

Constitution

➡ **TERM OF OFFICE OF THE EXECUTIVE COMMITTEE :**

- The Executive Committee shall hold office notwithstanding what contained in article 11 of a term, extending of the next General Body meeting of the Association.
- In the event of failure of the Executive body to convene the General Body meeting within one month of expiry of their term, the Election Commission will issue notice to hold the General Body Meeting and conduct the election.
- Any vacancy or vacancies arising in the office of the Executive Committee shall be filled in by way of bye election in a General Body meeting specifically convened for this purpose, provided that in respect of vacancy or vacancies arising in the offices other than those of President and or Secretary, Co-option by the executive committee shall be adopted.
- Resignation of any office bearer, shall, in writing under his hand, be addressed to Secretary, in case the Secretary intends to resign, he shall address the President.

➡ **IMPEACHMENT OF THE EXECUTIVE COMMITTEE AND THE OFFICE BEARERS:**

If any or all of the Officers or member(s) of the Executive Committee is or are found liable for impeachment for reasons enumerated in article 5(e), an extraordinary meeting of the General Body shall be requisitioned by an application signed by at least 10% of members giving a minimum notice of 15days duly explaining the charges instituted or proposed to be instituted. Such meeting shall cause to constitute an impeachment committee with a chairman and four members to discuss, all for evidence and pass judgment in the manner decided by the General Body Meeting.

➡ **DUTIES POWER AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE:**

- The Executive Committee shall manage and conduct all affairs of the Association in accordance with the broad principles and programme laid down in the General Body Meeting.
- For achieving better results in the matter of conducting the business including collection of subscription etc. Branch Secretaries may be nominated in each District of the state by the Executive Committee in the manner deemed fit. The Branch Secretaries shall carry out the duties and responsibilities entrusted to them and shall be answerable to the Executive Committee, but they will not be the members of the Executive Committee.

PRESIDENT :

The President is the supreme head of the Association. The president shall preside over the meeting of the Executive Committee and the General Body and shall conduct the meeting according to democratic norms and traditions. The ruling of the President as regards the procedures shall be final and binding. The President shall abstain himself from casting his vote except incase of election of office bearers and members of the Executive Committee provided that he shall cast his vote when there is a tie. In the absence of the President, the reasons for which should be declared, the Vice-President shall conduct the meeting, in the absence of both, a member of the Committee shall be nominated to preside over the meeting whenever such occasion is necessitated.

SECRETARY:

The Secretary is the executive chief of the Association He shall be responsible to the Executive Committee for the proper and timely discharge and execution of the directions and resolutions of the Executive Committee. All Official letters, memoranda etc. of the Association shall be signed in his own hand without which no paper is authentic and binding.

The Secretary is responsible for the proper up-keep of the accounts of the Association. All payments from the account of the Association shall bear the pay order of the Secretary. Payment of the sums of Rs.500/- and above but below Rs.1000/- in each case shall have to be pre-passed by the Executive Committee.

The Secretary shall have no power to authorize the Joint Secretary to sign letters addressed to the Administration, State Government and Officers thereunder and the All India Federation of Divisional Accounts Officers' & Divisional Accountants' Association.

JOINT SECRETARY:

The Joint Secretary shall aid and assist the Secretary as directed by the later. The Joint Secretary shall have no power to issue official letters, memoranda etc, without the prior approval of the contents there of by the Secretary in which case he should sign as indicated below:

By Order of the Secretary,
Signature
(Joint Secretary)

He shall, however, have no power to sign any letter addressed to Administration. State Government and Officers there under and the All India Federation of DAOs' & DAs' Association.

TREASURER:

The Treasurer shall be responsible for all sums of money that may be paid to him and shall pay such bills and claims duly ordered for payment by the Secretary. The Treasurer is empowered to retain a cash balance of a sum not exceeding Rs.2000/- at a time. Retention of balance exceeding Rs.2000/- should carry the prior orders of the Executive Committee in each case.

➔ **MEETING :**

- The Annual General Body Meeting, which shall ordinarily be held at the close of every accounting year, will lay down the programme and line of action to be followed during the following year and shall adopt the annual report and accounts of the Association for the current year and shall also consider such other affairs of the Association as are felt necessary. A fortnight's notice in writing shall be given for convening this meeting. The Executive Committee shall meet at least once a month. Five days notice shall ordinarily be given for such meeting. The holding of its meeting etc. would be strictly in accordance with its rules and orders in force and no meeting shall be held in the office premises without obtaining prior permission from the Head of the Office concerned.
- The Secretary of the Association and in his absence any other person authorized by the Secretary to act on his behalf shall issue a written notice of all meetings specifying the date, time, venue and agenda thereof.
- 1/3rd of the total number of the registered members shall form quorum in a meeting of the General Body. In case of Executive Committee 1/3rd of the Executive Body shall form quorum, and an adjourned meeting of the General Body or Executive Committee for want of quorum shall require no quorum.
- Resolutions in the ordinary General Body Meeting and in Executive Committee Meetings shall be carried by a simple majority.
- Ten percent (10%) of the registered members shall serve a fortnight's notice in writing to Secretary for convening the extra ordinary General Body Meeting on any issue subject to article 11. The Secretary shall circulate the notice at least seven days prior to the date of such a meeting. Resolution in such an extra ordinary General Body Meeting shall be carried out by two third majority of the members present.
- The Executive Committee may in case of emergency convene an extraordinary general body meeting by serving 48 hours notice thereof.
- A list of the members who are not in arrear of subscription as on 31st, March and Office bearers and an up-to-date copy of rules and audited statement of accounts as approved by the Annual General body meeting shall be furnished to Government through proper channel so as to reach the Govt, before the 1st July of

each year. The full detail of paid up members shall be duly attested by the President/Secretary of the Association. In addition, it shall furnish such other information relating to it as may be called by the Head of the Office concerned from time to time.

FUNDS :

- The funds of Association shall consist of General fund to which subscription from members will be credited.
- Funds of Association shall be deposited in the Post Office, Savings. Bank in the name of the Association to be operated by both the Secretary and President.

➔ **PROCEDURE FOR DEDUCTION TOWARDS MEMBERSHIP SUBSCRIPTION**

- The annual subscription shall be Rs.600/-(Rupees Six Hundred) only. The A.G (A&E) will issue instruction to the DDOs that the annual deductions made towards membership subscription to the Association of DAOs/DAs may be remitted to the PAO of the A.G who after the annual deductions are received from all the DDOs of DAOs/DAs will remit the amount to the Authorized representative of the Association indicating the total amount of deduction and the total No.of persons covered by the amount remitted.

➔ **AUDIT & ACCOUNTS:**

The accounts of the Association shall be annually audited by an auditor who shall be elected among the members or appointed by the General Body of members.

➔ **AMMENDMENT TO THE CONSTITUTION :**

The constitution of the Association may be amended in a meeting of the General Body convened for the purpose by a majority of two third of the members present. Any amendment in the constitution of the Association shall be made only with the prior approval of the Comptroller & Auditor General of India. It will carry out within a reasonable time suitable amendments to its rules etc, which may be necessary and also as and when called upon to do so by the Head of the Office, concerned. These bye-laws are subject to the amendments which may be necessary to bring these in conformity with provisions of CCS (RSA) rules, 1993, and orders issued there under.

➔ **AFFILIATION:**

The Association may, with the approval of the Government/ and C & A.G. of India, affiliate itself with such Federation or Confederation or another Service Association to which recognition has been granted by the Government /C & A.G. of India. It shall cease to be affiliated to a Federation/ Confederation or Service Association whose recognition is withdrawn by Government. These facts should be reported to the Government / Comptroller and Auditor General of India through proper channel.

The Association shall not do any act or aid and abet in the doing of any act which is done by the Government servant would Contravene, any of the orders/rules issued from time to time by the Govt. of India and the C & A.G. of India. The association may, however, publish a journal devoted to service matters for circulation among its members after obtaining approval of the Govt./the C&AG of India.

The Association shall not address any communication to the Foreign Government or other authority except through Government and all the communications addressed to the Govt. by the Association or any office bearer on its behalf shall not contain any improper or disrespectful language.

No religious or political discussions shall be allowed in any meeting. The Association should not lend itself to the propagation of any political party or politicians or maintain or raise any funds for the purpose.

The Secretary being the Chief Executive of the Association, should work under the direction of Executive Committee, and should represent the Association in all legal matters.

The terms and conditions of the de-facto recognition of the Odisha Divisional Accounts Officers' and Divisional Accountants' Association as laid down from time to time by the Comptroller and Auditor General of India shall be binding on the Association.

➔ **DISSOLUTION OF THE ASSOCIATION :**

The Association shall be dissolved when the paid-up registered members fall short of 35% (Thirty five) of the total employees in the grade or by a decision of 75% of the registered members. A "Board of trustees" shall be selected by the members on dissolution who shall dispose of the assets and liabilities of the Association.