

## DOT & B.S.N.L.

### Civil / Electrical Wing Pensioner's Association

85/III-C, Anu Apartments, Rathina Sabapathy Street, K.K.Pudur, Coimbatore – 641038, TAMILNADU

Mobile : 94498 52677 / 94872 67777

Phone: 0422 – 2432677

Regd.No : 18/2012

#### MEMBERSHIP ENROLLMENT FORM

Membership No:

Date: .....

1. Name of the Pensioner /  
Family Pension : .....

2. Staff No. : .....

3. Postal Address in Capital : .....  
: .....  
: .....

4. Telephone: STD Code: ..... No..... Mobile No: .....

5. Date of Birth of Pensioner : ,, Spouse : .....

6. Date of Entry in the Department : .....

7. Date of Retirement : ..... Period: BSNL/DOT .....

8. Post held on Retirement : .....

9. P.P.O. No. : .....

10. Original Pension Fixed : .....

11. Pay Last drawn & scale of pay: .....

12. Pension Drawn From: BANK:

POST OFFICE:

Name of Bank & Branch : .....

A/c. No. : .....

Name of the Post Office : .....

SB A/c. No. : .....

Date:

Signature of the Pensioner

**Admission Fee: Rs.100/- + Life Membership : Executive Rs.1000/- + Non – Executive Rs.500/-**  
For Office Use

Admitted as member :

Date:

Signature of Circle Secretary

## **BY LAWS**

1. Name of the Association : DOT & BSNL Civil & Electrical  
Wing Pensioner's Association
2. Head Quarters : Coimbatore
3. Address of the Association : 85/3-C, Anu Apartments,  
Rathinasabapathy Street  
K.K.Pudur  
Coimbatore – 641 038.

### **4. AIMS OF THE SOCIETY :**

- a) To promote social, educational, economic and cultural upliftment of members.
- b) To safeguard the interest and rights of the Pensioners and redressal of their grievances and provide assistance.
- c) To represent the service grievance of the pensioners with competent authority.
- d) To affiliate with any other All Indian / State Body or Federation of Pensioners with similar aims and objects.
- e) The Association shall be a non-political, non-commercial, secular and Social Welfare Organisation, free from party, group, provincial or linguistic affiliating.

**SECRETARY**

5. The Secretary will be the authorized official for all the actions taken under the Court of Law on behalf of the society.

6. **ELIGIBILITY OF THE MEMBERS:**

1. All Pensioners or DOT & BSNL who had worked in the Civil / Electrical and Architect Wing in any parts of the country including Family Pensioner). Can become a member of the Association, a candidate who which to joint as a new member into the society, shall fill up the prescribed Applications from provided for this purpose and send it to the president. The President will place all those applications before the Executive Committees meeting. The Majority of Executive Members should give their consent to admit the applicant as a Member they have also the power to reject the application form of a Now Candidate or Candidates. The Admitted Members names shall be filled up in Form No: 7, of the Society and this will be produced to the Registrar of Society, along with the fees prescribed within 3 months after the admission of the members.

2. **ENTRANCE FEE OF A MEMBERS:**

The Members shall remit Rs.100/- as his entrance fee to become a Member.

3. **SUBSCRIPTION**

Each Members shall pay his subscription amount of Rs.1000/- in respect of Executives and Rs.500/- in report of Non-Executive towards Life Membership Fee.

7. **THE PROCEDURES TO DISMISS A MEMBERS:**

1. Those who act against the aims and the rules and regulations of the Society can be dismissed by the Executive committee.
2. Those who are entering into a Criminal Offence and Convicted by the Court of Law will be dismissed by the Executive Committee.
3. Those who are affected for the aforesaid reasons and dismissed can make their appeals to the General Body of the society and the decision of the General body will be final.

8. **RESIGNATION BY THE MEMBERS:**

Those who like to resign from the membership shall apply to the president of the Society in writing. Till the Executive Committee approves the resignation, it will not be considered resigned. For approving the such resignation, there must be consent by more then half of the Executive committee members.

9. **THE RIGHTS OF THE MEMBERS:**

Every member shall have a vote. A member can be present the General body meeting either directly or through an appointed representative by a member. But this practice of

appointed the representative on behalf of a member will be never adopted by the Executive committee member and this must be carried out of the Executive member committee meeting.

10. **THE DUTIES OF THE MEMBERS:**

The member shall abide with the aims and rules of the society. They shall pay the regular subscription and other fees without making any delay. Those who falls to adopt the above principles are liable for suitable action and punishments by the society further, whether the General body members or the Executive Committee member should be never getting any funds from the society.

11. **THE METHODS AND PROCEDURE FOR THE FUNCTION IN OF THE SOCIETY:**

The society will be contained with members of the Executive committee. The period of the Executive committee will be for three years. The General body of the society will effect the Executive committee members with its majority support one in years.

12. **THE EXECUTIVE COMMITTEE:**

There shall be 15 members (President -1 No, Vice President - 2 Nos., Secretary – 1 No, Assist. Secretary – 2 Nos., Treasurer -1 No, Asst. Treasurer – 1 No., Organizing Secretary – 2 Nos., Executive Members – 5 Nos.) will be contained in the Executive committee. The period of the Executive committee will be three years. After years new executive committee the General body shall elect member. Those who likes to continue the executive committee membership can stand as a candidate for election of the new Executive again in the General body. Non will be allowed to continue as an Executive committee member without elected by the General body. If there may be arising any vacancy of the office bearers, the Executive committee itself has got the power to nominate an executive committee members to such a post and such a person will continue his post till the date of next election.

13. **THE ACTIVITIES OF THE EXECUTIVE COMMITTEE:**

The Executive committee meeting shall be held at least one is a month. A notice before those days at least shall be sent to the Executive members for information. A half of the Executives committee members of above must be present for acquiring the quorum of the meeting. If not the quorum is arrived, such meeting, will be postponed for the next week on the same time and day. For such a meeting, even if the minimum of members were not present, the meeting can be proceeded. Quorum is not necessary for this meeting. The old Executive Committee members after their elected period and after the election are completed for the new Executive committee should hand over all the records and properties of the society to the new Executive committee officer bearers. All the properties concerned to the resolutions of the General Body, the Executive members should act on behalf of the society without any remuneration. For the expenses incurred on behalf of the society, they can receive them from the funds of the society.

14. **THE RESPONSES OF THE EXECUTIVE COMMITTEE:**

1. The aims of the society detailed in the documents should be executed.
2. the take necessary actions against the members who act against the rules and the rules and the aim of the society.
3. The verify and inspect all the accounts of expenses which were spent for the purposes of the society.
4. To prepare the annual receipts and expenditures statements and submit it to the General Body.
5. To submit this change, if any, in the executive committee to the registrar within 3 of months of such change and remit the fees accordingly.
6. To submit the information about the change of office address in case, within 3 months of such change, to the Registrar in Form No.V, along with the prescribed fee.
7. To bring ever amendments from the present by – law if necessary or in the subsections of the by-law, it must be furnished to approval of the General Body and approved and then only it can be executed.

15. **THE DUTIES OF THE OFFICE BEARERS:**

**1 PRESIDENT:**

- a. The president shall preside for all for the Executive committee meetings as well as the General body meeting at all times.
- b. The Secretary on behalf of the society must only file any suit before the Court of Law.
- c. If any case to be filled against the society, should be made only on the secretary and the entire responsibility of such cases will belying on the secretary.
- d. Secretary shall look after the administration works of the office servants and the duties of the executive members.
- e. The president will have the power to take any offences or act against the rules for the society for this president shall that the prior consents to the executive committee.
- f. If there are any subjects arising for voting, and if there are equal votes on both sides, the president can give his casting vote and arrive to a decision.
- g. Whenever the president is unable to act and function of his office, he can give his power to the vice president to act on his behalf.
- h. The president has got the power to select the office servants for the administration purpose.
- i. The president is the only person who has got the entire power on the actions of the society.
- j. The monies received for the society should be remitted into any of the nationalized / Scheduled Bank wherever the account must be opened. The opening of the Account with any bank and to operate the accounts of any manner, will be bound by Secretary & Treasurer on joint signature.

- k. The president shall have the power to spend Rs.1000/- for the purposes of the society and this should be got approved on the next executive committee meeting.

2. **VICE PRESIDENT (TWO):**

- a. The vice president will assist to the president in all respects to executive the functioning of the society and give his help.
- b. Whenever the president is unable to attend the time of a meeting should be act on behalf of the president, by possessing his seta. He has the power as president.
- c. When both the president of secretary are unable to attend the works, the executive members should select any one of the member amongst them to act on the post, and to conduct the meeting.

3. **SECRETARY:**

- a. Generally all the actions of the society will be governed by the secretary.
- b. Under the control of the president, as per the resolutions of the executive committee he should executive all of the same proceedings.
- c. he should have all the correspondences on behalf of the society.
- d. He shall discuss with the president from time to time and arrange to hold the meeting and to send circulars for such meetings, with the information of the agendas and other information on preparation.
- e. The minutes and the executive committee meetings shall be accorded by the secretary.
- f. Whenever president is not available, the secretary will discuss with the vice president and arrange for a meeting giving prior information suitably.
- g. Secretary shall maintain all the minute books and other Registers and records and protect them on his custody at the office.
- h. Secretary shall execute the resolutions passed in the General Body, special General body or in the executive committee meeting.
- i. Secretary will prepare the annual reports, financial statements receipts and expenses reports etc., and submit them on the General body meeting.
- j. For the improvements of the society and the benefits of the Administrations, whatever actions needed, may be taken by the secretary with the consent or permission of the president and the secretary has got this rights.
- k. Whenever the Treasurer's posts is lying vacant, the secretary will be in charge of the Treasurer's post, on the consent of the executive committee members and act accordingly.
- l. Secretary and the Treasurer shall jointly operate the bank accounts.
- m. The monthly transactions of the society must be verified and the receipts and expenses statements must be prepared by the secretary and produced at the monthly executive committee meeting and obtain the approval for the same. The statements should be exhibited in the office notice boards for the information of the members.
- n. Whenever the president is not available, if any important urgent expenses are to be made, the secretary has got the right to spend up to Rs.1000/- and things should be approved by the next executive committee meeting.

4. **ASSISTANT SECRETARY:**

- a. He should assist the secretary in all respects of activities of the society.
- b. He shall look after the duties of the secretary, when he is not available.

5. **TREASURER:**

- a. Treasurer shall collect the entrance fees, subscriptions other funds and donation etc. on behalf of the society and issue the original receipts towards the payments.
- b. The maintenance of the proper receipts and vouchers for the receipts and expenses should be carried on by the treasurer.
- c. The proper details of receipts and expenses should be reported to the meetings held from time to time.
- d. The Treasurer shall submit the audited annual income and expenditure statements, through the secretary to the General Body.
- e. The Treasurer shall be pasting signature jointly with the president and the secretary for the purpose of operating the bank account.
- f. The Treasurer will have a minimum cash amount of Rs.1000/- with him for the urgent expenses, beyond the said amount all monies must be remitted into the bank account.
- g. The Treasurer shall be properly maintain the daily cash book, showing the actual balance for the day, along with vouchers for expenses, office accounts, files and other connected records, General ledgers, monthly registers etc., without any discrepancies, this is the duty of the Treasurer.
- h. The monthly accounts shall be produced by the Treasurer before the executive meeting on every month.

6. **ORGANIZE SECRETARY:**

The Organize Secretary my enroll the members to strengthen the association.

16. **SOCIETY ACCOUNTS:**

Under the Tamil Nadu Societies Registration Act, the following account books shall be maintained by writing daily.

a. **The Daily Cash Balance Register:**

The daily income and expenditures shall be written in the chitta book and daily cash account should be closed, showing the actual cash balance on that day. The amounts exceeding than those minimum cash balance, which is permitted by the executive committee, shall be remitted into the bank account.

b. **Receipt books:**

The receipt books with it's counter foils shall be maintained immediately on receipt of the payment, it should be entered in the original receipt and it's counter foil. The original receipt shall be issued to the all pay remitter.

c. **Voucher and bills files:**

The daily expenditures should be born with necessary vouchers and bills, and this shall be out into the accounts file by entering the proper serial number for the same.

d. **General Ledger:**

The register shall be property maintained. This will show the items were heads for all accounts.

- e. The monthly income and expenditures shall be written as statements in this register.
- f. All the registers maintained by the society the following declaration will be signed by any one of the executive.

### **DECLARATION**

The entire recorded in this register are true and correct to the best of our knowledge and belief. I do hereby declare that this is true and correct.

17. **THE METHODS TO SPEND THE FUND:**

For any one of the purpose of the society as prescribed the aims of the society, the funds should be spent, if any one of the member of the society expires or become handicapped any financial assistance may be granted to the dependants of the members in his family. This mercy grant may be disbursed according to the financial position of the society and as per the decision of the majority members.

18. **THE DIS-ALLOWED EXPENSES AND METHODS OF SPENDING THE FUNDS:**

A. No salary of coolly shall be paid to any of the member of executive committee member or to any other of the office bearers of the society for any cause.

B. The funds of the society will not be issued as gifts or shares in any profits. But as per rules 18 (by law) funds may be granted to any of the demised member's heir or to any one of the family of handicapped members, on merciful basis.

19. **The procedures for investments of the funds of the society:**

The funds of the society shall not be deposited with any of the individuals. The assets of immovable kinds. Tamil Nadu government's loan certificates central government loan certificates and the national Savings certificates can be purchased from the funds, in the name of the society, in case of depositing any, amount into the bank, it may be with Scheduled banks as per bank's act of 1949 deposited. The Savings Bank accounts with the post office may also can be opened and invested. The units under the Unit Trust of India. The Tamilnadu Governments scheme of loan documents and others prescribed from the time to time by the Government, are permitted scheme for investment of the funds of the society.

20. **The methods for loans permitted to obtain through mortgaging the property of the Society:**

Whenever any of the loan received by the manner of pledging the properties fo the society through a Registered Document such a copy of the document should be signed



by any one of the executive member of the society to the effect that this certified, with along with this, form No.8, shall be filled up and with a fee of Rs.100/- towards registration fees, it should be sent to the Registrar of societies within 3 months, of the receipt of such loans. In the case of any properties newly purchased , which is under pledging the same. Form No.9 must be filled up and sent along with the Registration fees of Rs.100/- to the Registrar of societies, and when any pledged loans are completely repaid and whenever it is cancelled, the copy of such documents shall be sent to the registrar of societies along with a fee of Rs.100/- only within 3 months time.

21. **ACCOUNT OF THE SOCIETY AND ITS AUDITING:**

When the Income and Expenditure arrives to an extent of Rs.10,000/- within a period fo three years it should be audited by an authorized chartered accountant only. If the transaction are below Rs.2500/- per annum, it can be audited by any one of the Degree Holder recognized by the University, the executive member of the office bearers shall not be in the accounts inspection group.

22. **THE REPORT TO BE FURNISHED TO THE REGISTRAR OF SOCIETIES**

- a. On every year declaration of the good functioning of the society shall submitted to the Registrar.
- b. The annual accounts statement for every year, on it approval by the General body meeting, shall be forwarded within six months of the completion of the meeting.
- c. The member's register shall be maintained in Form No.6, on every and of the year, the list of remaining members shall be furnished in Form-6, within Six months of the completion of the General body meeting. The above 3 reports shall be furnished to the Registrar within Six month after the completion of the general body meeting.
- d. If any new member is admitted, it should be informed in Form No.7, reported 3months of the admission.
- e. Whenever a member expired, it should be reported in Form NO.7 within 3 months of the death.
- f. Whenever a member is dismissed or resigning, it should be reported within 3 months such occurrence.
- g. Whenever a member of address or transferring the address are proposed, it should be informed within 3 months of such actions in the prescribed For No.5
- h. Whenever the by laws and sub section of the by laws are amended for corrections and inclusion if should be reported in duplicate within 3 months time.
- i. The aforesaid bylaws corrections, deletions or inclusions if nay required it should be passed through a special resolutions and this special resolution's copy shall be furnished in duplicate within 3 months, time.
- j. Each and every report shall be furnished separately, for every report, the fee of Rs.100/- shall be sent towards filling fees, for every report, it should bear the true copy of the connected resolutions for the same.

23. **FINANCIAL YEAR OF THE SOCIETY:**

The society's financial year will be form the 1<sup>st</sup> day of April to the 31<sup>st</sup> day of March succeeding year.

24. **GENERAL BODY MEETING:**

This General body meeting should be convened once in every year, it should be convened within 6 months time from the financial year ending (i.e.) within the September month before 21 days previously, the said 21 days should be exclusive of the day of the General body meeting proposed, one copy of the General body meeting must be sent to the Registrar of societies, the General body meeting notice may be sent to the following methods of any one:

- a. Personal delivery
- b. Postal delivery
- c. Sending circulars to members
- d. By publishing in the newspapers.

The General body notice may be sent in any one of the members described above, the notice shall be exhibited in the office notice board also, the quorum for the General body meeting will be the presence of 1/3, members. If the minimum members will not arrive even after one hour or the commencement of the meeting, the meeting may be postponed for the same day and time on the next week at the same place. In spite of required quorum that meeting could be held. There is no need of quorum for this meeting.

25. **THE POWER OF THE GENERAL BODY:**

- a. To elect of the executive committee members once in three years.
- b. To approve the annual accounts placed by the executive committee before the General body.
- c. To approve the annual Income Expenditure report.
- d. To appropriate an auditor to audit the transactions and accounts of the society.
- e. To make amendments in by laws or in sub sections of relevant by laws, for corrections, deletions or inclusions or changing.
- f. To reveal the appeal petitions by the members and to decide about the cases.
- g. To come to a conclusion, if any of the non-confidence motion against the executive committee and decide.
- h. To come to a conclusion, if any of the or against any member of the executive committee and decide.
- i. To increase or reduce the members subscription or entrance fee.
- j. To finalize of any other special resolutions brought up by any of the members.

26. **SPECIAL GENERAL BODY MEETING:**

- a. If the executives requires any special permission of the General body in specific matters.
- b. This meeting shall be held if 2/3, rd of the members wish to convince of 50% of the executive committee members wish to convince to meeting. This must be made in writing by such members or the executive members. These application must be addressed to the President or the secretary, on receipt of such applications, the

special General body meeting should be convinced with one month's time, otherwise the members who had sent notice for convening this special General body meeting may themselves unite together and send a notice about the date of commencement of such meeting and convince the special General body meeting accordingly, this notice also must be of 21 days previously to the meeting, the quorum for this meeting will also apply equal to the usual General Procedure of the ordinary General body meeting.

27. **MINUTE BOOK REGISTER:**

The executive meetings functions and the General body functions will be recorded separately in the minute books, the secretary will take the short notes of the functioning of the meeting during that time and after the ending of the meeting he will show them to the President making serially numbered, and register the name in the minute book. The President shall sign in the said minute book, the minute book for executive committee meeting and the General body meeting should be maintained apparently and recorded.

28. **ORDINARY RESOLUTIONS:**

It will be an ordinary resolution if it is approved by the 50% or above then the members of the general body meeting.

29. **SPECIAL RESOLUTIONS:**

The following activities should be carried out only through the special resolutions:

- a. The documentary changes in any manner.
- b. The sub sections of the by-laws changes.
- c. The diversification of the society into two units.
- d. The changing of the name of the society.
- e. To come for a decision on the subject of "Abolition of Society"  $\frac{3}{4}$  members who were present in the special General body meeting should support the resolution and approve and then only it can be executed.

30. **THE DISTRIBUTION OF THE COPY DOCUMENTS OF THE SOCIETY TO THE MEMBERS DULY CERTIFIED:**

- a. The by-laws, sub sections of the by-laws, reports of income and expenditures, property Assessment Report can be obtained by payment of Rs.100/- for each copy.
- b. The member who wants to get the copies above, should submit their applications to the President or Secretary, they should remit the prescribed fee at the office hours and receive the copy.
- c. The members can always inspect the original minute book records of the General body meeting, executive meeting minute records, the members register and other office accounts registers with the permission at the president at the office hours, No fee may be paid for this, the members should not take any copies.

31. **The Method of Alterations in the by-laws or in the sub-sections of the by-laws:**

If any alteration in the main by-laws or in the subsections of the by-law, this should be passed as a special resolution for doing so in General body or in a special General body meeting.

32. **FUNDS OF THE SOCIETY**

- a. Collections through members subscription.
- b. Collections of donations.
- c. Subsidy of grants received from the Government or from the Government Institutions of any loans.
- d. Collections of deposits.
- e. Income derived from the Improvements of this society.

33. **ELECTIONS**

- a. All the members are eligible (except those who are noted in Rule No.9) to stand for the election or to vote.
- b. Those who wish to contest in the elections they should fill up the application form and submit before 15 days to the president or the secretary.
- c. Those nominations (applicable) can be withdrawn within the stipulated dates for this purpose.
- d. The final candidates list will be exhibited in the notice board before 5 days at the office. The 5 days should be (i.e.) the date of election and the date on which the notice is exhibited (both days must be exclusive) as above.
- e. The election officers will be nominated by the executive committee members and act accordingly.
- f. If there are contests secret ballot voting will be conducted.

34. **LIQUIDATION OF THE SOCIETY**

If the society did not find possibility to run the administration and the executive committee peacefully, the General body shall pass a special resolution for the closure of the society or to liquidate the society and execute the same. If there are any assets to the society, these may be transferred to a similar society's accounts, and the properties could not be divided among the members.

35. **GENERAL**

Those things which are not hold in the above by-law, this will be taken according to the acts of the Tamil Nadu societies Registration Act, of 1975.