

CONSTITUTION OF THE P&T ACCOUNTS AND FINANCE OFFICERS ASSOCIATION

PART-I GENERAL

Article	Name of the Article	Proposed Provisions of Constitution
1	Name	The Association shall be called the ‘ P&T Accounts & Finance Officers Association’. (P&TAFOA)
2	Headquarters	Headquarters of the association shall be normally located at New Delhi or at a station from where the Secretary General functions with branches all over India.
3	Aims & Objectives	The aims & objectives of the Association are:
	a)	To primarily promote and safeguard the common service interests of members of ‘ P&T Accounts & Finance Officers Association,
	b)	To work for the improvement of the service conditions of its members,
	c)	To render legal assistance to any office bearer and member of the Association for conduct of legal proceedings arising out of the legitimate activities of the Association or any member thereof as a party and for purposes not inconsistent with the constitution of the Association,
	d)	To coordinate the activities of officers P&T A&FS of in the Departments of Posts & Telecom,
	e)	To foster spirit of cooperation among its members,
	f)	To engage in all activities conducive to the welfare of its members,
	g)	To promote & safeguard the welfare of the members of the Association,
	h)	To publish and circulate the house journal and host a website for the benefit of its members and officers/staff of the departments including those who are eligible to receive the issue for life under the schemes,
	i)	To advise and suggest to the Postal Services Board & Telecom. Commission in augmenting the resources of revenue, strengthening of the economy, improving the efficiency and any other matter concerning the finance and accounting system of the Department of Posts & Telecom.

4	Interpretation of the Constitution	The decision of All India Conference on interpretation of the articles of the constitution shall be final and binding. When All India Conference could not be convened, the Central Working Committee/ Central Secretariat shall be empowered to give interpretations of such articles and its decisions shall be binding unless revoked by the All India Conference.
5	Composition	The Association shall have: i) All India Office-bearers ii) The Central Working Committee iii) Central Secretariat iv) Circle Executive Committee
6	Membership (a)	Membership shall be restricted to all Officers promoted on regular basis in any of the cadre referred herein of the Department of Posts /Telecom and working as:- i) Assistant Accounts Officers ii) Accounts Officers iii) Senior Accounts Officers and iv) Promotee officers to JTS/STS/JAG cadre of IP&T A&FS Group A
	b)	Associate membership to retired persons from categories mentioned in Article 6 (a) to be eligible for the welfare schemes etc without any voting rights. Note: Those who fulfill the above conditions will be admitted to as members of circle branch under whose jurisdiction they were working or residing after retirement.

	c)	<p>Forfeiture of Membership:</p> <p>i) The right to the membership of the Association shall cease on becoming a member of any other officers' Association functioning within the department(s) of Posts & Telecom.</p> <p>ii) The right to the membership of the association shall cease on failure to pay subscription for six months continuously. He shall be re-admitted on payment of all arrears of subscription.</p> <p>iii) The Circle Executive Committee shall have the right to suspend, remove or expel any member from the Association, in case of his indulging in activities which are prejudicial to the interests of the Association.</p> <p>iv) Any action which the Circle Executive Committee may initiate as per Article 6 (c) (iii) shall be decided by two third majority of the Circle Executive Committee.</p> <p>v) Any action taken under Article 6 (c) (iii), (iv) may be revised on review by the Circle Conference/ Central Working Committee who can review and take decision in such cases, the decision shall be binding on Circle Branch/ affected member(s).</p> <p>vi) The right to the membership shall be automatically discontinued on ceasing to belong to a distinct category enumerated as per Article 6 C (i) to (iv).</p>
	d)	<p>Rights of Members: All member shall have right to:</p> <p>i) Contest for any post of office bearer at Circle level provided they are regular members of the Association at least for a period of three months continuously preceding such election.</p> <p>ii) Exercise their votes in the election for circle executive committee provided further they are not disqualified under Article 6 (c) (i), (ii), (iii), (iv).</p>
7	Voting	Same as provided elsewhere. Resolutions shall be carried by a simple majority vote.
8	Accounting Period	Accounting period shall be from April to March of the term concerned.
9	Amendments to the Constitution	All amendments to the constitution shall be passed by All India Conference by two-third majority of the total delegates present and voting provided the two-third majority shall not be less than 50% of the total voting strength of the conference. The amendments would be made effective after seeking approval of the Government/Cadre controlling authority.
10	Funds	i) Funds of the Central Headquarters shall be constituted by its quota, Admission fee, Subscription,

		<p>donations remitted by Circle Branches/ members/others, interest earned on deposits, delegate fee, grants by the Government, carried over funds accumulated before recognition under CCS (RSA) Rules is given, proceeds from sale of assets of the Association etc. These shall be deposited in the Savings Bank/Current Account/Fixed Deposit/Term Deposit account opened and operated in the name of the Association in a Nationalised Bank or in a registered cooperative society and operated upon jointly by anyone of the President or Secretary General and Finance Secretary of the Association or any other persons specifically nominated by the Association in this regard.</p> <p>ii) Funds of the Circle Branch shall be constituted by Admission Fee, Subscriptions, donations from members/others, interest earned on deposits, grants by the Government, carried over funds accumulated before recognition under CCS (RSA) Rules 1993, proceeds from sale of assets of the Association etc. These shall be deposited in the Savings Bank/Current Account/Fixed Deposit/Term Deposit account opened and operated in the name of the Association in a Nationalised Bank or in a registered cooperative society and operated upon jointly by any of the Circle President or Circle Secretary and Finance Secretary of the Circle branch of the Association or any other person(s) specifically nominated by the Association in this regard.</p>
11	Assets & Liabilities	The assets and liabilities of the Association shall be maintained jointly by the Secretary General and Finance Secretary and shall be scrutinized periodically by the Central Secretariat/ Central Working Committee/ All India Conference.
12	Convening of All India Conference	The Secretary General shall take necessary steps to convene All India Conference as soon as the accounts of the accounting period are finalized and preferably before 30 th June after the close of accounting period.
13	Election of Office Bearers	The election of office bearers shall be by unanimous decision of the Conference failing which by secret ballot. However in the case of vacancies unfilled or arising during the term, they shall be filled by the Central Secretariat / Central Working Committee/ Circle Executive Committee as the case may be.
14	Dissolution of the association	Only the All India conference has the right to decide the mode of dissolution of the Association and disposal of the assets & liabilities of the association on such a contingency.

PART II CENTRAL HEADQUARTERS

1	Name	The Association shall be called the ‘ P&T Accounts & Finance Officers Association’. (P&TAFOA)
2	Headquarters	Headquarters of the Association shall be normally located at New Delhi or at a station from where the Secretary General functions.
3	Structure	a) Every member of the Circle Branch shall be member of the Association. b) Every Circle Association shall be a branch of the ‘ P&T Accounts & Finance Officers Association’. c) The ‘ P&T Accounts & Finance Officers Association’ can become member of any Federation/ Confederation/ Organisation whose aims & objects are similar to those of the Association. Such a decision can be taken by the Central Secretariat/ Central Working Committee to be ratified in the All India Conference later.
4	Management	The management of the Association shall vest in the following bodies: a) All India Conference which shall meet at least once in two years. Note: A special session of All India Conference shall be convened as exigencies may require for specific purpose by the Secretary General. He shall also convene such a session on the advice of the requisition by a simple majority of the Circle branches. b) Central Working committee: which shall meet ordinarily twice in a year. c) Central Secretariat: Will meet as often as necessary but at least once in six months. d) Office Bearers: The Association shall have the following All India office-bearers: 1. President- 1Post 2. Senior Vice President - 1 Post 3. Vice President- 2 Posts 4. Secretary General -1Post 5. Additional Secretary General - 1Post 6. Assistant Secretary General - 2Posts

7. Finance Secretary-1Post
8. Additional Finance Secretary- 1Post
9. Organising Secretaries- 5 Posts

[One for each zone viz:

North: Haryana, Himachal Pradesh, Punjab, J&K, Uttarkand.

East: Bihar, Jharkhand, Orissa, West Bengal, Assam, North-East

Centre: Delhi, Uttar Pradesh, Madhya Pradesh, Chattishgargh

West: Gujarat, Maharashtra, Rajasthan

South: Andhra, Karnataka, Kerala, Tamil Nadu

Note-1:- In the event of cessation of membership or office-bearership in respect of the post of President/Secretary General due to resignation/retirement/death, the Senior Vice President/Additional Secretary General shall suo-motto assume the charge of President/Secretary General respectively. The resultant vacancies in the posts of Senior Vice President/ Additional Secretary General shall be filled up by the Central Secretariat in consultation with other office bearers to be ratified in the ensuing Central Working Committee.

Note-2:-

1. In case of President having been elected from DOT, then the Secretary General shall preferably be from DOP and Vice versa.
2. If the Secretary General or Finance Secretary elected from the DOP, then the Additional Secretary General or Additional Finance Secretary shall be preferably from DOT and Vice Versa.
3. The posts of Sr. Vice President, Vice President, Asst. Secretary General and Organizing Secretary shall be equally distributed among DOP and DOT, as far as possible.

Note-3:-

- (i) In addition, the All India Conference shall nominate ex Leaders of the Association as honorary 'Advisors' for guidance. They shall attend the meetings of the Central Working Committee/ Central Secretariat and take part in the deliberations without any voting right. The Advisors shall guide and render all assistance to CWC in running the Association.

		<p>(ii) All Circle Secretaries shall be ex-officio members of the Central Working Committee.</p> <p>(iii) The All India Conference shall nominate a member of the Association as an honorary auditor for auditing the accounts of the Association. Similarly, the Circle Conference shall nominate a member as Auditor for auditing the accounts of the relevant Circle Branch.</p>	
	e)	<p>Term of Office Bearers:</p> <p>i) The office bearers of Central Working Committee/ Central Secretariat/ Circle executive committee shall hold office for a period of two years from the date of assumption of charge or till such date the newly elected committee assumes charge.</p> <p>ii) Office bearers are eligible to seek re-election provided they are not otherwise disqualified.</p> <p>Note : No office bearer shall continuously hold the same post for more than three terms.</p>	
5	All India Conference	<p>Composition: The All India Conference shall consist of:</p> <p>(i) All India Office bearers</p> <p>(ii) Apart from Circle Secretary, elected delegates representing Circle branches on the basis of one delegate for every ten members or part thereof if it is five or more, subject to a minimum of one and maximum of ten for every Circle branch and</p> <p>(iii) All Circle Secretaries will be ex-officio delegates.</p>	
6	Voting	a)	Each delegate from Circle branches shall have the right to cast one vote, and the number of delegates of the respective circle, determined on the strength of membership based on the quota of subscription received from the Constituent branches relating to the preceding accounting period of the Association.
		b)	Each office bearer at All India will carry one vote.
		c)	Each ex-officio member of the Central Working Committee (viz. Circle Secretary) shall carry one vote.
		d)	The presiding officer will have a right to cast vote.
7	Powers & Duties of A.I Conference		The All India Conference shall be supreme, deliberative and decision making body of the Association and its decision shall be final & binding. It shall have absolute control over the affairs and property of the Association. It shall have among other things, the following specific functions:

	a)	Consider & adopt the biennial report and audited accounts of the Association.
	b)	Amend the constitution in the manner specifically provided for in Article 9 of Part I.
	c)	Frame detailed rules & procedures for the conduct of the Association.
	d)	Act as final court of appeal against organizational action as provided for in Article 4 of Part I.
	e)	Appoint ad hoc committee or sub committee for specific tasks.
	f)	Frame policies for the period up to the next conference and to adopt the budget estimates of the Association for the ensuing accounting period.
	g)	Elect the office bearers as per Article 4 (d) ibid.
	h)	Do all other things as may be necessary to propagate and achieve the aim and objects as contained in Article 3 of Part I.
8	Notice of Meeting	a) Notice of meeting of the All India Conference shall be served at least thirty days before the scheduled date thereof.
		b) For Central Working Committee meeting notice shall be given fifteen days prior to the date of such meeting.
		c) For extra-ordinary meeting of the Committee, notice shall be given seven days prior to the date of such meeting.
		d) For special session of All India Conference, notice shall be given fifteen days prior to the date of such session.
		e) The notice shall, indicate the date, time, place, venue and the agenda for the conference/ meeting.
9	Qualification	a) The member who is on rolls for at least three months continuously preceding the conference and who is not in arrears of subscription on the last day of accounting period of the Association shall be eligible to be elected as delegate or office bearer.
		b) No Circle branch which is in arrears of payment of quota of subscription to Central Headquarters for a period of three months prior to the month in which the conference is held shall be eligible to be represented at the conference in the manner prescribed in the Article 5 ibid.
10	Quorum	a) The quorum for the All India Conference shall be fifty percent of the delegates attending the conference, provided that at least fifty percent of the total member Circle branches are represented.

		b) No quorum shall be necessary for holding the Conference which was adjourned for want of quorum and reconvened, but at least one hour notice shall be given therefor.
11	Expenses	
		a) The host Circle shall provide boarding and lodging to special invitees, Advisors and All India Office-bearers.
		b) Subject to the availability of funds, the Headquarter Association shall bear the travelling expenses of All India office bearers of Association, Advisors and such other persons as may be invited.
		c) The travelling expense and the boarding expenses of delegates and Circle Secretaries shall be borne by the respective Circle branch.
		d) The host circle shall levy any reasonable amount as “DELEGATE FEE” from all Office-bearers, delegates and Circle Secretaries except All India President and Secretary General for providing boarding and lodging.
12	Central Working Committee	a) The Central Working Committee shall consist of 15 All India office bearers mentioned in Part-II Article 4 (d) including Note therein. It may also invite any office bearer, member of Circle branch as a special invitee without any voting right.
		b) All Circle secretaries shall be ex-officio members of CWC and they carry one vote each.
		c) Central Working Committee shall ordinarily meet at least twice in a year.
		d) The quorum for the meeting of the Central Working Committee shall not be less than fifty percent of members having voting rights. No quorum is necessary for holding the CWC meeting which was adjourned for want of quorum and reconvened, but at least one hour notice shall be given therefor.
		e) In between the sessions of All India Conference, the Central Working Committee shall exercise all powers of the All India Conference, except those specified against items (a), (b), (d), (f) and (g) of Article 7 ibid, provided that the decisions of Central Working Committee shall be subject to ratification by the All India Conference. The Central Working Committee shall also have the powers to accept the resignation tendered by any of its office bearers and co-opt a member against any vacancy in Central Working Committee arising out of such resignation.
		f) Central Working Committee shall be accountable to the All India Conference.

13	Central Secretariat	<p>a) The Central Secretariat shall consist of the office bearers of the Central Working Committee posted in CHQ and Circle Secretaries of Head Quarter and Delhi Circle Branch. CWC may nominate other office bearers and members to be included in this body. All the decisions are subject to ratification by the ensuing CWC.</p>
		<p>b) POWERS: The Central Secretariat shall: Supervise the working of the Central headquarters and assist Secretary General in the discharge of his duties.</p> <ul style="list-style-type: none"> i) Review the financial management of the Central Working Committee and devise ways and means for its improvement. ii) Have powers to fill up the vacancies in Central Working Committee by co-option, when a meeting of Central Working Committee is not feasible. iii) Have powers to direct Additional Secretary General or in his absence one of the Assistant Secretaries General to take charge of the Central Headquarters in case of prolonged absence of the Secretary General from Central Headquarters.
14	Functions Of Office Bearers	<p>(a) President: The president shall preside over the meetings of the All India Conference, Central Working Committee/ Central Secretariat and exercise general supervision over the work of the Association.</p>
		<p>b) Senior Vice President: The Senior Vice-President shall assist the President in his work and shall exercise all the powers of the President on an authorization by the President or in his absence.</p>
		<p>c) Vice-Presidents: The Vice-Presidents shall assist the President in his work and any one among them shall exercise all the powers of the President on an authorization by the President in the absence of both Senior Vice President and President.</p>
		<p>d) Secretary General: The Secretary General shall be the chief executive of the Association and shall conduct the affairs of the Association under the guidance of the Central Working Committee and Central Secretariat.</p> <ul style="list-style-type: none"> i) He shall submit the biennial report duly approved by the Central Secretariat and Central Working Committee to the All India Conference.

		<ul style="list-style-type: none"> ii) He shall have access to the records of the Circle Branch and report his findings to the Central Secretariat/ Central Executive Committee. iii) He shall administer the office of the Central Headquarters and shall be in-charge of the staff appointed for running the office. iv) He shall be responsible for proper control of finance of the Association. v) He shall convene the meetings of All India Conference, Central Working Committee and Central Secretariat. vi) He shall attend all meetings with officers of Postal Services Board/Telecom Commission, All India Conference of sister Associations, etc. vii) He shall keep the Circle branches informed regularly about the progress of the issues pursued by him and shall consult them as and when required on all matters of importance. viii) He shall be responsible for the publication of circulars, journals, website etc. in the interest of members. ix) He shall be accountable to the Central Working Committee. x) He shall have powers to grant affiliation to the Circle branch, after satisfying himself about the proper establishment and to appoint ad hoc committee for newly formed Circle branches. xi) He shall have power to suspend any circle branch after giving due notice for its failure to pay quota for six months or more or failure to carry out the directive of Central Secretariat. He shall take similar action, in case the functioning of the circle branch is not in accordance with provisions of the Constitution, after obtaining prior approval of Central Secretariat. Such action of the Secretary General should be ratified by the Central Working Committee as and when its meeting takes place after such an event. Such circle branches shall have the right of appeal to the All India Conference, whose decision shall be final. xii) He shall have an imprest of Rs. 5000 (Rupees Five Thousand Only) which is inclusive of the stamp imprest. He shall have powers to incur expenditure upto Rs. 5000 (Rupees Five Thousand Only) at a time without the prior approval of Central Secretariat/ Central Working Committee.
	e)	Additional Secretary General : He shall assist the Secretary General in the performance of his duties and on an authorization from Secretary General or in his absence, shall act as Secretary General.

	f)	Assistant Secretaries General: They shall assist the Secretary General in the performance of his duties and on an authorization from Secretary General or in his absence and also during the absence of Additional Secretary General, first, the second, available at the headquarters shall act as Secretary General.
	g)	Finance Secretary: i) He shall maintain proper accounts of all receipts and expenditures and assets and liabilities of the Association. ii) He shall submit the audited accounts duly approved by the Central Working Committee to the All India Conference for Adoption. iii) He shall be responsible for the maintenance of accounts of journals, publications etc. iv) He shall also maintain a register indicating the number of members, the financial position of each Circle Branch.
	h)	Additional Finance Secretary: He shall assist the Finance Secretary and also act as Finance Secretary in his absence.
	i)	Organizing Secretaries: They shall attend the meetings of the Central Working Committee and take part in the deliberations. The Organizing Secretaries shall function as liaison officers between the Circle in their zones and the Secretary General and render all assistance to the Secretary General, Additional Secretary General, Assistant Secretaries General in running the Association.

PART III CIRCLE BRANCHES

1	Name		The name of the association shall be ' P&T Accounts & Finance Officers Association'. (P&TAFOA)
2	Headquarters		The headquarters of the Circle Branch shall ordinarily be the station where the headquarters of the Circle Postal Accounts Office/CCA is situated or at a station where the Circle Secretary functions.
3	Structure		The unit shall be a branch of the Central Association and shall comprise of the members of the Association.
4	Jurisdiction	a)	The jurisdiction of the Circle Branch shall ordinarily be the jurisdiction of the Office of the Head of the Circles Postal and Telecom Accounts Office and shall include other offices of the Department of Post and Telecom in that Circles.
		b)	Delhi Circle will have two branches. Members working in Postal Directorate, PLI Directorate, Business Development Directorate, DOT (HQ), NICF and TEC will together have one separate branch and remaining members working in Postal & Telecom offices in Delhi & NCR will have another separate branch.
		c)	The officers who are on deputation to other Central Government departments/ Other Organisations can be admitted as members of Circle Branch in whose jurisdiction they are working.
5	Admission of Membership	a)	Any officer who is eligible to be a member under Article 6 Part I and desiring to become a member of the Association shall fill in, sign and deliver to the Circle Secretary an application in the prescribed form (Appendix-A), and then a declaration in the form prescribed by the Department of Post/Telecom for re-verification of membership. He shall pay entrance fee of Rs. 50/- (Rupees Fifty only) and subscription @Rs.50 p.m. The Circle Secretary, on receipt of the application along with entrance fee and subscription for at least one month, shall admit the applicant to membership, provided, that it shall within the discretion of the Central Working Committee / Central Secretariat/ Executive Committee of the Circle to reject any application for membership without assigning reasons thereof. An applicant, whose application for membership has been rejected, shall have the right to appeal to Circle Conference/ All India Conference.

		b)	Any officer who is eligible to be a member under Article 6 Part I and desiring to become a member of the Association and in the absence of a Circle branch functioning therein, shall seek membership with the authorized representative functioning in the concerned unit of DAP/CCA therein or direct with the All India President or Secretary General until the process of recognition / re verification is completed and Circle body formed.
6	Monthly Subscription		Each member shall pay Rs. 50/- (Rupees fifty only) as monthly subscription to the Circle Branch of which he is member which is to be deducted monthly from the pay roll of member employee. However, till the process of pay roll recovery commences, the amount may be paid in cash. The allocation of the above amount between Central Headquarters and Circle Branch shall be in the ratio of 40:60. However, where direct membership with headquarters has been allowed the full amount will be retained by the headquarters. Circle branches are permitted to increase the monthly subscription for their smooth functioning, only after duly approved by the General Body of the respective Circle and Secretary General.
7	Management		The management of Circle Branch shall vest in the following bodies:
		a)	Circle Conference which shall meet at least once in two years. A special session of the Circle Conference shall be convened as exigencies may require for specific purpose only by the Circle Secretary or on the requisition by a simple majority of the members of Circle Branch.
		b)	Circle Executive Committee which shall meet at least once in a month.
		c)	General Body Meeting which shall be convened as often as necessary.
8	Circle Conference		The Circle Conference shall be supreme deliberative and decision making body of the circle branch in consistent with the policy of Central Headquarters and shall have absolute control over the affairs and property of the Circle Branch, subject to general control and supervision of the Central headquarters. It shall have among other things, the following specific functions:

		<p>a) Elect Circle Executive Committee which shall consist of following office bearers not exceeding 15 numbers with flexibility to increase or decrease in the number of office-bearership:</p> <ol style="list-style-type: none"> 1. President- 1Post 2. Vice President- 1 or 2 Posts 3. Circle Secretary - 1Post 4. Additional Circle Secretary-1 or 2 Posts 5. Assistant Circle Secretaries- 2 or 1Post 6. Finance Secretary-1Post 7. Additional Finance Secretary- 1 or 2 Posts 8. Organizing Secretaries- 2 or 3 Posts 9. Executive Committee Members - 3 or 4 Posts <p>Note-1:-</p> <ol style="list-style-type: none"> 1. If President elected from DOP, then the Circle Secretary shall be preferably from DOT and Vice Versa. 2. Vice Presidents, Asst Circle Secretary, Organizing Secretary and Executive Committee Members shall be equally distributed among DOP & DOT, as far as possible. <p>Note-2:-</p> <ol style="list-style-type: none"> 1. Considering the fact that the day to day problems faced by the Cadre men working in DOP or DOT require immediate attention and settlement with the respective Circle head, it is hereby authorized as follows: The Vice President or Additional Circle Secretary working in DOP or DOT as the case shall function as de facto President or Circle Secretary of the office where he is posted in lieu of the elected President or elected Circle Secretary posted in the other office/ department. Thus, if the elected President is posted at DOP, the Vice President posted at DOT shall function as de-facto President at DOT and similarly, if the elected Circle Secretary posted at DOT the Additional Circle Secretary posted at DOP shall function as de-facto Circle Secretary in DOP and attend all requirements limited to that office. In all other common matters of the Cadre men and departments, elected office bearers shall play their stipulated roles.
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		b)	Consider & adopt the biennial report and audited accounts of the Circle Branch.
		c)	Frame policies and program for the period up to the next conference and to adopt the budget estimates of the Circle Branch for the ensuing accounting period.
		d)	Elect delegates for All India Conference.
		e)	Do all other things as may be necessary to propagate and achieve the aim and objects as contained in Article 3 of Part I.
9	Voting	a)	Every member shall carry one vote, and in the event of a tie, the chairman shall have a casting vote.
		b)	Ordinarily, the voting shall be by show of hands unless the Conference/ General Body/ Circle Executive Committee decides, the voting shall be by secret ballot.
10	Quorum	a)	Quorum for Circle Conference/ General body meeting shall be 1/4 th of the strength of the Membership.
		b)	Quorum for Circle Executive Committee meeting shall be 50% of the strength of the Circle Executive Committee.
		c)	No quorum shall be necessary for holding a meeting which was earlier adjourned for want of quorum and reconvened, but at least one hour notice shall be given therefor.

11	List of Members		Every Circle branch shall maintain a list of its members, showing the names, addresses, Place of work etc., and shall send a copy of the same to the Central Headquarters not later than 15 th April every year.
12	Circle Executive Committee	a)	The Circle Executive Committee will consist of office bearers mentioned in Article 8 (a) above. It may also invite any member of Circle branch, office bearer of Central Working Committee, Central Secretariat or office bearer of other organizations/ Circle branches, person of social eminence etc., as a special invitee without any voting right.
		b)	The Circle Executive Committee shall meet at least once in a month.
		c)	The quorum for the meeting of the Circle Executive Committee shall not be less than fifty percent of the members having voting rights.
		d)	In between the sessions of Circle Conference, the Circle Executive Committee shall exercise all powers of the Circle Conference, except those specified against items (a), (b) and (c) of Article 8, provided that the decisions of Circle executive Committee shall be subjected to ratification by the Circle Conference. The Circle Executive Committee shall also have the powers to accept the resignation tendered by any of its office bearers and co-opt a member against any vacancy in Circle Executive arising out of such resignation.
		e)	Circle executive Committee shall be accountable to the Circle Conference.
		f)	The Circle executive Committee shall nominate an Auditor to audit the accounts to be submitted to the next Circle Conference.
13	Functions of Office Bearers	a)	President: The president shall preside over the meetings of the Circle Conference, General Body and Circle Executive Committee.
		b)	Vice-President: The Vice-President shall assist the President in his work and shall exercise all the powers of the President on an authorization by the President or in his absence. Note: In the absence of President and Vice-President the presiding officer will be chosen by the Circle Conference.

		<p>c) Circle Secretary:</p> <ul style="list-style-type: none"> i) The Circle Secretary shall conduct the affairs of the Circle branch under the direction of the Circle Executive Committee, Circle Conference and Central Headquarters. He shall be the executive head of the Circle branch and he shall call for the meetings of the Circle Conference, general body meetings, Circle executive Committee meetings and prepare biennial report and present it to the Circle Conference. ii) The Circle Secretary shall submit biennial return to Central Headquarters in such form and manner as may be prescribed by Secretary General. iii) The Circle Secretary shall execute the directions of the Secretary General. iv) The Circle Secretary shall have an imprest of Rs. 2,000 (Rupees two thousand only) at a time which is inclusive of stamp imprest. v) He shall have powers to incur expenditure upto Rs. 2,000 (Rupees two thousand only) at a time without the prior approval of Circle Executive Committee.
		<p>d) Additional Circle Secretary : The Additional Circle Secretary shall assist the Circle Secretary in the discharge of his duties and shall function as de facto Circle Secretary in the office where he functions or on an authorization from Circle Secretary or in his absence.</p>
		<p>e) Assistant Circle Secretary: The Assistant Circle Secretary shall assist the Circle Secretary /Additional Circle Secretary in the discharge of his duties and shall function as Circle Secretary on an authorization from Circle Secretary or in the absence of Circle / Additional Circle Secretary respectively in the units concerned.</p>
		<p>f) Finance Secretary: Finance Secretary shall be responsible for funds of the Association and records pertaining thereto. He shall receive contributions and all dues from members, receipts/ dues to the Association from any individual or organization and issue printed receipts for all the amounts received on behalf of the Association. He shall make payments after getting 'pay order' from Circle Secretary. He shall maintain vouchers for all payments and place the accounts before Circle Executive Committee for its scrutiny and approval. He shall prepare accounts for the accounting period and present it in the Circle Conference after getting it audited.</p>

		g)	Additional Finance Secretary: He shall assist the Finance Secretary, in the discharge of his duties and shall act as Finance Secretary on an authorization from Circle Secretary and Finance Secretary or in the absence of Finance Secretary.
		h)	Organising Secretaries: The Organising Secretary shall attend Circle Executive Committee meetings and render all assistance to the Circle Secretary/ Circle Executive Committee in the running of the Circle Branch.
14	Notice to meetings	a)	Notice to Circle Conference shall be issued at least 14 days before the scheduled date thereof.
		b)	Notice of General Body meeting shall be issued at least 7 days before the scheduled date thereof.
		c)	Notice to Circle Exe.Comm meeting notice shall be issued at least 3 days before the scheduled date thereof.
		d)	An extra-ordinary meeting of Circle Executive Committee in urgent situation may be convened at a reasonably short notice.
		e)	The Circle secretary shall convene Circle executive Committee and General Body Meetings as often as he considers necessary and/or as may be convened at a reasonably short notice. Additional Circle Secretary shall convene urgent meeting in respect of issues connected to the unit where he is working.
		f)	The Circle Secretary shall convene a meeting of the Circle Executive Committee on a requisition signed by fifty percent of the office bearers of Circle Executive Committee and received by him or the General Body Meeting on a requisition signed by one third of the strength of the members of the Circle and received by him. Such requisition shall always indicate the purpose of calling such requisitioned meetings. If the Secretary fails to convene a meeting of the Circle Executive Committee within seven days and General Body meetings within ten days from the date of receipt of such requisitions by him, the requisitionists, shall have the right to report the matter directly to the Secretary General and convene the meeting on their own, after giving notice to the members as prescribed above.
15	Convening of Circle Conference		The Circle Secretary shall take necessary steps to convene Circle Conference, as soon as the accounts are finalized and audited, preferably before 31 st May of the year following the accounting period.

Sd/
PRESIDENT

Sd/-
SECRETARY GENERAL