



हरकोर्ट बटलर प्राविधिक विश्वविद्यालय

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HARCOURT BUTLER TECHNICAL UNIVERSITY

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**100** YEARS  
1921 - 2021

## Code of Conduct

**Rules, Memorandum,  
Leave Regulations  
Conduct Rules  
and  
Bye Laws  
of**

**Harcourt Butler Technological Institute  
(Kanpur) Society**



**H. B. Technological Institute,  
KANPUR.**

**SCHEDULE 'A'****H. B. T. I. ( KANPUR ) EMPLOYEES CONDUCT RULES**

1. (a) **SHORT TITLE :** These rules may called the H. B. T. I. Kanpur Employees Conduct Rules.

(b) **Application :** The provisions contained in this Schedule shall apply to all employees of the Institute.

**2. Definition.**

In this Schedule unless the context otherwise requires :

(a) "Competent authority" means :

(i) "Board of Governors" in the case of the Director.

(ii) "Director" in the case of all other employees.

(b) "employee" means a person appointed to the Service and posts in connection with affairs of the Institute.

(c) "Members of the Family" in relation to an employee include.

(i) the wife, son, step-son, unmarried daughter, or unmarried step-daughters of such employee, whether residing with him or not

and, in relation to an employee 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 employee or to such employee's wife or her husband, an wholly dependent on such employee, but does not include as wife or husband legally separated from the employee or a son, step-son, unmarried daughter or unmarried step-daughter who is no longer, in any way dependent upon him or her, or of whose custody, the employee has been deprived by law.

(d) "Service" means the service under the Institute.

**3. General.**

(a) Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strict honest and impartial in his official dealings.

(b) An employee should at all times be courteous in his dealings with other members of the staff, students and members of the public.

(c) Unless otherwise stated specifically in the terms of appointment, every employee is a wholetime employee of the Institute, and may be called upon to perform such duties, as may be assigned to him be competent authority, beyond scheduled working hours and on closed holidays and Sundays. These duties shall inter alia include attendance

at meetings of committees to which he may be appointed by the Institute.

- (b) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- (c) Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.
- (f) No employee shall leave station except with the previous permission of competent authority even during leave or vacation.
- (g) Whenever leaving the station, an employee shall inform the Head of the Department to which he is attached, or Director if he is himself the Head of Department, the address where he would be available during the period of his absence from station.

#### 4. Equal Treatment For All.

Every employee shall accord equal treatment to people irrespective of their caste, sect or religion.

#### 5. Taking Part in Politics And Elections

- (1) No employee shall be a member of, or be otherwise associated with, any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of or assist in any other manner, any movement or organisation which is or tends directly or indirectly to be, subversive of the Govt. as by law established.

- (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 fails 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 Director of the Institute. For purposes of these rules, the Institute will prepare and notify a list of movements organisations or activities considered to be subversive. If any question arises whether any movement or activity falls within the scope of the rule the decision of the Board of Governors thereon, shall be final.
- (3) No employee shall canvass or otherwise interfere or use his influence in connexion 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 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 rule by reason only that he assists in the conduct of an election in due Performance of a duty imposed on him by or under any law for the time being in force.

**Explanation :**

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

**Illustration :**

Acting as a Returning Officer, Assistant Returning Officer, Presiding Officer, polling Officer or Polling Clerk in connexion with an election does not contravene the provisions of this sub-rule.

**5-A Demonstrations and Strikes.**

No employee engage himself or shall participate in any demonstration or resort to any form of strike in connection with any matter pertaining to his conditions of service.

**5-B Joining of Association By Employees.**

No employee shall join or continue to be a member of any service Association of employees.

- (a) which has not, within a period of one month from its formation, obtained the recognition of the Board of Governors, or
- (b) recognition in respect of which has been refused or withdrawn by the Board of Governors.

**6. Connection With Press or Radio.**

- (1) No employee shall, except with the previous

sanction of the competent authority, own wholly or in part, or conduct or participate in editing or managing of any newspaper or other periodical publication.

- (2) No employee shall, except with the previous sanction of the competent authority or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical :

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

**7. Criticism of the Institute.**

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 public utterance, make any statement of fact or opinion.

- (i) Which has the effect of any adverse criticism of any decision of his superior officers, or of any current or recent policy or action of the Institute, or
- (ii) Which is capable of embarrassing the relations between the Institute and Uttar Pradesh Govt. and the Central Govt. or the Govt. of any other State or any other institution or organisation or member of the public, or

- (iii) Which is capable of embarrassing the relations between the Central Govt. and the Govt. of any foreign State.

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

**B. Evidence Before Committee or any other Authority.**

- (1) Save as provided in sub-rule (3) below, no employee shall, except with the previous sanction of the competent authority give evidence in connexion with any inquiry by any person, committee or authority.
- (2) Where any sanction has been accorded under sub-rule.
- (1) no employee giving such evidence shall criticise the policy or any action of the Institute, the Central Govt. or any State Govt.
- (3) Nothing in the rule shall apply to-
- (a) evidence given at an inquiry before an authority appointed by the Institute, by the Central Govt., by a State Legislature or by Parliament, or
- (b) evidence given in any judicial inquiry.

**9. Unauthorised Communication of Information.**

No employee shall, except in accordance with any general or special order of the competent

authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly any official document or information to any person to whom he is not authorized to communicate such document or information;

**10. Subscriptions.**

An employee may, with the previous sanction of the competent authority ask for, or accept or participate in the raising of, a subscription or other pecuniary assistance for a charitable purpose connected with medical relief, education or other objects of public utility, but it shall not be permissible for him to ask for subscription etc. for any other purpose whatsoever.

**ILLUSTRATION :**

An employee may, with the previous sanction of the competent authority, raise subscription for the boring of a tube-well for the use of the public or for the construction or repair of a public ghat.

**11. Gifts.**

An employee shall not without previous approval of the competent authority :

- (a) accept directly or indirectly on his own behalf or on behalf of any other person, or
- (b) permit any member of his family, who is dependent on him to accept any gift, gratuity or reward from any person other than a close relation;

Provided that he may accept or permit

any member of his family to accept from a personal friend a wedding present or a present on a ceremonial occasion of a value not exceeding Rs. 101/-All employee shall, however, use their best endeavour to discourage even the tender of such present.

#### 12. Public Demonstrations in Honour of an Employee.

No employee shall, except with the previous sanction of the competent authority receive any complimentary or valadictory a dress, or accept any testimonial or attend any meeting or public entertainment held in his honour, or in the honour of any other employee ;

Provided that nothing in this rule shall apply to a farewell entertainment of a substantially private or informal character and held in honour of an employee on the occasion of his retirement or transfer or of any person who has recently quitted service of the Institute.

#### 13. Private Trade or Employment

No employee shall, except with the previous sanction of the competent authority, engage directly or indirectly 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 and that he informs the Director of the Institute within one month of his undertaking such a work ; but he shall undertake,

or shall discontinue such work if so directed by the competent authority.

#### 14. Registration, Promotion and Management of Companies.

No employee shall, except with the previous sanction of the competent authority, take part in the registration, promotion or management of any bank or other company registered under the Indian Companies Act, 1913, or under any other 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 under the Co-operative Societies Act ( Act II of 1912 ), or under any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 ( Act XXI of 1860 ), or under any corresponding law in force. Act, 1912 ( Act II of 1912 ) or under any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 ( Act XXI of 1860 ), or under any corresponding law in force.

#### 15. Insurance Business.

No employee shall except with previous sanction of the competent authority, act as an insurance agent or permit his wife or any other relative who is either wholly dependent on him or is

residing with him, to act as an insurance agent in the district of Kanpur.

**16. Guardianship of Minors.**

An employee may not, without the previous sanction of the competent authority, act as a legal guardian of the person or property of a minor other than his dependent.

**17. Investments, Leading & Borrowing.**

- (1) No employee shall speculate in any business nor shall he make or permit his wife or any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.
- (2) No employee shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.

**18. Insolvency, Habitual Indebtedness and Criminal Proceedings.**

- (1) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the Institute.

- (2) An employee who gets involved in some criminal proceedings, shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his duties in the Institute unless he has obtained written permission to that effect from the Head of the Institute.

**19. Movable, Immovable and Valuable Property.**

- (1) No employee shall, except with the previous knowledge of the competent 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 any such transaction conducted otherwise than through a regular and reputed dealer shall require the previous sanction of the competent authority.

- (2) An employee who enters into any transaction concerning any movable property exceeding five hundred rupees in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the competent authority.

Provided that no employee shall enter any such transaction except with or through

a reputed dealer or agent of standing, or with the previous sanction the competent authority.

- (3) At the time of first appointment and thereafter at intervals of five years, every employee shall make to the appointing authority, through the usual channel, a declaration of all immovable property, owned, acquired or inherited by him or held by him on lease or mortgage, and of shares & other investments, which may, from time to time, be held or acquired by him, or by his wife or by any member of his family living with, or in any way dependent upon him. Such declarations should state the full particulars of the property, shares and other investments.
- (4) The competent authority 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 competent authority, include details of the means by which or the source from which such property was acquired.

#### 20. Vindication of Acts and Character of Employees.

No employee shall, except with the previous sanction of the competent authority, 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.

#### Explanation.

Nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in private capacity.

#### 1. Litigation on Service Matters.

No employee shall attempt to seek in a court of law a decision on grievances arising out of his employment or conditions of service, even in cases where such a remedy is legally admissible, without first exhausting the normal official channels of redress.

#### 12. Canvassing of non-official or other outside Influence.

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service.

#### 23. Unauthorised Pecuniary Arrangements.

No employee shall enter into any pecuniary arrangement with another employee or any other person so as to afford any kind of advantage to either or both of them in any unauthorised manner or against the specific, or implied, provisions of any rule for the time being in force.

**24. Bigamous Marriages.**

- (1) No employee who has a wife living shall contract another marriage without first obtaining the permission of the competent authority notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.
- (2) No female employee shall marry any person who has a wife living without first obtaining the permission of the competent authority.

**25. Proper Use of Amenities.**

No employee shall misuse, or carelessly use, amenities provided for him by the Institute to facilitate the discharge of his public duties.

**26. Use of Services without Payment.**

No employee shall, without making proper and adequate payment, avail himself of any service or entertainment for which a hire or price or admission fee is charged.

**27. Use of Conveyances Belonging to others.**

No employee shall, except in exceptional circumstance, use a conveyance belonging to a private person or an employee who is subordinate to him.

**28. Purchase Through Subordinates.**

No employee shall himself ask or permit his wife, or any other member of his family living with him to ask any employee who is subordinate to him, to make purchase, locally or from outstation, on behalf of him, his wife or other members of his family, whether on advance payment or otherwise :

Provided that his rule shall not apply to the purchases which the inferior staff attached to the employee may be required to make.

**29. Representations.**

- (a) Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him, he shall forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.
- (b) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

**30. Punishment, Appeals, etc.**

An employee shall be governed by the provisions of the relevant rules/bye-laws regarding imposition of penalties for breach of any of these

rules, and preference of appeals against any such action taken against him.

**31. Interpretation.**

The decision of the Board of Governors on all questions relating to the interpretation of these provisions shall be final.

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**Part II**

**Bye-Laws**