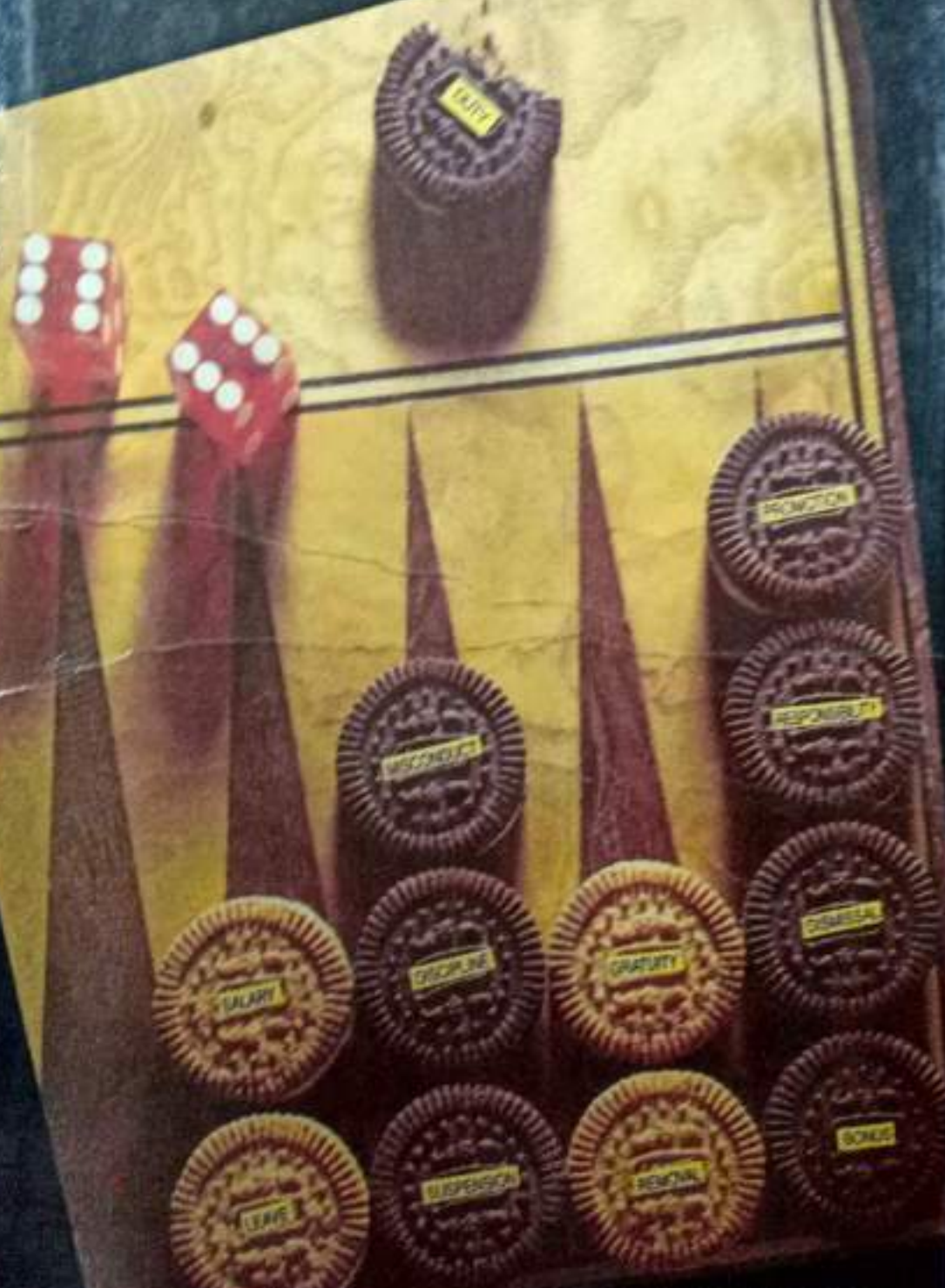


De's
West Bengal
Service Rules

Part I and Part II



KAMAL LAW HOUSE
CALCUTTA

Appendix No. 6

West Bengal Government Servants' Conduct Rules, 1959

GOVERNMENT OF WEST BENGAL FINANCE DEPARTMENT

Audit Branch

Notification No. 2888-F.

Calcutta, the 7th August 1959

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor is pleased to make the following rules regulating the conditions of service relating to conduct of persons appointed to public services or posts in connection with the affairs of the State, namely :

RULES

1. *Short title and applications.*—(a) These rules may be called the West Bengal Government Servants' Conduct Rules, 1959. They shall come into force with effect from the 7th day of August 1959.

***(b)* They shall apply to the members of Police and Jail staff falling under the purview of the Jail Code:

Provided that nothing in these rules shall apply to persons appointed to any all-India service.

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

(a) "Appointing authority" in relation to a Government employee means the authority empowered to make appointment to the service or post held by him for the time being:

Provided that in respect of a Government employee referred to in *Explanation I* or *Explanation II* of clause (d), the appointing authority shall be the appointing authority in respect of the post or service held by him substantively before his services were placed at the disposal of, or transferred to the body or the Government referred to in those *Explanations*.

(b) "Foreign service" means service in which a Government employee receives his pay with the sanction of Government, from any source (including the revenues of a local fund) other than the consolidated fund of the Government of India or of a State Government.

- (c) "Government" means the Government of West Bengal.
- (d) "Government employee" means any person appointed to a public service or post in connection with the affairs of the State.

Explanation I.—A Government employee shall not cease to be a Government employee merely because his services have, for the time being, been placed on foreign service at the disposal of a company, corporation, organisation or local authority and his pay, allowances or other benefits are drawn from sources other than the consolidated fund of the State.

Explanation II.—A Government employee who is deputed or transferred to, or whose services are placed at the disposal of, the Government of India or any other State Government shall, for the period of his deputation or transfer or for the period during which his services are so placed, be governed by the Conduct Rules of the Government to which he is deputed or transferred or, as the case may be, at the disposal of which his services are so placed.

- (e) "Members of the family", in relation to a Government employee, means—
- (i) the wife, child or step-child of such Government employee whether residing with him or not and where the Government employee is a woman the husband; but does not include—
 - (1) a wife or husband legally separated from him or her; and
 - (2) a child or step-child who is no longer, in any way, dependent on him or her or of whose custody he or she has been deprived by law; and
 - (ii) any other person related, whether by blood or by marriage, to the Government employee or to the Government employee's wife or husband and wholly dependent on such Government employee.

(f) "State" means the State of West Bengal.

3. *General.*—Every Government employee shall, at all times, maintain a very high standard of integrity, impartiality and devotion to duty.

4. *Improper and unbecoming conduct.*—No Government employee shall behave in a manner which is improper and unbecoming of a public servant and derogatory to the prestige of Government.

Explanation I.—Any Government employee who takes part in a demonstration of any kind in a public street which interferes with the movement of people or traffic or involves any other offence, shall be

deemed to be behaving in a manner which is improper and unbecoming of a public servant and derogatory to the prestige of the Government.

**Explanation II.*—A Government employee who, while present on any premises including any open space under the control of the Government, holds or participates in meetings without prior permission of the Government or holds any demonstration or raises any slogan or indulges in objectionable writings or disorderly conduct or interferes in any way with the smooth running of office work, shall be deemed to be behaving in a manner which is improper and unbecoming of a public servant and derogatory to the prestige of the Government.

**4A. Consumption of intoxicating drinks and drugs.*—A Government employee shall—

- (a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- (b) not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his 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 to excess.

Explanation I.—For the purposes of this rule, 'Public Place' means any place of premises (including a conveyance) to which the public have, or are permitted to have access, whether on payment or otherwise.

Explanation II.—The term 'Public Place' also means any place to which public, either on payment of some consideration or otherwise has a right to access and includes hotel, bar, restaurant, mess, club, cinema or theatre etc. Thus, for determination of the question whether any place or premises should be a 'Public Place' within the meaning of the rule, the accessibility of the place or premises to members of the public is the deciding factor. In other words, even in the case of clubs exclusively open to members only, if non-members are permitted by the clubs to be invited as guests of members, it would legally amount to the club authorities permitting access to the public. Then the club will be a public place not only for the non-members guests but also for the members so that the restriction as to consuming any intoxicating drinks or drug would be attracted to the latter also.

5. *Cases in which a Government employee or a relation of his is personally interested.*—Where a Government employee in the discharge of his official

duties is called upon to decide a matter in which he or a relation of his is financially interested, he shall, at the earliest possible opportunity, bring the facts to the notice of the authority to whom he is subordinate.

6. *Use of Government vehicles and safes.*—Subject to any rules and orders made in this behalf no Government employee shall use or permit any member of his family to use a Government vehicle not meant for his use even on payment of cost of petrol, oil, lubricants, etc., nor shall he use or permit any member of his family to use any Government safe for the custody of his personal valuables.

7. *Travelling allowance on tour and transfer.*—A Government employee travelling on tour or transfer by rail or steamer shall ordinarily travel in that class of accommodation to which he is entitled to travel. If, however, he has occasion to travel in a lower class in connection with a journey on tour or transfer, he shall not draw the travelling allowance for that journey at the higher rate admissible for journey by the higher class on the ground that he is entitled to travel by the higher class.

8. *Application for a patent for an invention made by a Government employee.*—A Government employee whose duties involve the carrying out of scientific or technical research shall not apply for or obtain or cause or permit any other person to apply for or obtain a patent for an invention made by such Government employee save with the permission of Government and in accordance with such conditions as Government may impose.

Note :

If a question arises whether a Government employee's duties involve the carrying out of scientific or technical research within the meaning of this rule, the decision of Government shall be final.

9. *Employment of official subordinates.*—No Government employee shall employ any official subordinate on regular domestic service.

10. *Gifts.*—(1) Save as otherwise provided in this rule, no Government employee shall except with the previous sanction of the appointing authority, accept either directly or indirectly on his own behalf or on behalf of any other person or permit any member of his family so to accept from any person any gift of more than trifling value :

Provided that gifts of a value, reasonable in all circumstances of the case, may be accepted from relations and personal friends or presented to such persons on 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; but acceptance of such gifts other than those of a trifling value should be reported to the appointing authority and the gifts shall be disposed of in such a manner as he may direct.

(2) If a question arises whether any gift is of trifling value or not, or where a Government employee is in any doubt whether a gift offered to him is of a trifling value or not, a reference shall be made to the appointing authority by such Government employee and the decision of the appointing authority thereon shall be final.

Explanation.—Whether or not a gift should be treated as of a trifling value shall depend on who the donor is and the circumstances in which the gift is made. A gift exceeding in value $\frac{1}{20}$ th of the monthly emoluments of a Government employee or Rs. 20, whichever is less, from a person who is not his relation or personal friend shall ordinarily be regarded as a gift not of trifling value. Gifts from relatives and personal friends up to the value of $\frac{1}{8}$ th of the monthly emoluments of the Government employee or Rs. 50, whichever is less, or even up to the value of one-half of such emoluments or Rs. 200, whichever is less, on special occasions such as mentioned in the proviso to sub-rule (1) may be regarded as of trifling value.

(3) If a Government employee or any member of his family cannot, without giving undue offence, refuse a gift of substantial value, he may accept the same, but the fact should be reported by the Government employee to the appointing authority who may in his discretion either permit him or the member of his family to retain the gift or direct him to return it to the donor or to deliver it to Government.

(4) Nothing in this rule shall be deemed to prevent any Government employee from sitting at the request of any public body, for a portrait, bust or statue.

Note:

1. For the purpose of this rule, the following shall also be included amongst gifts, namely—

- (a) habitual use of vehicles or animals belonging to a person who is not his relation or a personal friend;
- (b) travelling free of charge, in any public conveyance; and
- (c) accepting, free of charge or without making adequate payment, any provisions or supplies or other articles which a Government employee may receive from others.

2. No sanction shall be accorded in any circumstances to accept gifts of more than trifling value by a Government officer from the subordinates at the time of transfer. There is, however, no objection to accept gifts from the subordinate staff on the even of retirement subject to the provisions of rule 10, *ibid.*

*10A. *Dowry.*—No Government 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 may be, any dowry.

Explanation.—For the purposes of this rule, "dowry" has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961).

11. *Public demonstrations in honour of Government employee.*—No Government employee shall, except with the previous sanction of the appointing authority, 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 Government employee :

Provided that nothing in this rule shall apply to—

- (i) a farewell entertainment in honour of a Government employee or any other Government employee on the occasions of his retirement or transfer; and
- (ii) the acceptance of simple and inexpensive entertainments arranged by public bodies or institutions.

12. *Naming of buildings, roads, bridges, etc.*—No Government employee shall, without the previous sanction of his appointing authority, allow any buildings roads, bridges, parks or public institutions such as hospitals, schools or colleges to be named after him.

13. *Subscriptions.*—Save, as otherwise provided in this rule, no Government employee shall, except in accordance with such orders of Government as may be issued from time to time in this behalf, ask for or accept contributions to, or otherwise associate himself with, the raising of any fund in pursuance of any object whatsoever.

Note :

See Annexure II for clarification.

14. *Lending and borrowing.*—(1) Subject to the provisions of sub-rules (2) and (3) below, no Government employee shall except with the previous sanction of the appointing authority,—

- (a) lend or permit any member of his family to lend—
 - (i) money (whether with or without interest) to any person possessing land or valuable property or carrying on business or residing within the local limits of his authority; or
 - (ii) money at interest to any other person :

Provided that he may make an advance or permit any member of his family to make any advance of pay to a private servant or give a loan or permit any member of his family to make a loan of small amount free of interest to a personal friend or relative, even if such person possesses land or valuable property or carries on business or resides within the local limits of his authority;

- (b) save in the ordinary course of business with a bank or a firm of standing, borrow money from or otherwise place himself

under a pecuniary obligation to any person residing, possessing land or valuable property or carrying on business 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 to enter into any such transaction :

Provided that he may accept or permit any member of his family to accept a purely temporary loan of small amount, free of interest, from a personal friend or relation or operate a credit account with a *bona fide* tradesman.

(2) Sub-rule (1) in so far as it relates to the lending to or borrowing by Government employees from Co-operative Societies as defined in the Bengal Co-operative Societies Act, 1940 (Bengal Act XXI of 1940), shall be subject to any general or special restrictions or relaxations made or permitted by Government.

(3) When a Government employee is appointed or transferred to a post of such a nature as to involve him in the breach of any of the provisions of any of the aforesaid sub-rules, he shall forthwith report the circumstances to the appointing authority through the usual channel, and shall thereafter act in accordance with such orders as may be passed by him.

15. *Movable, immovable and valuable property.*—(1) No Government employee who is in any way connected in his official capacity with the disposal of any kind of property, movable or immovable, at a sale on account of Government dues or under the order of the Court or otherwise shall either himself or through any "benamdar" acquire or attempt to acquire any interest in the property sold or shall permit any member of his family to do so.

(2) No Government employee shall, except with the previous knowledge of the appointing authority,—

- (a) 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 nor shall he permit any member of his family to do so.
- (b) Enter into any transaction concerning any movable property exceeding one thousand rupees in values, whether by way of purchase, sale or otherwise, nor shall he permit any member of his family to do so :

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

- (c) Allow himself or any member of his family to be a "benamdar" for the acquisition of any kind of person.

(3) Notwithstanding anything contained in these rules, Government employee who is about to quit the station, district or other local limits for which he has been appointed may, without reference to any authority, dispose of or permit any member of his family to dispose of any of his movable property by circulating a list of it among the public generally or by causing it to be sold by public auction.

(4) Subject to the provisions of any general or special order, every Government employee other than one in Group D (inferior) service, shall submit to the appointing authority, in the form in the Annexure to these rules, a periodic return of the movable and immovable properties and other assets owned, acquired or inherited by him or by any member of his family :

Provided that when a person enters Government service for the first time, he shall, within a period of three months of his joining Government service submit his first return showing his assets as they stood on the 1st January immediately preceding the date of his joining and shall thereafter submit periodic returns like all other Government employees.

State Government decision in this connection the following questions have been raised :

- (i) whether a Government employee has to submit return of properties, etc., of all members of the joint family (which may include his cousins, parents, etc., not necessarily dependent upon him);
- (ii) whether a Government employee or any member of the joint family (as described above) who may be a 'sebait of any Devottar property' has to submit returns of such property;
- (iii) whether a Government employee has to submit returns of any property which he has dedicated or endowed for public use, charity, etc.;
- (iv) what is the definition of "Benamdar" mentioned in the Government employees' Conduct Rules and in the 'Instructions for filling up the Declaration' (Annexure to the Rules).

After careful consideration of the points raised, the Governor has been pleased to decide as follows :

- (i) a Government employee should submit returns of all the properties standing in his own name, in the name of his wife, his children and dependents;
- (ii) if a Government employee or any member of his family derives any benefit from the "Devottar" property it should be mentioned in the returns;

- (iii) the property which has been dedicated or endowed for public use need not be shown;
- (iv) as to the definition of "Benamdar" it may be observed that "Benami" property and "Benamdar" are well-known terms and as such require no further clarification.

Note :

2. See Annexure II for clarification.

16. *Speculations and investments.*—(1) No Government employee shall speculate either himself or through any "Benamdar" nor shall he permit any member of his family to do so.

Explanation.—The following will be treated as speculation :

- (i) the habitual purchase and sale of securities of notoriously fluctuating value and speculative dealings with the stock exchange;
- (ii) regular participation in gambling on the turf.

(2) No Government employee shall either himself or through any "Benamdar" make any investment which is likely to influence or embarrass him in the discharge of his official duties nor shall he permit any member of his family to do so.

17. *Private trade or employment.*—(1) No Government employee shall, except with the previous sanction of the Government, engage in any trade or undertake any employment other than his public duties or carry on directly or indirectly any business or undertaking or use his position as a Government employee to help such business or undertaking.

(2) A Government employee may undertake honorary work of a social or charitable nature or work of a literary, artistic or scientific character, provided that his official duties do not suffer thereby but the appointing authority may, in its discretion, at any time, forbid to undertake, or require him to abandon any such work, if it is in its opinion undesirable or likely to occupy so much of his time as to interfere with his official duties.

Note :

1. Promoting the sale of shares of companies as defined in the Companies' Act 1956 (1 of 1956), or taking up insurance agencies will be regarded as carrying on business for the purpose of sub-rule (1). Canvassing by a Government employee in support of the business of (a) companies as defined in the Companies' Act, 1956 (1 of 1956), and (b) an insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family shall also be regarded as a breach of sub-rule (1).

2. An honorary chairmanship or honorary secretaryship of philanthropic, charitable religious or co-operative societies is not employment within the meaning of this rule. The secretaryship of a club consisting mainly of Government employees does not constitute employment in the sense of this rule, provided that it does not occupy so much of an officer's time as to interfere with his official duties and that it is an honorary office. In all these cases, however, the Government employee concerned may be required by his appointing authority to abandon the work either because the work is interfering with the official duties of the Government employee concerned or because it is undesirable in any other way.

18. *Promotion and management of companies.*—No Government employee shall, except with the previous sanction of Government, take part in the promotion, registration or management of any bank or company as defined in the Banking Companies' Act, 1949 (Act X of 1949), or the Companies Act, 1956 (Act I of 1956).

Note :

A Government employee may take part in the promotion, registration or management of a co-operative society as defined in the Bengal Co-operative Societies Act, 1940 (Bengal Act XXI of 1940), or a literary, scientific or charitable society registered under the Societies Registration Act (XXI of 1860).

19. *Employment in other departments of the State Government or under other Government.*—(1) A Government employee shall not apply for an appointment in another office or department of Government or under another Government unless the head of such office or department or such other Government has invited applications for the post.

(2) A Government employee must submit his application for such an appointment through his appointing authority who shall decide whether he may be permitted to apply.

(3) *Bar to candidature for direct appointment in cases of eligibility for promotion.*—A Government employee having a lien for a conditional lien on a permanent post, who is eligible for appointment by promotion to any other service or post, shall not, unless otherwise provided in the recruitment rules relating to such other service or post, apply for appointment by direct recruitment thereto:

Provided that where the recruitment is to be made by an open competitive written examination with or without *viva voce* test may, with the previous permission of his appointing authority, apply for appearing at such competitive examination.

(4) *Appearance at examination for recruitment to services or posts.*—A Government employee shall not appear at a competitive examination held by a Public Service Commission for recruitment to another post or service without the previous permission of the Government.

20. *Insolvency and habitual indebtedness.*—(1) A Government employee

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

(2) Where a Government employee has been adjudged an insolvent or when a part of the salary or the Government employee is being repeatedly attached or has been continuously under attachment for a period exceeding two years, or is attached for a sum which in ordinary circumstances, cannot be repaid within a period of two years, the matter shall be reported by the immediate superior of the Government employee concerned to the appointing authority of the said Government employee. The report shall show what is the proportion of debts to the salary; how far they detract from the debtor's efficiency as a Government employee; whether the debtor's position is irretrievable; and whether in the circumstances of the case, it is desirable to retain him in the post occupied by him at the time when the matter was brought to notice or in any other post under Government.

(3) In every case under this rule, the burden of proving that the insolvency or habitual indebtedness is the result of circumstances which, with the exercise of ordinary diligence, the debtor could not have foreseen or over which he had no control and has not proceeded from extravagant or dissipated habits, shall be upon the debtor.

21. *Submission of petitions.*—No Government employee shall submit any petition direct to Government or to any higher authority otherwise than through his immediate departmental superior and no Government employee shall send copies of such petitions to outside authorities that is to say, authorities who are not directly connected with the consideration thereof (e.g., Ministers of other departments, Members or Legislature).

Note :

A Government employee, wishing to press a claim or to seek redress of a grievance in any matter connected with the service rights or conditions shall address his immediate official superior or the head of his office or such other authority at the lowest level, as is competent to deal with the matter. An appeal or representation to a higher authority must not be made unless the appropriate lower authority has already rejected the claim or refused relief or ignored or unduly delayed the disposal of the case. When such an appeal or representation is made, it shall be submitted through the proper channel, though an advance copy of the appeal or representation may, at this stage, be sent direct.

22. *Canvassing of non-official or other outside influence.*—No Government 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 Government.

23. *Unauthorised communication of information.*—No Government employee shall, except in accordance with any general or special order

of Government or in the performance in good faith of the duties assigned to him, communicate directly or indirectly to Government employees belonging to other departments, or to non-official persons, or to the press any document or information which has come into his possession in the course of his public duties, or has been prepared or collected by him whether from official sources or otherwise :

Provided that nothing in this rule shall be deemed to prohibit disclosure of any information or document by a Government employee to the Vigilance Commission, West Bengal, on a bona fide belief that the information will lead to checking corruption or other malpractices or in detecting or punishing delinquents.

24. *Discussion of the policy or action of Government.*—No Government 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 utterances, make any statement of fact or opinion—

- (i) which has the effect of any adverse criticism of any current or recent policy or action of Government or of the Central Government or the Government of any other State; or
- (ii) which is capable of embarrassing the relations between Government and the Central Government or the Government of any other State; or
- (iii) which is capable of embarrassing the relations between 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 Government employee in his official capacity or in the due performance of the duties assigned to him.

25. *Connection with the press or radio.*—(1) No Government employee shall, except with the previous sanction of Government, own wholly or in part, or conduct, or participate in the editing or managing of any newspaper or other periodical publication.

(2) No Government employee shall—

- (a) participate in a radio broadcast, except with the previous sanction of Government, or
- (b) contribute, without the previous sanction of his appointing authority, 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 and does not contain any matter which a Government employee is forbidden by rule 24 to disclose.

Note :

1. A Government employee who has been asked to deliver a broadcast talk shall while asking for the sanction of Government under sub-rule (2) report the administrative department of Government under which he is employed the subject of his proposed talk, whether it is connected with his official work or not.

2. If the talk is on a subject directly or indirectly connected with the official work on which he is at present employed or on which he has been employed, he must submit to the administrative department of Government under which he is employed the full text of the talk for examination and the talk shall not be delivered without the previous approval of Government.

26. *Taking part in politics and elections.*—(1) No Government employee shall be a member of or be otherwise associated with, any political party or any 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) No Government employee shall canvass or otherwise interfere or use his influence in connection with or stand as a candidate or take part in an election to any legislature or local authority :

Provided that—

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

(ii) A Government employee shall not be deemed to have contravened the provision of this 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.

Note :

1. The display by a Government employee on his person or vehicle or residence of any electoral symbol shall amount to use his influence in connection with an election within the meaning of this rule.

2. A Government employee who has reason to believe that attempts are being made to induce him to break the provisions of this rule by or on behalf of an official superior or superiors shall report the facts to the Chief Secretary to the Government of West Bengal.

3. Proposing or seconding the nomination of a candidate at an election or acting as a Polling Agent shall be deemed as an active participation in the election.

4. If any question arises whether any movement or activity falls within the scope of this rule, the decision of Government thereon shall be final.

27. *Demonstration and strike.*—(1) No Government employee shall make any communication to the press concerning his conditions of service.

(2) Government employees shall not call a public meeting for discussing their conditions of service nor shall any Government employee participate in any such meeting or public discussions.

(3) No Government employee shall—

- (i) 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, or
- (ii) resort to or in any way abet any form of strike in connection with any matter pertaining to his service or the service of any other Government employee.

28. *Vindication of acts and character of Government employees.*—No Government employee shall, except with the previous sanction of Government, 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 a Government employee from vindicating his private character or any act done by him in his private capacity.

29. *Evidence before Committee or any other authority.*—(1) Save as provided in sub-rule (3), no Government employee shall, except with the previous sanction of the appointing authority give evidence in connection with any inquiry conducted by any person, committee or authority.

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

(3) Nothing in this rule shall apply to—

- (a) evidence given at an inquiry before an authority appointed by 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 Government.

30. *Bigamous marriages.*—No Government employee, who has a wife living, shall contract another marriage without first obtaining the permission of the appointing authority, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.

31. *Joining of associations by Government employees.*—No Government employee shall join or continue to be a member of an association the

objects or activities of which are prejudicial to the interest of the sovereignty of India or public order or morality.

32. *Acceptance of employment during leave.*—A Government employee on leave may not take any service or accept any employment without prior sanction of—

- (a) the Governor, if the proposed service or employment lies elsewhere than in India; and
- (b) his appointing authority, if the proposed service or employment lies in India :

Provided that a Government employee who has been granted permission to take any service or accept any employment under this rule during any leave preparatory to retirement, shall be precluded, save with the specific consent of the Governor, or the appointing authority, as the case may be, from withdrawing his request for permission to retire and from returning to duty.

Note :

This rule shall not be construed as permitting a Government employee who avails himself of leave on medical grounds to undertake regular employment during such leave.

33. *Control of Government employees outside India.*—Government employees visiting foreign countries whether on official duty or private affairs, continue to be subject to all the provisions of the West Bengal Government Employees' Conduct Rules, 1959. They shall not therefore give expression to views on India or foreign affairs in a manner contrary to these rules and in particular make any written or oral statement in the press, on the platform or over the radio without the specific prior consent of the Head of the Indian Mission accredited to the country visited.

34. *Interpretation.*—If any question arises relating to the interpretation of these rules it shall be referred to Government whose decision thereon shall be final.

35. *Repeal and saving.*—Any rules corresponding to these rules in force immediately before the commencement of these rules and applicable to Government employees to whom these rules apply are hereby repealed:

Provided that in respect of anything done, any act committed or any omission made by any Government employee before the commencement of these rules, the rules regulating the conduct of Government employees which were in force when the thing was done, the act was committed or the omission was made, shall be deemed to continue and to have always continued to apply.

Annexure I

[See Rule 15(4)]

Declaration of Assets as they stood on.....
 Name (in full) of Officer..... Service.....
 Designation..... now appointed as.....
 Substantive Pay.....
 Special Pay

INSTRUCTIONS FOR FILLING UP THE DECLARATION

1. (a) Every Government employee employed under the administrative control of the Government of West Bengal, other than a person in inferior service, shall submit to the proper authority an annual return of the movable and immovable properties owned, acquired or inherited by him, or his wife or dependants or held on lease or mortgage either in his own name or in the name of any member of his family or of any other person. These orders will not apply to member of the All-India Services who are governed by sub-rule 1 of Rule 16 of the All-India Service (Conduct) Rules, 1968.

(b) This Declaration of Assets must always refer to the 1st January of the current year. Any asset acquired between the 1st January and the date of declaration should not ordinarily be entered in the declaration. But in case of doubt regarding the exact date of the assets in question may be entered for the current year but should be repeated in the declaration of the next year too. It is best to submit the Declaration of Assets as soon after New Year's Day as possible.

(c) A person who has entered Government Service for the first time should submit the return within three months of his joining Government Service and it should relate to his assets as they stood on the 1st of January immediately preceding his date of joining.

2. If there is no change of assets on the 1st January of the previous year the declaration should never be nil. There should be a fresh Declaration of Assets in full as on the 1st January of every year.

3. The Declaration of assets must show the assets belonging to the Government employee even though they may stand in the name of his wife (in the case of a male Government employee), children, other dependants or *benamdars*, and must also show the assets belonging to the wife of a male Government employee or to his dependants even though they are acquired by the wife or dependants in their own right.

N.B. :

If any difficulty arises regarding the declaration of assets of a Government employee's wife (in the case of a male Government employee) or dependants, the matter should be reported to Government with full particulars and further instructions sought.

4. Any officer making a declaration discovered to be materially incomplete, misleading or false will earn for himself the penalty of immediate suspension, drawing up of proceedings, which may ultimately result in dismissal from Government service with forfeiture of pension and all other discretionary benefits. A subsequent explanation that the failure strictly to comply with the instructions or the presence of material defects in the declaration were by oversight or ignorance will not be accepted. Ambiguity in a declaration must be avoided as any ambiguity will be liable to be interpreted against him.

5. In declaring shares and stocks and other securities, jewellery, motor cars, motor cycles, refrigerators, other valuable movable articles and immovable property, the actual price paid by an officer must be mentioned, whatever the face value or depreciation might be. Movable articles costing less than Rs. 500 for each item need not be mentioned. In columns 8 of Part A(1), 6 of Parts A(2) and A(3), and 5 of Parts B(1) and B(2) of the form of Declaration of Assets, the manner of acquisition of the property must be clearly and unambiguously given, i.e., whether the property was acquired by means of savings from the Government employee's salary or from income from any other source or by loan in cash or kind, or by inheritance or by any other means to be specified. If an immovable or movable property is in the process of acquisition, for example, a piece of landed property which is being purchased in instalments or under one of the various mortgage schemes, or a car or a refrigerator or other pieces of furniture or jewellery are being paid for under a hire-purchase scheme in instalments or are mortgaged while being acquired, the full particulars of such properties should be given even though the title to the property may not yet have devolved upon the Government employee making the declaration. It is incumbent upon the declarant in such cases to state the amount paid up to the relevant date for the purchase of the particular property.

6. In declaring insurance policies, the number of policy or policies, the amount of insurance, the name and address of the company, the number of years during which premia have to be paid must be mentioned. Fully or partly paid-up policies, single or limited payment policies must be described as such. Any omission in this respect will be liable to be interpreted as an attempt to conceal real assets. The names and addresses of the banks of the declarant and his dependants together with the nature and number of the accounts should be given.

7. Every declaration must be made in the prescribed printed form and the prescribed declaration at the foot of every page must be signed.

8. If in the declaration it is not possible to give a correct statement of every assets as it stood exactly on the 1st January, the statement should be correct to the nearest date and that date should be mentioned. (Sometimes it is difficult to get a precise statement of bank-accounts, for example, as they stood on the 1st January).

9. A Government employee whose service is placed temporarily at the disposal of the Central or any other State Government or any other authority should be required to submit the Declaration of Assets to the Government of West Bengal.

10. The categories of assets mentioned in brackets in the printed declaration form are merely illustrative and not meant to be exhaustive.

11. In declaring precise location in column 2 of Schedule A—Immovable Property—(1) Lands, (2) Houses, record correct and full address including the number of municipal holding with street and lane in municipal areas and C.S. Plot numbers, C.S. Mouza number, village, union, thana, subdivision and district in rural areas.

12. In column 6 of A1 and column 4 of A2, please state the full value of the land and the house. If the value has not yet been determined please state how much has generally been paid. In case of a building, state the actual amount of money that has been spent up to 1st January or as near that date as possible even if the construction may be incomplete or just started. In the case of land, please state the amount of loan, if any taken in cash, and in the case of house the amount of such loan in cash or kind including the value of materials purchased on credit.

*13. The last date of submission of this Declaration of Assets is the 30th April every year for assets as they stood on the previous 1st January of that year. Gazetted Officers will submit these declarations by registered post at Government expense in double sealed covers direct to their appointing authorities/secretaries in charge of the administrative department concerned. The outer sealed cover will be addressed to the appointing authorities/secretaries in charge of administrative department concerned and should not contain any indication of the contents. The inner sealed cover should contain the name of the officer, his service, rank and address and a certificate of the date for which the declaration stands (in the form: Declaration of Assets as they stood on 1st January, 19). On receipt of the declarations the appointing authorities subordinate to Government should send them to the secretary of the administrative department concerned who will maintain the declarations under his custody. Non-gazetted officers will submit their declarations in sealed cover to their respective heads of offices for safe custody, the

above instructions being followed *mutatis mutandis*. Government employees are not required to supply more than one copy of the return, and instructions for submission of returns in duplicate, triplicate, etc., are unauthorised.

A—Immovable Property

(1) Lands

Serial No.	Precise location	Area	Nature of land	Extent of interest	Value	In whose name (wife, child, dependant, other relation or <i>benamdar</i>) the asset is	Date and manner of acquisition	Remarks
1	2	3	4	5	6	7	8	9

(2) Houses

Serial No.	Precise location	Extent of interest	Value	In whose name (wife, child, dependant, other relation or <i>benamdar</i>) the asset is	Date and manner of acquisition	Remarks
1	2	3	4	5	6	7

Signature of Declarant.....

(3) *Immovable Properties of Other Description*
(Including mortgages and such other rights)

Serial No.	Brief description	Extent of interest	Value	In whose name (wife, child, dependant, other relation or <i>benamdar</i>) the asset is	Date and manner of acquisition	Remarks
1	2	3	4	5	6	7

B—Movable Property

(1) *Cash, Bank Balance, Credit, Insurance Policies, Shares, Debentures etc.*

Serial No.	Description of item	Value	In whose name (wife, child, dependant, other relation or <i>benamdar</i>) the asset is	In the case of loan the name of the person from whom the loan was taken and the relationship of the loanee with that person ¹	Date and manner of acquisition	Remarks
1	2	3	4	4A	5	6

Signature of Declarant.....

(2) *Other Movables*

(Including jewellery and other valuables, motor vehicles, refrigerators and other articles or materials of Rs. 500 and over for each item)

Serial No.	Description of item	Value	In whose name (wife, child, dependant, other relation or benamdar) the asset is	Date and manner of acquisition	Remarks
1	2	3	4	5	6

I hereby declare that the Declaration made above is complete, true and correct to the best of my knowledge and belief.

Date.....

Signature of Declarant.....

ANNEXURE II

(Rule 13)

Questions have been raised about the propriety of the reported raising of subscriptions by some officers of the Government in connection with the Rabindra Centenary Celebrations. For avoiding any doubt, the following policy is laid down for the guidance of all concerned:

The raising of subscription by Government officers, unless carefully controlled, is open to the risk that the giving of a subscription may be expected to result in favour or its refusal in disfavour on the part of the officer in deciding administrative matters that ought to be decided on merits, for valid reasons and without suspicion of caprice.

It has, therefore, been decided that while the officers of Food and Supplies Branch of the Food, and Supplies Department or the Police Department should be totally prohibited from associating themselves from realisation of subscriptions of any manner, other Government officer may be permitted to raise subscriptions subject to the following conditions:

- (a) Subject to the advice and control of the District Magistrates and to any special instruction to Judicial Officers that may be passed by the High Court, officers may initiate or support movements for raising of subscriptions to deserving public objects and may also make personal appeals, but it should be ensured that such appeals would not be misconstrued and are appropriate to the status of the individual officers. Utmost care should be taken to ensure that nothing is said which could be taken as implying that the response would influence the officer one way or the other in the exercise of his public duties.
- (b) No officer should initiate or support a movement for raising of subscriptions except with the sanction of the senior officer of his department in the district. It will be a condition of such sanction that strict accounts will be kept and shall be open to inspection by members of a reputed non-official committee to be associated with the appeal.
- (c) The officer who initiates or supports such action should personally select and nominate only such of his subordinates whose zeal for the cause or for personal credit is not likely to overrule their discretion or obscure their judgment as to what is and is not improper pressure.
- (d) No officer may make the payment whether directly to himself or indirectly through any person of a subscription to any object, a condition of his exercising or failure to exercise his powers in a particular manner.

- (e) Every officer is absolutely prohibited not only from asking for but even from accepting subscriptions at the time of performing any kind of official act, such as the grant or renewal of any kind of licence (e.g. for arms, motor vehicles, poison, cinema etc.), the issue of permits of any kind, the allotment of contracts, withdrawing of prosecutions or the compounding of criminal case, etc.
- (f) No subscription box should be placed in any public office.¹

(Rule 15)

The phrase "dispose of any immovable property by lease" in Rule 15 of the West Bengal Government Employees' Conduct Rules, 1959, includes letting out a house, whether in whole or part, to a person on a monthly rent. A lease of immovable property is a transfer of a right to enjoy certain property made for a certain time, express or implied or in perpetuity, in consideration of money to be rendered periodically to the transferor by the transferee. The transferor is called the lessor, the transferee is called the lessee and the money to be so rendered is called the rent.²

1. F.D. Memo No. 1156(175)F., dated 15th April 1961.

2. F.D. Memo No. 2122F., dated 30th June 1970.