

ALL INDIA FEDERATION OF DIVISIONAL ACCOUNTS OFFICERS AND  
DIVISIONAL ACCOUNTANTS ASSOCIATIONS

PART-I MEMORANDUM OF ASSOCIATION

PART-II ARTICLES OF ASSOCIATION/CONSTITUTION/BYE LAWS

ANNEXURE- I & II

## **PART-I**

## **MEMORANDUM OF ASSOCIATION**

### **Art 1 NAME**

The name of the organization will be “ALL INDIA FEDERATION OF DIVISIONAL ACCOUNTS OFFICERS AND DIVISIONAL ACCOUNTANTS ASSOCIATIONS” herein after may be called as and when necessary as “AIF of DAOs’ & DAs’ Associations.”

### **Art 2. AIM AND OBJECTS**

- (a) To unify the Divisional Accounts Officers and Divisional Accountants under the control of Indian Audit and Accounts Department.
- (b) To safeguard and promote interests which are common to all members of the Association.
- (c) To achieve better service conditions to the members and to suggest as well as to participate in any measure and to co-operate with the administration for betterment of audit and accounts procedure in respect of the development works of different states where members are posted.
- (d) To provide assistance to members in distress.
- (e) To communicate and co-operate with such organizations having same objects and subjects of same interest.
- (f) To establish closer and better relation between authorities and members.

### **Art 3. OFFICE.**

The office of Secretary General of AIF of DAOs’ and DAs’ Associations will be the office of the Federation.

### **Art 4. MEMBERSHIP**

All recognized Associations of Divisional Accounts Officers and Divisional Accountants on the establishment of Indian Audit and Accounts Department and under the Administrative Control of the Comptroller and Auditor General of India shall be eligible for the Membership of the AIF of DAOs’ and DAs’ Associations.

## **PART-II ARTICLES OF ASSOCIATION/CONSTITUTION/BYELAWS**

### **Rules of Business**

#### **Art 5. MEMBERSHIP FEES**

All affiliated State Associations will have to pay membership fee accumulated @ Rs. 100/- (Rs. One Hundred) Per Annum for each Member of the State Associations concerned. Fees thus paid will be the determinant factor for all other purposes.

#### **Art 6. ORGANISATIONAL SET UP**

A The organization at the National level will be two tiers.

- i) National Standing Council.
- ii) National Executive Council.

B i) There will be one National Standing Council here in after will be mentioned as NSC. NSC will be elected from the affiliated State Associations. The procedure of such election has been specified in Annexure-I.

ii) There will be one National Executive Council here in after will be mentioned as NEC. NEC will consist of following office Bearers and Members:-

a.	President	i)	President	1 (One)
		ii)	Sr. Vice President	1 (One)
		iii)	Vive President	2 (Two)
b.	Secretariat	i)	Secretary General	1 (One)
		ii)	Addl. Secretary General	1 (One)
		iii)	Jt. Secretary General (HQ & Finance)	1 (One)
		iv)	Jt. Secretary General ( Organization)	6 (Six)
		v)	Assistant Secretary General (Organization)	6 (Six)

All posts of office bearers will be elected in the conference of AIF excepting b.(iii) Joint Secretary General ( HQ & Finance ) who will be nominated by the Secretary General subject to approval of the NEC.

The Secretaries of affiliated State Associations will be permanent invites of the National Executive Council but if the Secretary of any State unit is elected in any post of the office bearers, the affiliated State Association may nominate one member in place of the Secretary concerned.

Art 7. MEETINGS, VOTING RIGHTS

- A. There will be conference of AIF of DAOs' & DAs' Associations after expiry of 24 months from the day of holding office but within 27 months for approval of Accounts, for discussion of activities of AIF and for election of office bearers of AIF of DAOs' & DAs' Associations. The procedure of convening and holding of conference has been specified in Annexure-I.
- B. The meeting of NSC will generally be held once in a year.
- C. The meeting of NEC will generally be held at least twice a year.
- D. One fourth of total members of Standing Council or Executive Council may requisition Standing Council meeting or Executive Council meeting respectively.
- E. (i) A clear 30 days' notice is required for NSC meeting.  
(ii) A clear 20 days' notice is necessary for NEC meeting.

For the purpose of NSC and NEC meeting 1/3<sup>rd</sup> of the members will constitute the quorum.

- 1. Such requisition will have to be submitted to the Secretariat and Secretary General will have to call the meeting. If he fails to do so, after four weeks of submission of requisitions, the members who submitted requisition may, at their own, call the meeting.
- 2. The travelling expenses of the office bearers or the members of NSC/NEC attending the NSC/NEC meetings or other business of the federation shall ordinarily will be the liability of the respective member associations to which they belong. In exceptional cases however such liabilities may be borne by Federation at the discretion of the NEC of the federation.

Art 8. FUNDS

Funds of the Federation will be derived from membership fees and government grant if any.

Art 9. POWERS AND DUTIES

A COMMITTEE

(a) National Standing Council

The NSC is the top most body of the AIF of DAOs' & DAs' Associations. The election of the office bearers, determination of policy etc.

will be done in the conference of the NSC. The tenure of the NSC & NEC will be two years. The conference will be held with newly elected Standing Council Members from the affiliated State Associations.

(b) If elections are not held within 3 (Three) months of expiry of the term, the office bearers will cease to be duly elected representatives.

(c) National Executive Council

NEC will act as the highest body of the Federation during the period between two NSC meetings. The NEC will take decision on urgent issues.

## B POST

(i) President :- The President will preside over all the meetings of different committees to which he is included including that of NSC & NEC. He will perform any other duties entrusted to him by NSC & NEC.

(ii) Sr. Vice President :- In the absence of the President the Sr. Vice President will preside over the meeting where he belongs. He will perform any other duties entrusted to him by NSC & NEC.

(iii) Vice President :- In the absence of the President and the Sr. Vice President the Vice President will preside over the meeting where he belongs. He will perform any other duties entrusted to him by NSC & NEC.

(iv) Secretary General :- He will be the Chief Executive of the AIF. He will carry out all mandates of NSC & NEC and convene NSC & NEC meetings after giving due notice. He will make all correspondence with the administration on behalf of the Federation. He will operate the Bank Accounts of the Federation.

(v) Additional Secretary General:- He will act as Secretary General in the absence of the Secretary General. He will perform all other duties as will be entrusted to him by NSC & NEC.

(vi) Joint Secretary General (HQ & Finance) :- He will perform duties as Office Secretary and will assist the Secretary General in this matter. He will also maintain the accounts of Receipts and Expenditure of the Federation. He will prepare and submit accounts duly audited by the Auditor to the NEC in CAG office every year.

(vii) Joint Secretary General (Organization) :-They will assist the Secretary General in Organizational work. They will perform other duties as entrusted to them by NSC & NEC.

(viii) Assistant Secretary General (Organization):- They will assist the Secretary General in Organizational work and also keep link with State Associations Zone Wise. They will perform other duties as entrusted to them by NSC & NEC.

Art 10. ACCOUNTS

The accounting period will be from 1<sup>st</sup> April to 31<sup>st</sup> March. Audited accounts will be presented and approved by NEC/NSC as per provisions laid down in JCM Rules. Funds of the Federation shall be deposited in Savings Bank Accounts of any Scheduled Bank.

Art 11. AUDITOR

A panel of Auditors consisting of two members will be elected in the conference by the standing council members.

Art 12. CHANGE IN CONSTITUTION

Any article or clause of the constitution, if felt necessary to be altered, substituted, extended or modified can be done in accordance to rules and order after being decided in the NSC on receipt of 2/3<sup>rd</sup> votes of the members present in the NSC.

12.A. STATUTORY CLAUSE

All amendments/additions/deletions or revisions will be done by the AIF of DAOs' & DAs' Associations only after taking prior approval of the Govt. of India.

12.B. The Federation would abide by the terms and conditions as prescribed in CCS(RSA) Rules 1993.

Art 13 ORGAN

The AIF of DAOs' & DAs' Association shall not publish any Magazine / Souvenir without the prior approval of the C&AG of India. However, the AIF will issue Newsletters / Bulletins to inform the members of the up-to-date developments of the federation.

Art 14A CEASATION/TERMINATION OF MEMBERSHIP

The membership will cease due to one or more than one reasons stated here in after.

- (i) Change of status or conditions as specified in Art 4 of the Memorandum of Associations.
- (ii) Any activity detrimental to the interests of the cadre and AIF of DAOs' & DAs' Association.
- (iii) Any such activities which stand against the provisions laid down in Art 2 of the Memorandum of Association.

Art 14B MODE OF TERMINATION AND RESTORATION OF MEMBERSHIP.

- (i) Membership can be terminated only in the meeting of the NSC. The procedure of termination has been laid down in Annexure-II.
- (ii) Membership can be restored or new membership can be accorded in the procedures laid down in Annexure-II.

Art 15

- (i) Any vacancy arising in any post of Office Bearers will be filled in by selection in NEC from the category next below the category where this vacancy arises.
- (ii) The NEC may appoint Liaison officers.
- (iii) The President of Affiliated State Associations are permanent invitees of the National Executive Council.

## ANNEXURE-I

1. Election of Members of National Standing Council :-
  - A. Each State Association will elect one member for every 100 members and also fraction thereof.
  - B. Maximum number of representatives will be 5 Nos. for one State.
  - C. Number of members in a State will be determined on the basis of latest subscription received by the Association.
  
2. Conference : Extended National Standing Council.
  - A. Conference will be held after 24 months of the last conference but within 27 months.
  - B. Conference will be the highest forum of the AIF.
  - C. The following members are eligible to attend conference with full voting rights.
    - (i) Members of NSC elected in the manner stated in Cl.1 above.
    - (ii) All members of National Executive Council.
    - (iii) One Chief Executive of each State Association.
  
3. The National Standing Council and Conference will be convened by the Secretary General.

## ANNEXURE-II

### A. Procedure of Termination / Cessation of Membership.

- (i) The decision will be taken by majority votes in the National Standing Council Meeting.
- (ii) This item must be included in the agenda of discussion and must be mentioned in the Notice of the meeting.

### B. Restoration of Membership

- (i) The decision will be taken by majority votes in the NSC Meeting.
- (ii) A decision for restoration can be provisionally be taken by NEC but need compulsorily be vetted in the NSC.