



## **SANCHAR NIGAM PENSIONERS' WELFARE ASSOCIATION**

SNEA BHAVAN B-11/1&2, Ground Floor, Opp to Sanadhan Dharma Mandir,  
Ramesh Nagar, New Delhi – 110 015

### **Constitution**

#### **1 (a) Name:**

The Association shall be called "SANCHAR NIGAM PENSIONERS' WELFARE ASSOCIATION" (SNPWA in short) and will hereinafter be referred to as "the Association".

#### **(b) Flag:**

The flag shall be in two colours, Post Office Red and White. The length to breadth ratio of the flag shall be in the ratio 3 : 2. The Red colour shall be on the mast side. Both the white and red shall be of equal proportions. The monogram shall be in the centre and the diameter of monogram shall be ½ the width of flag.

#### **At the bottom there shall be the inscription:**

Hand in Hand  
Shoulder to Shoulder

#### **(c) Monogram:**

The Association monogram shall be of circular shape. The hand at the top signifies the struggle we have to undertake on behalf of the membership. The hand at the bottom signifies the extreme care and tender love for and in between the members of the Association. The two arrows in the middle signify our commitment for all at all times. The holding hands at the outer periphery of the inner circle implies that the different units of the Association as well as each member of the Association shall be in total harmony and camaraderie to strive for the interests of the Association and its members. The name of the Association shall be inscribed in the outer circle in full and in short. The monogram signifies total commitment and care to the interests of the Association and its members all across the globe at all times by the rising power of the Sanchar Nigam Pensioners' Welfare Association.

#### **(d) Tagline:**

The tagline of the Association shall be,  
Hand in hand  
Shoulder to shoulder

#### **2. (a) Aims and Objectives:**

The aims and objectives of the Association shall be,

- i) To create "esprit de corps" among the members,
- ii) To disseminate information through various communication channels, through periodical journal to be published at required intervals and through other appropriate means on technical, managerial, financial and all other subjects related to the welfare of members,
- iii) To address and get redressal of the grievances of the members,
- iv) To co-ordinate and form Federations with organizations representing personnel of retired executives and employees in BSNL/ MTNL/ DOT and other establishments,

- v) To work in close association and harmony with like-minded Associations/ Unions of working employees and Executives of BSNL/MTNL/DOT with a view to protect the interests of the retired/ working employees / executives and more so to strive to protect the financial viability and presence of BSNL/MTNL as non-divested PSUs in the public domain,
- vi) To promote National Integration and to inculcate a spirit of dedication, commitment and among the members,
- vii) To organise activities of social and cultural benefits to the members and their families, and
- viii) To deal with such other activities as required from time to time

**(b) Alignment and Affiliation:**

The Association shall be affiliated to a body or an organisation, as may be decided by the Representative Council/Central Working Committee of the Association, from time to time.

**(c) Head Quarters:**

The Association shall have its headquarters (hereinafter referred to as 'CHQ') at New Delhi.

**(d) Jurisdiction:**

The Association shall have its jurisdiction throughout the Union of India.

**(e) Official Year:**

The official year of the CHQ shall be from 1st April to 31st March.

**(f) Properties (Maintenance and Dispute):**

- i) All immovable properties of the Association acquired or purchased or gifted shall be registered in the name of the Association. The General Secretary, Circle/District Secretary shall be the custodian of all the properties of the Association at the respective levels.
- ii) In the event of any dispute arising in respect of immovable properties of CHQ/Circle, it shall be decided and settled by 2/3rd majority of the All India Representative Council, which decision shall be final and binding. In case of disputes at District level, the same shall be decided by 2/3rd majority of respective Circle Representative Council/General Body with an observer from the CHQ deputed by the General Secretary. However, if the decision is not acceptable, an appeal lies with the All India Representative Council.
- iii) No immovable properties/assets of the Association so acquired shall be sold, transferred, leased or rented without the approval of the General Secretary and the respective Representative Council/General Body with the specific agenda. The Representative Council/General Body shall determine the mode of sale of said properties/assets with the approval of the General Secretary.

**3 (a) Membership:**

- i) Membership of the Association shall be open to all personal belonging to retired category in Bharat Sanchar Nigam Limited, Mahanagar Telecommunication Nigam Limited, DOT and those on deputation from BSNL.
- ii) No member of this Association shall be a member of any other Pensioners' Association.
- iii) Admission fee @ Rs. 50/- (Rupees fifty only) per member shall be collected and retained by the district branch enrolling a new member.
- iv) No one shall be enrolled as a member from a retrospective or prospective date.
- v) Every application for admission to the Association shall be addressed to the District Secretary and the District Executive committee shall have the powers to accept or reject such applications. However, re-admission of the expelled or suspended members by a

higher body of the Association shall have to be decided only after approval of the concerned higher body.

vi) Membership register shall be maintained at District levels by respective Secretaries. The corrected list of membership shall be submitted by the District every six months to the Circle and CHQ for compilation. The register shall be open for verification to members as and when they desire.

vii) District may remove any member from the roll of the membership strength of the Branch concerned on majority decision in the General Body meeting. However the District branch shall not terminate any of its members who are office-bearers in the higher level of Organisation including CEC/CWC Members.

*Note: The primary Branch cannot terminate the membership of the 'office-bearers in any higher level of the organisation'.*

viii) Any member who had been removed from the rolls of the membership strength can be re-enrolled only when the cause/s of the removal are sufficiently covered.

#### **(b) Subscription, Quota and special fees:**

1. Each member will have to pay life time membership of Rs 1000/- at the time of enrolment in the respective Branch/District.
2. Subscription once paid is not refundable.
3. The District Secretary on receipt of the amount from the member shall pay quota per member per month as mentioned below:  
CHQ:Rs.600/-{CHQ Quota:Rs. 400/- + Welfare Scheme Rs 150/- + AIC Fund- Rs.50/-  
Circle : Rs.250/-  
Division / District Quota : Rs.150/-
- 4) Special funds shall be raised on specific occasions to meet organizational expenses with approval from the appropriate level of the organization.

#### **(c) Eligibility to represent and Rights of Membership:**

i) All members are eligible to represent the Association subject to the provisions of the Constitution.

ii) No member shall hold simultaneously two or more elected office-bearers' posts in the Association for more than 90 days. If no post is relinquished by the office bearer within 90 days of being elected to a new post, he will automatically forfeit the right to hold the former post(s).

No member shall be allowed to contest for more than one post of office-bearer in the same election. However a member contesting for the post of office bearer may also contest for CWC/CEC member post as the case may be.

iv) A member of one District Branch cannot be the representative of some other District Branch.

v) No member shall hold the same post of office-bearer for more than three consecutive terms.

vi) Inspection of the account books, register of members, membership lists and similar other records shall be within the rights of the members.

*Note: The Treasurer and Secretary at respective levels shall extend the facility for inspection of the said documents when demanded in writing.*

#### **(d) Application of Funds:**

The Funds of the Association shall be utilised in the following manner:

##### **I. General Fund:**

The General Funds of the Association constituted by the subscriptions received shall be utilised only for:

- i) the interests and causes of its members and for such activities, which will be consistent with the objectives enshrined in the Constitution.
- ii) payment of allowances and expenses to office bearers of the Association as and when required.
- iii) payment of expenses, for the administration of the Association including audit of the accounts, publication of the Journals of the Association etc.

- iv) payment of expenses for indemnifying any office-bearer, member and/or employee of the Association for conduct of trade union disputes on behalf of the Association, prosecution or defence of any of the legal proceedings arising out of the legitimate activities of the Association.
- v) for the assistance of Branches for bonafide Trade Union purposes.
- vi) payment of expenses for all such purposes which are not inconsistent with the Constitution.

#### **(e) Accounts and Auditing**

- i) Accounts are to be maintained by the Treasurers at each level of organisation of the Association, who will present the same before the concerned General Body/ Representative Council and Working/Executive Committee whenever these meet. The accounts and other inventories shall be handed over by the outgoing body to the newly elected body within thirty days of the formation of the new body.
- ii) Branch Treasurer shall invariably present before the Branch General Body, the names of the members who are in default and the period for which subscriptions/ dues are not paid for further action by the Branch concerned.
- iii) Every financial year the Accounts of the Association at CHQ / Circle level shall be audited by External Auditor who shall be a Chartered accountant in addition to two internal auditors nominated by the Working / Executive Committee from amongst its members. Accounts of the District Branch level shall be audited by two internal auditors nominated by the Working / Executive Committee from amongst its members. This clause on auditing shall be in conformity with the financial regulations in force in the Union of India and shall change from time to time depending on the regulations laid down by the Government of the Union of India
- iv) Accounts shall have to be opened in Post Office/any Bank of repute and stability by all District/Circle organisations/Central Headquarters. The Account shall be opened under three signatures, namely the President, Secretary and Treasurer and operated jointly by any two of them.
- v) Fixed Deposit Accounts, if warranted, may be opened in any Government of India/State Government Undertakings/ any Bank of repute and stability. The account shall be under joint signatures of President, Secretary and Treasurer and operated by any two of them. The concerned General Body/Representative Council alone shall decide about withdrawal or short-term loans or closure of such accounts.
- vi) The audited and upto date account of the District/Circle/CHQ Organisation level shall be placed before the respective Representative Council whenever it meets.

#### **(f) Organisation and Recognition**

- i) Organisation shall function at the following levels:
  - a) CHQ
  - b) Circle
  - c) District
- ii) Each elected body in an Organisational Level shall be recognised by the next higher body in the Organisational hierarchy. The recognition will be ratified by the respective Working/Executive Committee concerned, if appealed against.

#### **(g) Election and Dispute**

- i) Election must be held in conformity with the provisions of the Constitution. Election will be conducted by the Chairperson, Representative Council who will be nominated by the Representative Council. The Chairperson, Representative Council will not cast his/her vote ordinarily. In case of tie/equal vote, the Chairperson, Representative Council shall cast his/her vote to decide the winner.
- ii) The election at Circle/District organizational level shall be held within the scheduled time period of three years for Circle and two years for District branch. In case of genuine difficulties, permission may be sought from next higher body for extension for a period not exceeding three months

iii) The Election of a new set of office-bearers at the Central Organizational level shall be held within the scheduled period of three years and in no case it shall be delayed by more than three months from the expiration of the scheduled period. Notification for All India Conference must be issued before the expiry of three years. In case of genuine and unavoidable difficulties, a emergency CWC may be convened which will decide further extension for a limited period of not exceeding three months as provided under 4 (a) ii).

iv) All election disputes at the District level shall be settled by the Circle/Circle Executive Committee. Similarly, the disputes at Circle level shall be settled by the Central Working Committee. If the District is not satisfied with the decision of the Circle Executive Committee, it may place its appeal before the Central Working Committee which may take appropriate decision based on the merit of the case.

v) The number of office bearers at all levels shall not exceed Fifteen.

## **4 CENTRAL ORGANISATION**

### **(a) The Representative Council**

i) The Representative Council shall consist of representatives (delegates) elected by the Districts in their respective General Body meeting from their primary members before the All India Conference. The number of representatives (delegates), for the purpose of their election shall be computed on the basis of one for every thirty members . For every part not less than twenty, an additional delegate may be elected. In any case, there shall be a minimum of one delegate per District. CHQ Office-Bearers, Circle Secretaries and CWC Members shall be ex-officio delegates sharing the voting power of the Circle of which they are primary members. The District/Circle Secretary shall submit the list of delegates at the time of registration of delegates.

ii) It shall meet once in 3 years at the place and time as shall be decided by the CWC. However, the term can be extended by a period of not more than 3 months. Notification for AIC should be issued before the expiry of three years. If the AIC is not notified within the stipulated period of 3 years or in case the AIC could not be held even under the extended period of 3 months, emergent CWC must be convened and the CWC shall either authorize the present CHQ body to continue or take appropriate action for the conduct of the AIC within a further 3 months' period. The total tenure of the CHQ body shall in no case, exceed a period of three years and six months.

iii) The quorum shall be regarded as complete, if the delegates attending the conference represent 51% of the total paid up membership and 51% of the total Circles.

iv) A notice of minimum 45 days shall be given for the Representative Council meet.

v) The representatives (delegates) shall elect by raising of hands, their own Chairman, for conduct of Election of new Office-bearers, from amongst themselves in the AIC prior to dissolution of the existing body. He may choose a couple or more members of the Representative Council to assist him in the process. He shall announce the name of the posts to be filled up through election and shall call for nominations for all the posts. Members desirous to contest may fill up the nomination forms for different posts but shall be required to withdraw the nomination from all other posts except the one post for which he finally desires to contest, failing which all nominations filed on his behalf will be treated as invalid. Nomination forms as specified and reproduced on the cover page of this Constitution shall be duly filled in, proposed and seconded by separate members of the Representative Council. Candidates desirous to contest shall also be required to sign the nomination form. Once the nominations forms are received by the Chairman within the time specified by him, he shall scrutinise the nomination papers and announce the details of valid nominations. On expiry of the allotted time for withdrawal, the Chairman shall conduct the election through secret ballots. After announcement of the results of the election, he shall administer the Oath of Allegiance to the President of the newly elected body who shall in turn administer Oath of Allegiance to the other office-bearers of the newly elected body after taking over the charge of the House from the Chairman.

vi) In case of any serious lapse on the part of the General Secretary, an emergency meeting of the Representative Council shall be held within two months of notice if branches, representing at least 51% of the total paid up membership, send collectively or severally a duly signed Memorandum/ Resolution passed by the general body

meeting of District branch having primary membership with at least 51% of the membership of the District branches, specifically requesting for a Representative Council meet to the President and Vice-president of the CHQ and wait for an acknowledgement within two weeks from the President. In case the President fails to respond within two weeks, the Vice President shall himself take further action.

**(b) Functions and Powers of the Representative Council:**

- i) It shall be the sovereign and supreme body of the Association in respect of all the matters involving the interests of the members and the Association.
- ii) It shall have the powers to amend the Constitution.
- iii) It shall confirm the minutes of the previous representative council meet.
- iv) It shall discuss and pass the budget.
- v) It shall discuss the report of the General Secretary, Audited Accounts of the Association pertaining to the period after the last AIC to the present AIC and take appropriate decisions.
- vi) It shall discuss on various resolutions put forward by different Circles and take appropriate decisions.
- vii) It shall elect office-bearers of the CHQ for the specific term, consisting of:
  - President – one
  - General Secretary -one
  - Treasurer -one
  - Joint secretary -Five
  - Vice Presidents and Assistant General Secretaries as required and decided by the Representative Council\*. \*Total number should not exceed Fifteen (each Joint Secretary shall be from the respective region-viz. North, South, Centre, East and West).
  - North:** Jammu & Kashmir, Himachal Pradesh, Punjab, Haryana, Delhi and BSNLCO.
  - South:** Andhra Pradesh, Tamil Nadu, Chennai Telephone District, Kerala, Karnataka, Telengana.
  - Central:** Uttar Pradesh (East), Uttar Pradesh (West), Madhya Pradesh, Chattisgarh, Uttaranchal.
  - East:** Bihar, West Bengal, Kolkata Telephone District, North East I, North East II, Assam, Odisha, Jharkhand, Andaman & Nicobar Islands.
  - West:** Maharashtra, Gujarat, Rajasthan.
- viii) It shall investigate into and take suitable action on any matters brought to its notice.
- ix) It may delegate some of its powers, including making amendments to the Constitution, to the CWC whenever it may consider necessary.
- x) The decision of the Representative Council shall be final and binding to all.

**(c) Dissolution of Association:**

The Association shall not be dissolved except by a majority of four-fifths of the voting strength of Representative Council at its scheduled session or at any special session of the All India Conference called for the purpose and by a majority of four-fifths of the Circles.

**(d) Voting Powers and AIC Fees**

- i) CHQ may decide to collect appropriate delegate fee from the representatives (delegates) attending the All India Conference.
- ii) CHQ Quota for the tenure of the outgoing body shall be taken into account and actual voting strength shall be equal to the number of delegates justified according to CHQ quota received during the tenure of the outgoing body divided by the number of delegates and ex-officio delegates from that Circle.
- iii) The ballot paper shall be handed over to the delegates who are physically present by the Chairman Representative Council. The ballot papers shall be evenly distributed among the delegates so present to the extent possible. The ballot paper in excess to that mentioned above shall be made over to the Circle Secretary or to any other delegate of the same Circle duly nominated by the Circle Secretary.

### (e) Central Working Committee

i) CWC Members shall be derived from different Circles according to the following formula.

<b>Circle paid up Membership</b>	<b>No. of CWC Members</b>
Up to 200	One CWC member.
201-500	One additional CWC Member for every increased membership of 200
501-1000	One additional CWC Member for every increased membership of 300
1001 and above	One additional CWC Member for every increased Membership of 500.

ii) If the average paid up membership of a circle increases after the AIC for a continuous period of six months, the CWC members shall be calculated as per the above formula and such additional CWC members shall be co-opted from that date.

iii) All Circle Secretaries shall be ex-officio CWC members and will enjoy all the rights of regular CWC members. The Circle Secretary may accredit any other Circle Office-bearer in his place if he is unable to attend the CWC meeting. In such a case he shall have to inform the General Secretary in writing.

iv) In case any of the CWC members is unable to attend the CWC meeting, any other Circle Office Bearer/Circle Executive Committee member of that Circle shall be deputed in his place by the Circle Secretary for that particular meeting and the same shall be informed to the General Secretary in writing.

v) A notice of not less than thirty days shall be necessary for holding its meeting.

vi) Quorum for the meetings of the CWC shall be 51% of the total number of CWC members including Office- Bearers and Circle Secretaries.

vii) Emergency CWC meeting can be convened with a short notice.

viii) Out of the total travelling expenses of Circle Secretaries/ CWC members 50% of actual 3 AC class train and/ or bus fare including reservation charges shall be borne by CHQ and the remaining expenditure by the respective Circle Organisations.

ix) Whenever required, the decisions in the CWC will be taken by majority of votes of those present and voting.

x) The CWC members shall be elected by the respective Circles along with the election of other office bearers in the Circle Representative Council meet. When the vacancy of a CWC member arises, the same will be filled up by the respective Circle Executive Committee in the absence of Representative Council Meet.

xi) Whenever due to fall of paid up membership of the Circle to CHQ, the Circle is to lose a CWC membership, the CWC member who secured lowest vote in the election in his Circle will be deemed to have lost the membership of the CWC. If the election of the CWC members is unanimous, they should be elected on priority basis and last member will be withdrawn in the above circumstances. In case there is again increase in the paid up membership subsequently, his CWC membership will automatically be taken as restored.

xii) However, if there is any CWC member elected by the Circle Executive Committee in addition to the others elected by the Circle Representative Council, the membership of the former shall be deemed to have first ceased under the circumstances as mentioned in the above clause No.(xi).

xiii) CWC members shall be equally responsible with reference to all Circle affairs concerning CHQ.

xiv) CWC members shall be ex-officio Executive Committee Members of the concerned Circle.

xv) CWC members shall be ex-officio delegates to the Circle Representative Council and shall share the voting strength of the District/Division where they are enrolled as primary members.

xvi) Outgoing General Secretary shall be ex-officio CWC member till the next AIC. His expenses to attend CWC meeting shall be borne by the CHQ. He shall not be treated as ex-officio delegate to the AIC.

## **(f) Functions and Powers of CWC**

- i) The CWC shall be subordinate to the All India Representative Council.
- ii) It shall meet once in six months or earlier if necessary. The first meeting will be due after six months of holding All India Conference.
- iii) It shall exercise control over the affairs of the Association.
- iv) It shall exercise control over the power of utilisation of funds in the interest of the Association.
- v) It shall be responsible for the upkeep of the accounts and for the appointment of Internal Auditors for every term.
- vi) It shall circulate audited account
- vii) It shall convene all meetings of the Representative Council.
- viii) It shall deal with the interest of the members of the Association.
- ix) It shall have powers to open account in any Bank of repute and stability or Post Office under three signatures, namely the President, General Secretary and Treasurer and operated jointly by any two of them.
- x) In case of dispute over the constitution being ambiguous or silent on any issue, the decision of the Central Working Committee shall be final and binding.
- xi) It may send special representative to any Circle to mediate and settle differences.
- xii) It may, when necessary, call emergency meeting of any circle.
- xiii) It shall exercise all other powers vested in it by different clauses of this Constitution.
- xiv) No CWC member should in any discussion in any organisational level vote against the official stand of the Representative Council/CWC.
- xv) Only the President and the General Secretary may invite any person to attend the CWC. No individual CWC member/office bearers shall have this right.
- xvi) Immediately before holding of the All India Conference a special CWC meeting shall be convened along with the Conference itself to consider and approve the Report of General Secretary, Audited Accounts to be placed before the AIC. No CWC member including the office bearers shall be allowed to oppose the said reports once these are approved in the pre-AIC CWC.
- xvii) Minutes of all such meetings of the CWC, except pre AIC-CWC, shall be recorded and read out by the General Secretary in the next meeting to be passed by the house.
- xviii) It shall have powers to co-opt members, if necessitated, to fill vacancies of office-bearers upto 25% to hold office for the remaining portion of the term or the next AIC whichever is earlier.
- xix) CWC shall have powers to revoke the action of the General Secretary regarding formation of ad-hoc committee.
- xx) In extreme emergent circumstances, CWC meeting can be held through Audio/Video Conferencing or by circulation of email with prior notice and the decisions got approved by circulation among the CWC members through email.

## **5 Duties of CHQ Office Bearers**

### **a) President**

- i) Shall preside over all the meetings of the CWC and Representative Council to transact normal business except holding of election of new set of office-bearers for the Central Organisation.
- ii) Shall promote the objectives of the Association.
- iii) Shall look into the individual grievances of the members.
- iv) Shall call Representative Council Meeting in case of emergency.
- v) Shall on the advice of CWC remove any member of the Association from strength of the membership of the Association if it is felt by CWC that the member has indulged himself in such actions, which are against the interest of the members and the Association.
- vi) Shall exercise all powers as enumerated in other clauses of this Constitution.
- vii) Shall, on the advice of CWC, accept the resignation of any office-bearer, if submitted.



## **(b) Vice President**

- i) In the absence of the President, the Vice President shall discharge the duties and functions of the President.
- ii) Shall exercise all the powers conferred on him in other clauses of this constitution.

## **(c) General Secretary**

- i) The General Secretary shall be the Chief Executive of the Association.
- ii) If he ever receives a Memorandum/ Resolution passed in the General Body meeting of District (having primary members) with at least 51% of the membership of the District, submitted by District representing at least 51% of the total paid up membership of the Association for convening the Representative Council meet, he shall send an acknowledgment to each one of such Branches/ District/Divisions and expedite the action. If the General Secretary or CWC wants to convene an emergency meeting of the Representative Council, a clear notice of 30 days shall be necessary. He shall send along with the notice the agenda for such meeting. Quorum for such meeting shall be the same as enumerated in clause 4 (a) (iii). Such meetings can be requisitioned by the District (enrolling primary members) to discuss even no confidence motion against any Office-Bearer of the CHQ. The purpose of requisitioning a meeting of the Representative Council must be clearly mentioned in the above stated memorandum.
- iii) The General Secretary shall correspond, keep minutes of the proceedings of the meetings, have custody of all the papers and documents of the Association and perform such duties as shall be required of him by the CWC. He shall present a report on the working of the Association since the previous CWC/AIC mentioning its progress & financial position for discussion by CWC/ AIC.
- iv) He shall watch closely the interests of all Branches of the Association at different organizational levels and adopt such measures as would go to advance and defend such interests of the Association with the advice of the CWC, whenever considered necessary.
- v) He shall be responsible to the CWC for efficient management of the Central Organisation as well as of the Districts/Circles.
- vi) He shall write whatever is necessary in the interest of the Association, undertake tours to such Districts/ Divisions/ Circles as well as other stations in India or abroad as in his opinion requires his presence. He shall submit a report to the CWC on his visit.
- vii) He may, while touring, inspect the accounts of the Branches/Districts/Circles and other papers and shall bring to the notice of the concerned organisational body any irregularities affecting the interest of the members and the Association .He shall submit a report to CWC on all such cases.
- viii) He shall have powers to convene at short notice Executive Committee or Representative Council/ General Body meetings of the District/ Circle at their expenses, make such investigation into their working or into representations made by the committee or general members either in respect of questions affecting their welfare or in the interest of the Association. He shall take appropriate action on his findings.
- ix) He, in consultation with the CHQ President, may form ad-hoc committees, in Circle Organisational level under the following circumstances.
  - a) When the outlived body of a Circle Organisation fails to conduct the election of new office bearers within one month even after the expiry of the stipulated term of three months from the date scheduled for Representative Council meet of the Circle concerned. He shall exercise this power only when he is satisfied that the delay in convening the Representative Council meet to hold the election is a deliberate one.
  - b) If he is satisfied that despite his prior advice, the concerned Circle Organisation is deliberately adopting unconstitutional means in holding or not holding election.
  - c) When there is mass resignations/transfers of the office bearers of the concerned Circle Organisation and the Circle Organisation fails to conduct fresh elections as per the provisions of the Constitution.

d) When a Circle Organisation prevents the Districts (having primary members) from sending quota to CHQ and/or does not take the initiative to remit the quota to CHQ in time, after keeping the concerned Circle Organisation under suspension for a period of not less than two months from the date upto which non-remittance of quota is negligently viewed. [Please refer clause 3 (b) (v).]

e) When requested by the concerned Circle Executive Committee or advised by the CWC.

- x) General Secretary on dissolution of the Circle Body may direct the Ad-hoc Committee to take possession of the entire assets and accounts of the Association from the concerned office-bearers of the dissolved body. These shall be handed over to the new set of office-bearers elected through the provisions of the Constitution to be arranged by the Ad-hoc Committee. The normal life of such Ad-hoc Committee shall be three months or up to the date of election of new office bearers whichever is earlier. Under no circumstances the Ad-hoc Committee shall function for more than six months. If the concerned office-bearers of the dissolved Circle body refuse to or fail to hand over the assets and accounts within one month of dissolution of the body, the General Secretary may initiate appropriate action as deemed necessary against them.
- xi) The General Secretary shall exercise all other powers conferred on him as per appropriate clauses of this Constitution.
- xii) The General Secretary may draw advances upto Rs. 50,000/- (Rupees fifty thousand only) at a time for meeting day-to-day organisational expenses.
- xiii) The General Secretary shall publish, print and edit the periodic journal of the Association.

**(d) Assistant General Secretary:**

- i) The Assistant General Secretary shall assist the General Secretary in his day-to-day functions.
- ii) He shall discharge any other duties assigned to him by the General Secretary or CWC in the interest of the members and the Association.
- iii) He may have cash imprest upto Rs. 5,000/- only.

**(e) Joint Secretary:**

- i) Joint Secretary shall be responsible for all the activities in his region, and shall visit the Circles and stations in his region.
- ii) He may represent CHQ in the Representative Council meet of the Circles in his region in consultation with the General Secretary.
- iii) He shall keep close contact with the concerned Circle Secretaries in his region and co-ordinate with CHQ.
- iv) He shall assist the concerned Circle Organisation to redress the genuine difficulties of the members.
- v) He, in consultation with the respective Circle Secretary, may go through the accounts and other papers pertaining to any Circle/ District in his region, and bring to the notice of the concerned body and the General Secretary, if any irregularity is noticed.
- vi) He may have a cash imprest upto Rs. 5,000/- only.

**(f) Central Treasurer:**

- i) He shall receive and disburse funds of the Association on behalf of and in accordance with the directions of the CWC. He shall maintain accounts of the same.
- ii) He shall maintain the accounts in respect of the movable/immovable properties of the Association and stock of the technical literatures published by CHQ.
- iii) He shall submit the audited accounts of the Association to the CWC/ Representative Council for approval.
- iv) He shall prepare statements of receipts of quota and other dues from Districts / Circles which may be published quarterly in the journal of the Association at Central Organisation level.
- v) He shall issue receipts for all quota/other collections from different Districts/ Circles. Duplicate copies of such receipts may be sent to concerned Circle Secretary once in six months.

- vi) He shall present before the CWC the names of Districts/Circles which are irregular in payment of quota etc. for appropriate action of the CWC.
- vii) He shall discharge other duties as assigned by CWC or the General Secretary.

## **6 Budget:**

Income and expenditure shall be budgeted for TWO YEARS by the CWC through the Treasurer in the Special CWC meeting specified to be convened immediately before the AIC taking into account the following points:

- i) Touring expenses of all CHQ office bearers in cases where they undertake travelling as enjoined in their duties
- ii) Touring expenses of CWC members.
- iii) Expenses of holding AIC and CWC meetings.
- iv) Expenses for maintaining central office, staff, stationery furniture, telephone, other contingencies, etc.
- v) Reception of the representatives and CWC members.
- vi) Quota and other fees to the Federations/ Organisations with which the Association is affiliated.
- vii) Expenses for printing and publication of periodic journal of the Association.

## **7 Reserve Fund:**

A reserve fund shall be raised by transferring such revenue to the fund from the General Fund, as the CWC may decide.

## **8 CIRCLE ORGANISATION SET UP:**

Circle body of the Association shall be formed at one per recruiting unit of BSNL/MTNL.

## **9 CIRCLE ORGANISATION:**

### **(a) Representative Council:**

- i) The Circle Representative Council shall consist of representatives (delegates) elected by the Districts in their General Body meeting/ extra-ordinary meeting from amongst their own primary members before the Circle Conference. The number of delegates to be elected shall be computed on the basis of one for every 15 paid up members or part thereof being not less than 10 subject to a minimum of one per District. CHQ Office bearers / Circle Office bearers / CWC / CEC members/District Secretaries shall be ex-officio delegates sharing the voting strength of the District to which they belong. District Secretaries must be one of the delegates from the branch in lieu of one justified delegates.
- ii) It shall meet once in three years at the place and time as shall be decided by the Circle Executive Committee. However, the period can be extended by a maximum of three months for genuine reasons with the permission of the CHQ
- iii) The quorum shall be regarded as complete if the members/ delegates attending the Conference represent 51% of the total paid up membership and fifty one percent of the total Districts/Divisions.
- iv) A notice of thirty days shall be necessary to convene a Circle Representative Council meet.
- v) Same procedure as in clause 4 (a) (v) so far as elections of Office Bearers to the Circle and CWC members from the Circles are concerned.
- vi) Same procedure as in clause 4 (a) (vi) so far as lapses on the part of Circle Secretary is concerned, the memorandum to be sent to the President of the Circle Organisation.

### **(b) Functions and Powers of Circle Representative Council:**

- i) It shall be the supreme body of the Circle Organisation.
- ii) It shall confirm the minutes of the previous conference.
- iii) It shall pass the budget.
- iv) It shall consider the Report of the Circle Secretary, Audited Account of the Circle, various resolutions and any other items that it may consider necessary.

v) It shall elect the following Office Bearers from the members of the Representative Council:

President : one  
Circle Secretary : one  
Treasurer :one

and other office bearers such as Vice President, Asst. Circle Secretary, Joint Secretary, Organizing Secretary and Area Secretary as required by the Representative Council.(Total number should not exceed Fifteen). An internal Auditor may be nominated by the CEC.

An internal Auditor may be nominated by the CEC.

vi) It shall also elect Central Working Committee Members as per the provisions under clause 4 (e) (i).

vii) It shall investigate into and take suitable action on any matter pertaining to the District Organisation.

### **(c) Voting Power and Fees:**

i) The Circle may decide and collect delegate fee from the representatives (delegates) attending the Circle Conference.

ii) Circle quota for the tenure of the outgoing body shall be taken into account and the membership will be calculated accordingly. Voting value per delegate shall be equal to the number of delegates justified according to Circle quota received during the tenure of the outgoing body divided by the number of delegates and ex-officio delegates from that District.

iii) The ballot paper shall be handed over to the delegates who are physically present before the Chairman, Circle Representative Council. The ballot papers shall be evenly distributed among the delegates so present to the extent possible. The ballot papers in excess to that mentioned above shall be given to the District/ Division Secretary or any delegate of the District/ Division duly nominated by him.

### **(d) Circle Executive Committee:**

i) It shall comprise of Of?ce- Bearers of CHQ/Circle, CWC Members, District Secretaries and CEC Members elected from Telecom Districts/ Divisions in the following manner.

<b>District paid Membership</b>	<b>No. of CEC Members</b>
for a minimum of 50 members	One
Beyond 50 members	One for every additional 100 members or part thereof, if such part is not less than 50

ii) In the event of increase of post of CEC Member in the District because of increase of average paid membership continuously for a period of not less than six months, co-option can be made to fill that post by the District Executive Committee/General Body.

iii) A notice of 30 days shall be necessary for holding the circle Executive Committee, which shall indicate the venue and agenda to be discussed.

iv) Emergency meeting however be convened at a short notice.

v) Quorum for the meetings of the CEC shall be 51% of the total strength of the Executive Committee.

vi) District Secretaries may accredit any other District Office Bearer/Executive Committee Member in his place if he is unable to attend the Executive Committee. He shall intimate the Circle Secretary in writing about this. In case any CEC Member is unable to attend CEC Meeting, he should inform the Circle Secretary in writing and District/ Divisional Secretary may depute any of his Office Bearers or Executive Committee Members, for that particular meeting.

vii) Circle Executive Committee members shall be equally responsible with reference to all circle affairs.

viii) Outgoing Circle Secretary shall be ex-officio Circle Executive Committee Member for the next term. His expenses to attend CEC shall be borne by the Circle Body. He shall, however must not be considered as ex-officio delegate to Circle Representative Council.

ix) Out of the total traveling expenses of District/ Divisional Secretaries/CEC members to attend the CEC Meetings 50% of actual second-class train and/or bus fare including the reservation charges shall be borne by the Circle while the remaining expenditure by the respective District/Divisional Organisations.

**(e) Functions and Powers of Circle Executive Committee:**

i) It shall meet once in six months at a place as decided by the Circle Executive Committee. First meeting may be convened after six months of holding the Circle Conference.

ii) It shall be subordinate to the Circle Representative Council.

iii) It shall exercise control over the affairs of the Association pertaining to Circle Organisation.

iv) It shall exercise control over the power of utilisation of Circle Funds in the interest of the Association.

v) It shall appoint an auditor. It shall circulate audited Accounts.

vi) It shall discuss the report of the Circle Secretary, Audited Accounts for the intervening period after the last Circle Conference and the first Circle Executive Committee meeting; or in between two Executive Committee meetings and take action accordingly whichever is applicable as per conditions prevailing at the time of holding the particular Executive Committee meeting.

vii) It shall co-opt Circle Office Bearers to the extent of 25% of total posts of Office Bearers when a vacancy of the same arises from amongst its own members for the remaining portion of term or the next Representative Council meet whichever is earlier.

viii) It shall decide on convening the Representative Council meet whenever necessary.

ix) It may send special representative to any division to mediate and settle differences.

x) It may also send representative to any Branch for settling differences if the District Branches fail to do so.

xi) It shall investigate all complaints put forward by the District Branches in writing and take action as deemed fit.

xii) It shall confirm the minutes of the previous meeting and note the follow up actions.

xiii) It shall have a check on the accounts of the District Branches in every such meeting where the District/Divisional Secretaries are required to place their audited accounts.

xiv) It shall meet one day earlier to the Circle Conference to approve the report of the Circle Secretary, and Audited Accounts before placing the same to the Representative Council. Once these are approved, no CEC Member/ Circle Office Bearer has the right to oppose the same in the Representative Council meet.

xv) It shall exercise all other powers as detailed in the appropriate clauses of this constitution.

xvi) Only the President and the Circle Secretary may invite any person to attend the CEC. No individual CEC member/office bearer shall have this right.

xvii) CEC shall have powers to revoke the action of the Circle Secretary regarding formation of ad hoc committees.

**10. District Organisation:**

District Organisation shall be formed at the Head Quarters of Secondary Switching Areas/Business Area of BSNL/MTNL, comprising of all retired members of that area.

**11 (a) District Representative Council:**

i) The council shall be constituted in either of the following methods

(a) By assembly of all members of the District/Business Area.

(b) By assembly of the bona fide members of the District each having one vote.

ii) It shall meet once in two years. However the period can be extended by a maximum of three months for genuine difficulties with the permission of CS.

- iii) Quorum for election meeting of Representative Council shall be 51% of the total strength of the members and for other General Body meetings it shall be 33 1/3 %
- iv) Minimum 15 days notice shall be necessary for convening the normal District Representative Council meet. The notice shall clearly indicate the venue, date and agenda to be discussed. Emergent meeting can be convened even at shorter notice.
- v) In case of resignations, transfers, or prolonged illness of more than 25% of the elected office-bearers, a meeting of the representative council shall be convened to transact the normal business including election.
- vi) Same procedure to be followed as detailed in clause 4 (a) (v).
- vii) Same procedure as in clause 4 (a) (vi). If the lapses are on the part of District / Divisional Secretary, the memorandum is to be sent to Divisional President.

**(b) Functions and Powers:**

- i) It shall be the supreme body so far the District/Business Area Organisation is concerned.
- ii) It shall confirm the minutes of the previous conference.
- iii) It shall pass the District/Divisional Budget.
- iv) It shall consider the report of the District Secretary, Audited Report of the Treasurer, other resolutions, etc. and take appropriate action.
- v) It shall elect the following office bearers:  
President, Vice-President, District/Divisional Secretary, Treasurer and other Office Bearers as considered necessary by the Representative Council.
- vi) It shall investigate into and take suitable action on any matter pertaining to District/Division and Branch Organisation.
- vii) It shall decide on matters to strengthen the Organisation at District/Division level.
- viii) Branches shall collect District/division Conference fee as decided by the General Body.

**(c) District/Divisional Executive Committee:**

- i) It shall comprise of the District Office- bearers, CHQ/Circle Office Bearers, CWC/CEC members from within the District Organisation.
- ii) A notice of 15 days shall be sufficient to convene a District/Divisional Executive Committee meeting.
- iii) 51% of the total membership of the District Executive Committee shall be necessary to have a quorum of the meeting.
- iv) An adjourned meeting of the District Executive Committee which could not be held for want of quorum may be held within 15 days without insisting on the quorum.
- v) Branch Secretary may accredit any other branch office- bearer in his place, if he is unable to attend the meeting with information to the District/Divisional Secretary in writing.
- vi) It shall nominate internal auditor from amongst the members of the Executive Committee.

**(d) Functions and Powers:**

- i) It shall meet once in three months.
- ii) It shall be subordinate to District Representative Council.
- iii) It shall exercise similar powers as conferred on Circle Executive Committee as per clauses 9 (e) (iii to vi) subject to the limitation that all such powers shall be pertaining to the District/Division and Branch Organisation concerned.

**12 GENERAL PROVISIONS:**

- i) Election of Office Bearers, members of CWC/CEC/ District/Divisional Executive etc. shall be held by secret ballot system.
- ii) All debatable points at the meetings shall be decided by majority of votes by raising of hands. In case of tie, the casting vote should be exercised by the President in

- iii) All resolutions to be brought on agenda for discussion in any meeting should be sent to the concerned Secretary within the date prescribed by him or, in absence of any such date, two days before the date for the scheduled meeting. Otherwise, the concerned Secretary reserves the right to include or reject any resolutions received after that date.
- iv) If any office-bearer barring the Chief Executives of Circle/District is found to be dissociated from the activities of association for a long period without any valid reason or if any member of CWC/CEC/District Executing Committee has absented himself from three consecutive meetings, it shall be open to the President of the Organisation at respective level to call for resignation of the members concerned from their respective positions. If the member fails to submit his resignation within 30 days, he shall be deemed to have resigned from the post and in his place co-option shall be made in accordance with the provisions of the Constitution.
- v) The traveling expenses to the delegates to the different Representative Councils shall be borne by the respective District. In order to meet additional expenditure they may raise additional funds from the members. There is no bar if other Organisational Level decides otherwise to assist the District
- vi) The latest audited accounts to be placed in each meetings of CWC by the respective Circle Secretaries/ of CEC to be placed by the District Secretaries/of District Executive Committee by the District Secretaries shall be checked by the Internal Auditors (already nominated at different organisational levels) of the respective body where such accounts are placed.
- vii) All office bearers shall take oath of allegiance before assuming office.
- viii) The outgoing chief executive at each organisational level shall introduce the incoming chief executive to the respective head of administration at the earliest opportunity.
- ix) Decision on any disputed issue will be taken in CWC on majority opinion basis and election if any held in CWC will be on the basis of 'one man-one vote'.
- x) The Number of office-bearers at different levels shall not exceed 15.
- xi) All efforts shall be made at all organisational levels, Branch/ District/ Circle/CHQ for proper representation of women among the office bearers.

**SANCHAR NIGAM PENSIONERS' WELFARE ASSOCIATION**  
Nomination Form

1. Name of the post to be contested :
2. Name of the proposed contestant :
3. Name of District & Circle :
4. Name of the proposer :
5. Name of the District & Circle :
6. Signature of the proposer :
7. Name of the Seconder :
8. Signature of Seconder :
9. District and circle :
10. Signature of the contestant :  
(as token of his willingness)
11. Remark of the Chairman  
Representative Council : Valid/Invalid
12. Signature of Chairman  
Representative Council :

**Note:** If subsequently the proposed candidate desires to withdraw his nomination, the Chairman, Representative Council shall get this noted by the candidate himself under his own signature

**OATH OF ALLEGIANCE**

(to be taken by all Office Bearers at all levels)

I.....elected as .....  
(post) of ..... (District/ Circle/CHQ) solemnly affirm true to my conscience  
(in name of God) that I shall discharge my duties honestly, sincerely and to the best of my  
abilities and shall uphold the provisions of the Constitution of 'SANCHAR NIGAM  
PENSIONERS' WELFARE ASSOCIATION '.