

## **STATUTE RELATING TO SERVICE AND CONDUCT RULES OF THE EMPLOYEES**

- [Under Section 5(xv), Section 30 (xiii), (xiv) and (xv) and Section 46 (9) and (11) of the *Karnataka State Law University Act, 2009*.]

### **1. TITLE, COMMENCEMENT AND APPLICATION**

- (a) This Statute shall be called "The Statute Relating to Service and Conduct Rules of the Employees."
- (b) They shall come into force with effects from the date of assent of the Chancellor.
- (c) They shall apply to all persons appointed to serve the Karnataka State Law University.

Provided that nothing in this Statute shall apply to-

- a) A member of the All India Service.
- b) A State or Central Government Servant who is appointed on deputation.

### **2. DEFINITIONS**

In this Statutes, unless the context otherwise requires,

- (a) 'Employee' means any person appointed to any Class of post in the University;
- (b) 'Members of Family' in relation to an employee includes-
  - i) The wife or husband as the case may be of the employee, whether residing with the employee or not, but does not include a wife or husband as the case may be separated from the employee by a decree or order of the competent Court.
  - ii) Son or daughter or step-son or step-daughter or parents of the employee and wholly dependent on the employee, but does not include a child or step-child, who is no longer in any way dependent on the employee, or whose custody the employee has been deprived in accordance with law.
  - iii) Any other person related by blood or by marriage to the employee or to his/her spouse and wholly dependent upon such employee.
- (c) 'Prescribed Authority' means the Syndicate or the Vice-Chancellor or any other authority as may be specified by the Chancellor or any other Authority created under the provisions of the Karnataka State Law University Act, 2009 by order made in this behalf.

### **3. GENERAL**

- (i) Every employee shall at all time take reasonable steps to ensure and protect the interest of the University and discharge his duties with utmost integrity, honesty, and diligence and do nothing which is unbecoming of an employee of the University.
- (ii) Every employee holding a supervisory post shall take all reasonable steps to ensure diligent performance of duties by his subordinates and wherever necessary, issue directions from time to time not to indulge in acts which are prejudicial to the interest

and sovereignty and integrity, the security of the India or friendly relations with foreign States, public order, decency or morality, or prejudicial to the interest of the University or Acts which amount to contempt of Court, defamation, incitement to an offence, or resort to strike.

#### **EXPLANATION**

For the purpose of this Statute, 'Strike' means, a cessation of work (including any unauthorized absence from duty) by a body of University employees acting in combination with any concerted refusal with a common understanding of any number of University employees.

#### **8. CONNECTION WITH PRESS OR PUBLIC MEDIA**

No employee shall, except with the previous sanction of the Prescribed Authority.

- i) Own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publication, or media.
- ii) except in the *bonafide* discharge of his duties, publish any matter himself or through publishers, participate in radio or television broadcast or contribute an article or write a letter to Newspaper or periodical either in his own name or anonymously or by pseudonama.

Provided no sanction shall be required if such publication or contribution or writing is of a purely literary, artistic, scientific, academic, cultural, religious or social character.

#### **9. CRITICISM OF UNIVERSITY OR GOVERNMENT**

No employee shall, in any public utterances, make any statement which has the effect of an adverse criticism of any current or recent policy or action of the University or Government of Karnataka or Central Government, unless the expression of his view is for safeguarding or securing an improvement of the conditions of service of the University employee.

#### **10. UNAUTHORISED COMMUNICATION OF INFORMATION**

Except in accordance with the general or special orders of the Prescribed Authority, no employee shall, in the performance of the duties assigned to him, communicate directly or indirectly any official document or part thereof or information to any other employee or to any other person, to whom it is not intended.

Notwithstanding anything contained in this Rule, certified copies of public documents may be granted.

#### **11. SUBSCRIPTION**

No employee, shall, except with the previous sanction of the Prescribed Authority, ask for or accept subscription contributions to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

#### **12. GIFTS**



Save as otherwise provided in these statutes, no employee shall directly or indirectly accept any gift or illegal gratification in connection with the discharge of his duties.

Provided that the employee may accept gifts in accordance with the provisions of rule 14 of the Karnataka Civil Services (conduct) rules, 1966, as amended from time to time.

#### **EXPLANATION**

The term 'gift' shall include free transport, free boarding or lodging or any other pecuniary advantage when provided by any person, other than a near relative or personal friend having no official dealings with the University, but does not include a casual meal, lift or other social hospitality.

### **13. PRIVATE TRADE OR EMPLOYMENT**

(i) No employee shall, without the previous-sanction of the Prescribed authority, except in the discharge of his official duties, take part in the registration, promotion or management of any Bank or other Company, which is required to be registered under the Companies' Act or in Co-operative Society for commercial purpose, except in any of the Co-operative Society functioning for the benefit of the employees and is registered or deemed to be registered under the Karnataka Co-operative Societies' Act 1959 or a Literary, Scientific, Charitable, Academic and Cultural Society.

(ii) No employee shall, accept any fee for any work done by him for any public body or any private person, without the general or special sanction of the Prescribed Authority.

#### **EXPLANATION**

Canvassing by an employee for a candidate for such elective Office or in support of business or Insurance or Commission Agency, owned or managed by any member of family shall be deemed to be a violation of this statute.

### **14. PROPER USE OF AMENITIES**

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

### **15. USE OF SERVICE 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 by University.

### **16. INVESTMENTS, LENDING AND BORROWING**

No employees shall speculate in any stock or share or other investments.

#### **EXPLANATION**

Frequent purchase or sale or both, of shares or securities shall be deemed to be speculation within the meaning of this Statute.

(i) No employee shall, make or permit any person acting on his behalf, to make any investment which is likely to embarrass or influence him in the discharge of his official duties.

(ii) No employee shall, except with the previous sanction of the Prescribed Authority, and save in the ordinary course of business with a Bank or a firm of standing, duly authorized to conduct banking business, either himself or through any member of his family or any other person acting on his behalf-

a) lend or borrow money, as principal or Agent, to or from any person, with whom he has or is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person, or

b) lend money to any person at interest or in a manner whereby any return in money or in kind is charged or paid:

Provided that any employee may give to, or accept from a relative or a personal friend, a purely temporary loan free of interest, or operate a credit account with a *bonafide* tradesman or make an advance of pay to his private employee to the extent of an amount not exceeding his total monthly emoluments.

#### **17. INSOLVENCY AND HABITUAL INDEBTEDNESS**

An employee shall so manage his affairs as to avoid habitual indebtedness or insolvency. An employee against whom a legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the Vice-Chancellor, unless they are due to unforeseen circumstances.

#### **18. MOVEABLE, IMMOVEABLE AND VALUABLE PROPERTY**

Every employee shall on his first appointment to any service or post and thereafter at the interval of every twelve months, shall submit returns of his assets and liabilities and of all members of his family in such form as may be prescribed by the Vice-Chancellor giving the full particulars regarding-

a)Immovable property inherited by him or any member of his family or owned or acquired by him or any member of his family on lease or mortgage, either in his own name or in the name of any member of his family or any other person;

b)Shares, debentures and cash including Bank deposits inherited by him or any member of his family or similarly owned, acquired or held by him or any member of his family;

c)Other movables worth more than Rupees Ten thousand inherited by him or by any member of his family or similarly owned, acquired or held by him or by any other member of his family;

d) Debts or other liabilities incurred by him or any member of his family directly or indirectly.

Note: Every employee, who is in service on the date of commencement of this Statute, shall submit a return under this Statute on or before such date, as may be specified by the Prescribed Authority, after such commencement.

#### **EXPLANATION**

The value of articles of daily use such as clothes, utensils, crockery, furniture or books need not be included in such return.



i) No employee or any member of his family shall, except with the previous knowledge of the Prescribed Authority, acquire or dispose off any immoveable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family:

Provided that the previous sanction of the Prescribed Authority by him shall be obtained by the employee, if any transaction is-

- a) with the person having official dealings with the employee; or
- b) otherwise than through a regular or reputed dealer.

ii) Every employee shall report to the Prescribed Authority every transaction concerning cash received by him or by any member of his family from sources other than his salary and allowances, Insurance or Provident fund, if such cash exceeds Rupees Ten thousand in the case of an employee holding Class I or Class II post or Rupees Five thousand in the case of an employee holding any Class III or Class IV posts.

iii) The Prescribed Authority may, at any time by general or a special order, require an employee to furnish, within a specified period, a full and complete statement of such moveable or immoveable property held or acquired by him in his own name or in the name of any member of his family, mentioning the source of income, from which such a property was acquired.

#### **EXPLANATION**

For the purposes of this Statute-

i) 'Lease' means lease of immoveable property from year to year or for any term exceeding one year.

ii) 'Moveable Property' includes-

- a) Jewellery, Insurance Policies, Provident Fund, Shares, Securities and Debentures;
- b) Loan advanced by such employee whether secured or not;
- c) Motor-cycles or any other means of motorized conveyance; and
- d) Refrigerator, Radio, Radiogram, Television Sets, Tape Recorders, calculators and Transistors.

#### **19. VINDICATION OF ACTS AND CHARACTER OF THE UNIVERSITY EMPLOYEES**

No employee shall have recourse to any Court or to the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character, without reporting the matter to the Prescribed Authority.

#### **20. CANVASSING OF NON-OFFICIAL OR OTHER INFLUENCE**

No employee shall bring or attempt to bring any political or other influences to bear upon any superior authority to further his interest, in respect of matters pertaining to his service under the University.

## **21. PERSONAL PRESENTATION OF EMPLOYEES**

Any representation by an employee shall only be made through proper channel, whenever addressed to the Chancellor should be submitted to the Vice-Chancellor. An advance copy of it may however be submitted to the Chancellor.

## **22. CONSUMPTION OF INTOXICATING DRINKS AND DRUGS**

An employee of the University shall 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.

## **23. BIGAMOUS MARRIAGE:**

No Employee Servant who has a wife living shall contract another marriage without first obtaining permission of the prescribed authority notwithstanding that such subsequent Marriage is permissible under the personal law for the time being applicable to him.

## **24.EMPLOYMENT OF CHILDREN:**

(1) No Employee shall employ any child below the age of fourteen years to work for domestic help.

(2) Breach of sub-statute (1) by any employee shall amount to misconduct attracting measure penalties under the relevant statutes.

## **25. PROHIBITION OF SEXUAL HARASSMENT:**

No Employee shall subject any Women Employee to sexual harassment in working places.

**Explanation:** for the purpose of this statute, "Sexual Harassment includes such unwelcome sexually determined (whether directly or by implication) behavior are:

- (a) Physical contact and advances;
- (b) A deemed or request for sexual favours;
- (c) Sexually coloured remarks;
- (d) Showing pornography; or
- (e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature."

## **26. TAKING CARE OF SPOUSE AND CHILDREN:-**

No Employee shall neglect to take care of the basic necessities, such as food, clothing, shelter and education, of his or her spouse and children.

27. A breach of any of the provisions of this Statute shall amount to misconduct for the purpose of Disciplinary Action in accordance with the relevant Statute.

## **28. INTERPRETATION**

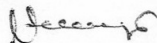


If any questions arise as to the application of any of the provisions of this Statute it shall be referred to the Vice-Chancellor for his decision.

## 29. REPEAL AND SAVINGS

- Any Statutes corresponding to this Statute in force immediately before the commencement of this statute and applicable to employees to whom these statutes apply are hereby repealed:

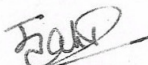
Provided that any order made or action taken under the Statutes so repealed shall be deemed to have been made or taken under the corresponding provisions of this Statute.



Registrar

**Registrar**

Karnataka State Law University,  
Navanagar, Hubli-580 025



Vice Chancellor

**VICE CHANCELLOR**

Karnataka State Law University  
Navanagar, HUBLI-580 025



Chancellor 23.7.12

**H. R. Bhardwaj**  
Chancellor