**Code of Conduct**

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**Policy Number:**

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| Prepared and Proposed By | Deepa Murali – Advisor |
| Reviewed and Recommended By | John Alex – Founder Trustee |
| Approved By | Board of Trustees |
| Date of Approval | 27 – March – 2025 |

**Purpose**

A Code of Conduct provides clear guidance to an organization's employees regarding acceptable and unacceptable behaviour. It establishes an ethical framework that promotes integrity, honesty, and ethical decision-making to set the tone for the organization's culture and values. It also helps the employees understand what is expected of them in various situations.

**Scope**

The scope can be tailored to the organisation's specific needs and typically covers a wide range of behaviours, including ethical decision-making, honesty, respect, diversity and inclusion, confidentiality, conflicts of interest, and more.

**Applies To**

All the employees, Trustees, Service users, parents and Vendors of Varshini Illam Trust.

**Version Control**

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| **2.0** | **27- March-2025** | **Board of Trustees** |

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**Objective**

* The primary objective is to promote ethical behavior and ensure that individuals associated with the Organization act with integrity and adhere to ethical standards.
* Ensure that the Organization and its members comply with all applicable laws and regulations, preventing legal violations.
* Foster a positive organizational culture that reflects the Organization’s values and promotes a respectful and inclusive environment.
* Establish mechanisms for holding individuals accountable for their actions and for reporting and addressing violations of the Code of Conduct.
* Mitigate risks related to unethical behavior, which can lead to legal liabilities, reputational damage, and financial loss.
* Provides a reference point for resolving conflicts or addressing ethical dilemmas within the Organization.

**Definitions**

In these “Rules and Regulations of Service”, unless the contract require otherwise:

* 1. “Organization” shall mean Varshini Illam Trust regardless of where its Division, Establishments, Offices, Branches, etc., are situated.
  2. For these “Rules and Regulations”, “Employee” shall mean and include all those to whom these rules and regulations have been made applicable either through an appointment letter or by a separate communication and shall also include those who are promoted from one post/grade to another post/grade.
  3. “Management” means Founder Trustee / Trustees, or any person/persons to whom powers have been delegated with due authority.
  4. Unless specifically stated to the contrary, the masculine shall include the feminine and the singular shall include the plural, wherever relevant / applicable.

**Principles of Code of Conduct**

**1. Exclusive Service**

1. No employee of the Organization at any time during his/her tenure of service in the Organization works for any other employer or engages himself / herself directly or indirectly in any profession, occupation, or vocation outside the Organization.
2. **Duties and Obligations of Employees during Working Hours**
3. Every employee shall always be courteous and considerate to the Service Users /vendors/superiors / colleagues / subordinates.
4. Every employee shall carry out the work assigned to him/her by his / her superiors conscientiously, faithfully, and diligently in accordance with specific and general instructions of his / her superiors and shall maintain discipline always in the areas or workplaces or premises of the Organization. He / she shall also cooperate with his / her superiors and co-employees.
5. Every employee shall, always, take all possible steps to ensure and protect the interests of the Organization and discharge his / her duties with utmost integrity, honesty, devotion, and diligence and do nothing which negates these responsibilities in words and spirit. No employee shall act prejudicial to the interests of the Organization.
6. Every employee shall take sufficient care of the properties / assets, materials, instruments, data, equipment, machines, computer hardware / software, furniture, cash, dues / receivables etc., of the Organization and shall take all reasonable precautions to safeguard those against accident, damage, loss, non-recoverability etc.
7. All equipment provided by the Organization, such as desks, file cabinets, vehicles, Equipments for Physiotherapy, Speech Therapy, Occupational therapy, inside the pediatric therapy on wheels, All medical equipments inside the Physiotherapy centre operated by the organization, computer systems, computer software, papers containing notes or information relating to the Organization's affairs or operations, access to the Internet, diskettes, electronic mail, phones, voice mail electronic mail sent within the Organization’s network, or received from external networks, and information placed on or retrieved from the Internet and other sources are considered to be the Organization’s property and every employee shall use these for Organization’s official purposes only and not for any personal, unlawful, unethical, defamatory, obscene, threatening, or other inappropriate purposes, including office gossip.
8. Employees shall load only authorized software on devices connected to the Organization’s communications network. No employee shall copy licensed software of the Organization.
9. Information obtained, developed, or produced by the Organization and its employees, supplied by outside consultants, partners or vendors for the benefit of the Organization, or information about the Organization’s Service users is confidential. No employee shall disclose information to anyone outside the Organization including to friends, family, relatives, or social acquaintances, Service users, their families, suppliers, or others. Unless an employee has specific authorization, he/she shall not disclose this information to other employees too except on a "need to know" basis and with the prior permission of his / her reporting authority. The Organisation has the ownership rights to certain information, processes, services, software, names, logos, trademarks, and other properties. Every employee shall inform his / her reporting authority if he / she believes that others are infringing on any of the Organization’s rights.
10. Passwords are designed to maintain the confidentiality of the Organization's information and to give employees access to all or part of the Organization's computers, voice mail and electronic mail systems in course of their official roles. No employee shall pass on such passwords and allow anyone to misuse such passwords.
11. Every employee shall disclose to the competent authority the nature of any material interest or affiliation that may pose a conflict of interest with the Organization.
12. Every employee shall furnish his/ her correct and full residential address, communication address and contact details to Human Resource department of the Organization and to the competent authority and any change thereof, promptly.
13. Every employee shall furnish the list of his/ her Family members and Relatives to the competent authority and any change thereof, promptly in the format prescribed by the Organization.
14. Every employee shall diligently observe user manuals / SOPs/ safety instructions / guidelines issued by the Organization from time to time in handling the assets / properties of the Organization.
15. Where damage or loss or non-recoverability is attributable to the omissions and commissions, negligence, mishandling or misuse , breach of duties and obligations set out above on the part of an employee, such an employee shall be liable for disciplinary action and / or any other action including recovery of the value of such breakage, damage or loss from the employee, as may be deemed fit by the competent authority of the Organization.

**Code of Conduct**

* 1. **No employee shall**:

1. Engage himself / herself in any other work or business for himself / herself or lending or allowing to be used his/her name / qualification / certification for any other person/ entity except that of the Organization.
2. Absent himself / herself from duty or be late in attending office or leave the place of work without having obtained prior permission from the immediate reporting authority/ Competent Authority of the Organization. Unauthorised absence for part of a working day will also attract non-payment of salary for the full day besides other disciplinary measures.
3. Interfere with other employee's work, disturb them, incite, or instigate them or cause annoyance to them at work.
4. Disturb the peaceful atmosphere in the Organization by demonstration, shouting, loud talk or horseplay or indulgence in any act which is prejudicial to the peaceful working of the Organization.
5. Indulge in quarrels, abuses, fight, violence or any other disorderly or indecent behavior in the Organization’s premises.
6. Hold any meeting, stick, or distribute hand bills, notices, leaflets, booklets, pamphlets, posters or make unauthorized collection of any money in the Organization premises without prior written permission from the competent authority of the Organization.
7. Tamper with the Organization’s records or notices.
8. Disfigure or damage or write on walls or any of the Organization’s properties.
9. Remove Organization’s properties from one place to another or outside the Organization without authorization.
10. Divulge any unauthorized person any information pertaining to the activities of the Organization.
11. Communicate directly or indirectly any official document or information to any employee or any other person to whom he/she is not authorised to communicate such document or information except in accordance with any general or special order / permission of the Organization in the performance of the duties assigned to him/her.
12. Do any act in contravention of or in derogation to any statutory obligations and / or the provisions of these conduct rules or any rules or instructions notified by the competent authority of the Organization, to the employees in the normal course of service from time to time.
13. Enter or stay in the Organization’s premises outside office hours except for bonafide reasons, or except with specific permission by the competent authority.
14. Give to the press, radio, electronic media, or any general news media any comment, talk, news or articles regarding the Organization without the prior written permission of the competent authority.
15. Stand for election for local bodies such as Corporation, Municipality, Panchayat, etc., or participate in any political activities without prior written permission of the competent authority and in case elected to any Statutory Body like Municipal Corporation/ Legislative Assembly/Councils/ Parliament of India, etc., they will automatically cease to be in the services of the Organization from the date of accepting the assignment after such election.
16. Borrow / lend or permit any member of his/her family to borrow / lend from / to or have personal dealings with Service users of the Organization, to gain pecuniary or other benefits to the detriment of the interests of the Organization.
17. Engage in providing any service offered by the Organization to self or to any of his / her relatives or spouse’s relatives, if such service is extended in the same branch / office in which he / she is working without prior written permission of the Competent Authority which must be obtained before extending such services.
18. Solicit / accept / give a kickback or bribe or any illegal gratification, whatsoever from / to any person in any form in discharging his/ her duties.
19. Indulge in theft, fraud, or dishonesty in or in connection with the Organization’s work or property or of any other employee of the Organization in its premises.
20. Collect any money towards any contribution/dues or canvassing for any union or party membership whatsoever, for the purpose not authorized in writing by the Organization within the office premises.
21. Any violation of the code of conduct will amount to an act of misconduct under these conduct rules and the employee concerned will be subject to disciplinary action as provided.
    1. **Unauthorized presence in the premises:** An employee who has been granted leave, laid-off, suspended, discharged, dismissed or who has resigned or who is not working for any reason, shall leave the Organization premises, forthwith unless required to stay back by the competent authority. Employees suspended, discharged, dismissed or who have resigned shall not enter the Organization premises without permission from the competent authority or any other person authorised by him/ her in this regard. Any employee who is on sanctioned leave or unauthorised absence shall not enter the office premises during such period except with the specific permission of his/her immediate Reporting Authority / Competent Authority.

**Service of Notice**

1. Any matter required to be notified under these rules and any notice by the competent authority to the employees in the Organization shall be displayed on its noticeboards or issued as an internal circular sent by e-mail to all branches /offices. When they are displayed / circulated, such matter or notices shall be deemed to have been communicated to all employees.
2. Any notice or letter or communication intended for an employee may be delivered to him personally in the premises of the Organization or through Registered Post Acknowledgement Due to the last known address and the employee is bound to receive and acknowledge the same. In case of refusal on the part of the employee to accept such communication sent, it will be deemed that the effect of such communication is from the date of such communication. If received by the employee, such communication takes effect from the date of receipt by him/her unless it is otherwise specifically mentioned. In the event of refusal, a copy of the letter shall be displayed on the Notice Board.
3. Matter required to be notified under this code/rules and any notice or communication by the competent authority to employees will be in English.

**Misconduct**

The term misconduct shall denote any offence or act of commission or omission on the part of an employee which falls within the general notation of the word misconduct as understood generally and shall be deemed also to connote offences or acts of commission or omissions under or against these codes / rules or any other regulations and practices of the Organization. Without prejudice to the foregoing and without being exhaustive, the minor and major acts of misconduct are listed below:

* "Misconduct" may be either "gross misconduct" or "minor misconduct".
* "Gross Misconduct" means any of the following acts or omission on the part of an employee:

1. Knowingly making a false statement in any return, report, declaration, statement, bill, or information submitted or given in the course of his/her employment in the Organization.
2. Engaging in any activities, profession or calling outside the scope of his / her employment in the Organization in contravention of the relevant policies / manuals / regulations / codes / rules / circulars issued by the Organization.
3. Breach of the obligation of secrecy imposed on him / her as part of conditions of employment in this Organization, or the disclosure of any secret or confidential information in contravention of the relevant policies / manuals / regulations / rules / circulars of the Organization.
4. Willful insubordination or disobedience or non-compliance of lawful and reasonable orders / instructions of the management / competent authority/ Reporting Authority or of persons placed in authority over him / her.
5. Willful slowing down in the performance of work.
6. Taking a bribe or illegal gratification from a service users or an employee of the Organization.
7. Gambling or betting on the premises of the Organization.
8. Gross negligence, that is to say, negligence involving or likely to involve the Organization in serious loss.
9. Willful damage or attempt to cause damage to any property of the Organization or of any of its service users.
10. Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Organization.
11. Habitual doing of any act which amounts to "minor misconduct."
12. Knowingly making a false statement in any document pertaining to or in connection with his / her employment in the Organization.
13. Entering any section or department other than his/ her own except for purposes of assigned duties.
14. Unauthorised handling of any property/asset, machine, apparatus, or equipment of the Organization.
15. Misusing or mishandling or misappropriating any money/property/asset, machine, apparatus, or equipment of the Organization in contravention of the Users / Operations / safety guidelines issued from time to time.
16. Failure to report the loss of any materials entrusted to him / her in the performance of his / her duties or failure to account for the same.
17. Riotous or disorderly behavior or conduct inside the Organization’s premises; fighting, abusing, threatening, intimidating, or coercing other employees or others or assaulting or threatening to assault co-employees or others whether inside or outside the premises or precincts of the Organization provided such misconduct is connected with his /her employment in the Organization.
18. Using indecent language or making false allegations against service users, superiors, or co-employees.
19. Any act subversive of discipline or good behavior in the Organization premises or outside the Organization premises, where it affects the discipline or reputation of the Organization or has a bearing on the smooth and efficient working of the Organization.
20. Participating in any form of strike / demonstration or abetting, inciting, instigating or action in furtherance of a strike or stay-in-strike or demonstration of any sort.
21. Holding a meeting without permission, staging, or participating in demonstrations, shouting, coercing others to join in group action or picketing within the Organization premises or within a radius of 50 metres from the boundary of the Organization’s premises.
22. Organizing, holding, attending, or taking part in any meeting, exhibiting, sticking, or distributing any hand bills, notices, leaflets, booklets, pamphlets, or posters on the Organization premises without prior written permission of the competent authority.
23. An act or conduct within the premises of the Organization which is likely to endanger the life or safety of any person.
24. Gheraoing or surrounding or forcibly detaining superiors or other employees of the Organization or resorting to sathyagraha, hunger-strike or similar action in or outside the Organization’s premises.
25. Tresspassing into or forcible occupation of any portion of the Organization premises, unauthorized use or occupation of the Organization premises/accommodation or refusal to vacate the same when called upon to do so by the competent authority.
26. Inciting disaffection or violence in relation to people and matters concerning the Organization.
27. Theft, an attempt at theft, fraud, or dishonesty in connection with the Organization's property or activity or property of other employees of the Organization.
28. Tampering with records of the Organization, falsification, defacement, or destruction of any records of the Organization, including those pertaining to employees.
29. Soliciting, demanding, collecting, or canvassing the collection of any money from any or sale of any kind of tickets/badges within the premises of the Organization for any purpose or reason without prior written permission of the competent authority.
30. Disclosing to any unauthorized person any information affecting the interest of the Organization with regard to procedures, practices, and activities of the Organization.
31. Borrowing or lending money; engaging in private work or trade within the Organization premises; engaging in other employment while in the service of the Organization or engaging in the same or similar profession outside the Organization or lending or allowing to be used personal name / qualification / certification to any person / entity while in service of the Organization without the written permission of the competent authority.
32. Any conduct prejudicial to the interest or reputation of the Organization or any act or conduct involving moral turpitude or immoral behaviour or act inside or outside the Organization’s premises/ place of operation, temporary or permanent.
33. Carrying on or canvassing for political activity in the Organization’s premises / direct involvement in politics while in service.
34. Unauthorised removal from or affixing of notice on the Notice Boards or any other place in the Organization’s premises.
35. Breach of any duty or obligation enumerated in this conduct rule or service rules / regulations or any other rules / regulations / policies / authorized practices in force in the Organization.
36. Misbehavior towards service users / colleagues’ /superiors’/ subordinates.
37. Indulging in any immoral relationship with an employee of either sex within the premises of the Organization or in any act of sexual harassment of women at the workplace. Sexual harassment shall include such unwelcome sexually determined behavior (whether directly or otherwise) as (a) physical contact and advances (b) demand or request for sexual favours (c) sexually colored remarks (d) showing pornography or (e) any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.
38. Conviction by a criminal court of law for an offence involving moral turpitude.
39. Unauthorised absence or absence without leave or overstaying sanctioned leave continuously for a period exceeding 30 days.
40. Refusal to accept charge sheet, suspension order or any other lawful order given by the Competent Authority; refusal to give evidence in any enquiry against any other employee charged by the Organization with any misconduct; refusals to be searched by the security employee/s or an authorized person of the Organization; refusal to offer himself/herself to be interrogated by the supervisory officials of the Organization without any legal / valid reasons.
41. Giving false information regarding name, age, qualification, address, income and / or any other details of self / family members / relatives as part of service requirements in this Organization.
42. Gross violations of the systems and procedures, authorized policies and practices and core values (i.e. Integrity, Professionalism, Accountability, Transparency and Teamwork) of the Organization.
43. Attempting to collect or collect monies within the premises of the Organization without the previous permission of the competent authority except as allowed by any rules / regulations/ policies / practices of the Organization or law for the time being in force.
44. Willful suppression of material information relating to employment / personal details.
45. A betting or instigating any of the acts mentioned above as gross misconduct.
46. An employee found guilty of gross misconduct may be awarded the following punishments:

“Minor Misconduct” means any of the following acts or omissions on the part of the employee:

* Unpunctual or irregular attendance.
* Unauthorised absence or absence without intimation to the Reporting Authority
* Committing nuisance in the premises of the Organization.
* Entering or leaving the premises of the Organization except by an entrance provided for the purpose.
* Failing to show proper consideration, courtesy or attention towards officers, other employees, or service users of the Organization.
* Unseemly or unsatisfactory behavior while on duty.
* Marked disregard of ordinary requirements of decency and cleanliness in person or dress.
* Incurring debts to an extent considered by the competent authority as excessive, in relation to his normal / known sources of income.
* Failing to sign or mark attendance regularly in the attendance register or complying with such other instructions of the Organization in this regard.
* Leaving the place of work during working hours without permission or absence without permission from place of work.
* Refusal to accept, receive or take delivery of notice, letters, or any communication from the competent authority.
* Loitering and wasting time during working hours or malingering.
* Not wearing dress in clean / presentable condition, while on duty, either own clothes or the uniforms supplied / paid for by the Organization, if any.
* Not adhering to the dress code, if any, prescribed by the Organization

An employee found guilty of minor misconduct may be awarded any of the following punishments:

* Censure.
* Stoppage of annual increment in salary for a period as fixed by the Disciplinary Authority.
* Withholding of promotions.
* Withholding of increments without cumulative effect.
* Issuing a show cause notice.
* Suspension for a period not exceeding 30 days at a time during which time the employee concerned is not eligible for any subsistence allowance.

Note: Notwithstanding the aforesaid listing under the classification of minor misconduct, any act of commission or omission will be deemed as a gross misconduct if minor misconduct is committed for three times or more.

**Procedure for Disciplinary Action**

1. No order of punishment shall be made without the employee having been given an opportunity of explaining to the satisfaction of the disciplinary authority the circumstances alleged against him/ her through an oral or recorded enquiry. However, in the case of punishment proposed to be awarded for minor misconduct the requirement of oral / recorded enquiry may be dispensed with at the discretion of the Disciplinary Authority.
2. In the case of any major misconduct there shall be a recorded enquiry in accordance with the procedure stated below provided no such recorded enquiry shall be necessary if the employee concerned admits the charges in writing. The employee shall be issued a charge-sheet, signed by the Disciplinary Authority or any person authorized by the Competent Authority, otherwise called a show-cause notice, clearly setting forth the charges against him/ her and stating under what ambit of misconduct as listed in the service rules or any other rules, regulations and practices the charges fall, and calling for his / her explanation.
3. If the employee does not admit the charges or his/her explanation is not satisfactory and when the circumstances appear to warrant it, the Disciplinary authority may arrange to hold a recorded enquiry on the charges of misconduct in accordance with the principles of natural justice.
4. For conducting the enquiry, Disciplinary authority may appoint an enquiry officer from amongst the employees of the Organization or outside persons authorized by the Organization to hold the enquiry and where necessary a presenting officer from among the staff of the Organization. The enquiry officer will fix the date, time and venue of the enquiry and inform the same to the presenting officer, the employee subjected to the enquiry and the defense assistant, if any. The employee subjected to enquiry will be eligible for official leave and reimbursement of travel expenses to attend the enquiry. The permissible mode of travel shall be as applicable to his / her eligibility as prescribed in the relevant rules / regulations.
5. An employee shall present himself/ herself at any reasonable time for enquiry into the misconduct alleged against him/her or against another employee when called upon to do so by the competent authority. If an employee charged with misconduct fails to appear at the enquiry for reasons which the competent authority or the enquiry officer considers unsatisfactory, the enquiry shall be proceeded with ex-parte in his/her absence.
6. The employee subjected to enquiry shall be permitted to be assisted by a defense assistant from among the co-employees of the Organization provided the charge sheeted employee informs the enquiry officer under copy to the presenting officer at least seven working days prior to the date of enquiry, about his/her defense assistant and provided the defense assistant is not himself/herself subject to any disciplinary proceeding by the Organization and he/she is not acting as defense assistant for more than two enquiries including this enquiry the Organization. To attend such enquiry proceedings, the defense assistant concerned will be entitled for TA/DA, as per his/ her eligibility and the defense assistant will be deemed to be on duty during the period involved in attending such enquiry. No outsider or legal practitioner shall be permitted to assist or defend the charge sheeted employee in the enquiry. The charge sheeted employee shall be permitted to cross-examine any witness deposing in support of the charges and to produce witnesses, if any, in his/her defense. The statements of the witnesses examined at the enquiry on either side or the employee's pleas made at the enquiry shall be recorded.
7. On conclusion of the enquiry, after hearing both sides and on obtaining their written submissions, the enquiry officer shall record his/her findings whether all or any of the charges leveled against the employee is established. A copy of the enquiry findings / report shall be given to the employee for his / her comments, if any.
8. If the charge/s is/are proved in full or in part in the enquiry, the Disciplinary authority shall take into account the gravity of the misconduct, enquiry proceedings with exhibits thereon, enquiry report, comments of the employee, if any, on the enquiry report, the previous record of the service of the employee and any other extenuating or aggravating circumstances that may exist in awarding punishment under these rules. However, before imposing punishment of dismissal / removal, the Disciplinary authority shall give a personal hearing to the employee as regards the nature of the proposed punishment. If the charge sheeted employee does not appear before the Disciplinary authority on the date, time and venue fixed for such a personal hearing, the Disciplinary authority may at his/her discretion proceed with the imposition of proposed punishment. The nature and quantum of punishment shall be at the discretion of the Disciplinary authority. The order passed by the Disciplinary authority shall be communicated to the employee concerned.

**Suspension**

1. Where disciplinary proceedings against an employee are contemplated or are pending or where criminal proceedings against an employee in respect of any offence has been initiated and the competent authority is satisfied that it is necessary or desirable to place the employee concerned under suspension pending investigation, enquiry, trial and final disposal, the competent authority may, by order in writing suspend him/her with effect from such date as may be specified in the order.
2. An employee shall be deemed to have been placed under suspension by an order of the competent authority:
3. With effect from the date of his detention, if he /she is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours.
4. With effect from the date of conviction, if in the event of conviction for an offence, he/she is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

**Explanation:** The period of forty-eight hours referred to in clause (b) of this sub-regulation shall be computed from the commencement of the imprisonment after the conviction and for the purpose, intermittent period of imprisonment, if any, shall be taken into account.

1. An order of suspension made or deemed to have been made under this regulation shall continue to remain in force until it is modified or revoked by the Competent authority.
2. If after enquiry, the employee is exonerated of the charges, he/she shall be deemed to have been on duty throughout the period of suspension and be entitled to his/her full salary and emoluments for the period of suspension and will be paid the remaining salary after adjusting the subsistence allowance already paid. If he/she is found guilty of the charges and any punishment other than dismissal/removal from service is imposed, the competent authority of the Organization will, at his / her discretion, rule / decide and communicate to the employee concerned whether the whole or a part of the period of suspension may be treated as spent on duty and the employee may be given corresponding salary and emoluments, if any, accordingly and will be paid the remaining salary after adjusting the subsistence allowance already paid.
3. No leave shall be granted to an employee under suspension.
4. An employee who is placed under suspension during the period of such suspension, will be entitled to receive payment from the Organization by way of subsistence allowance on the following reduced scale computed on the basic pay the employee was drawing on the date prior to the date of suspension, provided the employee furnishes a certificate that he / she is not engaged in any other employment, business, profession, or vocation:
5. 1/3rd of the basic pay plus DA, CCA and HRA thereon for the first 3 months of suspension.
6. For the subsequent period after three months from the date of suspension, one-half of the basic pay plus DA, CCA and HRA thereon for the next three months if the enquiry is conducted in-house / departmentally. Where the enquiry is held by an outside agency, one-third of the basic pay plus DA, CCA and HRA thereon for the next three months and one-half of the basic pay plus DA, CCA and HRA thereon for the remaining period of suspension.
7. During the period of suspension, the employee shall not be entitled to occupation of rent-free house or free use of Organization’s car or receipt of conveyance or entertainment allowance or special allowance.
8. If during the period of suspension, the employee retires by reason of his/her attaining the age of superannuation, no subsistence allowance shall be paid to him or her from the date of his / her retirement.
9. Such employees’ service will be nationally extended for a further period till the completion of disciplinary proceedings, without any payment of salary or subsistence allowance, purely for the purpose of attending the domestic enquiry.
10. The terminal benefits of such employees will be settled as per rules and based on the outcome of the disciplinary proceedings, only after conclusion of the disciplinary proceedings and the final orders are passed.

**Appeals**

1. An employee may make an appeal to the Appellate Authority within thirty days from the date receipt of the order imposing upon him any of the penalties specified under these regulations.
2. The appeal shall be presented to the Appellate Authority with a copy to the Disciplinary Authority. It shall contain all material statements and arguments on which the appellant relies but shall not contain any disrespectful or improper language and shall be complete in it.
3. The Disciplinary Authority which made the order appealed against shall, on receipt of a copy of the appeal from the appellant, forward the same with its comments thereon, together with the relevant records, if any, to the Appellate Authority within a period of thirty days from the date of receipt of appeal.
4. The Appellate authority, on receipt of the comments / records of the case from the authority whose order is appealed against, will review the order of punishment. The Appellate Authority may pass an order confirming, enhancing, reducing, or setting aside the punishment.
5. If the Appellate Authority decides to confirm, reduce, or set aside the punishment it shall do so within sixty days of date of receipt of comments / records, if any, from the Disciplinary Authority or the receipt of the appeal from the appellant, whichever is later.
6. If the Appellate Authority decides to enhance the punishment it shall give a show cause notice to the employee within sixty days of date of receipt of comments / records, if any, from the Disciplinary Authority or the receipt of the appeal from the appellant,

whichever is later, asking the employee to reply within fifteen days, as to why the enhanced punishment should not be imposed upon him /her and shall pass the final order after considering the representation, if any, submitted by the employee, within sixty days from the date of his show cause notice to the employee.

1. In the case of punishment of Dismissal / Removal from service, if the Appellant requests for a personal hearing, the Appellate Authority may give a personal hearing to such Dismissed/Removed employee. In such a personal hearing by the Appellate Authority, the Dismissed/Removed employee along with his defence assistant and the Presenting Officer may also be permitted to appear.

**Review and Revision**

This policy would be reviewed on an annual basis or earlier based on needs. The recommended changes would be approved by the Trustees.