

Recognition of

✓ Maharashtra State Government
Mofussil Stenographers'
Association, Nagpur.

GOVERNMENT OF MAHARASHTRA,
General Administration Department,
Resolution No. RGA-1072/19990/360-J,
Sachivalaya, Bombay-400 032. Dated the 25th January, 74.

- READ :- (1) Letter dated the 30th March, 1972 from the Secretary Maharashtra State Government Mofussil Stenographers' Association, Nagpur.
- (2) Letter No. Dy. CL/TU/32018, dated the 1st December, 1972 from the Additional Registrar of Trade Unions, Nagpur.
- (3) Letter No. EST-2/22(1972)/RB.XI, dated the 5th June, 1973 from the Commissioner, Nagpur Division, Nagpur.
- (4) Letter dated the 20th November, 1973 from the Secretary, Maharashtra State Government Mofussil Stenographers' Association, Nagpur.

RESOLUTION:- Government is pleased to ^{accord} ~~grant~~ recognition to the Maharashtra State Government Mofussil Stenographers' Association, Nagpur, subject to rule 31-A, of the Bombay Civil Services Conduct, Discipline and Appeal Rules.

By order and in the name of the Governor of Maharashtra,

[Signature]

Secretary to the Government of Maharashtra.

Section Officer,
Government of Maharashtra.

To,

The Secretary to Governor of Maharashtra,

The Secretary to the Chief Minister,

The Registrar of Trade Union,
Maharashtra State, Bombay,

The Commissioner,
Nagpur Division, Nagpur,

All Departments of the Secretariat,

The General Administration Department/'Q' Branch,

✓ The Secretary,
Maharashtra State Government Mofussil Stenographers'
Association, Nagpur.

tmp/25174.

[Signature]
President Gen Secretary

M. S. Govt Mfi, Stenographers' Assn.

M. S. Govt. M... stenographers' Assn.
(Recognised by Govt. of Mah.)
Divl. Commissioner's Office, Nagpur.

CONSTITUTION AND RULES OF MAHARASHTRA STATE GOVERNMENT
MOFUSSIL STENOGRAPHERS' ASSOCIATION, NAGPUR :
(AMMENDED)

--00--

1. NAME :- The name of this Association shall be "MAHARASHTRA STATE GOVERNMENT MOFUSSIL STENOGRAPHERS' ASSOCIATION, NAGPUR", and it shall in the following rules, be referred to as the "ASSOCIATION".

2. OBJECTS: The objects of the Association shall be -

- (A) : a) to organise and unite all Steno-typists/ stenographers of Maharashtra Govt. all over Maharashtra and to regulate their relations with the Government as employees;
- b) to secure the members fair conditions of life and services;
- c) to try to redress their grievances;
- d) to endeavour to promote harmonious relations between Government and their employees;
- e) to endeavour to provide against sickness, un-employment, infirmity, old age and death;
- f) to provide legal assistance to members in respect of matters arising out of, or incidental to their employment.
- g) to obtain information in reference to the recognised associations of Government employees in India ;
- h) to cooperate and federate with the Association of Government employees Class-III recognised by Government particularly those having similar objects, in India;
- i) generally, to take such other steps as may be necessary to ameliorate the social, economic and civic conditions of the members.

(B) : For the attainment of these objects, the Association may organise Branches and District Units in all over Maharashtra.

3. ADMISSION OF ORDINARY MEMBERS:

Any person employed as a Steno-typist/ stenographer who has attained the age of 18 years, shall be entitled to become an ordinary Member of the Association on payment of an admission fee of Rs 5/- and an yearly subscription of Rs 30/- provided he agreed to abide by rules and bye-laws that may be made by the Association from time to time.



15

4. FINES AND FORFEITURES :-

A member failing to pay his yearly subscription for three years with permission or two years without the permission of the Managing Committee shall cease to be a Member of the Association. But he shall be entitled to rejoin the Association on paying his arrears.

5. BENEFITS :

No Member of the Association shall be entitled to any benefits that the Association may decide to give to its members unless he has been a member and has paid all contributions.

6. A Member of Association who is in arrears with his subscription or dues, shall not be entitled to any benefits until all arrears have been paid and a period of a year has elapsed from the date of payment of such arrears.

7. REGISTER OF MEMBERS :

The Association shall keep a Register of all its members containing their names and particulars of their place of working, their residence, etc.

8. The Register shall be open to inspection by any Member or Officer of the Association at the Head Office during the hours during which the office of the Association is open on any week days excluding holidays.

9. OFFICE BEARERS :

The Association shall have a President, not more than two Vice Presidents, a General Secretary, two Secretaries and a Treasurer. All of them shall be elected at the Annual General Meeting of the Association and they shall be eligible for re-election.

10. THE MANAGEMENT OF THE ASSOCIATION :

The Managing Committee:- The affairs of the Association financial and otherwise, shall be conducted by a Managing Committee consisting of the Office Bearers mentioned above and Eleven other members elected at the General Body Meeting to be held annually. The same Managing Committee will continue functioning till the new one is appointed.

11. VACANCIES AND REMOVALS :

Should a vacancy occur among the office-bearers or the Members of the Mg. Committee it shall be filled by the Managing Committee by Co-option.

12. Any office-bearer of the Association or a Member of its Managing Committee can be removed by the General Meeting of the Members by a three-fourth majority for committing any fraud or having acted against the interests of the Association provided the office-bearer or the member to be removed is given adequate opportunity to explain his conduct.



Handwritten signature in blue ink.

17

13. MEETING OF THE MANAGING COMMITTEE AND THE GENERAL BODY:

The Managing Committee shall meet at least once a month and in a special circumstances whenever necessary, on such days and at such places as may be fixed by the General Secretary in consultation with the President.

14. The presence of at least one-third members of the Managing Committee or the General Body shall be necessary to form a quorum. No quorum is necessary for adjourned meetings.

15. At least three days notice shall be given for a Managing Committee Meeting and seven days for a General Body Meeting.

16. DUTIES OF THE OFFICE BEARERS:

The President and the Vice-presidents: The President shall preside over all the meetings of the Association, the Managing Committee and the General Body preserve order, sign all Minutes and shall be allowed to give a casting vote only. The President shall have power if necessary, to call special meetings of the Managing Committee or the General Body or of the Association whenever necessary. One of the Vice-presidents shall function in place of the President in his absence.

17. THE GENERAL SECRETARY: The General Secretary shall take Minutes of all Managing Committee and General Body Meetings, conduct all correspondence, convene all meetings, keep all accounts, exercise a supervision over the affairs of the Association and shall also keep a correct account of all receipts and expenditures. He shall prepare a balance sheet annually showing clearly every item of receipts and expenditures. He shall have power to engage, in consultation with the President and subject to the approval or confirmation of the Managing Committee, any assistants for organising and clerical purpose he considers necessary and all such assistants shall be under the control of the General Secretary.

18. THE SECRETARIES: The Secretaries shall generally help the General Secretary in his work. One of them shall perform the duties of the General Secretary in his absence.

19. THE TREASURER: The Treasurer shall be responsible for all sums of money which may from time to time be paid into the Association and for duly banking them. He shall make payments towards all expenditure sanctioned by the Managing Committee. He shall not have the power to draw money from the Bank without first having the cheque signed by the President or the General Secretary.

20. GENERAL MEETINGS: These shall be held in the month of April-May an Annual General Meeting of all the members of the Association to transact the following business:--

- (a) to adopt the report of the work done by the Association and the audited statement of accounts;
- (b) to elect the office-bearers and other members of the Managing Committee for the current years; and
- (c) to transact such other business as may be brought forward with the permission of the Chairman.

21. The President or the General Secretary may call a General Meeting of the members of the Association whenever he thinks necessary and shall call it on a requisition signed by one-fifth of the total strength of the Association within twenty days of the receipt of the requisition. In case the President or the General Secretary fails to convene such a meeting, the requisition themselves shall call a meeting after due notice and the proceedings of the Meeting shall be binding on the Association.
22. At least 15 days' notice shall be given to the members for a General Meetings.
23. The presence of at least one-third members shall be necessary to form a quorum at a General Meeting. No quorum is necessary for adjourned meetings.
24. GENERAL FUNDS: The General Funds of the Association shall consist of Subscription from members, donations etc. They shall be deposited in a Bank or Banks, approved by the Managing Committee in the name of Association and the account shall be operated by the Treasurer and any of one of the President or the General Secretary. The General Secretary or the Treasurer shall not keep more than Rs.50/- with him for current expenses.
25. OBJECTS ON WHICH THE GENERAL FUNDS CAN BE EXPENDED:
The General Funds of the Association shall not be spent on any other objects than the following, namely:--
 - a) Since all the office bearers are Government employees the question of payment of salaries, allowance and expenses to them does not arise.
 - b) The payment of expenses for the administration of the Association including audit of the accounts of the General Funds of the Association.
 - c) The prosecution or defence of any legal proceedings to which the Association or any member thereof is a party when such prosecution or defence is undertaken for the purpose of securing or protecting any rights of the Association as such or any rights arising out of the relations of any member with his employer.
 - d) The conduct of disputes on behalf of the Association or any member thereof.
 - e) The compensation of members for loss arising out of disputes.
 - f) Allowances to members or their dependents on account of death, old age, sickness, accidents or unemployment of such members.
 - g) The issue of, or the undertaking of liability under policies of assurances on the lives of members or under policies insuring members against sickness, accident or unemployment.
 - h) The provision of educational, social, religious benefits for members (including the payment of the expenses of funeral or religious ceremonies for deceased members) or for the dependents of members.
 - i) The upkeep of a periodical with the prior approval of Government published mainly for the purpose of discussing questions affecting employees or workmen as such.

[Handwritten signature]

29

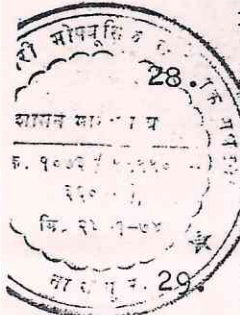
j) The payment, in furtherance of any of the objects on which the general funds of the Association may be spent, or contributions to any cause intended to benefit Government Servants (non-industrial) in general provided that the expenditure in respect of such contributions in any financial year shall not at any time during the year be in excess of one-fourth of the combined total of the gross income which has upto that time accrued to the general funds of the Association during that year and of the balance at the credit of those funds at the commencement of that year, and

k) To maintain an up-to-date library, reference books etc. and

l) subject to any conditions contained in the notification, any other object notified by the appropriate Government in the Official Gazette.

26. ANNUAL AUDIT:- The Association shall make due provision for the Annual Audit of the accounts of the Association by competent auditors appointed by the Managing Committee, in accordance with rule 18 of the Bombay Trade Unions Regulations, 1927.

27. INSPECTION OF BOOKS OF ACCOUNTS:- The books of accounts of the Association shall be open to the inspection of any member of officer at the head office of the Association during the hours during which the office of the Association is open on any week day excluding holidays.



28. AMENDMENT OF RULES:- Subject to the approval of Government, the rules may be amended, altered, replaced, rescinded or added to at any time by a majority of the members present at a General Meeting provided previous notice of at least seven days is given to the members of the proposed alterations.

DISSOLUTION OF THE ASSOCIATION:- The Association shall not be dissolved except by the vote of a majority of three-fourths members present at a General Meeting called for the purpose, provided the total number of votes cast at such a meeting is not less than two-thirds of the total number of the members then on the rolls of the Association.

The funds of the Association after meeting all the liabilities shall be disposed of in accordance with the decision of the dissolution meeting.

30. FINANCIAL YEAR:- The financial year of the Association shall be from 1st April to 31st March.

॥ राज्य प्रशासक ॥

सरसिद्धी

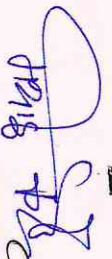
न. रा. सरकारी मो. लघुविक्रय संघटना,
नागपुर.

AMENDMENT TO THE CONSTITUTION OF MAHARASHTRA GOVT. STENOGRAPHERS ASSOCIATION, NAGPUR

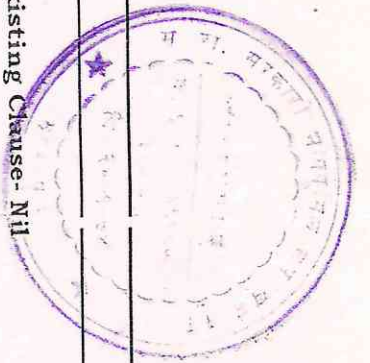
(Recognised by Govt. of M.P.)
 D.N. Proposed, amended/substituted clause

| Sl. No. | Existing Clause | After clause 1, the following clause 1-A be inserted. | Supporting reasons |
|---------|---|---|---|
| 1. | | <p>1-A : The headquarters of Head Office of the Association shall be located at Nagpur. The headquarters of the Divisional Offices shall be located at Revenue Division Headquarters and the District offices of the Association shall be located at District headquarters.</p> | <p>Since the member of the Association are spread over all over Maharashtra and for smooth working of the Association there shall be Divisional headquarter at Divisional Level and District headquarter at District level.</p> |
| 2. | <p>2(A)(a) To organise and unite all Steno-Typists, Stenographers of Maharashtra State Government in Nagpur Division and to regulate their relations with the Govt. as employees.</p> | <p>2(A)(a) : To organise and unite all Steno-typists, Stenographers (Lower Grade and Higher Grade), Personal Assistants, working in State Government Departments, Zilla Parishads, Government aided Institutions. Local Authorities all over Maharashtra and to regulate their relations with the Government.</p> <p>2(B) : For the attainment of these objects the Association may organise branches at Divisional and District Headquarters of Maharashtra State with the set up as may be given hereunder.</p> | <p>Since the members of the Association are working in all the cadres and also working in State Government Department Zilla Parishad and all other aided Institutions to whom all service condition and pay scales are applicable.</p> <p>For smooth working of the Association units at Divisional and District Headquarter are needed.</p> |
| 3. | <p>3) Admission of ordinary member.</p> <p>Any person employed as a Stenographer in Nagpur Division, who has attained the age of 18 years, shall be entitled to become an ordinary member of the Association on payment of an admission fee of Rs.1/- and monthly subscription of Rs.1/- provided he agreed to abide by rules and bye-laws that may be made by the Association from time to time.</p> | <p>3. Admission of ordinary member.</p> <p>Any person employed as a Steno-typist, Stenographer of lower and higher grade and Personal Assistant working in the Maharashtra State Government service, Zilla Parishad Sector and in the State Government aided institutes or local authorities to whom the service conditions of Maharashtra State Government are made applicable and who has attained the age of 18 years, shall be entitled to become an Ordinary Member of the Association on payment of an admission fee of Rs.10/- and yearly subscription as under :-</p> <p>Steno-Typist Rs. 50/- Stenographer (L.G.) Rs. 75/- Stenographer(H.G.) Rs.100/- Personal Assistant.)</p> | <p>Since the inception of the Association, and recognition of the Association, there was only one cadre of Stenographer i.e. Lower Grade Stenographer. The Steno-typists were not members of the Association. However, from 3.10.74 there exist promotional avenue of HG Steno and from 16.10.90 further promotional avenue of P.A. was opened. Therefore the persons working in all these cadres working in various Deptts. of to become members of the Association.</p> |



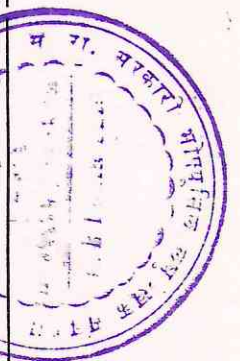

 M. S. Govt. M/N, Stenographers' Assn., Nagpur.
 President / Gen. Secretary

M. S. Govt. Mfl. Stenographers' Assn.
 (Recognised by Govt of Madh)
 Divl. Commissioner's Office, Nagpur.



| | | |
|--|--|--|
| | | <p>Since the inception of the Association there was no revision in the subscription. To cope with the expenditure the revision is necessary. Dedicated member want to become life Member.</p> |
| <p>3(A)- Existing Clause- Nil</p> <p>3(B)- Existing Clause- Nil</p> <p>3(B)- Existing Clause- Nil</p> | <p>3(A) : Life Membership Any person working as Steno Typist/ Stenographer/ Personal Assistant as referred to in clause 3 shall be entitled to become LIFE MEMBER OF THE ASSOCIATION on payment of ten times yearly subscription prescribed for the cadre.</p> <p>3 (B) : Retired member of Association may be incorporated as Advisor member after obtaining their consent. No subscription to be prescribed. They can donate.</p> <p>3 (C)- Distribution of subscription collected by District unit amongst Head Office, Divisional and District units. 60% of the accumulated amount of subscription be sent to Head Office, Nagpur. 20% amount should be sent to respective Divisional unit, and 20% of the accumulated amount should be kept by the District Unit.</p> | <p>Since the offices of the Association are set up at District and Divisional level this provision is necessary.</p> <p>Since the offices of the Association are set up at District and Divisional level this provision is necessary</p> |
| <p>4. Fines and forfeiture.</p> <p>A member failing to pay his monthly subscription for six months with the permission of the Managing Committee or three months without the permission of the said Committee shall cease to be a member of the Association. But he shall be entitled to rejoin the Association or paying his arrears.</p> | <p>4. Fines and Forfeiture. A member failing to pay his yearly subscription for consecutive three years with the permission or two years without the permission of the Managing Committee of the respective District unit, he shall be ceased to be a member of the Association. But he shall be entitled to rejoin the Association on paying his arrears.</p> | <p>There should be discipline amongst the members to pay their subscriptions regularly and strengthen the Association.</p> |
| <p>5. Benefits</p> <p>No member of the Association shall be entitled to any benefits that the Association may decide to give to its members unless he has been a member for at least six months and has paid all subscription.</p> | <p>5. Benefits. No member of the Association shall be entitled to any benefits that the Association may decide to give to its members unless he has been a member for at least three years and has paid all subscriptions.</p> | <p>For the same reasons as referred to above.</p> |

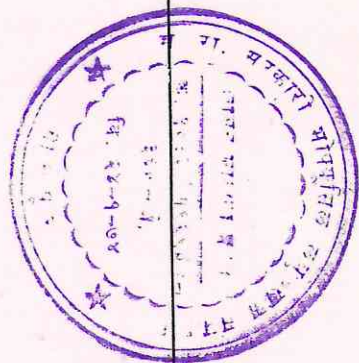

 President / Gen. Secretary
 M. S. Govt. Mfl. Stenographers' Assn.



M. S. Govt. Mfl. Stenographers' Assn
 (Recognised by Govt of Mah)
 Divl. Commissioner's Office, Nagpur.

| | | |
|--|---|--|
| <p>6. 7. Register of member The Association shall keep a register of all its member containing their names and particulars of their place of work, their residence, etc.</p> | <p>7. Register of members. The Association shall keep a combined register of all its members working all over Maharashtra containing their names and particulars of their place of work etc. The District unit shall kept a register of members working in the District containing the particulars as referred to above. The District unit shall forward one copy of the list of members to the Association at Nagpur and one copy to Divisional Head quarter.</p> | <p>Since the units at District level are set up the Register of member is required to be kept. So also the Headquarters at Nagpur and Divisional level should know the strength the copies are necessary to be sent.</p> |
| <p>7. 8. The register shall be open for inspection by any members or officers of the Association at the head office during the office hours during which the office of the Association is open on any week days excluding Sunday.</p> | <p>8. The Register shall be open for inspection by any members or officer of the Association at the Head Office at Nagpur, and at the offices of the Divisional and District headquarters, during the office hours during which the offices of the Association are open on any week days excluding Sundays.</p> | <p>Since the offices of the Association are set up at District and Divisional level this provision is necessary.</p> |
| <p>8. 9. Office bearers : The Association shall have a President, not more than two Vice-Presidents, a General Secretary, two joint secretaries and a Treasurer. All of them shall be elected at the Annual General meeting of the Association and they shall be eligible for re-election.</p> | <p>9. Office bearers : The Association shall have a President, a General Secretary and a Treasurer at the Head Office. Seven Vice-Presidents and seven Secretaries at the Divisional level and 13 Executive Members at Headquarter of the Head office shall be office bearers of the Association. The office bearers of the Association shall also consist the Presidents, Secretary working at District level. The President, General Secretary and Treasurer and Executive Members shall be elected at the Annual General Meeting of the Association by the above office bearers and they shall be eligible for re-election.</p> | <p>Since the units at District level are set up, the participation of the members at District and Divisional level is necessary.</p> |
| <p>9 (A) : Existing Clause- Nil</p> | <p>9(A)- Set of Divisional and District level units. At the Divisional level there shall be one Vice President, one Secretary and one Treasurer. The President, Secretary and Treasurer of the District unit situated at the Divisional Headquarter shall be the Vice-President, Secretary and Treasury of the Divisional Unit.</p> | <p>Since the offices of the Association are set up at District and Divisional Level, this provision is necessary.</p> |


 President / Gen. Secretary
 M. S. Govt. Mfl. Stenographers' Assn.



| | | |
|---|---|---|
| | <p>At the District level unit there shall be one President, one Secretary and one Treasurer, in addition to this there shall be eight members as Managing Committee members.</p> <p>The office bearers of the Divisional Unit shall consist of one Vice-President, one Secretary, one Treasurer and the President and Secretaries working at district level units.</p> <p>The office bearers of the Divisional unit shall meet at least once in a quarter at such date and such place as may be decided by the Vice President in consultation with the President at District units.</p> | <p>For the reasons referred to above in respect of clause 9 above.</p> |
| <p>9. 10. Management of the Association. The managing committee : The affairs of the Association, financial and otherwise shall be conducted by a Managing Committee consisting of the office bearers mentioned above. The same managing committee will continue functioning till the new one is appointed.</p> | <p>10. Management of the Association. The Management Committee : The affairs of the Association, financial or otherwise shall be conducted by the office bearers as mentioned in the amended clause 9 above. The same management committee will continue to function till new one is appointed.</p> | <p>There should be amelioration and harmonious relations between the members of Association.</p> |
| <p>10 13. Meetings of the Managing Committees and General Body. The Managing Committee shall meet at least once a month and in special circumstances whenever necessary, on such days and at such places as may be fixed by the General Secretary in consultation with the President.</p> | <p>13. Meetings of the Managing Committee and General Body. The Managing Committee shall meet at least once in a quarter and such meeting shall be held at Divisional Headquarters. The Managing Committee shall decide the program and policies of the Association subject to ratification by the General Body. The Managing Committee shall formulate proposals in furtherance of the objects of the Association.</p> | |
| <p>11. 15. At least three days notice shall be given for a Managing committee meeting and seven days for General body meeting.</p> | <p>15. At least seven days notice shall be given for a Managing Committee meeting and fifteen days for a General Body Meeting.</p> | <p>Since the notice is to be sent all over Maharashtra longest duration is necessary.</p> <p><i>[Signature]</i> President / Gen. Secretary</p> |

M. S. Govt. MFI, Stenographers' Assn.
 (Recognised by Govt of Mah.)
 Divl. Commissioner's Office, Nagpur.

12.

16. Duties of the Office bearers.

The President and the Vice Presidents. The President shall preside over all the meetings of the Association. The Managing Committee and the General Body, preserve order, sign all minutes and shall be allowed to give a casting vote only. The President shall have power, if necessary, to call special meeting of the Managing Committees or the General Body or of the Association, whenever necessary. One of the Vice Presidents shall function in place of the President in his absence.

16. Duties of the Office bearers.

The President and the Vice Presidents:


The President shall preside over all the meetings of the Association, the Managing Committee and the General Body preserve order, sign all minutes and shall be allowed to give the casting vote only. The President shall have power, if necessary to call special meeting of the Managing Committee of the General Body or of the Association, whenever necessary. One of the Vice Presidents shall function in place of the President in his absence.

13.

17-The General Secretary : The General Secretary shall take minutes of all Managing Committee and General Body Meetings, conduct all correspondence, exercise all meetings, keep all accounts, exercise a supervision over the affairs of the Association and shall also keep a correct account of all receipts and expenditures. He shall prepare a balance annually showing clearly every item of receipts and expenditure. He shall have power to engage, in consultation with the President and subject to the approval or confirmation of the Managing Committee any assistance for organising and clerical purpose, he considers necessary and all such assistance shall be under the control of the General Secretary.

17-The General Secretary : The General Secretary shall

take minutes of all Managing Committee and General Body Meetings, conduct all correspondence, convene all meetings, keep all accounts, exercise a supervision over the affairs of the Association and shall also keep a correct account of all receipts and expenditures. He shall prepare a balance annually showing clearly every item of receipts and expenditure. He shall have power to engage, in consultation with the President and subject to the approval or confirmation of the Managing Committee any assistance for organising and clerical purpose, he considers necessary and all such assistance shall be under the control of the General Secretary. Secretary at the Head Office shall perform the duties of General Secretary in his absence.


 President / Gen. Secretary
 M. S. Govt. MFI, Stenographers' Assn.
 Nagpur.

M. S. Govt. Mfl. Stenographers' Assn.
(Recognised by Govt. of Madh.)
Div. Commissioner's Office, Nagpur.




14.

18-The Secretary- The Secretaries shall generally all help to General Secretary in his work. One of them shall perform the duties of General Secretary in his absence.

18-The Secretary - The Secretary at the Divisional level shall take minutes of all the meetings conducted at to divisional level conduct all correspondence with the President General Secretary at the Head Office and with the President/Secretary at the District level. He shall have powers to conduct correspondence in consultation with the Vice-President at Divisional level with the Government officials at Divisional and District level and also at the State level in respect of the grievances of the Members of the Association. In the respective Division. The copies of the correspondence shall necessarily be sent to Head office. He shall have power to engage in consultation with the Vice-President and subject to the approval or confirmation of the Managing Committee of the Divisional level, any assistance for organising and clerical purpose he considers necessary and all such assistance shall be under the control of the Joint Secretary at the Divisional level.

The Presidents and Secretaries at the District level shall have power of the correspondence with the Vice-President Secretary at the Divisional level and the President/General Secretary at the Head office in respect of the grievances of the Members of the Association and other allied matters. The shall not make correspondence directly to Government or Government officials at Divisional level. However, they shall have powers to make correspondence to the Government officials at the District level in respect of grievance of the members of the Association in the said District. However, the copies of the correspondence so made shall necessarily be sent to Head Office and Divisional Office.

35


President / Gen. Secretary
M. S. Govt. Mfl. Stenographers' Assn.
Nagpur.

M. S. Govt. MFI. Stenographers' Assn.
 (Recognised by Govt. of Mad.)
 Div. Commissioner's Office, Nagpur.



15. ~~The Treasurer~~ The Treasurer shall be responsible for all sums of money which may from time to time be paid into the Association and for duly banking them. He shall make payments towards all expenditure sanctioned by the Managing Committee. He shall not have the power to draw money from the Bank without first having the cheque signed by the President or the General Secretary.

19 The Treasurer - The Treasurer at the Head Office/Divisional level/District level shall be responsible for all sums of money which may from time to time be paid into Association and for duly banking them. He shall sign the receipts for the sums so received and hand over them to the concerned persons. He shall duly remit the sums in the Bank account regularly. He shall make payments towards expenditure. He shall not have the powers to draw the money from the Bank unless the cheque is signed by the President or General Secretary. The Bank account shall be operated in the joint name of President or General Secretary and the Treasurer.


24. General Funds.

The General funds of the Association shall consist of subscription from members, donations etc. They shall be deposited in a Bank or Banks approved by the Managing Committee in the name of the Association and the account shall be operated by the Treasurer and any one of the President or General Secretary. The General Secretary or the Treasurer shall not keep more than Rs.60/- with him for current expenses.

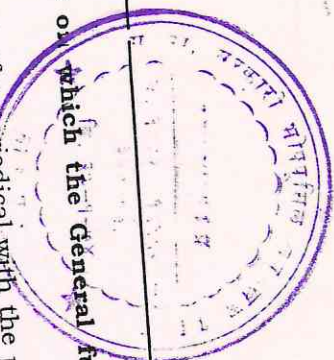
24. General Funds.

The General funds of the Association shall consist of subscription from members, donations, etc. They shall be deposited in a Bank or Banks approved by the Managing Committee of the Head Office, Divisional and District level offices, in the name of the Association and the account shall be operated by the Treasurer and any one of the President or General Secretary at the level of one of the President or General Secretary and Head Office; it shall be operated by the Treasurer and any one of the Vice-president or Secretary at the Divisional level and it shall be operated by the Treasurer and any of the President or Secretary at the District level. They shall not keep more than Rs.500/- for current expenses.

Since the bank accounts are to be opened at the Head Office, Divisional and District level offices of the Association, this provision is necessary.


 M. S. Govt. MFI, Stenographers' Assn.
 Nagpur.

M. S. Govt. Mfl. Stenographers' Assn.
 (Recognised by Govt of Madh)
 Divl. Commissioner's Office, Nagpur.



| | | |
|---|---|--|
| <p>17. 25. Objects on which the General funds can be expended. (i) The upkeep of a periodical with the prior approval of Government published mainly for the purpose of discussing questions affecting employees or workmen as such.</p> | <p>25. Objects on which the General funds can be expended. (i) The publication and upkeep of a periodical with the prior approval of Government published mainly for the purpose of discussing questions affecting members of the Association.</p> | <p>Modified suitably.</p> |
| <p>18. 27. Inspection of Books of Accounts. The books of accounts of the Association shall be open to the inspection of any member or officer at the head office of the Association during the office hours during which the office of the Association is open on any work day excluding holidays.</p> | <p>27. Inspection of Books of accounts. The books of accounts of the Association shall be open to the inspection of any member of the Association or officer at the head office/Divisional level/District level office of the Association during the office hours during which the office of the Association is open an any working days excluding holidays.</p> | <p>Since the Books of accounts are to be kept and maintained at the head office/Division/District level the provision is necessary.</p> |
| <p>19. 28. Amendment of Rules. Subject to the approval of Government the rules may be amended, altered, replaced, rescinded or added to at any time by a majority of the members present at a General Body meeting, provided previous notice of at least seven days is given to the members of the proposed alteration.</p> | <p>28. Amendment of Rules. Subject to the approval of Government the rules may be amended, altered, replaced, rescinded or added to at any time by a majority of the members present at a General Body meeting, provided previous notice of at least 15 days is given to the members of the proposed alterations along with copies of proposed alterations sent to Government three calendar months in advance of the meeting of the Association in which such proposed alterations are to be considered.</p> | <p>The members should know the alteration in advance so as to study them and express their views at the General Body meeting or in the meeting in which such proposals are kept for consideration.</p> |
| <p>20. 30. Financial Year : The financial year of the Association shall be from 1st April to 31st March.</p> | <p>30. Financial Year : The financial year of the Association shall be from 1st April to 31st March. The Divisional level/District level Secretaries/Treasurer shall forward the statement showing the distribution of subscription and send the amount to Head Office Division of level office with upto list of members. The shall also send the statement of receipt and expenditure to the Head office.</p> | <p>Since the accounts are to be kept upto date this provision is necessary.</p> |

M. S. Govt. Mfl. Stenographers' Assn.
 Nagpur.
 President / Gen. Secretary