

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Government of India Enterprise)
Plot no. 67-68, Sector 25, Faridabad-(Haryana)-121004

Ref. No.500121

CORRECTION SLIP-39

Date: 22.9.2005

MANUAL OF ORDER

In exercise of the power conferred by Article 83(15) of Articles of Association the Board in the 236th meeting held on 13.9.2005 approved the following acts of omissions and commissions for inclusion under Misconduct Rule 4(22) to 4(32) of NPCC Employees Service (Conduct) Rules 1979 along with explanatory notes:-

- 4(22) Engaging in any trade or business without taking permission of the Competent Authority
- 4(23) Canvassing in support of the business or Insurance Agency, Commission Agency, etc., owned or managed by his spouse or any other member of his family;
- 4(24) Publication of any article, journal, paper or book on any subject prejudicial to the Corporation or connected with any work of the Corporation without the prior permission of the competent authority;
- 4(25) Disclosing to any unauthorized persons any information in regard to the working or process of the Corporation which comes into the possession of the employee during the course of his work;
- 4(26) Spreading false rumours or giving false information or to bring into disrepute the Corporation or its employees or spreading panic among them;
- 4(27) Levelling malicious or false allegations;
- 4(28) Occupying or taking possession in an unauthorized manner or refusal to vacate or deliver possession of Corporation's quarters or any of its premises, owned or hired, when required to do so by Corporation;
- 4(29) Refusal to accept a charge sheet or order or any other communication from the Management;
- 4(30) Striking work alone or in combination with other employees or inciting them to strike work in contravention of the provisions of any law or rules having the force of law;
- 4(31) Adopt dilatory tactics or cause delays in the disposal of work;
- 4(32) Sexual harassment of the working women, at the work place.

Note : The above instances of misconduct are only illustrative in nature, and not Exhaustive

Explanation to Rule 3 & 4

(i) Integrity: Integrity wholesome – uprightness, honesty & purity. Lack of integrity can be divided into two types (i) straight forward cases of corruption like bribery, misappropriation, making false declaration, forging and interpolating records etc. (ii) Cases showing undue favours either to self or to others involve an element of lack of integrity. Infact any dishonest act in the discharge of the official duty will amount to lack of integrity within the meaning of this Rule. Also come within its purview offences committed under section 161 to 165 of the IPC, where a public servant can be prosecuted for acts committed in the discharge of his official duties. Departmental action can also be taken against a public servant, for serious cases of lack of integrity.

(ii) Devotion to Duty: A Government servant, who habitually fails to perform the task assigned to him, shall be deemed to be lacking in devotion to duty. Every Government servant holding a supervisory post is expected to take all possible steps to ensure that public servants under his control maintain absolute integrity and devotion to duty. He should not evade his responsibility merely by seeking instructions from above. Unless the mistake committed is so glaring, no formal disciplinary proceedings be started even though technically there has been violation of the conduct rules. For lack of devotion to duty, it would be sufficient if he is cautioned or reprimanded. A formal warning is not a punishment and can be issued without going through formal disciplinary proceedings. Censure is a recognized penalty and can be imposed only after formal penalty proceedings have been initiated for good and sufficient reasons.

(iii) Lack of Devotion to Duty: Cases out of lack of devotion to duty may vary from glaring cases of negligence and irresponsibility resulting in loss to Government and late attendance or delay in putting up a case. The gravity of the action to be taken, therefore varies according to its merits. For serious cases of the charges of lack of devotion to duty, major penalty would be justified. Minor lapses might not have a vigilance angle and can be dealt with administratively.

Failure to comply with Financial Rules which resulted in loss to Government due to negligence is a serious case of lack of devotion to duty. The Government servant is liable for disciplinary action even after retirement, within a specified period of four years from the date of commission of the offence. Some times there is very little difference between lack of integrity and lack of devotion to duty, in a particular case. The decisive factor is the 'Motive' behind the case. In case the mistake is due to oversight, error of judgment or inexperience then it is a fit case of lack of devotion to duty.

(iv) **Conduct Unbecoming of a Government Servant:** Government expects that the conduct of its employees should conform to the ordinary norms of decency and morality prevailing in the society and one should not violate the laws of the land. Government can also demand a certain standard of conduct from its employees even in their private life, not connected with their official duties. (Shri Laxmi Narayan vs Government of India, AIR 1960). Government can thus control the private life of its employees also. "Conduct unbecoming of a Government servant" is left to the discretion of the Government. The test should be objective and not subjective. A Government servant should not bring discredit to the service. Action can also be taken for the 'past misconduct' committed by the Government servant (Dr. Bool Chand vs Chancellor, Kurukshetra University). Bidding in auctions arranged by the Ministry/Department in which the public servant is employed is prohibited. Similarly action can be taken for not vacating the Government accommodation and misutilising the advance taken from Government or not refunding it in time. Even habitual private indebtedness will amount to conduct unbecoming of a Government Servant.

(v) **Moral Turpitude:** It means a conduct against the justice, honesty, modesty or good morals which a man owes to fellowman or to society in general. Moral turpitude depends on the circumstances in each case. Since gunman employed in the Bank was found in possession of illicit liquor and that too concealed in a bladder, it does affect his character and involves a moral turpitude.

(vi) **Gherao:** Disciplinary action should be taken against the prominent participants in the Gherao that such conduct was subversive of discipline and harmful to public interest. The conduct was wholly unbecoming of a Government servant. Absence from work on account of participation in Gherao should in all cases be treated as unauthorized absence involving break in service. The absence should not be regularized as leave of any kind. A written report should be made to the S.H.O. Police Station requesting him to register a case and action taken under the law. The names of the offenders should be included in the written report.

(A.K. MAHAJAN)
DY. MANAGER (P&A)

DISTRIBUTION

1. Director (F), C.O., NPCC Ltd., Faridabad
2. GM, NER, Guwahati, NPCC Ltd.,
3. AGMs, C.O./E.Z.O, Kolkata, NPCC Ltd. -
4. CVO, C.O., Faridabad / All Divisional Heads, NPCC Ltd., C.O., Faridabad
5. All Zonal Managers, NPCC Ltd., This may please be brought to the notice of all the Units under your charges.
6. DM(F)(CASH)/DM(F)(BILL)/CS-CAO/1.A./NPCC Ltd., C.O., Faridabad
7. Notice Board

EA TO CMD/SPS TO CMD

(Authority- Agenda item 236 16 of Board of Directors' meeting held on 13.9.2005)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

NPCC EMPLOYEES SERVICE (CONDUCT) RULES, 1979

In exercise of the powers conferred by Article 83(15) of the Articles of Association. The Corporation hereby, makes the following Rules; viz. National Projects Construction Corporation Employees Service (Conduct) Rules, 1979.

1. Short Title & Application

- (i) These rules may be called 'The National Projects Construction Corporation Employees Service (Conduct) Rules, 1979.
- (ii) Except as otherwise provided by or under these rules they shall apply to all persons appointed to any post on the regular establishment in the National Projects Construction Corporation Ltd., provided that nothing in these rules shall apply to any Government Servants who are on foreign service with the Corporation, and also are governed by the rules of their parent Governments.
- (iii) These rules shall come into force from the date of notification.

2. DEFINITION

In these rules, unless the context otherwise requires:-

- (a) "Corporation" means National Projects Construction Corporation Limited.
- (b) "Managing Director" means Managing Director of National Projects Construction Corporation Limited.
- (c) "Employee" means any person appointed to any post on regular establishment, excluding employees on deputation who are governed by the rules of their parent Government.
- (d) "Members of the family" in relation to any employee includes:-
 - (i) the wife or husband as the case may be of the employees whether residing with him or not but does not include a wife or husband, as the case may be, separated from employee by a decree or order of a competent court.
 - (ii) sons or daughters or step-sons or step-daughters of the 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 employee or of whose custody the employee has been deprived by or under any law.
 - (iii) Any other persons related, whether by blood or marriage to the employee or to such employee's wife or husband wholly dependent on such employee.
- (e) "Public Servant" shall mean and include a person as mentioned in Section 32 of India Penal Code as amended from time to time.

3. General

- (1) Every employee of the Corporations shall at all times:-
 - (i) maintain absolute integrity;
 - (ii) maintain devotion to duty; and
 - (iii) do nothing which is unbecoming of a public servant.
- (2) Every employee of the Corporation holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.

4. **Misconduct**

Without prejudice to the generality of the term “misconduct”, the following acts of omission and commission shall be treated as misconduct:-

- (1) Theft, fraud or dishonesty in connection with the business or property of the Corporation or of property of another person within the premises of the Corporation.
- (2) Taking or giving bribes or any illegal gratification.
- (3) Possession of pecuniary resources or property disproportionate to the known sources of income by the employee or on his behalf by another person, which the employee cannot satisfactorily account for.
- (4) Furnishing false information regarding name age, father’s name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
- (5) Acting in a manner prejudicial to the interest of the Corporation.
- (6) Willful insubordination or disobedience, whether or/not in combination with others, of and reasonable order of his superior.
- (7) Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds or proper or satisfactory explanation.
- (8) Habitual late or irregular attendance.
- (9) Neglect of work or negligence in the performance of duty including malingering or slowing down of work.
- (10) Damage to any property of the Corporation.
- (11) Interference or tampering with any safety devices installed in or about the premises of the Corporation.
- (12) Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Corporation or outside such premises where such behaviour is related to or connected with the employment.
- (13) Gambling within the premises of the establishment.
- (14) Smoking within the premises of the establishment where it is prohibited.
- (15) Collection without the permission of the competent authority of any money within the premises of the Corporation except as sanctioned by any law of the land for the time being in force.
- (16) Sleeping while on duty.
- (17) Commission of any act which amounts to a criminal offence involving moral turpitude.
- (18) Absence from the employee’s appointed place of work without permission or sufficient cause.
- (19) Purchasing properties, machinery stores etc. from or selling properties, machinery, stores etc. to the Corporation without express permission in writing from the competent authority.
- (20) Commission of any act subversive of discipline or of good behaviour.
- (21) Abetment of or attempt at abetment of any act which amounts to misconduct.

Note : The above instances of misconduct are illustrative in nature, and not exhaustive.

5. **Employment of near relative of the employee of Corporation in any company or firm enjoying patronage of the Corporation**

- (1) No employee shall use his position or influence directly to secure employment for any person related, whether by blood or marriage to the employee or in the employee’s wife or husband, whether such a person is dependent on the employee or not.

(2) No employee shall, except with the previous sanction of the Managing Director, permit his son, daughter or any member of the family to accept employment with any Company or firm with which he has official dealing or with any other Company or firm, having official dealings with the Corporation.

Provided that where the acceptance of the employment cannot await the prior permission of the Managing director, the employment may be accepted provisionally subject to the permission of the Managing Director, to whom the matter shall be reported forthwith.

(3) No employee shall in the discharge of the official duties deal with any matter or give or sanction any contract to any company or firm or another person if any member of his family is employed in that firm or under that person or if he or any member of his family is interested in such matter or contract in any other matter and the employee shall refer every such matter or the 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.

6. Taking Part in Politics & Elections

(1) It shall be 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 or 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 report to that effect to the Managing Director.

(2) If any question arises whether any movement or activity falls within the scope of this rule the decision of the Managing Director shall be final.

(3) 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) Any employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

(iii) The Managing Director may permit an employee to offer himself as a candidate for election to a local authority and the employee so permitted shall not be deemed to have contravened the provisions of this rule.

7. Demonstration and Strikes

No employee of the Corporation shall engage himself or participate in any demonstration which involves incitement to an offence.

8. Connection with Press or Radio or Television

(1) No employee shall, except with the previous sanction of the Managing Director own wholly, or in part, or conduct or participate in the editing or managing of any news paper or other periodical publication.

(2) No employee shall, except with the previous sanction of the Managing Director or any other authority empowered by it participate in radio/T.V.broadcast contribute any article or write any letter either anonymously or pseudomously 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 contribution is of a purely literary, artistic or scientific character.

9. Criticism of Government or Corporation

No employee shall, in any radio/T.V. broadcast, or in any document published anonymously or pseudonymously 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 fact or opinion:

- (i) which have the effect of any adverse criticism of any current or recent policy or action of the Central or a State Govt. or the Corporation; **or**
- (ii) which is capable of embarrassing the relations between the Corporation and the Central Government or State Government or the relations between the Central Govt. and the State Government and/or the Government of any Foreign State. Provided that nothing in this rule 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.

10. Evidence Before Committee or any other authority

- (1) Save as provided in Sub-rule (3), no employee shall, except with the previous sanction of the Managing Director, give evidence, in connection with any enquiry conducted by any person, committee or authority;
- (2) Where any sanction has been accorded under clause (1) no employee shall criticize the policy or any action of the Central Government or the Corporation.
- (3) Nothing in this rule shall apply to:-
 - (a) Evidence given at an enquiry before an authority appointed by Parliament or by a State Legislature.
 - (b) Evidence given in any judicial enquiry; and
 - (c) Evidence given at any departmental enquiry ordered by the Corporation authorities subordinate to the Corporation.

11. Unauthorized Communication of Information

(1) No employee shall, except in accordance with any general or special order of the Corporation or in the performance in good faith of the duties assigned to him, communicate directly any official document or information to any employee or any other person to whom he is not authorized to communicate such document or information.

12. Gifts

(1) Save as otherwise provided in these rules, no employee shall accept or permit any member of his family or any person acting on his behalf, to accept any gift.

Explanation : The expression “gift” shall include free transport, board lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or a personal friend having no official dealings with the employee.

Note : An employee shall avoid acceptance of lavish or frequent hospitality from any individual or firm having official dealings with him.

- (2) On occasions such as weddings, anniversaries, funerals or religious functions, when the making of gifts is in conformity with the prevailing religious or social practices, an employee may accept gifts from his near relatives but he shall make a report to the Managing Director if the value of the gift exceeds Rs.500/-.

- (3) On such occasions as are specified in sub-rule (2), an employee may accept gift from his personal friends having no official dealings with him, but he shall make a report to the Managing Director if the value of the gift exceeds Rs. 500/-.
- (4) In any other case, an employee shall not accept or permit any member of his family or any other person acting on his behalf to accept any gifts without the sanction of the Managing director if the value thereof exceeds Rs.250/-.

Provided that when more than one gift has been received from the same person/firm within a period of 12 months, the matter shall be reported to the Managing Director if the aggregate value of the gifts exceed Rs.250/-.

13. Dowry

No employee shall:-

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

Explanation : for the purpose of this rule “dowry” has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961).

14. Private Trade or Employment

- (1) No employee shall except with previous sanction of the Managing Director engage directly or indirectly in any trade or business or negotiate for or undertake an employment.

Provided that an employee may, without such sanction, undertake honorary work of 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 discontinue such work if so directed by the Managing Director.

- (2) No employee, except with the previous sanction of the Managing Director take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes.

Provided that an employee may take part in the registration, promotion or management of co-operative society substantially for the benefit of employees of the Corporation, under the Co-operative Societies Act, 1912 (II of 1912) or any other law for the time being in force or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 (XXI of 1860) or any corresponding law in force.

- (3) Every employee shall report to the Corporation if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

15. Investment, Lending and Borrowing

No employee shall, save in the ordinary course of business with a Bank, the Life Insurance Corporation or a firm of Standing, borrow money from or lend money to or otherwise place himself under pecuniary obligation to any person with whom he has or is likely to have official dealings or permit any such borrowing, lending or pecuniary obligation in his name or for his benefit or for the benefit of any member of his family.

16. Insolvency and Habitual Indebtedness

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency.

An employee who becomes the subject of a legal proceeding for insolvency shall fore with report the full facts to the Corporation.

17. Movable, Immovable and Valuable Property

(1) Every employee shall on his first appointment to any post and thereafter at such intervals as may be specified by the Managing Director submit a return of the assets and liabilities, in such form as may be prescribed by the Managing Director 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 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.

(d) Debts and other liabilities incurred by him directly or indirectly.

Note-I : Sub-rule (1) shall not ordinarily apply to Category IV employee but the Managing Director may direct that it shall apply to any such employee or category of such employees.

Note-II : In all returns, the value of items of movable property worth less than Rs.2,500/- may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, book etc. need not be included in such return.

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

(2) where an employee of NPCC enters into a transaction in respect of movable property either in his own name or in the name of a member of his family, he shall within one month from the date of such transaction report the same to the prescribed Authority, if the value of such property exceeds Rs.10,000/- in the case of an employee working in the Pay Scale of Rs.650-1200 and above and Rs.5000/- in the case of an employee working in the Pay Scale of Rs.550-9000 and above.

Provided that the previous sanction of the Managing Director shall be obtained, if any such transaction is:

- (i) with a person having official dealings with the employee of NPCC or
- (ii) otherwise than through a regular or reputed dealer.

(3) Every Category-I and Category-II employee shall, at intervals, of every twelve months, submit a return in such form as the Managing Director may prescribe in this behalf, of all immovable property 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, during such intervals.

(4) The Managing Director or any authority empowered by him in this behalf may, at anytime, 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 Managing Director or by the authority so empowered, include details of the means by which or the source from which such property was acquired.

- (5) The Managing Director may exempt any category of employees belonging to Category-III or IV from any of the provisions of this rule except sub-rule (4).

17-5 “No Employee shall speculate in any stock, shares or other investment. Frequent purchase or sale or both, of shares, securities or other investments shall be deemed to be speculation. Shares and debentures are also considered as ‘Movable Property’. All the employees shall send intimation in the enclosed proforma to the Corporate Office in the following cases:-

- i) Category I & II Employees: If the total transaction in shares, securities, debentures or mutual funds scheme etc., exceed Rs.50,000/- during the calendar year.
- ii) Category III & IV Employees: If the total transactions in shares, securities, debentures or mutual funds scheme etc., exceed Rs. 25,000/- during the calendar year”.

The above information shall be in addition to the other information required to be sent to the Corporate Office as already notified from time to time under NPCC Employees Service (Conduct) Rules, 1979.

Explanation : For the purpose of this rule (1) the expression ‘movable property’, includes:-

- (a) Jewellery, insurance policies the annual premium of which exceeds Rs.2500/- or one sixth of the total annual emoluments received from Corporation whichever is less, shares, securities and debenture;
- (b) Loan advanced by such employees whether secured or not;
- (c) Motor cars, motor cycles, houses or any other means of conveyance; and
- (d) Refrigerators, Radios, Radiogram and Television sets etc.

18. No employee of the Corporation shall except with the previous sanction of the Managing Director

- (a) Acquire, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family an immovable property situated outside India;
- (b) dispose off, by sale, mortgage, gift or otherwise or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family;
- (c) enter into any transaction with any foreigner, foreign government, foreign organization or concern;
 - (i) for the acquisition, by purchase, mortgage, lease gift or otherwise, either in his own name or in the name of any member of his family, or any immovable property;
 - (ii) for the disposal of, by sale mortgage, gifts 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 Corporation Employees

No employee shall except with the previous sanction of the Managing Director 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.

20. 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 under the Corporation.

21. Bigamous Marriage

- with
- (1) No employee shall enter into, or contract, a marriage with a persons having a spouse living; and
 - (2) No employee, having a spouse living shall enter into, or contract, a marriage any person.
 - (3) An employee who has married or marries a person other than of Indian Nationality shall forthwith intimate the fact to the Managing Director.

Provided that the Managing Director may permit an employee to enter into, or contract, any such marriages as is referred to in clause (1) or clause (2) if he is satisfied that:

- (a) such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and
- (b) there are other grounds for so doing.

22. Consumption of Intoxicating Drinks and Drugs

An employee of the Corporation 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 ways by the influence of such drink or drug;
- (c) refrain from consuming any intoxicating drink or drug in a public place.
- (d) Do appear in a public place in a state of intoxication.
- (e) Not use any intoxicating drink or drug to excess.

Explanation: For the purposes of this rule, public place means anyplace or premises (including clubs, even exclusively meant for members where it is permissible for the members to invite non-members as guests, bars and restaurants, conveyance) to which the public have or are permitted to have access, whether on payment or otherwise.

23. Adoption of small family by Corporation Employees

Every Corporation employee shall ensure that the numbers of his children does not exceed three:

Provided that nothing in this rule shall apply to a Corporation employee who has more than three children on the.....(one year from the date of notification).

Provided further that a Corporation employee referred to in the preceding proviso shall ensure that the number of his children does not exceed the number of children he has on that day.

23(a) Gender Equity and Prohibition on Sexual Harassment

All employees shall maintain gender equity and no employee shall act in any manner which may amount to violation of women's basic right to enjoy a safe, secure and non-threatening work environment to access professional enhancement for the work that she does without the sacrifices of her honour, dignity and freedom. Any un-welcomed sexually determined behave (whether directly or by implication) such as :

- a. physical contact and advances;
 - b. a demand or request for sexual favours;
 - c. sexually coloured remarks;
 - d. showing pornography; and
 - e. any other unwelcome physical, verbal or non-verbal conduct or sexual nature;
- will amount to acts of sexual harassment.

24. Interpretation

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

25. Delegation of Powers

The Managing Director, by general or special order, direct that any power exercisable by him under these rules 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.

26. Power to Relax Time – Limit and to Condone Delay

Save as otherwise expressly provided in these rules, the authority competent under these rules to make any order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these rules for anything required to be done under these rules or condone any delay.

26(A) Employment after Retirement of Top Level Executives

“No functional Director of the Company including the Chief Executives who have retired from the service of the Company, after such retirement, shall accept any appointment or post, whether advisory or administrative, in any Firm or Company, whether Indian or Foreign, with which the Company has or had business relations within two years from the date of his retirement without prior approval of the Government.”

26(B) Placement of Contact with a Private Firm in which Top Level Executives have joined after Retirement

“If the Chief Executives and Top Executives of the Organization join a private firm no contact should be placed with the firm without the approval of the Board of Directors for a period of 2 years following the retirement of the Officer.”

27. Amendments

The Corporation may amend, modify or add to these rules, from time to time, and all such amendments, modifications or additions shall take effect from the date stated therein.

28. Repeal and Saving

Any rules corresponding, to these rules in force immediately before the commencement of these rules and applicable to the employees of the Corporation 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.

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