	<p style="text-align: center;">SOLAR ENERGY CORPORATION OF INDIA LIMITED HR MANUAL CHAPTER Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
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Chapter - 2

SECI CONDUCT RULES

1. SHORT TITLE AND COMMENCEMENT

- i) These rules shall be called the SECI Conduct Rules.
- ii) They shall come into force w.e.f. 01.07.2014.

2. APPLICATIONS

These Rules shall apply to all the employees.

3. DEFINITIONS

In these Rules, unless the context otherwise requires:

a) **“Employee” means :**

- i) a person in the employment of the Corporation including employees whose services are temporarily placed at the disposal of Government or a subsidiary or any Public Undertaking;
- ii) a person on deputation to the Corporation from Government or a subsidiary or any other Public Undertaking, excepting when otherwise specifically agreed to by the Corporation; and
- iii) employees do not include casual/adhoc/contractual persons engaged temporarily by the Corporation.

b) **“Corporation”** means the Solar Energy Corporation of India Limited (SECI);

c) **“Board”** means the Board of Directors of SECI and includes in relation to the Management or any officer of the Corporation to whom the Board delegates any of its powers;


d) **“Managing Director”** means the Managing Director of the Corporation;

e) **“Disciplinary Authority”** means the authority specified in the Schedule appended to Discipline & Appeal Rules and competent to impose specified penalties enumerated therein;

f) **“Appellate Authority”** means the authority specified in the Schedule appended to Discipline & Appeal Rules;

g) **“Reviewing Authority”** means the authority specified in the Schedule appended to Discipline & Appeal Rules

h) **“Competent Authority”** means the authority specified in the schedule appended to Discipline & Appeal Rules;

	<p style="text-align: center;">SOLAR ENERGY CORPORATION OF INDIA LIMITED HR MANUAL CHAPTER Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
---	---	---


- i) **“Government”** means the Government of India or the Government of a State, as the case may be;
- j) **“Family”** in relation to any employee includes:
- i) the wife or husband, as the case may be, of the employee, whether residing with him/her or not but does not include a wife or husband, separated from the employee by a decree or order of a competent court;
 - ii) son or daughter or step-son or step-daughter of the employee and wholly depended on him/her but does not include a child or step-child who is no longer in any way dependent on the employee or whose custody the employee has been deprived of by or under any law;
 - iii) any other person related, whether by blood or marriage to the employee or to such employee's wife or husband and wholly dependent on such employee.
- k) **“Public Servant”** shall mean and include a person as mentioned in Section 21 of the Indian Penal Code (45 of 1860) as amended from time to time.
- l) **“Schedule”** means the Schedule appended to Discipline & Appeal Rules and includes any amendment made by the Managing Director from time to time.
- m) **“Sexual harassment”** means and includes any unwelcome sexually determined behaviour whether directly or by implication as:
- (i) physical contact and advances
 - (ii) a demand or request for sexual favours
 - (iii) sexually coloured remarks
 - (iv) showing any pornography or
 - (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature

4. (A) GENERAL

Every employee shall at all times:

- i) Maintain absolute integrity;
- ii) Maintain devotion to duty; and
- iii) Maintain decent conduct

(B) CODE OF ETHICS

	<p style="text-align: center;">SOLAR ENERGY CORPORATION OF INDIA LIMITED HR MANUAL CHAPTER Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
---	---	---

The following standards of integrity and conduct shall apply to all the employees in SECI. The principles stated below underline and supplement the rules and laws regulating the public and private conduct of the executives in SECI.

(i) Obligation to SECI

- (a) The role of the employees is to assist SECI to achieve its objectives as spelt out in the charter constituting the setting up of the Corporation.
- (b) It is the obligation of every SECI employee to uphold the Rule of Law and respect for human rights solely in the public interest while making recommendations or exercising administrative authority. He or she must maintain the highest standards of probity and integrity.
- (c) In relation to the general public, SECI employees should conduct themselves in such a manner that the public feels that the decision taken on the recommendations made by them are objective and transparent, and are not calculated to promote improper gains for the political party in power or for themselves or for any third party. This would be particularly significant so far as the customers of SECI are concerned.
- d) SECI Employees should not seek to frustrate or undermine the policies, decisions and actions taken in the public interest by the management by declining or abstaining from action which flows from the management decision. Where following the instructions of the superior authority would appear to conflict with the exercise of impartial professional judgement or affect the efficient working of the enterprises, he/she should set out points of disagreement clearly in writing to the superior authority or seek explicit written instructions.
- (e) Where a SECI employee has reasonable grounds to believe that he or she is being required by the superior authority to act in a manner which is illegal or against the prescribed rules and regulations, or if any legal infringement comes to his or her notice, he or she should decline to implement the instruction, and would also have a right to bring the facts to the notice of the Managing Director, SECI or the Secretary of the Ministry of New and Renewable Energy / the Cabinet Secretary / the Minister concerned. It shall be incumbent on the Cabinet Secretary to examine the issue carefully and advise the Prime Minister appropriately.


(ii) Promptness and Courtesy

No employee shall –

- (a) in the performance of his official duties, act in a discourteous manner;
- (b) in his official dealings within the corporation, with the public or otherwise adopt dilatory tactics or wilfully cause delays in disposal of the work assigned to him.

(iii) Conflict of interest and peer pressure

- (a) SECI employees should refrain from decisions in respect of which they have reason to believe that is calculated to benefit any particular person or party at the expense of the public

	<p style="text-align: center;">SOLAR ENERGY CORPORATION OF INDIA LIMITED HR MANUAL CHAPTER Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
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interest.

- (b) Every SECI employee shall disclose any clash of interest when there is conflict between public and private interest, or he/she is likely to benefit from any act of omission or commission while discharging his/ her functions.
- (c) SECI employees should be alert to any actual or potential conflict of interest, financial or otherwise, and should disclose this to their superiors, whether the conflict covers them or their family members.
- (d) SECI Employees should maintain their independence, dignity and impartiality by not approaching politicians and outsiders in respect of service matters or private benefit, and exercise peer pressure to dissuade those who do so within the organisation and to set in motion disciplinary proceedings against such persons.

(iv) Accountability and responsiveness to the Public


- (a) Consistent with accountability to the superior officers and in accordance with provisions governing the Corporation, SECI employees should practice accountability to the people in terms of quality of service, timelines, courtesy, people orientation and readiness to encourage participation of, and form partnership with citizen groups, for responsive management.
- (b) SECI Employees should be consistent, equitable and honest in their treatment of the members of the public, with particular care for the weaker sections of Society and should not even be or appear to be unfair or discriminatory. Decision in pursuit of discretionary powers should be justifiable on the basis of non arbitrary and objective criteria.
- (c) SECI Employees should accept the obligation to recognize and enforce customer's and / or business associates right for speedy redressal of grievances and commit themselves to provide services of declared quality and standard to customers / business associates.
- (d) SECI employees should respect the right of public to information on all activities and transactions of the organizations except where they are debarred in the public interest from releasing information by provisions of law or by valid instructions.

(v) Concern for value of public assets and funds

SECI Employees should avoid wastage and extravagance and ensure effective and efficient use of public money within their control.

(vi) Non abuse of official position

SECI employees have a responsibility to make decisions on merits. They are in a position of trust. They must not use their official position to influence any person to enter into financial or other arrangements with them or with anyone else. They must not abuse their official position to obtain a benefit for themselves or for someone else, in financial or some other

	<p style="text-align: center;">SOLAR ENERGY CORPORATION OF INDIA LIMITED HR MANUAL CHAPTER Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
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forms.

(vii) Continuous improvement through professionalism and teamwork


It shall be the duty of every SECI employee to continuously upgrade his/her skills and knowledge, strive for creativity and innovation and nurture the values of team working and harmony. He/she should promote and exhibit public and private conduct in keeping with the appropriate behaviour and standards of excellence and integrity. He/ she should support the juniors in the latter's efforts to resist wrong or illegal directives and in abiding by the Code of Ethics. At the same time, they should reward good work and punish any dereliction of duty and obligations based on objectives and transparent criteria.

5. EMPLOYMENT OF NEAR RELATIVE OF THE EMPLOYEE OF THE CORPORATION IN PRIVATE UNDERTAKING ENJOYING PATRONAGE OF THE CORPORATION

- a) An employee shall not use his/her position or influence directly or indirectly to secure employment for any person related to him/her or to his/her wife/husband, whether such a person is dependent on him/her or not.
- b) An employee shall not, except with the previous sanction of the Competent Authority, permit any member of his/her family to accept employment with any private firm which has official dealings with the corporation.

Provided that where the acceptance of the employment cannot await the prior permission of the Competent Authority, the employment may be accepted provisionally subject to the permission of the Competent Authority, to whom the matter may be reported forthwith.

- c) An employee shall not, in the discharge of his/her official duties, deal with any matter or give sanction any contract to any firm or any other person if any of his/her relative (s) is/are employed in that firm or under that person or if he/she or any of his/her relative(s) are interested in such matter or contract in any other matter and he/she shall refer every such matter or contract to his/her superior and the matter or the contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made. For purposes of this clause, relatives will be as defined in Central Civil Services (Conduct) Rules, 1964. The indicative list of relatives along with format is attached at Annexure – A.
- (d) No Functional Director of the Corporation including the Chief Executive who has retired/resigned from the service of the Corporation, after such retirement/resignation, shall accept any appointment or post, whether advisory or administrative, in any firm or company, whether Indian or foreign, with which the Corporation has or had business relations, within one year from the date of retirement without prior approval of the Government. The term retirement includes resignation; but not the cases of those whose term of appointment was not extended by Government for reasons other than proven misconduct. The term "business relations" includes "official dealings" as well.
- (e) At the time of employment / retirement / resignation as Functional Director in SECI, the employee is required to execute a 'Bond' as per 'Form of Bond Agreement' attached at

	<p style="text-align: center;">SOLAR ENERGY CORPORATION OF INDIA LIMITED HR MANUAL CHAPTER Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
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Annexure – B for any violation of the restrictions as mentioned in Rule 5(d).

6. TAKING PART IN DEMONSTRATIONS:

An employee shall not engage him/her or participate in any demonstration which involves incitement to an offence.

7. CONNECTION WITH PRESS OR OTHER MEDIA:

- a) An employee shall not, 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 or Electronic Media.
- b) Nothing as specified in the above rule (a) shall apply in case an employee in the bonafide discharge of his / her official duties publishes a book or participates in a public media.
- c) An employee publishing a book or participating in a public media shall at all times make it clear that the views expressed by him are his own and not that of Government.

8. CRITICISM OF GOVERNMENT OR THE CORPORATION:


An employee shall not in any radio broadcast, telecast through electronic media or in any document published under his/her name or pseudonymously or anonymously or in the name of any other person or in any communication to the press, or in any public utterances, make any statement of fact or opinion:

- (a) Which has the effect of adverse criticism of any current or recent policy or action of the Government or of the Corporation or;
- (b) Which is capable of embarrassing the relations between the corporation and the public or between the Corporation and the Government.

Provided nothing contained in the above clauses shall apply to bonafide expression of views by an employee as an office bearer of a Trade Union or Association of Employees for the purpose of safeguarding the conditions of service of such employees or for securing an improvement thereof; or to any statement made or views expressed by an employee in his / her official capacity in due performance of the duties assigned to him / her.

9. EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY:

- 1 Save as provided in sub-rule (3), the employee shall not, 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), while giving evidence, the employee shall not criticize the policy or any action of the Government, or of the Corporation.

	<p align="center">SOLAR ENERGY CORPORATION OF INDIA LIMITED</p> <p align="center">HR MANUAL CHAPTER</p> <p align="center">Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
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3 Nothing in this rule shall apply to :

- (i) Evidence at any enquiry, including judicial enquiry before an authority appointed by the Government, Parliament or a State Government Legislature or the Corporation.
- (ii) Evidence given at any departmental enquiry ordered by authorities subordinate to the Government and
- (iii) Evidence given at any departmental enquiry ordered by any Public Sector Undertaking.

10. COMMUNICATION OF OFFICIAL INFORMATION:

Every employee shall, in performance of his / her duties in good faith, communicate information to a person in accordance with the Right to Information Act, 2005 (22 of 2005) and the rules made thereunder:

Provided that no employee shall, except in accordance with any general or special order of the Government or in performance in good faith of the duties assigned to him / her, communicate, directly or indirectly, any official document or any part thereof or classified information to any Government servant or any other person to whom he she is not authorized to communicate such document or classified information.

11. GIFTS:


- (a) Save as otherwise provided in these rules, an employee shall not accept or permit any member of his/her family or any person acting on his/her behalf, to accept any gift.

EXPLANATION:

The expression 'gift' shall include free transport, boarding, lodging or other service or any other pecuniary advantage provided by any person other than a near relative or a personal friend having no official dealings with the employee.

NOTE –

- (i) A casual meal, gift or other social hospitality shall not be deemed to be a gift.
 - (ii) An employee shall avoid acceptance of lavish or frequent hospitality from any individual or commercial firms, organisations etc.; particularly those having official dealings with the employee / SECI.
- (b) On occasions such as weddings, anniversaries, funerals, or religious functions, when the making of a gift is in conformity with the prevailing religious or social practice, the employee may accept gifts from his/her personal friends having no official dealings with him/Corporation but shall make a report to the Competent Authority if the value of the gift exceeds Rs.25, 000/- in the case of Executives and Rs.10, 000/- in the case of non-

	<p style="text-align: center;">SOLAR ENERGY CORPORATION OF INDIA LIMITED HR MANUAL CHAPTER Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
---	---	---

executives/ / supervisors.

- (c) In any other case, the employee shall not accept or permit any other member of his/her family or any other person acting on his/her behalf to accept any gifts without the sanction of the Competent Authority if the value thereof exceeds Rs. 10,000/-.
- (d) Provided that when more than one gift has been received from the same person/firm/company within a period of 12 months the matter shall be reported to the competent Authority if the aggregate value of the gift exceeds Rs. 15,000/-.

12. GIVING OR TAKING DOWRY

The employee shall not

- a) give or take or abet giving or taking dowry; or
- b) 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 rule, 'dowry' has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961).


13. PRIVATE TRADE OR EMPLOYMENT

- (a) The employee shall not, except with the previous sanction of the Competent Authority, engage directly or indirectly in any trade or business or undertake any other employment or negotiate for taking an employment.

Provided that any employee 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 do not thereby suffer.

- (b) The employee shall report to the Competent Authority if any member of his family is engaged in any trade or business or owns or manages an insurance agency or commission agency.
- (c) The employee shall not, without the previous sanction of the Competent Authority, except in the discharge of his / her official duties, take part in the registration, promotion or management of any bank or other Company which is required to be registered under the Companies Act, 2013 (18 of 2013) or any other law for the time being in force or any co-operative society for commercial purposes.

Provided that an employee of the Corporation may take part in the registration, promotion or management of a Consumer/House Building Co-operative Society substantially for the benefit of the employees of the Corporation or a subsidiary company registered under the

	<p style="text-align: center;">SOLAR ENERGY CORPORATION OF INDIA LIMITED HR MANUAL CHAPTER Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
---	---	---

applicable Co-operative Societies Act 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 any corresponding law in force.

- (d) The employee shall not accept any fee or any remuneration or any pecuniary advantage for any work done by him for any public body or any private person without the sanction of the Competent Authority (this will exclude honorarium received during seminars/workshops etc.).

14. INVESTMENT, LENDING AND BORROWING:

- 1) No employee shall speculate in any stock, share or other investment: Provided that nothing in this sub-rule shall apply to occasional investments made through stock brokers or other persons duly authorized and licensed or who have obtained a certificate of registration under the relevant law.

Explanation- frequent purchase or sale or both, of shares, securities or other investments shall be deemed to speculation within the meaning of this sub-rule.

- 2) (i) No employee shall make, or permit any member 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. For this purpose, any purchase of shares out of the quotas reserved for Directors of Companies of their friends and associates shall be deemed to be an investment which is likely to embarrass the employee.

(ii) No employee who is involved in the decision-making process of fixation of price of an Initial Public Offering or Follow-up Public Offering of shares of the Corporation shall apply, either himself or through any member of his family or through any other person acting on his behalf, for allotment of shares in the Initial Public Offering or Follow-up Public Offering of the Corporation.


- 3) If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule (2), the decision of the Board thereon shall be final.

- 4) (i) No employee shall, save in the ordinary course of business with a Bank or a Public limited company, either himself or through any member of his family or any other person acting on his behalf,

a. lend or borrow or deposit money, as a principal or an agent to, or from or with, any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person or firm or private limited company; or

b. lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid:

Provided that an employee may give to, or accept from a relative or a personal friend a

	<p style="text-align: center;">SOLAR ENERGY CORPORATION OF INDIA LIMITED HR MANUAL CHAPTER Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
---	---	---

purely temporary loan of a small amount free of interest, or operate credit account with a bona fide tradesman or make an advance or pay to his private employee:

Provided further that nothing in this sub-rule shall apply in respect of any transaction entered into by an employee with the previous sanction of the Corporation.

- (ii) When an employee is appointed or transferred to a post of such nature as would involve him in the breach of any of the provisions of sub-rule (2) sub-rule (4), he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

15. INSOLVENCY AND HABITUAL INDEBTEDNESS:


- (a) An employee shall avoid habitual indebtedness unless he / she proves that such indebtedness or insolvency is the result of circumstances beyond his control.
- (b) If an employee is declared or adjudged insolvent, he / she shall forthwith report the fact to the Competent Authority.

16. MOVEABLE, IMMOVABLE AND VALUABLE PROPERTY:

- (a) The employee shall not, except with the previous knowledge of the Competent Authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, and gift or otherwise, either in his own name or in the name of any member of his family out of his / her fund.
- (b) The employee shall not, except with the previous sanction of the Competent Authority, enter into any transaction concerning any immovable or movable property with a person or a firm having official dealings with him.
- (c) The employee shall report to the Competent Authority every transaction, concerning movable property owned or held by him in his own name or in the name of a member of his family through his / her fund, if the value of such property exceeds two months basic pay of the employee.
- (d) The employee shall report to the Competent Authority any transaction relating to shares, securities and debentures owned or held by him in his own name or in the name of a member of the family out of his / her fund, if the value of such transaction exceeds Rs.50,000/- in case of executives and for non-executives/ supervisors Rs.25,000/- during the calendar year.

EXPLANATION

The term every transaction concerning movable property owned or held by the employee includes all transaction of sale or purchase. For purpose of this sub-rule the definition of movable property would include:

	<p style="text-align: center;">SOLAR ENERGY CORPORATION OF INDIA LIMITED HR MANUAL CHAPTER Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
---	---	---


- i) jewellery, insurance policies, the annual premia of which exceeds two months' basic pay of the employee, shares, securities and debentures;
- ii) all loans, whether secured or not, advanced or taken by the employee;
- iii) motor cars, motor cycles or any other means of conveyance; and
- iv) refrigerators, televisions sets, home appliances etc.

Transaction entered into by the spouse or any other member of the family of an employee of the Corporation out of his/her own earnings/ funds (including streedhan, gifts, inheritance etc.) as distinct from the funds of the employee of the Corporation himself, in his or her own name and his or her own right, would not attract the provisions of the above sub-rule.

- (e) The employee shall, within one month from the date of such transaction, report to the Competent Authority, every transaction concerning movable property owned or held by him in his own name or in the name of a member of his family, if the value of such property exceeds two months basic pay of the employee.
- (f) The employee shall on first appointment in the Corporation, submit a return of assets and liabilities in the prescribed form giving the particulars regarding:
 - i) The immovable property inherited by the employee, or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person;
 - ii) Shares, debentures and cash, including bank deposits owned, acquired or held;
 - iii) Other movable property owned, acquired or held by him, if the value of such property exceeds two months basic pay of the employee.
 - iv) Debts and other liabilities incurred by him directly or indirectly and
 - v) He shall, beginning 1st January, submit a return of immovable property inherited /owned/ acquired every year.
- g) the Competent Authority may, at any time, by general or special order require the employee to submit within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family out of his / her fund, as may be specified in the order. Such statement shall, if so required by the Competent Authority, includes details of the means by which, or the source from which such property was acquired.

17 DEALING IN SHARES OF SECI BY MANAGEMENT

- (i) A full-time Director or any executive/ employee involved in the decision making

	<p align="center">SOLAR ENERGY CORPORATION OF INDIA LIMITED</p> <p align="center">HR MANUAL CHAPTER</p> <p align="center">Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
---	--	---

process of fixation of price of an IPO/FPO of shares of SECI shall not apply either himself/herself or through any member of his/her family or through any other person acting on his/her behalf for allotment of shares (which includes all types of equity related instruments) in an IPO/FPO of SECI, even out of the category of preferential quota reserved for Employees/Directors of the SECI.

- (ii) All executives/employees including full time Directors of SECI who are in possession of unpublished price sensitive information would be prohibited from dealing /transacting either in their own name or through any member of their family in the shares of their own company.
- (iii) Full-time Director or executive / employees of SECI or any member of his/her family or any person acting on his/her behalf shall not apply for shares out of any preferential quota reserved for employees/Directors of other companies.
- (iv) All employees of the SECI would be required to disclose to the company all transactions of purchase / sale in shares worth Rs.50,000/- or more in value or existing holding/interest in the shares worth Rs.50,000/- or more in his/her own company either in his/her own name or in the name of any family member to report to the company indicating quantity, price, date of transaction and nature of interest within 4 working days.

18. CANVASSING OF NON-OFFICIAL OR OTHER INFLUENCE:


The employee shall not bring or attempt to bring any outside influence to further his interest in respect of matters pertaining to his service in the corporation.

19. RESTRICTION REGARDING MARRIAGE:

- i) No employee shall enter into, or contract, a marriage with a person having spouse living; and
- ii) No employee having a spouse living, shall enter into, or contract, a marriage with any person;

Provided that the Managing Director may permit an employee to enter into, or contract, any such marriage as is referred to in clause (a) or clause (b) if it is satisfied that –

- (a) Such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and
- (b) There are no other grounds for so doing
- iii) An employee who has married or marries a person other than of Indian nationality shall forthwith intimate the fact to SECI.

	<p style="text-align: center;">SOLAR ENERGY CORPORATION OF INDIA LIMITED HR MANUAL CHAPTER Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
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20. CONSUMPTION OF INTOXICATING DRINKS AND DRUGS:

An employee 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 take due care that the performance of his duties at any time is not affected in any way by the influence of such drinks of drugs.
- (c) Refrain from consuming any intoxicating drink or drug in public place.
- (d) Not appear in a public place in a state of intoxication.
- (e) Not use any intoxicating drink or drug to excess.

Explanation – For the purpose of this rule ‘public place’ means any place or premises (including a conveyance) to which the public have, or are permitted to have, access, whether on payment or otherwise.

21. PROHIBITION REGARDING EMPLOYMENT OF CHILDREN BELOW 14 YEARS OF AGE:


No employee of the Corporation shall employ to work any child below the age of 14 years

22. VINDICATION OF ACTS AND CHARACTER OF AN EMPLOYEE:

- (a) No employee shall, except with the previous sanction of the Competent Authority, have recourse to any Court or to the press for the vindication of any official act which has been the subject – matter of adverse criticism or an attack of a defamatory character: [Provided that if no such sanction is received by the employee within a period of three months from the date of receipt of his / her request by the Competent Authority, he / she shall be free to assume that the permission as sought for has been granted to him / her]
- (b) Nothing in this rule shall be deemed to prohibit an employee from vindicating his / her private character or any act done by him / her in his / her private capacity and where any action for vindicating his / her private character or any act done by him / her in private capacity is taken, the employee shall submit a report to the prescribed authority regarding such action.

23. PROHIBITION OF SEXUAL HARASSMENT OF WOMEN AT WORK PLACE

- (i) An employee shall not indulge in any act of sexual harassment of any woman at workplace

	<p style="text-align: center;">SOLAR ENERGY CORPORATION OF INDIA LIMITED HR MANUAL CHAPTER Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
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- (ii) The employee, who is in-charge of a work-place, shall take appropriate steps to prevent sexual harassment to any woman at such workplace.

24. TAKING PART IN POLITICS AND ELECTIONS:

- 1) No employee shall be a member of, or be otherwise associated with, any political party or any organization which takes part in politics nor shall he takes part in, subscribe in aid of, or assist in any other manner, any political movement or activity.
- 2) It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be, subversive of the Corporation as by law established and where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the Corporation.
- 3) If any question arises whether a party is a political party or whether any organization takes part in politics or whether any movement or activity falls within the scope of sub-rule (2), the decision of the Corporation thereon shall be final.
- 4) No employee shall canvass or otherwise interfere with, or use his influence in connection with or take part in an election to any Legislature or Local Authority:

Provided that –

- (i) an employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;
- (ii) an employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.


Explanation –The display by an employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

25. POWER TO RELAX TIME-LIMIT AND TO CONDONE DELAY:

Save as otherwise expressly provided in these Rules, the authority competent under these Rules to make any order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these Rules for anything required to be done under these Rules or condone any delay.

26. REMOVAL OF DOUBTS


Where doubt arises as to interpretation of any of these Rules, the matter shall be referred

	<p align="center">SOLAR ENERGY CORPORATION OF INDIA LIMITED HR MANUAL CHAPTER Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
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to the Director (HR)/ Director incharge of HR for final decision and his decision shall be binding.


27. AMENDMENTS

Management may amend, modify or add to these Rules, from time to time, and all such amendments, modifications or additions shall take with effect from the date stated therein.

	<p style="text-align: center;">SOLAR ENERGY CORPORATION OF INDIA LIMITED HR MANUAL CHAPTER Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
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(b) (c) & (d) FOR TRANSACTION IN RESPECT OF MOVABLE PROPERTY

1. Name of the Employee:
2. Scale of pay and present Pay:
3. Purpose of application- Sanction for transaction/
intimation of transaction
4. Whether property is being acquired or disposed of :
- 5 (a) Probable date of acquisition or:
Disposal of property
- (b) If the property is already acquired/ :
Disposed of actual date of transaction
6. (a) Description of the property (e.g. Car/Scooter/ :
Motor cycle/Refrigerator/Radio/Radiogram/
Jewellery/Loans/Insurance Policies etc.)
- (b) Make, model (and also Registration :
No. in case of vehicles) where necessary
7. Mode of acquisition/disposal (purchase, :
Sale, gift, mortgage, lease or otherwise)
8. Sale/purchase price of the property:
(Market value in the case of gifts)
9. In case of acquisition, source(s) from:
Which financed/proposed to be financed
- (a) Personal savings:
- (b) Other sources giving details:
10. In the case of disposal of property, was:
Requisite sanction/intimation obtained/ given for its acquisition
(a copy of the sanction/acknowledgement to be attached)
11. (a) Name and address of the party with whom :
transaction is proposed to be made/has been made
- (b) Is the party related to the applicant? :
if so, state relationship
- (c) Did the applicant have any dealings :
with the party in his official capacity at
any time, or is the applicant likely to have

	<p align="center">SOLAR ENERGY CORPORATION OF INDIA LIMITED HR MANUAL CHAPTER Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
---	--	---

any dealings with him in the near future ?

(d) Nature of official dealings with the party:

(e) How was the transaction arranged? :
(whether through any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given)

12. In the case of acquisition by gifts, :
Whether sanction is also required under Rule 11 of the SECI Conduct Rules?
13. Any other relevant fact which the applicant:
may like to mention

DECLARATION:

I, _____, hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as declared above from/to the party whose name is mentioned in item 11 above.

OR

I, _____, hereby intimate that the acquisition/disposal of property by me as described above. I declare that the particulars given above are true.

Place:


Signature:

Date:

Designation:

NOTE:

1. In the above form, different portions may be used according to requirement.
2. Where previous sanction is asked for the application should be submitted at least 30 days before the proposed date of transaction.

	<p style="text-align: center;">SOLAR ENERGY CORPORATION OF INDIA LIMITED HR MANUAL CHAPTER Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
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**FORM FOR GIVING INTIMATION OR SEEKING PREVIOUS SANCTION UNDER RULE -16 (a)
FOR TRANSACTION IN RESPECT OF IMMOVABLE PROPERTY**

1. Name and designation :
2. Scale of pay and present Pay :
3. Purpose of application- Sanction for :
transaction/prior intimation of transaction
4. Whether property is being acquired or disposed of :
5. Probable date of acquisition or disposal :
of property
6. Mode of acquisition/disposal :
7. (a) Full details about location, viz. :
Municipal No., Street/Village/Taluk/
District and state in which situated


(b) Description of the property, in :
the case of cultivable land, Dry or
irrigated land

(c) Whether freehold or leasehold :

(d) Whether the applicant's interest in :
the property is in full or part (in case of
partial interest, the extent of such
interest must be indicated)

(e) In case the transaction is not :
Exclusively in the name of the
Govt. Servant, particulars of
Ownership and share of each member
8. Sale/purchase price of the property:
(Market value in the case of gifts)
9. In case of acquisition, source or sources:
From which financed/proposed to be financed

(a) Personal savings:
(b) Other sources giving details:
10. In the case of disposal of property, was requisite:

	<p style="text-align: center;">SOLAR ENERGY CORPORATION OF INDIA LIMITED HR MANUAL CHAPTER Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
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Sanction/intimation obtained/given for its acquisition?
(A copy of the sanction/acknowledgement to be attached)

11. (a) Name and address of the party :
with whom transaction is proposed to
be made/has been made

(b) Is the party related to the applicant? :
if so, state relationship

(c) Did the applicant have any dealings :
with the party in his official capacity at any
time, or is the applicant likely to have any
Dealings with him in the near future ?

(d) How was the transaction arranged? :
(Whether through any statutory body or
a private agency through advertisement
Or through friends and relatives. Full
Particulars to be given)

12. In the case of acquisition by gifts, whether sanction is also required under Rule 11 of the
SECI (Conduct) Rules

13. Any other relevant fact which the applicant may like to mention

DECLARATION:

I, _____, hereby declare that the particulars given above are true. I request that I may be
given permission to acquire/dispose of property as described above from/to the party whose
name is mentioned in item 11 above.

OR


I, _____, hereby intimate the proposed acquisition of property by me as detailed
above. I declare that the particulars given above are true.

Place:

Signature:

Date:

Designation:

	<p align="center">SOLAR ENERGY CORPORATION OF INDIA LIMITED HR MANUAL CHAPTER Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
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ANNEXURE - B

“Form of the Bond under Rule 5(e)” (To be executed on One Hundred Rupees Non-judicial Stamp Paper)

BOND CUM UNDERTAKING

Know All Men By These Presents That Wes/d/o
.....resident of presently working
as..... In (Name of CPSE) hereinafter called “the Obligor”) and (i)
Shri..... S/d/o r/o (ii) Shri
..... S/d/o r/o
..... (Hereinafter called “the Sureties”) do hereby jointly and
severally bind ourselves and respective heirs, executors and administrators to pay to the
..... (Name of the CPSE) on demand the sum of
Rs..... (Rupees.....) equivalent to the basic pay drawn by
the obligor during the last six months of his/her tenure in (Name of CPSE) or Rs. 10 (Ten) lakhs,
whichever is more, together with interest thereon from the date of demand at Government rates,
for the time being in force, on Government loans or, if payment is made in a country other than
India, the equivalent of the said amount in the currency of that country converted at the then
prevailing official rate of exchange between that country and India AND TOGETHER with all costs
between attorney and client and all charges and expenses that shall or may have been incurred
by the Company.

1. AND WHEREAS the obligor has been appointed to the position of Director/ CMD in (Name of the CPSE) (hereinafter called ‘the Company’), in terms of offer of Appointment ref. No..... Dated..... The aforesaid terms of the offer were accepted by him/her and the Obligor assumed office on.....


2. AND WHEREAS in terms of the aforesaid offer of Appointment it is required that in the event of Obligor’s retirement/resignation from the Company, the Obligor will not accept any appointment or post, whether advisory or administrative, in any firm or Company whether Indian or Foreign, with which the Company has or had business relations, within one year from the date of Obligor’s retirement/resignations, without prior approval of the Government.

3. AND WHEREAS it was also required, in terms of the aforesaid offer of Appointment, that terminal benefits due to Obligor, in the event of his/her retirement, resignation from the services of Company, would not be released unless a bond regarding aforesaid restriction on the post retirement is executed by him/her.

4. AND WHEREAS for the better protection of the Company, the Obligor has agreed to execute this bond with such condition as herein under contained.

5. AND WHEREAS the said Sureties have agreed to execute this bond as sureties on behalf of the above obligor.

6. NOW The conditions OF The Above Written Obligation IS THAT in the event of Obligor’s failure

	<p align="center">SOLAR ENERGY CORPORATION OF INDIA LIMITED</p> <p align="center">HR MANUAL CHAPTER</p> <p align="center">Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
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to abide by the restriction pertaining to acceptance of employment or post, whether advisory or administrative, in any firm or Company whether Indian or Foreign, with which the Company has or had business relations, within one year from the date of Obligor's retirement/resignation, without prior approval of the Government, Obligor shall become liable for payment of the sum equivalent to the bond amount to.....(Name of CPSE). In the event of the aforesaid failure and upon the Obligor failing to pay the sum equivalent to the bond amount to(Name of CPSE), the Company will be at liberty to initiate appropriate civil action for recovery of the aforesaid bond amount from the Obligor. This will be without prejudice to the rights of the Company to initiate any other action as deemed fit in the circumstances of the case.

AND upon the Obligor Shri..... and, or Shri..... and, or Shri..... and Shri....., the Sureties aforesaid making such payment, the above written obligation shall be void and of no effect otherwise it shall be And remain in full force and virtue.

PROVIDED ALWAYS that the liability of the Sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Company or any person authorized by it (whether with or without the consent or knowledge of the Sureties) nor shall it be necessary for the Company to sue the Obligor before suing the Sureties Shri..... and Shri..... or any of them for amounts due hereunder.

THE Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate Courts in India.

In witness whereof, these present have been signed by a duly authorized officer on behalf of the Company and by the other person(s) party thereto

Signed and delivered by the above Obligor along with his Sureties on this Day of..... Month..... 20.....

Signature of Obligor

1.Sign of surety

Name:

Designation:

Office to which attached:

In the presence of

For and on behalf of the company

2.Sign of surety:


Name:

Designation:

Office to which attached:

This bond should be executed accordingly & accepted by the accepting authority*

Signature of the Accepting Authority


	<p align="center">SOLAR ENERGY CORPORATION OF INDIA LIMITED</p> <p align="center">HR MANUAL CHAPTER</p> <p align="center">Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
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*The accepting authority for Directors/MD and CMD of CPSEs would be as under-


Directors	CMD/ MD of the concerned CPSE
MD	Chairman of the concerned CPSE
CMD	Secretary of the concerned administrative Ministry / Department

DELEGATION OF POWERS UNDER SECI CONDUCT RULES


S.No	Rule No of SECI Conduct Rules	Nature of Power	Authority to which power delegated
1	5 (b)	To accord sanction to an employee for permitting any member of his / her family to accept employment with any private firm which has official dealings with SECI	MD in case of Executives Director (HR) in case of Non executives
2	7 (a)	To accord sanction to an employee for owning wholly or in part or conduct in the editing or management of any newspaper or other periodical publication	MD in case of Executives Director (HR) in case of Non executives
3	7 (b)	To permit an employee to participate in a radio broad-cast or telecast through electronic media write or publish a book or contribute an article or write a letter to a newspaper	MD in case of Executives Director (HR) in case of Non executives
4	9 (1)	To permit an employee to give evidence in connection with any inquiry conducted by any person, committee or authority	MD in case of Executives Director (HR) in case of Non executives
5	11 (b)	To accept a report from an executive for having accepted gifts of the value exceeding Rs.25,000/- from his / her personal friends having no official dealings with SEI on occasions such as weddings, anniversaries, funerals or religious functions	MD
6	11 (b)	To accept a report from an executive for having accepted gifts of the value exceeding Rs.10,000/- from his / her personal friends having no official dealings with SEI on occasions such as weddings, anniversaries, funerals or religious functions	Director HR
7	11 (c)	To accord sanction to an employee to accept or permit any other member of his / her family or any other person acting on	MD in case of Executives

	<p align="center">SOLAR ENERGY CORPORATION OF INDIA LIMITED</p> <p align="center">HR MANUAL CHAPTER</p> <p align="center">Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
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S.No	Rule No of SECI Conduct Rules	Nature of Power	Authority to which power delegated
		his / her behalf to accept a gift valued at more than Rs.10,000/- on occasions other than those mentioned in 5 & 6 above	Director (HR) in case of Non executives
8	11 (d)	To accept report from an employee regarding receipt of more than one gift from the person / firm / company within a period of 12 months in case covered Sr. No 5,6 and / or 7 above	MD in case of Executives Director (HR) in case of Non executives
9	13 (a)	To permit an employee to engage himself / herself directly or indirectly in any trade or business or undertake any other employment or negotiate for taking an employment.	Director HR upto E-6
10	13 (b)	To accept report from, an employee regarding engagement of any member or his / her family in any trade or business or owning or managing an insurance agency or commission agency	Director HR upto E-6
11	13 (c)	To permit an employee to take part in the registration, promotion or management of any bank or other company which is required to be registered under the Company's Act, or any other law or any cooperative society for commercial purpose	MD in case of Executives Director (HR) in case of Non executives
12	13 (d)	To permit an employee to accept any fee or any remunerative or any pecuniary advantage for any work done by him / her for any public body or any private person	MD in case of Executives Director (HR) in case of Non executives
13	15 (b)	To accept report from an employee of his / her being declared or adjudged insolvent	MD in case of Executives Director (HR) in case of Non executives
14	16 (a)	To accept intimation from an employee regarding acquiring disposal of any immovable property by lease , mortgage , purchase, sale, gift or otherwise in his /her name or in the name of any member of his family	Director (HR) upto E-6
15	16 (b)	To permit an employee to enter into any transaction concerning any immovable or movable property with a person or a firm having official dealings with the employee	Director (HR) upto E-6
16	16 (c)	To accept report from Executives regarding transactions concerning	MD

	<p align="center">SOLAR ENERGY CORPORATION OF INDIA LIMITED</p> <p align="center">HR MANUAL CHAPTER</p> <p align="center">Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
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S.No	Rule No of SECI Conduct Rules	Nature of Power	Authority to which power delegated
		movable property owned or held by the employee in his / her own name or in the name of a member of his / her family if the value of such property exceeds two months basic pay of the employee	
17	16 (c)	To accept report from Non- executives regarding transactions concerning movable property owned or held by the employee in his / her own name or in the name of a member of his / her family if the value of such property exceeds two months basic pay of the employee	Director (HR)
18	16 (d)	To accept reports from executives in E-5 and above grade regarding transactions relating to shares, securities and debentures held by the employee in his / her own name or in the name of a member of his / her family if the value of such transaction exceeds Rs.50,000/- in the calendar year	MD
19	16 (d)	To accept reports from E4 and below grade including Non- executives regarding transactions relating to shares, securities and debentures held by the employee in his / her own name or in the name of a member of his / her family if the value of such transaction exceeds Rs.25,000/- in the calendar year	Director (HR)
20	16 (e)	To accept reports from Employees regarding transaction concerning movable property owned or held by the employee in his / her own name or in the name of a member of his / her family if the value of such property exceeds two months Basic Pay of the employee	MD in case of Executives Director (HR) in case of Non executives
21	16 (f)	To accept from the employee returns of assets and liabilities at the time of first appointment	Director (HR)
22	16 (g)	To call for statements of movable or immovable property held or acquired by the employee or on his / her behalf or by any member of his / her family from the employees	MD in case of Executives Director (HR) in case of Non executives

	<p align="center">SOLAR ENERGY CORPORATION OF INDIA LIMITED</p> <p align="center">HR MANUAL CHAPTER</p> <p align="center">Conduct Rules</p>	<p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p>
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ANNEXURE - A

**SOLAR ENERGY CORPORATION OF INDIA LIMITED
NEW DELHI – 110023**

Information regarding close relations to be given at the Time of Appointment

FORM TO BE FILLED BY EMPLOYEES ON FIRST APPOINTMENT

S.No	Close relations who are nationals of or are domiciled in other countries	Name	Nationality	Present address	Place of birth	Occupation*
1	Father					
2	Mother					
3	Wife / Husband					
4	Son(s)					
5	Daughter(s)					
6	Brother(s)					
7	Sister(s)					

S.No	Close relations who are of non – Indian origin	Name	Nationality	Present address	Place of birth	Occupation*
1	Father					
2	Mother					
3	Wife / Husband					
4	Son(s)					
5	Daughter(s)					
6	Brother(s)					
7	Sister(s)					

* If Public service, give full particulars regarding designation of the post held, name of department / office, etc., where employed and the date of such employment.

I certify that the foregoing information is correct and complete to be best of my knowledge and belief.

Signature.....

Designation.....

Date.....

Note 1-Suppression of information in this form will be considered a major departmental offence for which the punishment may extend to dismissal from service.

Note 2-Subsequent changes, if any, in the above data should be reported to the Head of Office/ Department, at the end of each year.
