

CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE
TUMKUR ROAD BANGALORE-560 022.

CONDUCT, DISCIPLINE AND APPEAL RULES

1. A. SHORT TITLE

- 1.01 These Rules are called the Central Manufacturing Technology Institute Conduct, Discipline and Appeal Rules or CMTI (C D & A) Rules in short.
 1.02 They shall come into force with effect from 1st July, 1983.

1. B. APPLICATION

These Rules shall apply to all employees including those on contract service but excluding those who are covered by the Standing Orders of the Institute framed under the Industrial Employment (Standing Orders) Act, 1946, as amended from time to time.

2. DEFINITIONS

- 2.01 In these Rules, unless the context otherwise requires.
 2.02 "EMPLOYEE" means any person employed in the Institute other than persons engaged on casual basis and or those who are covered under the Standing Orders framed under the Industrial Employment (Standing Orders) Act, 1946 as amended from time to time.
 2.03 "INSTITUTE" means the Central Manufacturing Technology Institute, Tumkur Road, Bangalore-560 022 and include any Division, Centre, Department, Section and Administrative Offices and Services Centres of CMTI and Centres under the Control of CMTI, wherever they are situated.
 2.04 "GOVERNING COUNCIL" means Governing Council of Central Manufacturing Technology Institute Society and includes any Committee thereof.
 2.05 "PRESIDENT" means the President of the CMTI Society.
 2.06 "COMPETENT AUTHORITY" means President in relation to the Director of the Institute and in relation to other employees Director or his nominee/delegate unless and otherwise specifically mentioned in these rules.
 2.07 "GOVERNMENT" means Government of India.
 2.08 "PREMISES" means and includes the entire physical area of the land (built upon and vacant) on which the Institute stands and include ancillary buildings, installations, pump house, canteen, wells, storage places (enclosed or open), guest house, Hostel, staff quarters, fencing and other buildings situated in Bangalore or in other places in India. The entire land area belonging to the Institute at Tumkur Road, Bangalore and wherever situated shall be considered as "PREMISES" for the purpose of these Rules. Further the Premises includes Institute vehicle also.
 2.09 "FAMILY" in relation to an employee includes:
 i) the wife or husband as the case may be, of the employee, whether residing with him/her 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 Competent Court.
 ii) Sons or daughters or step-sons or step-daughters of the employee or any other person wholly dependent on him/her.
 2.10 In these Rules the masculine shall include the feminine, the singular the plural where the context so admits therein.

3. GENERAL

- 3.01 Every employee shall at all times:
- i) maintain absolute integrity;
 - ii) maintain devotion to duty;
 - iii) conduct himself in a manner conducive to the best interest of the Institute and
 - iv) do nothing which is unbecoming of an employee of the Institute or is prejudicial to the interest of the Institute.
- 3.02 Every employee shall take all possible steps to ensure the integrity and devotion to duty of all employees including the employees for the time being under his control and authority.

4. MOVABLE, IMMOVABLE AND VALUABLE PROPERTY

- 4.01 Every employee should on first appointment in the Institute's service and thereafter on the first of January of the succeeding year submit a return in the form Annexure I of immovable properties owned, acquired or inherited by him or held by him on lease or mortgages either in his own name or in the name of any member of his family or in the name of any other person on his behalf. However, in the event of no change in the list of immovable property mentioned above, no return need be filed by the employee.
- 4.02 The Competent Authority, may, at any time, require an employee to submit within a reasonable period specified in an order, a Complete statement of immovable or movable property held or acquired by him or by any member of his family after his appointment in the Institute as may be specified in the Order. Such statement shall, if so required by the Competent Authority, include details of the means by which or the source from which such property was acquired.
- 4.03 Every employee shall report to the Competent Authority every transaction concerning movable property owned or held by him in his own name or in the name of a member of his family, if the value of such property exceeds Rs.2,500/-.
- 4.04 Every employee shall submit a report (in Annexure II) to the Competent Authority (for taking out Insurance Policy, in case the annual policy premium exceeds Rs.2,500/- or one sixth of the total annual emoluments received by the employee, whichever is more.
- 4.05 Whenever an employee acquires or disposes of any immovable property by lease, mortgages, purchase, sale, gift, or otherwise in his own name or in the name of any member of his family he should inform the Competent Authority of the Institute.

5. PRIVATE TRADE OR EMPLOYMENT

- 5.01 No employee shall, except with the previous sanction of the Competent Authority, engage directly or indirectly in any trade, business or occupation or undertake any other employment for remuneration or otherwise. Provided that an employee may, without such sanctions undertake honorary work of a social or charitable nature or occasional work of a literary or artistic character, subject to the condition that his official duties do not thereby suffer.
- 5.02 Every employee shall report to the Competent Authority if any member of his family is engaged in a trade or business or own or manage an Insurance Agency or Commission Agency etc.
- 5.03 No employee shall, without the previous sanction of the Competent Authority, except in the discharge of his official duties, take part in the registration, promotion or management of any

bank, firm, co-operative society, chit fund or an establishment 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 may take part in the registration, promotions or management of a Consumer/House building Co-operative Society substantially for the benefit of CMTI employees registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force, or of a literary, Scientific or charitable society/trust registered under the Societies Registration Act 1860 (2 of 1860) or any corresponding law in force.

- 5.04 No employee shall accept any fee or any pecuniary advantage for any work done by him for any public body or any private person without the sanction of the Competent Authority.

6. **CONNECTION WITH PRESS OR RADIO OR TELEVISION**

- 6.01 No employee shall, except with the previous sanction of the Competent Authority, own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publication.

- 6.02 No employee shall, except with the previous sanction of the Competent Authority or in the bonaefide discharge of his duties, participate in a radio broadcast / telecast or contribute any article or write any letter either in his own name or anonymously, pseudonymously or in the name of any other person to any newspaper or periodical.

7. **UNAUTHORISED COMMUNICATION OF INFORMATION**

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

EXPLANATION: Quotation by an employee (in his representation to any Competent Authority) of or from any letter, circular or office memorandum or from the notes on any file, to which he is not authorised to have access, or which he is not authorised to keep in his personal custody or for personal purposes, shall amount to unauthorised communication of information within the meaning of this clauses.

8. **VINDICATION OF OFFICIAL ACTS**

No employee shall, except with the previous sanction of the Competent Authority, have recourse to any court or to the press for vindication of any official act which has been the subject of adverse criticism or any act of defamatory character; provided that nothing in this clause shall be deemed to preclude an employee from vindicating his private character or any act done by him in his personal capacity.

9. **RESTRICTION FOR TAKING PART / IN POLITICAL ORGANISATION**

No employee shall take part in, or associate himself with or subscribe to or in aid of or otherwise assist in any way a political organization or its activities.

10. **INVENTIONS**

- 10.01 Any discovery, invention or improvement what so ever relating to any process or method of any appliance or plant available for manufacture is carried on or experimented upon or made by an employee, while in the services of the Institute or in any firm or Company in which processes, method or discovery etc the Institute has any interest direct or indirect, shall forthwith be communicated to the Institute and it shall be the property of the Institute. It shall not be divulged to any other person other than the Institute either during his service in the Institute or on leaving the same. The employee shall furnish, at the request and expense of the Institute, all particulars thereof and if required, but not otherwise, shall apply for all letters and rights in India or elsewhere and give assignments and transfers to the Institute or its nominee as may be considered necessary.
- 10.02 Letter of patent, if any, taken out, shall belong to the Institute; the remuneration, if any, payable to any employee for any such invention shall be at the discretion of the Institute.

11. **GIFTS**

- 11.01 An employee receiving gifts from individual is or business houses valued over Rs. 100/- must declare them to the Competent Authority. If the value of such gifts is less than Rs. 450/- such gifts may be retained by the employee. In the event the value of the gifts is more than Rs. 450/- such gifts shall be deposited with the Institute and receipt obtained thereof.
- 11.02 No employee shall accept hospitality from any individual or business houses having official dealing with him or the Institute. Where acceptance of hospitality cannot be avoided by force of circumstances, such hospitality received shall be declared by the employee to the Competent Authority.

12. **INSOLVENCY AND HABITUAL INDEBTEDNESS**

An employee shall so manage his private affairs as avoid habitual indebtedness or insolvency. An employee against whom any legal proceedings is instituted for the recovery of any debt due for him or for adjudging him as an insolvent, shall forthwith report the full facts of the legal proceedings to the Institute.

NOTE: The burden of proving that the insolvency or indebtedness was the result of the 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.

13. **EXERTING NON-OFFICIAL OR OTHER INFLUENCES**

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

14. **EMPLOYMENT OF NEAR RELATIVES OF THE EMPLOYEES OF THE INSTITUTE IN ANY ORGANISATION HAVING BUSINESS RELATIONSHIP WITH THE INSTITUTE.**

No employee shall use his position or influence directly or indirectly to secure employment for any person related whether by blood or marriage to the employee or to the employees' spouse, whether such a person is dependent or not on the employee.

15. **JOINING OF ASSOCIATION BY EMPLOYEES**

No employee shall join, or continue to be a member of an Association / Union the objects or activities of which are prejudicial into the interest of the sovereignty and integrity of India or Public Order or morality.

16. **TAKING PART IN DEMONSTRATION AND STRIKE**

16.01 No employee shall 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

16.02 Resort to or in any way abet any form of illegal strike / gherao / or coerce in connection with any matter pertaining to his services or the service of any other employee of the Institute or the working of the Institute.

17. **CRITICISM OF GOVERNMENT AND THE INSTITUTE**

No employee shall, in any broadcast / telecast or in document published under his name or in the name of any other person or in any communication to the press, or in any public utterances, make any statement:

- i) Which has the effect of adverse criticism of any policy or action of the Central or State Government or of the Institute; or
- ii) Which is capable of embarrassing the relations between the Institute and the public – provided that nothing in this clause shall apply to any statement made or views expressed by an employee of purely factual nature which are not considered to be of confidential nature in his official capacity or in due performance of the duties assigned to him.

Provided further that nothing contained in this clause shall apply to bonafide expression of views by him as an office-bearer of an association recognised by the Institute for the purpose of safe-guarding the conditions of service of such employees or for securing any improvement thereof.

18. **EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY**

18.01 Save as provided in sub-clause 18.03 below no employee shall, except with the previous sanction of the Competent Authority, give evidence in connection with any enquiry conducted by any person, committee or authority.

18.02 Where any sanction has been accorded under sub clause 18.01 above, no employee giving such evidence shall criticize the policy or any action of the Central or State Government or the Institute.

18.03 Nothing in this clause shall apply to:

- i) Evidence given at any enquiry before an authority appointed by the Government, Parliament, or a State Legislature or the Institute;
- ii) Evidence given in any judicial enquiry; or
- iii) Evidence given at any departmental enquiry ordered by the authorities subordinate to the Government or the Institute.

19. **INVESTMENT, LENDING AND BORROWING**

- 19.01 No employee shall speculate in any stock, share or other investment or make or permit any member of his family or 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.
- 19.02 No employee shall, save in the ordinary course of business with a Bank, Unit Trust of India or the Life Insurance Corporation or a Firm of Stating borrow money from or lend money to or otherwise place himself under pecuniary obligation to any person with whom he has or is likely to have official dealings or permit any such borrowing, lending or pecuniary obligation in his name or for his benefit or for the benefit of any member of his family.

20. **BIGAMUS MARRIAGE**

- 20.01 No employee shall enter into, or contract for a marriage with a person having a spouse living; and
- 20.02 No employee having a spouse living, shall enter into, or contract a marriage with any person; Provided that the competent Authority may permit an employee to enter into, or contract any such marriage as is referred to above, if he is satisfied that:- such marriage is permissible under the laws applicable to such employee and the other party to the marriage.
- 20.03 An employee who has married, or marries a person other than of Indian Nationality, shall forthwith intimate the fact to the Competent Authority.

21. **CONSUMPTION OF INTOXICATING DRINKS AND DRUGS**

- An employee of the Institute shall;
- i) 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;
 - ii) Not to 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;
 - iii) Refrain from consuming any intoxicating drink or drug in a public place;
 - iv) Not appear in a public place in a state of intoxication;
 - v) Not use any intoxicating drink or drug to excess.

EXPLANATION: For the purpose of this Rule, 'Public Place' means any place or premises (including clubs, even exclusively meant for members where it is permissible for the members to invite non-members as guests, bars and restaurants, conveyance) to which the public have been / or are permitted to have access, whether on payment or otherwise.

22. **DEALING WITH FOREIGNERS, FOREIGN MISSIONS ETC:**

22.01 **CONTACT WITH NATIONALS OF FOREIGN COUNTRIES:**

Employees are forbidden from disclosing any matter of security and/are required to practice restraint in their contacts with Foreign Nationals. They should also avoid over patronisation and indiscriminate and frequent acceptance of hospitality particularly of an informal nature from Foreign nationals or Indian nationals employed by Foreign Missions.

22.02 OFFICIAL AND SOCIAL CONTACTS:

Employees shall particularly ensure that the official and social contacts with representatives of other countries are limited to their appropriate official levels.

22.03 RETURN OF HOSPITALITY ACCEPTED FROM FOREIGN MISSIONS:

Diplomats are specially paid to enable them to entertain local officials; however, the executive may return the hospitality only officially with necessary sanction of the Competent Authority. The Executive shall refrain from entertaining Diplomats in their private capacity.

22.04 PUTTING UP OR STAYING WITH FOREIGN NATIONALS AS GUESTS:

- a) Employees shall not stay as guests of Foreign Nationals in India. They can, however, stay with Foreign Nationals abroad with the prior permission of the Competent Authority.
- b) Employees shall not normally invite Foreigners to stay with them as their guests in India. Residential accommodation shall not be wholly or partly let out or shared with Foreign Nationals/Members of Diplomats, Missions and their employees without prior permission of the Competent Authority.

22.05 ACCEPTANCE OF LIFTS IN AIRCRAFTS BELONGING TO FOREIGN EMBASSIES IN INDIA OR FOREIGN GOVT. ABROAD:

No employee shall accept or permit his spouse or any member of his family to accept passage money or free air transport from a Foreign Mission/Government Organisation.

Exceptional cases where humanitarian or compassionate grounds are involved, should be referred to the Competent Authority for grant of permission. There would, however, be no objection to the acceptance of the cost of passage when invited by the Foreign Governments and Organisations to participate in conferences, seminars etc. If the invitation is extended to a particular employee by name with a view to benefiting from the expertise of the employee invited. Cases of such an invitation shall be referred to the Competent Authority for its approval. In other cases, in which participation in conferences, etc., is considered desirable in the interest of the employee concerned or the Institute the cost of passage will be met by the Institute. Within a Foreign country, an employee can accept a free air transport in connection with his official duties only. When employees and their families are in a foreign country as State Guests, it would be permissible for them to accept free air transport from Foreign Government.

22.06 DISPOSAL OF IMMOVABLE/MOVABLE PROPERTY BY ERASE FROM FOREIGN NATIONALS AND TO FOREIGN NATIONALS:

Employees are forbidden to dispose off or acquire any immovable/movable property, by lease or otherwise, except with the prior sanction in writing of the competent authority. When such transaction is conducted otherwise than through a regular or a reputed dealer, prior permission of the competent authority will be necessary. Thus, in either cases, i.e., whether the transaction is by direct negotiations or through a regular dealer, the competent authority must be made known of the terms and conditions of the proposed transaction and also the party from/to whom the property is to be leased or acquired. In dealing with cases relating to disposal/acquisition by the employees of the Institute of immovable/movable property, whether by lease or otherwise, the competent authority concerned shall exercise great care where Foreign missions or their employees are concerned; such authority shall keep in mind the security angle and also ensure that the/employee does not derive undue advantage from

the transaction and thus place himself under an obligation, direct or indirect on the Foreign Mission or its employees. While employees can give reasonable publicity to the effect that their houses are available for hiring, it shall be undignified and undesirable for them to solicit offers from Diplomatic Missions or members of such missions.

22.07 PRIVATE CORRESPONDENCE:

Private correspondence with Foreign Embassies/Missions/High Commissions shall be avoided. No private or personal correspondences on matter of an official nature shall be entered into directly with the members of Foreign Missions in India.

22.08 SUPPLY OF INFORMATION TO MEMBERS OF MISSIONS AND NATIONALS OF OTHER COUNTRIES

The supply of or imparting of information to other members of Missions or to Nationals of other countries shall not be done directly or by implication by any employee as it is the responsibility of the Government of India.

It is also imperative that no information of a secret or confidential nature relating to the Institute's activities and service matter or pertaining to Defence matters shall be disclosed to a Foreign National directly or indirectly or through any other channel. If the employees are approached for any information by service advisers/Attaches/Advisers of a Foreign Country, they should be advised to contact the Institute or the concerned officers. If other members of a Foreign Mission or if National of a Foreign country approach for information, they should be advised to contact the Institute or the concerned officers as the circumstances demand.

22.09 JOINING FOREIGN LANGUAGE CLASSES:

Employees who desire to join a School or Language classes conducted by an Organisation controlled or subsidized by Foreign Government/Missions and Indo_Foreign Cultural Organisations, may join such classes, with prior permission of the competent authority.

22.10 ASSOCIATION OF EMPLOYEES WITH INDO FOREIGN CULTURAL ORGANISATIONS

Employees shall not actively participate or become members in the activities of Indo_foreign cultural Organisations such as the Indo-German Association, the Indo-Soviet Cultural Society etc.

22.11 SUPPLY AND PROCUREMENT OF FILMS/LITERATURE FROM FOREIGN MISSIONS FOR DISPLAY AMONG EMPLOYEES:

On no account whatsoever shall employees approach Foreign Missions or the Information Services of Foreign Commercial concerns or Foreign Non-Government Organisations directly for the supply of any film or literature. Where Foreign Embassies etc., send any film/Literature in their own initiative they shall return the films/literature to the Embassy etc., concerned tactfully.

23. MISCONDUCT

23.01 Without prejudice to the generality of the term 'Misconduct' the following acts of commission and commission shall constitute misconduct;

1. Breach of any provision of these Conduct Rules.

2. Wilful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his superior; willful negligence in discharge of his duties.
3. Participation and/or inciting others to participate in strikes, gheroes, go-slow and similar other agitational activities, or abetting, inciting, instigating or acting in furtherance thereof.
4. Theft, fraud, bribery or dishonesty in connection with the business or property of the Institute or of another person within the premises of the Institute or the property of any organization with which the Institute has contact or the property entrusted to the Institute or any other employee.
5. Unauthorized custody, possession and/or use of the Institute's equipment, Tools, vehicles, offices, godowns, land or any other property of the Institute.
6. Drunkenness or riotous or disorderly or indecent behavior in the premises of the Institute or outside such premises where behavior is related to or Connected with, employment of the employee or is likely to affect the image of the Institute.
7. Absence without leave or overstaying the sanctioned leave for more than 7 consecutive days.
8. Falsification of Institute's records, impersonation or forgery.
9. Furnishing false information/suppression of facts regarding name, age, father's name, qualification, ability or previous service or any matter germane to the employment at the time of employment or during the course of employment.
10. Conviction by a Court of law for any criminal offence involving moral turpitude or conviction by a Court of law for a criminal offence.
11. Wilful slowing down in performance of work or abatement or instigation thereof.
12. Possession of pecuniary resources or property disproportionate to the known sources of income by the employee or on his behalf by another person, which the employee cannot satisfactorily account for.
13. Gambling within the premises of the Institute.
14. Smoking within the premises of the Institute where it is prohibited.
15. Interference or tampering with any safety device installed or violating the safety or environmental regulations in or wilful dis-obedience of any Order expressly framed for the purpose of securing safety.
16. Collect without the permission of the competent Authority of any money within the premises of the Institute except as sanctioned by any law of the land for the time being in force or rules of the Institute.
17. Sleeping while on duty.
18. Making representations to persons or bodies outside the Institute, whether official or other wise on matters connected with the affairs of the Institute or personal grievances against the Institute
19. Making representations or sending grievance/petitions to the Government, Members of the Governing Council, Director and other Officers except through proper channel (This does not prevent submission of appeals as to the prescribed Appellate Authorities under these Rules).
20. Attending or holding meetings other than in the course of duty within the Institute's premises without prior written permission of the Competent Authority.
21. Distributing or exhibiting inside the Institute's premises any newsletters, handbills, pamphlets, posters etc. without the previous written sanction of the Competent Authority.
22. Taking or giving bribes or any illegal gratification, or indulging in corrupt practices.

23. Deliberately making false statement before a superior knowing it to be false.
24. Applying for scholarship, fellowship, travel-ship or for any training to Government or any Public Sector/Private Sector Undertakings or applying for appointment in Government/Public Sector Undertakings/Private Sector Undertakings without the written permission of the Competent authority.
25. Spreading of/encouraging casteism, regionalism or communalism.
26. Give or take or abet the giving or taking of dowry or demani, directly or indirectly from the parents or guardian of a bride or bride-groom, as the case may be, any dowry under Dowry Prohibition Act 1961 (28 of 1961) as per explanation given in the enclosed Annexure III.
27. Habitual late coming, or irregular attendance.
28. Wilful damage to or wastage of any property or asset of the Institute.
29. Absence from the employee's appointed place of work without permission or sufficient cause.
30. Purchasing property, machinery, stores etc. from or selling property, machinery, stores etc. to the Institute without express permission in writing of the Competent Authority.
31. Commission of any act subversive of discipline or of good behaviour.
32. Carrying dangerous weapons or attempting/causing bodily injury or intimidation to any body in the Institute's premises.
33. Habitual breach of any rule/ regulation applicable to the Institute.
34. Refusal to receive any official communication.
35. Habitual indebtedness and/or insolvency.
36. Sub-letting or unauthorized use of Institute's quarters without the permission of the competent authority.
37. Misuse of any amenity provided by the Institute.
38. Proxy registering of attendance or abetting in such act.
39. Acting in a manner prejudicial to the interest of the Institute.
40. Abetment of or attempt at abetment of any act which amount to misconduct.
41. Any other act or omission, which could be classified as misconduct.
42. Sexual Harassment in the premises of the Institute:
Sexual harassment for this purpose shall mean any act of physical contact and advances, demand or request for sexual favours, sexually coloured remarks, remarks showing Pornography and other physical, verbal or non-verbal conduct of a sexual nature.

NOTE:

1. The above instance of misconduct are illustrative in nature and not exhaustive.
2. The explanation "Habitual" wherever it occurs shall mean the happening of the act or omission, more than 3 times within a period of 12 months from time that the first such act or omission took place.

23.02

(A)

PUNISHMENT

An employee found and/ or proved guilty of the acts of commission or omission set out under Rule 23.01 above and committed jointly or severally shall be given any of the following punishment(s) as and by way of disciplinary action:

MINOR PUNISHMENTS:

- a. Warning
- b. Withholding of promotion
- c. Withholding of increment with or without cumulative effect
- d. Recovery from pay or such other amount as may be due to him of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders.

MAJOR PUNISHMENTS:

- e. Reduction to a lower grade or post or to a lower stage in a time scale of pay for specified period with further directions as to whether or not the employee shall earn increment of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the further increments of his pay.
- f. Discharge from service which shall not be a disqualification for future employment
- g. Dismissal
- h. Compulsory Retirement.

Explanation:

- The following shall not amount to a punishment within the meaning of this Rule;
- i) with holding of increment of an employee for failure to pass a prescribed test or examination;
 - ii) stoppage of an employee at the efficiency bar in a time scale, on the ground of his unfitness to cross the bar;
 - iii) non-promotion, whether in an officiating capacity or otherwise, of an employee to a higher post for which he may be eligible for consideration of his case;
 - iv) reversion to a lower grade or post of an employee officiating in a higher grade or post on the ground that he is considered, after trial, to be unsuitable for such higher grade post or on administrative grounds unconnected with his conduct;
 - v) reversion to his previous grade or post of an employee appointed on probation to another grade or post during or at the end of the period of probation in accordance with the terms of his appointment;
 - vi) Termination of service:
 - a. of an employee appointed on probation during or at the end of the period of probation/extended period of probation in accordance with the terms of his appointment;
 - b. of an employee appointed in a temporary capacity on the expiration of the period for which he was appointed or earlier in accordance with the terms of his appointment;
 - c. of an employee appointed under a contract or agreement in accordance with the terms of such contract or agreement;
 - d. of any employee due to reduction of staff;
 - e. of any employee who has been absorbed in a regular post may be terminated by the competent authority without assigning any reason if his services are no longer required by the Institute, by giving 30 days notice or by payment of salary at the basic pay plus dearness allowance for a like period in lieu of notice.

23.02 (B) i)

- The Institute shall specify from time to time the authorities who are competent to impose the various punishments under these Rules, vide Annexure IV.
- ii) Any higher authority than the one specified by the Institute may impose any of the punishments that the lower authority is competent to inflict.
 - iii) If in case a higher authority has to impose any punishment or has declined to impose any punishment it shall act as a bar on the lower authority initiating fresh disciplinary proceedings for the same misconduct.

23.03 DISCIPLINARY ACTION PROCEDURE

- i) No punishment shall be imposed unless the employee is informed in writing of the alleged acts of omissions and commissions.
- ii) The employee shall be given a reasonable time of not less than seven days to file a written statement to the charge (which charge notice shall contain the allegation based on which the charge have been framed).
- iii) When a charge has not been admitted, an enquiry shall be conducted before awarding punishments except in case of Minor punishments as under Clause 23.02(A).
- iv) While conducting an enquiry, the following procedure shall be followed:
 - a) An employee shall be given reasonable notice of the date and time and venue of the enquiry.
 - b) The oral statement of the employee if any, at the time of enquiry shall be reduced in writing.
 - c) The witnesses to prove the acts of omissions and commissions shall be examined in the presence of the employee and the employee shall be given an opportunity to cross examine the witnesses, except in case of ex-parte proceedings.
 - d) The employee shall be given a reasonable opportunity to defend himself and to examine witnesses if any, on his behalf. The delinquent shall be entitled to avail the assistance of a co-employee to defend him in such enquiry.
 - e) In awarding punishment, the punishing authority may take into account the gravity of the acts of omissions and commissions, the previous records of the employee and or any other extenuating or aggravating circumstance that may exist.
 - f) A copy of the final orders in a disciplinary case shall be supplied to the employee. If the order passed is appealable, it should be indicated in the order as to the authority to whom the appeal shall lie and time within which such an appeal shall be filed.

23.04

GENERAL:

- (A) Notwithstanding anything contained in Rule 23.03 above, the Competent Authority may decide to discharge the employee from the services of the Institute under the terms of appointment or for any other reasons in the interest of the Institute and for which an enquiry is not necessary.
- (B) ACTION AGAINST EMPLOYEES ON RETIREMENT:
 - a. A departmental Proceeding if instituted while the employee was in service whether before his retirement or during his re-employment, shall even after the final retirement of the employee be continued and concluded by the authority by which it was commenced in the same manner as if the employee has continued in service.
 - b. If an employee on retirement is to be paid any amount including Gratuity it shall be authorized for payment only after the conclusion of proceedings and issue of final orders thereon.
 - c. A department proceeding against a finally retired employee can also be instituted in respect of an event which took place not more than 4 years before such institution.
 - d. The Competent Authority has the right of withholding or withdrawing and/or ordering recovery from the individual or from any amount or any payment due to him from the Institute of the whole or part of any pecuniary loss

caused to the Institute, if, in any departmental or judicial proceeding the retired employee is found guilty of misconduct or negligence during the period of his service including service rendered upon re-employment after retirement.

23.05

SUSPENSION AND SUBSISTENCE ALLOWANCE:

(A) SUSPENSION:

Where a disciplinary proceeding against an employee is contemplated or is pending or where criminal proceedings against him in respect of any offence are under investigation or trial and the Competent Authority is satisfied that it is necessary or desirable to place the employee under suspension he may, by order in writing suspend the employee pending enquiry, trial, investigation, final decision, with effect from such date as may be specified in the order. A statement setting out in detail the reasons for such suspension shall be sent to the employee within seven working days from the date of suspension.

(B) SUBSISTENCE ALLOWANCE:

An employee who is placed under suspension under Clause (A) shall during the period of such suspension be paid a subsistence allowance at the following rates namely:

- (1) Where the enquiry contemplated or pending is departmental, the subsistence allowance shall for the first three months from the date of suspension be equal to 50% of basic pay, and dearness allowance to which the employee would have been entitled to if he was on duty.
- (2) Where the period of suspension exceeds three months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of three months as follows:
 - i) the amount of subsistence allowance may be increased by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of first three months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the employee;
 - ii) the amount of subsistence allowance may be reduced by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of first three months; if in the opinion of the said authority, the period of suspension has been prolonged due to reasons to be recorded in writing directly attributable to the employee;
 - iii) the rate of dearness allowance will be based on the increased or, as the case may be, the decreased amount of subsistence allowance admissible under sub-clause(i) and (ii) above.
- (3) The payment of subsistence allowance under the Rule shall be subject to the employee concerned not taking up any employment during the period of suspension and furnishing a certificate to that effect.
- (4) When an order of dismissal is passed under this clause on the employee he shall be deemed to have been absent from duty during the period of suspension and shall not be entitled to

any remuneration for such period and the subsistence allowance paid to him shall not be recovered.

- (5) If on the conclusion of his enquiry or as the case may be, of the criminal proceedings, the employee has been found to be not guilty of any of the charges framed against him, he shall be deemed to have been on duty during the period of suspension and shall be entitled to the same salary as he would have received if he had not been placed under suspension after deducting the subsistence allowance paid to him for such period.
- (6) Where the enquiry is by an outside agency or, as the case may be, where criminal proceeding against the employee are under investigation or trial, the subsistence allowance shall, for the first three months from the date of suspension, be equal to 50% of his basic pay, and dearness allowance to which the employee would have been entitled if he was on leave. If such enquiry or criminal proceedings get prolonged and the employee continues to be under suspension for a period exceeding three months, the subsistence allowance shall for such period be not exceeding 50% of the subsistence allowance admissible during the period of first three months subject to the conditions as laid down in clause 23.05(B) (2).

23.05

ATTENDANCE DURING SUSPENSION PERIOD:

- (C) During the period of suspension the employee shall not leave the station (place of duty) without written permission of the Competent Authority; and if required be present to mark his daily attendance before the authority for doing so.

24

COMMON PROCEEDINGS:

Where two or more employees are concerned in a case, the authority competent to impose a punishment on all such employees may make an order directing that disciplinary proceedings against all of them may be taken in a common proceedings and the specified authority may function as the inquiring authority for the purpose of such common proceedings.

25

SPECIAL PROCEDURE IN CERTAIN CASES

Notwithstanding anything contained in clause 23.03 the Competent Authority may impose any of the punishments specified in Rule 23.02(A) in any of the following circumstances:

- i) the employee has been convicted on a criminal charge by a Court of Law.
- ii) Where the Competent Authority is satisfied for reasons to be recorded by it in writing it is not reasonably practicable to hold an enquiry in the manner provided in these rules or
- iii) Where the Competent Authority is satisfied that in the interest of the security of state or the Institute it is not expedient to hold any enquiry in the manner provided in these Rules.

26 OFFICERS ON DEPUTATION FROM THE CENTRAL GOVERNMENT OR THE STATE GOVERNMENT ETC.

- 26.01 Where an order of suspension is made or disciplinary proceedings are taken against an employee who is on deputation to the Institute from the Central or State Government or another Public Sector Undertaking or a local authority, the authority lending his services (hereinafter referred to as the "Lending Authority") shall forthwith be informed of the circumstances leading to the order of his suspension or the commencement of the disciplinary proceeding as the case may be
- 26.02 In the light of the findings in the disciplinary proceedings taken against the employee:
- a) If the Competent Authority is of the opinion that any of the punishments should be imposed on him, it may pass such orders on the case as it deems necessary after consultation with the Lending Authority provided that in the event of a difference of opinion between the Competent and the Lending Authorities the Services of the employee shall be placed at the disposal of the Lending Authority.
 - b) If the Competent Authority is of the opinion that any of the punishment specified in sub-clause (e) to (h) of Rule 23.02 (A) should imposed on him, it should replace his services at the disposal of the Lending Authority and transmit into it the proceedings of the enquiry for such action as it deems necessary.
- 26.03 If the employee submits an appeal against an order imposing any of the punishment on him under sub-rule 26.02(a) it will be dispose after consultation with the Lending Authority, provided that if there is a difference of opinion between the appellate authority and the Lending Authority the services of the employee shall be placed at the disposal of the Lending Authority and the proceedings of the case shall be transmitted to that authority for such action as it deems necessary.

27 APPEALS

- 27.01 An employee may appeal against an order imposing upon him any of the punishment specified in clause 23.02(A) or against the order of suspension referred to in clause 23.05. The appeal shall lie to the Competent Authority specified from time to time (Vide Annexure IV).
- 27.02 An appeal shall be preferred within 30 days from the date of communication of the order appealed against. The appeals shall be addressed to the Appellate Authority and submitted to the authority whose order is appealed against. The authority whose order is appealed against shall forward the appeal together with the comment and the records of the case to the Appellate Authority within 15 days. The employee is not entitled to a personal hearing before the Appellate Authority. The Appellate Authority shall consider the grounds of plea and pass appropriate orders within three months of the date of the appeal. The Appellate Authority may pass order confirming, enhancing, reducing or setting aside the punishment or remitting the case to the authority which imposed the punishment or

to any other authority with such direction as it may deem fit in the circumstances of the case. Provided that if the enhanced punishment which the Appellate authority proposes to impose is a Major Punishment specified in Clause 23.02(A) and an enquiry is provided in Clause 23.03 has not already been held in the case, the Appellate Authority shall direct that such an enquiry be held in accordance with the provisions of Clause 23.03 and thereafter consider the enquiry and pass such orders as it may deem proper. If the Appellate Authority decides to enhance the punishment but an enquiry has already been held as provided in Clause 23.03 the Appellate Authority shall give a show cause notice to the employee as to why the enhanced punishment should not be imposed upon him. The Appellate authority shall pass the final order after taking into consideration the reply if any, submitted by the employee.

28 MODE OF SERVICE OF DOCUMENTS

Every order, notice and other process made or issued under this Rule shall be served in person on the employee concerned or if the employee is not attending duty or is under suspension, by Registered Post, with Acknowledgement Due/Messenger, to the last address available on the Institute's records. If the Registered letter with Acknowledgement Due is returned undelivered, the service shall be deemed to have been effected on the third day of its dispatch by the Institute.

29 SUPPLEMENTARY PROVISIONS

The Competent Authority will have the right to hold or institute independent enquires in respect of any misconduct or review any order which is made or is appealable under these Rules after calling for the records of the case and after consultation with the Competent Authority concerned where such consultation, in his opinion, is necessary and pass such other orders as he deems fit, provided that an order imposing or enhancing punishment shall not be passed unless the employee concerned has been given an opportunity of making any representation which he may wish to make against such punishment.

30

SAVINGS

- 30.01 An appeal pending at the commencement of these Rules against order made before the commencement of these Rules shall be considered and orders thereon shall be made in accordance with these Rules.
- 30.02 The proceedings pending at the commencement of these Rules shall be continued and disposed off as for as may be in accordance with the provisions of these Rules, as if such proceedings under these Rules.
- 30.03 Any misconduct, etc. committed prior to the issue of these Rules which was a misconduct under the superseded Rules shall be deemed to be a misconduct under these Rules.

31

POWER TO RELAX TIME LIMIT AND TO CONDONE DELAY

Save as otherwise expressly provided in these Rules, the authority competent under these Rules to make any order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these Rules or condone any delay.

32

ANTECEDENTS

- a) No person who has been dismissed from the service of any Institution under Government (Central or State) or a Govt. Company/or who has been convicted by a Criminal Court for an offence involving moral turpitude is eligible for appointment in the Institute.
- b) In the event of the Institute coming to know subsequent to the appointment of an employee his antecedents which would have made him ineligible for employment under sub-clause (a) above his services shall be liable to be terminated without any notice at any time.

33

REMOVAL OF DOUBTS

Where doubt arises to the interpretation of any of these Rules, the matter shall be referred to the Governing Council whose decision shall be final.

34

AMENDMENT

The Governing Council may amend, modify, alter or add to these Rules, from time to time, and all such amendments modifications, alterations or additions shall take effect from the date stated therein and be binding on the employee.

THE DOWRY PROHIBITION ACT 1961
(No.28 of 1961)

Rule 2 “DEFINITION OF DOWRY”

In this Act, “Dowry” means any property or valuable security given or agreed to be given either directly or indirectly:-

- a) by one party to a marriage to the other party to the marriage or
- b) by the parents of either party to a marriage or by any other person, to either party to a marriage or to any other person:

at or before or after the marriage as consideration for the marriages of the said parties, but does not include dower or mahr in the case of persons to whom the Muslim Personal Law (Shariat) applies.

EXPLANATION I

For the removal of doubts, it is hereby declared that any presents made at the time of a marriage to either party to the marriage in the form of cash, ornaments, clothes or other articles, shall not be deemed to be dowry within the meaning of this section, unless they are made as consideration for the marriage of the said parties.

EXPLANATION II

The Expression “Valuable Security” has the same meaning as in section 30 of the Indian Penal Code.

CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE

Tumkur Road : Bangalore 560 022.

AMENDMENT TO CDA RULES

After Clause 29, the following clauses may be inserted as Clause 29A and 29B.

29A. The age of superannuation/retirement of an employee shall be 58 years.

29B. Compulsory Retirement scheme for group A & B category of employees.

I. OBJECT:

Especially in an R & D Organisation like this Institute, there should be a system of performance and the importance of weeding out the inefficient, corrupt and medically unfit official of the Institute before they attain the superannuation age of 58 years for efficient working of the Institute is quite essential. This is also in accordance with clause 3.01 & 3.02.

II. APPLICABILITY:

This rule applies to only Group A and B category of employees who have attained the age of 50 years or have completed 30 years of service whichever is earlier and is considered to be medically unfit, inefficient or of doubtful integrity.

III. DEFINITION:

- a) Inefficiency: Inefficiency would be evaluated on the basis of the Appraisal Reports. An employee, who has secured consecutively 40% and less for three years in his Appraisal Reports, may be deemed as a fit case for premature retirement.
- b) Doubtful integrity: An employee who gets an adverse comment consecutively for three years on his integrity in his Appraisal Report would be recommended for premature retirement.
- c) Medical Unfitness:
 - i) If an employee has been continuously on leave on medical grounds for a period of 12 weeks (including Saturdays, Sundays and Holidays) or he has been on leave for reasons of sickness for a total period of 120 days (including Saturdays, Sundays and Holidays) or more during a continuous period of six months or if a person though attending duties but is found to be mentally deranged, Director or Director incharge may refer him to a medical board for his thorough medical check-up and reports:-
 - The disease he is suffering from;
 - Whether it is curable or incurable;
 - Whether the disease is infectious/contagious;
 - In case of curable disease whether the person is likely to be fit to resume his normal duties within a period of 12 months.
 - ii) If the person is not fit to resume his duties within a period of 12 months and in cases of employees suffering from incurable and infectious/contagious disease or suffering from lunacy or mental derangement and whose services cannot be utilized by the Institute or whose attendance is likely to pose health hazard to others as may be certified by the medical board, premature (on recommendations of Director/Director in charge) retirement will be considered by the competent authority.
 - iii) Appraisal Reports of these employees who have been graded as 40% or less or whose integrity has been considered doubtful, will be put up together every year

to the Director, if such reports have not otherwise been put up to him as reviewing officer or as higher authority.

IV COMPETENT AUTHORITY:

The competent authority for pre mature retirement in the case of group 'A' employees up to the level of Posts the maximum of the scale of which is Rs. 4,500/- or less will be the Director and in other cases will be President of the Governing Council and in the case of Group 'B' employees, will be the Director or his nominee/delegate.

V PROCEDURE AND GUIDELINES:

- a) A Committee shall be constituted by the Director consisting of a Joint Director, Head of Administration, FA & CAO and the Departmental Head of the employee concerned and the case of employee should be referred to such a committee whether the employee concerned should be retired from service or whether he should be retained in service as per Rules.
- b) The competent authority shall take further action on the recommendation of the committee.
- c) In case the competent authority, after the relevant review, comes to the conclusion that the employee is not being retained in the Post, a notice in the prescribed form should be served as in annexure V and VI by the Director. The premature retirement shall take place after the employee attains the specified age or has completed 30 years of service as the case may be. In short, notice can be given before the employee attains the age of 50 years/completes 30 years of service as the case may be but not less than 3 months before the date on which he is required to retire. In case of short fall of 3 months notice pay and allowances in lieu of such short fall in notice will have to be paid. While computing the notice period of not less than 3 months referred to above, the date of service of the notice and date of its expiry shall be excluded.
- d) An employee who has been served with a Notice/Order of premature retirement under the provisions mentioned above, may submit a representation within three weeks from the date of service of such notice/order to the Director of the Institute. On receipt of a representation, the Director should examine the same to see whether it contains any new facts or any new aspect of a fact already known but which was not taken into account at the time of issue of Notice/Order of premature retirement. This examination should be completed within two weeks from the date of receipt of the representation. After such examination, the case should be placed before the committee constituted for the purpose for reconsideration. The committee after reconsidering the representation shall make its recommendations on the representation within two weeks from the date of receipt of the reference to the Appellate Authority (i.e. President in the case of 'B' category employees and the Governing Council in the case of 'A' category employees). The Appellate Authority which is empowered to pass final orders on the representation should pass the orders within three weeks from the date of receipt of recommendation of the committee on such representation.
- e) If in any case, it is decided to reinstate a premature retired employee in service after considering his representation the period intervening between the date of premature retirement and the date of reinstatement may be regulated by the authority ordering reinstatement as duty or as leave or dies-non as the case may be, taking into account the merits of each case. If the date of superannuation of the employee has already arrived or had passed, the authority empowered to pass final orders may at his discretion reinstate the superannuated employee notionally with effect from the date of compulsory retirement and treat the

period up to the date of superannuation, as duty, or leave or dies-non as may be considered by the Competent Authority under this rule.

VI BENEFITS UNDER THE SCHEME:

In accordance with the compulsory retirement scheme, an employee who is prematurely retired will be entitled to the following benefits:

- i) pay for the notice period of three months as may be applicable to him under his terms and conditions of service, plus leave salary for unavailed earned leave. The quantum of leave salary will not exceed the maximum limit to which earned leave can be accumulated under the Leave Rules applicable to the employees.
- ii) Full Provident Fund contribution of the employer with accretions there to in the account of the employee subject to the provision of the Provident Fund Rules applicable to him.
- iii) Gratuity as admissible under the Gratuity Scheme.
- iv) Transfer benefits for self and family as applicable.

ANNEXURE – IV OF CDA RULES 1983

Competent authorities to award punishment as also Appellate authorities as indicated in Rule 23.02(B):

Sl. No.	Category of employees	Disciplinary Authority	Appellate Authority
1.	Director	Government	Government
2.	Posts carrying the Pay Scales, the maximum of which equals to Rs. 5,000/- and above	President	Governing Council
3.	Posts carrying the Pay Scales, the maximum of which equals to or less than Rs. 4,500/- but more than Rs. 2,600/-	Director	President
4.	Posts carrying the Pay Scales, the maximum of which equals to or less than Rs. 2,600/-	Joint Director	Director

Reference to "Pay" above is with reference to existing scales of pay, when the pay scales are revised,
the pay in the revised scale appropriate to the pay in the existing scale referred to above should be substituted.

ANNEXURE - V

WHEREAS the President/Director of Central Manufacturing Technology Institute is of the opinion that it is in the interest of the Institute to do so:

Now therefore in exercise of the powers conferred by Clause 29B of Conduct, Discipline and Appeal Rules of Institute, the President/Director hereby retires Shri/Smt. (Name) (Designation) that he on attaining the age of fifty years or on completing thirty years of service shall retire from the service on the forenoon of or on the forenoon of the day following the date of expiry of three months completed from the date following the date of service of this notice on him/her.

Shri/Smt.
Staff No.
Designation
Department.

Signature
Designation
of the
Appropriate
Authority.

ACKNOWLEDGEMENT

I, _____ holding the Post of hereby acknowledge the receipt of the original notice of the order of retirement as aforesaid.

Signature :
Designation:
Place:
Date:

Name:
Designation:
Place:
Date:

ANNEXURE – VI

Whereas the President/Director of Central Manufacturing Technology Institute is of the opinion that it is in the interest of the Institute to do so;

Now therefore in exercise of powers conferred by Clause 29B of Conduct, Discipline and Appeal Rules of the Institute, the President/Director hereby retires Shri/Smt. (Name) (Designation) that he/she having already attained the age of 50 years or having already completed thirty years of qualifying service on the (date of following the date on which he attains 50 years/completes 30 years of service). The President/Director also directs that Shri/Smt. shall be paid a sum equivalent to the amount of his/her pay and allowances for a period of three months calculated at the same rate at which he/she was drawing them immediately before his/her retirement.

Signature
Designation
of the
Appropriate
Authority.

Shri/Smt.
Staff No.
Designation
Department.

ACKNOWLEDGEMENT

I, holding the Post of hereby acknowledges the receipt of the original notice of the order of retirement as aforesaid.

Signature :
Designation:
Place:
Date:

Countersigned:
Name:
Designation:
Place:
Date:

CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE

Tumkur Road : Bangalore 560 022.

No.18(1)/86

Dated: 1986.10.16

OFFICE ORDER

In exercise of the powers conferred under Rule 34 of CMTI Conduct, Discipline and Appeal Rules, the Governing Council has amended the existing Annexure IV under Rule 23.02 (B) (i) on 13.10.1986.

The amended Annexure IV is enclosed and will come into force with effect from 13.10.1986.

(M N MURCHING)
Director

Notice Boards

- cc. 1. All Heads of Depts.
2. All concerned employees.

CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE

Tumkur Road : Bangalore 560 022.

No.18(1)/89

Dated: 1989.01.25

OFFICE ORDER

In exercise of the powers conferred under Rule 34 of CMTI Conduct, Discipline and Appeal Rules, the Governing Council has approved the inclusion of Clauses 29A and 29B after clause 29 on 25.11.88.

The same is enclosed and will come into force with effect from 25.11.1988.

(M N MURCHING)
Director

Notice Boards

CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE
TUMKUR ROAD BANGALORE-560 022.

CONDUCT, DISCIPLINE & APPEAL RULES

CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE
TUMKUR ROAD BANGALORE-560 022.

No. 18(1)/83

Dated: 1983.06.30

OFFICE ORDER

The Central Manufacturing Technology Institute Conduct, Discipline and Appeal Rules (CMTI – CDA Rules) shall come into force with effect from 1st July, 1983 and are applicable to all employees of the Institute including those on Contract Service but excluding those who are covered under the Standing Orders framed under the Industrial Employment (Standing Orders) Act, 1946, as amended from time to time.

Sd/-
(M N MURCHING)
Director

ANNEXURE – I**CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE**

TUMKUR ROAD, BANGALORE-560 022

STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT FOR THE YEAR

1. Name of the employee (in full) and the :
Division/Dept. to which he belongs
2. Present Post held :
3. Present Pay :

Name of Dist., Sub-Division, Taluk, village in which property is situated	Name & details of property Housing Lands & other present buildings* / Value*	If not in own name state in whose name held and his/her relationship to the employee**	How acquired whether by purchase, Lease/mortgage, inheritance gift or otherwise with date of acquisition & name with details of persons from whom acquired***	Annual income from the property	Remarks

Date:

Signature of the Employee:
Staff No.

NOTE: The declaration form is required to be filled in and submitted by every employee as specified in Rule 4.01 of CMTI Conduct, Discipline & Appeal Rules.

* In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.

** In-applicable clause to be struck out.

*** Includes short term lease also

ANNEXURE – II**CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE**

TUMKUR ROAD, BANGALORE-560 022

STATEMENT OF INSURANCE POLICY AS ON

1. Name of the employee (in full) and the :
Division/Dept. to which he belongs
2. Present Post held :
3. Present Pay & Pay Scale :

Details of Insurance Policies held on date		Annual Premium being paid as on date (Rs.)	Sources from which the existing premium is being paid	Insurance Policies proposed to be obtained	Annual Premium to be paid for proposed Policy	Sources from which the proposed premium will be paid	Total of B & E	Remarks
Insurance for	Amount (Rs.)							
A		B	C	D	E	F		
Policy No.								
Policy No.								
Policy No.								
Policy No.								
Policy No.								

I hereby certify that the total Annual Premium to be paid or paid on the Insurance policies (existing and proposed policies) would be 1/6th of my total emoluments exceeds the ceiling of Rs.2,500/- (now revised to Rs. 10,000) per annum fixed as per CMTI Conduct, Discipline & Appeal Rules Vide Clause 4.04.

Date:

Signature
Staff No.

ANNEXURE – IV

Competent authorities to award punishment as also Appellate and Reviewing authorities as indicated in Rule 23.02(B):

Sl. No.	Category of employees	Punishment	Disciplinary Authority	Appellate Authority	Reviewing Authority	Remarks
1.	Director and Financial Advisor & Chief Accounts Officer	Minor Major	Government Government	Government Government	Government Government	
2.	Posts for which appointments are made with the approval of the	Minor Major	President Governing Council	Governing Council Government	Government Government	
3.	Posts carrying the Pay or Scale of pay with a maximum of equal to or less than Rs. 5,000/- but more than Rs. 1,300/-	Minor Major	Director GC Committee	GC Committee President	President Governing Council	
4.	Posts carrying the Pay or Scale of pay with a maximum of equal to or less than Rs. 1,300/- but more than Rs. 800/-	Minor Major	Div. Head Director	Director GC Committee	GC Committee President	
5.	Posts carrying the Pay or Scale of pay with a maximum of equal to or less than Rs. 800/-	Minor Major	Dept. Head Div. Head	Div. Head Director	Director President	

NOTE:

1. Divisional Head means Officer in the rank of Deputy Director and as notified by the Director from time to time
2. Departmental Head means Officer of a Dept. and as notified by the Director as such from time to time.
3. Committee of GC mean Committee constituted by the Governing Council from time to time for such functions.