

Annexure-I

¹CODE OF CONDUCT AND ACTION IN CASE OF NON-COMPLIANCE FOR TEMPORARY EMPLOYEES ENGAGED ON FIXED TENURE BASIS

Rule 1: **Application**

These rules shall apply to all temporary employees engaged on fixed tenure basis for specific assignment in POWERGRID.

Rule 2 : **Definitions**

- (a) **“Temporary Employee”** means a person who has been engaged on a temporary basis or against a temporary role for a specified period or for work which is of an essentially temporary nature, likely to be completed within a specific period.
- (b) **“Company”** means the POWER GRID CORPORATION OF INDIA LIMITED.
- (c) **“Disciplinary Authority”** refers to any officer having powers to impose penalties on temporary employees who engage in misconduct.

Rule 3: **General**

- (1) Every temporary employee of the Company shall at all times:
 - (a) maintain absolute integrity
 - (b) maintain devotion to duty; and
 - (c) Commit himself to and uphold the supremacy of the Constitution and democratic values;
 - (d) Defend and uphold the sovereignty and integrity of India, the security of the State, public order, decency and morality;
 - (e) Maintain high ethical standards and honesty;
 - (f) Maintain political neutrality;
 - (g) Promote the principles of merit, fairness and impartiality in the discharge of duties;
 - (h) Maintain accountability and transparency;
 - (i) Maintain responsiveness to the public, particularly to the weaker sections of the society;
 - (j) Maintain courtesy and good behavior with the public;
 - (k) Take decisions solely in public interest and use or cause to use public resources efficiently and economically;
 - (l) Declare any private interests relating to his public duties and take steps to resolve any conflicts in a way that protects the public interest;
 - (m) Not place himself under any financial or other obligations to any individual or organization which may influence him in the performance of his official duties;
 - (n) Act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of society;

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- (o) Refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices;
- (p) Maintain discipline in the discharge of his duties and be liable to implement the lawful orders duly communicated to him;
- (q) Maintain confidentiality in the performance of his official duties, particularly with regard to information, disclosure of which may prejudicially affect the sovereignty and integrity of India, the security of the State, strategic, scientific or economic interests of the State or lead to incitement of an offence or illegal or unlawful gain to any person;
- (r) Perform and discharge his duties with the highest degree of professionalism and dedication to the best of his abilities.

Rule 3A: **Promptness and Courtesy**

No temporary employee shall:

- (i) In the performance of his official duties, act in a discourteous manner.
- (ii) In his official dealings with the public or otherwise adopt dilatory tactics or willfully cause delay in disposal of work assigned to him.

Rule 4 **Misconduct**

Without prejudice to the generality of the term "misconduct", the following acts of omission and commission shall be treated as misconduct:

- (1) Acts
 - a) Theft, Fraud or Dishonesty in connection with the business or property of the company.
 - b) Theft, Fraud or Dishonesty with the property of another person within the premises of the company.
 - c) Fraud, Dishonesty and Offences under Cyber laws leading to misrepresentation, breach of confidentiality and privacy.
 - d) Securing or causing others to secure unauthorized access to any confidential electronic communication of the company or misuse of the electronic communication of the company or the computer system or network which may cause damage to the company.
 - e) Publishing, transmitting or causing to publish in electronic form any material, which appeals to prurient interest or unauthorized passing of information from electronic media.
 - f) Destroying, cancelling or altering or causing others to destroy, cancel or alter confidential computer programme including computer command, design and layout, computer system and computer network, etc.
 - g) Viewing obscene material/scene and involving oneself in indecent chatting/ communication through the electronic communication/ computer system of the company.
- (2) Taking or giving bribes or any illegal gratification.
- (3) Possession of pecuniary resources or property disproportionate to the known sources of income by the temporary employee or on his behalf by another person, which the temporary employee cannot satisfactorily account for.

- (4) 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.
- (5) Acting in a manner prejudicial to the interests of the Company.
- (6) Wilful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his superior.
- (7) Absence without leave or overstaying the sanctioned leave for more than four consecutive days without sufficient grounds or proper or satisfactory explanation.
- (8) Habitual late or irregular attendance.
- (9) Neglect of work or negligence in the performance of duty including malingering or slowing down of work.
- (10) Damage to any property of the company.
- (11) Interference or tampering with any safety devices installed in or about the premises of the company.
- (12) Drunkenness or riotous or disorderly or indecent behaviour in the premises of the company or outside such premises where such behaviour is related to or connected with the employment.
- (13) Gambling within the premises of the establishment.
- (14) Smoking within the premises of the establishment.
- (15) Collection without the permission of the competent authority of any money within the premises of the company except as sanctioned by any law of the land for the time being in force or rules of the company.
- (16) Sleeping while on duty.
- (17) Commission of any act which amounts to a criminal offence involving moral turpitude.
- (18) Absence from the appointed place of work without permission or sufficient cause.
- (19) Purchasing properties, machinery, stores etc. from or selling properties, machinery, stores etc., to the company without express permission in writing from the competent authority.
- (20) Commission of any act subversive of discipline or of good behaviour.
- (21) Abetment of or attempt at abetment of any act which amounts to misconduct.
- (22) Making allegations against another employee/ key officials/ Company's Directors/ CMD. Use of insolent or impertinent or unparliamentary language in any official dealing/correspondence or in any representation including appeal or in any forum/meeting.
- (23) Violation or non-compliance with the Company's Rules /Policies /Manuals/ Circulars/ Notices/ expressed instructions.
- (24) Assaulting or threatening or intimidating any person having business dealing with the Company (employees, contractual employees, vendors, contractors, etc.).
- (25) Breach of any law applicable to the establishment or the Company or Conduct Rules or any other Rules or specific orders issued by the Company from time to time.
- (26) Writing of anonymous letters, addressing appeals or representations to any person other than the appropriate or appellate authority and forwarding advance copies of appeals or representation to any other person outside the Company.
- (27) Distribution or exhibition in the Company's premises any bills, posters, pamphlets or papers or causing them to be displayed by means of signs or writing or other

- visible representation, any matter prejudicial to the company without previous sanction of the management.
- (28) Refusal to work on Holidays or on Sundays or beyond working hours when notified/directed to do so in the exigencies of Company's interest.
 - (29) Gherao, coercion, intimidation, wrongful confinement or use of force or forcibly detaining any person having business dealing with the Company (employees, contractual employees, vendors, contractors, etc.). Shouting/use of defamatory or disrespectful statement/ slogans in the Company's premises.
 - (30) Refusal to accept any order or notice communicated in writing.
 - (31) No temporary employee shall indulge in any act of sexual harassment of any woman at the workplace.

Explanation:

Sexual harassment includes such unwelcome sexually determined behaviour, whether directly or by implication as :

- a) Physical contact and advances
 - b) Demand or request for sexual favours
 - c) Sexually coloured remarks
 - d) Showing any pornography, or
 - e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature
- (32) Adopting a dilatory attitude, leading to delay in decision making/or harassment of the public.

Note:

The above instances of misconducts [Sub-rule (1) to (32)] are illustrative in nature and not exhaustive

Rule 5 Taking part in Demonstrations and Strikes

No temporary employee shall engage himself or participate in any demonstration or incite others to take part in any demonstration, which involves incitement to an offence, resort to or abet/incite/instigate any form of strike or coercion or physical duress in contravention of the provisions of any law or rule having the force of law, resort to any form of picketing within the company's premises/ establishments including the entrance of the premises.

Rule 6 Taking part in Political activities

A temporary employee is prohibited to take part in political activities as detailed hereunder:

- i) to be an office bearer of political party or an organisation which takes part in politics;
- ii) to take part in or assist in any manner in any movement/agitation or demonstration of political nature;
- iii) to take part in an election of any legislature or local authority; and
- iv) to canvas in any election to any legislature or local authority.

Rule 7 Connection with Press, Radio, Television or Social Media

- (1) No temporary employee of the Company 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.
- (2) No temporary employee of the Company shall, except with the previous sanction of the competent authority or the prescribed authority, or in the bonafide discharge of his duties, participate in a radio/television programme 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 or social media.

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

Rule 8 Criticism of Government and the Company

No temporary employee shall, in any radio/television programme 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:

- (a) Which has the effect of adverse criticism of any policy or action of the Central or State Governments, or of the company; or
- (b) Which is capable of embarrassing the relations between the company & the public :

Provided that nothing in these rules shall apply to any statement made or views expressed by a temporary employee, of purely factual nature which are not considered to be of a confidential nature, in his official capacity or in due performance of the duties assigned to him.

Rule 9 Evidence before committee or any other Authority

- (1) Save as provided in sub-rule (3), no temporary employee of the company shall, except with the previous sanction of the competent authority, give evidence in connection with any enquiry conducted by any person, committee or authority.
- (2) Where any sanction has been accorded under sub-rule (1), no temporary employee giving such evidence shall criticize the policy or any action of the Central Government or of a State Government or of the company.
- (3) Nothing in this rule shall apply to :
 - (a) Evidence given at any enquiry before an authority appointed by the Government, Parliament or State Legislature or any company
 - (b) Evidence given in any judicial enquiry; or
 - (c) Evidence given at any department enquiry ordered by authorities subordinate to the Government.

Rule 10 :Unauthorized Communication of information

Every temporary employee shall, in performance of his duties in good faith, communicate information to a person in accordance with the Right to Information Act, 2005 and the rules made there under.

Provided that no temporary employee shall, except in accordance with any general or special order of the company 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 classified information to any officer or any person having business dealing with the Company (employee, contractual employee, vendors, contractors, etc.), any other person to whom he is not authorized to communicate such document or classified information.

Rule 11: Pressing of Claim in Service Matters

- (1) No temporary employee shall address representation, appeal, petition or memorial to any outside authority or to any authority not specified under the rule.
- (2) No temporary employee shall send a representation or advance copies thereof to higher authorities except through proper channel or send copies of a representation to outside authorities.

Provided that a temporary employee belonging to the Scheduled Caste/ Schedule Tribe/ Other Backward Classes or a Person with Disability may write directly to the statutory authorities for welfare of SC/ ST/ OBC/ PwD on matters concerning their welfare.

Rule 12: Gifts

No temporary employee of the company shall accept or permit any member of his family or any other person acting on his behalf, to accept any gift from any individual or firm which is either contracting with the Company or is one with which he/ she had, has or likely to have official dealings.

Rule 13: Dowry

No temporary employee of the company shall give or take or abet the giving or taking of dowry or Demand, directly or indirectly, from the parent or guardian of a bride or bridegroom, as the case may be, any dowry.

Rule 14: Private Trade or Employment

- (1) No temporary employee of the Company shall, except with the previous sanction of the competent authority engage directly or indirectly in any trade or business or undertake any other employment.
- (2) No temporary employee of the company may accept any fee or any pecuniary advantage for any work done by him for any public body or any private person without sanction.
- (3) No temporary employee of the Company shall except with the previous sanction, ask for or accept contribution to, or otherwise associate himself/ herself with the raising of funds or other collections in cash or in kind in pursuance of any object whatsoever.

Rule 15: Canvassing of Non-Official or other influence

No temporary 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 company.

Rule 16:Marriages

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

Provided that the Chairman and Managing Director may permit a temporary employee to enter into or contract any such marriage as is referred to in clause (1) or clause (2), if he is satisfied that:

- a) such marriage is permissible under the personal law applicable to such temporary employee & other party to the marriage;
or
- b) in the opinion of the CMD good and sufficient reasons exist for doing so.
- c) a temporary employee who has married or marries a person other than that of Indian Nationality, shall forthwith intimate the fact to his appointing authority.

Rule 17:Consumption of Intoxicating Drinks & Drugs

A temporary employee of the Company shall:

- a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- b) not 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;
- c) refrain from consuming any intoxicating drink or drug in a public place;
- d) not appear in a public place in a state of intoxication;
- e) not use any intoxicating drink or drug to excess.

Rule 18:Penalties

The following penalties may be imposed on a temporary employee, as hereinafter provided, for misconduct committed by him or for any other good & sufficient reasons.

- (A) Censure
- (B) Fine not exceeding Rs 10,000/-
- (C) Removal from contractual service.

Rule 19:Procedure for imposing penalty

- 1) Complaint shall be the starting point of any disciplinary action. For taking disciplinary action against any temporary employee for having committed an act of misconduct, the management should invariably get a specific written complaint. Complaint is nothing but a clear, sequential narration of the facts of

- incidence of indiscipline by the complainant, in the form of a report to his superior.
- 2) As soon as a complaint is received, the Disciplinary Authority, as per **Annexure – A**, may decide to constitute a Committee based on the merit of the complaint. The committee shall consist of executives of following departments:
 - a) Department/project in which the concerned temporary employee is deployed
 - b) HR
 - c) Finance in case of complaint having financial implication/ irregularities.
 - 3) The committee shall submit its detailed report within one month from date of receiving of complaint. Based on the report of the Committee, the Disciplinary Authority may exonerate or impose penalty against the temporary employee. A copy of action taken by the Disciplinary Authority shall be send to Director (Personnel) for information.

Rule 20: **Appeals**

- 1) A temporary employee may appeal against an order imposing upon him any of the penalties specified in Rule 19. The appeal shall lie to the authority specified in the Annexure – A.
- 2) An appeal shall be preferred within one month from the date of communication of the order appealed against. The appeal shall be addressed to the Appellate Authority specified in the Annexure – A and submitted to the authority whose order is appealed against. The authority whose order is appealed against shall forward the appeal together with its comments and the records of the case to the appellate authority within 15 days. The appellate authority shall consider whether the findings are justified or whether the penalty is excessive or inadequate and pass appropriate orders within three months of the date of appeal. The appellate authority may pass order confirming, enhancing, reducing or setting aside the penalty, or remitting the case to the authority which imposed the penalty, or to any other authority with such direction as it may deem fit in the circumstances of the case. If the appellate authority decides to enhance the punishment, the appellate authority shall give a show-cause notice to the temporary employee as to why the enhanced penalty should not be imposed upon him. The appellate authority shall pass final order after taking into account the representation, if any, submitted by the employee.

Rule 21: **Review**

Notwithstanding anything contained in this code, the reviewing authority as specified in the Annexure – A may either on its own motion or on the application of the temporary employee concerned, call for the record of the case within six months of the date of the final order and after reviewing the case pass such orders thereon as it may deem fit. If the reviewing authority decides to enhance the punishment, the reviewing authority shall give show-cause notice to the employee as to why the enhanced penalty should not be imposed upon him. The reviewing authority shall pass final order after taking into account the representation, if any, submitted by the employee. Provided further that no review on the request of the employees shall commence until the expiry of the

period of limitation for an appeal or the disposal of the appeal where such appeal has been preferred. An application for review shall be dealt with in a manner as if it were an appeal under these rules.

Rule 22:**Removal of Doubts**

Where a doubt arises as to the interpretation of any of these rules, the matter shall be referred to the Director (Personnel) whose decision shall be final.

Annexure – A

Level	Disciplinary Authority		Appellate Authority		Reviewing Authority	
	Censure/ Fine	Removal from contractual service	Censure/ Fine	Removal from contractual service	Censure/ Fine	Removal from contractual service
Field Engineer	GM	ED	ED	Dir. (Pers.)	Dir. (Pers.)	CMD
Field Supervisor	DGM	ED	GM	Dir. (Pers.)	ED	CMD