



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Pers/Admn Deptt, Central Office, "Yogakshema", Jeevan Bima Marg, P.B.No. 19953 Mumbai-400021

Ref: Per.Admn/ZD/520

21/03/2024

ALL OFFICES OF THE CORPORATION

Re: Canvassing non-official or outside influences

This is furtherance to earlier circular Ref: Per.Admn/ZD/245 dated 25/05/2012 wherein employees have been advised regarding existing provision in Staff Rules (Rule 50) about canvassing and strict adherence to it.

Rule 50 can be read as under:

50. (1) No employee shall or attempt to bring any political or outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service in the corporation.

(2) No appeal, petition or memorial shall be addressed by any employee to the Directors of the Corporation personally or to any outside authority or an authority not prescribed in these Rule or in the Life Insurance Corporation Act.

Employees are once again advised to refrain from bringing any outside influence in their service matter including Transfer and Posting.

The following process is to be followed by controlling office if an employee in spite of this rejoinder resorts to any political or outside influence to further his interests in respect of matters pertaining to his/her service in Corporation:

1. The disciplinary authority in the CO/ZO/DO/BO respectively shall be informed by the recipient immediately for whom any political or external persons have approached office in the matter of transfer and posting.
2. An employee violating the provisions of Rule 50 of the Staff rules, 1960 for the first time should be advised by the appropriate disciplinary authority, to desist from approaching Members of Parliament/Member of State Legislature or from any external persons to further his/her interest in respect of matters pertaining to his/her service conditions.
3. If the employee is found violating the provisions of rule 50 of the staff rules, 1960 a second time despite the issue of advice on the earlier occasion, a written warning should be issued to him/her by the appropriate disciplinary authority and a copy thereof should be placed in his/her CR dossier.
4. If the employee is found guilty of violating the provisions of rule 50 of the staff rules, 1960, despite the issue of warning to him/her, disciplinary action is to be initiated against him/her.

These instructions are to be brought to the notice of all employees and are to be followed by the offices with immediate effect.

Executive Director (Personnel)