

RULES AND REGULATIONS

I. OFFICIAL YEAR

The official year shall be the financial year i.e., from 1st April to 31st March.

II. MEMBERSHIP

(a) There shall be two types of members :

(1) REGULAR

Central Government employees and employees of Delhi Administration, shall qualify for 'Regular' membership of an Association in receipt of the grants-in-aid from the Department of Personnel & Training, subject to fulfilment of conditions as laid down in para (b) to (g) below.

(2) ASSOCIATE

Employees of the following offices shall, however, be eligible for enrolment as 'Associate' member only :-

- (i) Attached and Subordinate offices of the Railway Board.
- (ii) Subordinate offices of the Director general, Posts and Telegraphs
- (iii) Retired Central Government servants
- (iv) Members of the Armed Forces and other Armed forces of the Union

(b) There should be a drive to maximise membership. For this purpose, as many persons, who fulfill the eligibility conditions for membership are to be so enrolled on the payment of the fee prescribed by the General Body of the Association. No person, who is eligible to become a member and who is willing to pay the prescribed fee, shall be denied membership.

(c) The following 'Regular' members will be eligible to seek office in the Managing/Executive Committee:

- (i) Who are allottees of the Government Quarters in the area and are residing there;

- (ii) Who are residing in the colony on sharing basis after obtaining official approval; and
 - (iii) Husband/wife, sons and daughters of a Government servant, who are also Central Government employees and residing in the same flat, provided no other regular member from the same house is/are contesting for any office in the Managing/Executive Committee.
- (d) Associate member as mentioned in 2(1) to (iv) above who are allottees and residing in the area or are residing on sharing basis after obtaining official approval shall not be eligible to seek office in the Managing /Executive Committee, though they shall have the right to vote in elections.
- (e) While enrolling as member or renewing membership, the Association has to satisfy itself that the individual who is being enrolled falls in any of the categories mentioned above. The sample of this is at **Annexure-I**
- (f) In case, any Central Government employee, eligible to become a member of the Association of the area where he resides, faces any difficulty in becoming the member of the Association, he/she can submit an application direct to the Area Welfare Officer for necessary action who will settle the matter, if necessary, in consultation with the Chief Welfare Officer, Department of Personnel & Training.

NOTE: Membership shall not be open to the employees of the private shops/companies, Banks, Autonomous Bodies, Public Sector Undertakings, New Delhi Municipal Committee, Municipal Corporation of Delhi and Bodies created by or under any specific Act of Parliament.

III ADMISSION FEE & SUBSCRIPTION

- (a) Every person admitted as member shall have to pay an admission fee at the time of enrolment and also subscription (monthly/quarterly/annually) as laid down by the Association in their Constitution, in advance. Proper receipts will be issued to the members in token of having received the enrolment fee and the subscription. The signatures of the members shall be obtained

on the office copy/counterfoil of the receipt book in token of his having received the receipt. The membership shall cease automatically if the same is not renewed within one month of the beginning of the next official year. In such cases, membership can be revived only after payment of all arrears on account of subscription or other dues outstanding against the member, plus a nominal fine as may be prescribed by the Managing Committee.

(b) The Managing Committee shall have the right to raise funds as and when necessary and charge additional subscription from members for any individual games, events, activity or function of the Association.

IV. MANAGEMENT

(a) the affairs of the Association shall be managed by a Managing Committee consisting of the following office-bearers :-

(i)	President	-	(One post)
(ii)	Vice-President	-	(One post)
(iii)	Secretary	-	(One post)
(iv)	Joint Secretary	-	(One Post)
(v)	Treasurer	-	(One Post)
(vi)	Convenor (Civic amenities & Health Services)	-	(One Post)
(vii)	Convenor (Sports & Cultural Activities)	-	(One Post)
(viii)	Convenor (Environment & Consumer Rights and Security)	-	(One Post)
(ix)	Members	-	(Two Posts)

(b) All the above members of the Managing Committee will be elected simultaneously

(c) The office-bearers and members of the Managing Committee shall hold office for two years. However, they shall continue until fresh elections are held and results declared by the 30th of April, of that year whichever is earlier.

Note: Those persons who are due to retire within this period would not be eligible to contest the election.

- (d) No office-bearers i.e., President, Vice-President, Secretary and Treasurer shall hold any of these office for more than two terms continuously (Block years) i.e., for a period of 4(four) years. He/She may continue in the Managing Committee in any other capacity. A member of the Managing Committee may, however, seek office after a lapse of one term(two years) to any of the above mentioned FOUR posts. The contestants for Treasurer post should preferably have the knowledge of accounting procedure.
- (e) The committee shall meet once a month. A notice of 3 (three) days shall be necessary to call an ordinary meeting whereas no notice shall be necessary for an emergent meeting.
- (f) The quorum for ordinary meetings of the Managing Committee shall be 1/3rd of the total membership thereof whereas no quorum shall be necessary for an emergent meeting. Any member who does not attend three meetings of the Managing Committee consecutively without permission (from the President or the Vice-President in the case of President himself) shall be removed from the Managing Committee and would be informed in writing. Such action of the Managing Committee would be got ratified by the General Body.
- (g) Every member present and voting in the Managing Committee shall have one vote provided in the case of equal division of votes, the President shall have casting vote.
- (h) The committee shall be responsible for the day-to-day management of the affairs of the Association and shall have the power to incur expenditure within the funds available with the Association for conducting the activities of the Association. It shall not go in debts or take loans for conducting its activities.
- (i) The Managing Committee shall, at the appropriate time, in consultation with and after the approval of the Area Welfare Officer, appoint a RETURNING OFFICER from among the members of the Association for holding the annual elections, provided that such member shall not himself be taking part or contesting in the said elections. (in case of absence of a consensus between the Managing Committee and the Area Welfare Officer about the appointment of a Returning Officer the matter will be referred to the Chief Welfare Officer, Department of Personnel & Training whose decision in this regard will be final)

Only regular member would be eligible for such appointment. No such person who held an executive post in the last Managing Committee will be eligible to be appointed as Returning Officer. The Area Welfare Officer will intimate the Chief Welfare Officer about the appointment of Returning Officer in time, giving his complete official and residential address and Telephone No. if any before the elections are notified.

- (j) The committee shall have the right to accept or reject the resignation(s) of office bearers/members and to make appointment to fill vacancies caused either due to resignation or any other reasons, as under :-
- (i) From amongst the elected Member of the Managing Committee to fill the vacancies of officer bearers.
 - (ii) From amongst the 'regular' members of the Association to fill the vacancies of Members of Managing Committee. The Managing Committee can fill the vacancies for the remaining part of the term thereof subject to the condition that the total vacancies (to be filled) do not exceed or constitute 2/3rd of the total posts of the Managing Committee during the Block year.

A report on filling up of vacancies etc. shall be sent to Area Welfare Officer/ Chief Welfare Officer and required to be presented for ratification in the next meeting of the General Body which should be held within two months. The decision of the General Body shall be intimated to the Chief Welfare Officer, Department of Personnel & Training.

- (k) All office-bearers shall function and act under the control of the Managing Committee. The Committee shall have the power to set up ad-hoc Committee or sub-Committee and to delegate powers to them as deemed necessary. The committee shall have the right to co-opt residents of the area (Regular or Associate Members) for such specific purpose or purposes, as it may deem fit.
- (l) Any office-bearers/Member of the Managing Committee if directly/indirectly involved in political activity, may be removed from the Managing Committee by Chief Welfare Officer, Department of Personnel & Training, after he is satisfied about such act of the office

bearer/member. The Chief Welfare Officer may also recommend to the Administrative Ministry/Department/Office of the concerned office bearer/Member for taking suitable disciplinary action under the CCS(Conduct) Rules, 1964.

- (m) The Chief Welfare Officer, Department of Personnel & Training will also have power to dissolve a Managing Committee and set up an ad-hoc Committee to run the affairs of the Association or/and order mid-term election if :-
 - (i) On the basis of the reports he is satisfied that the work of the Association is not being conducted in accordance with the objectives laid down in the Constitution; or
 - (ii) Two thirds of the members (including office bearers) of the Managing Committee resign/leave office due to any other reason.

The mid term election for the remaining part of the term would be conducted by following the complete procedure of the election as laid down in this Constitution.

V. DUTIES, POWERS AND RESPONSIBILITIES OF OFFICE BEARERS OF THE COMMITTEE :

- (a) individual office-bearer, who receive the grants-in-aid from the Departments of Personnel & Training (Welfare Section) shall be responsible for submission of the approved annual accounts etc. for the previous financial year to the Department of Personnel & Training

(b) PRESIDENT:

He shall preside over the meetings of the General Body/Managing Committee and exercise general supervision over the activities of the Association. He may dispose of such important and urgent matter which for want of time cannot be put up to the Managing Committee and report the same in the next meeting of the Managing committee. He may also authorise expenditure up to Rs.350/- expenditure so incurred should be got approved by the Managing Committee at its next meeting. He would be treated as 'Head' of the Association. In the event of resignation by any office bearer/member the President shall arrange to convene a meeting of the Managing Committee within a week of receipt of resignation in which Area Welfare Officer will also be invited.

(c) **VICE-PRESIDENT**

He shall carry out such duties as may be assigned to him from time to time by the President. In the absence of the President, he shall assume the duties and powers of the President.

(d) **SECRETARY**

He shall (i) maintain a register containing the names and addresses of the members of the Association, (ii) issue notice of the meetings in consultation with the President and record the minutes of the meetings, (iii) be responsible to the Managing Committee for all activities of the Association and will conduct correspondence on behalf of the Association, (iv) have authority to incur expenditure not exceeding Rs. 150/- in anticipation of formal sanction, such expenditure being reported to the Managing Committee for approval at its next meeting, (v) submit a report on the working of Association for the preceding year at the Annual General meeting and (vi) execute contracts on behalf of the Association as and when authorised to do so by the Managing Committee, (vii) keep all the records (excluding cash and accounts) of the correspondence with him.

(e) **JOINT SECRETARY**

He shall carry out such duties as may be assigned to him from time to time by the President/Secretary. In the absence of the Secretary, he shall assume the duties and powers of the Secretary and shall be responsible to submit a quarterly report of activities to the Under Secretary (Welfare), Department of Personnel & training and annual report and audited annual accounts within 60 days of the close of the financial year.

(f) **TREASURER**

He shall (i) be responsible for making all collections and receive cash and give receipts thereof on behalf of the Association and be responsible for the proper maintenance of Association Accounts, (ii) keep regular accounts of money received and disbursed and be responsible for the proper maintenance of the accounts book and other Registers of the Association and for this purpose, he shall post all the receipts of income & expenditure regularly in the Cash Book and put it up for information of the Managing Committee in its

next meeting. (iii) work as Financial Adviser to the President/ Secretary of the Association. (iv) keep cash in hand up to Rs.100/- only and to deposit excess funds, if any, in the Bank (v) prepare an annual statement of accounts at the end of the financial year and after approval of the Managing Committee, submit it to the Annual General Body meeting, duly audited (along with the Auditor's report and replies thereto, if any).

(g) **CONVENOR**

The Convenor shall look after the work relating to the filed of his assignment in consultation with President/Secretary

VI. **AUDITOR**

He shall be appointed by the Managing Committee before the end of March every year for audit of accounts of that financial year from amongst the regular members of the Association (other than a sitting member of the Managing/ Executive Committee). He shall audit the accounts of the Association and obtain clarifications in this regard, if necessary, from the office-bearers of the Managing Committee. He shall suitably endorse his report on the Annual statement of the accounts and on the list of assets of the Association etc.

VII. **PATRON**

The Area Welfare Officer, nominated for the area shall be the ex-officio patron of the Association. He shall be invited by the Association to attend all the meetings of the Managing Committee/General Body as a 'Special Invitee' where his role will be that of a 'Passive Observer'. He will tender advice on matters raised in such meetings when called upon to do so and not interfere with the normal proceedings.

He shall be required to periodically review the Annual Action Plan of the Association and tender necessary advice to the Association on shortfalls, if any. Any

special observation/Report on the Action Plan should be forwarded to the Chief Welfare Officer, Department of Personnel & Training.

It shall be duty of the Area Welfare Officer, as a Patron of the Association, to keep a special watch on enrolment or renewal of membership of the Association, particularly in the month of March every year. He shall ensure that every genuine allottee willing to become a member is enrolled as a member of the Association. In case of any difficulty faced by the residents, the Area Welfare Officer can entertain applications direct as provided in para 11(g) above

VIII. GENERAL BODY

- (a) The General Body shall consist of all members of the Association and the final authority of the Association shall vest in it.
- (b) The rights and privileges of the General body shall be:-
 - (i) To elect the Managing Committee, including office-bearers and members latest by the end of April in every block of two years;
 - (ii) To remove any office-bearer/member of the Managing/Executive Committee/member of the Association
 - (iii) To adopt the Model Constitution, framed by the Department of Personnel & Training (as amended from time to time) .
 - (iv) To pass the accounts of the previous year and consider the Auditor's report and Annual report.
 - (v) To approve the programmes of activities of the Association for the ensuing year.
 - (vi) To consider and decide about the winding up of the Association and disposal of its assets and liabilities in consultation with the Department of Personnel & Training
 - (vii) To discuss any other item with then permission of the Chair.

A. ORDINARY MEETING OF THE GENERAL BODY

- (1) The quorum for the General Body meeting shall be 1/5th of the total number of members on roll.
- (2) A notice of at least 14 days shall be given in writing for convening an ordinary meeting of the General Body.
- (3) A meeting for want of quorum may be adjourned by the President/Presiding Officer and no quorum shall be necessary for such an adjourned meeting when reconvened.
- (4) Meeting of the General Body of the Association shall be held at least once every year within a period of two months of the completion of the financial year i.e. before the 31st of May. Annual Report, Annual Accounts for the previous financial year and general plan/programmes for the next financial year would be approved/decided in these meetings.
- (5) A special meeting of the General Body may be held either at the instance of the President of the Association or on a requisition signed by at least 1/5th of the total number of members to discuss specific matters to be stated in writing. The quorum for such meetings shall be at least 1/5th of the total number of members on rolls of the Association present in person. In case, the Area Welfare Officer is satisfied about the need for calling a General Body meeting and if such meeting is delayed for any reason, he may with the approval of Chief Welfare Officer, Department of Personnel and Training advise the President to convene a general Body meeting for the purpose.

B. EXTRAORDINARY MEETING OF THE GENERAL BODY

- (1) Matters pertaining to the removal of office-bearers including members and/or the removal of any members of the Association and appeals against the decisions of Managing Committee shall require 2/3rd majority of the members present and voting. The quorum for such meetings shall be 1/3rd of the total members on roll.
- (2) A 'NO CONFIDENCE MOTION' against the Managing Committee shall be considered only if at least 1/3rd of the total members on roll put such a motion in writing and a meeting is convened specifically to consider it. The quorum for such General Body meetings shall be 1/3rd of the total members on roll and decision will be valid if the 2/3rd majority of the members present and voting in that meeting vote in favour of such a decision. In such a

Elections shall be conducted by the Returning Officer who will be appointed in accordance with para IV (i). The Area Welfare Officer concerned would also act as OBSERVER at that time. The Returning Officer would be given copies of voters' list (clearly indicating the voter number) on his appointment along with necessary material i.e., stationery/blank nomination forms, requisite Funds etc. for carrying out activities connected with the conducting of the elections. The Returning Officer would be given full assistance and co-operation by the Managing Committee/Members for smooth conduct of the elections. Every member present and voting shall have one vote.

IX. ELECTIONS

- Elections shall be conducted by the Returning Officer who will be appointed in accordance with para IV (i). The Area Welfare Officer concerned would also act as OBSERVER at that time. The Returning Officer would be given copies of voters' list (clearly indicating the voter number) on his appointment along with necessary material i.e., stationery/blank nomination forms, requisite Funds etc. for carrying out activities connected with the conducting of the elections. The Returning Officer would be given full assistance and co-operation by the Managing Committee/Members for smooth conduct of the elections. Every member present and voting shall have one vote.
- The list of Regular and Associate members as on 31st March should be displayed within a week from 1st April and finalised after 7 clear days of such display/notification by that time. The Returning Officer would be given copies of voters' list (clearly indicating the voter number) on his appointment along with necessary material i.e., stationery/blank nomination forms, requisite Funds etc. for carrying out activities connected with the conducting of the elections. The Returning Officer would be given full assistance and co-operation by the Managing Committee/Members for smooth conduct of the elections. Every member present and voting shall have one vote.
 - All Office Bearers and Members of the Managing/Executive Committee shall be elected in the General Elections to be held by secret ballots. The date of elections, which should be on or before 30th April, shall be decided by the Managing Committee. The terms of the elected Office-Bearers and Members shall be TWO YEARS (BLOCK OF TWO FINANCIAL YEARS). The Managing Committee shall cease to exist on the 1st May of the

IX. ELECTIONS
year when the elections are due or till the new Committee is declared elected whichever is earlier.

- Members (including Associate Members) whose subscription and other dues are not in arrears up to 31st of March of the year preceding the election year, shall be eligible to vote. Thus, only eligible residents who become member/associate member of the Association by 31st March of a year shall be eligible to vote and/or contest elections, as the case may be during the next financial year.
- All Office Bearers and Members of the Managing/Executive Committee shall be elected in the year when elections are due or till the new Committee is declared elected whichever is earlier.
- Every member present and voting shall have one vote.
- Voting shall be by SECRET BALLOT.
- Elections shall be conducted by the Returning Officer who will be appointed in accordance with para IV (i). The Area Welfare Officer concerned would also act as OBSERVER at that time. The Returning Officer would be given copies of voters' list (clearly indicating the voter number) on his appointment along with necessary material i.e., stationery/blank nomination forms, requisite Funds etc. for carrying out activities connected with the conducting of the elections. The Returning Officer would be given full assistance and co-operation by the Managing Committee/Members for smooth conduct of the elections. Every member present and voting shall have one vote.

IX. ELECTIONS
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- The list of Regular and Associate members as on 31st March should be displayed within a week from 1st April and finalised after 7 clear days of such display/notification by that time. The Returning Officer would be given copies of voters' list (clearly indicating the voter number) on his appointment along with necessary material i.e., stationery/blank nomination forms, requisite Funds etc. for carrying out activities connected with the conducting of the elections. The Returning Officer would be given full assistance and co-operation by the Managing Committee/Members for smooth conduct of the elections. Every member present and voting shall have one vote.
- All Office Bearers and Members of the Managing/Executive Committee shall be elected in the year when elections are due or till the new Committee is declared elected whichever is earlier.
- Every member present and voting shall have one vote.

Nomination forms, duly proposed, seconded and accepted by the contestant member for a particular office, shall be received by the Returning Officer by a certain date and time fixed by the Managing Committee which should be at least 7 clear days before the date fixed for the meeting of the General Body/holding of the elections, as per the programme at Annexure-II. No person can hold more than one office at a time of two blocks and, therefore, will be eligible to contest only for one office.

- (g) An elector shall be entitled to propose or second only one nomination paper. In case he/she has proposed one nomination paper and also seconded another nomination paper, in that case both the nominations would be invalid.
- (h) No elector shall propose or second a nomination paper for an office for which he himself is a candidate. If an elector has already proposed or seconded a nomination paper for an office, his own subsequent nomination for such an office will be inoperative.
- (i) All the members of the Association, who are eligible to vote in the elections to elect the office-bearers/Members of the Managing/Executive Committee, will be informed through wide publicity of the programme of election, as noted at (f) above, well in time in writing. While intimating them, they should be advised to bring their Identity Cards and allotment letters/electricity bills in their name and any other valid documents with them to substantiate the validity of their membership at the time the elections are held.
- (j) In case of any dispute arising in the matter of Election process or Election Results, the Area Welfare Officer being an observer will submit a report to the Chief Welfare Officer in the Department of Personnel & Training for a decision, whose decision shall be binding upon the Association. Provided that after the declaration of the Election Results of an Association, if the Chief Welfare Officer is satisfied on the basis of the report of Area Welfare Officer/evidence brought to his notice that the elections have not been held in a fair manner or that mal-practices were resorted to by an individual(s), he may cancel the election and appoint an adhoc Committee of members and an independent Returning Officer in consultation with the Area Welfare Officer for holding fresh election. The adhoc body will discharge the functions of the Managing Committee till fresh elections are held.
- (k) Persons aggrieved with the decision of the Chief Welfare Officer may appeal to the Joint Secretary in charge of the staff Welfare in the Ministry of Personnel, Public Grievances and Pensions for setting aside or revision or to modify the decision/decisions of the Chief

Welfare Officer. The decision of such Joint Secretary shall bind all concerned finally and conclusively.

X. SOURCE OF INCOME

The source of income of the Association shall be :-

- (i) subscriptions and fees as laid down in the Constitution and/or funds raised from time to time on specified counts.
- (ii) Grants-in-aid from the Government.
- (iii) Donations from Government(s) or Official Bodies.

NOTE: Chowkidar fund shall not be taken into consideration for any purpose by the Government.

XI. WITHDRAWALS FROM THE BANK

- (i) these shall be authorised by the Joint signatures of the Treasurer and either the President or the Secretary.
- (ii) The outgoing Managing Committee will not make any withdrawal from the Bank Account after the date of election.

XII. SUITS BY AND AGAINST THE ASSOCIATION

The Association may sue or be sued in the name of the President or the Secretary.

XIII. The Association shall not joint/federate with any other Association(s)/Federation(s) without the prior approval of the Department of Personnel & Training.

XIV. HANDING OVER OF CHARGE

The Secretary of the outgoing Managing Committee will be responsible for handing over the charge to the Secretary of newly elected Managing Committee within 15 days of the date on which results of the elections are declared by the Returning Officer. It shall be the duty of the Secretary of the outgoing Managing Committee to ensure that all documents, Registers relating to Accounts including Pass-Book, Cheque Book and other papers are handed over to the Treasurer

of the newly elected Managing Committee whereas all other documents, Registers, appears and other assets/equipment/articles will be handed over to the Secretary of the newly elected Managing Committee. The Secretary of the newly elected Managing Committee shall inform the Area Welfare Officer about the position regarding handing over/taking over of the charge including matters relating to the Accounts within 7 days of the date on which charge has been/should have been handed over. If the post of the Secretary is vacant for any reason, another office-bearer, shall be nominated by the Managing Committee who shall be responsible for handing over the charge to the Secretary of the newly elected Managing Committee within 15 days of the declaration of the results. In case, the Secretary/Treasurer/Other Office-bearer nominated by the Managing Committee as mentioned above of the outgoing Managing Committee fails/refuses to hand over complete charge to the Secretary/Treasurer/Other Office-bearer of the newly elected Managing Committee within the due date, his conduct shall be viewed as 'Unbecoming of a Government Servant' thereby, attracting provisions of the Central Civil Services (Conduct) Rules, 1964 and rendering him liable to appropriate disciplinary action. The Area Welfare Officer will send a report to the Chief Welfare Officer, Department of Personnel & Training in this regard within one month of the completion of election.

Such office bearers who fail/refuses to hand over the complete charge to the succeeding office bearers within a period of one month of the date of election, shall be debarred from holding the post of any office-bearer in any Resident Welfare Association.

XV.DISOLUTION

- (a) Any number not less than $\frac{3}{5}^{\text{th}}$ of the members of the Association may determine that it shall be dissolved, and thereupon it shall be dissolved forthwith, or at the time then agreed upon, and all necessary steps shall be taken for the disposal and settlement of the property of the Association, its claims and liabilities in consultation with the Department of personnel & Training.
- (b) If upon the dissolution of the Association there shall remain, after the satisfaction of all the debts and liabilities and any property whatsoever, the same shall not be paid to or

distributed among the members of the Association but shall be given to some other Association/Body/Authority to be determined by the Department of Personnel & Training.

XVI. INTERPRETATION

Any point relating to interpretation of the provisions of the Model Constitution or any other dispute pertaining to the functioning of the Association, relief on which has not been provided elsewhere in the Constitution, shall be referred to the Chief Welfare Officer, Department of Personnel & Training whose decision in this regard will be binding on all the parties.
