



**CONSTITUTION & BY-LAW OF
ODISHA DIPLOMA ENGINEERS' SERVICE ASSOCIATION
(AMMENDED IN 67TH GENERAL BODY MEETING OF ODESA-2012)**
(NEW VERSION)

ODESA BHAWAN, 7-KHARAVELA NAGAR,
SRI AUROBINDO MARG, BHUBANESWAR-751001

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GOVERNMENT OF ORISSA
HOME DEPARTMENT

Memo No.3076 poll Dated 12.6.44

To

The Public Works Department.

Sub: Recognition of the Orissa Sub-Ordinate Engineers' Association.

Sir,

With reference to Memo No.4455, G dated the 22nd April 1944 from the Public Works Department on the above subject, the undersigned is directed to say that the provincial Government are pleased to recognise the Orissa Subordinate Engineers' Association.

A copy of the rules for the recognition by the Government of Orissa of Association of their employees is enclosed for information of the President of the above Association.

Sd/-
S.Mazumdar

Under Secretary to Government

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GOVERNMENT OF ORISSA
HOME DEPARTMENT

Memo No. Assn(R) 110/80, Assn.

To

The Works/Irrigation and Power/H&UD Department.

Sub: Change of nomenclature of "Orissa Sub-Ordinate Engineer's Association" to that of "Orissa Diploma Engineers' Service Association.

Ref: Their Memo No.9947/dt.7.4.81

Memo No.14269/dt.10.4.81

Memo No.16677/HUD dt.13.5.81

The undersigned is directed to invite reference to their Memo Nos. and date cited above on the above subject and to say that Government have been pleased to approve of the proposal for revision of the nomenclature of Orissa Sub-ordinate of Engineers Association. This Association will hence forward be known as "Orissa Diploma Engineers' Service Association".

Sd/-
(A.K. Dalua)
Deputy Secretary to Government

T.M./27.8.81

Memo No.39233/Assn., dated 28.8.81

Copy forwarded to the General Secretary of Orissa Sub-ordinate Engineers' Association, Kharabela Nagar, Sri Aurobindo Marg, Bhubaneswar for information with reference to this letter No.190/OSEA, dt.10.3.81.

Sd/-
Deputy Secretary to Government

Government of Orissa
Home Department

No488 / Dt.22.09.95

From

Shri L.K.Panigrahi,
Under Secretary to Government.

To

The General Secretary,
Orissa Diploma Engineers Service Association,
7, Kharabela Nagar, Sri Arobindo Nagar,
Bhubaneswar-751001.

Sub: Amendment of constitution and bye-laws of Orissa Diploma
Engineers' Service Association.

Sir,

I am directed to invite a reference to your letter No.221
dt.16.03.95 on the subject noted above and to say that Government
have been pleased to approve the amendment of Election
Procedure in the Constitution of Orissa Diploma Engineers'
Service Association as resolved in the 49th Annual General Body
Meeting by the said Association on 6th and 7th June, 1994 by
inserting the following provisions below the Heading Election
Procedure.

Your are requested to please supply 4(four) copies
of the Constitution incorporating the above amendment for
reference.

yours faithfully,

Sd/-

Under Secretary to Government

CONSTITUTION

1. The Association shall be known as "Odisha Diploma Engineers' Service Association" and shall have its Headquarter at Bhubaneswar.
 2. The following officers of Odisha are eligible for membership:
 - (a) A Junior Engineer, with diploma in Engineering qualification & serving in the State Govt, posted from the pannel maintained by the Govt.
 - (b) An employee of the Odisha Junior Engineering Service / Odisha Diploma Engineers Service having qualification of Diploma in Engineering.
 - (c) An officer promoted to any higher rank from any of the above ranks.
 - (d) Diploma Engineers serving in any other post in the State Government analogous to Junior Engineer post shall be eligible if decided by the General Body.
- Every such person wishing to be enlisted as member shall apply to the General Secretary or to the Secretary of the Divisional Committee wherein he is employed and it shall be construed that he is agreeable to abide by the constitution and rules of the Association.
- Seizure of membership:
- i) If a member is dismissed / discontinued / retired from Govt. service, his/her membership shall be automatically seized from the date of dismissal/ discontinuance or retirement
 - ii) If one found guilty by the Arbitration committee of ODESA his /her membership shall be seized.
 - iii) If a member adopts dual membership of a parallel Organisation his /her membership of this Association shall be seized.

3. The aims and objects of the Association shall be :-
 - (a) To promote and improve the technical and cultural standard of its members.
 - (b) To create to foster expertised corps among the members.
 - (c) To emulate by all legitimate means the pay, allowances, prospects, status, conditions of service and moral of its members and protect the position and privilege of the members.
 - (d) To maintain funds for the mutual benefit of the members and for carrying out the objects of Association.
4. The Association shall deal with matters of common interest of the members as a whole or a definite section of them and shall not deal with question relating to discipline.
5. The Association shall be a non-political body and shall be entirely independent but it may be affiliated to any sister Association or Association of Government employees of both State and centre.
6. The organisation of the Odisha Diploma Engineers' Service Association shall consist of:
 - (a) General body consisting of members assembled at a General Body meeting.
 - (b) General Council.
 - (c) The Central Executive Committee.
 - (d) The Divisional General Body consisting of members of a Divisional Committee assembled at a General Body meeting.
 - (e) The Divisional Executive Committee.
 - (f) The Sub-Divisional Committee.
 - (g) The Block level committee.
7. General Body:

The Supreme authority of the Association shall be vested in General Body meeting of the members. Every member shall have one vote and in all matters the opinion of the majority shall prevail.

The General body meeting shall maintain a general supervision over the work of the Association and shall take or direct the Central Executive Committee to take all steps that may be necessary in the interest of the Association.

The General Body meeting shall be of two kinds viz. Ordinary and Extra-Ordinary.

(A) An ordinary General Body meeting shall be held once in every year followed with annual conference at such time as may be decided by the Central Executive Committee.

Though Election for CEC will be held bi-annually, Annual Conference along with Annual General Body meeting shall be held every year to review the activities of the Association, to pass the annual expenditure & budget etc., failing which, it will be treated as the gross mistake of the existing CEC.

B) Extra-ordinary General Body :

An extra ordinary General Body meeting shall be convened on the request in writing of not less than five hundred bonafied members of the Association or at the instance of the Central Executive Committee or Secretaries of more than 50% Divisional Committees. Also such a meeting may be convened in the interest of the Association as a whole with the approval of Central Executive Committee/ General Council when the situation so warrants.

(C) The function of the General Body shall be :-

(i) to receive, consider and approve the report of General Secretary along with Finance and other statements in all respect and to review the work of the Association of the past year.

(ii) to deal with all other matters affecting the Association and decide necessary steps for the furtherance of the aims and objects of the Association.

(iii) to approve the audit report.
(iv) to approve the budget.

(v) to amend, alter or add to the articles of the constitution and rules of the Association recommended by the General Council.

8. Issue of Notice :

Notice of General Body meeting mentioning the date, place and hour of the meeting and the business to be transacted there, shall be circulated or posted to all members through Divisional Committee atleast three weeks before the date of which the meeting is to be held.

9. General Council :

(a) Formation
The General Council shall consist with members of the Central Executive Committee including the Office Bearers and Presidents, Secretaries of Divisional Committees and the Zonal Secretaries.

(b) Notice & Quorum:

The General Council meeting shall be convened atleast once in every three months with minimum ten days notice and 1/3rd of Divisional Committees' representations shall form the quorum, but adjourned meetings need no quorum. In absence of Divisional Committee the President/Secretary of the Sub-Divisional Committee of the same Divisional Committee can represent the Council. Also in place of President/Secretary, D.C. can authorise a representative to attend the Council.

(c) The Function of the General Council to :

(i) Review the activities and collection position from time to time of ODESA.

(ii) Decide Action programme.

- (iii) Decide any matter that it considered desirable and expedient for the interest of the Association pending the approval of the General body subject to restrictions in the constitution and rules of the Association.
- (iv) Recommend the budget and any other proposals for approval of the General Body.
- (v) Elect Chief Election Officer for conducting Election for the Central Executive Committee.

10. Central Executive Committee :

- (a) The Central Executive Committee shall consist of following members including office bearers.
 - (i) Advisor - One Post
 - (ii) President. - One Post
 - (iii) Vice-President. - One Post
 - (iv) General Secretary. - One Post
 - (v) Addl. General Secretaries - Two Posts
 - (vi) Secretaries. - Six Posts
 - (vii) Treasurer. - One Post
 - (viii) Auditor - One Post
 - (ix) Executive Committee Members. - Seven Posts
 - (xi) Eleven Zonal Secretaries (Ex-officio members of C.E.C). They will be selected in the 1st General Council Meeting every year.
- (b) The Central Executive Committee shall be convened atleast once in every month and eight members shall form the quorum. The President and General Secretary of the preceding year will be the Ex-officio members of the Central Executive Committee for the succeeding year.
- (c) Members of the Central Executive Committee and office bearers shall retire Bi-annually but shall be eligible for re-election.
- (d) The Central Executive Committee shall be fully empowered to carry on all works conducive to general welfare of the members, attainments of the objects of the Association, to

regulate its income and expenditure and to appoint staff for office establishment on behalf of the Association, subject to the restrictions in the Constitution and Rules.

- (e) The Central Executive Committee shall appoint an office bearer in place of an office bearer of the Central Executive Committee if he resigns or be transferred from the head quarters station or fails to attend four consecutive meetings, except the General Secretary.
- (f) The Central Executive Committee may take such action as may be necessary for reorganisation of a Divisional/ Sub Divisional/Block Level Committee if it is defunct.
- (g) The duties of Central Executive Committee shall be :
 - (i) To deal with matters of general interest and to decide action to be taken.
 - (ii) to determine the powers and functions of the office bearers and to maintain a general supervision over their work.
 - (iii) to review accounts monthly and to confirm expenditure as may have been incurred with such observations as may appear necessary and approve the monthly Cash Account.
 - (iv) to call for a General Body / General Council meeting whenever necessary and to prepare agenda for the same.
 - (v) to frame rules for the working of the association and to adopt them provisionally pending approval of General Council and General Body.
 - (vi) to incur an expenditure of Rs.50,000/- at a time in any one case, in anticipation of approval of General Council in absence of budget provision.
 - (vii) to communicate sanction of the expenditure incurred by the Divisional Committee for Rs.1000/-.

viii) Any Expenditure above Rs.50,000/- without budget provision

needs prior approval of General Council. But the Central Executive Committee can sanction the entire expenditure incurred for printing of proceedings, General Secretary Report, Programme, Leaflets, Banners, Souvenir and expenditure towards decoration (Tent House materials) etc. for conducting Annual Conference/ Action Programme/ other such functions.

ix) CEC in its first meeting shall constitute different standing committees for that organisational year.

11. Divisional Committee :

a) Formation :

Divisional Committees shall be formed in each district of the State irrespective of the strength of the members. The headquarters of such Divisional Committee may preferably be fixed at district headquarters. In addition, there shall be a Divisional Committee with Hd.Qrs. at Bhubaneswar. Separate temporary Divisional Committees may also be formed at other project areas subject to 50 members strength with the approval of General Council, which shall fix-up the head quarters of such temporary Divisional Committees.

b) General Body Meeting of the Divisional Committee :

The Divisional General Body will consist of members assembled in a general meeting convened by Secretary. The members present will have one casting vote each for every matters. The opinion of the General Body is considered to be final in matters relating to the Divisional Committee. The Divisional General Body will be convened at least once in a year ordinarily and preferably before the Annual Conference of the Association and the extra-ordinary General Body Meeting of the Divisional Committee may be convened if the situation warrants with the approval of the Divisional Executive Committee. The General Secretary or a member on his behalf shall attend all General Body meetings.

(c) The Function of the General Body of the D.C. :

- (i) To receive and consider the report of the Secretary of the Divisional Committee regarding the implementation of the decision of the Central Executive Committee and review the performance of the Divisional Committee of the previous year.
- (ii) To deal with all matters affecting the Association and suggest remedy for the furtherance of aims and objects of the Association of the Central Executive Committee.
- (iii) To discuss and approve the annual audit report.
- (iv) To elect office bearers and members to the Executive Committee and auditor for the next year.
- (v) To approve its budget placed by the Secretary.

d) Divisional Executive Committee :

To carry on the works of the Association in Divisional Committee, Executive Committee consisting of the following members including office bearers shall be formed in the Divisional General Body meeting in presence of the representatives of CEC. Their head quarters shall be within the jurisdiction of the Divisional Committee.

- 1) A President
- 2) A Vice-President
- 3) A Secretary
- 4) Two Assistant Secretaries
- 5) Six Executive Committee members
- 6) An Auditor

e) The Executive Committee of the Divisional Committee shall be

convened atleast once in every month. The members of this Executive Committee shall retire annually but they shall be eligible for re-election.

f) The duties of the Executive Committee (D.C.) shall be :

- (i) To approve minutes of its last meeting.
- (ii) To consider the action to be taken on the minutes of the Central Executive Committee last received.
- (iii) To collect subscriptions from the members and to enroll the fresh members.
- (iv) To review its action and financial position.
- (v) To collect the opinion of the members of the Divisional Committee with regard to any question of general interest and ascertain their real grievances and reasonable aspirations.
- (vi) To receive, discuss and consider all suggestions from individual members and to keep the Central Executive Committee informed about that
- (vii) To adopt ways and means for the transaction of their own business not consistency with the constitution and rules of the Association.
- (viii) To prepare its budget for approval in the General Body meeting and to review the monthly A/c's and pass the same in due time.

12. Sub-Divisional Committee :

(a) Formation

The Sub-Divisional Committee shall be formed at any part within the Divisional Committee preferably at civil Sub Divisional headquarters with minimum 20 members to have direct link with the Association as well as to enroll members for the Association. Its Executive Committee shall constitute with eleven members including a President, a Vice-President, a Secretary, two Assistant Secretary and six Executive Members. The Sub-Divisional Committee shall be convened at least once in every month.

(b) The Sub-Divisional Committee shall :

- i) approve the minutes of its last meeting.
- ii) consider the action to be taken on the minutes of the C.E.C. and Divisional Committee last received and implement the decision if any.
- iii) receive, discuss and consider all suggestions from individual members and to keep the Central Executive, Divisional Committee informed about that.
- iv) Collect subscription and remit in full to the Secretary, Divisional Committee. The Sub-Divisional Committee shall incur expenditure towards stationeries and postal charges which the Divisional Committee shall reimburse.
- v) Adopt ways and means for the transactions of their own business not inconsistency with the constitution and rules of the Association.
- vi) Review its developments and financial position.

13.

The Block Level Committee shall be formed at each Block Head Quarters to have direct link with Association as well as to enroll members. One Secretary/ Convener may be selected who will be ex-officio member of the Sub-Divisional/Divisional Executive Committee. The Block Level Committee shall be convened at least once in every month.

14.

There shall be eleven Zones such as :

- i) Puri Zone
- ii) Cuttack Zone
- iii) Dhenkanal Zone
- iv) Northern Zone
- v) Southern Zone

- vi) Kalahandi Zone
- vii) Western Zone
- viii) Rourkela Zone
- ix) Batarani Zone
- x) Koraput Zone
- xi) Malkangiri Zone

for better organisal point of view, Divisinal Committees will be suitably reallocated under eleven zones.

Zonal Secretaries will be selected in the first General Council Meeting of every year and their Head Quarters will be from the respective Zones. The tenure of the Zonal Secretary will be ordinarily one year. If a Zonal Secretary fails to attend two consecutive Council Meetings, will be replaced by a fresh nominee by the Council.

15. Proposal for amendment of constitution and Bylaw :

- i) Ordinarily for amendment of any clause or rule of the bylaw, proposals need to be routed through CEC / General Council for placement in the General Body. Such proposals need to be discussed and passed in the House having quorum and supported by more than 50% of the members present.
- ii) In case of any kind of ammendment in Election procedure minimum attendance of members in the General Body at the time of discussion must be more than 500 and 2/3 majority in support of ammendment is required for passing.

RULES

1.(a)A member who pays non refundable amount of Rs.1000/- (Rupees One Thousand only) or the amount as decided by the Association from time to time, as one time fees, be allowed to be a Life Member of the Association and the amount collected towards membership shall be deposited with the Central Executive Committee in full.

The funds so collected will be deposited in the respective fixed deposit account and the interest thereof will be utilised for the day to day functioning of the Association and its developmental works. Divertion of such fund is subject to approval of the General Body only.

(N.B: Life means a member till in cadre service.)

(b) A member who pays Rs.3000/-(Rupees Three thousand only) as lump sum donation be allowed to be a Permanent Donor of Ray Chudamani Relief Fund. The funds so collected will be deposited in a separate fixed deposit A/c. The annual interest there of will be paid towards the relief. The Donation amount towards Ray Chudamani Relief Fund is subject to modification from time to time as well as the amount of relief, guidelines and rules thereof by the General Body.

Power & Function of President

The President shall preside over meetings of the Central Executive Committee and shall exercise direct control over the work of the Association. In case of absence of President, the Vice-President and in absence of President and Vice President the members present in the meeting shall nominate a senior member among them who shall preside that particular meeting. The president will also sign the Cash Book after the monthly cash accounts is passed in the Central Executive Committee, failing which he will be held responsible for non pasasing of the Cash Account.

The duties of the General Secretary :

Being the chief Executive, he is to :-

- (i) take such action as may be necessary to enlist members.
- (ii) collect subscription from members directly as well as through Divisional and Sub-Divisional Committees and to grant receipts.

- (iii) maintain lists of members, rank by rank.
- (iv) communicate Secretaries of Divisional Committees Sub-Divisional committees/Block Level Committees the points on which the views of the office bearers of the Divisional Committees are wanted by the Central Executive Committee and to invite their opinion.
- (v) circulate to Secretaries of Divisional Committees the proceedings of General Body meeting, General Council and C.E.C. and all other important meetings of the Central Executive Committee.
- (vi) call meetings of the Central Executive Committee which ordinarily meet once in a month.
- (vii) to have connection with sister Associations of Government employees both at State and Central level for the interest of the Association.
- (viii) call General Body and General Council Meetings.
- (ix) maintain the Cash Account of the Association and get it approved every month in the C.E.C.

4. The duties of the Secretaries of Divisional Committees shall be :

- (i) to take such action as may be necessary to collect membership fee for enrollment of new members.
- (ii) to collect subscription from the members and issue printed receipt of the Association.
- (iii) to maintain a list of the members of the Division.
- (iv) to circulate the proceeding of their Executive Committee to the General Secretary and its Executive Committee and to Secretary of Sub-Divisional Committees and Block Level Committees.

- (v) to call meetings of the Executive Committee which ordinarily meets once in a month.
 - (vi) The Secretary shall carry on all correspondences on behalf of the Divisional Committee.
 - (vii) to maintain Cash A/c of the D.C. and get it approved every month in the Executive Body.
 - (viii) To submit approved cash account of D.C to CEC for necessary audit.
5. The General Secretary shall be allowed to lump an amount of Rs.5,000/- (Rupees Five Thousand) to meet emergent expenses and he shall be permitted to incur expenditure upto a limit of Rs.500/- in any case. In other cases sanction of the Central Executive Committee shall be necessary.
6. The Secretary of the Divisional and Sub-Divisional Committee shall be allowed a permanent Advance of Rs.5000/- & Rs.1000/- to meet emergent expenditure respectively and they shall be permitted to incur expenditure up to Rs.500/- and Rs.100/- respectively in any one case. In other cases sanction of the Executive Committees of both shall be necessary.
7. The General Secretary shall carry on all correspondences on behalf of the Association and also fix interview with the officers of the department of Government when necessary.
8. Ordinarily the General Secretary shall not correspond or make interview with any high officials of the Government on any matter concerning the Association except the prior approval of the Central Executive Committee.

9. The Central Executive Committee may when it so likes, select any member or Office Bearer to interview or discuss with any high official of the Government on any matter concerning the Association. All matters for discussion with Government high officials shall be approved by the Central Executive Committee and in case of interviews the Office Bearers or members concerned shall record in writing the matter which formed the subject of interview and a faithful account of the discussion that took place shall be placed before the Central Executive Committee for such action as may be necessary and shall forward a copy of the same to the person interviewed.

10. Power and function of two Addl. General Secretaries :

- (i) In absence of General Secretary, one Addl. General Secretary out of two will act as General Secretary being selected by the CEC.
- (ii) They will supervise the works and activities of six Secretaries i.e Secretary Organization-2 Secretary Finance-2 Secretary Office-1 and Secretary Cultural-1. The Specific duties and responsibilities of two Addl. General Secretary will be distributed by the General Secretary with due approval of the CEC.
- (iii) To look into the establishment of the Association.
- (iv) To prepare annual budget of receipt and expenditure of the Association by the help of Secretary Finance. They will monitor the day to day collection, expenditure and deposit of the amounts collected by the Association and prepare the monthly cash accounts.
- (v) To look after collection of subscription from the members through Divisional, Sub-Divisional and Block Level Committees and to grant receipts.
- (vi) To look after the day to day collection of Association Guest House, Conference Hall, SOBP etc.

- (vii) To circulate the proceedings of General Council, Central Executive Committee, General Body meeting and all important meetings of the Central Executive Committee to the President and Secretaries of Divisional Committee, Sub-Divisional Committee and Block Level Committee.
 - (viii) To review the list of members rank by rank incorporated in the concerned registers of Life Member, RCRF & The Technoscribe Membership.
 - (ix) To verify the T&P(non-consumable) materials of the Association.
 - (x) To be in-charge of members Grievances.
 - (xi) Any other works as assigned by the CEC in the interest of the Association
- However CEC in its first meeting shall specify the duties and responsibilities of two Addl. General Secretaries and six Secretaries for smooth running of association work

11. Power and Function of Secretaries :

The Six Secretaries of the Central Executive Committee are to assist the General Secretary & Addl. General Secretaries. The General Secretary may distribute the following definite duties to the Secretaries with approval of C.E.C. who will be accountable for their portion of work to the Central Executive Committee. But they shall function under the direct supervision and guidance of the General Secretary who is accountable to the General Body for all such works.

a) ORGANISATIONAL MATTERS :

Organisational matters throughout the State such as to enroll members, to conduct Annual General Body meeting of different Divisional Committees, to organise & strengthen the Divisional Committees, Sub Divisional Committees & Block level Committees in consultation with concerned Addl. General Secretary & General Secretary.

b) FINANCE MATTERS:

- 1) All the financial matters of the Association such as to maintain an account of all money received and spent, to collect subscription and donation etc. to grant receipts, to maintain list of members rank by rank and will remain in charge of Association's Cash Book, Bank Account, Term Deposits etc.
- ii) To prepare and place the monthly Cash Accounts in the C.E.C., General Council and the General Body for approval. The signature of the President on the cash book is mandatory after the accounts is passed in the C.E.C.
- iii) To remain in charge of RCRF, Association Diary, Guest House, Conference Hall, SOBP collections. However, he will work under the supervision of concerned Addl. General Secretary and General Secretary.
- iii) If the Monthly Cash Account is not passed in time and the C.E.C. will not take any remedial measure for it, then the entire C.E.C. will be held responsible for any kind of financial irregularities pointed out later on for that period.
- c) CULTURAL AFFAIRS:
To organise and conduct the cultural meetings, Printing of Association Diary and Calendar, Monthly Technoscribe and Souvenir etc. and to look after the proper distribution of those among the members.
- iii) To take steps for enrollment of Technoscribe membership/ maintain membership register, timely despatch to subscribers and other ancillary works such as postal registration, RNI registration and other formalities etc. He will work under supervision of concerned Addl. General Secretary and General Secretary.
- (d) OFFICE AFFAIRS:
To look after the Association's day to day office works as well as supervise the stock, T&P and Association Library etc..

- He is also to look after the day to day maintenance and collection of Association Guest House, Conference hall etc. and to remain in charge of Office staffs.
- To look after the timely despatch of Association letters, Circulars, Notices, proceedings etc. to D.Cs/SDCs/BLCs as well as to Govt. also. To remain as Costodian of ODESA Bhawan / ODESA Office and SOBP. He will work under the supervision of concerned Addl. General Secretary and General Secretary.
12. The Financial year will be closed on every 31st May for Central Association but for Divisional Committees the Financial Year will be closed on every 31st December. The Auditor of the Central Executive Committee and Divisional Executive Committee shall send their Audit report to the respective Executive Committee before the Annual General Body meeting for information of the Executive Committee members. The compliance to such Audit Report alongwith the Audit report shall be discussed to get approval of the General Body. The Audit Report and its compliance in respect of the Divisional Committee shall be forwarded to the General Secretary for information and record.
13. The Central Executive Committee shall meet ordinarily once in a month and as often as may be required for transaction of Business of the Association. The person presiding over the meeting shall have the right for casting a vote.
14. The amount of subscription collected by any member of the Divisional Committee should be remitted to the Secretary concerned within 15 days who will deposit the amount relating to the Divisional Committee in postal saving pass book in favour of Secretary (not by name) and remit in due course the balance amount through Bank Draft to the General Secretary who will deposit the same in Bank Account of the Association.

15. The General Secretary shall intimate each member and Office Bearer of CEC in writing, mentioning the place, date and time of the meeting and the subject to be discussed ordinarily atleast 3 (Three) days before the date of the Central Executive Committee meeting.
16. Proceedings of all meetings shall be recorded in a minute book by the General Secretary and signed by the President. Proceeding of the meeting shall be circulated to all concerned prior to next Central Executive Committee meeting.
17. Should any member or members conduct himself/herself/ themselves in a manner which in the opinion of the Central Executive Committee or any Divisional Executive Committee is unbecoming as a member of the Odisha Diploma Engineers' Service Association, he/she / they shall ordinarily, in the first instance be served with a warning by the Central Executive Committee or with its approval by the Divisional Executive Committee.
- 18(a) Should such warning in the opinion of the Central Executive Committee fail to produce the desired effect, the Central Executive Committee shall deal with the case in the manner laid down under clause 19 below.
- b) Financial indiscipline raised against any member or any members by the Central Executive Committee or Divisional Committee, the C.E.C also shall deal with as follows.
19. The Central Executive Committee shall form an Arbitration committee (Disciplinary Action Committee) of three members, ordinarily when possible of three senior members of the rank to investigate into the case and to pass any of the following orders.
The tenure of the Committee shall be ordinarily one year from the date of its formation. However, if felt necessary, the Central Executive Committee will extend its tenure.

- (i) Vote of censure
- (ii) Suspension from membership
- (iii) Expulsion from Membership.
- (iv) Recovery of misappropriated amount from the alleged member within a stipulated period.
- (v) Legal Action in case of failure to recover misappropriate money within stipulated period.
- (vi) Declare disqualified to hold any responsible post of the Association.
20. The Central Executive Committee may at its discretion invite any member of the Association residing at the outlying stations to attend its meeting.
21. Every Divisional Committee shall send at least twenty delegates to the Annual Conference of each year.
22. ELECTION PROCEDURE:
 - a) The voting will be held at all Divisional Committee Head Quarters for the Central Executive Committee and balloting place will be notified by Chief Election Officer.
 - b) The Chief Election Officer will be selected/nominated in the 3rd Council meeting on or before 45 days of the Election.
 - c) Notification for the Election will be issued by the Chief Election Officer before 30 days of the date of election by the Chief Election Officer.
 - d) Final list of the contesting candidates and date of election will be notified before 15 days of the date of election.
 - e) All the Zonal Secretaries will be Returning Officer-cum-observer for their respective zones.
 - f) President or Secretaries of Divisional Committees will be Asst. Returning Officer-cum-Presiding Officer. They will conduct election in the Divisional Committees as directed by the Chief Election Officer and They will be the custodian of all election materials and procedure.

- g) Election will be conducted at the Divisional Committee level on one schedule date, schedule time through out the State as decided by the Chief Election Officer.
- h) During Election if Returning Officer, Asst. Returning Officer or any individual noticed guilty by the Chief Election Officer will face disciplinary action.
- i) The name of the contesting candidates will be published in the monthly Techno Scribe, at all Divisional/Sub-Divisional head quarters and at Centre as per the direction of the Chief Election Officer.
- j) Expenditure for the election officers for conducting the election at Divisional Committee Level will be borne by the concerned Divisional Committee.
- k) Voter list of the bonafied members of the Association is to be prepared and submitted to the Centre by concerned Divisional Committee i.e. before 3rd General Council Meeting or with in the date line fixed by the Chief Election Officer.
- l) The Divisional Committee who will not submit the voters list during the time fixed by the Chief Election Officer that defaulter D.C will be debarred to take part in the election procedure for that year.
- m) If a voter has been transferred he can cast his vote at his new transferred place after collecting his eligibility certificate from the Central Office or from the Observer.
- n) Date of Election may be advertised in two Odiya daily News papers.
- o) If desired by Election Officer the voter has to prove his identity.
- p) Jurisdiction of the contesting candidates will be as follows. Headquarters at

Bhubaneswar	General Secretary Addl. General Secretaries - 2 Nos. Secretaries Treasurer	- 1 No. - 2 Nos. - 6 Nos. - 1 No.
Headquarters at Cuttack/Khurda/ Bhubaneswar	Advisor President Vice-President Member, CEC	- 1 No. - 1 No. - 1 No. - 7 Nos.
Headquarters will be any where within the State	Auditor	- 1 No.

N.B.: Headquarter means Headquarter confined to the respective Municipal Areas.

- q) Ex-General Secretary, Ex-President and Ex-Zonal Secretary only can contest for the post of Advisor.
- r) The candidates contesting for the posts of President, General Secretary, Vice-President and Addl. General Secretary of the Central Executive Committee should have experience of holding the posts being elected at least for 2 completed terms to
- (i) Any post of Central Executive Committee
 - or
 - (ii) President/Secretary of Divisional Committees
 - (iii) Zonal Secretary of any Zone for one complete term otherwise they will not qualify to contest.
- s) The candidates who will contest for any post of Central Executive Committee must have enrolled themselves as Life Member, Permanent Donor to Ray Chudamani Relief Fund, and Membership of Technoscribe. If somebody found defaulter, he will not qualify to contest for any post.

- t) Counting of votes will be done at Voting Centre on the same day and Final Result will be declared at Central Office at Bhubaneswar by the Chief Election Officer within 10 days from the date of election.
- u) Organisational tour will not be permitted before 15 days of the date of election. The Contesting Candidates can tour to any place at that time in their own expenditure. Normally for that period the existing C.E.C. will function as Caretaker C.E.C and if situation so warrants the tour can be allowed by the C.E.C for interest of the Association.
- (v) Normally the tenure of the C.E.C will be for two years from the date of its first CEC meeting and the newly constituted C.E.C. will succeed the old C.E.C.
- FINANCIAL RULE**
- ACCOUNTS :**
- a) There should be one common receipt book and common General Cash Book for all shorts of income and expenditure of the Association in form No.1 & 2 respectively.
- RECEIPT BOOK :**
- It is decided to introduce a duplicate receipt book in Form No.1. By introducing this it will be possible to have more efficient check over the subscriptions paid by an individual member.
1. Receipt Book will be handled by the General Secretary, Secretaries of Divisional and Sub-Divisional Committees.
 2. Movement Register for the Receipt Books will be maintained by both the General Secretary and the Secretaries of Divisional Committees.

3. The Divisional Committees are the prime agents of the Association for collections. They will maintain the Cash Account in Form No.4. In order to keep the Divisional and Central account up-to-date. The Divisional Secretary will send a monthly return (the calendar month) to the General Secretary before 5th of next month. They will send money to the Association ODESA and the acknowledgement of the same will be made by the General Secretary through Money Receipt.
4. The receipt book will be used in different Divisional, Sub-Divisional Committees and Block Level Committees from 1st January to 31st December and will be returned to the General Secretary along with the yearly return of all collections before end of next January with balance fund and audit report.
5. Fresh receipt books will be issued in December to all Divisional Committee which will be used in the next calendar year.
6. **Loss of Receipt Book :** The receipt book will be declared as cancelled if it is reported as lost or which will not be received back by the General Secretary within the above specified period. In any case, such cancellation will be placed in the next annual conference. Any member or Divisional or Sub-Divisional Secretaries claiming to have made remittance through such cancelled receipt books will have to produce the evidence to General Secretary of his remittance within three months after the Annual Conference. Authentic remittance will be duly accounted for by the General Secretary after approval by Central Executive Committee and will be kept in suspense Account for the concerned Division. If the matter will not be finalised within 3 years the amount in question will be recommended for writing off by the General Body.

7. Non realisation of the amount collected through receipt book

In spite of all possible efforts, if the General Secretary fails to realise the amount collected by any authorised member action similar to that of 6 above will be taken. In addition to this action as deemed proper the General Body will take against such defaulting member.

8. Counterfoils of completed and audited receipt books may be destroyed after five years of audit.

THE CASH BOOK :

One consolidated Cash Book for all funds of the Association should be maintained in the prescribed proforma (Form No.2) sub-head wise so that daily cash balance after each entry will be available. The Cash Book should be closed at the end of each calendar month and a sub-head wise allocation (abstract) will be prepared at the end of month's account. A certificate as regards the Bank balance and cash in hand is also to be furnished by the General Secretary.

The final closing of the Cash Book will be made at the end of financial year (31 May) and the balance sheet along with the Auditors report will be placed by the General Secretary before the General Body in the Annual Conference. Similar procedure will be followed by the Secretary, Divisional Committee.

MAINTENANCE OF ASSOCIATION FUND

- 1) The subscriptions collected from the members towards Life Member and Permanent Donor to Ray Chudamani Relief Fund shall be kept as fixed deposits in separate accounts and its interest shall be utilised in case of Life Member fund towards developments of Association and in case of Permanent Donor to Ray Chudamani Relief Fund towards Relief to the deceased members.

- 2) Ray Chudamani relief Fund will be kept in a separate bank account, the transaction of which will be made as explained below.

(3) (a) All other funds Diary fund, ODESA Relief Fund along with the General Fund will be kept in a separate bank accounts.

(b) A fund will be created as ODESA Relief Fund and will be kept as a Reserve Fund of the Association. The General Council will temporarily sanction from this fund towards the expenditure in special and extra ordinary circumstances and the same is to be recouped at the earliest opportunity.

c) All the bank accounts shall be operated jointly by the General Secretary and Finance Secretary.

d) There shall not ordinarily be any money transaction except in shape of Bank Draft and money transfer which should be in the name of the Orissa Diploma Engineers Service Association.

e) Any such amount received in shape of Cash, should be deposited within three days of such receipt.

4. The General Secretary have overall power to verify the account of the Divisional Committee.

5. No loan can be drawn from Life Member and P.D. to R.C.R.F. Fixed Deposit account without approval of General Body.

6. The Fixed Deposit accounts shall be operated jointly by the President, Vice-President, General Secretary, Addl. General Secretary and Finance Secretary.

RULES FOR P.D. TO RAY CHUDAMANI RELIEF FUND:

1. Purpose:

The purpose of this fund is to grant substantive relief to a member of the Odisha Diploma Engineers Service Association in the following circumstances.

- (i) If a member expires untimely while in service and leaves behind him a widow and children who are in need of financial assistance.
 - (ii) If a member becomes partially or permanently disabled and thrown out of this employment, consequent upon this, and is in need of financial assistance.
 - (iii) If a member is victimised by the Government while discharging duties in the interest of this Association and is temporarily or permanently thrown out of employment basing on the above grounds.
2. Eligibility: The legal heir of the deceased member will be eligible to receive the above relief only in case the deceased member is a Life Member and Permanent Donor to RCRF.
 3. **Extent of Relief:**
The amount of relief as decided time to time will be granted to such member in distressed or to his family in general which will be decided by the Central Executive Committee on receipt of a request from the party through the concerned Divisional Committee. However, General Body shall have right to modify / decide guide lines/ rules / amount of donation/ amount of relief from time to time for betterment of members.

4. Development: The Association will take suitable action as deemed proper to further develop the funds to meet the growing necessity of the members from time to time. Association will also take suitable action for development of its infrastructure according to available of funds.

5. Social Work : For benefit of General Public of the State, specially during natural calamities, Association may take up some social works as decided by the CEC. However, the expenditure should be strictly limited to budget provision of that year..

LAND AND BUILDINGS OF ODESA

- i) ODESA (represented by the General Secretary) will be the legal owner of land and buildings of the Association throughout the State.
- ii) ODESA BHAWAN at Bhubaneswar (7, Kharavela Nagar) and ODESA BHAWAN at Puri (Balila Panda) will be managed and maintained directly by the C.E.C. If felt necessary a Committee will be constituted by the C.E.C. for the purpose of maintenance & management.
- iii) The ODESA BHAWANs at different D.Cs/S.D.Cs/B.L.Cs will be maintained & managed by the concerned D.Cs/S.D.Cs/ B.L.Cs only.
- iv) Change of Status, Sale or mortgage of Land or Building of ODESA at any place can not be done without approval of the General Body.

ANNUAL AUDITING

The Function of the Auditors:

The auditors will check all the accounts of the Association namely (i) General Fund (ii) Building Fund (iii) Life Membership Fund (iv) R.C. Relief Fund (v) Diary Fund (vi) Any other Fund including ODESA Relief Fund.

The following procedures will be observed by the Auditors while auditing the annual accounts and their findings against each item will be recorded and to be placed before the General Body. However, prior to placement in the General Body, the Audit findings need to be placed in the C.E.C. & General Council for compliance.

1. RECEIPT BOOK :

- (i) Movement register of receipt book has been maintained properly or not ?
- (ii) Nos. of receipt books issued during the calendar year and the Nos. of balance book available.
 1. Nos. of receipt books received back.
 2. Nos. of receipt books not received back.
 3. Nos. of receipt books reported to have been lost. ?
 4. Whether action has been taken by the General Secretary as per clause 6 & 7 of accounts procedure.

2. ACCOUNTS :

Whether all the receipts have been duly taken into respective accounts.

- a) General Fund
- b) Building Fund
- c) P.D. to R.C.R.F.
- d) L.M. Fund
- e) Diary Fund
- f) Any other Fund like ODESA Relief Fund etc.
- g) Suspense Account.

3. Whether the cash book has been maintained in proper form?
4. Whether each receipt has been posted against personal Ledger ?
5. Whether the balance is tallying with the certificate given by the General Secretary at the end of each month accounts.
6. Whether the cash in hand with the General Secretary is within the prescribed permissible limit.
7. Whether the cash account is placed and approved by the Central Executive Committee, General Council and General Body in time.

EXPENDITURE

- (i) Whether all the expenditure have exceeded the budget provision against each sub-head of accounts.
- (ii) Duly supported by proper vouchers.
- (iii) If not, no of such cases and remarks of the auditors.
- (iv) Whether the expenditure incurred by the General Secretary and the Divisional Secretaries as per the provisions of Rule 5 & 6 of the constitution respectively.
- (v) Whether the accounts have been reviewed by the Central Executive Committee monthly as per provision under Clause 10 (g) (iii) of the constitution.
- (vi) Whether provisions of Clause 10(g) vi and (vii) regarding sanction of expenditure have been duly adhered to.

(vii) Whether expenditures incurred by the Divisional Committee have been duly accounted for and is within the prescribed limits.

(vii) Whether the stocks and T&P Register and the consumable register is maintained properly.

Similar auditing and accounting procedures will be followed by the Divisional Committees.

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