

## THESE REGULATIONS MAY BE CALLED THE SHREE SIDDHI VINAYAK GANPATI TEMPLE TRUST (PRABHADEVI) SERVICES (CONDUCT) REGULATION

Shree Siddhi Vinayak Ganpati Temple Trust (Prabhadevi) The Shree Services (Conduct) Regulations, exercise of the powers conferred by sub-section (S) Of section Siddhi — Vinayak 15 read sub-section or section 14 of the Shree Siddhi Ganpati Temple Vinayak Ganpati Temple Trust (Prabhadevi) Act. 1980 Trust (Prabhadevi) Act, 1980. (Mah. VI the Temple Trust Management Committee, hereby makes, & with previous approval of the Government of Maharashtra. the following regulations, namely: Short title. application and saving - (1) These regulations be called the Shree Siddhi Vinayak Ganpati Temple Trust (Prabhadevi) Services (Conduct) Regulations, 2008 (2) They shall come into force on 4th August 2008 (3) Except as otherwise provided by or under these regulations, these regulations shall apply to all persons appointed to the Trust services and posts in connection with the affairs of the Trust, Definitions,— In these regulations, unless the context (a) means the Shree Siddhi Vinayak Ganpati Temple Trust (Prabhadevi) of (b) means the Management Committee constituted under section 5 of the Act; (c) "Executive Officer" means the Executive Officer appointed by Government under section 12 of the Act; (d) - means the Government of Maharashtra; (e) "Group A, Group B, Group C and Group D posts" means the posts as classified under the Shree Siddhi Vinayak Ganpati Temple Trust (Prabhadevi) Services (General Conditions Of Services) Regulations, 2008 ; (f) "members of family" in relation to the Trust servant includes— (i) the wife or husband, as the case may be. of the Trust servant, whether with the Trust servant or not but does include a wife or husband, as the case may be, separated from the Trust servant by a decree or order of competent court; (ii) son or daughter or step-son step-daughter of the Trust servant who is wholly dependent on the Trust servant does include a son or daughter or step-son or step-daughter who is no longer in any on Trust servant or of whose custody the Trust servant has been deprived by or under law; (iii) any other person related, whether by blood or marriage to the Trust servant or to the spouse and wholly dependent on the Trust servant; means Shree Vinayak Ganpati Temple Trust (h) "Trust servant" means any person who is appointed to Trust service or post in connection with the affairs of the Trust. Of servant to maintain integrity, devotion to duty, Every — (i) maintain absolute integrity; (ii) maintain to duty; and (iii) do nothing which is unbecoming of a Trust servant, 12) Every Trust Servant holding supervisory post "shall take all possible steps to ensure the integrity devotion to duty of all Trust servants for the time being under control and authority. (S) Trust servant—shall. in the performance or exercise of powers conferred on him act otherwise than in his best judgement except when he is acting under the direction of his official superior and shall. whenever he is acting such direction, obtain the direction in wherever practicable, but where it is not practicable to obtain the direction in writing; he shall obtain the written confirmation of the said direction possible, (+) Nothing in sub-regulation (3) shall be construed as empowering Trust servant to evade his responsibilities by seeking instructions from or approval of, a superior officer or authority when instructions are not necessary under the scheme of distribution powers and Takshwartinolirics-anwalections.- No Trust servant shall be a member of or be otherwise associated with, any political party or any organisation which takes part in politics, nor shall he take part or subscribe in aid of or assist in any other manner. any political or activity. (2) It shall be the duty of every Trust servant to endeavour to prevent member from subscribing in any other manner, any such movement or activity, he shall make a report to that effect to the Executive Officer- (3) Whether any party is a political party, or whether any organisation takes part in politics or whether any movement or activity falls within the scope of this the decision of the Committee thereon shall be final. No Trust shall canvass or otherwise interfere with or take part in an election to any legislature or local authority (hereinafter referred to "the election Provided that. a Trust servant. qualified to vote at such election may exercise his right to vote, and he does so, he shall give no indication of the intention in which he proposes to vote or has voted, Explanations.— (1) Where Trust assist in the conduct of election in due performance of a duty imposed on him by or under any law for the time being in force or by an order of Competent Authority. he shall not be deemed to have contravened the provisions of this 12) The display by a Trust servant on his person. vehicle or residence of any electoral

symbol Shall amount to using his in connection with the Election and his proposing or seconding the nomination candidate at the election shall amount to taking part in the election within the meaning of this regulation, and accordingly, he in any such be deemed to have contravened the provisions of this regulation. 11

**5. Demonstration and Strikes**—No Trust servant shall. - engage himself or participate in any demonstration which is prejudicial to the interest of the Trust. 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 or (ii) resort to, way abet, au} Of strike connection with pertaining to his service Provided that, nothing in this sub-clause shall be deemed prohibit those Trust servant from resorting to any strike Who are expressly permitted. to for the time berth in force

**6. Prohibition-against unauthorized supply of information, Etc.**- No Trust servant shall, except in accordance with any general order Committee 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 information to any Trust servant or any other person to whom he is not authorised to communicate such document or information. 7. Subscriptions.- NO Trust servant shall, except with the previous sanction of the Committee or, of the Executive Officer. ask for or accept Contributions to, or otherwise associate himself with the raising of, cash in pursuance of any object, whatever. Gift (j) Save as otherwise provided in these regulations, no Trust shall accept, or permit a member of his or any person acting on his behalf to accept any gift. The expression "gift" include transport, boarding, lodging or other service or any other pecuniary advantage provided to any person other than a near relative or personal friend having official dealings with the Trust servant, or other social hospitality shall not be to be a gift, Note A Trust servant shall avoid accepting lavish hospitality or frequent hospitality From any individual having dealings with him or from industrial or commercial firms, organisations or any similar bodies, (2) On occasions. such as weddings, anniversaries, funerals or religious functions when the making of [K gift is in conformity with the prevailing religious or social practice. Trust servant accept gifts from his near relatives. but he shall make report to the Executive Officer if the value of any such exceeds— (i) Rs: 500 in the case of a Trust servant holding any Group A or Group B (ii) Rs. 130 in the case of a Trust servant holding any Group C post;- (iii) Rs, 100 in the case of a Trust servant holding Group D post. On such occasions as are specified in a Trust servant may accept gifts from his personal friends having no official dealing with him, but he shall make a report to the Executive Officer if the value of any such gift (i) in Trust servant holding any Group A or Group B post; (ii) RS-100 in the case of a Trust servant holding any C post; (iii) Rs. 50 Trust servant holding any Group D post. Public demonstrations in honour No Trust servant shall, except with the previous sanction of the Committee, complimentary or voluntary address or accept any testimonial or attend any meeting or entertainment held in his honour, or in the honour of any other Trust servant; Provided that, nothing in this regulation shall apply to. — (i) farewell entertainment of substantially private and informal character held in honour of a Trust servant or any other Trust servant on the occasion of his retirement or transfer or any person who has quit the service of the or (ii) the acceptance and inexpensive entertainment arranged by public bodies or institutions. Note.- Exercise of pressure or influence or any sort on any Trust servant to induce him to subscribe to any farewell entertainment even if it is of a substantially private or informal character, and the collection of subscriptions from Group C or Group D employees under 13 any circumstances for the entertainment of any Trust servant not belonging to Group C or Group is forbidden. 10. Sitting for portrait.- Nothing in regulation 9, shall prevent any Trust servant from sitting for portrait, bust or other statue not intended for presentation to • A Trust servant shall enter into pecuniary arrangement with any one of the Trust servants of any held by him under the Trust [or the benefit of any other person] for the purpose of any or appointment made consequent upon such resignation shall be cancelled and the parties to the arrangement as are still in service shall be suspended, pending the orders of the Private trade or employment, - No Trust servant shall, except with the previous sanction of the Committee, engage directly or indirectly in any other or undertake other employment Provided that, Trust servant may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties not thereby he shall not undertake, or discontinue work if so directed by the Officer. Explanations.- (i)- Canvassing by a in support of the business of

Insurance agency, owned or managed by his wife or other of his family shall be deemed to be a breach of this sub-regulation. (ii) Every Trust servant shall report to the Executive Officer, if any member of his family is engaged in a trade or owns or manages an insurance agency or commission agency. (iii) No Trust servant shall, without previous sanction of the Executive Officer, except in the discharge of his official duties, part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 or 1956, or any other law for the time being in or any co-operative society for commercial purposes. Provided that a Trust servant take part in the registration, promotion or management of a co-operative society substantially (or for the benefit of) the servants registered under the Maharashtra Co-operative Societies Act, 1960 (Malik XXIV of 1960) or any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 (21 of 1860), or corresponding law in force. (4) No Trust servant may accept any fee for any work done by him for any public body or any private person —sanction Of the (G) NO Trust servant in any case, except in the case of commercial employment immediately after retirement, is necessary while still in service to negotiate for any commercial employment after retirement without obtaining prior permission of the Executive Officer. 1 g. Investment and bonafide (1) No Trust servant shall in stock, share or other investment explain to (1.1 purchase or sale or both, shares, securities or other investment shall be deemed to be speculation within the meaning of this sub-regulation. NO Trust servant shall, without the permission of the Executive Officer, permit any of his family or any person acting on his behalf to make, any investment which is likely to embarrass or influence him in the discharge of his official duties. (3) If any question arises whether any transaction is of the nature to which sub-regulation (1) sub-regulation the decision of the Committee thereon shall be final. (4) (i) No Trust servant shall, save in the ordinary of business with bank a firm of standing duly authorised to conduct banking either himself or any person acting in his family or any person acting in his family, - lend or borrow money, as principal or agent, to or any person within the local limits or with whom he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person; or lend money to any person at interest or in which return in money or in kind is charged or paid. Provided that, Trust servant may give to or accept from a relative or a personal friend, a temporary loan of a small amount free of interest, operate a credit account with a bona fide tradesman or make advance of pay to his private employee: Provided further that, nothing in this shall apply in respect of any transaction entered into by a Trust servant with the previous sanction Of the Executive Officer. - (ii) Trust servant is appointed or transferred to a post such nature as would involve him in a breach of any of the provisions of sub-regulation (2) or sub-regulation he shall forthwith report the circumstances to the Executive Officer; and shall thereafter act in accordance with such order as may be made by the Executive Officer- (b) Notwithstanding anything contained in regulation (1) the Committee may, regard being had to the circumstances of each case, any of the provisions of sub-regulation (4) in the case of Trust servants belonging to Group C or Group D service. (b) the Committee may direct that in relation to or borrow by Trust servants from, any Co-operative society registered or deemed to be registered under the Maharashtra Co-operative Societies Act, 1960 (1961). the provisions of sub-regulation (4) shall apply with such restrictions or relaxation as the Committee may specify. INSOLVENCY AND HABITUAL - 0} When a Trust servant is adjudged declared insolvent or when a moiety of his salary is instantaneously attached, or been continuously under attachment for a period exceeding two years. If is attached for a in ordinary circumstances cannot be repaid within a period of two years, he shall be liable to and in such cases, the Executive Officer shall report the matter to the Committee. Where moiety of the salary of a Trust servant is attached, the report shall show the proportion of his debts to the salary. how far the debts detract from the salary as a Trust servant, whether the debtor's position is irretrievable, and whether in the circumstances of the case, it is desirable to retain the post held by at the time the matter is brought to the notice of the Committee. (S) In every case under this regulation. the burden of proving that the insolvency or indebtedness is the result of circumstances which, with the exercise of ordinary diligence. the Trust servant could not have foreseen or avoided which he has no control, has not proceeded from extravagant or dissipated habits shall be upon the Trust servant, 15. immovable and valuable property.- (1) Every Trust servant shall on his first appointment to any service or post, and thereafter, at such intervals as may be specified by the Committee, submit a return of his assets and liabilities in such form as may be prescribed by the giving 'the following particulars regarding, — (a) the immovable. property inherited by him owned or acquired by him or held by or

mortgage, either in own name or in the name of any member of his family or in the name of any other person; shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired or held by other movable property by him or similarly owned acquired or held by him; (d) debts and other liabilities incurred by him directly or indirectly, Note 1 -Sub-regulation O} shall not ordinarily apply to Group D servants but the Committee. direct that it shall apply to any such Trust servant or class of such Trust servants.. Note 11 In all returns, the values of item of movable property worth less than Rs. shown as The values of articles of daily use as clothes, books, etc, need not be included in such return. — Note Every Servant WINO is in service on the date Of the commencement of these regulations shall submit a return under this sub- regulation On or before date as may be specified by the Committee after Such commencement. No Trust servant shall except with the previous knowledge of the Executive Officer. acquire or dispose of any immovable property by lease, purchase, sale, gift, or otherwise either in his own or in the name of any member of his family - Provided that. the previous sanction Executive Officer shall be obtained by the Trust servant if any such transaction is,- (i) with a person having official dealings with the Trust or (ii) otherwise than through a registered dealer: Every Trust servant shall report to the Executive Officer every transaction entered into by him either in his own name or in the name of a member of his family respect Of movable property if the value of such property exceeds in the case of a Trust servant holding any Group A or Group B post, or Rs, 5000/- in the case of a Trust servant holding any Group C Group post: Provided that, the previous sanction of the prescribed authority such transaction is, - With a person having dealings with the Trust or (iii) otherwise than through a registered dealer Notwithstanding in sub-regulation (2) and (s) any transaction entered into by the spouse or any other member of family of a Trust servant out of his or her own funds (including stridhan, gifts, inheritance. etc.) as distinct from the funds of the Trust servant himself in his or her own right shall not be treated as a transaction entered into by the member of the family of the Trust servant within the meaning of sub-regulations (g) and (h) The Committee or the Executive Officer at anytime, by general or special order. require Trust servant to furnish, within a period specified in the order, a full and statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so required by the Committee or by the Executive Officer. include the details of the means by which, or Source from which, such property was acquired with the evidence "in support of the acquisition" of such property. The following categories of Trust Servant belonging to Group C Group D of the provisions of this regulation except sub-regulation For the purpose of this regulation. the expression "movable property" shall mean (a) jewellery, insurance policies the annual premium exceeds Rs, 5000/- or one sixth the total annual emoluments received from the Trust whichever is less, shares, securities and debentures; (b) loans, advances by such Trust servant whether secured or not: (C) motor cars, motor cycles or any other means of transport and 18 (d) refrigerators, radios, T.V. sets, any other electronic appliances and goods of value exceeding Rs. 1000/- of Trust servant.- (i) No Trust servant shall, except with the previous sanction of the Committee have recourse to any court or to the press for the vindication of his private character has been the subject matter of adverse criticism or an attack of defamatory character. (9) Nothing in sub-regulation (1) shall be deemed to prohibit a Trust servant from vindicating his private character or any act done by him in his private capacity and, vindicating his private character or any act done by him in his private capacity is taken, the Trust servant shall submit report to the Executive Officer regarding such action. In accordance with the sanction the all in each case decide— (i) whether it will itself bear the costs of the proceedings; or whether the Trust servant will institute the proceedings at cost, and if whether in the event of Trust servant succeeding therein, the Committee reimburse to the extent of the whole or any of the cost by him as is in excess of the cost of damages, if any. awarded to him by the Court (b) whether the Trust servant decides to bear the costs Of proceedings instituted by it Shall be expressly stated in the order the amount Of damages or costs awarded by the Court, If any. to the Trust servant—shall be first set off against the, cost borne by the Committee and the balance, if any. shall be retained by the Trust servant

**17. Prevention of sexual harassment of working womanly-- (1) No Trust servant shall indulge in act of sexual harassment of any women at her work place, (2) Every Trust servant is in charge of work place shall take necessary steps to prevent—sexual harassment to any women at work place. Explanation.- For the purpose of this regulation "sexual harassment" includes such unwelcome sexually determined behaviour, whether directly or otherwise such as, (a) physical contact and advances; demand or request for sexual favours; obscene remarks (d) showing pornography; (e) any other hostile or insulting physical, verbal or non-verbal conduct of a sexual nature, 18. Canvassing and non-official or other outside influences:-**

No Trust servant shall bring or attempt to bring any political or other outside influence to upon any authority in to any matter pertaining to his under the Trust

**19. Membership of or association with communal institutions.-** No Trust servant shall by writing, speech or deal, or otherwise indulge in any activity which is likely to incite and create feelings of hatred or ill-will between different communities in India on religious, racial, regional, communal or other grounds. Association of names with public institutions or works,— NO Trust servant shall, except with the previous sanction of the Committee (a) associate his own name with any public institution, such as, libraries, hospitals, schools or roads and the like; or such objects, shields trophies, prizes, medals and Cups and the like; or allow of his living with dependent on him to associate his name with any such institution or object. 21. Contracting of (1) NO Trust servant shall enter into, or contract, a marriage with a person having a spouse living; and NO Trust servant, a spouse living, enter into, or contract, a marriage with any person; Provided that, the Committee may permit a Trust servant to enter into, or contract, any such marriage as is referred to in clause or clause if it is satisfied that, - (a) such marriage is permissible under law applicable to such Trust servant and the other party to the marriage, and (b) there are other grounds for so doing. (3) A Trust servant who has married or marries a person other than of Indian Nationality shall forthwith intimate the fact to the Executive Officer. Prohibition against Dowry.- No Trust servant shall, - (i) give or take or abet the giving or taking of dowry, or (ii) demand, directly or indirectly, from the parents or guardians of a bride or bridegroom, as the case may be, any dowry. Explanation-- For the purpose of this regulation, the same meaning as assigned to it in the Dowry Prohibition Act, 1961 of 1961). No Trust servant shall employ, or permit any member of his family or any person acting on his behalf, to employ any child below the age years or domestic or any 2.1. Consumption of intoxicating drinks and drugs— A servant 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; (h) not consume any "intoxicating drugs while on duty or not be under the influence of any intoxicating drinks or drugs during the course of his duty and shall take due care that the performance of his duties at any time is not affected in any way by the influence of any such drink or drug; (C) refrain from consuming any intoxicating drink or drug in a public place. 25. any question arises relating to the interpretation of these regulations, it be to whose decision thereon shall be final. Delegation of Powers,- The Committee may, by general or special order direct that any power exercisable by it or Executive officer under these regulations shall, subject to such conditions, if any, may be specified in the order be exercisable also by such officer or authority as may be specified in the order. Shree Siddhivinayak Ganapati Temple Trust Management Committee