

**THE CONSTITUTION
OF
INDIA METEOROLOGICAL DEPARTMENT
NON-GAZETTED STAFF UNION (NGSU)
ARTICLES OF THE UNION
PART -I**

1. Name :-

The Union shall be known as "INDIA METEOROLOGICAL DEPARTMENT NON-GAZETTED STAFF UNION"

2. Definitions :- In these articles,

- i. "Union "means "The India Meteorological Department Non-Gazetted Staff Union".
- ii. "Union question" means any question affecting generally the service interests of all members or a category of staff of the India Meteorological Department, and includes any question involving an amendment to these Articles, any other question specifically declared by resolution or the Union Council to be a Union question.
- iii. Constituent bodies means Regional Committees, Branch Committees, Local Units and others functioning under bye-laws.
- iv. "Regional Question" means any question affecting the members of the staff of a particular region, office or establishment or which requires specific solution in respect of the region, office or establishment.

3. Aims and objectives:-

The aim and objects of the Union shall be:-

- i. To consider all union questions, to formulate and voice the views of the members thereon, to take or direct the constituent bodies to take such action as may be necessary for the protection and promotion of service interests.
- ii. To unite the Group 'B Non-Gazetted staff' & Group 'C' employees under India Meteorological Department under the Central Government.
- iii. To safeguard and promote the interests of the members and strive to get their common grievances redressed.

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- iv. To undertake measures for social, economic & cultural advancement of members.
- v. To settle any dispute through joint consultation/collective bargaining.
- vi. To advise the constituent bodies in the matter of any Regional Question or otherwise assist the constituent bodies in taking necessary steps in respect of any such question.
- vii. To coordinate the activities of the constituent bodies & to bring about collective and coordinated efforts in all matters of common interest by uniting all sections, regions & branches etc.
- viii. To promote meteorological study to enhance staffs knowledge & understanding.
- ix. Generally to protect and promote the interests of service and to do all other things those are incidental and conducive to the attainment of the above aims and objects.

4. The Union:-

The Union shall comprise under the Articles herein stated of the following formed at any station /office of the India Meteorological Department:

- i. Regional Committees at New Delhi/Kolkata/Mumbai/ Chennai/Nagpur/Pune and Guwahati.
- ii. Branch Committees with membership of 15 and more at Meteorological Centers, Airport Meteorological offices, Airport Meteorological Stations & other Meteorological offices under IMD.
- iii. Local units with membership of five to fourteen at Meteorological offices, Airport Meteorological Stations & other Meteorological offices under IMD.

5. Membership:

Any member of staff who has attained the age of 18 years and employed at any of the office of the India Meteorological Department under the Govt. of India shall be eligible for admission as member on payment of prescribed enrolment fee and subscription.

6. Termination of Membership:

Membership of a person shall terminate on any of the following account:-

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- i. Death, retirement or resignation.
- ii. On failure to pay union subscription & other dues consecutively for three months in an official year except in case of suspended employees.
- iii. Organizational action imposed by Union or removal by expulsion.

7. Readmission:

Membership of a person terminated as in Article 6 above can be restored on the following conditions:-

- i. A member who resigns shall be readmitted on fresh application & on payment of all arrears & all dues, if any prior to his resignation.
- ii. A defaulting member shall be admitted only on payment of all outstanding subscription and other dues for the period commencing from the date he ceases to pay the subscription & other dues. He shall not be treated as a new member.
- iii. By a revision of decision by the Branch etc. concerned or acceptance of the award of the CEC on count 6 (iii) above.

8. Headquarter :-

The headquarter (H.Q.) of the Union shall be located at the headquarter (H.Q.) of the Director General of Meteorology (D.G.M.), as at present at Mausam Bhavan, New Delhi.

9. Official/ Financial Year:-

The official/financial year of the Union & its constituent bodies shall be reckoned from the 1st April to 31st March of the following year.

10. Subscription and Enrolment Fees:-

- i) All members shall pay monthly subscription and enrolment fee as follows.

Sr. No.	Cadre	Rate of subscription per month in Rs.	Rate of enrolment fee in Rs.
1.	Group-B & Group-C	15.00	10.00

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- ii) The rate of subscription and enrolment fee shall be revised by Union Council meeting from time to time.
- iii) The subscription shall become due from 1st April every year. Non- receipt of the subscription by 30th June by the central office shall deprive the member of the privileges of his/ her membership as laid down under Rule-11 excepting that of attending the meetings.
- iv) If the membership subscription for Annual Members of the year is not received by 30th June of the following year, his/ her name will be struck off.
- v) The General Secretary or Regional or Branch secretary shall send notice to the members in the month of March intimating them that their membership due from 1st April. Members, whose subscription is not received by the central office before 30th June, will not be eligible to vote.
- vi) A member enrolled any time during the year shall pay full subscription for the year irrespective of the date of the enrollment.

11. **Allocation of subscription:**

- i) Each Regional committee shall pay to the Union an annual contribution to the extent of 50% of the total subscription collected by them during each official year as on 1st April.
- ii) Each Branch/ Local unit shall pay at least 75% of the total subscription collected by them to the Regional Committees concerned.

12. **Rights and obligations of the members:**

- i) Every member shall have right of:
 - (a) To attend & take part in all meetings of the Union & to vote in the Elections of Union.
 - (b) To access to accounts books, registers of branches etc. and membership lists and similar other records.
 - (c) Every member shall be entitled to all the benefits provided by the Unions from time to time.
 - (d) To propose or second candidate for admission to the Union.

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- ii) No member of the Union shall be eligible to be an office-bearer unless he / she has the continuous valid membership for three years & has paid his annual Union subscription of the current year before 30th June.
- iii) No member of the Union shall be eligible for election as a Union Council Member and an office-bearer of the Union unless he/she has valid membership of the Union for three consecutive years prior to the date of election & has paid his annual Union subscription of the current year before 30th June.
- iv) A member who disobeys the directives of the Union H.Q. with regard to Pay, Strikes and any other form of agitation programme shall be debarred to hold any post of office mentioned under Article 14 (ii) of the bye-laws for a period of three years.

13. Membership Register:

Every constituent body of the Union shall maintain a membership register containing particulars i.e. name, qualifications, addresses etc. of a member & shall send a copy of thereof to the CEC not later than 15th January every year. The membership register shall be updated from time to time.

14. Management of the Union:

- i. The management of the Union shall be vested in a council called the Union Council.
- ii. The Union Council shall consist of the following:
 - a) The President of the Union.
 - b) The Vice-President of the Union
 - c) The General Secretary of the Union
 - d) The Assistant General Secretary (General) of the Union
 - e) The Assistant General Secretary (Organization) of the Union
 - f) The Treasurer of the Union.
 - g) An Auditor of the Union.
 - h) An Advisor of the Union.
 - i) The President or Secretaries of the Regional Committees.

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- j) One Councilor for every full hundred members at any Branch etc. or a group of Branches etc. (As may be decided by the CEC) on the basis of total membership and contribution received by Union H. Q. and Regional Committees. The constituencies will be fixed by the CEC.
- iii. The members of the Union Council will at the first meeting of the Union Council elect:
- a) The President
 - b) The Vice-President
 - c) The General Secretary
 - d) The Assistant General Secretary (General)
 - e) The Assistant General Secretary (Organization)
 - f) The Treasurer
 - g) An Auditor
 - h) One or more Central Executive Committee members for every full hundred members at New Delhi or where the HQ of the DGM is located or as may be decided by the CEC on the basis of total membership and contribution received by Union at HQ of the DGM.
 - i) If no Lady member is elected to the Central Executive Committee in the above process, the Union Council will have the power to nominate one Lady Member from among the members of the Union to the Central Executive Committee.
 - j) If the Union Council so desires, it may elect a Chairman and an Advisor from amongst the members of the Union in recognition of the dedicated service rendered by him to the Union.

15. Voting :

- i. The election of the Union Council shall be conducted by the Returning Officer appointed from among the bonafide members.
- ii. Each member present in the Session of the Union Council will have one vote and in the event of the tie, the President shall have a casting vote.
- iii. All questions shall normally be decided by a simple majority of votes.
- iv. Voting by proxy shall be allowed provided there is a written consent.

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- v. The President or the Vice-President or in their absence any other Union Council member presiding over the session of the Union Council shall have no casting vote.
- vi. Member who has any arrears to pay or dues to be cleared have no right to participate in a Union Council and vote.

16. Meeting of the Union Council:

- i. The Union Council shall normally meet once in two years and meetings shall be held at Union H. Q., New Delhi or any other place as decided by CEC.
- ii. Meeting shall be convened by the General Secretary whenever necessary or at the instance of the President.
- iii. One month's notice of Union Council meetings shall be given except in an emergency when meetings may be convened at shorter notice which shall not be less than fifteen days.
- iv. The quorum for any meeting of the Union Council shall be eight. No quorum shall be required for an adjourned meeting of the council. No notice shall ordinarily be necessary for meetings adjourned for want of quorum.
- v. The General Secretary with the consent of the President can call an extraordinary meeting of Union Council if Presidents considers it necessary. Agenda notice of the meeting may be circulated and only circulated agenda may be discussed.
- vi. The first meeting of the Union Council shall be held in the beginning of the official year & at the first meeting the following business shall be transacted:-
 - (a) To consider the report on the working of the Union during the preceding two years.
 - (b) To consider the statement of accounts for the preceding two years and the auditor's report thereon. However the audited accounts will be submitted to Govt. annually along with membership list.
 - (c) To consider matters for which at least 15 days notice has been given.
 - (d) To frame policies and programmes for all period up to the next Union Council meeting and to adopt budget estimate for next two years.
 - (e) To elect from among the members the President, the Vice-President, the General Secretary, the two Assistant General Secretaries, the Treasurer and the auditor for a term of two years.

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- (f) To finalize the demands of the members for pursuance for the next two years.
 - (g) To do all other things as may be necessary to propagate and achieve the aims and objectives as contained in the Article 3, Part I.
 - (h) Any other matter allowed by the chair.
- vii. The President or in his absence the Vice-President or in the absence of both any other member elected by a majority of the members present, shall preside over meeting of the Union Council.

17. Functions of the Union Council:

- i. The Union Council following its election during the session shall elect the Central Executive Committee. The Union Council shall be the highest authority between two sessions of the Union.
- ii. The Union Council shall be responsible for the efficient management of all the affairs of the Union in furtherance of the aims and objectives set forth in Article 3 above and in due discharge of this responsibility.
- iii. The Union Council shall be the supreme authority to take decisions and to act in furtherance thereof in all matters relating to the general activities of the Union.
- iv. The Union Council shall consider all questions referred to them and take decisions and act or advice the constituent bodies to act as may be necessary in pursuance of the decisions.
- v. In case of doubt, the Union Council shall decide whether a question is local question or a Regional question or a Union question. The decision of Union Council shall be binding on the constituent bodies.
- vi. The Union Council shall have power to expel any member of the Council or any of the constituent bodies when so considered by not less than two third majority of the members attending the Union Council Session as having failed in his or in its obligations to the Union, provided such member or such constituent body is given an opportunity to explain in defense before he or constituent body is removed.

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18. Powers of the Union Council:

- i. The decisions of the Union Council on Union Question/Regional Question/Local Question shall be binding on all constituent bodies that shall follow the directives of the Union Council in implementing these decisions.
- ii. The Union Council shall keep all the constituent bodies informed of the action taken on Union questions.
- iii. The constituent bodies shall report to the Union Council all actions taken by them on Union Questions or on Regional Questions or on Local Questions referred to the Union.
- iv. The constituent bodies shall furnish to the Union Council such other reports as may be called for by the Union Council from time to time.
- v. The Union Council shall consider and adopt the audited accounts of the Union.
- vi. The Union Council shall amend the constitution/bye laws/rules/regulations of Union considering all Union Question / Regional Question / Local Question.
- vii. The Union Council shall frame policies for the period upto next session & adopt budget estimates of the Union.
- viii. The Union Council shall appoint sub-committee for any specific task or Union Question. The sub-committee formed shall have at least 3 members.
- ix. The Union Council shall elect an Auditor to audit the accounts to be presented in next session.
- x. The election to the posts of Central Executive Committee shall be conducted by Returning Officer. The Returning Officer shall be appointed from among the delegates for this purpose by the Union Council. He/ She shall conduct the elections in terms of the voting rights of the members defined in clauses of Article 15.
- xi. The Union Council shall represent before the Central or State Government or Public bodies or any properly constituted authority any matter affecting the interests of the Union.
- xii. The Union Council shall consider all matters and make necessary recommendations as of them as far as possible to its being placed before the Union Council for discussion.

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19. Central Executive Committee:

The Central Executive Committee (CEC) shall consist of following office bearers of the Union:

- a) The Chairman of the Union.
- b) The President of the Union.
- c) The Vice-President of the Union
- d) The General Secretary of the Union
- e) The Assistant General Secretary (General) of the Union
- f) The Assistant General Secretary (Organization) of the Union
- g) The Treasurer of the Union
- h) An Auditor of the Union
- i) An Advisor of the Union
- j) A Lady Representative
- k) The Regional Secretary of Regional Branch IMD NGSU New Delhi (or where HQ is located).
- l) One or more Central Executive Committee members.

20. Functions and powers of the Central Executive Committee:

- i. The Central Executive Committee shall function under the general direction of the Union Council.
- ii. The Central Executive Committee shall perform all functions of the Union Council and shall exercise all powers of the Union Council between the sessions of the Union Council.
- iii. The Central Executive Committee shall fill up vacancies in the posts of office- bearers and Union Council members.
- iv. The nominations to the Departmental and Headquarter Councils shall also be made by the Central Executive Committee.

21. Duties of the Chairman:

The Chairman will advise the Union in all important matters in furtherance of the cause of the Union. He will be invited to address the Union Council Session.

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22. Duties of the President:

- i. The President shall be the executive head of the Union and as such will guide and direct all the affairs of the Union.
- ii. He shall have authority to represent the Union on all matters of the Union.
- iii. He shall preside over the meetings of the Union Council and all meetings of the Union.
- iv. He shall guide and control the activities of the Union.
- v. He shall regulate the proceedings of all meetings of the Union and interpret the rules and bye-laws and decide doubtful points.
- vi. He shall in addition to his/her ordinary vote, have a casting vote in case of equality of votes on any decision in a meeting and not for office bearers of the Union.
- vii. He shall undertake tours etc. in the interest of the Union whenever required subject to CEC approval.
- viii. He shall be authorized signatory to the bank accounts of the Union jointly with General Secretary/Treasurer.
- ix. The tenure of the term of the President shall be full two years from Union Council session to next Union Council session.
- x. He shall represent the Union at any other meetings including with Government.
- xi. He shall instruct office bearers of constituent bodies if they are not performing their duties.

23. Duties of the Vice-President:

- i. The Vice-President shall in general assist the President of the Union in his functions.
- ii. He shall perform the duties of the President in his absence & shall exercise all the powers of the President.
- iii. He shall help in the organization of constituent bodies by making tours and addressing members and personnel(s) etc. subject to the approval of CEC.
- iv. In the event of any emergency arising by reason of any cause, such as death, detention, resignation or absence for a considerable period out of

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India of the President, the duties of the President shall be devolved upon the Vice-President; it will become effective only when it is accepted by the Union Council.

- v. If the acceptance of the resignation of the President is pending then the Vice-President shall be Acting President till such time as the next President takes charge as decided by the Union Council.

24. **Duties of the General Secretary:**

- i. The General Secretary shall be in-charge of the central office and employees of the Union.
- ii. He shall conduct all correspondence and convene meetings on behalf of the Union.
- iii. He shall exercise supervision over the affairs of the Union and shall maintain the required registers and records of the Union.
- iv. He shall do such other acts and perform such other duties as may be necessary in furtherance of the aims and objects of the Union or as may be directed by the Union Council.
- v. He shall be authorized signatory to the bank accounts of the Union jointly with President/Treasurer.
- vi. He shall keep upto Rs. 5000/- in imprest account and shall have powers to sanction payments upto Rs. 500/- for day-to-day expenses.
- vii. He shall have powers to expend Rs. 500/- per month towards telephone/mobile charges for efficient & resourceful communication with members.
- viii. He shall get the annual statements of accounts prepared by Treasurer duly audited by the Auditors for adoption by the Union Council.
- ix. He shall organize, arrange and convene meetings, Council session, lectures and demonstrations etc.
- x. He shall prepare a budget of the Union and present it at the Union Council session of the Union.
- xi. He shall attend meetings of the general body, Union Council and keep record of the proceedings thereof. The minutes of the Union Council meeting shall be circulated amongst the members of the Union within 60 days after Union Council Session.

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- xii. He shall be an ex-officio member of all sub-committees appointed by Union Council.
- xiii. He shall organize the Union by encouraging the establishment of constituent bodies where they do not exist and by creating a general interest in the Union.
- xiv. He shall bring any matter which he considers necessary in the interests of the Union to the notice of the Central Executive Committee and the Union Council for guidance and decision.
- xv. He shall obtain opinion of all members of the Union Council by correspondence under instructions of the CEC whenever necessary.
- xvi. He shall instruct office-bearers of the Union Council if they are not performing their duties under the directions of the CEC.
- xvii. He shall have powers to convene any meeting of the constituent bodies as and when necessary.

25. **Duties of the Assistant General Secretary (General):**

- i. The Assistant General Secretary (General) shall assist the General Secretary in his all functions as specified by the General Secretary.
- ii. He shall perform duties of the General Secretary in the absence of the General Secretary.
- iii. He shall help the General Secretary in running the central office of the Union.
- iv. He shall assist the General Secretary to conduct all correspondence and convene meetings on behalf of the Union.
- v. He shall assist the General Secretary to exercise supervision over the affairs of the Union and shall maintain the required registers and records of the Union.
- vi. He shall assist the General Secretary to get the annual statements of accounts prepared by Treasurer duly audited by the Auditors for adoption by the Union Council.
- vii. He shall assist the General Secretary to bring any matter which he considers necessary in the interests of the Union to the notice of the Central Executive Committee and the Union Council for guidance and decision.

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- viii. He shall assist the General Secretary to in all matters related to all sub-committees appointed by Union Council.
- ix. He shall assist the General Secretary to prepare a budget of the Union and present it at the Union Council session of the Union.

26. Duties of the Assistant General Secretary (Organization):

- i. The Assistant General Secretary (Organization) shall assist the General Secretary in his all functions mostly related to organization of Union as specified by the General Secretary.
- ii. He shall perform the duties of the General Secretary in the absence of the General Secretary and the Assistant General Secretary (General).
- iii. He shall assist the General Secretary to do such other acts and perform such other duties as may be necessary in furtherance of the aims and objects of the Union or as may be directed by the Union Council.
- iv. He shall assist the General Secretary to organize, arrange and convene meetings, Council session, lectures and demonstrations etc.
- v. He shall assist the General Secretary to attend meetings of the general body, Union Council and keep record of the proceedings thereof. The minutes of the Union Council meeting shall be circulated amongst the members of the Union within 60 days after Union Council Session.
- vi. He shall assist the General Secretary to organize the Union by encouraging the establishment of constituent bodies where they do not exist and by creating a general interest in the Union.
- vii. He shall assist the General Secretary to obtain opinion of all members of the Union Council by correspondence under instructions of the CEC whenever necessary.
- viii. He shall convene any meeting of the constituent bodies as and when necessary under the direction & guidance of the General Secretary.

27. Duties of the Treasurer:

- i. The Treasurer shall receive all money of the Union and deposit them in banks approved by the Union Council to the credit of the Union to be operated jointly by the any two of Treasurer, General Secretary and the President.

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- ii. He shall be responsible for collection of all subscription and contribution due to the central office.
- iii. He shall dispose off the bills for payments as sanctioned by the General Secretary.
- iv. He shall have the right to point out any discrepancy in the order of payments of the General Secretary and refer the order back to him with his remarks. In the event of any disagreement between the General Secretary and the Treasurer, the matter shall be referred to the President for final decision.
- v. He shall be responsible for keeping up to date accounts of the Union with all accounts books posted up to date.
- vi. He shall get the accounts audited by the auditors of the Union.
- vii. He shall prepare an annual statement of the accounts and balance sheets, showing the financial position of the Union, get it audited by the auditors of the Union and submit the same for adoption by the Union Council.

28. Duties of the Auditor:

The Auditor shall audit the accounts of the Union periodically as directed by the Union Council.

29. Duties of the Advisor:

The Advisor will advise the Union in all important matters such as rule position, Noting, Drafting, Court Cases etc in furtherance of the cause of the Union. He/ She will be invited in the Union Council Session.

30. Meeting of the General Body:

- i. The General Secretary/ Regional Secretary/ Secretary shall convene General Body meetings as often as he may consider necessary or as may be advised by the executive committee or the general body.
- ii. The quorum for a General Body meeting shall be 1/5 of the total membership or 30 whichever is less. No quorum is necessary for a meeting adjourned for want of quorum.

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- iii. Notice of a General Body meeting shall be served at least 10 days before the date thereof but in case of extra-ordinary and emergency the period of notice may be reduced.
- iv. The General Body meeting shall not discuss matters other than those put up by the signatories calling for the meeting.

31. Election of office bearers and committee members:

The office bearers and executive committee members shall be elected by secret ballot in the beginning of the financial year under the control of a Returning officer duly selected by the Executive committee in a General Body meeting.

32. Duration of office-bearers and committee members:

The duration of office-bearers and committee members shall normally be two years or till the next election is conducted.

33. Vacancies of office-bearers and committee members:

If any office of the elected office-bearers or committee members falls vacant due to Retirement, Promotion to Group-B Gazetted post, Resignation, Death or Removal by expulsion, it shall be filled up by the Central Executive Committee or Regional Executive committee as the case may be.

34. Disciplinary Action:-

- i. A General body is competent to suspend or expel any member or office bearer of the local branch.
- ii. No resolution of no-confidence, suspension shall be passed except by two third majority votes of members present at the meeting specifically called for the purpose.
- iii. Before taking any disciplinary action against any office bearer or members, he shall be furnished with a list of charges against him and shall be given at least a week's time to submit his defense.

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- iv. In case the member concerned fails to answer the charges in the specified time, a decision may be taken ex-parte at the General body meeting.

35. Interpretation of constitution and amendments to these Articles:

- i. The decision of the Union Council on interpretation of the Articles of the constitution shall be final and binding on the constituent bodies.
- ii. In case of doubt, the interpretation given by the Union Council shall be final and binding.
- iii. The Central Executive Committee shall also be empowered to give interpretation of such Articles and the decisions on those shall be binding unless revoked by the Union Council.
- iv. The General Secretary can give tentative interpretation which shall be binding unless revoked by the Central Executive Committee or by the Union Council.
- v. Any addition or amendments to these Articles of the Union shall be made by the Union Council by a two third majority.
- vi. Any addition or amendments to the Bye-laws of any of the constituent bodies made in accordance with the relevant provisions contained therein shall be subject to the approval of the Union.
- vii. The proposal for amendments in the Articles of Constitution of the Union shall be considered in the Union Council session only. The proposed amendments/alterations must reach the Central Executive Committee before the date of the Union Council session and shall be circulated by the General Secretary to all the Union Council members for opinion at least two month before the date of session. Due notice of the proposed change must be given in the agenda of the Union Council session of the Union.

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PART -II

36. Regional set up:

There shall be seven Regional Councils at New Delhi, Chennai, Guwahati, Kolkata, Mumbai, Nagpur and Pune comprising the elected delegates for the Union Council from the branches/local units etc. of the respective regions. The Regional Council shall meet once in two years at the time and place as the Union Council meet. The delegates in session will be the supreme deliberative and legislative body of the Region and shall have absolute control over the affairs and property of regions subject to the general control of the Union Headquarters.

- a) The Regional delegates under overall supervision of the Central Executive Committee will elect a Regional Executive Committee comprising of a Regional President & Regional Secretary who will be elected from amongst Regional delegates and Deputy Regional Secretary, a Treasurer and one or more Regional Executive member(s) from amongst the committee members of the branches/local units at Regional H.Q. whose strength shall be determined by the Regional Council. In absentia election can be conducted provided a written consent is obtained from the candidate.
- b) The Regional Executive Committee shall nominate members for the Regional Office Council (JCM) of which the Regional Secretary will be staff side leader.

37. Condition of Establishment:

A regional Committee will be formed each at New Delhi, Chennai, Guwahati, Kolkata, Mumbai, Nagpur and office located at Pune for the purpose of coordinating the activities of the branches and local units under the jurisdiction of the respective region.

38. Name :-

The Regional Committee of the Union shall be known as "INDIA METEOROLOGICAL DEPARTMENT NON-GAZETTED STAFF UNION (Name) REGIONAL BRANCH".

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39. Membership:

Any member of staff who has attained the age of 18 years and employed at any of the office of the India Meteorological Department under the Govt. of India shall be eligible for admission as member by expressing their commitments in writing to the constitution of the Union, rules and regulations laid down by the Union Council from time to time and on payment of prescribed enrolment fee and subscription.

40. Headquarter:

The headquarter (H.Q.) of the Regional Committee shall be located at the Regional headquarter (H.Q.) of the Deputy Director General of Meteorology (D.D.G.M.) of respective region.

41. Membership Register:

Every constituent body under the Regional Committee of the Union shall maintain a membership register containing particulars i.e. name, qualifications, addresses etc. of a member & shall sent a copy of thereof to the CEC not later than 15th January every year. The membership register shall be updated from time to time.

42. Management of the Regional Committee:

- i. The management of the Regional Committee of the Union shall be vested in a council called the Regional Council.
- ii. The Regional Council shall consist of the following:
 - a) The President of the Regional Committee.
 - b) The Secretary of the Regional Committee.
 - c) The Deputy Secretary of the Regional Committee
 - d) The Treasurer of the Regional Committee.
 - e) The Auditor of the Regional Committee.
 - f) The Secretaries of the Branch Committees under respective regions.

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- iii. The members of the Regional Council will at the first meeting of the Union Council elect the following amongst the members of the Regional council:
- a) The Regional President
 - b) The Regional Secretary
 - c) The Deputy Regional Secretary
 - d) The Regional Treasurer
 - e) The Regional Auditor
 - f) One or more Regional Executive Committee member for every full hundred members of the regional Branch on the basis of total membership and contribution received by them.

43. Voting:

- i. The election of the Regional Council shall be conducted by the Returning Officer appointed from among the bonafide members.
- ii. Each member present in the General Body Meeting of the Regional Council will have one vote and in the event of the tie, the President shall have a casting vote.
- iii. All questions shall be normally be decided by a simple majority of votes.
- iv. Voting by proxy shall be allowed provided there is a written consent.
- v. The President or in his absence any other Regional Council member presiding over the session of the Regional Council shall have no casting vote.
- vi. Member who have any arrears to pay or dues to be cleared shall not have right to participate in a regional Council and vote.

44. Meeting of the Regional Committee:

- i. The Regional Council shall normally meet once in two years and meetings shall be held at Union H. Q., New Delhi or any other place as decided by CEC.
- ii. The Regional Committee shall meet at least once in a month or often if necessary.

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- iii. Meeting shall be convened by the Regional Secretary whenever necessary or at the instance of the President.
- iv. One week notice of Regional Committee meeting shall be given except in an emergency, when meetings may be convened at shorter notice which shall not be less than one day.
- v. The quorum for any meeting of the Regional Committee shall fixed by the Regional Committee depending upon the number of members. No quorum shall be required for an adjourned meeting of the council. No notice shall ordinarily be necessary for meetings adjourned for want of quorum.
- vi. The Regional Secretary with the consent of the Regional President can call an extraordinary meeting of regional Council if Regional Presidents considers it necessary. Agenda notice of the meeting may be circulated and only circulated agenda may be discussed.
- vii. The Regional President or in his absence any other member elected by a majority of the members present, shall preside over meeting of the Regional Committee.
- viii. The first meeting of the Regional Committee shall be held in the beginning of the official year & at the first meeting the following business shall be transacted:-
 - a. To consider the report on the working of the Union during the preceding one year.
 - b. To consider the statement of accounts for the preceding one year and the auditor's report thereon. However the audited accounts will be submitted to Govt. annually along with membership list.
 - c. To consider matters for which at least 15 days notice has been given.
 - d. To decide date of annual General Body meeting of the region.
 - e. To frame policies and programmes for all period up to the next Regional Council meeting and to adopt budget estimate for next two years.
 - f. To elect from among the members the Regional President, the Regional Secretary, the Deputy Regional Secretary, the Regional Treasurer and the Regional auditor for a term of two years.

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- g. To finalize the demands of the members for pursuance for the next one year.
- h. To do all other things as may be necessary to propagate and achieve the aims and objectives as contained in the Article 3, Part I.
- i. Any other matter allowed by the chair.

45. Functions of the Regional Committee:

- i. The Regional Council following its election during the session shall elect the Regional Committee. The Regional Committee shall be the highest regional authority between two sessions of the Union.
- ii. The Regional Committee shall coordinate activities of the branches and local units of the Union.
- iii. It shall accord necessary guidance and assistance and to exercise proper supervision over the branches and local units.
- iv. It shall ensure timely elections at the branches and local units and to arrange for election of delegates for the Union Council.
- v. It shall ensure implementation of the directives and programmes of the Union.
- vi. It shall take up all regional office issues with the regional authorities and Union H. Q.
- vii. It shall nominate members of the staff side to the Regional/ Office Council and to conduct all activities in this regard.
- viii. It shall furnish to Union H. Q. statement of audited accounts, periodical reports on its activities and functioning of branches and Local Units and the Regional/ Office Council and any other information/ report called for by the Union H. Q.
- ix. It shall keep the branches and Local Units informed of the action taken on staff problems.
- x. It shall keep membership register of the region with relevant information.
- xi. In case of doubt, the regional Council shall decide whether a question is local question or a Regional question or a Union question. The decision of Union Council shall be binding on the constituent bodies.

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46. Powers of the Regional Committee:

- i. The decisions of the Regional Council on Union Question/ Regional Question/ Local Question shall be binding on all constituent bodies that shall follow the directives of the Union Council in implementing these decisions.
- ii. The Regional committee shall keep all the constituent bodies informed of the action taken on Union questions.
- iii. The constituent bodies shall report to the Regional Committee all actions taken by them on Union Questions or on Regional Questions or on Local Questions referred to the Union.
- iv. The constituent bodies shall furnish to the Regional Council such other reports as may be called for by the Union Council from time to time.
- v. The Regional Council shall consider and adopt the audited accounts of the Regional/ Branch/ Local bodies.
- vi. The Regional Council shall consider all Union Question / Regional Question / Local Question & forward them to Union Council for further action.
- vii. The Regional Council shall frame policies for the period upto next session & adopt budget estimates of the Union.
- viii. The Regional Council shall appoint sub-committee for any specific task or Union Question. The sub-committee formed shall have at least 3 members.
- ix. The Regional Council shall elect an Auditor to audit the accounts to be presented in next Annual General Body meeting.
- x. The election to the posts of Regional Committee shall be conducted by Returning Officer. The Returning Officer shall be appointed from among the delegates for this purpose by the Regional Council. He /She shall conduct the elections in terms of the voting rights of the members.
- xi. The Regional Council shall represent before the Central or State Government or Public bodies or any properly constituted authority on any matter affecting the interests of the Union subject to the approval from Union Council.

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- xii. The Regional Council shall consider all regional matters and make necessary recommendations as of them as far as possible to its being placed before the Union Council for discussion.

47. Regional Executive Committee:

The Regional Executive Committee (REC) shall consist of the following office bearers of the Union.

- a) The Regional President
- b) The Regional Secretary
- c) The Deputy Regional Secretary
- d) The Regional Treasurer
- e) The Regional Auditor
- f) One or more Regional Executive Committee members.

48. Duties of the Regional President:

- i. The President shall be the executive head of the Regional Council and as such will guide and direct all the affairs of the Union at regional level.
- ii. He shall have authority to represent the Union on all matters of the Region.
- iii. He shall preside over the meetings of the Regional Council/regional Committee and all meetings of the Union.
- iv. He shall guide and control the activities of the Union under respective region.
- v. He shall regulate the proceedings of all meetings of the Union and interpret the rules and bye-laws and decide doubtful points with the approval of the Union Council.
- vi. He shall have powers to expend Rs. 200/- per month towards telephone/mobile charges for efficient & resourceful communication with members.
- vii. He shall in addition to his/her ordinary vote, have a casting vote in case of equality of votes on any decision in a meeting and not for office bearers of the Union.

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- viii. He shall undertake tours etc. in the region in the interest of the Union whenever required subject to the REC approval.
- ix. He shall be authorized signatory to the bank accounts of the Union jointly with Regional Secretary/Treasurer.
- x. The tenure of the term of the President shall be full two years from Union Council session to next Union Council session.
- xi. He shall represent the Union at any other meetings including with Government.
- xii. He shall instruct office bearers of constituent bodies if they are not performing their duties.

49. Duties of the Regional Secretary:

- i. The Regional Secretary shall be in-charge of the regional office and leader of the staff side in Region/Office Council of the Union under respective region.
- ii. He shall conduct all correspondence and convene meetings on behalf of the Union under respective region.
- iii. He shall exercise supervision over the affairs of the Union and shall maintain the required registers and records of the Union of respective region.
- iv. He shall do such other acts and perform such other duties as may be necessary in furtherance of the aims and objects of the Union or as may be directed by the Union Council.
- v. He shall be authorized signatory to the bank accounts of the Union jointly with Regional President/Treasurer.
- vi. He shall keep upto Rs. 3000/- in imprest account and shall have powers to sanction payments upto Rs. 300/- for day-to-day expenses.
- vii. He shall have powers to expend Rs. 200/- per month towards telephone/mobile charges for efficient & resourceful communication with members.
- viii. He shall get the annual statements of accounts prepared by Treasurer duly audited by the Auditors for adoption by the Regional Council.
- ix. He shall organize, arrange and convene meetings, lectures and demonstrations etc. as per discretions of the Union Council.

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- x. He shall prepare a budget of the Union and present it to the Regional Council of the respective region.
- xi. He shall attend meetings of the general body, Union Council and keep record of the proceedings thereof. The minutes of the Regional Council meeting shall be circulated amongst the members of the Union within 60 days after Regional Council meeting.
- xii. He shall undertake tours etc. in the region in the interest of the Union whenever required subject to the REC approval.
- xiii. He shall be an ex-officio member of all sub-committees appointed by Regional Council of respective region.
- xiv. He shall organize the Union under region by encouraging the establishment of constituent bodies where they do not exist and by creating a general interest in the Union.
- xv. He shall bring any matter which he considers necessary in the interests of the Union to the notice of the Regional Committee & Central Executive Committee and the Union Council for guidance and decision.
- xvi. He shall obtain opinion of all members of the Regional Council by correspondence under instructions of the President whenever necessary.
- xvii. He shall instruct office-bearers of the Regional Council if they are not performing their duties under the directions of the President.
- xviii. He shall have powers to convene any meeting of the constituent bodies as and when necessary.

50. Duties of the Deputy Regional Secretary:

- i. The Deputy Regional Secretary shall assist the Regional Secretary in his all functions as specified by the Regional Secretary.
- ii. He shall perform duties of the Regional Secretary in the absence of the Regional Secretary.
- iii. He shall help the Regional Secretary in running the regional office of the Union.
- iv. He shall assist the Regional Secretary to conduct all correspondence and convene meetings on behalf of the Union.
- v. He shall assist the Regional Secretary to exercise supervision over the affairs of the Union and shall maintain the required registers and records of the Union under respective region.

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- vi. He shall assist the Regional Secretary to get the annual statements of accounts prepared by Treasurer duly audited by the Auditors for adoption by the Regional Council.
- vii. He shall assist the Regional Secretary to bring any matter which he considers necessary in the interests of the Union to the notice of the Regional Executive Committee and the Union Council for guidance and decision.
- viii. He shall assist the Regional Secretary to in all matters related to all sub-committees appointed by Union Council & Regional Council.
- ix. He shall assist the Regional Secretary to prepare a budget of the Region and present it at the Annual General Body meeting of the Regional Council.
- x. He shall assist the Regional Secretary to organize the Union by encouraging the establishment of constituent bodies where they do not exist and by creating a general interest in the Union.
- xi. He shall assist the Regional Secretary to obtain opinion of all members of the Union Council by correspondence under instructions of the Regional President whenever necessary.
- xii. He shall convene any meeting of the constituent bodies as and when necessary under the direction & guidance of the Regional Secretary.

51. Duties of the Regional Treasurer:-

- i. The Regional Treasurer shall receive all money of the Union under respective region and deposit them in banks approved by the Regional Council to the credit of the Union to be operated jointly by the any two of Treasurers, Regional Secretary and the President.
- ii. He shall be responsible for collection of all subscription and contribution due to the regional office & central office of the Union.
- iii. He shall dispose off the bills for payments as sanctioned by the Regional Secretary.
- iv. He shall have the right to point out any discrepancy in the order of payments of the Regional Secretary and refer the order back to him with his remarks. In the event of any disagreement between the Regional Secretary and the Treasurer, the matter shall be referred to the President for final decision.

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- v. He shall be responsible for keeping up to date accounts of the Union with all accounts books posted up to date of the respective region.
- vi. He shall get the accounts audited by the auditors of the Union.
- vii. He shall prepare an annual statement of the accounts and balance sheets, showing the financial position of the Union, get it audited by the auditors of the Union and submit the same for adoption by the Regional Council.
- viii. The Regional Secretary and Regional Treasurer shall on no account be the same person.

52. Duties of the Regional Auditor:

The Auditor shall audit the accounts of the Regional Union periodically as directed by the Regional Council.

53. Channel of Communication:-

- i. The Regional Secretary shall be the person who will correspond on all matters pertaining to the Region with the Regional Headquarters and with Union Headquarters with approval from the President.
- ii. The Regional Secretary shall take prior approval from Regional Committee to communicate any such matters to the Union Headquarters.
- iii. Under any circumstances no other member of the Regional Committee other than the Regional President & the Regional Secretary shall have authority to communicate any regional matters to the CEC.
- iv. The Regional Secretary and the executive Committee may, however, seek interviews with visiting officers on regional problems and submit memorandum.
- v. The Regional committee shall approve all matters related to regional problem only after discussion on matter in a meeting/special meeting and then communicate to the Union Headquarters.

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PART –III

54. Branch/Local Unit set up:

There shall be Branch/Local units under seven Regional Councils at New Delhi, Kolkata, Mumbai, Chennai, Nagpur, Pune and Guwahati comprising the elected delegates for the Union Council from the branches/local units etc. of the respective regions. The Branch/Local unit shall meet twice in a years at the time and place as the Regional Council meet. The delegates in session will be the supreme deliberative and legislative body of the branch/local unit and shall have absolute control over the affairs and property of branch/local units subject to the general control of the Regional/Union Headquarters.

- a) The Branch/Local unit delegates under overall supervision of the Regional Executive Committee will elect a Branch Executive Committee comprising of a Branch President & Branch Secretary who will be elected from amongst Branch/Local unit delegates and Assistant Secretary, a Treasurer and one or more Executive member(s) from amongst the committee members of the branches/local units whose strength shall be determined by the Regional Council. In absentia election can be conducted provided a written consent is obtained from the candidate.
- b) The Branch Executive Committee shall nominate members for the Regional Office Council of which the Branch Secretary will be staff side leader.

55. Condition of Establishment:

A Branch/ Local Unit may be formed at a station/ office of IMD under regions at New Delhi, Kolkata, Mumbai, Chennai, Nagpur and Guwahati for the purpose of coordinating the activities of the unit at branch and local level as defined in Article 4 subject to approval of Union H. Q.

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56. Name:

The Branch/Local Unit shall be called "INDIA METEOROLOGICAL DEPARTMENT NON-GAZETTED STAFF UNION (Name)... BRANCH / LOCAL UNIT"

57. Membership:

Any member of staff who has attained the age of 18 years and employed at any of the office of the India Meteorological Department under the Govt. of India shall be eligible for admission as member by expressing their commitments in writing to the constitution of the Union, rules and regulations laid down by the Union Council from time to time and on payment of prescribed enrolment fee and subscription.

58. Headquarter:

The headquarter (H. Q.) of the Branch/Local Committee shall be located at the Regional headquarter (H. Q.) of the Deputy Director General of Meteorology (D.D. G. M.) of respective region.

59. Membership Register:

Every Branch/Local unit under the Regional Committee of the Union shall maintain a membership register containing particulars i.e. name, qualifications, addresses etc. of a member & shall sent a copy of thereof to the REC not later than 15th January every year. The membership register shall be updated from time to time.

60. Management of the Branch/Local unit:

- a) The management of the Branch Union shall rest on the following bodies:
- i. The General body which shall meet as often as necessary but shall meet at least twice in a year.
 - ii. The Branch Executive Committee shall consist of a Branch President, a Branch Secretary, a Branch Assistant Secretary, a

Branch Treasurer and one or more Executive Committee members depending on the strength of the members.

- iii. The Branch Executive Committee shall meet at least once in a month.
- b) The management of the Local Unit shall rest on the General Body and the Secretary.

61. Voting :

- i. The election of the Branch/Local unit committees shall be conducted by the Returning Officer appointed from among the bonafide members.
- ii. Each member present in the General Body Meeting of the Branch/Local unit will have one vote and in the event of the tie, the President shall have a casting vote.
- iii. All questions shall be normally be decided by a simple majority of votes.
- iv. Voting by proxy shall be allowed provided there is a written consent.
- v. The Branch President or in his absence any other Branch executive member presiding over the General body meeting shall have no casting vote.
- vi. No members who have any arrears to pay or dues to be cleared shall participate in a General body meeting and vote.

62. Meeting of Branch/Local unit:

- i. The General Body shall normally meet twice in a year and meetings shall be held at Branch/Local station or any other place as decided by BEC.
- ii. The Branch Executive Committee shall meet at least once in a month or often if necessary.
- iii. Meeting shall be convened by the Branch Secretary whenever necessary or at the instance of the Branch President.
- iv. One week notice of Branch Executive Committee meeting shall be given except in an emergency when meetings may be convened at shorter notice which shall not be less than one day.

- v. The Branch Secretary with the consent of the Branch President can call an extraordinary meeting of General body if Branch Presidents considers it necessary. Agenda notice of the meeting may be circulated and only circulated agenda may be discussed.
- vi. The Branch President or in his absence any other member elected by a majority of the members present, shall preside over meeting of the General body.
- vii. The first meeting of the Branch Executive Committee shall be held in the beginning of the official year & at the first meeting the following business shall be transacted:-
 - (a) To consider the report on the working of the Union during the preceding one year.
 - (b) To consider the statement of accounts for the preceding one year.
 - (c) To consider matters for which at least 15 days notice has been given.
 - (d) To decide date of annual General Body meeting of the station.
 - (e) To frame policies and programmes for all period up to the next Regional Council meeting and to adopt budget estimate for next two years.
 - (f) To elect from among the members the Branch President, the Branch Secretary, the Assistant Branch Secretary, the Branch Treasurer for a term of two years.
 - (g) To finalize the demands of the members for pursuance for the next one year.
 - (h) To do all other things as may be necessary to propagate and achieve the aims and objectives as contained in the Article 3, Part I.
 - (i) Any other matter allowed by the chair.

63. Functions of the Branch Executive Committee/Local committee:

- i. The General body following its election during the meeting shall elect the Branch Executive Committee. The Branch executive Committee shall be the highest local authority at respective station.

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- ii. The Branch/Local Committee shall coordinate activities of the branches and local units of the Union under supervision of Regional Council.
- iii. It shall ensure timely elections at the branches and local units and to arrange for election of delegates for the Union/Regional Council.
- iv. It shall ensure implementation of the directives and programmes of the Union at branch/local level.
- v. It shall take up all branch/local office issues with the regional authorities and Union H. Q.
- vi. It shall nominate members of the staff side to the Regional/Office Council (JCM) and to conduct all activities in this regard.
- vii. It shall furnish to regional H. Q. statement of accounts, periodical reports on its activities and functioning of branches and Local Units and any other information/report called for by the Union H. Q.
- viii. It shall keep the branches and Local Units members informed of the action taken on staff problems by Regional/Union H. Q.
- ix. It shall keep membership register of the region with relevant information.
- x. In case of doubt, a local question is forwarded to for decision to Regional/Union H. Q. The decision of Regional/Union Council shall be binding on the constituent bodies.

64. Powers of the Branch Executive Committee/ Local committee:

- i. The Branch/ Local unit General body shall be the supreme deliberative and the legislative body of the Branch/ Local unit.
- ii. It shall have absolute control over the affairs and property of the Branch/ Local unit subject to the general control and supervision of the Regional committee & Union H. Q.
- iii. The decisions of the Branch/ Local committee on Union Question/ Regional Question/ Local Question shall be binding on all members who shall follow the directives of the Regional/ Union Council in implementing these decisions.
- iv. The Branch/ Local committee shall keep all the members informed of the action taken on Local/Regional/Union questions.

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- v. The Branch/ Local committee shall report to the Regional Committee all actions taken by them on Union Questions or on Regional Questions or on Local Questions referred to the Union.
- vi. The Branch/ Local committee shall furnish to the Regional Council such other reports as may be called for by the Union Council from time to time.
- vii. The Branch/ Local committee shall consider all Union Question/ Regional Question / Local Question & forward them to Union Council for further action.
- viii. The Branch/ Local committee shall frame policies for the period upto next session & adopt budget estimates of the Union of respective stations.
- ix. The election to the posts of Branch Executive Committee shall be conducted by Returning Officer. The Returning Officer shall be appointed from among the delegates for this purpose by the General Body. He/ She shall conduct the elections in terms of the voting rights of the members.
- x. The Branch/ Local committee shall represent before the Central or State Government or Public bodies or any properly constituted authority any matter affecting the interests of the Union subject to the approval from Regional/ Union Council.
- xi. The Branch/ Local committee shall consider all regional matters and make necessary recommendations as of them as far as possible to its being placed before the Union Council for discussion.

65. Branch Executive Committee:

The following shall be office bearers of the Branch:

- (a) A Branch President
- (b) A Branch Secretary
- (c) An Assistant Branch Secretary
- (d) A Branch Treasurer
- (e) One or more Branch Executive Committee members.

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66. Duties of Branch President:

- i. The President shall be the executive head of the Branch Committee and as such will guide and direct all the affairs of the Union at Branch/ Local level.
- ii. He shall have authority to represent the Union on all matters of the Branch/ Local unit.
- iii. He shall preside over the meetings of the General Body/ Branch Committee/ Local unit and all meetings of the Union.
- iv. He shall guide and control the activities of the Union under respective branch/ local unit.
- v. He shall regulate the proceedings of all meetings of the Union and interpret the rules and bye-laws and decide doubtful points with the approval of the Regional/ Union Council.
- vi. He shall in addition to his/ her ordinary vote, have a casting vote in case of equality of votes on any decision in a meeting and not for office bearers of the Union.
- vii. He shall operate the bank accounts of the Union jointly with Secretary/ Treasurer.
- viii. The tenure of the term of the President shall be full two years from General Body meeting.
- ix. He shall represent the Union at any other meetings including with Government at branch/ local level.
- x. He shall instruct office bearers of branch/local committee if they are not performing their duties.

67. Duties of Branch Secretary:

- i. The Branch Secretary shall be in-charge of the branch/local office and leader of the staff side in Region/Office Council of the Union under respective branch/local unit.
- ii. He shall conduct all correspondence and convene meetings on behalf of the Union under respective branch/local unit.
- iii. He shall exercise supervision over the affairs of the Union and shall maintain the required registers and records of the Union of respective branch/local unit.

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- iv. He shall do such other acts and perform such other duties as may be necessary in furtherance of the aims and objects of the Union or as may be directed by the Regional/Union Council.
- v. He shall get the annual statements of accounts prepared by Treasurer.
- vi. He shall organize, arrange and convene meetings, lectures and demonstrations etc. as per discretions of the Regional/ Union Council.
- vii. He shall attend meetings of the general body, Branch/ local committee and keep record of the proceedings thereof. The minutes of the General body meeting shall be circulated amongst the members of the Union within 60 days after General body meeting.
- viii. He shall organize the Union under branch/local level by encouraging the establishment of constituent bodies where they do not exist and by creating a general interest in the Union.
- ix. He shall bring any matter which he considers necessary in the interests of the Union to the notice of the Regional Committee & Central Executive Committee and the Union Council for guidance and decision.
- x. He shall obtain opinion of all members of the Regional Council by correspondence under instructions of the President whenever necessary.
- xi. He shall instruct office-bearers of the Branch/local committee if they are not performing their duties under the directions of the President.
- xii. He shall have powers to convene any meeting of the constituent bodies as and when necessary.
- xiii. He shall keep upto Rs. 1000/- in imprest account and shall have powers to sanction payments upto Rs. 100/- for day-to-day expenses.

68. Duties of Branch Assistant Secretary:

- i. The Assistant Secretary shall assist the Branch Secretary in his all functions as specified by the Regional Secretary.
- ii. He shall perform duties of the Branch Secretary in the absence of the Branch Secretary.
- iii. He shall help the Branch Secretary in running the branch/local office of the Union.

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- iv. He shall assist the Branch Secretary to conduct all correspondence and convene meetings on behalf of the Union.
- v. He shall assist the Branch Secretary to exercise supervision over the affairs of the Union and shall maintain the required registers and records of the Union under respective branch/local unit.
- vi. He shall assist the Branch Secretary to get the annual statements of accounts prepared by Treasurer duly audited by the Auditor for adoption by the Regional Council.
- vii. He shall assist the Branch Secretary to bring any matter which he considers necessary in the interests of the Union to the notice of the Regional Executive Committee and the Union Council for guidance and decision.
- viii. He shall assist the Branch Secretary to in all matters related to all sub-committees appointed by Union Council & Regional Council.
- ix. He shall assist the Branch Secretary to prepare a budget of the branch/local unit and present it at the Annual General Body meeting of the Regional/branch committee.
- x. He shall assist the Branch Secretary to organize the Union by encouraging the establishment of constituent bodies where they do not exist and by creating a general interest in the Union.
- xi. He shall assist the Branch Secretary to obtain opinion of all members of the Union Council by correspondence under instructions of the Branch President whenever necessary.
- xii. He shall convene any meeting of the constituent bodies as and when necessary under the direction & guidance of the Branch Secretary.

69. Duties of Branch Treasurer:

- i. The Branch Treasurer shall receive all money of the Union under respective branch/ local unit and deposit them in banks approved by the Regional Council to the credit of the Union to be operated jointly by the any two of Branch Treasurers, Branch Secretary and the Branch President.
- ii. He shall be responsible for collection of all subscription and contribution due to the regional office & central office of the Union.

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- iii. He shall dispose off the bills for payments as sanctioned by the Branch Secretary.
- iv. He shall be responsible for keeping up to date accounts of the Union with all accounts books posted up to date of the respective branch/local unit.
- v. He shall get the accounts audited by the auditor of the Union.
- vi. He shall prepare an annual statement of the accounts and balance sheets, showing the financial position of the Union, get it audited by the auditors of the Union and submit the same for adoption by the Regional Council.
- vii. The Branch Secretary and Branch Treasurer shall on no account be the same person.

70. **Channel of communication:-**

- i. The Branch Secretary shall be the person who will correspond on all matters pertaining to the Branch/local unit with the local office, Regional Headquarters and with Union Headquarters with approval from the President.
- ii. All correspondence with the DGM and Govt. shall be made only through the Regional Secretary & the General Secretary of the Union.
- iii. The Branch Secretary shall take prior approval from Branch/ Regional Committee to communicate any such matters to the Union Headquarters.
- iv. Under any circumstances no other member of the Branch Committee other than the Branch President & the Branch Secretary shall have authority to communicate any branch/ local matters to the REC.
- v. The Branch Secretary and the executive Committee may, however, seek interviews with visiting officers on regional problems and submit memorandum.
- vi. The Branch committee shall approve all matters related to branch/local problem only after discussion on matter in a meeting/ special meeting and then communicate to the regional/ Union Headquarters.

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PART -IV

71. **Funds of the Union:**

- 1) The fund of the association shall be derived from the following sources:
 - b) The annual subscription received from the members of the Union vides Article 11.
 - c) Special contribution or donations rose directly or through constituent bodies.
 - d) Requests received by legacies from persons who desires to benefit the Union.
 - e) Such other sources as may be authorized by the Union Council.
- 2) The funds of the Union shall be deposited in an account opened in a Nationalized Bank, Scheduled Bank, Post Office Saving Bank or Staff Co-operative Societies as decided upon by the Union Council.
- 3) The account shall be in the name of the Union and shall be operated jointly by the any two of Treasurer, General Secretary and the President.
- 4) The funds of the Union shall be utilized for achieving the aims and objectives as laid down in Article 3.

72. **Reserve Fund of the Union:**

There shall be reserve fund of the Union. At least 25% of the total annual subscription each year shall be credited to this fund in the following year. The reserve fund shall only be drawn upon by a special resolution of the Union Council session, notice of which shall have been duly circulated.

73. **Expenses of Councilors attending Union Council Session:**

- i. The Union H. Q. shall bear the travelling and other expenses of the Office-bearers of CEC, Regional Presidents and Regional Secretaries, as decided by the Union Council from time to time subject to the availability of funds.

- ii. The above office bearers shall have right to travel by entitled class up to 3 tier AC but not by air travel.
- iii. Expenses of other councilors except mentioned in Article 72 (i) who is attending Union Council meeting shall be borne by respective Regional Committees or by individual councilor only. The lodging & boarding shall be provided by Union H. Q. to such councilors subject to the availability of funds.

74. **Guidelines for Reimbursement of expenses:** - Expenses permissible to the office bearers are as follows.

A. Union President & Regional President:

- i. **Travelling Allowance:** Entitled to reimburse II Tier AC fare i.e. to and fro by train or actual travel fair paid by bus or whatever mode of transport for attending official meetings of the Union.
- ii. **Transport:** From Railway station, Bus stand to Union HQ /meeting place and back. Taxi fare shall be reimbursed.
- iii. **Staying:** Expenses towards stay at Union HQ/ Regional HQ/ Branch HQ shall be paid by respective committee's fund.
- iv. **Misc. Expenses:** Misc. expenses like postage and telephone etc. will be paid in full on actual expenditure and vouchers pertaining to his/ her tenure should be submitted to Union HQ.
- v. **Official visit to Regional/ Branch units:** In case of Regional/ Branch unit's invitation, the Regional/ Branch unit shall bear the expenditure. Whenever a situation arises and President visits any of the Regional/Branch or local units, his/ her travel expenses shall be paid by the Union/Regional HQ.

B. General Secretary and Regional Secretary:

- i. **Travelling Allowance:** Entitled to reimburse II Tier AC fare i.e. to and fro by train or actual travel fair paid by bus or whatever mode of transport for attending official meetings of the Union.
- ii. **Transport:** From Railway station, Bus stand to Union HQ/ meeting place and back. Taxi fare shall be reimbursed.

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- iii. **Staying:** Expenses towards stay at Union HQ/ Regional HQ/ Branch HQ shall be paid by respective committee's fund.
- iv. **Misc. Expenses:** Misc. expenses like postage and telephone etc. will be paid in full on actual expenditure and vouchers pertaining to his/ her tenure should be submitted to Union HQ.
- v. **Official visit to Regional/ Branch units:** In case of Regional/ Branch unit's invitation, the Regional/ Branch unit shall bear the expenditure. Whenever a situation arises and President visits any of the Regional/ Branch or local units, his/ her travel expenses shall be paid by the Union/ Regional HQ.

C. Assistant General Secretary/ Deputy Regional Secretary/ Branch Secretary:

- i. **Travelling Allowance:** Entitled to reimburse III Tier AC fare i.e. to and fro by train or actual travel fair paid by bus or whatever mode of transport for attending official meetings of the Union.
- ii. **Transport:** From Railway station, Bus stand to Union HQ/ meeting place and back. Taxi fare shall be reimbursed.

D. Office bearers of CEC/REC/BEC:

- i. **Travelling Allowance:** Entitled to reimburse sleeper class fare i.e. to and fro by train or actual travel fair paid by bus or whatever mode of transport for attending official meetings of the Union.
- ii. **Transport:** From Railway station, Bus stand to Union HQ/ meeting place and back. Taxi fare shall be reimbursed.

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