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All India Forest Officer's Federation

AIFO Official Document



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ARTICLES OF ASSOCIATION

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ARTICLES OF ASSOCIATION

Rules and Regulations of All India Forest Officer's Federation Society

1. **Name of the Society:** The name of the Society shall be All India Forest Officer's Federation herein referred to as "Society".
2. **Registered Office of the Society / Address of the Society:** The registered office of the Society shall be situated in the New Delhi district of Delhi of N.C.T. at office is C-4 staff quarter National Zoological Park, New Delhi 110003
3. **Area of Operation of the Society:** The area of operation of the society shall include the geographic area of New Delhi district of Delhi of N.C.T.

Date to enforce the Rules and Regulations of the Society: The Rules and Regulations of the All India Forest Officer's Federation hereinafter referred to as the Society shall come into force with immediate effect from and on the date of registration of the Society under the Societies Registration Act 1860.

5. Definitions:

CHAIRMAN/PRESIDENT & VICE-CHAIRMAN/VICE-PRESIDENT: -

These two portfolios are top advisors of All India Forest Officer's Federation (AIFO), who advise to the Executive Body whenever necessary. The time period of such posts are not fixed. Retired Forest officers or the officers who have less than three years service to be retired may be selected Chairman/President & Vice-Chairman/Vice-President. The Executive Body can change the Chairman/President & Vice-Chairman/Vice-President post through its resolution at any time by support of two-third majority. The principal responsibility of Chairman/President & Vice-Chairman/Vice-President are to



conduct the election of new Executive Body discussing with 15 members election committee. The Chairman/President will nominate two Chief Election Officer and nominate one Assistant Election Officer while selecting a new Executive Body of AIFO. These posts are not belonged to Executive Body, impartial post and have no voting rights.

PRESIDENT:-

This post is the executive head of All India Forest Officer's Federation. Every meeting, conference, delegation will be presided over by President. He/she can discuss or meet to any related official forum for the interest of All India Forest Officer's Federation. The proceedings of any meeting presided over by President shall be countersigned by him/her.

- i. The agenda of any proposed meeting will be decided by the President and General Secretary consulting with other office bearers.
- ii. President can suspend any member/officer bearer for indiscipline and may reconsider for their reinstatement through Executive Body meeting.
- iii. President is authorised office bearer to face any interview of print and electronics media regarding any activity of AIFO.



VICE-PRESIDENT: -

If President is absent in a forum, every power and responsibility of the President will be executed by the Vice-President. The Vice-President in serial number 1 have the first right, then chronologically number 2, 3, 4, 5 & 6 can execute the duty and responsibility of President.

GENERAL SECRETARY: -

All executive power of this organisation is vested under the post of General Secretary. Every record, funds and all papers correspondence work of the organization will be conducted by his/her care. He/she can discuss or meet any related official forum as and when required for the interest of AIFO. The General Secretary will make proceeding of all executive body meeting, general

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council meeting and will send to every appropriate forum after duly countersigned by the President who has presided the concerned meeting.

- i. The agenda for any proposed meeting will be decided by the President and General Secretary, consulting other office bearers. The date and venue of concerned meeting will be intimated to all concerned members by General Secretary indue time.
- ii. The General Secretary will maintain all register, receipt book, case records, funds and passbook of the organisation. He/she have to furnish an up-date status report in every executive body meeting/General council meeting.
- iii. If any emergency matter arises, the General Secreaty have the power for correspondence to any forum consulting the President, in spite of any proceeding in a prior meeting.
- iv. He/she will prepare the account, annual and annual report, financial report of the All India Forest Officer's Federation.
- v. He/she can expend less than Rs.50,000/- at a time and can hold the same amount by cash to meet emergent expenses. For more expenditure he/she must have to pass it, in executive body meeting.

The General Secretary is the authentic office bearer to give interview to electronics & print media regarding the activities of AIFO.

DEPUTY GENERAL SECRETARY: -

If the General Secretary is absent in a forum, every power and responsibility of the General Secretary will be executed by the Deputy General Secretary.

TREASURER: -

The Treasurer of the organisation is the custodian of all financial assets. He/she will keep all collected money by depositing in bank account. He/she shall responsible to keep all the accounts of receipts & expenditure and produce the same for audit.

- i. The Treasure has the responsibility to prepare the accounts, cash records and financial report coordinating with General Secretary.

- ii. He/she can expend less than Rs. 50,000/- at a time and can hold the same amount by cash to meet emergent expenses. For more expenditure he/she must have to pass it in executive body meeting.

OFFICE SECRETARY: -

There should be one Office Secretary post to maintain the office of All India Forest Officer's Federation. Office Secretary is the custodian of all assets, office premises, documents of All India Forest Officer's Federation.

- i. The Office Secretary will maintain the decorum of office and he/she is the caretaker of office building.
- ii. He/she will maintain a departure/entry register. The details information of entry/departure and purpose of members to attend office will be recorded by the Office Secretary.

ZONAL SECRETARY:

Zonal Secretary are co-ordinator of zone with the office bearers of AIFOF. One Zonal Secretary should be selected from each zone. The Zone Secretary must belong to its concerned zone territory. All activities of zone will be intimated and co-ordinated by Zone Secretary in the Executive/General Council meeting of the All India Forest Officer's Federation.

- i. Zonal secretary has the corresponding power at concerned zone level with permission of General Secretary or President.
- ii. He/ she can collect member fees, special donation or any funds of the AIFOF from affiliated organisations under the zone, which will be deposited within 10 days after receipt of the funds, towards the central account.

ORGANISING SECRETARY:

Organising Secretary are the organiser of AIFOF. Two Organising Secretary should be selected from each zone. Both two organising secretary must belong to their concerned zone territory. All activities of AIFOF will be



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organised by organising secretary, consulting the President/ General Secretary. How a meeting will be organised and when and where that will be conducted, it is the responsibility of the organising secretary to decide in consultation with office bearers.

NATIONAL COORDINATOR:

One National Coordinator is selected by the Executive members of the AIFO. The National Coordinator should be the retired Forest officer and should work in close coordination with the Executive members of the AIFO. National Coordinator is required to coordinate with all the Forest Officials, members of the AIFO, affiliated associations (including state/UT's). He/She should also responsible for the publication of the AIFO annual magazine, time to time conduction meetings of AIFO etc.

ADVISORY BOARD:

There should be an advisory board constituting of six persons headed by a Chief Advisor among them, who will advise to the executive body in each activity of the organization. If any active retired forest officer/official is interested, he/she may be nominated for advisory board for good functioning of the All India Forest Officer's Federation.

AUDIT BOARD:

There should be an audit board constituting six person headed by a Chief Auditor among them, who will audit all expenditure and collection of AIFO. One auditor must be selected from each zone to the audit board. The General Secretary and Treasurer have the responsibility to audit their records and annual reports from the audit board. One auditor has the right to audit the financial transaction of any affiliated association if so desired. Audit board should place its annual report in every year in the executive body and general council meeting of All India Forest Officer's Federation.

6. Organization Structure of the Society:

The Society shall have a four-tier structure:

- **Governing Body (GB)** will be the highest decision-making body of the Society fully empowered to take all decisions for implementation, supervision, physical and financial monitoring of the activities of the Society, to issue instructions and frame guidelines and make feedback based intra-component changes to secure objectives and goals of the Society. The Steering Committee will be chaired by the Chairperson of the All India Forest Officer's Federation HQ, New Delhi.
- **Executive Committee (EC)** will be headed by the Chairperson of the All India Forest Officer's Federation HQ, New Delhi. The Executive Committee will be responsible for achieving interdepartmental coordination, implementation of the policies and programs agreed by the Governing Body, ensuring non duplication of management interventions and taking decisions and making recommendations for effective and efficient implementation, supervision and monitoring of the activities of the Society including management and control of the fund reimbursement.



7. Members of the Society

After discussion among various forest employees' association of different state and union territories, it was decided that a forest officer's federation should be constituted at national level integrating all forest rangers, forest range officers, zoo range officer, deputy forest rangers, foresters, forest guards, wild animal keepers and all group C employees of forest and wildlife department and are the members of All India Forest Officers Federation.

The objective of this federation are as follows: -

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- I. Fostering fraternity among the member of the forest officer's federation irrespective of rank and class.
 - II. Creating unity and putting up a common front.
 - III. Removing the grievances of the members in different phases of activities and demanding justice from the employers by law and procedure.
 - IV. Settling disputes between the employer and the employees through negotiation and conciliation.
 - V. Rendering financial assistance in the event of sickness, unemployment, invalidity, or death of any member.
 - VI. Realising compensation for any member in the event of accident, injury, invalidity, or death.
 - VII. Ameliorating the social, financial and official condition of the members.
 - VIII. Forging unity and solidarity among all members.
 - IX. Electing, selecting or nominating a member to work for a broader cause by allowing their presence, acceptance or nomination to all affiliated organisations all over the country.
 - X. Suggesting to the authorities or the government anything for the improvement and development of service conditions or the like and of the forests.

2.DIRECTION FOR THE MEMBERS

All India Forest Officer's Federation is a federal organization in which so many state/UTs employees organisation are affiliated. So, if there is any mass resolution of the organization is decided, all concerned members and affiliated associations must have to carry out the direction of this organization.

Proper discipline should be maintained among all concerned members and must cooperate in the execution of any instruction/decision taken by All India forest federation.

All the member have to pay the membership fees decided from time to time and participate every meeting, workshop, and conference of the federation.

No personal allegation should be discussed in any forum. All member and affiliated association have to behave friendly in every activity following their believe and integrity.

Fundamental rights:

All concerned member of All India Forest Officer's Federation shall have the following rights to-

- i. Speak in all meeting of the organisation with permission of the Chair.
- ii. Send any required and related proposals of the Federation to include in the agenda for discussion.
- iii. Vote on matters coming before the meeting.
- iv. Participate in cultural and academic function of the organisation.
- v. Sent article for the publication in the magazine of the organisation.

MEMBER AND MEMBERSHIP

All India Forest Officer's Federation is constituted for integrating all affiliated organizations of the forest, environment, and climate change departments from different states & UTs. Senior forest rangers, forest range officers, zoo range officers, deputy forest rangers, foresters, forest guards, wild animal keepers and all group C employees of forest and wildlife department are the members of All India Forest Officers Federation. Any individual as well as any organisation of any states & UTs can apply to be a part of this federal organization and that should be decided by the executive body of All India Forest Officer's Federation.

The amount of member fees for different categories of members may be decided from time to time through the executive body meeting of AIFOF.

The annual subscription of every member should be paid through their state-affiliated association which is indispensable.

- iii. The member fees ratio should be maintained as follows: - forest ranger/ forest range officer/zoo range officer-100%, deputy forest ranger-100% forester-80%, and all other members -60%.

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- iv. Every state-affiliated/affiliated association should also pay the annual subscription membership fee.
 - v. All the member and membership fees received from the state-affiliated/affiliated association and individual members should be deposited in the designated bank account of the AIFO.

Non-payment of members fees by any member or affiliated association is indiscipline. If so, the affiliated association members have no right in the organization. They will be deprived of all benefits till submission of the same.

LIFE TIME MEMBER AND THEIR PARTICIPATION: -

If any retired forest officers is having at least members for 10 years is interested in continuing his membership he or she can apply for lifetime membership through an application to the general secretary/ Dy. Gen. Secretary of AIFO submitting the lifetime member fees decided from time to time. After approval in executing body meeting, the general secretary /dy. Gen. Secretary will certify the list of lifetime members in every general council meeting of the AIFO.

Lifetime members can participate in executive/ general council meetings, but they cannot be selected for the post of office bearer of AIFO. Only they may be selected of the chairman, Vice- chairman/ advisor post for proper advice, to the office bearer and executive body of All India Forest Officers Federation.

EXECUTIVE BODY :

The office bearer of the All-India Forest Officer's Federation is

Sl. No.	Portfolio	Nos.
1	President	1
	Vice- president	03
	General secretary	01
4	Deputy General Secretary	01
	treasure	01
6	Office secretary	01

7	Zonal secretary	06
8	Organising secretary	12
9	Advisory board	06
10	Audit board	06
11	President and general secretary of affiliated organisation are standing E.B. member	x
12	Total executive body members	42+x

The Executive Body of the AIFOF should consists of 90% of the total executive body consisting of serving forest officials/officers of India and 10% of the total executive body consisting of Retired Forest officials of India.

PERIOD OF EXECUTIVE BODY: -

After completion of the election process, the working period of the newly elected executive body is 3 years from the date of election. If any emergency situation arises, the time may be extended up to an additional 6 months through an executive body meeting. After 3 years 6 months time, the executive body will be unauthentic. So office bearers are bound to conduct general body Council meetings for the upcoming election within 30 days.

EXECUTIVE BODY MEETING: -

Consulting the president and other executive body members, the general secretary can call executive body meetings at any time of the year. He/she has to inform the executive body member 15 days of the scheduled date. The executive body meeting should be conducted a minimum of two times or a maximum of three times in a year as and when required.

POWER OF EXECUTIVE BODY MEETING: -

- Executive body meeting can exercise every matter of the organisation except election of office bearers.

- ii. Audit and financial approval of any transaction, collection of funds, expenditure etc. And every policy decision can be made by the executive body meeting.
- iii. Creation or abolition of zone, formation of any committee and all relevant matter can be decided in executive body meeting.
- iv. Any proposal/ demand of All India forest federation can be decided and may placed before the central government or any state & UTs government as required.

QUORUM OF EXECUTIVE BODY MEETING: -

In any executive body meeting of All India forest officer's federation, quorum will be exercised as follow taking 42 executive body members and all standing E.B. members from affiliated association of different state & UTs.

- i. In case of financial approval and any policy decision, two – third majority (i.e. 66.6% of total executive body member) is essential for quorum.
In case of common decision, 50% executive body member is quorum.

GENERAL COUNCIL:

The chairman/President, vice chairman/Vice President, the executive body members of the AIFOF and seven nominated delegates from each state and UTs are belong to general Council. The General counsel of All India Forest Officers Federation is the high-power committee which should meet normally once in three years. If any emergency situation arises the general council may meet again after completion of one year from the previous general council meeting. election of new office bearers of AIFOF and formation of executive body to be made by the meeting of general council.

Sl no.	Portfolio	Nos.
1.	Chairman/President	1
2.	Vice- chairman/ Vice-President	2
3.	All executive body members	42+x

4.	7 nominated members from each state and UTs co-ordinately selected by affiliated unions	y
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9. GENERAL COUNCIL MEETING: -

Consulting the President, Chairman, Vice-Chairman and office bearers of AIFOF, the General Secretary can call General Council meeting. He/she has to intimate all concerned members before 30 (thirty) days of the schedule date.

POWER OF GENERAL COUNCIL MEETING: - General Council meeting is the high-power forum of All India Forest Officers Federation in which every association matter, policy decision, financial transaction approval can be passed as and when required. Election of new office bearer and formation of new Executive Body is a power of the General Council meeting.

QUORUM OF GENERAL COUNCIL MEETING: - In General Council meeting of All India Forest Officers Federation, quorum will be exercised, taking 51% of concerned member who belong to General Council.

ELECTION PROCESS:

When the term executive body will be completed the general Secretary will call for general council meeting as per process. A fifteen members election committee to be constitute in the general council meeting to form the new executive body. Only one member from a state/UTs can be included in the election committee. If any state/UTs is default to pay their member fees, no member from the stats/UTs can be a part of election committee.

The nominated two Chief Election Officers and one Assistant Election Officer of AIFOF will conduct the election process to select the five office bearers of AIFOF consulting fifteen-member election committee.

- I. The election officer will invite nomination for five office bearer post i.e. president, general secretary, deputy general secretary 1&2, treasurer. After receiving nomination-form, from any interested member, the election officer

will discuss with the fifteen members election committee to decide five office bearer posts one by one with majority.

- II. After election of five office bearer posts, the five-office bearer may be facilitated to propose the complete list of new executive body. According to their proposal election officer will declare the complete executive body. If any allegation or unwillingness of selected member comes to notice of the election committee, that may be finalised in the process of election.
- III. The newly formed executive body will take oath to maintain the integrity towards the constitution. The oath taking process will be conducted by the chairman/President of AIFO.

ACCOUNT & PROCEDURE: -

Member fees, life member fees, special donation and other funds collected from members/affiliated organisation/other sources are the funds of All India Forest Officers Federation, which should be maintained through its account and procedure. How and in which purpose the expenditure of associate fund can be made, it is given below.

Funds may be utilised in any conference, meeting of AIFO and for house rent, decoration, stationary materials purchase, type, Xerox etc.

Fund can be utilised for any legal matter, court cases, printing of magazine.

Funds may be utilised for press conference, to help any member in accidental cases and other purpose through the resolution of E.B. meeting.

The general secretary and treasurer can withdraw at a time up to 50000/- for any required expenditure of AIFO. If there is any more expenditure required, it should be passed in executive body meeting before withdrawal. Office bearer can receive fund of AIFO from any sources through money receipt of the organisation. Zone secretary have the special power to collect member fees and special fund from any affiliated organisation. Any funds collected by any body should be deposited within fifteen days of receipt towards the central account. Cash book and collection register should be maintained in this format.

1	2	3	4	5	6
Collection Date	Name of Doner	No. of Book & Receipt	Amount of Funds	Collected By Whom	Remarks

All India Forest Officers Federation Headquarters-New Delhi

Received an amount of Rs...../(in words.....from Sri/Smt./Dr./affiliated organisation.....towar ds member/life member fees/special fees or donation and other funds.

Date of receipt
collecting person

Money receipt format



AMENDMENT IN CONSTITUTION: -

If there is any requirement of amendment in the constitution it must be approved by the general council meeting. Why the constitution will be amended, its cause and necessity will be discussed in the previous E.B. meeting. If it is required there should be formed a amendment committee who will submit its report with justification to amend the constitution. The report will be placed by the general secretary in the general council meeting. Proposal will be passed by two- third majority of the general council meeting.

ZONE & ITS RE- ORGANIZATION: -

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For smooth execution and management of All India Forest Officers Federation, the organisation may be divided into different zones. Presently there are six zones of AIFO has been set up and are as follows: -

North zone – New Delhi, Haryana, Punjab, Himachal Pradesh, Jammu & Kashmir

Central zone- Uttarakhand, Uttar Pradesh, Madhya Pradesh, Chhattisgarh

West zone- Rajasthan, Gujrat, Maharashtra, Goa & D.D.

East zone- Bihar, Jharkhand, Sikkim, West Bengal, Odisha

North- east zone – Arunachal Pradesh, Assam, Meghalaya, Nagaland, Manipur, Mizoram & Tripura

South zone – Karnatak, Telangana, Andhra Pradesh, Tamil Nadu, Puducherry & Kerala.

According to existing situation zone jurisdiction may be modified. The general council have the power to increase or decrease the numbers of zone of AIFO as required from time to time. It is to constitute one re-organisation committee for reformation of zone. After analysing the situation, concerned re-organisation committee will submit its report to the general secretary. The report will be placed in general council meeting for further necessary course of action. Approval of reformation will be passed in two- third majority of the general council.

Annual Magazine: -

The name of the magazine of All India Forest Officers Federation is the forest. It should be published in every calendar year. Magazine should be based on environmental, climatic change and forestry related matter. Any interested member can give their articles for this magazine. There should be a editing committee to look all matter of publication.

The editorial board members of Magazine named "GREEN HIGHLIGHTS" will be:

1. National Coordinator
2. President
3. Vice Chairman

4. General Secretary
5. Deputy General Secretary

10. Functions and Powers of the Governing Body

The Governing Body shall have the following powers and functions namely

- (a) To consider and adopt the Annual Report and Audited Accounts of the Society together with the Auditor's statements on the Accounts
- (b) To provide overall policy guidelines and directions for efficient functioning of the Society for fulfilment of its aims and objects;
- (c) To consider, review and approve the Annual Work Plan and budget for the Society;
- (d) To review the implementation of all activities;
- (e) To review and consider the balance sheet and audited accounts and their approvals;
- (f) To make feedback based intra component re-appropriation of the budget provisions;
- (g) To give directions or take decisions in any endeavour whenever necessary, to achieve the development objectives of the activities;
- (h) To monitor the functioning of the Society with respect to achievements of goals and objectives of the activities, financial austerity, compliance with rules,



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regulations, guidelines, policies and transparency
in the conduct of its business;

- (i) To consider and approve the Annual Report and Audit Report of the Society;
- (j) To approve delegation of financial powers in the Society as it may consider necessary and proper.
- (k) To appoint Auditors for the ensuing year;
- (l) To transact any other business as may be laid before it by the Executive Committee or brought forward by a member of the Governing Body with the permission of the Chairman of the meeting.
- (m) To approve operating systems and manuals for the planning, implementation, monitoring, management, procurement and evaluation of the activities of the Society and other guidelines as and when required;

11. Meetings of the Governing Body:

The Governing Body shall hold an Annual General Meeting (AGM), on such date, time and place as may be determined by the Chairperson, at least once a year and not more than 18 calendar months shall lapse between two successive Annual General Meetings. It shall also be open to the Chairperson to call for an Extraordinary General Meeting (EGM) at a short notice.

The meetings of the Governing Body shall be chaired by the vice president of AIFO, HQ, ND. In the absence of both Chairperson and Vice Chairperson, the meeting of the Governing Body shall, be presided over by the senior most official member of the Governing Body.

12. Notice for calling meetings

- a) All meetings of the Governing Body shall be called by notice in writing by and under the hand of the general Secretary/Dy. general Secretary under the authority of the Chairperson;
- b) Every notice calling a meeting of the Governing Body shall state the date, time and place and agenda of the meeting and shall be delivered by hand or sent by post/ E-mail to every member of the Society normally 7 (seven) clear days before the day appointed for the meeting;

13. **Quorum:** The minimum quorum for the meeting will be of members, excluding invitees, if any.

14. Remuneration of Chairperson and members:

The Chairperson and official members of the Society (Governing Body, Executive Committee) shall not be entitled to any fee and remuneration from the Society. However, traveling allowance and daily allowance admissible as per the Government of India Rules in force in the matter will be reimbursed for journeys undertaken for attending meetings and in performance of duties related to the Society, provided they do not claim this traveling allowance and daily allowance from their place of posting also.

15. Executive Committee:

The management of the affairs of the Society is entrusted and vested in accordance with the rules and regulation of the Society to the Executive Committee of the Society. The Executive Committee is responsible for the management and operationalization of the policies and work programs set by the Governing Body.

Meetings of the Executive Committee:

The Executive Committee shall meet as often and as frequently as required for the effective management. However, there should be minimum four meetings of the Executive Committee during a Financial Year.

The meetings of the Executive Committee may be held every Financial Year as per the schedule mentioned below:

- First meeting either in April or May,
- Second meeting either in August or September,
- Third meeting either in October or November, and
- Fourth meeting either in January or February.

The meetings of the Executive Committee may be held on such date, time and place as may be determined by the Chairperson of the Executive Committee. It shall also be open to the Chairperson of the Executive Committee to call for an extraordinary meeting;

- a) All members of the Executive Committee shall be called for the meeting by notice in writing by the General secretary/Dy. General Secretary of the AIFO ;
- b) Every notice calling a meeting of the Executive Committee shall state the date, time, place and agenda of the meeting and shall be delivered or sent by post to all members normally 7 (seven) days before the day appointed for meeting;
- c) The Chairperson of the Executive Committee may in special circumstances call a meeting at a notice shorter than seven days;

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Proceedings of the Meetings of the Governing Body and the Executive Committee:

Deliberations in the meetings of the Society (Governing Body and Executive Committee) will be recorded as proceedings of the Society and shall form basis for subsequent transaction of business of the Society;

The proceedings of the meeting shall be circulated to all members by the Member Secretary.

a. Grants Donations etc.

The Society may receive gifts, grants, donation and benefactions from Government or any other source in or outside India and the same shall be used by the Society for exercising its functions and discharging its responsibilities subject to the condition that any acceptance from foreign agencies, institutions and Governments will be on such terms as may be prescribed by the Government of India from time to time.

16. Funds of the Society

The Society shall maintain a Fund to be called the "Society Fund". The funds of the Society shall consist of the following:

- i. all sums of money that may be provided by Government;
- ii. all sums of money generated from gift commodities by the Agency or received by it by way of grants and donations; and
- iii. all sums of money received by the Agency in any other manner or from any other source.

The said Fund shall be applied towards meeting the administrative and other expenses of the Agency including expenses incurred in the exercise

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of powers and the discharge of its functions and responsibilities or in relation to any of the activities referred to in the Articles.

- Any money received by way of transfer, grants or in any other manner from any source other than the source of the Government.
- Grant in aid or Assistance by Central Government.
- Contributions from other sources.
- Contributions from foreign aid agencies

to which all money received by it shall be credited:

17. Budget

The annual budget will show the estimated receipts and expenditure and shall be prepared in such form as may be prescribed by the Society or the financing agency and submitted in such manner as may be required.

18. Bankers

The bankers of the Society shall be any Nationalized/Scheduled Commercial Bank with sufficient branch network and operation in project districts/areas

19. Management of Funds

- All money credited to the funds of the Society shall be deposited in Nationalized/ Schedule bank(s). All withdrawals from funds shall be made by cheques. All cheques shall be signed by three signatories – president, general secretary/Dy. Gen. secretary of the Society.

Governing Body by resolution may decide the percentage of contribution to be realized towards

establishment and miscellaneous expenditure of the Society as per the budget outlay of the project and existing and future cost considerations

20. Preparation of Accounts and Balance Sheet:

The Balance Sheet and the Accounts of the Agency shall be prepared in such form and in such manner as may be prescribed by the Executive Committee

The Executive Committee shall cause the books and accounts of the Agency to be closed and balanced as on the 31st day of March each year.

21. Audit of Accounts:

The accounts of the Agency shall be audited by Auditors duly qualified to act as Auditors of Companies under the Companies Act and the appointment of Auditors and remuneration payable to them shall be subject to approval of the Executive Committee

Every Auditor in the performance of his duties shall have all reasonable time access to books, accounts and other documents of the Agency.

The Auditors shall submit their report to the Member Secretary of the Executive Committee.

The following procedure shall be adopted for the audit of the book keeping and accounts of the Society:

The following books of accounts and records shall be maintained by the Society:

- a) Cash book;
- b) Journal;
- c) Vouchers;

d) Bank Ledger;

e) Bank Draft/Cheque Receipt Register;

f) Cheque issue register;

g) Any other registers as would be prescribed by the Society.

- The accounts of the Society shall be audited annually by a Chartered Accountant or the Auditor of the Society.
- The Chartered Accountant or the Auditor shall have access to books, accounts, connected vouchers and other necessary documents and papers.

22. Miscellaneous

a. Authentication

All orders and decisions of the Society shall be authenticated by the signature of the Chairman / Vice Chairman and all other papers / documents shall be authenticated by the General Secretary.

b. Indemnity

Every officer of the Society shall be indemnified out of the funds of Society against all losses and expenses incurred in the discharge of his/her duties except such as shall happen through his/her own neglect, willful act or default and one shall be answerable only for his/her own acts, neglect or defaults and not for those of any other person.

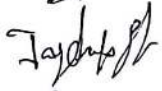
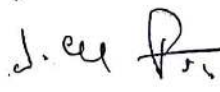
c. Applicability of Societies Registration Act 1860

All the provisions of the Societies Registration Act 1860 will apply to this Society.

23. **Essential Certificate:** Certified that this is the correct copy of the Rules and Regulations of the Agency.

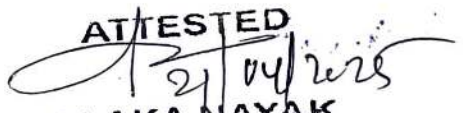
We, the undersigned being three of the members of the Executive body of the AIFO certified that the above is correct copy of the Rules and Regulations of the Federation.

Signature of three Members

- 1. 
- 2. 
- 3. 
- 4. 
- 5. 
- 6. 
- 7. 
- 8. J. C. P. 
- 9. 
- 10. M. S. H. 
- 11. 

21 APR 2025



ATTESTED

ALAKA NAYAK
NOTARY PUBLIC
