

Notes:

1. This document shows both i. e. existing provisions in the constitution and suggested modifications.
2. ~~Strike through text which appears like this~~ is suggested to be deleted.
3. Text which appears like this i. e. neither strike through nor bold shows provision existing and not suggested to be modified.
4. **Bold text which appears like this** gives modifications suggested.
5. Members are requested to peruse entire document and suggest modification, wherever required in the opinion of a member, giving reference of paragraph in this document.
6. Public Sector Undertaking in this document means all Government of India undertakings / semi-government enterprises like Bharat Sanchar Nigam Limited, State Bank of India, Bharat Heavy Engineering Corporation and similar.
7. It is proposed by Pimprichinchwad Branch of the association that financial limit should not be fixed in the constitution. Provision should be made in the constitution to give this authority to CWC with a provision to take approval from AIC in the nearest future.

**CONSTITUTION OF ALL INDIA CENTRAL GOVERNMENT PENSIONERS'
ASSOCIATION CHQ Pune, Modified by AIC 2010.**

1. Name and Title: The Association shall be called as ALL INDIA CENTRAL GOVERNMENT PENSIONERS' ASSOCIATION CHQ Pune, Registered Office at Block 4, 1785, Sadashiv Peth, Phadke, Sankul, Near Pune Vidyarthi Griha Pune 411 030. (**Maharashtra**). (Originally this association had been founded by P & T Pensioners).
2. Jurisdiction: The Association ~~will~~ **shall** have jurisdiction All over India.
3. Aims & Objectives:
 - a) The Association shall function as a non-political, **Non religious** Public Body and shall carry on its work within the frame work of Constitution. ~~and also undertake educational, social, cultural and economical services and such other matters.~~
 - b) To safeguard **watch and pursue to the logical conclusion** the interests of the Central Government Pensioners, Pensioners of **Autonomous bodies and** Pubic Sector ~~Units undertakings~~ like ~~BARC / BSNL / MTNL / Prasar Bharati / FTTL etc.~~ **including their respective family pensioners.** dependents. ~~and to strive to redress their grievances regarding the Pensionary benefits.~~
4. Objectives & Activities
 - a) **To guide members in their individual difficulties related to pension, DCRG, Commutation, encashment of leave etc and educate them for their due rights as members and citizens of India, provide draft letters for common difficulties faced by pensioners and family pensioners and take up common grievances with appropriate authorities.**
 - b) **To carry out social work in the interest of pensioners and public whenever and wherever possible.**
 - c) **To undertake cultural and economical services and such other matters whenever and wherever possible.**
 - d) **To take up and support individual cases of members, which are not settled in time and due course.**

- e) **To advise and support the members in their legal matters relating to pension and pensionary benefits.**
 - f) To issue of Pensioners Progress Bulletin for circulation amongst the members of the Association such literature as ~~will~~ **shall** keep them informed of its work and progress and circulation of Government orders related to Pensioners and other activities of interest of the Pensioners.
 - g) **To develop and maintain website for information of pensioners.**
 - h) **To publish e-bulletin in all Indian languages with the help of the branches.**
 - i) To co-operate **and co-ordinate** with other Association of Central / State Government Pensioners, having similar aims **and common issues**.
 - j) To raise funds by subscriptions and donations from its members and others. **Whenever necessary funds will be raised through souvenirs, cultural programmes and entertainment events.**
 - k) To convene meeting at different locations from time to time.
 - l) To promote Pension **and Health** interest of the members.
 - m) **To obtain advise from serving employees of Central Government and Public Sector Undertakings.**
 - n) **To make all out effort to enrol the pensioners as member of the Association.**
 - o) **To constitute an advisory cell to guide members in their legal problems pertaining to pension.**
 - p) **The above list of activities is only illustrative. Association units at various levels may undertake any other activity within the framework of the constitution with consent of respective working committee. In case of activity having all India bearing prior concurrence of CHQ President or CWC shall be obtained.**
4. Movable and Immovable Property: All the income, earnings, movable-immovable properties of the Association shall be solely utilized and applied towards the promotion of its aims and objects only as set-forth with in this Memorandum 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 the present / last members of the Association. No members of the Association shall have any personal claim on any movable / immovable properties of the Association by virtue of his membership. **or holding any executive post in Association.**
5. Headquarters: Location of : The Headquarters of the Association ~~will~~ **shall** be in Pune and located at Block No. 4, 1785, Sadashiv Peth, Phadke Sankul, Near Pune Vidyarthi Griha, Pune 411030 **(Maharashtra).**
6. Affiliation: The Association shall maintain its **separate** entity and identity. However, it may extend its co-operation **and support** to other organization of Pensioners having common aims and objects. At present the Association is affiliated to the A.I.C.C.P.A., Delhi 92 ~~and Bharat Pensioners' Samaj, New Delhi 14.~~
7. ~~Frame~~ **Organisational Structure** of the Association: The Association ~~will~~ **shall** consist of:-
- a) All India Conference
 - b) Central Working Committee.
 - c) **Central Head Quarter at Pune**
 - d) **Lower Level HQs i. e. State and District. Branch at respective location shall function as respective level HQ in addition. As and when necessity arises based on expansion of membership organisational structure shall be extended by the CWC to include Regional, Zonal and Tehsil levels.**

- e) Branches of Association at various locations.
8. **Central Head Quarter at Pune:** This shall be responsible for overall coordination of activities of Association including liaison with AICCPA, other pensioners' Associations, Central Government Ministries, and Head Offices of PSUs etc. On request from lower HQs and Branches Head Quarter at Pune shall take up such matters with highest offices of the Government and PSUs which need policy decision or can be settled by respective office only. The Central HQ committee will have powers with majority of members to recognise or de-recognise any branch or suspend the work of any branch for a limited period, if anything is found against the constitution or the interest of members.
9. **Branches of Association at various locations: Lower Level HQs i. e. State and District:** Branches at State capital shall be designated as State HQ. Similarly Branch at District head Quarter shall be designated as District HQ.
10. ~~All India Conference Delegates:~~ Each of the branches and Lower HQs shall send delegates for AIC as follows. Up to member strength of 250, two delegates i.e. either Secretary or Branch Working Committee member and 1 Branch Working Committee Member. In case Branch Working Committee Member is not available, any member can be considered by the Branch as a delegate. If Member strength of a branch exceeds 250, then 1 additional delegate for every 250 members or part there of valid membership strength shall be sent. While selecting delegates preference shall be given to Branch Working Committee Member. ~~up to 250 membership out of which one will be Branch Secretary (or any other Office Bearers of the Branch), one more delegate for every 250 or part there of.~~
11. ~~Delegation Fee :~~ Since the concept of delegation system is there exists, †The quantum of delegation fee shall be decided every time depending upon the venue of All India Conference in consultation with the host Branch.
12. **Accounting Year:** The year of Accounts shall be First April, to the end of March of succeeding year **for example 01 April 2010 to 31 March 2011.**
13. ~~Members: There will be three categories of members: — 1) Honorary 2) Patron 3) Life.~~
Categories of members and their eligibility shall be as follows:-
14. **Categories and Eligibility of Membership :**
- Patron:** Any retired Central Government official including family pensioners and retired employees of Public Sector Units (PSUs) like ~~BARC / BSNL / MTNL / FTTH / Prasar Bharati etc.~~ will **shall** be eligible to become member of the Association. **However, donation from them shall be accepted gracefully.**
 - Life:** All pensioners i. e. All persons retired from any service/office/ department of Central Government of India, **Autonomous Bodies** and Government Undertakings i. e. ~~Public Sector Units (PSUs) like BARC / BSNL / MTNL / FTTH / Prasar Bharati etc.~~ will **shall** be eligible to become member of the Association.
 - Honorary:** Non Pensioners who have sympathy with aims and objects of this Association and whose help and guidance are considered helpful to the Pensioners will **shall** be treated as Honorary Members of this Association. **They shall not have power to vote. However, donation from them shall be accepted gracefully.**
 - Family Pensioner:** **All Family pensioners i. e. dependents of persons retired from any service/office/ department of Central Government of India, Autonomous Bodies and Government Undertakings i. e. Public Sector Units (PSUs) like**

BARC / BSNL / MTNL / FTTL / Prasar Bharati etc. and eligible for receiving family pension shall be eligible to become member of the Association.

- e) **Associate Members: All persons serving in any service/office/ department of Central Government of India, Autonomous Bodies and Government Undertakings i. e. Public Sector Units (PSUs) like BARC / BSNL / MTNL / FTTL / Prasar Bharati etc. shall be eligible to become Associate member of the Association. They shall get any possible advice / guidance. However, they may use website facilities. They shall not have power to vote. However, donation from them shall be accepted gracefully. They shall become Life Members on retirement without paying any additional subscription.**
- f) **Members from Other Associations: Members of other pensioners' associations are eligible to take membership. These Associations may be local at any place in India, Association for any area or for whole India. These Associations may be for State Government Pensioners or State Government Public Sector Undertakings or Armed Forces or Railways or Banks or private Industries. Thus any pensioner in India shall be eligible to take this membership provided he/she is member of any pensioners' Association in India. However, they may use website facilities. They shall not have power to vote. However, donation from them shall be accepted gracefully.**

15. Rate of Subscription :

- a) **Honorary Members: No Subscription, but Donation over Rs. 200.00 at the time of registration.**
 - b) **Patron Members: ₹ 500.00**
 - c) **Life Members i.e. Pensioners: ₹ 200.00**
 - d) ~~(This These rates are applicable w.e.f. 01.04.2005 approved in All India Conference Date: 06.02.2005)~~
 - e) **Family Pensioners: ₹ 200.00**
 - f) **Associate Members: ₹ 200.00**
 - g) **Members from Other Associations: ₹ 200.00 as donation.**
 - h) **In addition Registration fee of ₹ 25.00 is payable by all members except Advisers.**
 - i) **AIC shall have full powers to revise the subscription of any or all categories without any prior notice.**
- a) **Conversion Of Membership:**
- a) **Life Members already enrolled can become Patron Members of Association by paying necessary additional (difference only) fee in one lump sum.**
 - b) **Any Pensioner unable to contact any particular branch, may be enrolled by HQ or other Branches and then transferred to the nearest Branch.**
 - c) **Donations: Donations may be collected from members of the Association and from others whenever possible or necessary and for specific purpose for carrying out or to intensify the aims / interest of the Association.**
- b) **Tenure and Elections of Office Bearers: Tenure of all office bearers at all HQs and Branches shall be 2 years. This may be modified during AIC for CHQ Pune and during AGM for respective Branch. Elections for office bearers shall be held during respective AGM for branches and AIC for CHQ Pune every alternate year. Procedure for election shall be as follows. An election officer (EO) shall be nominated by the higher working**

committee after obtaining consent from the person. EO shall be given list of Office bearers to be elected. EO shall announce name of each of the posts for which election is to be held and also name of person holding that post. EO shall invite nominations from members present and also would request members to find if it is supported by any other member. If nomination is supported then he/she shall note down name for election. EO shall declare the schedule of election viz last date of submission of nomination, withdrawal, and date of election which shall be date of AIC/AGM. If more than 1 candidate is nominated election shall be held. Members shall vote normally by raising their hands. In case of 10% of members present during said meeting demand in writing for secret ballot voting shall be done by secret ballot. Counting shall be done by the EO. Decision of the EO shall be final indisputable. This procedure shall be followed for every post of office bearers separately. Members with majority of 2/3rd will have powers to bring non-confidence motion against any executive member of the branch, who is found to be involved into any unlawful activity or serious violation of constitutional provisions.

c) Duties & Responsibilities: **Duties and responsibilities of members and office bearers shall be as under:-**

- a) All India Conference: It ~~wi~~shall be the supreme deciding body. **All office bearers shall implement decisions taken by this body and all members shall be guided by the decisions.** It shall meet at least once in a year. It shall adopt:
 - i) Report prepared by General Secretary regarding activities of the Association and progress of work done in the year duly approved by the Central Working Committee.
 - ii) Annual Statements of Accounts prepared by Treasurer Report prepared by General Secretary regarding activities of the Association and progress of work done in the year duly approved by the 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 alternate year, office bearers and nominate Internal Auditor (preferably other than office bearer among the delegates present in the All India Conference.)
 - v) To take decisions on matters it may thing essential.
 - vi) Discuss any item not included in Agenda, with permission of the Chair.
- b) Central Working Committee
It ~~will~~ **shall** consist of:-
 - i) President: One
 - ii) Technical Adviser: one**
 - iii) Treasurer: One
 - iv) Vice President : Two
 - v) Assistant Treasurer: Two
 - vi) General Secretary: One
 - vii) Organising Secretary: All Secretaries at State and District Head Quarters shall be designated as Organising Secretaries for the purpose of CWC.**
 - viii) Assistant General Secretary: Two **or more** (Head Quarters and Number of these shall be decided by the **President** as per the need of an hour.
 - ix) Working Committee Members at CHQ Pune.**

- x) Other CWC Members – All Branch Secretaries ~~are~~ **shall be** ex-officio members of the CWC. ~~one~~ In addition ~~one more member for more than 999 and one more member of~~ every 1500 members (or part thereof) **of any branch shall be CWC member at the discretion of CWC. Internal Auditor at CHQ Pune shall be considered as CWC Member, for the purpose of TADA only. He shall not have voting right. , he is an office bearer.**
- c) Duties of CWC
- i) It ~~wish~~ shall do its best to implement resolutions adopted by the All India Conference and act accordingly to directions given. ~~by it.~~
 - ii) It ~~wish~~ shall control over monetary dealings of the Association and see that the Annual Report of the activities of the Association i. e. Audited Accounts / Budget are duly submitted to the All India Conference.
 - iii) **It shall control and maintain website of the Association and ensure that it is informative and gives correct information to the Members. It shall also ensure that the website is more productive and useful for carrying out surveys for various purposes as decided during various meetings.**
 - iv) It ~~wish~~ shall also see that the contents of the PP Bulletin (Editorial / all communication) issued by the Association are interesting and generally ~~conductive~~ **conducive** towards Aims and Objectives of the Association.
 - v) **It shall work as think tank with a view to improve membership of the Association and prepare notes, views, improvements, suggestions etc. and present during All India Conference for discussions and Approval. Approval shall be simple majority of members attending conference.**
 - vi) **It shall appoint internal auditor.**
- d) President (One)
- He/She ~~wish~~ shall carry general supervision over the work of the Association **and organise workshops and think tanks on policy matters which would help in better functioning of the Association. President shall have right to appoint up to Five Working Committee Members and One Assistant Secretary during his tenure. Under abnormal circumstances like demise of an Office Bearer President may appoint one office bearer of any type for a period up to He will advise the Central Working Committee for co-opting of a member in vacant post, till next AGM/AIC. These Office Bearers shall have same rights and responsibilities as other elected Office Bearers. The president shall organise think tanks and committees for modifications with a view to improve membership and working of the association towards guiding members in their pension difficulties. He/She shall put up reports thus received to CWC for detailed discussions and approval for implementation. Whenever and wherever contingency arises due to non provision to tackle certain difficulty the President shall find a solution and implement. This decision shall be discussed in next CWC and either the decision should be accepted or modified. This shall be implemented in the forthcoming AIC and final decision shall be taken for implementation in future. He/She ~~will~~ shall preside over the Meeting of the CWC and All India Conference / AGM ~~in~~ filling up any vacancy in it. He will ~~preside over the meetings of the CWC, and AIC / AGM~~ of the Association. **He shall preside over all India Conference, CWC and Emergency meetings and ensure Proper conduct of the conference and meetings in accordance****

with Constitution. He shall decide imprest amount held by General Secretary/Treasurer.

e) Vice President

He/She 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 in the meeting of the Association, the representative shall elect the President for that particular meeting only. **In absence of President, he shall preside over conference or meeting and ensure proper conduct of the meeting.**

f) General Secretary (One)

- i) He/She shall be Chief Executive Officer of the Association and he shall be in-charge of Office of the Association.
- ii) He/She shall look after the general work of the Association and / dispose of correspondence with the help of Asst. Gen. Secretaries.
- iii) He/She shall distribute office work ~~in his~~ to all **Office Bearers excluding President Assistant** and Supervise **and guide** ~~there~~ **their** work.
- iv) He/She shall call ~~the due~~ **periodical and** extra ordinary meetings of the CWC whenever necessary **in consultation with President**. Issues Notice of the All India Conference / extra ordinary general Meetings.
- v) He/She shall prepare Report of the activities of the Association including work of Organizing 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 issue notification of Annual conference or CWC meeting well before the time frame prescribed, which shall be normally 15 days in advance.**
- viii) He/She shall direct the other office bearers for attending Annual General Meetings of branches whenever required.
- ix) He/She shall prepare annual budget estimate for the Association with the help of other Office Bearers and under guidance of the President. Budget shall take in to consideration both routine and anticipated expenditure. This shall be presented to the AIC for approval. He/She shall ensure that the yearly expenditure is as per the budget.**

g) Assistant General Secretary (Two)

He/She shall help the General Secretary ~~in~~ **and work under his/her guidance.** ~~work as per his directions.~~ He/She shall record minutes of the Association's Meetings. ~~He shall assist in preparing material for PP Bulletin / maintain Records /Files / Library (magazines, Books) etc. He will work under guidance of the General Secretary in Team manner. He shall maintain the register of Assets. He will assist in maintaining register of subscription of PP Bulletin and its posting.~~ He/She shall assist in preparing material for PP Bulletin / maintain Records /Files / Library (magazines, Books) etc. ~~He shall maintain the / register of Assets. He will/ assist in maintaining register of subscription of PP Bulletin and its~~ **posting / and updating on website.**

h) Treasurer (One)

He/She shall receive all funds ~~coming~~ **accruing** to the Association, He shall maintain daily cash book, prepare monthly / **quarterly** / annual statement (**Ledger**) of accounts. He/She shall get accounts / vouchers checked by the Internal Auditor (IA) periodically. He/She ~~will~~ **shall** follow the directions given by IA ~~him~~. He/She shall get all the accounts /

statements audited by the Government Approved Auditor and submit the same along with Auditors Report to the Central Working Committee for approval and **also present the same** in All India Conference. He/She ~~wishall~~ prepare budget for next term and submit it to CWC and further to AIC and obtain its approval. He/She shall keep stock of Blank Receipt Books and maintain its register. He/She shall make ~~the~~ payments **above ₹ 1000.00** with ~~the~~ approval **from the President or General Secretary, of 1,000/-**. He/She shall retain cash **of imprest as authorised by the president**. He/She shall deposit surplus cash in the Bank Accounts opened in the Nationalised ~~Co-op.~~ Scheduled Bank. **He/She shall take help from Assistant Treasurer wherever and whenever needed. Treasurer shall be responsible individually for Keeping fixed deposit receipt and receipts of such investments made in financial institutes and renew those on due dates. All payment above ₹ 1000.00 shall be made through cheques only. Limit of ₹ 1000.00 shall be reviewed by the CWC and modified as and when it becomes necessary.**

Assistant Treasurer: (Two)

He/She shall work under directions / guidance of the Treasurer and ~~He will render his~~ assistance in performance of ~~his~~ duties. **Principal responsibility of the Assistant Treasurer shall be to maintain a Membership Register and assist in maintaining register of subscription of PP Bulletin and its posting both in a book and website. He/She shall carry out any other work assigned to him/she by the treasurer/general secretary. He will maintain a Membership Register which is his prime responsibilities. Assist in register of subscription of PP Bulletin and its posting.**

i) Organising Secretary

He/She ~~wishall~~ take up the work of ~~connecting~~ **coordination among different wings of organisation and endeavour to increase membership, strength of the Association. He/She wishall** keep liaison with Branch Associations / Members. He/She ~~will~~ **shall** make efforts to open new branches. He/She ~~wishall~~ take directions / guidance from General Secretary / President / Vice President for organisation work and submit report to the General Secretary in matters ~~attend which find a place in his report.~~ **pertaining to opening of new branches and increasing membership of the association in his/her jurisdiction. President shall give him powers to contact and discuss with Government/Semi-Government Offices for specific purpose.**

j) Internal Auditor

He/She shall carry out detailed Audit of accounts of the Association at convenient intervals and put up report to the General Secretary through Treasurer ~~will~~ well in advance for the next ~~due~~ All India Conference.

k) Government Approved Auditor

He/She ~~wishall~~ complete the audit work well in advance of the date of the next ~~due~~ All India Conference Meeting and make ~~his~~ Report, showing the outcome of the audit work and make available to the General Secretary in forms prescribed by the Charity Commissioner's Office ~~Pune~~.

17. 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.~~

17. Authority for Publicity and Public Relations: The President of All India Association or Vice President/General Secretary in absence of President will be eligible to give interviews to media. Branch President or Secretary in his absence shall be eligible to talk to media for the matters and issues related to Branch activities only. Similar powers shall be exercised while communicating with various authorities.

18. Meetings and Quorum

- a. All India Conference: All India Conference **for a particular financial year** shall be held not later than ~~30th September~~ **31st December of following calendar** next year, ~~the accounts of which had been closed.~~ Notice of the annual meeting ~~wi~~shall be issued with actual margin of not less than one month and with time margin of 14 days for the recipient members. ~~of the date fixed for the annual meeting.~~ Presence of **minimum 5100 members and representatives of minimum 10 branches** ~~wi~~shall be ~~form~~ quorum for the AIC / General Body Meeting.
- b. Extra Ordinary or Special All India Conference Meeting / AGM: ~~It~~ **Extra ordinary meeting** may be convened by the CWC if ~~it thinks that such a meeting is~~ **such a meeting is an inescapable necessity in the opinion of simple majority of the CWC members. President and General Secretary shall ascertain majority opinion of members using individual personal discussions / phone / email / letter or any other facility available to them. Time for notice and rules for conducting the same shall be framed by the president and the secretary with mutual consent and circulated to all branches along with notice for the meeting.** ~~necessary or by the General Secretary if~~ **Whenever and wherever** requisition for holding Extra Ordinary All India Conference is made in writing **by minimum 50% branches and 500 members of the Association, General Secretary shall issue notice of meeting and organise the same. Time for notice and rules for conducting the same shall be framed by the president and the secretary with mutual consent and circulated to all branches along with notice for the meeting. Presence of minimum 100 members and representatives of minimum 10 branches shall be quorum for the AIC / General Body Meeting.** ~~numbering not less than 500 and 50% of Branches. Notice of such meeting is issued with a time margin of 21 days and with time margin of 10 days at the disposal of the recipient members. Presence of 40 (forty only) members will form quorum.~~
- c. Meeting of the Central Working Committee: ~~It shall meet as often as many be necessary but~~ **CWC shall meet as often as possible. However, two meetings at least twice in a calendar year shall be held, preferably one meeting in six months. General Secretary shall issue notice of the meeting with agenda shall be issued with a time margin of 20 days at the disposal of the recipient members. Whenever CWC members at CHQ Pune find it necessary, Special Meeting of the CWC will** ~~may 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.~~ **Time for notice and rules for conducting the same shall be framed by the president and the secretary with mutual consent and circulated to all CWC members along with notice for the meeting. Presence of minimum 10 members and branch secretaries of minimum 10 branches shall be quorum for the CWC meeting.**
- d. Branch General Body Meeting and Monthly meetings: **These shall follow the same principle as AIC and CWC meetings. Any change in procedure may be adopted by a specific branch after getting a resolution to that effect in annual general body meeting and conveyed same to HQ for information.**
- e. Waiving Condition of Quorum: Notices issued for calling meetings of the A.I.C. and C.W.C. may contain specific mention of removing, condition of presence of members to form

necessary quorum. Such a notice ~~will~~ **shall** clarify as to when and where the adjourned meeting ~~will~~ **shall** be continued.

19. ELECTION OF OFFICE BEARERS **Adoption of resolution:**

Adoption of resolution ~~and election Office Bearers will~~ **shall** 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~~ **minimum 10%** members present in that meeting. If a tie arises the President ~~may~~ **shall** cast his/**her** vote. ~~His decision will be final.~~

20. Custody of Funds:

Surplus cash forming part of the property of the Association shall be deposited, in a bank **selected based on the guide lines given by appropriate authority like charity commissioner and approved by the CWC.** ~~in~~ **Bank** accounts **shall be** opened in that bank in the name of association i.e. **All India Central Government Pensioners' Association in short AICGPA.** Such an account ~~will~~ **shall** be operated by President, General Secretary and Treasurer ~~(either two)~~ **jointly with an option that any two of the account holders shall be authorised to carry out withdrawal of amount in cash or transfer through cheque / draft / any other method of transfer allowed by the bank. Depositing amount may be done jointly or by any one of them.**

21. Expenditure of Travelling for Meetings and Organisational Matters: Actual expenses for travelling **by reasonable mode of transport** incurred by office bearers **at CHQ Pune** and members of the CWC of the association for attending meetings of the association **shall be borne by the association** with due reference to the budget provisions. **Branch secretaries shall share their expenses with respective Branch and CHQ Pune.** Actual expenses for travelling **by reasonable mode of transport** shall be paid to the Organising Secretary for ~~propaganda for spreading message of the Association~~ and organisational purposes within the budget limits in the same way ~~by~~ **paid to** the General Secretary.

22. Reserve Funds of the Association: The association has ~~already got~~ Silver Jubilee Fund. **This fund shall be utilised based on directions decided by the AIC. In case of extraordinary circumstances CWC shall prepare provisional rules and utilise this fund. The decision shall be discussed in AIC for formal approval. These rules shall be provisional and shall not be quoted for any other circumstance, even if it is similar. In case of emergency President and General Secretary shall use this fund with prior consent of 30% of CWC members. However, a CWC meeting shall be organised immediately (within not more than 90 days) and approval of the CWC shall be obtained. Decision shall be taken by the CWC and it shall be responsibility of the CWC get final approval in AIC. From time to time the AIC shall fix a percentage of annual receipts at CHQ Pune and donations received by branches, for depositing money in this fund.** ~~to render assistance to needy members as per direction on the subject. So as to maintain Building, Prosecution of Defence of any legal proceedings arising out of legitimate activity, to meet unexpected expenses; it is dire need to keep reserve fund. Therefore 1% of total income shall be deposited as reserve fund, so also 1% amount received from branches. This amount may not be withdrawn without prior permission of CWC / AIC the permission may be taken to utilise the amount from the reserve fund.~~

23. Working Of The Branch Association: **Rules and procedure for working of every approved Branch and lower HQs of the association shall follow same principles as framed for CHQ Pune. If any lower HQ or branch has a doubt on any procedure the same shall be clarified by CHQ Pune. Wherever and whenever branch members find any modification is needed, Branches at monthly meetings and or annual AGM may pass such resolutions and forward**

the same to the CHQ Pune. The resolution shall be implemented if there is no query raised by the CHQ Pune within 90 days.

- a. Working Committee: The branch shall have its working committee consist consisting of President as head of the committee, Secretary as chief operating officer, Assistant Secretaries and Organising Secretaries for spreading message of the association and enrolling more members, Treasurer for maintaining accounts and keeping president and the secretary posted regularly in writing, Assistant Treasurer to assist Treasurer under the guidance from Treasurer and Branch Working Committee members as per its strength / requirement. Election of all shall be conducted as per the procedure laid down elsewhere. President shall powers to co-opt nominated members to the extent of 20% of strength of working committee of the respective branch. Nominated members shall not have voting power. A local auditor will shall be nominated by General Body Working Committee during its periodical meeting. Auditor shall who will not be a member of Working Committee its committee. The term of the office bearers will shall be decided by branch itself during AGM and resolution to that effect be forwarded to CHQ Pune.
- b. Annual General Meeting: Each branch will shall hold its annual general body meeting (AGM) every year before (well in advance) of All India Conference and elect delegates for All India Conference as mentioned in clause 8 10. At least 15 days clear notice should be given. Intimation of AGM may be given to Head Quarters well in advance so as to attend General Secretary for the AGM. Quorum will be 1/3 members. 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 nationalized bank / co-op scheduled bank and account will be operated by President Secretary Treasurer (either two). Branch will intimate well in advance to the HQ the list of office bearers. A clear 15 days notice shall be issued by the branch secretary after approval of president and Branch Working Committee under information to CHQ Pune in writing. President or General Secretary CHQ Pune may be consulted before fixing a date for AGM to find availability of representative from CHQ Pune. Norms provided for AGM shall be similar to AIC. AGM shall pass resolutions in line with the constitution, pass audited account statement and the balance sheet, confirm or reject resolutions passed during monthly meetings, pass budget for next financial year, take stock of budget for present financial year and spread message of association to attract more members to the association. Quorum for AGM shall be generally 25% of members. Whenever, quorum is inadequate meeting shall be adjourned for not more than 30 minutes and re-conducted with whatever the present strength of members.
- c. Branch Account in a Bank: Every branch shall operate a savings bank account in nationalised bank. State Bank of India shall be given preference. Suggested name for Bank S/B Account is AICGPA Name of Branch (e. g. AICGPA Pune Branch). Branch Secretary may keep a small amount as cash to meet emergencies. This amount may be decided in AGM of the Branch and resolution passed shall be intimated to CHQ Pune.
- d. Financial Management: A cashbook and ledger shall be maintained at CHQ Pune and at branches and Lower HQs for day to day transactions and monthly summery shall be prepared by the cashier for verification by General Secretary at CHQ Pune and Secretary at Branch/Lower HQs. Annual Statement of Accounts shall be voted in AIC/AGM.

- e. Duties Of Branch Secretary: The secretary of the branch association ~~will~~ **shall** be responsible for collection of subscription and donations from members of his branch and maintenance of accounts of collection with the help of Treasurer. **Branch Secretary shall meet all day to day expenses from the collection and maintain statement of account on weekly basis. Treasurer shall assist Branch Secretary in preparing and maintaining accounts. Statement of account shall be submitted to CHQ Pune every quarter, within 1 month of completion of respective quarter. Account shall accompany with deposit information of funds against CHQ bank account. This percentage of amount to be deposited shall be as per resolution passed in the preceding AIC or 40% of membership fee and 2% of general donations, whichever is more. For other type of donations resolution shall be passed in AIC. Deposits in CHQ Pune A/C shall be as per the resolution. No secretary or Treasurer shall keep cash in hand more than the limit fixed in AIC/AGM as the case may be. ~~He may meet necessary expenses of his branch from time to time. He will send to HQ, statements of account periodically at least by quarter along with quota (40% of HQ) and 1% of donation as a token. The accounts statement will show details of balances held by the branch. Branch Secretary shall not have retain cash on hand more than Rs. 500/- ordinarily. Surplus cash shall be credited in accounts opened in banks on behalf of branch.~~**
- f. 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~~ **shall** be shown by it inclusive of its investments. Such balance ~~will~~ **shall** be brought forward by the branch association from month to month, which ultimately ~~will~~ **shall** be the property of ~~this~~ **the CHQ of the association in general** in case the branch association becomes defunct or is closed down.
- g. Use Of Receipt Books Supplied By The HQ Pune: Branch association shall use only the receipt books supplied to it by the CHQ Pune for any collection made by it as subscriptions and donations. The purpose and of disposal of such collection ~~will~~ **shall** be intimated by the branch associations to the CHQ Pune. Such collections ~~will~~ **shall** be classified by the branch association separately in its monthly statement of accounts. In the receipt issued for such collection the specific purpose for which special donation is collected ~~will~~ **shall** be noted for information of the donor. The branch association ~~will~~ **shall** have to give generally prior intimation to the CHQ Pune of its move for such extra collection to be made for its own purpose. 1% of such donations shall be sent to CHQ Pune as token for Reserve Fund. The branch association shall collect also donations for specific purposes for the CHQ Pune ~~is duty~~ **whenever and wherever requested for the same.**
- h. Delivery Of Bulletin To Members / Forwarding Of Communication: Branch secretary ~~will~~ **shall** arrange distribution of copies of Pensioners' progress bulletin sent to ~~him~~ **branch** by the **CHQ Pune**, directly to the members of ~~his~~ **respective** branch. He/~~She~~ **will** **shall** forward to the **CHQ Pune** any communication concerning the affairs of the association if presented by any members of his branch.
- i. Meetings And Resolutions: The branch secretary ~~will~~ **shall** send a report of AGM held by the branch to the CHQ Pune and forward two copies of resolutions adopted in the meetings.
- j. Registration Of Members: The Branch Secretary ~~will~~ **shall** maintain a register of members of his branch showing: Name and full address and phone no. of the member, Serial number of the membership assigned by the HQ, Pune, 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, Reason for which the membership is ceased in case the entry is

- deleted. 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, Pune. **It is responsibility of the branch secretary to register all members on association's website. Expenditure incurred for this purpose shall be borne by the branch. For this purpose branch may charge registration fee up to a limit voted in AIC or branch AGM. As far as possible a needy student may be hired for this purpose. It will serve both purposes i. e. social work to help a student (or students) and registration of members.**
24. Membership: **Following are eligible for membership of the association:**
- Members: Pensioners retired from central government department, autonomous bodies, PSUs and their respective family pensioners.** ~~The Central Govt. Pensioner and family pensioner, Retd. Employees of PSU (like BARC, MTNL, BSNL, FTTH, Prasar Bharati, seeking admission as a member of the association to fill in and sign the prescribed form of application for membership available with the branch secretary and pay necessary subscription along with it. Application shall be sent to HQ.~~
 - Associate Members: Pensioner other than mentioned in para 24 (a) above may become associate member with firm understanding that association shall not guide him/her in his/her difficulties regarding pension and other matters. However, such members are authorised to use website services provided by the association.**
25. Discipline: ~~The Central Working Committee will~~ **shall** have authority to refuse admission without assigning any reason to any pensioner who applies for membership. ~~as a member of this association to any applying Central Government Pensioner and Pension Holder / Retd. PSU Employee.~~
26. Discontinuance (Expel) Of Membership Breach Of Discipline: ~~The Central Working Committee will~~ **shall** have authority to discontinue the membership of any member of this association if the member is found behaving against interest of association. **A show cause shall be issued by CWC before taking decision on discontinuation of membership.**
27. Amendments To The Constitution Authority Vested To All India Conference: ~~Amendments to these rules and regulations can be made only after adoption of them~~ **appropriate resolution is passed** by All India Conference ~~members present to that meeting. It shall be carried out with approval of Competent Income Tax Authority (i.e. Commissioner of Income Tax, Pune).~~ "Proposed Amendments ~~will~~ **shall** be notified two months in advance to All Branches Secretaries along with the notice of the meeting of All India Conference. The text of the amendments proposed ~~will~~ **shall** form part of agenda of that meeting." **Amended copy of constitution shall be sent to registering authority.**
28. Dissolution of Association: ~~Dissolution of the Association shall be in accordance with the provision contained in the Section No. 5, 13 and 14 of Societies Registration Act 1860 of the Government of Maharashtra. M. A. Karlekar S. V. Ingale (General Secretary) (President).~~ Provision to the effect that in the event of dissolution the surplus asset / funds of the institution as would remain after discharging all liabilities, shall be transferred to any other public Charitable Institution having similar objectives 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. **This provision shall be irrevocable.**
29. Provision to the effect that the Trust is irrevocable.
29. Date Of Effect Of The Revised Rules & Regulations: ~~The previous rules and regulations were brought into effect from corrected 24.6.1981. Further rules and regulations revised have been~~

~~up to the end of 14.12.1986. Further rules and regulations of delegate system were brought into effect from 1st of January, 2001. The proposed revision in rules of change of address / eligibility of Membership / CWC Membership will shall come in effect from 26.10.2005. Rule NO. 51 to 56 regarding representative work have been deleted as no longer required, so also Rule 9, 13, 14, 27, 35-37, 44, 45. The previous rules and regulations stand modified. Clause 46, 47 and 48 added w.e.f. 13.10.2006. This revised constitution shall come in to effect from~~ **and shall supersede all previous provisions.**