



Misconducts

A synopsis of various types of Misconduct as per Conduct Regulations:

Any act of omission and commission will be construed as misconduct if such conduct

- 1) is inconsistent with the fulfillment of expressed or implied condition of service
- 2) is directly linked with general relationship of employer and employee
- 3) is having direct connection with contentment or comfort of the men at work
- 4) is having material bearing on the smooth and efficient working of the concern

Misconducts in brief & corresponding Conduct Regulations, violation of which constitutes misconduct.

3(1) Failure in discharging duties with utmost honesty, integrity, devotion and diligence. Failure to ensure and to protect the interest of the Bank and to do anything which is unbecoming of an officer employee of the Bank

3(2) Failure to maintain good conduct and discipline

3(3) acting otherwise than in best judgment except acting under direction of official superior – if direction is oral in nature that should be confirmed in writing

3(4) Failure to take all possible steps to maintain integrity and devotion to duty of all persons under his control and authority

4. Failure in Observance of secrecy except in accordance with law/ practice / order of judicial or other authority

5(1) Using position to influence for securing employment of relations – son/spouse, whether dependent or not

5(2) Absence of prior permission for employment of son/ daughter in the concerns of Bank's customers

5(3) Granting advance/ banking facility to firms where relations are employed / having interest (not more than 2% of paid up share capital)

6. Engaging in private trade directly or indirectly .Taking up outside employment without permission except taking part in honorary social/charitable work, if official work does not suffer. Should be stopped if directed by the competent authority with reasons

6(2) canvassing business/ insurance for members of family are breach of this regulation/ reporting is required

- 6(3) Taking part in promotional activity for setting up Banks without prior permission , however formation of cooperative society is exempted.
7. Contribution to Newspaper/ articles without prior sanction/ broadcasting only if purely literary/ artistic/ scientific / cultural
8. Participating in Demonstrations, which are prejudicial to the interest of the State
9. Joining Associations, the objects of which are prejudicial to the interest of the country
- 10 Giving evidence without approval except in judicial/ departmental proceedings.
11. a) Public demonstration in honour of the officer without sanction and b) collection of subscription for farewell
12. Seeking influence for transfer/ posting/ promotions
- 13 Absence from duty, attending late, leaving station without permission, absence for sickness without MC excepting casual absence
14. Acceptance of gifts (reporting for the amount in excess of Rs 500/-) by himself/ members of family, giving or taking dowry, borrowing from constituents
15. Lending and borrowing to and from broker/money lender/ subordinate employee etc but giving guarantee with prior permission is allowed with exception for loan from Cooperative society in which the officer is member. If member, the officer can give guarantee also.
16. Advance drawal of salary / overdrawing in own account, only with prior permission
17. Acceptance of contributions and for associating himself for raising of funds soliciting advertisement. (these actions attract vigilance angle)
18. Speculation in stock and making investment, which likely to embarrass him / influence him in discharging duties
19. Incurring habitual indebtedness or insolvency
20. Acquiring and disposal of moveable and immovable properties without submission of return in March. Sale and purchase with prior knowledge a) prior sanction if otherwise than through a reputed dealer and with persons having official dealings b) midterm reporting if the value exceeds Rs 25, 000/-
21. Taking recourse to Court/ press for vindication of official act being the subject matter of adverse criticism/attack of a defamatory character without previous sanction
22. Restrictions in marriage – bigamy
23. Consuming intoxicating drinks/ drugs and appearing in public place in a state of intoxication
- 24 Sexual harassment of any woman at her work place.