

ALL INDIA INDIAN P&T ACCOUNTS AND FINANCE SERVICE PERNSIONERS'
ASSOCIATION

No.1/30. 19th Cross Street, Venkateswara Nagar
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CONSTITUTION OF AIPTAFSPA (HQ) CHENNAI

1) Name : Title

The Association shall be called as ALL INDIA INDIAN P&T ACCOUNTS AND FINANCE SERVICE PERNSIONERS' ASSOCIATION, **(HQ) CHENNAI**. Rgistered Office at No.1/30. 19th Cross Street, Venkateswara Nagar, Ramapuram, Chennai 600 089

2) Jurisdiction

The Association shall have jurisdiction All over India.

3) Aims & Objects

a) Aims

To safe guard the interests of the Central Govt. Pensioners of INDIAN P&T ACCOUNTS AND FINANCE SERVICE. Their dependents and also undertake educational, social cultural and economic services and such other matters.

b) Objects

- 1) To issue of Pensioners Progress Bulletin for circulation amongst the members of the Association / create website as such literature as will keep them informed of its work and progress and Government orders related to Pensioners and other activities of interest of the Pensioners.
- 2) To co-operate with other Associations of Central/State Government Pensioners, having similar Aims.
- 3) To raise funds by subscriptions and donations from its members and others only for specific purpose.
- 4) To convene meeting at different locations from time to time.
- 5) To promote Pensioners interest of the members.

6) The Association shall function as a non-political and non-religious Public Body and shall carry on its work within the frame work of Constitution,

7) The Association may co-operate with any other organizations which are having welfare of pensioners.

4) Movable and Immovable Properties

All the income, earnings, movable-immovable properties of the Association shall be solely utilized and applied towards the promotion of it's aims and objects only as set-forth with in this Constitution of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends – bonus, profit or mortgage in any manner what so ever to the present / past members of the Association. No members including office bearers of the Association shall have any personal claim on any movable / immovable properties of the Association by virtue of his membership.

5) Headquarters – Location of

The Headquarters of the Association shall be in Chennai and located at No.1/30. 19th Cross Street, Venkateswara Nagar, Ramapuram, Chennai 600 089, Tamilandu state.

6) Affiliation

The Association shall maintain its entity and identity. However, it may extend its co-operation to other organization of pensioners having common aims and objects.

7) Organisational Structure

The Association will consist of

- a) All India Conference
- b) Central Working Committee
- c) Branch Association
- d) Head Quarter at Chennai

8) All India Conference

Each Branch will send two delegates out of which one will be Branch Secretary (or any other Office Bearers of the Branch), additional delegate having valid membership.

9) Delegation / Conference Fee

Since the concept of delegation system is there, the quantum of delegation fee shall be decided every time depending upon the Venue of the All India Conference in consultation with host Branch, and the financial viability.

10) Accounting Year

The year of Accounts shall be from first April, to the end of March of succeeding year.

11) Membership

There will be two categories of members

- 1) Honorary,
- 2) Ordinary

12) Eligibility of Ordinary Membership :

Any retired Central Government officer from Indian P&T Accounts and Finance Service including family pensioners will be eligible to become member of the Association.

13) Honorary Membership

Non Pensioners who have sympathy with aims and objects of this Association and whose help and guidance is considered helpful to the Pensioners, will be treated as Honorary Members of this Association.

14) Rates of Subscription

Honorary Members – No Subscription

Ordinary Members –

Admission Fees: Rs.500/-

Monthly Subscription Rs.100/-

15) Conversion of Membership

- a) Any Pensioner unable to contact any particular branch, will be enrolled by HQ – other Branches and then transferred to the nearest Branch.

16) Donations

Donations shall be accepted from members of the Association and from others wherever possible or necessary and for specific purpose for carrying out or to intensify the aims / interest of the Association.

17) Duties & Responsibilities

a) ALL INDIA CONFERENCE

It shall be the supreme deciding body. It shall meet at least once in two years. It shall adopt

- i) Report prepared by General Secretary regarding activities of the Association and progress of work done in that period duly approved by the Central Working Committee.
- ii) Annual Statements of Accounts prepared by Treasurer and duly audited by the nominated Auditor and approved by Central Working Committee.
- iii) Budget for Receipt and Expenditure for next term prepared by Treasurer and approved in Central Working Committee.
- iv) It shall elect office bearers for the next tenure.
- v) To take decision on matters it may think essential.
- vi) Discuss any item not included in Agenda, with permission of the Chair.

18) Central Working Committee

It will consists of

President	: One	Treasurer	: One
General Secretary	: One	Org. Secretary	: One
Executive Members	: Four		

Other CWC Members – All Branch Secretaries are ex-officio members of the CWC.

19) Duties of the CWC

It shall function as a main wheel giving impetus to the activities of the Association. It shall meet once in a year.

- i) It will do its best to implement resolution adopted by the All India Conference and act accordingly to direction given by it.
- ii) It will control over monetary dealings of the Association and see that the bi-yearly Annual Report of the activities of the Association – Audited Accounts / Budget are duly submitted to the All India Conference.
- iii) It will also see that the contents of the PP Bulletin (Editorial / all communication) issued by the Association and contents of the Web site or other social media are interesting and generally conducive towards Aims and Objects of the Association.

- iv) Under emergency, when critical situation warrants the whole executive body of the branch resigns, the General Secretary of the H.Q. may appoint an adhoc body / or a person who will look after the working of the branch and call a general body which will regularize the working of the branch.

20) President

He will carry general supervision over the work of the Association. He will advise the Central Working Committee for co-opting of a member in vacant post, till next AIC. He will preside over the meetings of the CWC and AIC of the Association.

21) Vice President

He shall assist the President in his work, preside over the meetings of the Association whenever President is not available / Present.

When the President and Vice President are not available or both of them are not present due to unforeseen circumstances in the meeting of the Association, the representatives shall elect the President for that particular meeting only.

22) General Secretary

- i) He shall be Chief Executive of the Association and be in-charge of Office of the Association.
- ii) He shall look after the general work of the Association and / dispose of correspondence with the help of other CWC members.
- iii) He shall distribute office work to the CWC members and Supervise their work.
- iv) He shall call the due / extra ordinary / meetings of the CWC's whenever necessary. Issue Notice of the All India Conference / extra ordinary general Meetings.
- v) He shall prepare Report of the activities of the Association including work of Organising Secretary and submit it to CWC further in AIC.
- vi) He shall attend the Annual General Meetings of the branches wherever possible.
- vii) He shall direct the other office bearers for attending Annual General Meetings of branches whenever required.

23) Treasurer

Treasurer shall be responsible for receipt and payment.

He shall receive all funds coming to the Association. He shall maintain daily cash book, prepare monthly / Annual Statements of Accounts. He shall get accounts / vouchers checked by the Internal Auditor periodically. He will follow the directions given by him. He shall get all the accounts / statements audited by the Govt. Approved Auditor and submit the same along with Auditors' Report to the Central Working Committee for approval and present in All India Conference. He will prepare budget for next term and submit it to CWC and further to AIC and obtain its approval. He shall keep stock of Blank Receipt Books and maintain its register. He shall make the payments with the approval of the General Secretary. He shall not ordinarily retain cash over Rs. 5,000/- He shall deposit surplus cash in the Bank Accounts opened in the Nationalised / Co-op. Scheduled Bank.

24) Organising Secretary

He will take up the work of connecting organization and endeavour to increase membership, strength of the Association. He will keep liaison with Branch Associations / members. He will make efforts to open new branches. He will take directions / guidance from General Secretary, President / Vice-President for organization work and submit report to the General Secretary in matters attended which find a place in his report.

25) Internal Auditor

He shall carry out detailed Audit of Accounts of the Association at convenient intervals and put up Report to the General Secretary through Treasurer well in advance for the next due All India Conference.

26) Tenure of the C.W.C. and Office Bearers

All Office Bearers and members of the Central Working Committee shall continue to hold their respective posts till next All India Conference of the Association. In case any post of Office bearer or of a member of the C.W.C. falls vacant, the Central Working Committee may co-opt such vacant post till next All India Conference.

27) Meetings and Quorum

A) All India Conference

All India Conference shall be held once in two years not later than 30th September of the following year, the accounts of which had been closed. Notice of the Annual Meeting will be issued with actual margin of not less than one month with a time margin of 14 days at the disposal of the recipient members.

B) Meeting of the Central Working Committee

It shall meet as often as may be necessary but once in Calendar Year. Notice of the meeting with Agenda shall be issued with a time margin of 20 days at the disposal of the recipient members. Special Meeting of the C.W.C. will be called with issue of Notice with time margin of 10 days at the disposal of the recipient members. Presence of 10 Branches will form quorum.

C) Waiving Condition of Quorum

Notices issued for calling meetings of the A.I.C. and C.W.C. extraordinary may contain specific mention of removing condition of presence of members to form necessary quorum. Such a Notice will clarify as to when and where the adjourned meeting will be continued.

28) Election of Office Bearers

Adoption of Resolution and election of Office Bearers shall be given in notice of AIC Meeting along with notice. Election will be by voice vote or by show of hands. Voting by ballot may be allowed by the President of the meeting, if a requisition to that effect is made by any member present in that meeting. If a tie arises the President may cast his vote. His decision will be final.

29) Custody of Funds

Surplus cash forming part of the property of the Association shall be deposited, in a Bank account, which should be operated by President, General Secretary, Treasurer (either two) jointly and transactions should be done by cheque only wherever possible Treasurer will keep imprest of Rs. 5000/-

30) Expenditure of Travelling for Meetings and Organisational Matters

Actual expenses for Travelling incurred by Office bearers and members of the C.W.C. of the Association for attending meetings of the Association shall be paid with due reference to the Budget provisions. Actual expenses for travelling shall also be paid to the Organising Secretary for propaganda and organizational purposes within the budget limits in the same way by the General Secretary.

31) Working of The Branch Association

Working Committee – The Branch shall have its Committee consists of President / Secretary / Treasurer and members as per its strength / requirement. A local auditor will be nominated by General Body who will not be a member of

its committee. The term of the Office bearers is two years or till next Annual General Body Meeting

32) Annual General Meeting

Each Branch will hold its Annual General Body Meeting before (well in advance) of All India Conference and elect delegates for All India. Atleast 15 days clear Notice should be given. Intimation of AGM may be given to Head Quarters well in advance so as General Secretary may attend for the AGM. Quorum will be 1/3rd of membership. However, after half an hour, meeting can be conducted without quorum. Election of Office bearers / CWC etc. will be done in the AGM as per its convenience / regular practice. Each Branch will operate an Account in Nationalised Bank / Co-op. Scheduled Bank and account will be operated by President – Secretary-Treasurer (Either tow). Branch will intimate well in advance to the Head Quarters the list of Office bearers.

33) Duties of Branch Secretary

The Secretary of the Branch Association will be responsible for collection of subscription and donations from members of his Branch and maintenance of Accounts of collection with the help of Treasurer. He may meet necessary expenses of his branch from time to time. He will send to HQ. Statements of Accounts periodically atleast by quarter alongwith Quota 50% of subscription. The Accounts Statement will show details of Balances held by the Branch. Branch Secretary shall not retain Cash on hand more than Rs. 2000/- ordinarily. Surplus cash shall be credited in Accounts opened in Banks on behalf of Branch.

34) Ultimate Right Over The Whole Balance Held By The Branch Association

In the statement of account, the whole closing balance, remaining with the Branch Associations will be shown by it inclusive of its investments. Such balance will be brought forward by the Branch Association from month to month, which ultimately will be the property of this Association in general in case the Branch Association becomes defunct or is closed down.

35) Meetings and Resolutions

The Branch Secretary will send a report of AGM held by the Branch to the HQ and forward two copies of the Resolutions adopted in the meetings.

- a) The rules and regulations followed by H.Q. should be followed by branches.

36) Register of Members

The Branch Secretary will maintain a Register of members of his Branch showing :

- i) Name, Designation, Office from which retired, address and Phone No. and e.mail address of the member.
- ii) Serial Number of the Membership assigned by the HQ.
- iii) Amount of subscription and donations received from the members, classified separately and Serial No. of Receipt with date given to the member for such amount.
- iv) The reason of which the membership is ceased in case the entry is deleted.
- v) The Register should show the actual current membership strength of the Branch Association by the end of each financial year. (i.e. 31st March). These figures should be intimated to HQ.

37) Discipline

The Central Working Committee will have authority to refuse admission as a member of this Association.

38) Discontinuance (Expell) of Membership / Breach of Discipline

The Central Working Committee will have authority to discontinue the membership of any member of this Association if the member is found behaving against interest of the Association.

39) Amendments To The Constitution Authority Vested To All India Conference

Amendments to these Rules and Regulations can be made only after adoption of them by the All India Conference Members present to that meeting.

“Proposed Amendments will be notified two months in advance to All Branch Secretaries along with the Notice of the Meeting of All India Conference. The text of the amendments proposed will form part of Agenda of that Meeting”.

- 40) Provisions to the effect that in the event of dissolution the surplus assets / funds of the Institutions as would remain after discharging all liabilities, shall be transferred to any other Public Charitable Institution having similar objects and also registered U / s 12A of the I.T. Act, 1961 and the same shall not under any circumstances be distributed among the members.

(A.NELSON KOILDOSS)
President

(M.NESARAJ SELVAM)
General Secretary