

CONDUCT AND OTHER CONDITIONS OF THE EMPLOYEES

8. *Conduct Rules.*—(1) The following shall be the norms and standards for the conduct of the employees of the Board in public interest.

(a) Every employee of the Board shall at all times maintain absolute integrity and devotion to duty.

(b) No employee of the Board shall, except with the previous sanction of the Board, permit his son, daughter or dependent to accept employment with any waqf with which he has official dealings or with any other institution having official dealings with the Board.

(c) No employee of the Board shall directly or indirectly engage in the business of money lending.

(d) An employee of the Board is prohibited from having pecuniary relations with any Mutawalli or with staff or establishment of any waqf or other institutions.

(e) Except with the previous sanction of the Board, no land belonging to any waqf may be leased by any employee of the Board whether in permanent or temporary employment.

(f) No employee of the Board shall, save in good faith, for the purpose of residence acquire any immovable property anywhere in India by purchase or gift without the previous sanction of the Board.

(g) Every employee of the Board shall submit to the Board, through proper channel, a declaration of all immovable property which may, from time to time, be held or acquired by him or his wife or by any member of his family living with or in any way dependent upon him.

(h) If in any disciplinary enquiry against an employee of the Board on charges of corruption, it is proved that the employee of the Board or any person in his behalf is in possession, or has, at any time during the period of office of such servant, been in possession, for which such servant cannot satisfactorily account, of pecuniary resources or property disproportionate to his known source of income then on such proof it shall be presumed, unless the contrary is proved that such employee of the Board is guilty of misconduct.

(i) No employee of the Board shall, except with the previous sanction of the Board engage directly or indirectly in any trade or business or undertake any employment provided that an employee of the Board 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 not undertake or shall discontinue such work if so directed by the Board.

(j) An employee of the Board shall avoid habitual indebtedness.

(k) No employee of the Board shall except in accordance with the special or general order of the Board, communicate directly or indirectly any official document or information to any employee of the Board not authorised to receive the same or to any non-official person or to any Trust.

(l) No employee of the Board shall, by any utterance, writing or otherwise discuss or criticise in public or at any meeting or association or body, any policy pursued or action taken by the Board nor shall he in any manner participate in such discussion or criticism.

(m) No employee shall give any representation or complaint directly to the Chairperson and members of the Board other than through the Chief Executive Officer.

(n) No employee of the Board shall give evidence before a public committee, except with the previous sanction of the Board.

(o) No employee of the Board shall except with the previous sanction of the Board, have recourse to any court or the press for the vindication of his official acts or character from defamatory attacks. Nothing in this rule shall derogate from the right of an employee of the Board to vindicate for his private acts or character.

(p) When an employee of the Board is suspended he shall furnish his address to the Head of office. He shall also furnish his address to the Officer, if any, holding an enquiry into his conduct. He shall obey all orders to attend any enquiry into his conduct and if he fails to do so, the enquiry may be held in his absence.

(2) If any question arises as to the interpretation of these regulations, the decision of the Government shall be final.

(3) Except as expressly provided for in these regulations, the provisions of the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960 shall apply to the employees of the Board.

(4) Except as expressly provided for in these regulations the provisions of the Kerala Government Servants Conduct Rules, 1960 and Manual of Disciplinary Proceedings shall apply to the employees of the Board.

(5) Where an officer or employee of the Board is found guilty of any negligence or breach of rules, regulations or orders in consequence of which pecuniary loss has been caused to the Board, the Chief Executive Officer may, in addition to any other punishment to which he is with respect to such negligence or breach, may order that the whole or any portion of the loss, shall be made good by such officer or employee.

(6) No officer or servant of the Board who is convicted of an offence involving moral turpitude shall be retained in the service of the Board.

(7) The Chief Executive Officer may suspend any employee pending enquiry into his conduct for a period not exceeding 30 days, provided that in exceptional cases where the enquiry cannot be completed within 30 days from the date of suspension, the employee may be suspended for a further period not exceeding 90 days, with the approval of the Chairperson.

(8) During such period, the incumbent suspended shall be eligible for subsistence allowance at the rates admissible by the rules applicable to Government servants.

(9) Except as expressly provided for in these regulations the provisions of the Kerala Service Rules Part I and II shall, *mutatis mutandis* apply in relation to the employees of the Board.