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**CHAPTER IX**  
**CONDUCT RULES**

| Rule No | Old Rule Book                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | New Rule Book<br>( Including Correction / Addition / Deletion)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Authority | Remarks                         |
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| 9.01    | <p>The staff appointed in Sainik Schools shall for the purposes of these Rules be deemed to be public servants and therefore shall conduct themselves in such a way as to:-</p> <p>(a) Set the highest standards of courtesy, personal conduct and discipline;</p> <p>(b) Be properly turned out at all times, according to the dress regulations as prescribed by the Principal;</p> <p>(c) be punctual on all occasions and for all parades/periods/meals;</p> <p>(d) mix well socially, be courteous and respectful to ladies, and establish good human relations based on tolerance, sensitivity and goodwill;</p> <p>(e) maintain good order and discipline and show obedience to rules, orders and instructions passed by the Principal or on his behalf or with his concurrence by their immediate superiors;</p> <p>(f) take notice of and check or report instantly any act of dishonesty, fraud, negligence, infringement of orders, or impropriety of conduct, committed by another member of staff or by a student/a group of students;</p> | <p><b>9.01</b> The staff appointed in Sainik Schools shall for the purposes of these Rules be deemed to be public servants and therefore shall conduct themselves in such a way as to:-</p> <p>(a) Set the highest standards of courtesy, personal conduct and discipline; <b>and display moral character</b></p> <p>(b) Be properly turned out at all times, according to the dress regulations as prescribed by the Principal;</p> <p>(c) be punctual on all occasions and for all parades/periods/meals;</p> <p>(d) mix well socially, be courteous and respectful to ladies, and establish good human relations based on tolerance, sensitivity and goodwill;</p> <p>(e) maintain good order and discipline and show obedience to rules, orders and instructions passed by the Principal or on his behalf or with his concurrence by their immediate superiors;</p> <p>(f) take notice of and check or report instantly any act of dishonesty, fraud, negligence, infringement of orders, or impropriety of conduct, committed by another member of staff or by a student/a group of students;</p> |           | No changed from 9.01 (a) to (h) |

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|  |                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>(g) <b>No Corporal Punishment &amp; Adherence to POCSO Act</b><br/>All staff are strictly prohibited from administering corporal punishment or any form of physical or mental ill-treatment, regardless of circumstances. All personnel shall fully comply with the Protection of Children from Sexual Offences Act, 2012. No child shall be subjected to any sexual offence, inappropriate conduct, ragging, or bullying. Any violation will invite strict disciplinary and legal action as per applicable law.</p> <p>(h) <b>Collaboration for Holistic Development of Cadets.</b> All staff members shall work in close coordination with the Counselling and Wellness Teacher and the Career Counsellor to support and nurture cadets in achieving their full potential. Staff are expected to treat every cadet with care, dignity, and empathy, fostering a supportive environment that promotes their academic, emotional, and personal growth, while always maintaining appropriate professional boundaries.</p> <p>(j) <b>Adherence to Prevention of Sexual Harassment Act.</b> Adhere to the stipulations of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) POSH Act, 2013, as amended from time to time;</p> |  | New rules added for POSCO, Holistic development and POSH |
|  | <p>(g) be dignified, polite and temperate in speech, correspondence and behaviour.</p> <p>(h) exhibit pride in their calling;</p> <p>(j) be just and impartial in their dealings with the staff and the students;</p> <p>(a) pay compliments to their seniors and meticulously and suitably return compliments paid to them by their juniors/subordinates;</p> <p>(k) be co-operative and cordial with their colleagues and pupils;</p> | <p>(k) be dignified, polite and temperate in speech, correspondence and behaviour.</p> <p>(l) exhibit pride in their calling;</p> <p>(m) be just and impartial in their dealings with the staff and the students;</p> <p>(n) pay compliments to their seniors and meticulously and suitably return compliments paid to them by their juniors/subordinates;</p> <p>(p) be co-operative and cordial with their colleagues and pupils;</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                          |

(l) exercise utmost caution in handling material of secret/confidential nature, and ensure that information of this nature is not passed on to those not authorised to receive it;

(m) be temperate and sober in their habits, and abide by the laws relating to intoxicating drugs and drinks;

(n) acquaint themselves with regulations and orders governing them and abide by the rules and regulations laid down by the Sainik Schools Society and show due respect to authorities;

(o) consider school property and funds as if they were placed in their trust, and exercise the same prudence and care as they would do so to their own property and funds;

(p) make every effort to prevent crime, and report attempts made by other to screen its existence,

(q) exercise utmost caution in handling material of secret/confidential nature, and ensure that information of this nature is not passed on to those not authorised to receive it;

(r) be temperate and sober in their habits, and abide by the laws relating to intoxicating drugs and drinks;

(s) acquaint themselves with regulations and orders governing them and abide by the rules and regulations laid down by the Sainik Schools Society and show due respect to authorities;

(t) consider school property and funds as if they were placed in their trust, and exercise the same prudence and care as they would do so to their own property and funds;

(u) make every effort to prevent crime, and report attempts made by other to screen its existence,

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|  | <p>(q) declare the composition and size of their families at the time of their appointment,</p> <p>(q) report to the Principal immediately, the details of any case in which their character or conduct has been impugned by a court of inquiry or a law court,</p> <p>(r) take permission from the Principal before leaving the station even on holidays,</p>                                               | <p>(v) declare the composition and size of their families at the time of their appointment,</p> <p>(w) report to the Principal immediately, the details of any case in which their character or conduct has been impugned by a court of inquiry or a law court,</p> <p>(x) take permission from the Principal before leaving the station even on holidays,</p>                                               |  |  |
|  | <p>(s) not employ any general employee or use any school animal, vehicle, stores or funds for private purposes except where such employment/use is specifically authorised by the prescribed authority.</p> <p>(t) report to the Principal the full details and circumstances of the case, if arrested or released on bail after being arrested on ground involving moral turpitude or an criminal case.</p> | <p>(y) not employ any general employee or use any school animal, vehicle, stores or funds for private purposes except where such employment/use is specifically authorised by the prescribed authority.</p> <p>(z) report to the Principal the full details and circumstances of the case, if arrested or released on bail after being arrested on ground involving moral turpitude or an criminal case.</p> |  |  |

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| 9.02 | <p>The members of teaching staff shall in addition:-</p> <ul style="list-style-type: none"> <li>(a) remain physically fit to play games with the students.</li> <li>(b) exhibit lively and intelligent interest in games and sports;</li> <li>(c) be willing to take boys out on excursions and hikes;</li> <li>(d) take keen interest in co-curricular activities to get to know the boys more intimately and to help them unfold their personalities;</li> <li>(e) conscientiously strive to improve the quality of their teaching by constantly updating their own knowledge and by learning and trying the new techniques evolved for efficiently teaching their subject;</li> <li>(f) be methodical and enthusiastic about all that they do;</li> <li>(g) be sympathetic and patient with slow learners and weak students;</li> <li>(h) remain clear of narrow and sectarian approach in the handling of boys, while recognising their individual needs and characteristics;</li> <li>(j) by precept and personal example, instill in the minds of the pupils a love for their motherland, regard and respect for the law of the land, and the ideals like love for the weak and the downtrodden and universal brotherhood.</li> <li>(k) pay special attention to boys from weaker sections of society with a view to bringing them at par, in all respects with others, especially in the initial intake period.</li> </ul> | <p>9.02 The members of teaching staff shall in addition:-</p> <ul style="list-style-type: none"> <li>(a) Remain physically fit to play games with the Cadets</li> <li>(b) Exhibit lively and intelligent interest in games and sports</li> <li>(c) Be willing to take students out on excursions and hikes even on holidays</li> <li>(d) Take keen interest in co-curricular activities to get to know the students more and to help them develop their personalities</li> <li>(e) Conscientiously strive to improve the quality of their teaching by constantly updating their own knowledge and by learning and trying the new techniques evolved for efficiently teaching their subject</li> <li>(f) Be methodical and enthusiastic in all that they do</li> <li>(g) be sympathetic and patient with slow learners and weak students;</li> <li>(h) remain clear of narrow and sectarian approach in the handling of boys, while recognising their individual needs and characteristics;</li> <li>(j) By precept and personal example, instill in the minds of the pupils a love for their motherland, regard and respect for the law of the land, and the ideals like compassion for the weak and the downtrodden and universal brotherhood</li> <li>(k) Pay special attention to cadets from weaker sections of society with a view to bringing them at par, in all respects with others, especially in the initial intake period.</li> <li>(l) Closely liaise with Counseling and Wellness Teacher and Career Counsellor for mental health and motivation of cadets</li> </ul> |  | No changed |
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| Rule No | Old Rule Book                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | New Rule Book<br>( Including Correction / Addition / Deletion)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Authority                                                                                                                                                                                                       | Remarks                                                                                          |
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| 9.03    | <p>The members of a Sainik School staff shall not:-</p> <p>(a) become members of any political party, function as active supporters of any such party or contest elections to any of the local/legislative bodies;</p> <p>(b) use their appointments to promote their personal views on religion, caste and political affiliations;</p> <p>(c) indulge in any trade or business activity or own manage an insurance agency or accept any job of remunerative character from a source other than the school;</p> <p>(d) permit their dependent blood relations to pursue any business interest that may directly and indirectly interfere with their performance or of other employees of the school or compromise their position;</p> <p>(e) be under the influence of any alcoholic drink or drug during the course of their duty or allow their performance of duty to be affected by such drinks or drugs;</p> <p>(f) apply for any assignment or job outside the Sainik Schools Society or take any public examination except with the prior approval of the Principal.</p> <p>(g) represent their grievances except through proper channel or canvass any non-official or political influence or support in furtherance of matters pertaining to their service in the school;</p> <p>(h) accept or permit members of their families to accept on their behalf any gift from any pupil; parent, or a person with whom they have come in contact by virtue of their position in the school;</p> <p>(j) give any evidence derived from unpublished official records relating to any of the affairs of the school, except with the permission of the Principal who may give or withhold such permission as he thinks fit.</p> | <p>9.03 The members of a Sainik School staff shall not:-</p> <p>(a) Refuse any task (which concerns the education or well-being of the cadets) assigned by the school authorities on the plea that it is beyond the scope of his/ her duties or beyond the working hours. In a residential school, the school routine is continuous and even when the activities end with lights out after the post dinner roll call and night prep, the members of the staff should be on call 24 X 7 for any untoward incident or emergency;</p> <p>(b) Become members and participate in deliberations of any unauthorized association or indulge in union activities;</p> <p>(c) Become members of any political party, function as active supporters of any such party or contest elections to any of the local/legislative bodies;</p> <p>(d) Use their appointments to promote their personal views on religion, caste and political affiliations;</p> <p>(e) Indulge in any commercial or business activity or own manage any institution/ agency or accept any job of remunerative nature (including private tuitions, coaching etc) from a source other than the school; Neither should they undertake proof reading against payment or promote sale of books etc, except that they may accept examiner-ship of Boards/Examining bodies with the prior written approval of the Principal;</p> <p>(f) Permit their dependent blood relations to pursue any business interest that may directly and indirectly interfere with their performance or of other employees of the school or compromise their position;</p> <p>(g) Be under the influence of any alcoholic drink or drug or use tobacco in any form during the course of their duty or allow their performance of duty to be affected by such drinks or drugs or tobacco. Neither should they indulge in trading of any prohibited substance like drugs, tobacco, liquor, etc. They should not consume liquor or smoke in the presence of students;</p> <p>(h) Indulge in domestic violence or quarrel;</p> <p>(i) provide service related information to the media.</p> | <p>Letter No.17/ IO/SSS/10- 21 Jul 2010 on Leakage of Information to the Media Add.<br/> <b>Reference:</b> The All India Services (Conduct) Rules, 1968 on <u>UNAUTHORISED COMMUNICATION OF INFORMATION</u></p> | <p>Para (a) and (b) on subjects of refusal of assigned duties and be a member of union added</p> |

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|  | <p>(k) communicate with the authorities controlling the radio or any other mass media through letters or articles or deliver lecture on controversial issues or having a political</p> <p>(l) sub-let their residential quarters in any form or permit persons of doubtful antecedents to stay with them;</p> <p>(m) permit persons other than members of their own families (which would include wife, children, brothers, sisters and parents wholly dependent on the bonafide employee) to stay with them permanently in their quarters;</p> <p>(n) lend money to or borrow it from any other school employee or any other person on interest except any bank or established financial institute like co-operative societies etc;</p> <p>(o) gamble, or speculate or indulge in a game of chance unless such an activity is organised in the school club itself on no profit basis and that too exclusively for staff members and is in the knowledge of the Principal. Frequent purchase and sale of stocks and shares will tantamount to speculation;</p> <p>(p) keep pets and milk cattle within the school campus except with the explicit approval of the school authorities, which may be refused or if granted can be withdrawn at any time without assigning any reasons;</p> <p>(q) give alms or encourage beggary in any form within the school campus;</p> <p>(r) execute private work in a school workshop, art room, vehicle garage, etc.</p> <p>(s) give tuitions during or outside school hours;</p> <p>(t) undertake proof reading against payment or promote sale of books etc, except that they may accept examinership of Boards/Examining bodies with the prior written approval of the Principal.</p> | <p>(j) Apply for any assignment or job outside the Sainik Schools Society or take any public examination except with the prior approval of the Principal;</p> <p>(k) Represent their grievances through proper channel;</p> <p>(l) Accept or permit members of their families to seek or accept on their behalf any gift or undue favour from any pupil, parent, alumni, contractor, recruit or person with whom they have come in contact by virtue of their position in the school. Even if a person's assistance has been sought or if there has been any unsolicited assistance from a person or organisation, reimburse the amount immediately.</p> <p>(m) Give any evidence derived from unpublished official records relating to any of the affairs of the school, except with the permission of the Principal who may give or withhold such permission as he thinks fit;</p> <p>(n) Communicate with the authorities controlling the radio, electronic or any other mass media through letters or articles or deliver lecture on controversial issues or having a political colour or tone;</p> <p>(o) Sublet their residential quarters in any form or permit persons of doubtful antecedents to stay with them.</p> <p>(p) Permit persons other than members of their own families (which would include wife, children, brothers, sisters and parents wholly dependent on the bonafide employee) to stay with them permanently in their quarters.</p> <p>(q) Lend money to or borrow it from any other school employee or any other person on interest except any bank or established financial institute like co-operative societies <b>or engage in any unauthorized or illegal financial business;</b></p> <p>(r) Gamble, or speculate or indulge in a game of chance unless such an activity is organised in the school club itself on no profit basis and that too exclusively for staff members and is in the knowledge of the Principal. Frequent purchase and sale of stocks and shares will tantamount to speculation;</p> | <p>Refer Letter No.17/ IO/SSS/08-30 Jul 2008 :-</p> | <p>Details added and elaborated</p> |
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|             | <p>(u) get into heavy debt or declare himself insolvent;</p> <p>(v) indulge in any activity which is illegal under the law of the land.</p>                                                                                                                                                                                                                                                                                                                     | <p>(s) Keep pets within the school campus except with the explicit approval of the school authorities, which may be refused or if granted can be withdrawn at any time without assigning any reason;</p> <p>(t) Give alms or encourage begging in any form within the school campus;</p> <p>(u) Execute private work in a school workshop, art room, vehicle garage, etc;</p> <p>(v) Get into heavy debt or declare himself insolvent;</p> <p>(w) Indulge in any activity which is illegal under the law of the land</p>                         |  |                                                                                     |
| <b>9.04</b> | <p><b><u>MOVABLE AND IMMOVABLE PROPERTY TRANSACTION</u></b></p> <p>An employee who enters into transaction of movable property costing Rs.5,000/- or more or of immovable property, of any value whatsoever shall seek prior permission of the Principal in writing, provided that the transaction is through a regular or reputed dealer. The details of the transaction will be reported to the Principal immediately after the transaction is completed.</p> | <p><b>9.04 <u>MOVABLE AND IMMOVABLE PROPERTY TRANSACTION</u></b></p> <p>An employee who enters into transaction of movable property costing <b>twice the Basic Pay</b> or more or of immovable property, of any value whatsoever shall seek prior permission of the Principal in writing, provided that the transaction is through a regular or reputed dealer. The details of the transaction along with the supporting documents will be reported to the Principal in the prescribed format immediately after the transaction is completed</p> |  | Movable property cost to be declared changed from Rs. 5000/- to twice the Basic Pay |
| <b>9.05</b> | <p>All Sainik School employees are expected to observe the highest code of moral conduct and will not indulge in any act unbecoming of a public servant and prejudicial to the interest of the school and the society. They are expected to be exemplary in their conduct and thinking, displaying absolute devotion to duty and integrity which should be emulated by the students of the Sainik Schools in which they are employed.</p>                       | <p><b>9.05</b> All Sainik School employees are expected to observe the highest code of moral conduct and will not indulge in any act unbecoming of a public servant and prejudicial to the interest of the school and the society. They are expected to be exemplary in their conduct and thinking, displaying absolute devotion to duty and integrity which should be emulated by the Cadets of the Sainik Schools in which they are employed.</p>                                                                                              |  | Term students changed to cadets                                                     |
| <b>9.06</b> | <p><b><u>INFRINGEMENT OF CONDUCT RULE</u></b></p> <p>Non observance of any one or more of the above conduct rules will be treated as misconduct on the part of the concerned employee and will make him liable to disciplinary action and attract penalties specified under Chapter X of this Manual.</p>                                                                                                                                                       | <p><b><u>INFRINGEMENT OF CONDUCT RULE</u></b></p> <p><b>9.06</b> Non observance of any one or more of the above conduct rules will be treated as misconduct on the part of the concerned employee and will make him/ her liable to disciplinary action and attract penalties specified under Chapter X of this Manual.</p>                                                                                                                                                                                                                       |  |                                                                                     |