No: 5/02/2018-Welfare
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel & Training)
****

Lok Nayak Bhawan, Khan Market,
New Delhi, Dated 4th June, 2018

To

1) All Area Welfare Officers.
2) Presidents of all RWAs.
3) Secretary of all RWAs.
4) All Ministries/Departments.
5) Placed on website of Department of Personnel and Training.

Sub:- Review of Model constitution and Rule and Regulations for the Residents Welfare Associations recognised by the government of India, Department of Personnel and Training- regarding.

Sir/Madam,

Keeping the following objectives in view, the Government of India, Department of Personnel & Training has been encouraging the formation of Residents' Welfare Associations in Government residential colonies as well as private colonies in which 2 or more Central Government employees are residing in one compact area:-

(a) To foster a spirit of mutual help and goodwill among the inhabitants of the colony in general, and the members of the Association in particular, thereby, promoting communal harmony and national integration.
(b) To make all possible effort to achieve general amenities. Consumer protection such as interaction with traders on quality and quantity of goods, over charging etc. monitoring of the public distribution system including supply of essential and consumable items and environmental protection such as steps to curb pollution, ensure cleanliness, plantation of tress, interaction with authorities on any environmental aspects and for this purpose, represent the interest of the residents before appropriate authorities.
(c) To undertake all such other lawful acts, deeds or thing including Sports Cultural activities as are incidental or conducive to the attainment of any or all of the above objects including the general welfare of the Employees and their families.
(d) To promote such welfare and socio-economic activities as may be approved by the Department of personnel and Training.

2. Welfare Division of the Department of Personnel and Training, with a view to bring about uniformity and to provide guidance to these Association in their organizational matters have formulated a "Model constitution" and "Rules and Regulations" for the Residents Welfare Association. A copy of these documents is enclosed as ready reference.

3. Lately, it has been noticed that the very objective of fostering a spirit of mutual help and goodwill among the inhabitants of the colony has gone on back foot due to growing disputes among the office bearers and members of RWAs and lack of transparency in the functioning of RWAs.

4. In view of the above, a need has been felt to re-visit the Model Constitution and Rules and Regulations for the RWAs. Accordingly, all RWAs and AWOs are requested to suggest modification/amendment in the existing Model Constitution and Rules and Regulations for the RWAs in the following format for comparative analysis and consideration of the suggestion.

Sl No.	Provision in existing Model constitution and Rules and Regulation for the RWAs	Modification/amendment suggested	Justification for suggesting the modification/amendment

5. Your suggestions should focus on:-
   i) Transparency and accountability in the functioning of the RWAs;
   ii) Enhancing effectiveness and efficiency of the RWAs;
   iii) Any other point you may wish to add.

6. You may submit your suggestions to the welfare Division of the Department of Personnel and Training **by 30.06.2018** by post or email (i.e.- cgerwa123@gmail.com) positively.

Yours faithfully,

(Kulbhushan Malhotra)
Under Secretary (RWA)
☎24646961

Existing model constitution

ANNEXURE-X

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(DEPARTMENT OF PERSONNEL & TRAINING)

(WELFARE SECTION)

MODEL CONSTITUTION IN RESPECT OF RESIDENTS WELFARE ASSOCIATIONS RECOGNISED BY THE GOVERNMENT OF INDIA, DEPARTMENT OF PERSONNEL & TRAINING.

All Welfare Associations of the Central Government Employees in receipt of grants-in-aid from the Department of Personnel & Training, New Delhi shall be required to be registered under the Societies Registration Act, 1860.

2. According to the Act, any seven or more persons having intention to form a Society may, by subscribing their names to a Memorandum of Association form themselves into a Society under the Act. In case of Welfare Association, however, an Association of not less than 200 Government Servants (unless otherwise justified as a special case) shall be registered.

3. The Act lays down that the 'Memorandum of Association' and the "Rules and Regulation" of any Society/Association should be drawn up separately. Further, that whereas the 'Memorandum of Association' should contain the names of the society, names, addresses and occupations of the members of the governing body etc., the 'Rules and Regulations' should have the details of the Constitution like membership, manner of holding meetings, powers of the functionaries etc., the page-numbering of the rules and their classification/numbering are also required to be done separately from the Memorandum.

4. The Memorandum of Association shall contain the following provisions:-

(i) THE NAME OF THE ASSOCIATION

No distinction of class or character should appear in the name of Association(s). It is, advisable to name an Association as 'CENTRAL GOVERNMENT EMPLOYEES RESIDENTS WELFARE ASSOCIATION/KENDIYA SARAKARI KARAMCHARI AWASIYA SUDHAR KALYAN SABHA'.....followed by the name of Blocks/Type/Number of Quarters/area covered or represented by the association so as to suitably give an identification to it. No names other than the two mentioned above will be acceptable and, for the sake of uniformity, such Associations having different names should initiate action to change their names. An intimation to this effect will be sent to the Department of Personnel and Training.

(ii) THE ADDRESS OF THE REGISTERED OFFICE OF THE ASSOCIATION

This should be the **Home Address** of the **SECRETARY of** the Association/Sabha/ Samiti authorised to correspond with the Government or local Authorities etc. The name of the sender of the communication may be typed, if necessary.

(iii) THE JURISDICTION OF THE AREA OF OPERATION OF ASSOCIATION

This shall state in un-ambiguous terms the jurisdiction of the Association in which it shall function. There should be a specific mention of the name of Blocks e.g. Block 'A','B','C' of.... or the types of Qrs/Blocks (e.g. 500 Qrs from No.... to No...), the residents of which shall be entitled to become members of the Association. The area of operation should be a compact one, that is to say, it should not be fragmented/disjointed or scattered. Another important point is that it should not encroach upon or overlap the jurisdiction of another Association in the vicinity recognized by the Department of personnel & Training.

(iv) THE OBJECTS FOR WHICH THE ASSOCIATION IS ESTABLISHED

(a) To foster a spirit of mutual help and goodwill among the inhabitants of the colony in general, and the members of the Association in particular, thereby, promoting communal harmony and national integration.

(b) To make all possible efforts to achieve **general amenities,consumer protection** such as interaction with traders on quality and quantity of goods, over charging etc. monitoring of the public distribution system including supply of essential and consumable items and environmental protection such as steps to curb pollution, ensure cleanliness, **plantation of trees.** interaction with authorities on any environmental aspects and for this purpose, represent the interest of the residents before appropriate authorities.

(c) To undertake all such other lawful acts, deeds or things including Sports and Cultural activities as are incidental or conducive to the attainment of any or all of the above objects including the general Welfare of the Employees and their families.

(d) To promote such welfare and socio-economic activities as may be approved by the Department of Personnel & Training.

(v) The Managing Committee will set targets in the areas stated in the objects and conduct half-yearly reviews to assess the achievements of targets. This will be called the Annual Action Plan of the Association. A copy of the Action Plan has to be sent to the Chief Welfare Officer, Department of Personnel & Training in the beginning of the Financial Year. The Association, while applying for grants-

in-aid to the Department of Personnel & Training, shall indicate, with special reference to the Action Plan, achievements or shortfalls with reasons.

5. The Association shall, however, **desist/refrain** from taking part directly or indirectly in any political or **anti-government activities** or associating with foreigners or foreign Institution/Association. The Association shall not bring any political or other outside influence to bear upon any authority in connection with the affairs thereof.

6. The 'Memorandum' of the Association should, further, give the names, address, occupations and designations of the members of the governing body (at the time of registration) to whom the management and affairs of the Association have been entrusted. It is also required to be duly signed by these members before it is registered.

7. The 'RULES AND REGULATIONS' of the Association shall contain the following provisions.

RULES AND REGULATIONS

I OFFICIAL YEAR

The official year shall be financial year i.e., from 1st April to 31st March.

II MEMBERSHIP *

(a) There shall be two types of members.

(1) REGULAR

All Central Government Employees and employees of Lok Sabha, Rajya Sabha, Supreme Court, High Court, UPSC, Statutory and Autonomous bodies, Delhi Administration shall qualify for 'Regular' membership of an association in receipt of grant-in-aid from Department of Personnel and Training subject to fulfillment of conditions as laid down in para (b) to (h) as below :

(2) ASSOCIATE

Employees of the following offices shall, however, be eligible for enrolment as 'Associate' member only:-

(i) Members of the Armed Forces and other Armed Forces of the Union.
(ii) Retired Government Servants.

(b) There should be a drive to maximize membership. For this purpose, as many persons, who fulfill the eligibility conditions for membership are to be so enrolled on the payment of the

fee prescribed by the General Body of the Association. No person, who is eligible to become a member and who is willing to pay the prescribed fee, shall be denied membership.

* Amended vide letter No.5/8/2013-Welfare dated 3.06.2014 **(Annexure-XI).**

(c) The following 'Regular' members will be eligible to seek office in the Managing/Executive Committee:

(i) Who are allottees of Government quarters in the area and are residing there;
(ii) Who are residing in the colony on sharing basis after obtaining official approval;
(iii) Husband/Wife, sons and daughters of a Government servant who are also Govt. Employees and residing in the same flats, provided no other member from the same house is/are contesting office in the Managing/Executive Committee

(d) Associate member as mentioned in 2(i) to (ii) above who are allottees and residing in the area or are residing on sharing 'basis' after obtaining approval shall not be eligible to seek office in the Managing Executive Committee, though they shall have the right to vote in elections.

(e) Member desirous of contesting election would be required to obtain an undertaking from the concerned Head of Department that in the event of any misappropriation of funds etc., disciplinary action against the office bearers from the aforesaid offices would be proceeded in accordance with the provisions of the Conduct Rules of the relevant Secretariats/Organizations.

(f) Member desirous of contesting election would be required to obtain certificate from their respective office that the service conditions applicable to them allow them to hold elective office in RWA.

(g) While enrolling as member or renewing membership, the Association has to satisfy itself that the individual who is being enrolled falls in any of the categories mentioned above. The sample of this is at **Annexure-A.**

(h) In case, any Government employee, eligible to become a member of the Association of the area where he resides, faces any difficulty in becoming the member of the Association, he/she can submit an application **direct** to the Area Welfare Officer for necessary action who will settle the matter, if necessary, in consultation with the Chief Welfare Officer, Department of Personnel & Training.

Notes :(i) Employees of organization whose service conditions do not allow to hold elective office in RWA will however have the right to vote in the election;

(ii) Membership shall not be open to the employees of the private shops/companies.

III ADMISSION FEE & SUBSCRIPTION

(a) Every person admitted as member shall have to pay an admission fee at the time of enrolment and also subscription (monthly/quarterly/annually) as laid down by the Association in their Constitution, in advance. Proper receipts will be issued to the members in token of having received the enrolment fee and the subscription. The signatures of the members shall be obtained on the office copy/counterfoil of the receipt book in token of his having received the receipt. The membership shall cease automatically if the same is not renewed within one month of the beginning of the next official year. In such cases, membership can be revived only after payment of all arrears on account of subscription or other dues outstanding against the member plus a nominal fine as may be prescribed the Managing Committee.

(b) The Managing Committee shall have the right to raise funds as and when necessary and charge additional subscription from members for any individual games, events, activity or function of the Association.

IV MANAGEMENT

(a) The affairs of the Association shall be managed by a Managing Committee consisting of the following office-bearers:-

(i)	President	(One post)
(ii)	Vice-President	(One post)
(iii)	Secretary	(one post)
(iv)	Joint Secretary	(one post)
(v)	Treasurer	(one post)
(vi)	Convenor(Civic Amenities & Health Services)	(one post)
(vii)	Convenor(Sports & Cultural Activities)	(one post)
(viii)	Convenor(Environment & Consumer Rights and Security)	(One post)
(ix)	Members	(Two posts)

(b) All the above members of the Managing Committee will be elected simultaneously.

(c) The office-bearers and members of the Managing Committee shall hold office for two years. However, they shall continue until fresh elections are held and results declared by the 30th of April, of that year whichever is earlier.

Note: Those persons who are due to retire within this period would not be eligible to contest the election.

(d) No office-bearers i.e., President, Vice-President, Secretary and Treasurer **shall hold any of these office for more than two terms continuously (Block years)** i.e. for a period of 4(four) years. He/She may continue in the Managing Committee in any other capacity. A member of the Managing Committee may, however, seek office after a lapse of one term (two years) to any of the above-mentioned FOUR posts. The contestants for Treasurer post should preferably have the knowledge of accounting procedure.

(e) The committee shall meet once a month. A notice of 3(three) days shall be necessary to call an ordinary meeting whereas no notice shall be necessary for an emergent meeting.

(f) The quorum for ordinary meetings of the Managing Committee shall be 1/3 rd of the total membership thereof whereas no quorum shall be necessary for an emergent meeting. Any member who does not attend three meetings of the managing Committee consecutively without permission (from the President or the Vice-president in the case of President himself) shall be removed from the Managing Committee and would be informed in writing. Such action of the Managing Committee would be got ratified by the General Body.

(g) Every member present and voting in the Managing Committee shall have one vote provided in the case of equal division of votes, the President shall have casting vote.

(h) The committee shall be responsible for the day-to-day management of the affairs of the Association and shall have the power to incur expenditure within the funds available with the Association for conducting the activities of the Association. It shall not go in debts or take loans for conducting its activities.

(i) The Managing Committee shall, at the appropriate time, in consultation with an after approval of the Area Welfare Officer, appoint a RETURNING OFFICER from among the members of the Association for holding the annual elections, provided that such member shall not himself be taking part or contesting in the said elections (in case of absence of a consensus between the Managing Committee and the Area welfare Officer about the appointment of a Returning Officer the matter will be referred to the Chief welfare Officer, Department of Personnel & Training whose decision in this regard will be final).

Only regular member would be eligible for such appointment. No such person who held an executive post in the last Managing Committee will be eligible to be appointed as Returning Officer. The Area Welfare Officer will intimate the Chief Welfare Officer about the appointment of Returning officer in time, giving his complete official and residential address and Telephone No. if any before the elections are notified.

(j) The committee shall have the 'right' to accept or reject the resignation(s) of office bearers/members and to make appointment to fill vacancies caused either due to resignation or any other reasons, as under:-

(i) From amongst the elected Member of the Managing Committee to fill the vacancies of office bearers.

(ii) From amongst the 'regular' members of the Association to fill the vacancies of Members of Managing Committee. The Managing Committee can fill the vacancies for the remaining part of the term thereof subject to the condition that the total vacancies (to be filled) do not exceed or constitute 2/3rd of the total posts of the managing Committee during the Block year.

A report on filling up of vacancies etc. shall be sent to Area Welfare Officer/Chief Officer and required to be presented for ratification in the next meeting of the General Body, which should be held within two months. The decision of the General Body shall be intimated to the Chief welfare Officer, Department of Personnel & Training.

(k) All office-bearers shall function and act under the control of the Managing Committee. The Committee shall have the power to set up ad-hoc Committee or sub-Committee and to delegate powers to them as deemed necessary. The committee shall have the right to co-opt residents of the area (Regular or Associate Members) for such specific purpose or purposes, as it may deem fit.

(l) Any office-bearers/Member of the Managing Committee if directly/indirectly involved in political activity may be removed from the Managing Committee by Chief welfare Officer, Department of Personnel & Training after he is satisfied about such act of the office-bearer/member. The Chief Welfare Officer may also recommend to the Administrative Ministry/Department/Office of the concerned office bearer/Member for taking suitable disciplinary action under the CCS (conduct) Rules, 1964.

(m) The Chief welfare Officer, Department of personnel & Training will also have power to dissolve a Managing Committee and set up an ad-hoc Committee to run the affairs of the Association or/and order mid-term election if:-

(i) On the basis of the reports he is satisfied that the work of the Association is not being conducted in accordance with the objectives laid down in the Constitution: or

(ii) Two thirds of the members (including office bearers) of the Managing Committee resign/leave office due to any other reason.

The mid-term election for the remaining part of the term would be conducted by following the complete procedure of the election as laid down in this Constitution.

V. DUTIES POWERS AND RESPONSIBILITIES OF OFFICE BEARERS OF THE COMMITTEE:

(a) Individual office-bearer, who receive the grants-in-aid from the Department of Personnel & Training (welfare Section) shall be responsible for submission of the approved annual accounts etc. for the previous financial year to the Department of Personnel & Training.

(b) PRESIDENT

He shall preside over the meetings of the General Body/Managing Committee and exercise general supervision over the activities of the Association. He may dispose of such important and urgent matter which for want of time cannot be put

up to the Managing Committee and report the same in the next meeting of the Managing Committee. He may also authorize expenditure up to Rs.350/- expenditure so incurred should be got approved by the Managing Committee at its next meeting. He would be treated as 'Head' of the Association. In the event of resignation by any office bearer/member the President shall arrange to convene a meeting of the Managing Committee within week of receipt of resignation in which Area welfare Officer will also be invited.

(c) VICE-PRESIDENT

He shall carry out such duties as may be assigned to him from time to time by the President. In the absence of the president, he shall assume the duties and powers of the President.

(d) SECRETARY

He shall (i) maintain a register containing the names and address of the members of the Association,(ii) issue notice of the meetings in consultation with the President and record the minutes of the meetings,(iii) be responsible to the Managing Committee for all activities of the Association and will conduct correspondence on behalf of the Association,(iv) have authority to incur expenditure not exceeding Rs.150/- in anticipation of formal sanction, such expenditure being reported to the Managing Committee for approval at its next meeting(v) submit a report on the working of Association for the preceding year at the Annual General meeting and (vi) execute contracts on behalf of the Association as and when authorised to do so by the Managing Committee(vii) keep all the records(excluding cash and accounts) of the correspondence with him.

(e) JOINT SECRETARY

He shall carry out such duties may be assigned to him time to time by the President/Secretary. In the absence of the Secretary, he shall assume duties and powers of the Secretary and shall be responsible to submit a quarterly report of activities to the Under Secretary (Welfare), Department of Personnel & Training and annual report and audited annual accounts within 60 days of the close of the financial year.

(f) TREASURER

He shall (i) be responsible for making all collections and receive cash and give receipts thereof on behalf of the Association and be responsible for the proper

maintenance of Association Accounts,(ii) keep regular accounts of money received and disbursed and be responsible for the proper maintenance of the accounts book and other Registers of the Association and for this purpose, he shall post all the receipts of income and expenditure regularly in the Cash Book and put it up for information of the Managing Committee in its next meeting,(iii) work as Financial Adviser to the President/Secretary of the Association,(iv) **keepcash in hand up to Rs.100/- only** and to deposit excess funds, if any, in the Bank(v) prepare an annual statement of accounts at the end of the financial year and after approval of the Managing Committee, submit it to the Annual General Body meeting, duly audited(along with the Auditor's report and replies thereto, if any).

(g) CONVENOR

The Convenor shall look after the work relating to the field of his assignment in consultation with President/Secretary.

VI. AUDITOR

He shall be appointed by the Managing Committee before the end of March every year for audit of accounts of that financial year from amongst the regular members of the Association (other than a sitting member of the Managing/Executive Committee). He shall audit the accounts of the Association and obtain clarifications in this regard, if necessary, from the office-bearers of the Managing Committee. He shall suitably endorse his report on the Annual statement of the Accounts, and on the list of assets of the Association etc.

VII. PATRON

The Area welfare Officer, nominated for the area shall be the ex-officio patron of the Association. He shall be invited by the Association to attend all the meetings of the Managing Committee/General Body as a 'Special Invitee' where his role will be that of a "passive Observer". He will tender advice on matters raised in such meetings when called upon to do so and not interfere with the normal proceedings.

He shall be required to periodically review the Annual action Plan of the Association and tender necessary advice to the Association on shortfalls, if any. Any special observation/Report on the Action plan should be forwarded to the Chief Welfare Officer, Department of Personnel & Training.

It shall be duty of the Area Welfare Officer, as a Patron of the Association, to keep a special watch on enrolment or renewal of membership of the Association, particularly in the month of March every year. He shall ensure that every genuine allottee willing to become a member is enrolled as a member of the Association. In case of any difficulty faced by the residents, the Area Welfare Officer can entertain application direct as provided in Para II(2)(h) above.

VIII. GENERAL BODY

(a) The General Body shall consist of all members of the Association and the final authority of the Association shall vest in it.

(b) The rights and privileges of the General Body shall be:-

(i) To elect the Managing Committee, including office-bearers and members latest by the end of April in every block of two years.

(ii) To remove any office-bearer/member of the Managing/Executive Committee/member of the Association

(iii) To adopt the Model Constitution, framed by the Department of Personnel & Training (as amended from time to time.)

(iv) To pass the accounts of the previous year and consider the Auditor's report and Annual report.

(v) To approve the programmes of activities of the Association for the ensuing year.

(vi) To consider and decide about the winding p of the Association and disposal of its assets liabilities in consultation with the Department of Personnel & Training.

(vii) To discuss any other item with the permission of the Chair.

A. ORDINARY MEETING OF THE GENERAL BODY

(1) The quorum for the General Body meeting shall be ¼ of the total number of members on roll.

(2) A notice of at least 14 days shall be given in writing for convening an ordinary meeting of the General Body.

(3) A meeting for want of quorum may be adjourned by the President/Presiding Officer and no quorum shall be necessary for such an adjourned meeting when reconvened.

(4) Meeting of the General Body of the Association shall be held at least once year within a period of two months of the completion of the financial year i.e. before the 31st of May, Annual Report, Annual Accounts for the previous financial year and general plan/programmes for the next financial year would be approved/ decided in these meetings.

(5) A special meeting of the General Body may be held either at the instance of the President of the association or on a requisition signed by at least 1/5th of the total number of members to discuss specific matters to be stated in writing. The quorum for such meetings shall be at least 1/5th of the total number of members on rolls of the Association present in person. In case, the Area Welfare Officer is satisfied about the need for calling a General Body meeting and if such meeting is delayed for any reason, he may with the approval of Chief welfare Officer, Department of Personnel and Training advise the President to convene a general body meeting for the purpose.

B. EXTRAORDNARY MEETING OF THE GENERAL BODY

(1) Matters pertaining to the removal of office –bearers including members and/or the removal of any members of the Association and appeals against the decisions of Managing Committee shall require 2/3rd majority of the members present and voting. The quorum for such meeting shall be 1/3rd of the total members on roll.

(2) A'NO CONFIDENCE MOTON' against the Managing Committee shall be considered only if at least 1/3rd of the total members on roll put such a motion in writing and a meeting is convened specifically to consider it. The quorum for such General Body meetings shall be 1/3rd of the total members on roll and decision will be valid if the 2/3rd majority of the members present and voting in that meeting vote in favour of such a decision. In such a situation bye-election would be ordered with the approval of the Chief Welfare Officer, Department of Personnel & Training as per procedure of election laid down in the Constitution.

IX. ELECTIONS

(a) The list of Regular and Associate members as on 31st March should be displayed within a week from 1st April and finalized after 7 clear days of such display/notification by considering representation for rectification of errors, if any. In any case, the final voters list should be published latest by 15th April.

(b) All Office Bearers and Members of the Managing/Executive Committee shall be elected in the General Election to be held by secret ballots. The date of elections, which should be on or before 30th April, shall be decided by the Managing Committee. The terms of the elected office-Bearers and Members shall be TWO YEARS (BLOCK OF TWO FINANCIAL YEARS). The Managing Committee shall cease to exist on the 1st May of the year when the elections are due or till the new Committee is declared elected whichever is earlier.

(c) Members (including Associate Members), whose subscription and other dues are not in arrears up to 31st of March of the year preceding the election year, shall be eligible to vote. Thus, only eligible residents who become member/associate member of the Association by 31st March of a year shall be eligible to vote and/ or contest elections, as the case may be during the next financial year.

(d) Every member present and voting shall have one vote.

(e) Voting shall by SECRET BALLOT.

(e) Elections shall be conducted by the Returning Officer who will be appointed in accordance with para IV (i). The Area Welfare Officer concerned would also act as 'OBSERVER' at that time. The Returning Officer would be given copies of voters list (clearly indicating the voter number) on his appointment along with necessary material i.e., stationery/blank nomination forms/requisite Funds etc. for carrying out activities concerned with the conducting of the elections. The Returning Officer would be given full assistance and cooperation by the Managing Committee/Members for smooth conduct of the elections. Nomination forms (Annexure-'B'), duly proposed, seconded and accepted by the contestant member for a particular office, shall be received by the Returning Officer by a certain date and time fixed by the Managing Committee which should be at least 7 clear days before the date fixed for the meeting of the General Body/holding of the elections, as per the programme at Annexure-'C'. No person can hold more than one office at a time of two blocks and, therefore, will be eligible to contest only for one office.

(f) An elector shall be entitled to propose or second only one nomination paper. In case he/she has proposed one nomination paper and also seconded another nomination paper, in that case both the nominations would be invalid.

(g) No elector shall propose or second a nomination paper for an office for which he himself is a candidate. If an elector has already proposed or seconded a nomination paper for an office, his own subsequent nomination for such an office will be inoperative.

(h) All the members of the Association, who are eligible to vote in the elections to elect the office-bearers/ Members of the Managing/Executive Committee, will be informed through wide publicity of the programme of election, as noted at (f)

above, well in time in writing. While intimating them, they should be advised to bring their Identity cards and allotment letters/electricity in their name and any other valid documents with them to substantiate the validity of their membership at the time the elections are held.

(j) In Case of any dispute arising in the matter of Election process or Election Results, the Area Welfare Officer being an observer will submit a report to the Chief welfare Officer in the Department of Personnel & Training for a decision, whose decision shall be binding upon the Association, Provided that after the declarationof the Election Results of an Association, if the Chief Welfare Officer is satisfied on the basis of the report of area Welfare Officer/evidence brought to his notice that the elections have not been held in a fair manner or that mal-practices were resorted to by an individual(s), he may cancel the election and appoint an ad hoc Committee of members and an independent Returning Officer in consultation with the Area Welfare Officer for holding fresh election. The ad hoc body will discharge the functions of the Managing Committee till fresh elections are held.

(k) Persons aggrieved with decision of the Chief welfare Officer may appeal to the JointSecretary in charge of the staff Welfare in the Ministry of Personnel, public Grievances and pensions for setting aside or revision or to modify the decision/decisions of the Chief Welfare Officer. The decision of such Joint Secretary shall bind all concerned finally and conclusively.

X. SOURCE OF INCOME

The source of income of the Association shall be:-

(i) Subscription and fees as laid down in the Constitution and/or funds raised from time to time on specified counts.

(ii) Grants –in-aid from the Government.

(iii) Donation from Government(s) or Official Bodies.

NOTE: Chowkidar funds shall not be taken into consideration for any any purpose by the Government.

XI. WITHDRAWALS FROM THE BANK

(i) These shall be authorised by the Joint signatures of the Treasurer and wither the President or the Secretary.

(ii) The outgoing Managing Committee will not make any withdrawal from the Bank Account after date of election.

XII. SUITS BY AND AGAINST THE ASSOCIATION.

The Association may sue or be sued in the name of the President or the secretary.

XIII. The Association shall not joint/federate with any other Association/Federation(s) without the prior approval of the Department of Personnel & Training.

XIV. HANDING OVER OF CHARGE

The Secretary of the outgoing Managing Committee will be responsible for handing over the charge to the Secretary of newly elected Managing Committee within 15 days of the due on which the Returning Officers declare results of the elections. It shall be duty of the Secretary of the outgoing Managing Committee to ensure that all documents, Registers relating to Accounts including pass-Book, Cheque Book and other papers are handed over to the Treasurer of the newly elected Managing Committee whereas all other documents, Registers, appears and other assets/equipment/articles will be handed over to the Secretary of the newly elected Managing Committee. The Secretary of the newly elected Managing Committee shall inform the Area welfare Officer about the position regarding handing over taking over of the charge including matters relating to the Accounts within 7 days of the date on which charge has been/ should have been handed over. If the post of the Secretary is vacant for any reason, another office-bearer, shall be nominated by he Managing Committee who shall be responsible for handing over the charge to the Secretary of the newly elected Managing Committee within 15 days of the declaration of the results. In case the Secretary/Treasurer other office-bearer nominated by the Managing Committee as mentioned above of the outgoing Managing Committee fails/refuses to hand over complete charge to the Secretary/Treasurer/other office-bearer of the newly elected Managing Committee within the due date, his conduct shall be viewed as' Unbecoming of a Government servant' thereby attracting provisions of the Central Civil Services (Conduct) Rules, 1964 and rendering him liable to appropriate disciplinary action. The Area welfare Officer will send a report to the Chief welfare Officer, Department of personnel & Training in this regard within one month of the completion of election.

Such office-bearers who fail/refuses to hand over the complete charge to the succeeding-office bearers within a period of one month of the date of election, shall be debarred from holding the post of any office-bearer in any Residents welfare Association.

XV. DISOLUTION

(a) Any number not less than 3/5th of the members of the Association may determine that it shall be dissolved, and thereupon it shall be dissolved forthwith, or at the time then agreed upon, and all necessary steps shall be taken for the disposal and settlement of the property of the Association, its claims and liabilities in consultation with the Department of personnel & Training.

(b) If upon the dissolution of the Association there shall remain, after the satisfaction of all the debts and liabilities and any property whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given to some other Association/Body/Authority to be determined by the Department of Personnel & Training.

XVI. INTERPRETATION

Any point relating to interpretation of the provisions of the Model Constitution or any other dispute pertaining to the functioning of the Association, relief on which has not provided elsewhere in the Constitution, shall be referred to the Chief welfare Officer, Department of Personnel & Training whose decision in this regard will be binding on all the parties.

ANNEXURE-A

CERTIFICATE

I, Shri/Smt./Kum.....wish to become a member/renew membership or associate membership of and undertake to pay the prescribed fee by paying Rs.------as the membership fee. I certify that I am the allottee and resident of Qr. No.----------/ I am officially sharing accommodation in Q.No.----------with Shri/Smt.----------who has been allotted the quarter.

Particulars furnished are correct/Incorrect and may/may not be admitted As regular/associate member	Signature of the applicant Date Name Designation & Official address with Telephone No.

Signature of the Secretary

Date and Seal.

ANNEXURE -B

NOMINATION FORM

Elections for the Managing/Executive Committee of the Resident's welfare Association.
Block
Year.....
.....
Contesting for the post of:.....
.....
Name of the candidate: Shri/smt./Miss.....
.....
Date of superannuation.....
.....
Official designation/Office Address.....
.....
With telephone No.....
.....
Residential Address.....
.....
With telephone No,
Voter No.(as given in the voters list).....
.....

Name	Residential Address	Voter No.	Signature

Proposed by

Seconded by

I accept the proposal for nomination for the above post in the Managing/Executive Committee.

Date---------- Signature of the Candidate

VERIFICATION

The particulars given by Shri/Smt.....with reference to date of superannuation and official address are correct.

Signature
Under Secretary (Admn.)
Ministry/Department of

The above nomination has been examined and found valid/invalid

Dated----------Signature of Returning Officer----------Received a Nomination form-------
For the post of ----------in the name of Shri/Smt./Miss----------
----------Dated----------Signature of
ReturningOfficer----------Time----------

RECEIPT

Received a Nomination form for the post of ----------in the name of Shri/Smt./Miss----------

Signature of Returning Officer

Dated----------Time----------

ANNEXURE -C

ELECTION PROGRAMME

(i)	Last date of enlisting as member	31st March
(ii)	Publication of voters list within a week from	1st April
(iii)	Publication of final voters list	After 7 days from publication of Voters list will be published by 15th April in any case)
(iv)	Date of submission of nominations for the various posts in the Managing/Executive Committee:	
(v)	Scruting of Nominations	--------
(vi)	Last date of withdrawal of Nomination	--------
(vii)	Date of elections, timings and venue:	--------
(viii)	Displaying of the final list of the contestants on the public places well in time:	--------