

**The Rules, regulations, instructions, manuals and records, held
by it or under its control or used by its employees for
discharging its functions**

[Section 4(1)(b) (v)]

IMG EMPLOYEES CONDUCT RULES

1. Title and Application
 - i) These rules shall be called the IMG employees ConductRules.
 - ii) They shall apply to all employees under the rule making control of the IMG and to such other employees for whom these rules shall be made specifically applicable.
 - iii) Nothing in these rules shall be deemed to derogate from provisions of any law, or of any order of any competent authority for the time being, in force, relating to the conduct of the employees in position in the Institute.
2. Definition: In these rules unless there is anything repugnant in the context.
 - a) 'Institute' means Institute of Management in Government
 - b) 'Employee' means any person in the service of the Institute and under its rule making control, whether for the time being in foreign service or not.
 - c) Member of the employee's family includes – wife/husband, child or step-child and any other person related by blood or marriage to the employee but does not include the wife or the husband legally separated or child or step child who is no longer dependent upon him/her or of whose custody the employee has been deprived by law.
3.
 - a) Every employee shall maintain absolute integrity and perform the duties entrusted, with dedication and commitment aiming at the progress of the Institute.
 - b) Every employee shall take utmost care and vigil to safeguard the property of the Institute and shall not cause any loss to the property through damage, negligence, theft or fraud.
4. No employee shall, except with the previous sanction of the Institute, accept or permit any member of his family to accept directly or indirectly on his behalf (or on behalf of any other person) any gift, gratuity or reward from a person not related to him.
5. No employee shall habitually make use of vehicles belonging to others or travel free of charge as consideration for his service or that of the Institute.

6. No employee shall, except with the prior permission of the Institute,, accept or in any way take part, in the raising of a fund, subscription other pecuniary assistance or collection of money for any public local or other purpose.
7. No employee shall engage directly or indirectly in any trade or business or undertake any private employment or take part in the promotion, registration or management of any bank company, mutual benefit society, co-operative society or serve in any capacity in those institutions accepting remuneration, or act as an agent, whether paid by salary or commission, to any Insurance Company, Trust or other company.

Explanation

- i. Canvassing by an employee in support of the Business of Insuranc agency, commission agency, etc. owned, managed or in the name f spouse or any other member of the family of the employee or that of spouse, shall be deemed to be breach of this rule.
 - ii. Where no remuneration is accepted, there is no objection in an employee taking part in the management of a mutual benefit society, with the prior sanction of the Institute if the work undertaken will be performed without detriment to official duties.
 - iii. For the purpose of this rule 'mutual benefit society' shall mean a society registered under statute other than the Kerala Co-operative Societies Act 1969 for the mutual benefit of its members, without any profit motive.
 - iv. There is no objection for an employee participating in the promotion registration or management, or holding office in a co-operative society composed wholly of the employees of the Institute and working for the benefit and welfare of the employees of the Institute.
 - v. There is no objection to the Academic staff undertaking consultancy rules, with the permission of the Director.
 - vi. There is no objection in an employee undertaking honorary work, of a social or charitable nature, or occassional work of literary, artistic or scientific character, on condition that this official duties do not suffer thereby, but shall not undertake and shall discontinue such work, if so directed by the Institute.
8. No employee of the Institute shall apply for a post elsewhere except with the prior permission of the Institute. All applications in this regard shall be submitted through proper channel.

9. No employee shall acquire any immovable property by purchase or gift, without obtaining the sanction of the Institute, except for the bonafide purpose of a residence and if the employee does not already own one, either in the employee's or spouse's name or in the name of the minor children.
10. Except, in the case of a transaction of movable property conducted in good faith, with a regular dealer, and that permitted under Rule 9, an employee who intends to transact any purchase, sale or disposal by other means of movable and immovable property, exceeding in value Rupees five thousand, shall declare his intention to the Institute. The declaration shall state fully the price offered or demanded and the source of income and the employee shall thereafter act in accordance with such orders as may be passed by the Institute.

The declaration of the intention to transact any purchase, sale or disposal by other means, of immovable property shall be in the form prescribed (Appendix I)

11. (a) An annual statement shall be submitted to the Institute, by an employees, except those belonging to the lowest grade, on or before 15th January every year, showing the details of immovable properties held, acquired and registered in employees' name in the name of spouse its price and sanction obtained for the transaction. The statement shall be given in the form prescribed (Appendix II).

(b) If in any year, the employee has neither acquired nor relinquished or otherwise disposed of any immovable property or any interest in immovable property, the employee need submit only a certificate to that effect.
12. Any attempt to mislead and failure to give full and correct information, will render the employee concerned liable to disciplinary punishment.
13. No employee shall speculate in investment or invest any money in business, without the previous permission of the Institute.
14. No employee shall without the previous permission of the Institute, concerned himself, in any litigation in which he has no direct personal interest.
15. No employee shall, without the previous permission of the Institute, have recourse to any court or the press for the vindication of his official acts or character from defamatory attacks, provided that this prohibition shall not derogate from the right of an employee, to vindicate his private act or character.
16. No employee shall, except in accordance with the policy or by special or general order of the Institute, communicate directly or indirectly any official document or information to a person not authorised to receive the same or to any non official person or to the press.

17. No employee shall, by any utterance, writing, by publication either in Press or otherwise, discuss or criticise in public or at any meeting or association or anybody, any policy pursued or action taken by the Institute, nor shall the employee in any manner about other in doing so, or participate in such discussion or criticism.

Provided that this prohibition against participation in discussion does not apply to private meetings solely of the employees.

On the other hand, every employee should use every opportunity to uphold the reputation of the Institute and work towards doing this all the time.

18. No employee, except in the discharge of official duties, shall preside over or take part in the organisation, occupy prominent position or address, any non official meeting or conference at which speeches are likely to be made/resolutions likely to be proposed, passed, criticizing any action of the Institute.
19. No employee shall, in any document published by him, or in any communication made by him, make any statement of fact or opinion, which is capable of embarrassing the relation between the Institute and the employees or the public or the Government
20. No employee shall give evidence before a public Committee, except with the previous sanction of the Institute provided that an employee who has been granted permission shall not criticise any policy or decision of the Institute, or the Government. Provided further, that permission shall not be necessary to give evidence before Statutory Committees and Commissions of Inquiry.
21. No employee shall except with the sanction of the Institute, own wholly or have interest, directly or indirectly or conduct or participate in the editing or management of any newspaper or other periodical publications. No employee shall without the previous sanction of the Institute, edit or participate in the editing, publishing or management of any publication which contains commercial advertisements. Nor shall the employee be a member of any group which brings out such publications.
22. No employee shall engage himself or participate in any demonstration which is prejudicial to the interests of sovereignty and integrity of India, friendly relations with foreign states, the security of the state, public order, decency or morality or which may amount to contempt of court, defamation of the Institute, or incitement to an offence, strike or breach of discipline.
23. No employee shall wear any badge, armband or such other symbols having inscriptions or slogans which may offend the interest of sovereignty and integrity of India, the security of the state, friendly relations with foreign states, public order, decency or morality, or which may amount to contempt of court,

defamation of the Institute, or incitement to an offence, strike or breach of discipline.

24. No employee shall raise any slogan or participate in any disorderly demonstrations or otherwise engage himself in any other disorderly conduct, within office premises or while on duty.
25. No employee shall engage himself in any strike or incitement thereto, or any concerted or organised slowing down or attempted slowing down of the Institute's work or in any act which has the tendency to impede the reasonably efficient and speedy transaction of the work of the Institute.
26. No employee shall be a member of, or be otherwise associated with, any political party or any organisation which takes part in politics or shall be take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.
27. No employee shall canvas or otherwise interfere or use his influence in connection with or take part in any election to a legislative body whether inside or outside Kerala.
28. No employee shall indulge in seditious propaganda or expression of disloyal sentiments.
29. No employee shall join or continue to be a member of an association, the objectives or activities of which are prejudicial to the interests, sovereignty and integrity of the country or public order or morality.
30. No employee shall engage himself in anti secular activities which tend to create communal disharmony.
31. (a) No employee shall direct or attempt to bring any political, or other outside influence to bear upon any superior authority for the furtherance of his interest.
(b) No employee shall communicate directly with Government
32. No employee who has a wife alive, shall contract marriage without first obtaining permission of the Institute, notwithstanding that such marriage is permissible under the personal law applicable to him. No female employee shall marry a person who has a wife alive without obtaining the prior permission of the Institute.
33. No employee shall while on duty be under the influence of liquor or intoxication drugs or appear in public places in a state of intoxication.

34. The employees of the Institute shall ordinarily reside within 15 kms from the office of the Institute. If for any reason an employee finds it necessary to live outside the limit, he shall obtain specific permission of the Institute stating the reasons justifying the request.
35. Employees may form Association for the purpose of making representations on the conditions of their service. Where such Association fulfils the following conditions, the Executive Committee may authorise the Director to hear the Association on its representation and place proposals before the Committee regarding the grievance.
- a. The association must represent at least 75% of the total strength of employees.
 - b. Every employee must be eligible for membership of the Association.
 - c. Persons who are not in the service of the Institute shall not be office-bearers of the Association.
 - d. The association must not be formed on a territorial or communal basis
 - e. The association shall not be connected with any political party or political organisation to engage in any political activity.
 - f. The association shall not seek the assistance of a political party or organisation to represent the grievances of its members or indulge in seditious propaganda or disloyal sentiments of newspaper publicity.
 - g. The association shall not resort to any strike or threat of strike, as a means to achieving any of its purposes or for any other reason.
 - h. The association shall not, except with the previous permission of the Institute, issue or maintain any periodical publication, permit or publish any representation on behalf of its members in the press or otherwise.
 - i. The association shall not support by any means, the candidature of any person for election to a legislative body, local authority or body, constituted under the Kerala Co-operative Societies Act, contribute towards expenses incurred by a candidate for such election, or undertake or assist in the reistration of electors or selection of candidate for such election.
 - j. The funds of the association shall exclusively be of subscription from members and grants if any, made by the Institute or Government, or the money collected with the prior permission of the Institute and funds shall be applied only for the furtherance of the objectives of the service association.
36. Any employee who violates the provisions of the conduct Rules, is liable to disciplinary proceedings according to the rules of the Institute.
37. Unless otherwise stated in these rules, the Director of the Institute shall be the competent authority to grant permission required to be obtained under these rules on behalf of the Institute.
38. The Institute may by general or special order direct that any power exercisable by it under these rules shall, subject to any condition to be specified as exercisable by such other officers or authority as may be specified in the order.
39. If any question arises as to the interpretation of these rules the matter shall be referred to the Executive Committee whose decision shall be final.

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APPENDIX –I

**Statement of landed properties, shares in Companies and other investments held by
 (Name and designation) his wife, relatives or friends
 (Benami) for the year**

Item	Wet, dry or garden	Whether with building and if so, its value	New building put up during the year (and their value) on properties owned during previous year	Survey No. Acre	Cents	Taluk	Pakuthy or village	When and how acquired by whom and with what means	From whom acquired or to whom disposed of	Nature and share of interest	In whose name registered	Price paid/received	Full particulars of shares held in companies and other investments	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

I hereby declare that I am not possessed of or interested in any other landed property or in companies or other investments of any kind than what is stated above, either in my name or benami.

Station:

Signature:

Date:

Designation:

- Note: 1) A line may be used for each transaction.
 2) The Properties already acquired before the year in question may be shown first (in red ink preferably) in one line and the new acquisition or disposals by a second line, underneath and the result shown in a third line. The third line will be the first line in the return for the following year.

APPENDIX II

Form of Declaration of Intention to Transact by purchase/Sale/Disposal or by other Means of Immovable Property by an employee.

I hereby declare my intention to purchase/sell/dispose of by means the immovable property comprised in Sy. No. of village Taluk District. Details of the property and the intended transaction are furnished below:

1	Name of employee	:
2	Official designation	:
3	Name and address of the purchaser/seller/person in whose favour the disposal is to be made	:
4	Whether the employee has any official dealings with the purchaser/seller/person in whose favour the disposal is to be made	:
5	Details of the immovable property proposed to be purchased/sold/disposed of by other means with survey number	:
6	Village taluk and district in which the immovable property is situated	:
7	Nature of the immovable property (whether wet, dry or garden land)	:
8	Method of disposal, if the property is to be disposed of otherwise than by sale	:
9	In the case of purchase (a) Whether any house is situated in the land proposed to be purchased, and (b) Whether the employee already owns a house or site	:
	Note: if the answer is in the affirmative give details of the house/site already owned, also indicate the Sy.No., Village, Taluk, District	:

10	Whether the property proposed to be sold/disposed of by other means has been included in the Annual Property Statement furnished.	:
11	Whether the property proposed to be sold/disposed of by other means is within the ceiling fixed under the law in force in the state	:
12	Cost of the property including house if any, proposed to be purchased/sold/disposed of by other means	:
13	Source from which money is proposed to be raised (in the case of purchase only)	:
14	Purpose of purchase/sale/disposal of by other means	:
15	Signature of the employee	:
16	Date	: