



**UNIVERSITY OF GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI**

**THE UNIVERSITY GRANTS COMMISSION EMPLOYEES (CONDUCT)  
REGULATIONS, 1967**

**Preamble**

In exercise of the powers conferred by clause (c) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956) read with rule 9 of the University Grants Commission (Terms and Conditions of service of employees) Rules 1958, the University Grants Commission, with the approval of the Central Government, hereby makes the following regulations namely:—

**1. Short Title and Commencement**

- (i) These Regulations may be called the University Grants Commission employees (Conduct) Regulations, 1967.
- (ii) They shall come into force on the 1st of the April 1967.

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

- (a) “The Commission” means the University Grants Commission established under Section 4 of the University by Grants Commission Act 1956.
- (b) “Employee” means any person appointed by the Commission to any post in the office of the University Grants Commission.

**Explanation:** Any employee on foreign service or whose services are temporarily placed at the disposal of a University/College or any other authority by the Commission shall, for the purposes of these regulations, be deemed to be an employee serving under the Commission notwithstanding that his salary is drawn from sources other than the funds of the Commission.

- (a) “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 of order of any competent court;

- (ii) son or daughter or step-son or step-daughter 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 whose custody the employee has been deprived by or under any law;
  - (iii) any other person related, whether by blood or marriage to the employee or to the employee's wife or husband, and wholly dependent on the employee.
- (d) 'movable property' includes
- (i) jewellery, insurance policies the annual prices of which exceeds Rs. 1000.00 or one sixth of the total annual emoluments received from Commission whichever is less, shares, securities and debentures;
  - (ii) loans advanced by such employees whether secured or not;
  - (iii) motor cars, motor cycles, horses, or any other means of conveyance; and
  - (iv) refrigerators, radios and radiograms.
- (e) "Prescribed Authority" means:—
- (a) (i) the Commission, in the case of an employee holding any class I post, except where any lower authority is specifically specified by the Commission for any purpose;
  - (ii) the Secretary to the Commission, in the case of an employee holding any Class II Post; and
  - (iii) The Deputy Secretary to the Commission, in the case of an employee holding any class III or Class IV Post.
- (b) In the Case of an employee on foreign service or on deputation to any other organization, the appropriate authority in the Commission with reference to the post held by him in the Commission immediately before such transfer or deputation on foreign service.

### 3. General :

- (1) Every employee shall at all times:
- (i) Maintain absolute integrity;
  - (ii) maintain devotion to duty; and
  - (iii) do nothing which is unbecoming of an employee.

- (2) (i) Every employee 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;
- (ii) No employee shall, in the performance of his official duties or in the exercise of powers conferred on him act otherwise than in his best judgement except when he is acting under the direction of his official superior and shall, where he is acting under such direction, obtain the direction in writing wherever practicable, and where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of the direction as soon thereafter as possible.

**Explanation:** Nothing in clause (ii) of sub-regulation (2) shall be construed as empowering an employee to evade his responsibilities by seeking instructions from or approval of a superior officer or authority whom such instructions are not necessary under the scheme of distribution of powers and responsibilities.

#### **4. Employment of near relatives of the employees in institutions enjoying the Commission's patronage**

No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any institution receiving grant-in-aid from the Commission.

#### **5. Taking part in politics and elections**

No employee shall be a member of, or be otherwise associated with, any political party or any organization 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.

If any question arises whether any party or organization is a political party or organization or whether any movement or activity is political in character, the matter shall be referred to the Commission which shall decide the same.

No employee shall canvass or otherwise interface with, 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 indications of the manner in which he proposes to vote or has voted.

(ii) An employee shall not be deemed to have contravened the provisions of this sub-regulation 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.

**Explanation :** The display by an employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-regulation.

#### **6. Joining of Association by employees:**

No employee shall join, or continue to be a member of, an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.

#### **7. Demonstrations and strikes**

No employee shall—

- (i) engage himself or participate in any demonstration which is prejudicial to the interest 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 employee.

#### **8. Connection with Press or Radio**

- (i) No employee shall, except with the previous sanction of the Commission own wholly or in part, or conduct, or participate in the editing or management of, any newspaper or other periodical publication.
- (ii) No employee shall, except with the previous sanction of the Commission or the prescribed authority or in the bonafide discharge of his duties.
  - (a) Publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles, or
  - (b) participate in a radio broadcast or contribute an article or write a letter to a newspaper or periodical, either in his own name or anonymously or pseudonymously or in the name of any other person

Provided that no such sanction shall be required

- (i) if such publication is through a publisher and is of a purely literary, artistic or scientific character; or
- (ii) if such contribution, broadcast or writing is of a purely literary, artistic or scientific character.

## 9. Criticism of Commission

No employee shall, in any radio broadcast or in any document published in his own name or anonymously, pseudonifmously 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 has the effect of any adverse criticism of any current or recent policy or action of the Commission or the Government or,
- (ii) which is capable of embarrassing the relations between the Commission and the Government.

Provided that nothing in this regulation shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties to him.

## 10.....

(1) Save as provided in sub regulation (3), no employee shall, exceed with the previous sanction of the Commission give evidence in connection with any enquiry conducted by any person, committee or authority.

(2) Where any sanction, has been recorded under sub-regulation (1), no employee giving such evidence shall criticise the policy or any action of the Commission or the Government.

(3) Nothing in this regulation shall apply to—

- (a) evidence given at an enquiry before an authority appointed by the Commission, Government, Parliament or any State Legislature or
- (b) evidence given in any judicial enquiry; or
- (c) evidence given at any departmental enquiry ordered by authorities subordinate to the Commission.

## 11. Unauthorised communication of information

No employee shall, except in accordance with any general or special order of the Commission or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof information to any other employee or any other person to whom he is not authorised to communicate such document or information.

## 12. Subscription

No employee, shall, except with the previous sanction of the Commission or of the prescribed authority, ask for or accept contribution to, or otherwise associate himself with the raising of, any funds or other collection in case or in kind in pursuance of any object whatsoever.

## 13. Gifts

(1) Save as otherwise provided in these regulations, 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, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealing with the employee.

**Note (i) A Casual meal, lift or other social hospitality shall not be deemed to be gift.**

**Note (ii)** An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from universities and colleges, etc.

(2) On occasion, such as weddings, anniversaries, funerals or religious functions, when the making of a gift is in conformity with the prevailing religious or social practice, an employee may accept gifts from his near relatives but he shall make a report to the Commission. If the value of any such gift exceeds—

- (i) Rs. 500.00, in the case of an employee holding any Class I or Class II post;
- (ii) Rs. 250.00 in the case of an employee holding any Class III post; and
- (iii) Rs. 100.00 in the case of an employee holding any Class IV post.

(3) On such occasions as are specified in sub-regulation (2), an employee may accept gifts from his personal friends having no official dealing with him, but he shall make a report to the Commission if the value of any such gift exceeds—

- (i) Rs. 200.00, in the case of an employee holding any Class I or Class II post;
- (ii) Rs. 100.00, in the case of an employee holding any Class III post; and
- (iii) Rs. 50.00, in the case of an employee holding any Class IV post.

(4) In any other case, an employee shall not accept any gift without the sanction of the Commission if the value thereof exceeds—

- (i) Rs. 75.00, in the case of an employee holding any Class I or Class II post; and
- (ii) Rs. 25.00, in the case of an employee holding any Class III or Class IV post.

#### **14. Public Demonstrations in honour of employees**

No employee shall, except with the previous sanction of the Commission, receive any complimentary or validictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in the honour of any other employee:

Provided that nothing in this regulation shall apply to-

- (i) a farewell entertainment of a substantially private and informal character held in honour of an employee or any other employee on the occasion of his retirement or transfer or any person who has recently quit the service of the Commission, or
- (ii) the acceptance of simple and inexpensive entertainments arranged by public bodies or institutions.

**Note:** Exercise of pressure or influence of any sort on any employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character, and the collection of subscriptions from Class III or Class IV employees under any circumstances for the entertainment of any employee not belonging to class III or Class IV, is forbidden.

#### **15. Private Trade or employment**

(1) No employee shall, except with the previous sanction of the commission, engage directly or indirectly in any trade or business or undertake any other employment.

Provided that an employee may, without such sanction, undertake honorary work of a 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 Commission.

**Explanation:** Canvassing by an employee in support of the business of insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-regulation.

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

(3) No employee shall without the previous sanction of the Commission, 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, 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 of the University Grants Commission may take part in the registration, promotion or management of :

- (i) A literary, scientific, or charitable society or of a company, club or similar organisation the aims and objects of which relate to promotion of sports, cultural or recreational activities, registered under the Society Registration activities, Registration Act, 1960 (21 of 1860) or the Companies Act, 1956 or any other law for the time being in force\*

“Provided that an employee of the UGC may, without such sanction-

- (i) undertake honorary work of social or charitable nature or
- (ii) undertake occasional work of a literary, artistic or scientific character, or
- (iii) participate in sports activities as amateur subject to the condition that in all the cases his official duties do not thereby suffer. He shall not undertake or shall discontinue, such work of activity, if so directed by the Commission.”
- \* (iv) A Cooperative society substantially for the benefit of the employees registered under the cooperative society act, 1912 (2 of 1912) or any other law for the time being in force.

(4) Unless otherwise provided by general or special orders of the Commission, no employee of the Commission may accept any fee for any work done by him for any private or public body or any private person without the sanction of the prescribed authority.

**Explanation:** The term ‘fee’ used here shall have the meaning assigned to in “Fundamental Rule 9(6A)”.

16. Investment lending and borrowing:

- (1) No employee shall speculate in any stock share or other investment.

**Explanation:** Frequent purchase or sale or both, of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-regulation.

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

(3) If any question arises whether any transaction is of the nature referred to in sub-regulation (1) or sub-regulation (2), the matter shall be referred to the Commission which shall decide the same.



(4) No employee shall, save in the ordinary course or business with a bank or a firm of a standing duty authorised 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 within the local limits of his authority or with whom he is likely to have official dealing, or otherwise place himself under any pecuniary obligation to such person, or

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

Provided that an employee may give to, or accept from, a relative or a personal friend, a purely temporary loan of a small amount free of interest, or operate a credit account with a bona-fide trades man, or make an advance of pay to his private employee.

Provided further that nothing in this sub-regulation shall apply in respect of any transaction entered into by an employee with the previous sanction of the Commission.

#### 17. Insolvency or habitual indebtedness

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any 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 proceeding to the Commission.

Notes: The burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise of ordinary diligence, the employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

#### 18. Movable, Immovable and Valuable Property

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

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

**Note** (1) Sub-regulation (1) shall not ordinarily apply to Class-IV employees but the Commission may directly shall apply to any such employee or class of such employees.

(2) The values of items of movable property worth less than Rs. 1,000 may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books etc., need not be included in such return.

(3) Every employee who is in service on the date of the commencement of these regulations shall submit a return under this sub-regulation on or before such date as may be specified by the commission after such commencement.

- (2) No employee shall, except with the previous knowledge of the prescribed authority, 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.

Provided that the previous sanction of the prescribed authority shall be obtained by the employee if any such transaction is—

(i) with a person having official dealings with the employee; or

(ii) otherwise than through a regular or reputed dealer.

- (3) Every employee shall report to the prescribed authority every transaction entered into by him either in his own name or in the name of a member of his family in respect of movable property, if the value of such property exceeds Rs. 2,000.00-1,000.00 in the case of an employee holding Class III or Class IV post:

Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is :—

(i) with a person having official dealing with the employee; or

(ii) otherwise than through a regular or reputed dealer.

- (4) The Commission or the prescribed authority may, at any time, by general or special order, require an employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so required by the Commission or by the prescribed authority, include the details of the means by which, or the source from which, such property was acquired.

- (5) The Commission may exempt any category of employees belonging to Class III or Class IV, from any of the provisions of this regulation except sub-regulation (4).

**19. (1) Vindication of acts and character of employees**

No employee shall, except with the previous sanction of the Commission have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse or criticism or an attack of a defamatory character.

- (2) Nothing in this regulation shall be deemed to prohibit any employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the prescribed authority regarding such action.

**20. Canvassing of non-official or other influence**

No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Commission.

- (1) No employee shall enter into or contract a marriage with a person having a spouse living, and
- (2) No employee having a spouse living shall enter into, or contract, a marriage with any person;

provided that the Commission may permit an employee to enter into, or contract, any such marriage as is referred to in clause (1) or clause (2) if it is satisfied that-

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

**22. Consumption of intoxicating drink and drugs**

An 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) take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drink or drug;
- (c) not appear in a public place in a state of intoxication;

(d) not habitually use any intoxicating drink or durg to excess.

### **23. Interpretation**

If any question arises relating to the interpretation of these regulations, it shall be referred to the Commission, which shall decide the same.

### **24. Delegation of Powers**

The Commission may, by general or special order, direct that any power exercisable by it under these regulations (except the powers under regulation 23 and this regulation) 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.