



OFFICE OF THE DEAN ADMINISTRATIVE AFFAIRS  
Indian Institute of Engineering Science and Technology, Shibpur  
(Formerly Bengal Engineering and Science University, Shibpur)  
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Howrah – 711 103

No: 2902/D(AA)17

Date: 07/11/2017

Order

It is noticed that many employees are indulging in various type of activities such as conducting meeting, demonstrations, joint representation in matters of common interest etc within working hours. Employees are found loitering here and there without any official work in the office hours. It is also observed that the employees are overstaying the lunch hour.

It is to inform all employees that as per clause 24(6) of IEST statute the employees of the Institution are being governed by Central Civil Service (Conduct) rules, 1964. Some of the relevant sections of CCS(conduct) rule is being stated below for the employees to restrain from this activities.

As per the Do's and Don'ts for employees as per CCS (conduct) rule the point 22 of Don'ts state "do not make joint representation in matters of common interest".

It is to remind that as per rule 7 of CCS(conduct rule) 1964 "No employee shall resort to or in any way abet any form of strike or coercion or physical duress in any matters pertaining to his service or the service of any Government servant". Non compliance of the said rule may lead to disciplinary action against the employee of group of employees.

Rule 7 (ii) of the Central Civil Services (Conduct) Rules, 1964, provides that no employee shall resort to or in any way abet any form of strike in connection with any matter pertaining to his service or the service of any other employee. It is, therefore, clarified that 'strike' means refusal to work or stoppage or slowing down of work by a group of employees acting in combination, and includes

(i) mass absention from work without permission (which is wrongly described as "mass casual leave");

(ii) resort to practices or conduct which is likely to result in, or results in the cessation or substantial retardation of work in any organization. Such practices would include, what are called 'go-slow', 'sit-down', 'pen-down, stay-in', sympathetic" or any other similar strike; as also absence from work for participation in a Bandh or any similar movements.

Employees who resort to action of the above kind violate rule 7 (ii) of the Central Civil Services (Conduct) Rules, 1964 and disciplinary action can be taken against them. It may be noted that the list of activities which are covered under the definition of strike as enumerated above is only illustrative and not exhaustive. It only clarifies the position in respect of practices which are often resorted to at present.

[MHA OM No. 25/23/66-Ests.(A), dated 09.12.1966]

Any employee going on strike in any form, including dharna, would face the consequences which, besides deduction of wages, may also include appropriate disciplinary action.

[O.M No. 33012/1(s)/2008—Estt.(B) dated 12.9.2008 and No.C-45018/1//2017—Vig. Dated 19<sup>th</sup> September 2017].

Lunch break should only be used for lunch only. No other activities can be done within the lunch hours. Overstaying the lunch hour or using lunch hours for any other purpose may lead to disciplinary actions against the employees.

[OM No. 45/4/68-Ests.(A) dated 23/04/1968]

Department off Employment OM No. 18/21/60—LRI dated the 9<sup>th</sup> May 1961 prescribes the nature of poster that can be displayed by the recognized association/trade unions on notice boards in the office premises with the permission of the competent authority at the places specified for this purpose. The recognized staff associations /unions are advised in the matter for ensuing maintenance of neat and tidy appearance of the office buildings and premises. Employee who affix or display posters/notice or are responsible for the display of such notices in violation of this instruction would be rendering themselves liable to appropriate action.

[OM No. 25/17/71-Ests.(A) dated 26.08.1971]

The above mentioned rules and their elaboration is to make the employees aware of them and to advise the employees not to indulge in violation of the stated rules and sections. Violation of the said rules will compel the authorities to take disciplinary action against the employee/employees.

This is issued with the concurrence of the competent authority.

Sd/-  
(Dr. Bivore das)  
Assistant Registrar

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2. All Officers
3. To all staff members (through concerned Heads of Deptt./School/Centre/Officers/Librarian/ Workshop Superintendent.
4. Caretaker
5. P.s to Director
6. In-Charge Record Section
7. Institute Website.

  
Assistant Registrar