

NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS

**NCB OFFICIALS CONDUCT, DISCIPLINE
AND APPEAL RULES, 1975**
(including amendments up to 20 Feb 03)

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NCB OFFICIALS' CONDUCT, DISCIPLINE AND APPEAL RULES, 1975

1 SHORT TITLE AND COMMENCEMENT

- 1.1 These Rules shall be called '**NCB Officials' Conduct, Discipline and Appeal Rules, 1975**'.
- 1.2 They shall come into force with effect from 1 September 1975.

2 APPLICATION

- 2.1 These Rules shall apply to all NCB officials governed by NCB Cadre Rules, 1974 or NCB Contract Service Rules 1975 as in force from time to time.
- 2.2 The provisions of these Rules may also be extended, wholly or partially, by the Director General to employees other than those covered in 2.1 in which case reference to words 'NCB Official' wherever occurring in these Rules shall mean 'NCB Employees'.

3 TERMINOLOGY

- 3.1 For the purpose of these Rules, the following expressions shall have the meaning assigned to them hereunder :
 - a) '**Appellate Authority**' means the authority specified in Rule 25 of these Rules.
 - b) '**Appointing Authority**' means the authority specified in Rule 25 of these Rules and competent to make appointments.
 - c) '**Board**' means the Board of Governors of the National Council for Cement and Building Materials.
 - d) '**Chairman**' means the Chairman (in office) of the NCB.
 - e) '**Competent Authority**' means the Director General or the person/officer empowered by the Director General by any general or special order to discharge the functions or use the power specified in these Rules.
 - f) '**Director General**' means the Director General of the National Council for Cement and Building Materials.
 - g) '**Disciplinary Authority**' means the authority specified in Rule 25 of these Rules and competent to impose any of the penalties specified in Rule 24.

- h) **'Family'** in relation to an NCB official includes :
- i) the wife or husband as the case may be of the NCB official, whether residing with him or not but does not include a wife or husband as the case may be separated from the NCB official by a decree or order of a competent court.
 - ii) sons or daughters or stepsons or step daughters of the NCB official and wholly dependent on him, but does not include a child or stepchild who is no longer in any way dependent on the NCB official or of whose custody the NCB official has been deprived of by or under any law, and
 - iii) any other persons related, whether by blood or marriage to the NCB official or to such NCB official's wife or husband and wholly dependent on such NCB official.
- j) **'NCB'** means the National Council for Cement and Building Materials, a Society registered under the Societies Registration Act, 1860.
- k) **'NCB Official'** means an individual admitted to NCB Cadre Rules, 1974 or NCB Contract Service Rules, 1975.
- l) **'Reviewing Authority'** means the authority specified in Rule 25 of these Rules.
- m) **'Vice-Chairman'** means the Vice-Chairman (in office) of the NCB.

3.2 Wherever the context of a rule so admits, the masculine gender shall include the feminine and the singular number shall include the plural number and vice versa and reference to any Rule shall mean the Rule as in force from time to time.

C O N D U C T

4 GENERAL

4.1 Every NCB official shall at all times

- a) maintain absolute integrity;
- b) maintain devotion to duty;
- c) do his best to achieve the objectives set by the NCB; and
- d) do nothing unbecoming of an NCB official.

4.2 Every NCB official shall take all possible steps to ensure the integrity and devotion to duty of all NCB officials for the time being under his control and authority.

5 MISCONDUCT

5.1 Without prejudice to the generality of the term 'misconduct', it shall mean and include violation of any of the provisions of Rules 4 to 20 and in particular the following acts of omission and

commission by an NCB official shall constitute misconduct :

- a) Theft, fraud, negligence or dishonesty in connection with the business or property of the NCB or of another person;
- b) Taking or giving bribes or any illegal gratification or adopting disruptive or corrupt practices;
- c) Possession of pecuniary resources or property disproportionate to the known sources of his income by the NCB Official or on his behalf by another person, which the NCB official can not satisfactorily account for;
- d) Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment'
- e) Acting in the manner prejudicial to the interest of the NCB;
- f) Insubordination or disobedience, whether alone or in combination with others, of any lawful and reasonable order of his superior;
- g) Absence without leave or over-staying the sanctioned leave without sufficient grounds to the sole satisfaction of his superior;
- h) Frequent late coming, or irregular attendance ('frequent late coming' means not reporting to duty at the appointed hour without prior permission more than 3 times in a month and 'irregular attendance' means applying for leave frequently or taking leave without prior permission);
- j) Neglect of work or negligence in the performance of assigned duty including malingering or slowing down of work;
- k) Damage to any property of the NCB;
- m) Interference or tampering with any safety devices installed in or about the premises of the NCB or non-observance of safety instructions, security system, or the rules on the subject;
- n) Drunkenness or riotious or disorderly or indecent behaviour in the premises of the NCB or outside such premises where such behaviour is related to or connected with the employment;
- p) Gambling within the premises of the NCB;
- q) Smoking within the premises of the NCB where it is prohibited;
- r) Collection without the written permission of the Competent Authority of any money/contribution within the premises of the NCB;

