

**ALL INDIA**  
**BHARAT SANCHAR NIGAM LIMITED**  
**EXECUTIVES' ASSOCIATION**

**NEW DELHI**



**(REGISTERED UNDER THE SOCIETIES  
REGISTRATION ACT XXI OF 1860)**

**MEMORANDUM**

**&**

**RULES AND REGULATIONS  
(CONSTITUTION)**

# MEMORANDUM

1. **Name:** - The Association shall be called as "ALL INDIA BHARAT SANCHAR NIGAM LTD EXECUTIVES' ASSOCIATION".

2. **Registered Office:** - The Registered Office of the above Association shall be situated at New Delhi and at present is at the following address:

**FLAT NO.: CH.17-2-15, 1<sup>st</sup> FLOOR, CHEMMERY STAFF QUARTERS, ATUL GROVE ROAD, NEW DELHI -110001**

2. (a) **Area of operation:**-All over India.

3. **Aims and objects:** - The objects of the Association shall be:-

(a) to create "spirit de corps" among the members.

(b) to publish a journal, dealing with issues connected with development of telecommunications as well as various activities of the Association.

(c) to convene meeting at different centers from time to time for the exchange of views on development of tele-communications and other matters of interests for the customers and members.

(d) to promote service interests of its members.

(e) to organise activities of social and cultural nature for the benefits to its members, and

(f) to deal with such other activities as shall be decided from time to time

4. **Movable and immovable properties:-**

All the incomes, earnings, movable and or/ immovable properties of the Association shall be solely utilised and applied towards the promotion of its aims and objects only as set- forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or in any manner, whatsoever, to the present or past members of the Association or to any person or persons claiming through any one or more of the present or the past members. No members of the Association shall have any personal claim on any movable and/ or immovable properties of the Association, by virtue of his membership.

5. **Governing Body:-**

The names, addresses and occupation and designation of the present members of the Governing Body to whom the management is entrusted, are as follows:-

S. No.	FULL NAME IN CAPITAL LETTERS	DESIGNATION	OCUUPATION	ADDRESS
1	P. VENUGOPAL	PRESIDENT	SERVICE	49, MGR NAGAR SEELANAICKENPATTY SALEM-636201, Tamilnadu
2	MANAS K. ROY	VICE PRESIDENT-I	SERVICE	17, B.P. MITRA ROAD, (ALAMBAZAR) KOLKATA-35(FLAT-8) PIN-700035
3	Smt. Baby Rani	VICE PRESIDENT-II	SERVICE	37/966A, Aathira, Fathima Church Road, Elamkulam, Kochi-682020 (Kerla)
4	PRAHLAD RAI	GENERAL SECRETARY	SERVICE	122/85, Agarwal Farm, Mansarovar, Jaipur-302020
5	B. Ravindranath	FINANCIAL SECRETARY	SERVICE	97/4,Rajeev Nagar, Hubli, PIN -580031
6	P. C. JOSHI	ASST.FINANCIAL SECRETARY	SERVICE	56, D.D.A, JANTA FLATS LADO SARAI, NEW DELHI -110 030
7	BHAGWAN SINGH	ASST. G S (HQ)	SERVICE	Plot No. 65, Shilp Colony, Jhotwara, Jaipur-302012
8	R. B. ATHANI	ASST. G S (ENGG)	SERVICE	Sanman Colony, Gokul Road, Hubli-580030
9	G. R. SHARMA	ASST. G S (FIN.)	SERVICE	Flat No. 4-G, Pocket A-2, Mayur Vihar, Phase-III, Delhi-110096
10	PRADEEP GOYAL	ASST. G S (CIVIL/ELEC/ARC.)	SERVICE	B-15, Narayab Nagar, Near Post Office, Fizabad Road, Lucknow-226016
11	K.P. NAIR	ASST. G S (PS/CSS/OTHERS)	SERVICE	B-1/601, INDRAPRASTHA SANKUL BEHIND GOLDEN PARK PHASE II, BETURKAR PADA, KALYAN WEST, PIN-421301
12	Devesh Sharma	ORG.SECRETARY (NORTH)	SERVICE	'Arunayan', Opp. Ayyappa Mandir, Main Jaipur Road, Alwar (Raj.) 301001
13	Amit Kumar Gupta	ORG.SECRETARY (EAST)	SERVICE	1/4 RAJENDRA BANERJEE ROAD, BEHALA, KOLKATA-700 034
14	C. M. SASTE	ORG.SECRETARY (WEST)	SERVICE	S.No. 3/ 2, Plot No. 7, Manodaya Colocny, Karvenagar, Pune-411052
15	B. S. REDDY	ORG.SECRETARY (SOUTH)	SERVICE	FLAT NO. 50208, PINE BLOCK, INDU FORTUNE FIELDS GARDENIA, PHASE 13, KPHB, HYDERABAD-500 072

16	-	<b>AUDITOR (NOMINATED)</b>	-	-
<u>LIST OF ADVISERS</u>				
1	V. Keshava Rao	<b>Advisor – I</b>	<b>SERVICE</b>	403, Garuda Apartment, Road No.1, Bharti Nagar, Ring Road, Vijayawada-520008
2	KARAN SINGH	<b>Advisor – II</b>	<b>SERVICE</b>	538 Rani Sati Nagar, Ajmer Road, Jaipur-302019
3	Shri Parvez Khan	<b>Advisor – III</b>	<b>SERVICE</b>	House No. 6 1st Floor, Behind Indira Bhawan, Idgah Hills, Bhopal-462001(MP)
4	Shri A. G. Joshi	<b>Advisor – IV</b>	<b>SERVICE</b>	S. No. 154, Plot No.16, Shivsai Shahunagar, Godoli Satara-415002
5	Shri M M Kanani	<b>Advisor – V</b>	<b>SERVICE</b>	Manmohan Market, Grain Market, Ranjit Road, Jamnagar, Gujarat
6	V. K. Param Asivam	<b>Advisor – VI</b>	<b>SERVICE</b>	1/191-7, MEENAKSHI AMMAN NAGAR, NEAR SURYA NAGAR MADURAI - 625007 TAMILNADU STATE
7	S. K. Dalai	<b>Advisor – Legal</b>	<b>SERVICE</b>	AGM TRANS., 324, DOOR SANCHAR BHAWAN, BHUBANESWAR-751022

## 6. Desirous Persons

We the undersigned are desirous of forming an Association namely "ALL INDIA BHARAT SANCHAR NIGAM LIMITED EXECUTIVES' ASSOCIATION" under the Societies Registration Act of 1860, as applicable to the Union Territory of Delhi in pursuance of the Memorandum of the Association :

S. No	Full Name in Capital letters	Address	Occupation	Full Signature
1.	SANTIMAY BASU	160/S-III, R.K. Puram, New Delhi-110022	SERVICE	
2.	K.SATYANARAYANA	A-4/6, M.S , Flats, Peshawar Road, New Delhi-110001	SERVICE	
3.	R.C. Jain	488/14, Jha Jain Mandir Marg,Daliganj, Lucknow226020, Uttar Pradesh	SERVICE	
4.	D.S .DAS	51/A Arcadia Extension, Kolkata-700034 West Bengal	SERVICE	
5	SADHAN KR GHOSH	C-11/11, Karunamayee Housing Estate, Salt Lake, Bidhan Nagar Kolkata-700091 West Bengal	SERVICE	
6.	G.R. SHARMA	A-2/4-G, Mayur Vihar Phase-III, New Delhi-110096	SERVICE	

7.	P.S.TIRATH	B-33, Sector-15, Noida-201301, Uttar Pradesh	SERVICE	
8	P.C .JOSHI	459 DDA, JANTA Flat, Lado Sarai, New Delhi- 110030	SERVICE	
9.	S.K.GOYAL	5-B, SFS Category-1 Sheikh Sarai Phase-1, NewDelhi-110017	SERVICE	
10.	SATISH KUMAR	Sector-6/51, R.K.Puram, New Delhi-110022	SERVICE	
11.	R.D. ARODA	House No. 1/6649 East Rohtas Nagar Delhi	SERVICE	
12.	B.S. KAMBOJ	CA-63 Tagore Garden New Delhi	SERVICE	
13.	N. KANAKAN	404/Sector-VIII, R.K.Puram, New Delhi-110022	SERVICE	
14	D. Mathew	181/Sector-XII, R.K.PURAM, New Delhi-110022	SERVICE	
15	S.K. AGARWAL	120, Raja Park Ambala Cantt-133001 Haryana	SERVICE	
16	H.C. SHARMA	2/9, Sector-V, Rajinder Nagar Sahibabad Distt. Ghaziabad PIN-201005 Uttar Pradesh	SERVICE	
17	LOKESH KR. CHOPRA	H.No. 1124, Sector-43B CHANDIGARH-160022	SERVICE	
18	RAMESH CH. SHARMA	10, Sterling Apartment Shahibagh under bridge, Ahmedabad 380004 Gujarat	SERVICE	
19	V CHINNAPAPPAIAH	Sundarar Illam, Plot No.33, Door No 19, Lakshmi Nagar, Adambakkam, Chennai 600088 Tamilnadu	SERVICE	
20	K.SREEKUMARAN NAIR	Shreela, Thottam, Manacaud, Thiruvananthapuram – PIN- 695009, Kerala	SERVICE	
21	K. BALASUBRAMANIAN	E-1/4 Saikrupa, Sector-8 Artist Village, C.B.D. Belapur Navi Mumbai- 400703 Maharastra	SERVICE	
22	ASHOK KR. KHANNA	4520, Shivaji Nagar , Ludhiana 141008 Punjab	SERVICE	
23	P.K. MOHANTY	A-18, Ruchira Market Complex, New Near Bus Stand, Baramunda, Bhubaneshwar 751003 Orrisa	SERVICE	
24	N.K. DEWAN	QTR No. 1323, Sector-XII, R.K.Puram, New Delhi-110022	SERVICE	
25	ISHWAR DUTT	66, Promise Apartment, Block -F , Vikaspuri New Delhi-110018	SERVICE	
26	P.VENUGOPAL	49, MGR NAGAR SEELANAICKENPATTY SALEM-636201, Tamilnadu	SERVICE	

## **RULES AND REGULATIONS**

### **1. Name of the Association**

The Association shall be called as “ALL INDIA BHARAT SANCHAR NIGAM LTD EXECUTIVES’ ASSOCIATION”.

### **2. Membership**

- I. Membership of the Association shall be open to all serving Officers/Executives of the Bharat Sanchar Nigam Limited
- II. Admission to and qualifications for membership

- (a) Every application for admission to the Association shall be addressed to the concerned Branch Secretary of the Association. The Branch Executive Committee shall have powers to admit members. However, readmission of the expelled/suspended members or those removed from the role of membership by the higher body/bodies of the Association shall have to be considered only after obtaining approval of the concerned or higher body.
- (b) When outstation members are unable to contact any particular branch, they may be enrolled by the General/Circle Secretary direct, who will have such members transferred to the nearest branch at the earliest opportunity.

### **III. Subscription**

- (a) The Subscription shall be Rs.960/- per annum or Rs.80 per mensum per member and shall be payable in advance.
- (b) An admission fee or Rs.25/- shall be charged when any member first joins the Association or when any member is re-admitted. This shall be retained by the concerned Branch.
- (c) All payment shall be remitted to the respective Financial Secretaries/Branch Secretaries.
- (d) As per decision of representative council of 3<sup>rd</sup> AIC held at Kolkata, Subscription (Union fee) enhanced to Rs 50/- from Rs.30/- per member per month with effect from the month of January 2011. Out of Rs.50/-, Rs.10/- for AIC fee, Rs. 20/- for CHQ quota, Rs.10/- for Circle quota and Rs.10/- for Branch quota.
- (e) As per decision of representative council of 4<sup>th</sup> AIC held at Nashik; enhancement of membership subscription from the existing Rs.50/- to Rs.80/- at the ratio of CHQ 40: Circle Rs.20 and Branch Rs.20. The date of effect will be after the membership verification.

### **IV. Ceasation of Membership and Readmission**

- (a) Members whose subscriptions are in arrears for more than six months are liable to be removed from the rolls of the Association. On their readmission they shall be liable to

pay up all arrears to the Association plus admission fee at usual rates. The Branch Committee shall have powers to waive in full or part of the arrears of subscription.

(b) The Central Working Committee, Circle Executive Committee and Branch General Body shall have powers to take disciplinary action against any member(s) for anti-Association activities or gross mis - demeanor or violation of any provisions of the constitution. The concerned member(s) shall be given a show-cause notice stating the allegation and with a demand to account for his/her defense within stipulated time. After the expiry of the stipulated time, the defense submitted should be considered by the prescribed disciplinary/appellate authority, as the case may be and decision shall be taken by two thirds majority. If no defense is submitted within the stipulated time, the stipulated disciplinary/ appellate authority shall have the powers to take ex parte decision.

(c) The disciplinary/appellate authority shall be as follows:-

<b>S.No</b>	<b>Class of Member</b>	<b>Disciplinary authority which can suspend</b>	<b>Appellate authority which can expel or remove or revoke suspension</b>
1.	Any member including Branch Office bearers/Executives but excluding office bearers at Circle/CHQ level and CWC/CEC members	Branch General Body	Circle Executive Committee (Central Working Committee shall have powers to review such cases and its decision shall be final)
2.	Circle office Bearers/Executive Committee members & CWC member(s) from concerned Circle	Circle General Body/ Conference/ Central Working Committee	Central Working Committee /All India Conference
3	Central office Bearers	Central Working committee with 80% majority	All India General Body/Conference

(d) However, All India General Body meeting/Conference shall have the powers “suo moto” to review and suspend/remove or expel a member of the Association after due discussion by a simple majority of votes of delegates present and voting [voting right regulated as per cases 3.1(f)]. Similarly this power shall be exercised for revocation of suspension or withdrawal of expulsion of a member.

## **V. Rights & Privileges of members**

(a) All serving members are eligible to represent the Association subject to the provision of Rules and Bye-laws of the Association.

- (b) All Members are free to inspect the account books, register of memberships list and similar records of the Association.

**Note: - Financial Secretary and the General/Circle/Branch Secretary shall give every opportunity to the member(s) at the respective organisational levels for inspection of the said records, when so demanded.**

- (c) All members are free to suggest means and ways for better functioning of the Association.
- (d) All members may take part in the Association and discuss on the items of agenda subject to the provisions of the Rules and Bye-laws of the Association.

## **VI. Organisation**

The Association shall normally function at the following levels-

- (a) Central
- (b) Circle
- (c) Branch

### **3. GENERAL COMPOSITION**

#### **A. CENTRAL ORGANISATION**

##### **I. Powers, composition, function and periodicity of meetings**

- (a) All India General Body meeting/All India Conference shall be convened at least once in two years, the venue for the succeeding General Body meeting/ All India Conference being decided by the Central Working Committee. Delegates from Branches/Circle shall attend the General Body Meeting/All India Conference. Delegates per 30 paid members or part there of being not less than 20 subject to the minimum of two per branch shall be elected by the branches/circles. The Circle Presidents, Circle Secretaries CHQ office bearers. Central Working Committee members shall be the ex-officio delegates.
- (b) The business transacted at such meeting shall include confirmation of the minutes of the previous General body meeting/All India conference, the passing of the General Secretary's report and Audited Accounts of the past term, election of office-bearers for the next term, amendments to rules and bye-laws of the Association, resolutions given with due notice of by the circles, passing the budget for the ensuing term and any other subject duly notified.
- (c) Subjects not included in the agenda shall be taken up for consideration only with the approval of the Chair.



- (d) Amendment to constitution and rules for the withdrawal from Reserve Funds including actual withdrawal from Reserve Fund shall be made only by 2/3 majority of the votes of delegates present and voting in the General Body meeting.
- (e) All other subjects before the General Body meeting shall be decided by a majority vote of delegates, the vote being calculated as per voting rights of the branches determined as per Para (f) below.
- (f) CHQ quota for the tenure of the outgoing body shall be taken into account and membership will be calculated accordingly. Voting power per delegate shall be equal to the number of delegates justified according to the CHQ quota received during the tenure of the outgoing body divided by the number of delegates and ex-officio delegates from the Circle.
- (g) The President or the Chairman at the General Body meeting shall have casting vote in case of a tie.
- (h) Notice of resolutions and amendment to rules and bye-laws proposed to be moved at the All India General Body meeting/All India Conference shall have to given in writing to the General Secretary so as to reach him at least 15 days ahead of the day of meeting.
- (i) The members of the Central Working Committee are ipso-facto delegates to the All India Conference.
- (j) The Circle Presidents and Circle Secretaries will be ipso-facto members of the Central Working Committee (CWC).

## **II. Extra-ordinary General Body Meeting**

- (a) Extra-ordinary General Body Meeting shall be convened by the General Secretary at any convenient location either on a requisition by the Central Working Committee or on a requisition signed by at least one third of the paid member-ship distributed at least in fifty percent of the recognised branches, within ninety days of the receipt of requisition.
- (b) The purpose of each meeting shall be mentioned in the requisition supported by the detailed briefs. Although the Extra-ordinary General Body meeting will normally conduct the agenda given by the requisitionists, yet any other important items with the permission of the chair may also be discussed.
- (c) The quorum for any Extra-ordinary General Body Meeting shall be representation of delegates from at least one-third of the recognized branches of the Association.
- (d) The procedure for conducting the Extra-ordinary General Body Meeting including the voting procedures, will be the same as for ordinary General Body Meeting. Only duly

elected and ex-office delegates of the Association shall participate in the deliberations and exercise voting rights.

- (e) No requisitioned Extra-ordinary General Body Meeting can be held within six months of each other. However, this restriction will not apply to the powers of the CWC to call for an Extra-ordinary General Body meeting if the circumstances so demand.

### **III. Quorum and Notice**

- (a) The quorum for a General body Meeting shall be delegates, representing one-third of the total paid membership and fifty percent of the Circles.
- (b) Notice for holding the All India General Body Meeting /All India Conference shall be issued by post to all Branches and Circle Secretaries and/or published in the journal of the Association by the General Secretary not less than 30(thirty) days in advance.

### **4. Sources of Income and utilisation**

- I. The Association shall raise fund from subscriptions/donations or as to be decided by the CWC/AIC from time to time.
- II. The fund of the Association shall be utilised in the following manner:-
- (a) To defend and/promote the interest and causes of its members and for such other activities which are in consistent with the objectives of the Association.
- (b) To make payment of expenses for the administration of the Association including auditing of the accounts of the Association, publication of journal etc.
- (c) To make payment of expenses for indemnifying any office bearer, member and/or employee of the Association out of the fund of the Association for conduct of the activities of the Association, prosecution or defense of any legal proceeding arising out of legitimated activities of the Association, and to which the Association is a party.

### **5. Financial Year**

The financial year of the Association shall be the Calendar year.

### **6. Auditing and Accounting**

- (a) The accounts of the Association shall be audited by a registered firm of Chartered Accounts. However, the All India General Body/All India Conference may appoint an Honorary Internal Auditor from amongst the members of the headquarters branches. The honorary internal auditor shall not be a member of the CWC. For the purpose of TA and DA he will be deemed to be a member of CWC.

- (b) The fund of the Association shall consist of a Reserve fund, General fund, a Welfare Fund or any other fund(s) authorized by the CWC/Circle Executive Committee/Branch Committee for any specific purpose ratified by the respective General Body.
- (c) At the end of each term, the Central Working Committee shall transfer to the Reserve Fund a specific amount that may be decided by the General Body. Central Head Quarters shall also transfer a position of the quota received by it to the Welfare Fund.
- (d) Withdrawal from the reserve fund will be effected only when authorised by the General Body. The Reserve fund will be in fixed deposit and the other funds in saving Bank account(s).
- (e) The Accounts of the All India Conference shall be audited by a registered firm of Chartered Accountants by the hosting branch/branches, and audited statement or accounts shall be forwarded to the CHQ not later than 6 months after the All India Conference. For the purpose of accounting the hosting branch / circle shall maintain a Separate Bank Account other than the branch / circle for the purpose of All India Conference which shall have to be closed after the final account is prepared.

## **7. Bank Accounts**

The funds of the Association shall be deposited with State Bank of India or any Scheduled bank or any Nationalised Bank or Post office in the name of ALL INDIA BHARAT SANCHAR NIGAM EXECUTIVES' ASSOCIATION. The bank account(s) shall be operated jointly by the General Secretary and the Financial Secretary.

## **8. Managing/Governing Body**

### **I. Management**

The affairs of the Association shall be managed by the Central Working Committee through the General Secretary functioning at the Association Headquarters, Circle Secretary at the Circle Headquarters and Branch Committees through the Branch Secretaries functioning at various branch centers.

### **II. Composition**

(a) The Central Office Bearers shall Comprises of the following :-

One President, Two Vice President, One General Secretary, Five Assistant General Secretaries, One Financial Secretary, One Assistant Financial Secretary, Four Organising Secretaries – One From Each reason. Out of four Assistant General Secretaries one post each shall be reserved for the members from Telecom Engineering, Finance & Accounts, Civil/Electrical/ Arch. Wing / Telecom Factory and

General Line Disciplines. The fifth AGS post shall function as AGS (HQ) and Open to all disciplines. Additionally there will be six posts as Advisors one from each region of East, West, South, North, Central and Headquarter.

- (b) Circles shall have one additional member to the Central Executive Committee for every 300 continuous paid membership, subject to minimum one per Circle having minimum 150 membership, who are to be elected by the respective Circles at their Circle Conference / General Body meeting.

### **III. Elections and its mode**

- (a) Nomination of candidates for election to the post of Central office bearers shall be made at the General Body meeting/All India Conference itself. Each name shall be duly proposed by a delegate and seconded by another delegate.
- (b) All contested elections shall be by Secret Ballot Or preferably through a computerized programme and system maintaining secrecy.
- (c) Voting by proxy shall be forbidden.
- (d) The Office bearers of the Association who are retiring before completion of their tenure, they will continue as associate member by paying the membership fee till they complete the tenure in the association even after the retirement.
- (e) The Circle hosting the AIC should not hold their Circle Conference and hold their election before and after six months from the date of AIC.

### **IV. Term of office**

The term of the office shall be ordinarily for two years from the date of assuming office.

### **v. Powers, duties and functions**

- (i) The Central Working Committee in whom is vested the general administration of the Association shall arrange for:
  - (a) The investment of the funds and administration of the properties of the Association and their proper utilisation in the interest of the members of the Association.
  - (b) The regular compilation and audit of the accounts upon 31<sup>st</sup> December of each year. The account shall be closed by the Financial Secretary every six-month period and presented to the Central Working Committee.
  - (c) The finalisation of the report of the General Secretary. Audited Accounts and Budget proposals to the All India General Body.
  - (d) The convening of a General Body meeting preferably once a year but on no account the interval between conference shall exceed two years. The convening of the CWC meeting

excluding the pre-AIC CWC meeting, shall preferably be once in six months and atleast once in a year.

- (e) The framing of necessary bye-laws consistent with these rules.
- (f) The editing and circulation of a monthly news letter to all members through the respective Branches.
- (g) The General Secretary shall be the Printer, Publisher of the Journal(s)
- (ii) The Central Working Committee shall normally meet all expenses of the Association. Unusual item of expenditure involving large sums of money likely to drain the resource of the Association shall be put up before the All India General Body meeting/All India Conference. Reference to the All India General Body/All India General Body/All India Conference shall not be necessary in respect of all approved items provided for in the budget. A two third majority vote at a General Body meeting or an Extra-ordinary General Body meeting shall be required for utilising the Reserve Fund.
- (iii) The Central Working Committee shall have powers to appoint Sub-Committee for:
  - (a) Editing, printing and Publishing the journal and other technical /financial pamphlets e.t.c.
  - (b) Dealing with the service and departmental interests of its members , and
  - (c) Any other purpose connected with activities of the Association.
  - (d) Such sub-committee as mentioned above shall have powers to co-opt members of the Association to help them when necessary.
  - (e) CWC shall have powers to revoke the action of General Secretary regarding formation of ad-hoc committees.

#### **VI. Powers and duties of office Bearers:-**

##### **(a) President**

- (i) Shall preside over all meetings of the CWC and General Body. However, at the time of holding election of new office-bearers in the All India Conference he shall vacate the chair to be taken over by a Chairman to be nominated by the said General Body/All India Conference just immediately before dissolution of old body.
- (ii) shall promote the objectives of the Association.
- (iii) shall look into the individual grievances of the Members
- (iv) shall call emergency General Body meeting, whenever needed.
- (v) shall exercise all powers as enumerated in different clauses of this constitution.

##### **(b) Vice President shall perform the functions of President during his absence.**

**(c) General Secretary**

- (i) He shall be the Chief Executive of the Association and shall correspond, keep minutes of the proceedings of the meetings, have custody of all papers and documents of the association and perform such duties as will be required of him by the CWC. He shall also submit a report on the activities of the Association since previous CWC/All India Conference showing its progress and financial position for discussion in the CWC/AIC.
- (ii) shall watch closely the interest of all Branches of the Association and adopt such measures as would go to advance and defend such interest of the Association whenever considered necessary.
- (iii) shall be responsible to the CWC for efficient management of the Central Organization as well as of the Circles/Branches.
- (iv) shall undertake tours, inspect accounts of the branches if necessary during such tours and submit report to the CWC/AIC.
- (v) shall exercise all other powers conferred on him by the appropriate clauses of this Constitution
- (vi) shall print and publishes the journal of the Association.
- (vii) He may form adhoc committee in consultation with the President, dissolve a Circle Body and form adhoc committee in Circle Organisational level under following circumstances:-
  - (a) When the out lived body of a Circle organisational fails to conduct the election of new set of office bearers within one month even after expiry of the stipulated extended terms of three months from the date of scheduled Circle Conference/General Body of the Circle concerned. He shall exercise this power only when he is satisfied that delay in convening the Circle Conference/General Body to hold the election is a deliberate one.
  - (b) When there is more than 50% resignations/transfers of the office bearers of the concerned Circle Organisation and the Circle Orgainsation fails to conduct fresh election as per provisions of the Constitution.
  - (c) When a Circle Organisation prevents the Branches (having primary members) from sending quota to CHQ in time, after keeping the concerned Circle under suspension for a period of not less than two months from the date upon which the non-remittances of quota is not being seriously viewed .(Please refer clause 8 C II (f).
  - (d) When requested by the concerned Circle Executive Committee/Circle Conference/General Body or advised by the CWC.

(e) When the Circle/Branch Organisation violates the official stand of the Central Association on issues and joins hands with other Organisation to the detriment of the interest of the members.

(viii) General Secretary on dissolution of a Circle Body may direct the adhoc Committee to take possession of the entire assets and accounts of the Association from the concerned office bearers of the dissolved body. These shall be handed over to the new set of office bearers elected through the provisions of the constitution to be arranged by the adhoc Committee. The normal life of such Adhoc Committee shall be three months or upto the date of election of new office bearers whichever is earlier. Under no circumstances, the Adhoc Committee shall function for more than six months. If the concerned office bearers of the dissolved circle body refuse to, or fail to hand over the assets and accounts within one month of dissolution of the body, the General Secretary may intimate appropriate action as deemed necessary against them. In case the adhoc Committee fails to conduct the G.B/Circle Conference the General Secretary will take necessary steps to conduct the elections.

**(d) Assistant General Secretaries**

(i) shall assist the General Secretary in his day to day working.

(ii) shall officiate in place of General Secretary in his absence.

(iii) shall function as General Secretary in case of permanent non-availability of General Secretary till the next CWC or AIC decide the matter.

(iv) AGS (HQ) in addition to the duties mentioned at Clause no. 8 (vi) (d) (i) to (iii) shall assist the General Secretary for Editing the Journal of the Association, for the dispatch of the journal to the members and for Printing & Publishing of the journal.

(Note: - President in consultation with the CHQ office-bearers shall ask one of the AGSs to officiate in place of GS during his absence)

**(e) Financial Secretary**

(i) shall receive and disburse funds of the Association on behalf of and in accordance with the direction of CWC and/or A.I.C. He shall maintain accounts of the same.

(ii) shall maintain the accounts of the movable and immovable properties of the Association.

(iii) shall submit the audited accounts of the Association to the CWC/A.I.C. for approval.

**(f) Assistant Financial Secretary**

(i) shall assist the Financial Secretary in his day to day work.

(ii) shall officiate in place of Financial Secretary during his absence.

(**Note:** - President may ask him to officiate in place of Financial Secretary during his permanent absence till the next CWC or AIC, which ever meets earlier, decides the matter.)

**(g) Organizing Secretaries**

(i) shall co-ordinate the activities of Branches and Circle regarding organisational matters as decided by the CWC from time to time.

(ii) shall undertake tours to Branches as and when necessary or decided by the CWC.

**(h) Advisor**

(i) shall co-ordinate the activities of the Association in respective areas for over all improvement of the organization

(**Note:** - The provision of clause-3VI defining the powers and duties of office bearers applies for identical office-bearers of Circle/Branch level (confined to respective organisational level functioning)

**VII. Quorum and notice of meeting**

(a) At atleast 30 days advance notice shall required for convening the CWC meeting.

However, in emergent cases meeting may be convened even on short notice depending on the situation.

(b) The quorum for the Central Working Committee shall be 1/3<sup>rd</sup> of its strength. The Chairman of the meeting shall exercise a casting vote in the event of a tie.

**VIII. Filling up of Casual vacancies**

(a) The Central working Committee shall have powers to co-opt members to the Committee to fill up vacancies arising during the term.

**B. Circle Organization**

**I. Composition, Functions, Powers**

(a) Circle Executive Committee shall consist of the following office-bearers to be elected in the Circle Conference/General Body Meeting: One President, Two Vice-Presidents, One Circle Secretary, Fur Assistant Circle Secretaries (one each for Telecom Engineering, Accounts & Finance, Civil/Electrical/Architectural/Telecom Factory and General Line Disciplines), four organizing Secretaries, one Financial Secretary and One Assistant Financial Secretary. The Branch Presidents, Branch Secretaries and Central Working Committee members from the Circle, if any, shall be ex-officio members. Branches may



also elect one Circle Executive committee members for every 100 paid members. The Circle Conference/General Body shall have power to reduce the number of posts.

**(b)** The Circle Executive Body shall be elected in the Circle Conference/General Body meeting to be held at least once in two years at a suitable location by the delegates. The branches shall elect the delegates one per 20 paid members or part there of being not less than 10 subject to the minimum of one per branch. The Branch Presidents, Branch Secretaries, Circle Office-bearers, other Executive Committee members of Circle and CHQ office bearers/CWC members from the circle, if any, shall be the ex-officio delegates. The venue of the succeeding conference shall be decided by the Circle Executive Committee. The Circle Executive body shall be responsible for organisational work of the Association at the Circle level. It shall be the normal channel of communication on behalf of the Association with Circle Administration. It shall be responsible for the maintenance of records, and accounts at the Circle level. The audited statement of accounts shall be placed before the next Circle Conference/General Body for ratification and a statement of these accounts shall be sent to CHQ for information and record.

**(c)** The Circle Conference shall be held before the All India Conference preferably.

**Notes:-**

1. Corporate Office, ALTTC, BRBRAITT Jabalpur, BSNL field office in Delhi (combindly) shall be deemed to be a Circle each for the purpose of this Constitution.
2. In case of non-recruiting Circles, having jurisdiction over several territorial Circles, the Circle Branch in whose territorial jurisdiction the Headquarter of such non-recruiting Circle(s) are located, shall be the formal channel of communication.

**(d)** Extra, ordinary Circle Conference shall be convened by the Circle Secretary at any convenient location either on requisition by the CEC/CWC or signed by at least 1/3rd of the paid membership distributed at least in fifty percent of the recognised branches within sixty days of the receipt of requisition. The purpose of such Conference shall be mentioned in the requisition supported by detailed briefs. Although the extra-ordinary Circle Conference will normally conduct the agenda given by the requisitions, yet any other matter flowing out of the agenda or any other important item with the permission of the Chair may also be discussed. The quorum for the extra-ordinary Circle Conference will be a representation of delegates from at least 1/3rd of the recognized branches of Circle. The procedure is the same as prescribed in Rules 3 II (d) and 3 II (e) for All India Extra-ordinary General Body meeting.

(e) Following Clause under Central Organization shall also be applicable to the Circle Organization limited to the Circle level functioning:-

3.1(b),3.1(f), 3.1(g), 3.1(h), 3.1(i), 3.III(a), 3.III(b), 5, 6(a), 7,8.III(a),8.IV, 8.v(ii) (d), 8.V(iv), 8.V(v), 8VIII(a) and 8.B.II

Provision in Clause 3. A.III (a) and 3.III (b), as applicable to Central Organisation, shall be applicable to the Circle having branch formation. In case of Circle having no branch formation, the quorum shall be 50% of its paid membership. In case quorum is not there, the meeting shall be adjourned, and a fresh notice given for holding the General Body meeting after a gap of seven days from the original meeting was convened. In such adjourned meeting, if quorum is not available even after one hour of the scheduled time notified, the quorum shall not be required. Provision of clause 3.A.III (b) shall, however, be applicable for Circles having no branch formation.

## **C. Branch Organisation**

### **I. Composition**

- (a) The Branch Committee shall consists of one President, one Vice-President, one Branch Secretary, four Assistant Branch Secretaries (one each for Telecom Engineering, Accounts & Finance, Civil/Electrical/Architectural/ Telecom Factories and General Line Disciplines), one branch Financial Secretary, Two organizing Secretaries and one Branch Executive for every 15 members preferably representing all units. No one who is not a member of the branch of the Association for a continuous period of one year prior to the date of election or who is in arrears at the time of election is eligible for any office in the Branch Committee. However, this will not apply for the initial formation of any new branch or to a new member on promotion or on transfer.
- (b) An auditor will be nominated by the General Body, who will not be a member of the Branch Committee.
- (c) The term of office for the Branch shall be the same as application to Circle/Central Headquarters.

### **II. Power & Functions**

- (a) A Branch Committee shall have the power to co-opt members to fill up vacancies arising in the Branch Committee, to hold office for the remaining porting of the term. Branch

Committee shall also have powers to co-opt a member, or members to assist them in the activities of the Branch.

**(b)** Branches of the Association are to be generally opened by the Circle Executive Committee/ Central Working Committee. A minimum membership of ten shall be necessary to form a branch. Any Branch which has to be closed down for want of membership, insufficient finance, or any other reason, should pass a resolution to the effect at a meeting to be convened for the purpose by the Branch. Such a resolution should have the assent of a least 2/3 of the number of members on the rolls of that branch.

**(i)** when the closure of a branch has been decided upon, the Branch Secretary should forward complete accounts together with arrears list and other records of the Branch to the Circle Secretary. All balances at the credit of the Branch should also be remitted to the Circle/Central Financial Secretary. The responsibilities of Branch President, the Branch Secretary and Branch Financial Secretary shall not be deemed to have ceased till the accounts have been duly rendered and receipts obtained by them in final settlement of all outstanding account.

**(c)** Branch committee shall have the powers to remove from the committee any member(s) who fails to attend three consecutive sitting of the branch Committee.

**(d)** The Branch Committee shall collect subscription, Keep accounts and remit quota as under -

As per decision of representative council of 3<sup>rd</sup> AIC at Kolkata, Subscription (Union fee) enhanced to Rs. 50/- from Rs. 30/- per member per month w.e.f. the month of January-2011. Out of Rs. 50/-; Rs. 10/- for AIC fee, Rs. 20/- for CHQ quota, Rs. 10/- for Circle quota and Rs. 10/- for Branch quota.

**(e)** In no case quota may be held up beyond 6 months.

**(f)** Convene Branch meetings to encourage the members to prepare and discuss papers on technical/financial/administrative matters and often suggestions on the matters of policy affecting the Association and also to bring about a close personal acquaintance and a spirit of cooperation among the members.

**(g)** Arrange for election of the Branch Committee and election of delegates to the All India General Body meeting/All India Circle Conference at the rate of one delegates for every thirty members subject to minimum of one delegate per branch . While computing the number of entitlement of delegate fraction of 0.5 and above will be rounded off to one.

**(h)** Help the General Secretary and the Circle Secretary in the general administration of the Association, and

**(i)** Circulate newsletters, journals etc. to members of the branch,

**(j)** The Branches shall transact all their business at Branch meetings. Quorum shall be 1/3rd of its membership strength.

- (k) The Branch Committee shall ordinarily deal with matters of local interest and concern; on matters to all India interest they shall seek direction from the Central Working Committee through the Circle Secretary.
- (l) Branch Secretaries shall be authorized to incur a contingent expenditure, not exceeding Rs.100/- per month. The Branch Committee may sanction expenditure upto Rs.500/- on any one item. Approval shall be taken of the Branch General Body Meeting for any expenditure exceeding amount.
- (m) The expenses of the branch shall be met from the funds at their disposal as specified in clause 8 C (II) (e).

### **III. Branch General Body Meeting**

- (i) Branch General Body Meeting shall be convened by the Branch Secretary as often as considered necessary by the Branch Committee or whenever requisitioned by one-third of the number of **Branch** members. The requisition for the meeting shall specify the purpose thereof with detail briefs.
- (ii) At least 15 days clear notice shall be given to members of the Branch for such meetings.
- (iii) The quorum for a Branch Centre meeting shall be one-third the numbers in the Branch.
- (iv) At an adjourned meeting of the Branch Centre, all business scheduled for the first meeting shall be transacted irrespective of the quorum.
- (v) All other rules, like the procedure for recording votes, etc. given under clause 3 A.I(b), 3.A.I(e), 3.A.1(f) and 3.A.1(g) shall apply mutatis mutandis to the conduct of the Branch General Body Meetings.
- (vi) Branch Centre meetings convened at the requisition of the Branch members can not be adjourned. At such meeting business other than those mentioned in the requisition shall not be normally transacted. However, matters flowing out of the agenda or any other important item may be discussed with the permission of the Chair.
- (vii) The quorum for the requisitioned General Body Meeting will be one-third of the paid membership of the Branch.
- (viii) In Branch Centre meetings convened by the Branch Committee subjects not mentioned in the agenda, shall be taken up for discussion, if approved by the chair.

### **9. Annual list of managing/governing body**

Once in every year a list of the office-bearers and members of the managing committee shall be filed with the Registrar of Societies, Delhi as required under section-4 of Societies Registration Act of 1860, as applicable to the Union Territory of Delhi.

### **10. Legal Proceedings**

The Association may sue or may be sued in the name of the President/Secretary as per provision laid under section 6 of the Societies Registration Act of 1860, as applicable to the Union Territory of Delhi.

#### **11. Amendment**

Any kind amendment in the Memorandum of the Association shall be made as per provision of Section 12 and 12(A) of the Societies Registration Act of 1860, as applicable to the Union Territory of Delhi.

#### **12. Dissolution and adjustment of affairs**

If the Association needs to be dissolved it shall be dissolved as per provisions laid down under Section 13 and 12 of the Societies Registration Act of 1860, as applicable to the Union Territory of Delhi.

#### **13. Application of the Act**

All the provisions under all the Sections of the Societies, Registration Act, 1860 as applicable to the Union Territory of Delhi, shall apply to this Association.

#### **14. Removal of elected office-bearers of Committee or the Committee as a whole :**

An extra-ordinary All India or Circle or Branch General Body meeting, as the case may be, can be requisitioned as per relevant rules of the constitution to discuss and decide no-confidence motion against an individual office bearer or the Committee as a whole. The quorum voting right etc. for such meeting shall be the same as prescribed under the relevant Rules for the extra-ordinary General Body Meeting at the relevant level.

#### **15. Election and dispute:-**

- (i) Election must be held in conformity with the provision of the constitution.
- (ii) The election at Circle/Branch Organisation level shall be held within scheduled date. However, in case of genuine difficulties permission may be sought for from the next higher organisational level to have further extension for a limit period.
- (iii) The Election of new set of officer bearers at Central association shall be held within the scheduled date and in no case it shall be delayed for more than six months from the scheduled date. In case of genuine and unavoidable difficulties, the Central Executive Committee may decide for seeking permission from the department for a further extension for a limited period.
- (iv) All election disputes at the Branch level shall be settled by the Circle Executive Committee. Similarly, the disputes at Circle level shall be settled by the Central Executive Committee. All such decision shall be binding to all concerned. However, If the Branch is not satisfied with the decision of the Circle, it may represent to Central Organisation, who may on due consideration revise the decision of the Circle on merit.

(v) No member shall hold same office bearer post at same level for more than three consecutive terms subject to extension for one more term with the approval of Representative Council.

**16. Miscellaneous**

(a) Any matter not conversed by the rules of the Constitution, so far, shall be referred to the All India Conference for a decision, when an urgent decision not covered by the constitution has to be taken, the CWC shall take such a decision and seek a ratification of that decision at the All India Conference. The decision of the All India General Body/All India Conference is final and binding on all members.

(b) Notwithstanding anything contained in this constitution, the All India General Body Meeting/All India Conference of the Association can take any decision/action in furtherance of the objective of the Association, even in case where no specific provision exists under the constitution.

**17. Essentiality Certificate:-**

Certified that this is the correct copy of the Rules and Regulations of the Association

Sd/ -  
**PRESIDENT**

Sd/ -  
**General Secretary**

Sd/ -  
**Financial Secretary**

**OATH**

I ..... Elected as ..... of AIBSNLEA .....  
Circle / Branch do solemnly affirm in the name of god that I shall discharge my duties &  
responsibilities in accordance with the constitution of AIBSNLEA.