

**PUNJAB DIVISIONAL ACCOUNTS OFFICERS/  
ACCOUNTS ASSOCIATION**

(FOR MEMBERS ONLY)

CONSTITUTION CONTAINING MEMORANDUM & BYE  
LAWS OF PUNJAB DIVISIONAL ACCOUNTS OFFICERS &  
DIVISIONAL ACCOUNTANTS ASSOCIATION

**PART - I MEMORANDUM OF ASSOCIATION, OBJECTS,  
SCOPE & LIMIT**

**ARTICLE - 1**

NAME: The name of the organization will be Punjab  
Divisional Accounts Officer and Divisional Accountants  
Association.

**NOTES:**

- A) The Association as at present comprises of the local units at Ludhiana, Nangal, Hoshiarpur, Chandigarh, Patiala, Abohar, Fazilka, Malout, Amritsar, Jalandhar, Sangrur, The Dam (Ranjit Sagar Project) Shahpur Kandi, Talwara, Sundernagar, Gurdaspur, Faridkot, Ropar, Ferozepur, Bhathinda, Muktsar and other individual members who have a direct attachment with the state body or through the local units.
- B) As and when any other local unit is formed at any place, information shall be given to the state body.
- C) Activities of the local unit will be continued in mailer of the local common interest of their members. The state body will concern itself with those matters only which are of common

interest to all the Divisional Accountants/Divisional Accounts Officer I & II.

## **ARTICLE-2**

### **AIMS AND OBJECTIVES**

- i) To include the sense of unity and oneness amongst the members of Punjab Divisional Accountants & DAO Cadre under the control of Accountant General (A&E).Punjab Chandigarh.
- ii) To foster brotherly affectionate relations between all the Divisional Accounts Officer Grade I & II/Divisional Accountants in the country through the India Federation of Divisional Accounts Officers/Divisional Accountants Association.
- iii) To promote special, cultural and economic welfare of members.
- iv) To safeguard and promote interests relating to service conditions which are common to all members of the Association.
- v) To achieve better service conditions to members and to suggest as well as to participate for betterment of audit and accounts procedure in respect of the development works of various departments, where the members are posted.
- vi) To provide assistance to members in distress.
- vii) To take up the matters of common service interest and grievances of its members with the Accountant General (A&E). Punjab or any other authority in the State Govt./Union Govt. on its

own or through AIF of General Govt. Employees and Workers within the provisions of Constitution of India.

viii) To communicate and co-operate with such organization having same objects and subjects of same service interest.

ix) To establish closer and better relations between the authorities and members.

x) To assist the India Audit & Accounts Department in General & Accountant General & Accountant General (A&E) Punjab in particular and to maintain cordial relations between the authorities and members of Association for better management.

### **ARTICLE - 3**

#### **OFFICE**

The office of the Association shall be located at the place of posting of General Secretary of the Association and all correspondence shall be address to the General Secretary.

### **ARTICLE - 4**

#### **MEMBERSHIP**

i) Sr. Divisional Accounts Officers/All Divisional Accounts Officers/Divisional Accountants on the establishment. of Accountant General (A&E). Punjab shall be eligible for the membership of the Association either direct or through the various local units on payment of subscription.

- ii) The members shall have to apply in the prescribed Performa (Annexure -I) and the membership will be accorded/ or will be allowed to continue in compliance of the terms and conditions stated in Annexure II of G.O.I. No. 2-/10/80-JCA dt. 31.1.94.

**PART - II** Articles of Association/ Bye Laws, Rules of Business

**ARTICLE-5** Deleted

**ARTICLE-6**

Every member will pay a fee of Rs. 50/- P.M. or Rs. 600/- per annum through his D.D.O.

**ARTICLE - 7**

- a) The supreme power of the Association shall be vested in the General Council which will be held bi-annually to consider all matters concerning well being of the members to lay down the programme and time of action to be followed by the Association for the session and to adopt the general report and accounts of Association and also to elect Executive Committee of the Association. The Bi-annual session can be convened even earlier if the majority) of the members and district units so favour to discuss any vital issue by giving at least one month's notice to General Secretary and President of the Association simultaneously.

b) Total No. of office bearers/members of the executive committee

The Executive Committee of the Association shall consist of the following\* (A) Office Bearers."-

1. A President
2. A Senior Vice President
3. A Vice President
4. A General Secretary
5. Two joint Secretaries
6. Organizing Secretary
7. A Finance Secretary
8. One Auditor
9. Two Assistant Secretaries
10. One Liasion Officer

Apart from above, there will be such number of Executive members as would be provided by CCA (RSA) Rules amended from time to time so as to constitute the required percentage of total membership' under check off system.

The office bearers to the post of President and General Secretary will be elected by General Council by secret voting.

Other office bearers will be nominated jointly by the elected President and Secretary.

- (B) Members of the Executive Council (Committee) of the Association shall hold office for two years from General Council meeting of the Association in which election are held. .
- (C) The Members of Executive Council including officer bearers will be elected for a term of two years. The election of new office bearers compulsory be held within three months of the expiry of the two years failing which, as per statutory provision, they will cease to be duly elected representative of the Association.
- (D) Any member of the Executive Committee who without adequate reasons absents himself from three consecutive meetings or fails to send his opinion by post or otherwise after due notice shall be considered to have vacated his seat but shall be eligible for reinstatement by the Executive Committee.
- (E) Vacancies occurring within the same year amongst the Executive Committee shall be filled up at the discretion of the Executive Committee.
- (F) 'Quorum:  
The quorum for Annual General Body Meetings, General Body Meetings or Special Meetings shall be 1/3rd of total strength of the primary members. Similarly for Executive Meetings the quorum shall be 1/3rd of the Executive Body as per duly approved Constitution of the Association.

## **ARTICLE - 8**

- i) a) The annual Bi-annual General Meeting will be held for the purpose and in manner mentioned in CI. 7 (a) all the valid members of the Association are entitled to participate in the proceedings of the Annual General Meeting.  
  
b) The Executive Committee (Council) shall meet at least once in every three months or earlier if considered necessary by the members. The General Secretary shall be competent to convene the meeting on receipt of requisition by not less than three members of the Executive Committee after giving 10 days clear notice. One third of the present Executive Committee members shall form the quorum of the meeting and all the decision put to vote will be decided by majority vote.
- ii) The Traveling Expenses of office bearers of members of the Executive Committee attending Executive Committee meetings or General Council meetings etc. shall be ordinarily be the liability of the respective local unit to which they belong. In exceptional cases such liabilities may be assumed by the Association at the discretion of the Executive Committee.
- iii) Expenses in connection with the General Council meeting shall be borne by the Association or the host local units or collectively by the Association and local units as the case may be.

- iv) Place and time for General Council meeting will be decided by the Executive Council. Time and place for Executive Committee meetings may be decided by General Secretary and Presidents on their own or in consultation with the Executive Committee and hosting district unit.
- v) The President shall preside over all the meetings of the Association and of the Executive Committee and shall regulate all their proceedings. In absence of the President, the Senior Vice President. Vice President or any of the members of Executive Committee shall preside over the meetings.
- vi) The General Secretary shall keep a record of the proceedings. I shall be responsible for carrying out the resolutions of Association and of the Executive Committee.
- vii) The duties of the Joint Secretary shall be laid down by the Executive Committee from time to time. In the absence of the General Secretary, the Joint Secretary (i) shall discharge the functions of General Secretary. The Joint Secretary (i) for this reason should be kept posted with day to day activities of the Association.
- vii) All resolutions forwarded at any meeting shall be decided by majority vote the members. Each member shall have one vote and in case of equality of votes, the President shall have a casting vote.
- ix) All correspondence with the authorities shall be made by the President General Secretary of the Association.



- x) No local unit or individual member shall decide upon any important matter of policy affecting the Association without the previous concurrence of Executive Committee of the Association.
- xi) The Association shall function strictly according to the framework of the constitution and rules/ instructions of Govt. or Comptroller & Auditor General of India for the conduct and functioning of Association Union.
- xii) The Association shall not represent the interest of any caste, tribe or religious denomination or of any group within or section such castes, tribes or religious denomination.

## **ARTICLE - 9**

### **PROCEDURE OF ELECTION**

- i) Elections to the posts of President and General Secretary will be held by the General Council by Secret ballot.
- ii) A returning officer will be appointed by the Executive Committee of the Association to ensure fair and free election. The returning officer will issue the election notice and call for nomination for the posts of President and General Secretary to be filed up by election by the General Council. The election notice and call for nomination will be issued one month before the General Council meeting of the Association.
- iii) Only the members on the pay rolls of the Association shall have the voting right to contest the election.

- iv) List of the voters will be finalized by the Finance Secretary and will be presented in the last meeting kit Executive Committee meeting in which the Returning Officer will be appointed and this list will be handed over to Returning Officer after approval by the Executive Committee.

The Executive Committee may empower the Returning Officer to enroll the other members by some specified date if the defaulters pay the arrears as shown by the Finance Secretary. For this the Returning Officer had to ensure that the individual produces clearance from cashier (F. Secretary).

## **ARTICLE – 10**

### **ACCOUNTS**

- i) The Finance Secretary will receive all money and will maintain the accounts of all receipts and expenditure and present same in the General Council.

A bank account will be opened by the Association. The pass book of the Association will be operated jointly by Finance Secretary and one more member nominated by the President/General Secretary for the purpose. The Finance Secretary shall be responsible for submission of accounts to the General Council after the accounts are duly checked by the Auditor of the Association.

- ii) Each member shall pay a subscription of Rs. 600/- per annum which will be deducted from the pay rolls of the member

employees. The same will be remitted to the Association as per procedure laid down and in CAG Office No. 830-NGE/(JCA)/40-94-11 Dated 05.10.1994 and NGE/36/T996/N0. 33.VNGK (JCA)/40-96-1 Dated 18.10.1996 & G.O.I, Ministry of Personnel. PG and Pension Ferret No. 2/6/94-.ICA Dated 11.6.96 Ministry of Finance Letter No. 9(4)/93/TA/404 Dated 25.06.1996.

iii) Expense:

- i) The funds of the Association will be utilized specifically for day to day expenditure on postage. Stationary, publishing/ cyclostyling/ photo stating/ memorandum/ preceding, newsletters and souvenir etc.
- ii) Subscriptions to All India Federation of Divisional Accounts Officers/Divisional Accountants Association or for purchase of periodicals useful for Association.
- iii) Travelling expenses of President- & General Secretary or any other member for attending the meeting of the AIP other state units, attending meeting with AG Members of the Pay Commission, or any other activity for the welfare of the Association.
- iv) In addition to normal expenditure on postage, the President & General Secretary shall have the power to incur expenditure upto Rs. 500/- for each item. Any expenditure in excess of Rs. 500/- will have to be approved by the Executive Committee. The President and

General Secretary may draw imprest to cover expenses on activities/assignments approved by the Executive Committee or the General Council.

## **ARTICLE-11**

### **ACCOUNTING YEAR**

The accounting year of the Association shall be 1<sup>st</sup> April to 31<sup>st</sup> March.

## **ARTICLE-12**

### **BYELAW**

Only the General Council will have the powers to frame and amend bye laws of the Association from time to time.

## **ARTICLE - 13**

### **AMENDMENT OF THE CONSTITUTION**

- a) The final authority for the interpretation of rules and laws shall be the Executive Body. The amendment to the constitution shall be made by a majority vote of at least 2/3<sup>rd</sup> of members present in the Executive Body.
- b) Any amendment in the Article of the constitution may be made only with the prior approval of the CAG of India.

## **ARTICLE - 14**

Statutory declaration in the form of resolution has been incorporated in the Annexure - I.

President

General Secretary

## ANNEXURE- I

It is resolved that this Association shall comply with the following conditions namely :

- a) That the membership of this Govt. Servant shall be automatically discontinued on his ceasing to belong to respective category.
- b) That only the Govt. employees who are in service shall be members of Office bearers of the Service Association.
- c) That the Executive of the Service Association shall be appointed from amongst the members only.
- d) That the funds of the Service Association consist exclusively of subscription from members and grants, if any, made by the Govt. and are applied only for the furtherance of the objects of the Service Association.
- e) That the Service Association shall not send any representation or deputation except in connection with a matter which is of common interest to members of the Service Association.
- f) That the Service Association shall not espouse or support the cause of individual Govt. servants relating to service matters.
- g) That the Service Association shall not maintain any political fund or lend itself to the propagation of the views of any political party or a member of such party.

- h) That all representations by the Service Association shall be submitted through proper channel and shall be addressed to the Secretary to the Govt./ Head of the organization or Head of the Department or office.
- i) That it would give a list of its members and office bearers and upto date copy of the rules and an audited statement of accounts of the Service Association to the Government annually through proper channel after the Annual General Meeting so as to reach the Government before the 1st day of July each year.
- j) That the Service Association shall not start or publish any periodical, magazine or bulletin without the previous approval of the Govt.
- k) That the Service Association shall cease to publish any periodical, magazine or bulletin, if directed by the Government to do so, on the ground that the publication thereof is, prejudicial to the interest of the Central Government, the Govt. of any State or any Govt. of any authority or to good relations between Govt. of any authority or to good relations between the Govt. of India and the Govt. of a Foreign State.
- l) That the Service Association shall not address any communication to, or enter into correspondence with a foreign authority except through the Govt. which shall have the right to withhold it.

- m) That the Service Association shall not do any act or assist in the doing of any act which, if done by a Govt. servant, would contravene any of the provisions of the CCS (Conduct) Rules. 1964.

President

General Secretary