

THE COCHIN PORT EMPLOYEES (CONDUCT) REGULATIONS, 1964

G.S.R: 313:- In exercise of the powers conferred by Section 126 read with Section 28 of Major Port Trust Act, 1963 (38 of 1963), the Central Government hereby makes the following regulations namely:-

1. Short title and Application

- (1) These regulations may be called the Cochin Port Employees (Conduct) Regulations, 1964.
- (2) They shall come into force on the 29th February 1964.
- (3) Except as otherwise provided by or under these regulations, they shall apply to all persons appointed to posts in connection with the affairs of the Cochin Port.

Provided that nothing in sub-regulation (2) of regulation 3, sub-regulations (5) and (6) of regulation 4, regulation 9, explanation to sub-regulation (2) of regulation 10, regulation 11, sub-regulation (2) of regulation 12, regulation 13, sub regulation (1), (2) and (3) of regulation (15), regulations 16, 17 and 18 shall apply to an employee drawing a pay not exceeding Rs.500/- per mensem and holding a class III or class IV post.

Provided further that nothing in the foregoing provision shall apply to any office which is mainly concerned with administrative, managerial, supervisory, security or welfare functions.

2. Definitions

In these regulations, unless the context otherwise requires:-

- (a) 'Board', 'Chairman', 'Deputy Chairman' and 'Head of Department' shall have the same meaning as in the Major Port Trusts Act, 1963 (38 of 1963).
- (b) 'Government' means the Central Government;
- (c) 'employee' means an employee of the Board;
- (d) ¹['members of the family' in relation to an employee includes
 - (i) The wife or husband, as the case may be of the employee, whether residing with the employee or not but does not include a wife or husband, as the case may be separated from the employee by a decree or order of a 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 of 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.]
- (e) 'Prescribed authority' means the appointing authority as prescribed in the Cochin Port employees (Classification, Control and Appeal) Regulations, 1964.

¹ Substituted vide Ministry's notification No.PR-12016/6/95 PE-I and published in the Gazette of India under G. S. R. 366 (E) dated 19-8-96.

3. General

(1 A) 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 of the Board.

(1B) (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 direction of his official superior and shall when 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.

(iii) Every superior official giving the direction shall give it in writing as far as practicable, and where it is not practicable, confirm such direction in writing immediately thereafter.

¹[(iv) Every employee holding a supervisory post shall take all possible steps to prevent / deter commission of acts of sexual harassment of women, under their control, in work place.]

²[Explanation I

An employee who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty within the meaning of clause (ii) of sub-Regulation (1A)]

Explanation II

Nothing in clause (ii) of sub regulation (1) shall be construed as empowering an employee to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the delegation of powers.

³[(1C) No Employee shall : -

- (a) Act in a manner prejudicial to the interest of the Port.
- (b) Be absent without sanctioned leave.
- (c) Neglect work or show negligence in the performance of work including slowing down of work.
- (d) Commit any act which is subversive of discipline or of good behaviour.
- (e) Abet or attempt to abet any act which amounts to misconduct.
- (f) Act in subordination or disobedience in combination with others.]

¹ Inserted vide Notification No.PR-12016 / 34 / 98-PE and published in the Gazette of India vide GSR 711 (E) dated 30-11-98

² Inserted vide Ministry's notification No.PR-12016/6/95 PE-I and published in the Gazette of India under G. S. R. 366 (E) dated 19-8-96.

³ Inserted with effect from 12-12-88 vide notification No.PR-12013 / 10 / 88-PE-1 dated 12-12-88 published in Gazette of India dated 12-12-88 under GSR 1170 (E)

(g) ¹[Commit any act of sexual harassment of women in work place.]

- (2) No employee holding a Class 1 post shall, except with the previous sanction of the Board, permit his son, daughter or any other dependent to accept any employment with any firm or company with which he has dealings in his capacity as such employee or with any other firm having dealings with the Board.

Provided that where the acceptance of such employment by the son, daughter or other dependent of such employee cannot await the prior permission of the board or is otherwise considered urgent, the matter shall be reported by the employee to the Board and the employment may be accepted provisionally subject to the permission of the Board.

- (3) Every employee should desist from dealing with a case relating to award of a contract or exercise of patronage in favour of a firm or company in which his child or dependent is employed.
- (4) No employee should bid at auctions arranged by or on behalf of the Board.
- (5) Participation by an employee in proselytizing activities or the direct or indirect use of his position and influence in such activities is objectionable.
- (6) ²[Every employee is expected to maintain a reasonable and decent standard of conduct in his/her private life and not bring discredit to his employer by his misdemeanor. In cases where an employee is reported to have conducted himself / herself in a manner unbecoming of a servant of the Board as for instance by neglect of the spouse and family, action may be taken against him / her on that score.]
- (7) An employee who is convicted by a court of law or arrested should report the fact of his conviction or arrest to his departmental superiors promptly. Failure to do this will render him liable to disciplinary action.
- (8) ¹[Sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as :
- a) Physical contact and advances.
 - b) a demand or request for sexual favours.
 - c) sexually coloured remarks.
 - d) showing pornography
 - e) any other unwelcome physical / verbal or non verbal conduct of sexual nature.

An employee who has committed an act of sexual harassment of women at work place shall be liable to disciplinary action and punishment under the rules in force.]

4. ³[Taking part in politics and election :-

- (1) No employee shall take part in an election to any legislature or local authority
Provided that.

¹ Inserted vide Notification No.PR-12016 / 34 / 98-PE and published in the Gazette of India vide GSR 711 (E) dated 30-11-98

² Substituted w. e. f. 17-1-81 vide Ministry of Shipping & Transport Notification No. PW / PEX-54 / 80 dated 5-1-81 published in the Gazette of India dated 17-1-81 under G.S.R. No. 71

³ Substituted vide Notification No PW / PER-2 / 85 dated 30-10-86 G.S.R. 1171 (E).

- (i) an employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication 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 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.
- (2) No employee shall engage himself or participate in any demonstration which is prejudicial to the interests 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.
 - (3) No employee shall join, or continue to be member of an association the objects or activities of which are pre-judicial to the interests of the sovereignty and integrity of India or public order or morality.]

5. Connection with press or Radio:-

- (1) No employee shall except with the previous sanction of the Board own wholly or in part or conduct or participate in the editing or managing of, any newspaper or other periodical publication.
- (2) No employee shall, except with the previous sanction of the Board, or any other authority empowered by it in this behalf, or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical :-

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

6. Criticism of Board / Government:

No employee shall in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any other public utterance, make any statement of fact or opinion-

- (i) Which has the effect of an adverse criticism of any current or a recent policy or action of the Central Government, State Government' the Board or any other Major Port Trust.

Provided that in the case of any employee specified in the proviso to sub-regulation (2) of regulation 1, nothing contained in this regulation shall apply to bonafide expression of views by him as an office bearer of a trade union of such employees for the purpose of safeguarding the service conditions of such employees or for securing any improvement therein; or

- (ii) Which is capable of embarrassing the relations between the Board, the Central Government, the Government of any State or any other Major Port Trust; or
- (iii) Which is capable of embarrassing the relations between the Central Government and the Government of any foreign state;

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

7. Evidence before Committee or any other Authority

- (1) Save as provided in sub-regulation, (3) no employee shall, except with the previous sanction of the Board, give evidence in connection with any enquiry conducted by any person, committee or authority.
- (2) Where any sanction has been accorded under sub-regulation (1) no employee giving such evidence shall criticize the policy or any action of the Board or of any other Major Port Trust or of the Central Government or of a State Government.
- (3) Nothing in this regulation shall apply to-
 - (a) Evidence given at an enquiry before an authority appointed by the Central or a State Government by parliament or by a State legislature or by the Board or by any other Major Port Trust; or
 - (b) Evidence given in any judicial enquiry; or
 - (c) Evidence given in any departmental enquiry ordered by authorities subordinate to the Government or by the Board, or by any other Major Port Trust or by the Chairman or Deputy Chairman or Head of a Department.

8. Unauthorised communication of information

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

¹**Explanation 1:** Supply of routine or statistical information, wherever considered necessary to recognised Unions and Associations of employees by the authority having custody of such information, on their request shall not amount to unauthorised communication of information within the meaning of this regulations.

Explanation 2: If an employee quotes or copies in his representation, appeal etc. circulars and instructions of the Board or any other Major Port Trust or Government including those marked secret, notes and other information, from files to which he is not authorised to have access, or which he is not authorised to keep in his personal custody for personal purpose, the action shall amount to unauthorised communication of information within the meaning of this regulations. However, quotation by an employee of any order passed in the case of another employee whose case is similar to his own shall not amount to contravention of this regulation provided the quotation in such a case is from the final orders passed and not from the notings, on the file.

9. Subscriptions

No employee shall, except with the previous sanction of the Board or of such authority as may be empowered by it in this behalf, ask for or accept contributions to, or otherwise associate himself with the raising of any fund in pursuance of any object what so ever.

Explanations:

1. Mere payment of subscription to a charitable or benevolent fund does not by itself violate this regulation.
2. Voluntary association of an employee with the collection of Flag Day Contributions is permissible without any specific sanction under this regulation.

¹ Substituted w. e. f 18-8-1979 vide Ministry of Shipping & Transport Notification No.PEX-15 / 79 dated 31-7-79 published in the Gazette of India dated 18-8-1979

3. Collection of subscriptions by an employee qua-member of a service union of employee from amongst other members of the Union-
 - (i) is unobjectionable and does not require prior sanction if-
 - (a) the proceeds are proposed to be utilised for welfare activities of the Union;
 - (b) where a matter affecting the general interests of the members of the Union is in dispute, it is permissible under the rules of the Union to spend its funds over such matters,
 - (ii) is objectionable if the proceeds are proposed to be utilised for the defence of an individual member of the Union against whom departmental action is being taken on grounds which concern him in particular.
4. Approach to the public for collecting funds for the Union without the previous sanction of the Board is objectionable.

10. ¹[Gifts

1. Save as provided in these Regulations, no employee shall accept, or permit any member of his family or (any other 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 necessary advantage provided by any person other than a near relative or personal friend having no official dealings with the employee.
Note: 1. A casual meal, lift or other Social hospitality shall not be deemed to be a gift.
Note: 2. An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual, Industrial or Commercial firms, Organisations, etc, having official dealings with him.
2. On occasions, such as wedding 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 shall make a report to the Board if the value of any gift exceeds:-
 - (i) Rs.1,000 in the case of an employee holding any Class I or Class II post;
 - (ii) Rs.500 in the case of an employee holding any Class III post; and
 - (iii) Rs. 200 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 dealings with him, but he shall make a report to the Board if the value of any such gifts exceeds-
 - (i) Rs.400 in the case of an employee holding any Class I or Class II post;
 - (ii) Rs.200 in the case of an employee holding any Class III post; and
 - (iii) Rs.100 in the case of an employee holding any Class IV post
4. In any other case, an employee shall not accept any gift without sanction of the Board if the value thereof exceeds:-
 - (i) Rs.150 in the case of an employee holding any Class I or Class II post;

¹ Substituted vide Ministry's notification No.PR-12016/6/95 PE-I and published in the Gazette of India under G. S. R. 366 (E) dated 19-8-96.

- (ii) Rs.50 in the case of an employee holding any Class III or Class IV post.
- 5. Notwithstanding anything contained in Sub-regulations (2), (3) and (4), an employee being member of Indian delegation or otherwise, may receive and retain gifts from foreign dignitaries if the market value of gifts received on one occasion does not exceed Rs.1,000. In all other cases, the acceptance and retention of such gifts shall be regulated by the instructions issued in this regard from time to time.
- 6. An employee shall not accept any gift from any foreign firm which is either contracting with the Board or is one with which the employee had, has or is likely to have official dealing. Acceptance of gifts by an employee from any other firm shall be subject to the provision of sub-regulation (4)]

11. Public demonstrations in honour of employees

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

Provided that nothing in this regulation shall apply to:

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

Explanation: Acceptance of invitation to declare buildings, etc., open or to lay the foundation stones of new buildings, or to allow public places, institutions to be renamed after him attract the provisions of this regulation.

12. ¹[Private Trade or employment

- (1) Subject to the provisions of Sub-Regulation, (2) no employee shall, except with the previous sanction of the Board:
 - (a) engage directly or indirectly in any trade or business, or
 - (b) negotiate for, or undertake any other employment, or
 - (c) hold an elective office, or canvass for a candidate or candidates for an elective office, in any body, whether incorporated or not, or
 - (d) Canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of his family, or
 - (e) take part except in the discharge of his official duties, in the registration, promotion or management of any Bank or other Company registered or required to be registered, under the Companies Act 1956 (1 of 1956) or any other law for the time being in force, or of any Co-operative society for Commercial purposes.
- (2) An employee may, without the previous sanction of the Board:-
 - (a) Undertake an honorary work of a social or charitable nature
 - (b) Undertake occasional work of literary, artistic or Scientific Character, or

¹ Substituted vide Ministry's notification No.PR-12016/6/95 PE-I and published in the Gazette of India under G. S. R. 366 (E) dated 19-8-96

- (c) Participate in Sports activities as an amateur, or
- (d) Take part in the registration, promotion or management (not involving the holding of an elective Office) of literary, scientific or charitable society or of a Club or similar organisation, the aims or objects of which relate to promotion of sports, cultural or recreation activities, registered under the Societies Registration Act. 1860 (21 of 1860) or any other law for the time being in force, or
- (e) Take part in the registration, promotion or management (not involving the holding of an elective Office) of a Co-operative Society substantially for the benefit of employees, registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force.

Provided that:-

- (i) he shall discontinue taking part in such activities, if so directed by the Board, and
 - (ii) in a case falling under Clause (e) of this sub-regulation his official duties shall not suffer thereby and he shall, within the period of one month of his taking part in such activity, report to the Board giving details of the nature of his participation.
- (3) Every employee shall report to the Board if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
 - (4) Unless otherwise provided by general or special orders on this behalf no employee 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 it in fundamental Rule 9 (6-A).]

13. Investment, lending and borrowing

- (1) No employee shall speculate in any investment.

Explanation: (1) The habitual purchase or sale of securities of a notoriously fluctuating value shall be deemed to be speculation in investments within the meaning of this sub-regulation.

- (2) No employee shall make, or permit his wife or any member of his family to make, any investment likely to embarrass or influence him in the discharge of his duties.
- (3) If any question arises whether a security or investment is of the nature referred to in sub-regulation (1) or sub-regulation (2), the decision of the Board thereon shall be final.
- (4) No employee shall, except with the previous sanction of the Board, lend money to any person possessing land or valuable property, within the local limits of his authority or at interest to any person:

Provided that an employee may make an advance of pay to a private servant, or give a loan of small amount, free of interest, to a personal friend or relative, even if such person possesses land within the local limits of his authority.

- (5) No employee shall in the ordinary course of business with a bank or firm of standing borrow money from, or otherwise place himself under pecuniary obligation to, any person within the local limits of his authority or any other person with whom he is likely to have dealings, nor shall he permit any member of his family, except with the previous sanction of the Board, to enter into any such transaction:

Provided that an employee may accept a purely temporary loan of small amount free of interest, from a personal friend or relative or operate a credit account with a bonafide tradesman.

¹**Explanation:** Receiving the amount of the sum total of the subscriptions payable by all subscribers of a Chit Fund for any one installment less the discount or commission payable to the Chit Fund company by bid before the period of maturity would come within the purview of this Sub-regulation,

- (6) When an employee is appointed or transferred to a post of such a nature as to involve him in the breach of any of the provisions of sub regulation (4) or sub regulation (5) he shall forth-with report the circumstance to the Board and shall thereafter act in accordance with such orders as may be passed by the Board.

14. Insolvency and habitual indebtedness

- (1) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who becomes a subject of a legal proceeding for insolvency shall forth-with report the full facts to the Board.
- (2) When an attachment order is to be enforced against an employee the Chairman or Deputy Chairman should
- (i) Determine whether the employee's financial position has reached a stage at which confidence in him must be diminished and, if so.
- (ii) Consider the question of taking disciplinary action against him.

15. Movable, immovable and valuable property

- (1) No employee shall, except with the previous knowledge of the Board, acquire or dispose of any immovable property by lease, mortgage, purchase, sale-gift of otherwise either in his own name or in the name of any member of his family:

²[Provided that the previous sanction of the prescribed authority shall be obtained by the employee if any such transaction is with a person having official dealings with him]

Explanation: It is not contemplated that an employee should enter into transactions regarding movable and immovable property without the previous sanction of the prescribed authority and afterwards seek ex-post facto sanction. Such a procedure would render the provisions of these regulations completely ineffective and defeat the purpose for which these regulations have been framed. It is therefore, essential that the provisions of these regulations should be strictly adhered to and the employees should obtain the sanction of the prescribed authority wherever necessary, before entering into a transaction.

- (2) ³[Where an employee enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority,

¹ Inserted with effect from 12-7-1977 vide Ministry of Shipping & Transport Notification No. PEX-34 / 77 dated 20-5-77 published in the Gazette dated 4-6-77 under G.S.R. 701

² Substituted vide Ministry's notification No.PR-12016/6/95 PE-I and published in the Gazette of India under G. S. R. 366 (E) dated 19-8-96

³Substituted vide notification F.No.PR-12016/11/2014-PE-I and published in the Gazette of India under GSR No.848(E) dated 22-11-2014.

if the value of such property exceeds two months' basic pay of the employee.

Provided that previous sanction of the prescribed authority shall be obtained by the employee, if any such transaction is with a person having official dealings with him.]

Explanations: (1) For the purpose of this sub-regulation the expression "movable property includes inter alia the following property, namely:-

- (a) ¹[Jewellery, insurance policies, the annual premia of which exceeds two months' basic pay of the employee, shares, securities and debentures;]
- (b) ²[all loans, whether secured or not, advanced or taken by the employee,]
- (c) motor cars, motor cycles, horses or any other means of conveyance; and
- (d) television sets, refrigerators, radios, radiograms etc.
- (e) ²[the forms shall be appended as Form No. III and IV.]

³**Explanation:** (2) The subscriptions which an employee gives to a Chit Fund would be a transaction in movable property within the meaning of this sub-regulation if the monthly annual subscription to the Chit Fund exceeds the monetary limit laid down in this sub-regulation. Previous sanction is necessary for joining Chit Funds only if the Chit Fund is not a registered Chit Fund Company. Receiving the amount from the Chit Fund at the time of maturity would also amount to transaction in movable property within the meaning of this sub-regulation.

Explanation: (3) An employee should submit a report to the Board if the annual premium of a Life Insurance Policy taken by him exceeds the monetary limit laid down in this sub-regulation. If, in any case, the annual premium initially determined was less than the prescribed monetary limit, but on conversion, the annual premium exceeds the said limit, a report to the Board is necessary at that stage. When the employee receives the sum assured as survival benefit / on maturity of the policy he need not submit any report in this regard. An employee need not report to the Board the fact of his having taken an insurance policy, if, the annual premium thereon is less than the monetary limit laid down in this sub-regulation. He should, however submit a report to the Board at the time of receiving the sum assured as survival benefit / on maturity of the policy.

Explanation: (4) Fixed Deposits in Bank or deposits in savings Bank Account made by an employee from out of his salary or accumulated savings would not come within the purview of this sub-regulation.

- (3) Every Class I and Class II employee shall, on his admission in the service of the Board and thereafter at the intervals of every 12 months, submit a return as in Annexure 'D' of all immovable property owned, acquired, or inherited 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.

¹ Substituted vide notification F.No.PR-12016/11/2014-PE-I and published in the Gazette of India under GSR No.848(E) dated 22-11-2014

² Substituted vide Ministry's notification No.PR-12016/6/95 PE-I and published in the Gazette of India under G. S. R. 366 (E) dated 19-8-96.

³ Inserted with effect from 12-7-77 vide Ministry of Shipping & Transport Notification No. PEX-34 / 77 dated 20-5-77 published in the Gazette dated 4-6-77 under G.S.R. 701

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

Explanation:

- (1) The construction of a house results in acquisition of immovable property and attracts the provisions of this regulation. The purchase of movable property required for the construction of the house also attracts this regulation.
- (2) Transaction as members of a Hindu undivided joint family shall not require the Board's prior permission. In such cases, transactions in immovable property should be included in the annual property returns and those immovable property should be reported to the prescribed authority immediately after completion of the transaction or immediately after the employee comes to know of them.

If the employee is unable to give an idea of his share of such property, he may give details of the full property and the names of the members who share it.

16. Vindication of Acts and Character of Employees:

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

Explanation: Nothing in this regulation shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

17. Canvassing of Non-Official or other outside 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 Board.

18. ¹[Restriction regarding Marriage:

- (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 Board 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 such employee and the other party to the marriage, and
- (b) there are other grounds or so doing.
- (3) an employee who has married or marries a person other than of Indian nationality shall forthwith intimate the fact to the Board.]

¹ Substituted vide Ministry's notification No.PR-12016/6/95 PE-I and published in the Gazette of India under G. S. R. 366 (E) dated 19-8-96

19. ¹[Consumption of intoxicating drinks 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 have to be for the time being.
- (b) not be under the influence of any intoxicating drinks or drugs 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 drinks or drugs.
- (c) refrain from consuming any intoxicating drinks or drugs in a public place;
- (d) not appear in a public place in a state of intoxication;
- (e) not use any intoxicating drinks or drugs to excess,

Explanation: For the purpose of this regulation, “public place means any place or premises (including a conveyance) to which the public have or are permitted to have access, whether on payment or otherwise”.]

20. Interpretation:

If any question arises relating to the interpretation of these regulations, it shall be referred to the Central Government who shall decide the same.

¹ Substituted vide Ministry’s notification No.PR-12016/6/95 PE-I and published in the Gazette of India under G. S. R. 366 (E) dated 19-8-96

FORM No. I

[Form of report / application (for permission) to the prescribed authority for the building of, or addition to a house]

This is to report to you that I propose to build a house

This is to request that permission may be granted to me for the building of a house. The estimated cost of the land and the building is given below:

Land

- (1) Location (Survey numbers, Village, District, State)
- (2) Area
- (3) Cost

Building

- (1) Bricks (Rate / quantity / Cost)
- (2) Cement (Rate / quantity / Cost)
- (3) Iron & Steel (Rate / quantity / Cost)
- (4) Timber (Rate / quantity / Cost)
- (5) Sanitary fittings (cost)
- (6) Electrical fittings (cost)
- (7) Any other special fittings (cost)
- (8) Labour charges
- (9) Other charges, if any.

Total cost of Land and building:

Yours faithfully,

FORM No.II

[Form of report to the prescribed authority, after completion of the building / extension of a house]

Sir,

In my letter No.....dated.....I had

Permission was granted to me in Order.....

Reported that I proposed to build a house dated.....for the building of house.

The house has since been completed and I enclose a Valuation Report, duly certified by @.....

@ (A firm of Civil Engineers or a Civil Engineer of repute)

Yours faithfully,

Date:

(Signature)

VALUATION REPORT

I/We hereby certify that I/We have valued House £..... constructed by Shri/Shrimati @.....

and I / we give below the value at which we estimate the cost of the house under the following heading:

£ (here enter details of the House)
@ (here enter name etc. of the employee)

<u>Heading</u>	<u>Cost</u>
	Rs. Ps
1. Bricks	
2. Cement	
3. Iron and Steel	
4. Timber	
5. Sanitary fittings	
6. Electrical fittings	
7. All other special fittings	
8. Labour charges	
9. All other chages	

Total cost of the building _____

Date:

(Signature of the valuation authority)

ANNEXURE 'A'
(Here enter description of the proceedings)

The Board having been pleased to undertake my defence in the above proceedings, I hereby agree to render such assistance to the Board as may be required for my defence and further agree that I shall not hold the Board in any way responsible if the proceedings end in a decision adverse to me

Signature of the employee

ANNEXURE 'B'

By this Bond I(here give the name and other particulars of the employee including the post held by him) acknowledge myself bound to the Board in the sum of Rs..... (here enter a sum representing double the amount advanced) to the said Board.

Now the above written bond is conditioned to be void in case the above bounden (employee), his personal representative or any person acting for and on behalf of the above bounden (employees) shall on demand, pay to the said Board or its representatives or assigns or their attorney authorised to receive the same, the said sum of Rs....., but in the event of the above bounden (employee) or his personal representative or any person acting for and on his behalf failing to pay the said sum on demand, the above written bond shall remain in full force and effect.

Dated this the day of 19.....

Witness;

Signature of the employee

FORM No.III

Form for giving prior intimation or seeking previous sanction under Regulation 15 (1) in respect of immovable property (other than for building of or additions & alterations to a house).

1. Name and Designation :
2. Scale of pay and present pay :
3. Purpose of application sanction for transaction / prior intimation of transaction :
4. Whether property is being acquired or disposed of :
5. Probable date of acquisition / disposal of property :
6. Mode of acquisition / disposal of property :
7. a) Full details about location, viz, Municipal No. Street / Village / Taluk / District and State in which situated :
- b) Description of the property, in the case of cultivable land, dry or irrigated land :
- c) Whether freehold or leasehold :
- d) Whether the applicant's interest in the property is in full or part (in case of partial interest, the extent or such interest must be indicated) :
- e) In case the transaction is not exclusively in the name of the employee, particulars of ownership and share :
8. Sale/purchase price of the property (Market value in the case of gifts)_ :
9. In case of acquisition, source or sources from which financed / proposed to be financed :
 - a) Personal savings :
 - b) Other sources giving details :
10. In the case of disposal of property, was requisite sanction/intimation obtained/given for its acquisition (A copy of the sanction/acknowledgement should be attached) :
11. a) Name and address of the party with whom transaction is proposed to be made :
- b) Is the party related to the applicant? If so, state the relationship :
- c) Did the applicant have any dealings with :

the party in his official capacity at any time, or is the applicant likely to have any dealings with him in the near future?

- d) How was the transaction arranged? :
(Whether through any statutory body or private agency through advertisement or through friends and relatives. Full particulars to be given)
- 12. In case of acquisition by gift, whether :
sanction is also required under regulation 10 of CPE (Conduct) regulations 1964
- 13. Any other relevant fact which the applicant :
may like to mention

DECLARATION

I,.....hereby declare that the particulars given above are true. I request that I may be given permission to acquire / dispose of property as described above from / to the party whose name is mentioned in item 11 above.

OR

I..... hereby intimate the proposed acquisition / disposal of property by me as detailed above. I declare that the particulars given above are true.

Station:

Signature:

Date:

Designation

Note 1: In the above form, different portion may be used according to requirement.

Note 2: Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.

FORM No. IV

Form for giving intimation or seeking previous sanction under Regulation 15 (2) for transaction in respect of movable property

1. Name of the employee :
2. Scale of pay and present pay :
3. Purpose of application sanction for transaction / prior intimation of transaction :
4. Whether property is being acquired or disposed of :
5. a) Probable date of acquisition / disposal of property :
- b) If the property is already acquired / disposed of – Actual date of transaction :
6. a) Description of the property (eg: Car / Scooter / Motor Cycle / Refrigerator / Radio / Radiogram / Jewellery / Loans / Insurance Policies) :
- b) Make, Model (and also Registration No. in case of vehicles) where necessary :
7. Mode of acquisition / disposal (purchase / sale, gift, mortgage, lease or otherwise) :
8. Sale / purchase price of the property (Market value in the case of gifts) :
9. In case of acquisition, source or sources from which financed / proposed to be financed :
- a) Personal savings :
- b) Other sources giving details :
10. In the case of disposal of property, was requisite sanction/intimation obtained/given for its acquisition (A copy of the sanction/acknowledgement should be attached) :
11. a) Name and address of the party with whom transaction is proposed to be made :
- b) Is the party related to the applicant? If so, state the relationship :
- c) Did the applicant have any dealings with the party in his official capacity at any time, or is the applicant likely to have any dealings with him in the near future? :
- d) Nature of official dealings with the party :
- e) How was the transaction arranged? (Whether through any statutory body or) :

private agency through advertisement or through friends and relatives. Full particulars to be given)

- 12. In case of acquisition by gift, whether :
sanction is also required under regulation 10
of CPE (Conduct) regulations 1964
- 13. Any other relevant fact which the applicant :
may like to mention

DECLARATION

I,.....hereby declare that the particulars given above are true. I request that I may be given permission to acquire / dispose of property as described above from / to the party whose name is mentioned in item 11 above.

OR

I..... hereby intimate the proposed acquisition / disposal of property by me as detailed above. I declare that the particulars given above are true.

Station:

Signature:

Date:

Designation

Note 1: In the above form, different portion may be used according to requirement.

Note 2: Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.

ANNEXURE 'C'

1. Shri / Smt / Kumari.....declare as under

- * (i) That I am unmarried / a widower / a widow
- * (ii) That I am married and have only one wife living.
- * (iii) That I am married and have more than one wife living. Application for grant of exemption is enclosed.
- * (iv) That I am married and that during the life time of my spouse I have contracted another marriage. Application for grant of exemption is enclosed.
- * (v) That I am married and my husband has no other living wife to the best of my knowledge.
- * (vi) That I have contracted marriage with a person who has already one wife or more living application for grant of exemption is enclosed.

@ 2. I solemnly affirm that the above declaration is true and I understand that in the event of declaration being found to be incorrect after my application, I shall be liable to be dismissed from service.

Date.....

Signature.....

(*) Please delete clauses not applicable.
(@) Applicable in the case of clauses (i), (ii) and (iii) only.

Application for grant of Exemption
(Vide para I (iii) / 1 (iv) of the Declaration)

To
The.....
.....

Sir,

I request that in view of the reasons stated below, I may be granted exemption from the operation or restriction on one recruitment to service of a person having more than one wife living / women who is married to a person already having one wife or more living.

Reasons.

Yours faithfully,

Date.....

(Signature)

ANNEXURE 'D'

Statements of immovable property on first appointment ¹[/] for the year.....

1. Name of employee (in full) :
2. Present post held :
3. Present pay :

Name of District Sub-Division, Taluk and village in which property is situated	Name & details of property		Present value*	If not in own name state in whose name held & his / her relationship to the employee@	How acquired whether by purchase / lease* mortgage inheritance, gift or otherwise with date of acquisition and name with details of the persons from whom acquired	Annual income from the property	Remarks
	House & other building	Lands					
1	2	3	4	5	6	7	8

NOTE: The declaration form is required to be filled and submitted by every member of Class I and Class II service under sub-regulation (3) of Regulation 15 of the Cochin Port Employees (Conduct) regulations, 1964, on first appointment to the service and thereafter at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited 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.

Signature
Date:

* 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

(Published by the Ministry of Transport (Transport Wing) ports in Part II Section 3 Sub-section (i) of the Gazette of India Extra Ordinary dated 29-2-1964 under G.S.R. No. 313 vide Notification No. F. 19-PG (125/63).

¹ Inserted vide notification F.No.PR-12016/11/2014-PE-I and published in the Gazette of India under GSR No.848 (E) dated 22-11-2014.