(1) No Board employee shall enter into, or contract, a marriage with a person having spouse living; and

(2) No Board employee, having a spouse living, shall enter into, or contract, a marriage with any person;

Provided that the Board may permit a Board employee to enter into, or contract, any such marriage as is referred to in sub-rule (1) of sub-rule (2), if it is satisfied that

- (a) such marriage is permissible under the personal law applicable to such Board employee and the other party to the marriage; and
 - (b) there are other grounds for doing so.
- (3) A Board employee who has married or marries a person other than a person of the Indian nationality shall forthwith intimate the fact to the Board.

22. Consumption of Intoxicating Drinks and Drugs

A Board employee shall –

- (a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being.
- (b) 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 duties at any time is not affected in any way by the influence of such drink or drug;
- (c) refrain from consuming any intoxicating drink or drug in a public place;
- (d) not appear in a public place in a state of intoxication;

- (e) not use any intoxicating drink or drug in 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.

23. Interpretation:

If any question arises relating to the interpretation of these rules, it shall be referred to the Central Government whose decision thereon shall be final.

24. Delegation of powers:

The Board, may by general or special order, direct that any power exercisable by it or any head of department under these rules (except the powers under rule 23 and this rule) shall, subject to such conditions, if any as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

25. Repeal and Savings:

Any rules corresponding to these rules in force immediately before the commencement of these rules and applicable to the Board employee to whom these rules apply are hereby repealed:

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

Provided further that such repeal shall not affect the previous operation of the rules so repealed and a contravention of any of the said rules shall be punishable as if it were a contravention of these rules.

SCHEDULE
FORM – 1
(Please see rule 18)

NAME:

PAY: Rs.

DESIGNATION:

**STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT AS
ON 31ST DECEMBER**

(i.e. Lands, House, Shops other building etc.)

Sl.No.	Description of property	Precise location (name of district, division, taluk and village in which the property is situated and also its distinctive number etc.,)	Area of land (in case of land, buildings)
1	2	3	4
Nature of land (in case of landed property)	Extent of interest	If not in own name, state in whose name held and his/her relationship if any, to the Govt. servant	Date of Acquisition
5	6	7	8

How acquired? (whether by purchase, mortgage, lease inheritance gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Board servant, if any, with the person/persons concerned)- please see Note 1 below)	Value of the property (see Note 2 below)	Particulars of sanction of prescribed authority, if any
9	10	11

Total annual income from the Property	Remarks
12	13

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

(3) In column 10 should be shown:

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

Place:

Date:

SIGNATURE