

No.4/3/2010-EC.IV(SC)/EW-2
Government of India
Ministry of Urban Development
(Sahari Vikas Mantralaya)

Nirman Bhavan, New Delhi.
Dated 12 April, 2012.

To

✓ The General Secretary,
Group 'B' CPWD Office Staff Association (All India),
Office of DCC-9, CPWD,
1st Floor, A Wing, I.P.Bhavan,
I.P.Estate, New Delhi-110002.

Subject: Grant of recognition to Group 'B' CPWD Office Staff Association (All India) under the CCS (RSA) Rules, 1993 as Second Association -

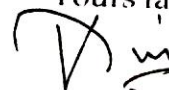
Sir,

I am directed to refer to Group 'B' CPWD Office Staff Association (All India) letter No.GBCPWDOSSAAI/23 dated 20.09.2010 and to convey the recognition of the Ministry of Urban Development to the Group 'B' CPWD Office Staff Association (All India) as Second Association. The recognition is subject to the observance of the CCS (RSA) Rules, 1993 as amended from time to time, and also subject to the observance of the following conditions :-

- (a) The Service Association shall not send any representation or deputation except in connection with a matter which is of common interest to members of the Service Association;
- (b) The Service Association shall not espouse or support the cause of individual Government servants relating to service matters;
- (c) The Service Association shall not maintain any political fund or lend itself to the propagation of the views of any political parties or a member of such party;
- (d) All representations by the Service Association shall be submitted through proper channel and shall be addressed to the Secretary to the Government/ Head of the Organisation or Head of the Department or Office;
- (e) A list of members and office bearers, and up-to-date copy of the rules and an audited statement of accounts of the Service Association shall be furnished to the Government annually through proper channel after the annual general meeting so as to reach the Government before the 1st day of July, each year;

- (f) The Service Association shall abide by, and comply with all the provisions of its constitution/ bye-laws;
 - (g) Any amendment in the constitution/bye-laws of the Service Association, after its recognition under these Rules, shall be made only with the prior approval of the Government;
 - (h) The Service Association shall not start or publish any periodical magazine or bulletin without the previous approval of the Government;
 - (i) The Service Association shall cease to publish any periodical, magazine or bulletin if directed by the Government to do so, on the ground that the publication thereof is prejudicial to the interests of the Central Government, the Government of any State or any Government authority or to good relations between Government servants and the Government or any Government authority, or to good relations between the Government of India and the Government of a foreign state;
 - (j) The Service Association shall not address any communication to, or enter into correspondence with, a foreign authority except through the Government which shall have the right to withhold it;
 - (k) The Service Association shall not do any act or assist in the doing of any act which, if done by a Government servant would contravene any of the provisions of the Central Civil Services (Conduct) Rules, 1964; and
 - (l) Communications addressed by the Service Association or by any office-bearer on its behalf to the Government or a Government authority shall not contain any disrespectful or improper language.
2. Constitution/bye-laws of the Association as submitted by the Service Association has been approved by the Ministry of Urban Development.
 3. The Government shall not be responsible for the conduct of the election of office bearers of the Association. However, if so requested by the Association, an official may be deputed to function as an observer but he shall take no part in the actual conduct of the elections.
 4. This issues with the approval of DOPT's LD.No.101751/CR/2011 dated 07.02.2012 and Office of UDM Diary No.3014-F dated 20.03.2012.

Yours faithfully,



(Varghese Yohannan)
Desk Officer (EW-2)

GBCPWDOSAAI

ग्रुप 'बी' के.लो.नि.वि. ऑफिस स्टाँफ एसोसिएशन (ऑल इंडिया)

GROUP 'B' CPWD OFFICE STAFF ASSOCIATION (ALL INDIA)

MAIL ADDRESS: O/O DDC-9, CPWD, 1ST FLOOR, A WING, I.P. BHAWAN, I.P. ESTATE, NEW DELHI-110002

E-mail : groupbcpwd@gmail.com

No. GBCPWDOSAAI/ 23

Dated 20-09-2010

Shri Gautam Benerjee
President
Mob. : 09999690938

Shri S. Dayal
Vice President
Mob. : 09911182666

Shri Parveen Singh Parihar
Vice President
Mob. : 09868553846

Shri M. Nazaruddin
Gen. Secretary
Mob. 09911497789

Shri B.S. Thampi
Joint Secretary
Mob. : 09892515430

Shri Ravi Kumar Bhatnagar
Joint Secretary
Mob. : 09313171008

Shri Tapan Kumar
Joint Secretary
Mob.: 09891956192

Shri Anand Singh
Treasurer
Mob. : 09868151463

Smt. A. George
Ladies Representative
Mob. : 09868243309

Shri Ramesh Lal
Auditor
Mob. : 09899404497

To
The Director (Admn)
EC-IV (SC) Section, Directorate General,
CPWD., Nirman Bhawan, New Delhi-110 011

Sub:- **Application for Recognition of the Association under CCS(Recognition of Service Associations) Rules, 1993**

Ref:- This Association's letter no. GBCOSAI/1, dated 8.7.2010

Sir,

In continuation of this Association's letter mentioned above, following documents are sent herewith for the recognition under CCS (Recognition of Service Associations) Rules, 1993.

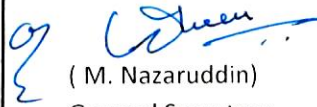
- Memorandum, Constitution/Bye-laws of the Association
- Names of the Office Bearers of the Association. This is only an ad-hoc committee. A full-fledged committee shall be elected very shortly.
- List of members whose subscription has been deducted through pay roll. Copies of DDO's letters are also attached.

Ours is a 2nd Association and require a minimum support of 15% of the staff in position vide Para 5 d (i) of Annexure to Notification No.2/10/80-JCA(Vol.IV), dated 5th November of 1993 of the DoP&T. Member ship to our Association is limited to Head Clerk, OS-II & OS-I. Estimated strength of these three posts all over India is about 500. Thus the required minimum number of support works out to 75 persons. We hereby submit a list of 100 membership authorisation whose subscription for the year 2010-11 has been deducted by the DDO.

We request you to process case for recognition of our Association at the earliest.

Encl: As above

With best regards


(M. Nazaruddin)

General Secretary

Copy to : -

- The Director (S&D), Directorate General, CPWD, Nirman Bhawan, New Delhi for information pl. *with list of members.*


General Secretary



ग्रुप 'बी' के.लो.नि.वि. ऑफिस स्टॉफ एसोसिएशन (ऑल इंडिया)

GROUP 'B' CPWD OFFICE STAFF ASSOCIATION (ALL INDIA)

MAIL ADDRESS: O/O DDC-9, CPWD, 1ST FLOOR, A WING, I.P. BHAWAN, I.P. ESTATE, NEW DELHI-110002
E-mail : groupbcpwd@gmail.com

No. GBCPWDOSAAI/

Dated

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GROUP B CPWD OFFICE STAFF ASSOCIATION (ALL INDIA)

MEMORANDUM OF GROUP B CPWD OFFICE STAFF ASSOCIATION (ALL INDIA)

We wish to submit the memorandum of the Association as under:-

1. That the Association shall strive for the aims and objects of the Head Clerks and Office Superintendents Grade-II and Grade-I working in the offices of the CPWD throughout India including Union Territories and wherever the organization of CPWD exists or function from time to time and the members of the Association is/are working
2. To safeguard and promote the interest, rights and prestige of the members of the Association and to get redressed such grievances as may be brought to the notice of the Association by constitutional means and recognised methods.
3. To promote the welfare of the Head Clerks and Office Superintendents Grade-II and Grade-I in CPWD for securing justice to them.
4. That this Association shall struggle within the social means to highlight just and the genuine demands concerning to the welfare of its members. The Association shall also struggle against arbitrariness taking place at the behest of the employers either through meetings across the table or through other peaceful ethical means by giving demonstrations etc. with prior intimation to the authorities concerned responsible for arbitrary victimisation of the members of the Association.
5. For seeking justice against step-motherly treatment, dilly-dallying on the issue involving welfare & career prospects, this association shall seek meeting with the Head of Department and the concerned Ministry (as at present Ministry of Urban Development) for appraising the grave injustice, if any, taking place in the department and the Ministry. The Association shall carry out its function within the ambit of the constitution/bye-laws of the Association to promote the interest of its members.

The Association shall not take up individual cases. But in case of discrimination, harassment, denial of rights in the course of employment by the Department and/or Departmental authorities which are brought to the notice of the Association, the said matter will be taken up with the appropriate authority for redressal by peaceful means such as personal meetings, appeal to the higher/highest authorities and/or lunch hour demonstration etc., if personal meetings fails.

MEMORANDUM & BYE-LAWS

OF THE

GROUP 'B' CPWD OFFICE STAFF ASSOCIATION (ALL INDIA)

MEMORANDUM

1. Name of the Association

The name of the association shall be "GROUP 'B' CPWD OFFICE STAFF ASSOCIATION (ALL INDIA)".

2. Headquarters of the Association

The Headquarters of the Central Office of the Association will be at New Delhi/Delhi. In addition to the Central Office, there shall be regional/Zonal offices at every regional/Zonal head quarters of the Department under the control of the Central Office.

3. Area of Operation of the Association

The area of operation of the Association shall be all over India including Union Territories and wherever the organisation of CPWD exists or function from time to time and the members of the Association is/are working.

4. Aims and Objects of the Association

The Association shall strive for the promotion of following aims and objects:

- a) Primarily to promote common service interest among the members in the interest of efficient service to the nation.
- b) To organise and to further the spirit of co-operation, brotherhood and unity among the members working within the jurisdiction of the Association.
- c) To improve the service/working conditions of its members by safeguarding, promoting the interests, rights & privileges and to get redressed such grievances that may be brought to its notice by constitutional means or recognised methods.
- d) To promote the welfare of members by securing the just rights.
- e) To work as a homogeneous group for entire cadre as a whole and to avoid discrimination on the basis of caste, creed or religious denomination or any group within or section of such cast, creed or religious denomination.
- f) To help in boosting the professional and moral standards and to suggest ways and means for better efficiency and performance of duties of its members.

CONSTITUTION & BYE-LAWS

1. Membership of the Association

- (1) All Head Clerks, Office Superintendents Grade-II and Office Superintendents Grade-I employed in CPWD throughout India and within the area of operation of the Association having common interest except those who are members of other service Association are eligible for the membership of the Association.
- (2) Any employee as mentioned aforesaid if applies for and pays of a sum of Rs.50/- (Rupees fifty only) towards annual subscription, which shall be deducted from the pay through check-off-system.
- (3) Consent once given for deduction of annual subscription shall remain valid till altered or withdrawn. The revised option for deduction, if any, can be exercised only in the month of April each year to be effective from July of that year.
- (4) The Executive Committee at Central/Regional/Zonal level have full powers to accept or refuse admission to any employee, but such refusal shall not be based on frivolous grounds and the reasons for the refusal shall, however, be made known to the person concerned, if he so desires.
- (5) All contributions made to the Association by its members in the shape of annual subscription, donations etc. are non-refundable and/or non-transferable.
- (6) Receipts in printed format shall be issued by the authorised person(s) for any money received showing full details thereof.
- (7) All the subscriptions & donations collected by the Central Committee will be retained by it. 25% (twenty five percent only) of subscriptions collected by the Regional/Zonal/Branch Committee will have to be remitted to the Central Committee. Remaining 75%(seventy five percent only) subscriptions and donations, if any, collected by the Regional/Zonal/Branch Committees will be retained by them for their expenses.

2. Privileges of membership

- (i) All members shall have the right to attend and take part in discussion at all general body meeting, special meetings, lectures, conference and demonstrations organised by the Association as an ordinary member if held at the station in which he/she is working and as a delegate (upon nomination) if the General/Special meeting, lectures, conference, demonstrations etc. held at a station other than the one in which he/she is working.
- (ii) All members shall enjoy the privileges of voting rights to the election of Executive Committee Members of Central/Regional/Zonal Committees as in Clause 6 (a).
- (iii) All members shall have the right to contest and hold an office of Executive member at appropriate level unless otherwise declared in-eligible for the same.
- (iv) All members have the right to represent to the Association for redressal of their genuine grievances for protection by the Association against wrongful dismissal, suspension, redressal of grievances of common interest.

- (v) Every member is expected to perform within the ambit of the provisions of the approved Memorandum, Constitution & Bye-laws of the Association. Every member shall be entitled to acquire a copy of the Memorandum, Constitution & Bye-laws of the Association on payment of Rs.200/- (Rupees Two Hundred only) and ignorance of the provisions of the same shall not be treated as an excuse on the part of any member. A copy of the Memorandum, Constitution & Bye-laws of the Association will, however, be issued to each Region/Zone free of cost for their information and reference for the members.
- (vi) Bonafide members will have the right to move no-confidence motion against an elected member or a elected body. This motion should be moved at least 1/3rd of the members of the respective head quarters of the Central/Regional/Zonal Committees and shall be passed by 2/3rd majority.
- (vi) Any other right/privilege that may be conferred to the members as deemed fit by the Association from time to time.

3. Termination of membership

The membership of a person shall be deemed to have been terminated if

- (i) On his retirement from Govt. service due to superannuation, voluntary retirement, resignation, dismissal, death etc.
- (ii) On his/her resignation voluntarily from the membership of the Association in writing addressed to the General/Regional/Zonal Secretary of the Association and its acceptance thereof.
- (iii) On his/her failure to pay subscription for two consecutive years.
- (iv) On expulsion due to gross misconduct or any other cause by a vote of not less than 2/3rd members present and voting in a meeting of the Central Committee.

4. Forfeiture of membership

- (i) A member whose membership is terminated due to reasons as indicated in Clause 3 (i) to (iv) shall forfeit the rights and privileges of a member and benefits that may be assured by the Association under Clause 2 (i) to (vi).
- (ii) Membership of those terminated under the provisions of Clause 3 (i) to (iv) above may be re-admitted as members of the Association by the Central Committee on the recommendation of the Regional Committee concerned and their paying the arrears of subscription due from them. However, such re-admission shall take effect from the next financial year proceeding the year in which his/her membership was terminated.

5. Management

The management of the Association shall be carried out by following committees:

- (I) Apex Committee
- (II) Central Committee
- (III) Regional/Zonal Committee
- IV) Unit/Branch representative

(I) Apex Committee

(i) Constitution of the Apex Committee

The Apex Committee will consist of following members:

- (a) The President, General Secretary and one additional Office bearer of the Central Committee.
- (b) The Regional President or the Regional Secretaries of Northern Region, Eastern Region, Western Region & Southern Region. The Regional President or the Regional Secretaries can nominate an alternate person to represent the regional unit with the approval of Regional Committee.
- (c) The President and General Secretary of the Central Committee will be the Chairman and Secretary of the Apex Committee respectively.
- (d) There will be one Vice-Chairman, two Joint Secretaries and one Treasurer in addition to the post of Chairman and Secretary in the Apex Committee.
- (e) The election of Vice-Chairman, Joint Secretaries & Treasurer shall be done among the nominated office bearer of the Central Committee and Regional President/Secretary or regional representatives, if nominated.
- (f) The Secretary with the approval of the Apex Committee can invite any other member as Special invitee.
- (g) Zonal Committees can nominate one each member as delegate to the Apex Committee meeting (s), however, expenses on account of his/her nomination will be borne by the respective Zonal Committee.

(ii) Function

- (a) The function of the Apex Committee is to frame policies of the Association. However such policies framed by the Apex Committee should be approved by the General body of the Association of the Central Committee. Its head quarters will be at New Delhi.
- (b) All the members of the Apex Committee are entitled to vote. The Chairman will have casting vote only in case of a tie. The Special invitees and Zonal delegates do not have any voting rights.

- (c) Meeting of the Apex Committee shall be convened at least once in a year preferably at New Delhi or at any other place as deemed fit with the approval of the Apex Committee. Expenses on account of this for the members of the Apex Committee & Special invitee will be borne by the Central Committee.
- (d) If a special meeting of the Apex Committee is convened at any other place out side New Delhi on the specific request of a Regional Committee, entire expenses on account of such meeting shall be borne by the respective Regional Committee.

(II) Central Committee

The Central Committee will consist of following members:

- (a) One President, One General Secretary, three Vice-Presidents, three Joint Secretaries, one Treasurer, one Ladies Representative and one Auditor.
- (b) All bonafide members of the Association working throughout India and within the area of operation of the Association are eligible to contest election to the post of office bearers of the Central Committee. However the person contesting to the post of General Secretary should be preferably from Delhi/New Delhi and/or if the elected person is from out side Delhi/New Delhi, he should be willing for his transfer to Delhi/New Delhi.
- (c) For the smooth functioning of the Central Committee, it is expected that the Members contesting for the Central Committee should preferably be working in Delhi/New Delhi area.
- (d) The Central Committee will have powers to nominate two bonafide members as Advisers.
- (e) The Central Committee will have powers to co-opt any bonafide members (including from region) as the office bearers of the Central Committee. This is in addition to the 11 (eleven) elected members of the Central Committee. However such representation should not exceed 6 nos and on need basis only.

(ii) Function

- (a) The function of the Central Committee is to see that the policies of the Association framed from time to time are implemented.
- (b) The Central Committee will have full powers to correspond with, hold meetings negotiate, make agreement with the higher authorities in the Directorate/Ministry on policy matters affecting the entire cadre and any other authority of the Region/Zone/Branch as deemed fit and if found necessary on issues relating to policy matter and/or local issues related to the Region/Zone.
- (c) The Central Committee will co-ordinate with the Regional/Zonal/Branch Committee on matters pertaining to the Association.
- (d) In case of any dispute between Regions, Regions & Zones, the decision of the Central Committee on the matter will be final and binding.

- (e) Only the Central Committee will have powers to terminate the membership of a person as per Clause 4 (i) above and for his/her re-admission to the Association as per Clause 4(ii) above on the recommendation of the Regional Committee.
- (f) The Central Committee, in addition to the functions as mentioned under Clause 5(II) (ii) (a) to (e), will also function as the Regional Committee for Northern Region also.
- (g) The co-opted members of the Central Committee will not have any voting rights and their attendance in the Central Committee meeting should not fall short of $\frac{1}{4}$ of the total number of meeting of the Central Committee in each year.

(III) Regional Committee

The Regional Committee will consist of following members:

- (a) One Regional President, One Regional Secretary, one Vice-President, one Joint Secretary, one Treasurer. They will be elected by the members of the Region concerned. Its head quarter will be at a place where the office of the Head of the Region is situated.
- (b) All bonafide members of the Association working in the Region concerned are eligible to contest election to the post of office bearers of the Regional Committee. However the person contesting to the post of Regional Secretary should be preferably from the head quarter of the Region concerned and/or if the elected person is from out side the head quarter of the Region concerned, he should be willing for his transfer to such place.
- (c) For the smooth functioning of the Regional Committee it is expected that the Members contesting for the Regional Committee should preferably be working in the head quarter of the Region concerned.
- (d) The Regional Committee will have power to co-opt any bonafide member from and within Region as the office bearer (Zonal Joint Secretary) of the Regional Committee. This is in addition to the 5 (five) elected members of the Regional Committee. However such representation should not exceed two and on need basis only.

(ii) Function

- (a) The function of the Regional Committee is to represent its members working within the Region concerning local issues. Any matter pertaining to the policies of the Association framed from time to time are to be reported to the Central Committee for taking up the matter with the appropriate higher authority.
- (b) The Regional Committee will not have powers to correspond with, hold meetings negotiate, make agreement with the higher authorities in the Directorate/Ministry on policy matters affecting the entire cadre. However it will have powers to correspond with, hold meetings, negotiate, and make agreement with the authorities in the Region/Zone/Branch on local issues.
- (c) The Regional Committee will co-ordinate with the Zonal Committee on matters pertaining to the Association on local issues.
- (d) The co-opted members of the Regional Committee will not have any voting rights and their attendance in the Regional Committee meeting should not fall short of $\frac{1}{4}$ of the total number of meeting of the Regional Committee in each year.

(IV) Zonal Committee

Regional Committee, if considers necessary, can constitute Zonal Committee which will consist of following members:

- (a) One President, One General Secretary, one Vice-President, one Joint Secretary, one Treasurer. They will be elected by the members of the Zone concerned. Its head quarter will be at a place where the office of the Head of the Zone is situated.
- (b) All bonafide members of the Association working in the Zone concerned are eligible to contest election to the post of office bearers of the Zonal Committee. However the person contesting to the post of Zonal Secretary should be preferably from the head quarter of the Zone and/or if the elected person is from out side the head quarter of the Zone, he/she should be willing for his/her transfer to such place.
- (c) For the smooth functioning of the Zonal Committee it is expected that the Members contesting for the Zonal Committee should preferably be working in the head quarter of the Zone.
- (d) The Zonal Committee will have power to co-opt any bonafide member from branch as the office bearer (Zonal Joint Secretary) of the Zonal Committee. This is in addition to the 5 (five) elected members of the Zonal Committee. However such representation should not exceed four and on need basis only.

(ii) Function

- (a) The function of the Zonal Committee is to represent its members concerning local issues concerning common difficulties or grievances of the staff which were brought to the notice of the Association. Any matter pertaining to the policies of the Association framed from time to time are to be reported to the Central Committee under intimation to the Regional Committee for taking up the matter with the appropriate higher authority.
- (b) The Zonal Committee will not have powers to correspond with, hold meetings negotiate, make agreement with the higher authorities in the Directorate/Ministry on policy matters affecting the entire cadre. However it will have powers to correspond with, hold meetings, negotiate, make agreement with the authorities in the /Zone/Branch on local issues.
- (c) The Zonal Committee will co-ordinate with the Branch on matters pertaining to the Association on local issues.
- (d) The co-opted members of the Zonal Committee will not have any voting rights and their attendance in the Zonal Committee meeting should not fall short of ¼ of the total number of meeting of the Zonal Committee in each year.

(V) Unit representative

With a view to assist the Executive Committee of the Region/Zonal to redress the common difficulties or grievances of the staff working outside the Zonal head quarters to the notice of the Association and also apprising the members of the activities of the Association, there shall be one representative for each station who shall be called 'Unit Representative.' Such representative will be nominated by the Zonal Committee. The Regional Executive Committee

shall call meetings of these unit representatives at least twice in a year to know the view point of its members in general and explain to them the activities of the association. In other words, these Unit Representatives shall do liaisoning work between the members in general and the Zonal/Regional Committee.

6. **Election**

The term of office of the Apex/Central/Regional/Zonal Committee shall be for two years. If the elections are not held within 3 months of the expiry of the term, except where there is any legal hindrance, the office bearers of the respective Committees would cease to be Office bearers of the Association.

The detailed procedures for conducting the election shall be as under:-

- a) All bonafide members working under the jurisdiction of the Association have direct voting rights to elect office bearers of Central Committee. The Office bearers of the Regional/Zonal Committee will be elected by the members of the Region/Zone concerned.
- b) The Executive Committee concerned shall nominate a person from amongst its members or from any other sister organisation to function as the Election Officer. The Election Officer may nominate other persons of his choice in consultation with the Central/Regional/Zonal Committees to function as Returning Officers for his assistance.
- c) A bonafide member contesting to the post of any office bearers should have the required balance of service left for to match the tenure of respective Committee. A bonafide member shall be eligible to contest for only one post. However, the elected President, Secretary of the Central/Regional Committee and one nominated Executive member of the Central Committee shall be eligible to hold more than one post as per Clause 5 (l) (i) (a) & (b).
- d) Electoral Rolls for Election of Office bearers for Central Committee shall be prepared and circulated by the Central Committee in advance. Regions shall furnish a detailed list of bonafide members of the Region to the Central Committee for incorporation in the electoral rolls at least six months before the expiry of the term of the elected body of the Central Committee.
- e) It shall be the responsibility of the Regional/Zonal Committee to prepare its own electoral rolls for election to the Regional/Zonal Committee.
- f) All bonafide Members can cast their votes at the Central venue at New Delhi/Delhi. However Members who are posted outside New Delhi/Delhi has an option to cast their vote either at New Delhi/Delhi or by postal ballot. However, a member who chooses to cast his vote at New Delhi/Delhi should exercise his option to do so well in advance to the Central Committee as well as the Regional/Zonal Committee concerned. The Election Officer will send the required number of postal ballot papers to the Regional/Zonal Secretary concerned. The Regional/Zonal Secretary will be responsible for handing over of the postal ballot paper to the individual member concerned.
- g) Each member who opt to exercise their franchise by postal vote, should cast their vote in the postal ballot paper provided, put it in a cover, seal it and hand over to the respective Zonal/Regional Secretary. The Zonal/Regional Secretary concerned will place all such postal votes in a sealed cover and send the same direct to the Election Officer on the same day or the next working day by Speed post/Courier.

- h) For all kinds of disputes arising in the process of election, the decision of the Election Officer shall be final and binding.
- i) If a post cannot be filled through election, and or vacancy arising due to unforeseen reasons, before completion of the full tenure of the Committee concerned, shall be filled by co-option as decided by the respective Committee for the remaining period of the tenure or the post.

7. Duties & responsibilities of Office Bearers

a) Advisors

They shall render advice and assistance whenever required, especially at the time of any grave issue confronting the Association.

They shall be members of the delegation as and when desired by the Executive Committee for the sole purpose of advice.

They can watch the proceedings of the meetings of the Association and offer all possible suggestions for overcoming any type of bottleneck for the consideration of the members present in the meetings.

They shall have no voting rights.

b) President

President shall preside over the General meetings of the Association and the Executive Committee meetings and general supervision over the work of the Association.

c) Vice-President

Vice-President will assist the President in discharging of his duties. He shall carry out the function of the President in his absence. The concerned Executive Committee members shall decide as to who should function as President in his absence. In addition to above, they shall discharge any other duties as entrusted by the Executive Committee for the smooth functioning of the Association.

d) General Secretary

- i) He shall be the Chief Executive and shall administrate and execute the affairs of Association.
- ii) He shall convene meetings of the Central Committee, Annual General meeting and Special general meeting, if any, and record the Minutes of the proceedings. He shall be responsible to see that the resolutions passed/decisions taken at these meetings are implemented.
- iii) He shall correspond with the authorities and transact any other business for the benefit of the members. However, all important action should be got ratified in the Executive meeting or next Executive Committee meeting.

- iv) He shall be responsible for preparation of the annual report, auditing of the accounts of the Association and submit requisite reports to the Executive Committee for its approval. The Audit of the accounts of the Association will be carried out as per the laid down norms.
- v) Under his own authority he shall incur an expenditure of recurring nature not exceeding Rs.5000/- p.m. and an expenditure of non-recurring nature not exceeding Rs. 2000 /- p.m. subject to a ceiling of Rs. 1000 /- for a single item of expenditure. The Executive Committee will have full powers beyond the above limit(s). All the expenditure incurred in a month is to be placed before the Executive Committee in the next and immediate meeting for its approval.

e) Joint Secretaries

One of the Joint Secretaries shall carry out the publicity/ interaction work of the Association at the direction of the Executive Committee. The other two Joint Secretaries will assist the General Secretary in carrying out the duties of the General Secretary under his direction.

f) Treasurer

- i) The Treasurer shall be responsible for the safe custody of the funds of the Association. He shall maintain proper records of accounts of the Association, issue of receipts for all money received and maintenance of proper voucher for all money spend.
- ii) He shall collect subscription and all other dues from the members through Regional/Zonal Committees and Unit Representatives and issue receipts for all amounts received by him. He shall keep an amount of Rs.500/- in cash with him for day-to-day expenses. All amount exceeding Rs.500/- be immediately remitted to the bank account of the Association.
- iii) He shall maintain a stock register containing a list of furniture and properties of the Association.

g) Ladies Representative

She is expected to represent the lady members of the Association and bring out the grievance's of lady members of the Association to the notice of the Executive Committee. In addition to above, she may discharge duties which may confer to her by the General Secretary/Executive Committee.

h) Auditor

He is required to audit the accounts of the Association and work as an internal Auditor. He is required to advise the Secretary and the Executive Committee in financial matters and see that the accounts of the Association is properly maintained.

i) Regional/Zonal Secretary

- i) He shall be responsible for all correspondence with authorities on all matters as decided by the Executive Committee. He shall be responsible for the maintenance and up keep of all records, files assets etc of the Association.
- ii) He shall convene meetings of the Regional/Zonal Committee, Annual General meeting and special general meetings if any, and record the Minutes of the proceedings. He shall be responsible to see that the resolutions passed/decisions taken in these meetings are implemented.

- iii) He may correspond with the authorities and transact any other business for the benefit of the members. However, all important action should be got ratified in the next and immediate Executive Committee meeting.
- iv) He shall be responsible for preparation of the annual report, auditing of the account of the Association and submit requisite reports to the Executive Committee for its approval. The Audit of the account of the Association will be carried out as per the laid down norms.
- v) Under his own authority he shall incur a recurring expenditure of Rs.2500/- p.m. and expenditure of non-recurring nature not exceeding Rs. 1000 /- p.m. subject to a ceiling of Rs. 500 /- for a single item of expenditure. The Executive Committee will have full powers beyond the above limit(s). All the expenditure incurred in a month is to be placed before the Executive Committee in the next and immediate meeting for its approval.

7. Executive Committee Meetings

- a) The Executive Committee should meet once in a month to discuss the activities of the Association and chalk out future plans. However General/Regional/Zonal Secretary shall convene a meeting of the Executive Committee if at least 25% members of the Executive Committee demands in writing with the reasons for a special meeting and the subject on which discussion is to be held. Such meeting shall be convened within a reasonable time not exceeding a fortnight from the date of receipt of such demand.
- b) Except in emergent cases generally seven days notice shall be given for the meeting of the Executive Committee.
- c) The quorum of the meeting of the Executive Committee shall be one-third of the total number of members of the Executive Committee. If the requisite quorum is not available, the meeting should be adjourned for ½ an hour. After ½ an hour, whatever number of members present will form the quorum and all decisions taken by majority votes in the said meeting will be final & binding.

8. Annual General Meeting

- a) The Annual General Meeting of the members shall be held once in every year within 3 months from the date of closure of accounts by giving a notice of 14 days. However in case of acute emergency the same can be called with the consent of Executive Body. At least 2/3rd members of the Executive Committee should agree to the proposal.
- b) The Annual General Meeting shall consider and adopt the annual report, the Audit Report and the statement of Accounts of the previous year presented by the Committee. Sanction for the budget for the ensuing year also may be got approved in the same meeting.
- c) A Special General Meeting shall also be convened in order to consider any matter which could not have been kept pending till the Annual General Meeting. The General/Regional/Zonal Secretary under the authority of the Executive Committee shall convene such meeting. At least 2/3rd members of the Executive Committee should agree to the proposal or at least 40% of the bonafide members of the Association demands for a special General meeting in writing to the Central/Regional/Zonal Secretary concerned. In case of tie, the casting vote of the President shall be decisive.

- d) The bonafide members requisitioning a special General Body Meeting shall clearly specify the subject matter or subjects to be discussed. The General/Regional/Zonal Secretary shall convene the special general meeting within fortnight from the date of receipt of such requisition with short notice of seven days.
- e) 1/3rd of the members will form the quorum for a General Meeting. However if there is no quorum, the meeting shall be adjourned for half an hour and half an hour later whatever members present will form the quorum.
- f) All matters placed before the General Meeting shall be decided by majority votes. In the event of a tie, the casting vote of the President shall be decisive.

9. Deposit of Funds

The funds of the Association shall be deposited in a Scheduled Bank of its choice in the name of General Secretary of the Association. The Account with Bank shall be operated by the General Secretary jointly with the Treasurer or President or Vice President. Withdrawal of money from the Bank account shall be carried out as per the norms of the Bank concerned.

10. Utilization of Funds

The funds of the Association shall be utilised for the purpose of:

- a) Day-to-day expenses for running the administration of the Association.
- b) Payment of honorarium, T.A. etc. to the members of the Association.
- c) Payment towards auditing the accounts of the Association, bank charges etc.
- d) Fees for legal proceedings to which the Association or any bonafide member thereof is a party for the purpose of securing or protecting the rights of the Association and its members.
- e) Relief to the members due to sickness, accident, during suspension and/or to family of a member in the event of pecuniary circumstances.

11. Accounting year and Auditing of the funds

The accounting year of the Association will be from 1st April to 31st March. The Accounts of the Association shall be audited once in a year. The Statement of Accounts, Balance Sheet and Budget Estimate should be prepared latest by 30th April of every year. The audited statement of accounts, Balance Sheet, & Budget estimate shall be placed before the Annual General Meeting for its approval.

12. Preservation of Records

The record of the Association shall be preserved as for the period as noted below:

(a) Permanent Records

1. Declaration Forms.
2. Account Books.
3. Register of Members.

4. Minutes of the Proceedings of all Meetings.
5. Register of Valuables.
6. All other records of permanent nature.

(b) **Temporary records (to be destroyed after 5 years)**

1. Receipts for Money Received.
2. Correspondence of Cases Closed.
3. Paid Vouchers/ Bills for payments/ Expenditures.

13. Amendment of the Constitution

Any amendment, addition to the approved Bye-law of the Association shall be processed and approved by the Apex Committee with a 2/3rd majority. However, all such amendment, addition shall be subject to the approval of the competent authority in the Government.

14. Interpretation of the Bye-laws

In event of any dispute as to the interpretation of the provisions in the approved Bye-law, the same shall be referred to the Apex Committee whose decision shall be final and binding.

15. Jurisdiction

Jurisdiction for all disputes arising between the Association and its members will be at New Delhi/Delhi.

All matter of legal disputes between the Association and the Department will normally be tried at New Delhi/Delhi. However, the Central Committee will have full powers to authorise any Regional/Zonal Committee to file cases in an appropriate Court of Law on service matters concerning its members at a place outside New Delhi/Delhi.



(M. NAZARUDDIN)
GENERAL SECRETARY