

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 28.8.2020

To

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

Sub:- Review of Model constitution and Rule and Regulations for the Central Government Employees Residents Welfare Associations – regarding.

Sir/Madam,

The undersigned is directed to refer to the subject mentioned above and to say that this Department is in the process of reviewing Model Constitution framed in respect of Central Government Employees Residents Welfare Associations. A tabular statement indicating the important provisions proposed to be amended is enclosed as **Annexure -I**. Further, inputs/suggestions, if any, on any of the provisions of existing Model Constitution including the above stated provisions may be forwarded to the undersigned by post or through email at [kb.malhotra@nic.in](mailto:kb.malhotra@nic.in) latest by 30.9.2020 in the enclosed proforma at **Annexure-II**.

Encl: As above.

Yours faithfully,

  
(Kulbhushan Malhotra)  
Under Secretary (RWA)  
Tele No. :011-24646961

ANNEXURE -I

Statement of important provisions of Model Constitution proposed to be amended

Sr.No.	Existing provision (Existing para No., if any) New Provision	Amendment proposed (in bold italic)( New para no.) (opening Para)
1.		<p><i>The Department of Personnel &amp; Training encourages formation of Resident Welfare Associations in the Government residential colonies located in Delhi/New Delhi and outside Delhi. All Resident Welfare Associations functioning in Government Colonies are necessarily be under the ambit of supervision of the Department of Personnel and Training as a Welfare measure for the Government employees and their dependents, whether or not such Associations seek/receive grants-in-aid from the Department of Personnel and Training.</i></p>
2.	New Provision	<p><u>(Para 8 – IV)</u></p> <p><i>Procedure for recognition of newly formed Association/revival of defunct Association.</i></p> <p><i>All such Associations of Central Government Employees as are interested for recognition of their Association and also those which have become defunct due to any reasons thereof may make a formal request in this regard along with the following documents and the recommendations</i></p>

		<p><i>of the Area Welfare Officer concerned to the Department of Personnel &amp; Training:-</i></p> <ol style="list-style-type: none"> <li>List of Members enrolled as on 31<sup>st</sup> March....(There should be a minimum of 200 members in the Association). However, the limit of 200 members may be relaxed on case to case basis by Chief Welfare Officer, Department of Personnel &amp; Training</li> <li>A copy of the Registration (Association) Certificate;</li> <li>A list of present Managing Committee;</li> <li>A Certificate regarding adoption of the Model Constitution of the Residents Welfare Association as framed by this Department duly approved by the General Body of the Association;</li> <li>A Certificate stating therein that the members enrolled in the Association are not members of any other Association functioning in the same area/locality.</li> </ol>
3.	<p><b>[Para 7 – IV –(b)]</b></p> <p>All the above members of the Managing Committee shall be elected simultaneously. The contestants for Treasurer post should preferably have the knowledge of accounting procedure.</p>	<p><b>[Para 8 – V – (b)]</b></p> <p>All the above members of the Managing Committee shall be elected simultaneously. The contestants for Treasurer post should preferably have the knowledge of accounting procedure. Two posts of Managing Committee shall be preferably filled with women members of the Association. If no nomination is received from women, the post can be filled with male member.</p>
4.	<p><b>[Para 7-IV-(d)]</b></p> <p>(d) No office-bearers i.e., President, Vice-President, Secretary and Treasurer shall hold any of these offices 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</p>	<p><b>[Para 8-V-d &amp; (e)]</b></p> <p>(d) As per Rule 15(1)(c) of the CCS (Conduct) Rules 1964, no Government Servant, shall except with previous sanction of the Government, hold an elective office in RWA. Further a Government Servant may be allowed to hold elective office in RWA for a period of two terms or for a period of 5 years, whichever is earlier for which prior sanction would be required when he/she contests an election in</p>

	<p>contestants for Treasurer post should preferably have the knowledge of accounting procedure</p>	<p><b>RW/A.</b></p> <p>(e) <i>On the part of a Government Servant to obtain prior permission for holding elective office in any Association, recognized or unrecognized and also holding any elective office in any Association for more than specific period as prescribed above, would attract action under the provisions of CCS (Conduct) Rules, 1964.</i></p>
5.	<p><b>[Para 7-IV-(d)]</b></p> <p>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 &amp; Training whose decision in this regard will be final).</p>	<p><b>[Para 8-V-(f)]</b></p> <p>The Managing Committee shall, at the appropriate time, in consultation with, and after approval of the Area Welfare Officer, appoint a RETURNING OFFICER from amongst 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 &amp; Training whose decision in this regard shall be final. <i>The Returning Officer shall hold elections as per guidelines issued by Department of Personnel and Training from time to time. In case of any confusion, he/she may consult Area Welfare Officer/Chief Welfare officer of Department of Personnel and Training.</i></p>
6.	<p><b>[Para 7-IV-(m)]</b></p> <p>The Chief welfare Officer, Department of personnel &amp; 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</p>	<p><b>[Para 8-V-(r)]</b></p> <p>The Chief Welfare Officer, Department of Personnel &amp; 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</p>

	<p>election if:-</p> <p>(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</p> <p>(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.</p>	<p>election if:-</p> <p>(i) On the basis of the reports he/she is satisfied that the work of the Association is not being conducted in accordance with the objectives laid down in the Constitution; or</p> <p>(ii) Two-thirds of the members (including office bearers) of the Managing Committee resign/leave office due to any other reason.</p> <p><i>The term of ad hoc Managing Committee shall be for a period of one month from the date of issue of letter giving approval to the ad hoc Managing Committee. After a period of one month, ad hoc Managing Committee stands dissolved automatically. Extension of term of ad hoc Management Committee under exceptional circumstances may be considered by Chief Welfare Officer, Department of Personnel and Training.</i></p> <p>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. <i>However, elections shall not be held if the remainder of the term of a Block year is less than 6 months. During this period, Area Welfare Officer shall take care of that particular area.</i></p>
7.	<p>[Para 7 – V-(b)]</p> <p><b>PRESIDENT</b></p> <p>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</p>	<p>[Para 8-VI-(b)]</p> <p><b>PRESIDENT</b></p> <p>He/She shall presides over the meetings of the General Body/Managing Committee and exercise general supervision over the activities of the Association. He/She 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/She may also authorize expenditure up to <b>Rs.2000/-</b> expenditure so incurred</p>

	<p>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.</p>	<p>should be got approved by the Managing Committee at its next meeting. He/She 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 a week of receipt of resignation in which Area Welfare Officer shall also be invited.</p>
8.	<p><b>[Para 7 – V-(d)]</b></p> <p><b>SECRETARY</b></p> <p>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.</p>	<p><b>[Para 8-VI-(d)]</b></p> <p><b>SECRETARY</b></p> <p>He/She 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.1000/- 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/her.</p>
9.	<p><b>[Para 7 – V-(d)]</b></p> <p><b>TREASURER</b></p> <p>He shall (i) be responsible for making all collections and receive cash</p>	<p><b>[Para 8-VI-(d)]</b></p> <p><b>TREASURER</b></p> <p>He/She shall (i) be responsible for making all collections and receive cash</p>



	<p>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) keep cash 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).</p>	<p>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/she 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) keep cash in hand up to <b>Rs.2000/-</b> 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).</p>
10.	<p><b>(Para 7-VII)</b></p> <p><b>PATRON</b></p> <p>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 Invinee' 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 &amp; 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</p>	<p><b>(Para 8-VIII)</b></p> <p><b>PATRON</b></p> <p>The Area Welfare Officer, nominated for the area shall be the ex-officio patron of the Association. He/She shall be invited by the Association to attend all the meetings of the Managing Committee/General Body as a 'Special Invinee' where his/her role will be that of a "passive Observer". He/She will tender advice on matters raised in such meetings when called upon to do so and not interfere with the normal proceedings.</p> <p>He/She 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</p>

	<p>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.</p>	<p><b>Personnel &amp; Training.</b></p> <p>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/She 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 directly as provided in Para II(2)(h) above.</p> <p><i>The proposal seeking grants-in-aid shall be submitted with the recommendation of Area Welfare Officer who may ensure that the grant so allocated is spent by following due process and proper auditing of accounts is done.</i></p> <p><i>Area Welfare Officer shall also submit a report in the month of December regarding the number of Associations functioning in his/her area and whether these are recognized by the Department of Personnel &amp; Training or otherwise.</i></p>
<p><b>11.</b></p>	<p><b>(Para 7-X)</b></p> <p><b>SOURCE OF INCOME</b></p> <p>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.</p> <p>NOTE: Chowkidar funds shall not be taken into consideration for any any purpose by the Government.</p>	<p><b>(Para 8 -XI)</b></p> <p><b>SOURCE OF INCOME</b></p> <p>The source of income of the Association shall be:-</p> <p>(i) Subscription and fees as laid down in the Constitution and/or funds raised from time to time on specified counts.</p> <p>(ii) Grants –in-aid from the Government.</p>



		(iii) Donation from Government(s) or Official Bodies.  <b>NOTE: Chowkiar funds, if any, collected by RWAs are separate from the above income and expenditure from this fund shall be audited and presented in General Body Meeting where Area Welfare Officer shall be present.</b>
12.	New Provision	(Para 8-XVII)  <b>GRANTS-IN-AID</b>  <i>The Department of Personnel &amp; Training gives grants-in-aid annually as per provisions laid down in letter No.5/11/2010-Welfare dated 8<sup>th</sup> May 2013 or instructions issued in this regard from time to time. However, non-receipt of grant shall not be considered a ground for de-recognition of any Residents Welfare Associations if the said Resident Welfare Associations is functioning according to the instructions issued by Department of Personnel &amp; Training.</i>
13.	New provision	(Para 8-XVIII)  <b>FURNISHING OF UTILIZATION CERTIFICATE</b>  <i>It shall be the responsibility of the Secretary/Treasurer/Officer bearer to furnish Utilization Certificates in terms of provisions of General Financial Rules (GFR) for grants received from Department of Personnel and Training. In case new Managing Committee takes over office, the previous Managing Committee shall be liable to provide all necessary</i>

		<i>details to newly elected Managing Committee relevant for furnishing of Utilization Certificates to Department of Personnel and Training.</i>
14.	<p>(Annexure-B)</p> <p>I accept the proposal for nomination for the above post in the Managing/Executive Committee.</p>	<p>(Annexure-B)</p> <p>(i) I accept the proposal for nomination for the above post in the Managing/Executive Committee.</p> <p>(ii) I also undertake that I have not held any post in any Managing Committee for a period of two terms or for a period of 5 years, whichever is earlier.</p> <p>(iii) In case this statement is found untrue, I shall be liable to be removed from the post and also liable for disciplinary action under the provisions of CCS (Conduct) Rules, 1964.</p>
15.	<p>(Annexure-B)</p> <p><b>VERIFICATION</b></p> <p>(i) The particulars given by Shri/Smt.....with reference to date of superannuation and official address are correct.</p>	<p>(Annexure-B)</p> <p><b>VERIFICATION</b></p> <p>(i) The particulars given by Shri/Smt.....with reference to date of superannuation and official address are correct.</p> <p>(ii) The service conditions applicable to Shri/Smt. ....allow him/her to hold effective office in RWA.</p> <p>(iii) In the event of any violation of provisions of Model Constitution/guidelines of DoPT, disciplinary action shall be taken by this Department against Shri/Smt.....</p>

Proforma for providing inputs/suggestion in Model Constitution for Central Government Employees Residents Welfare Association

ANNEXURE-II

Sr.No.	Existing provision (Existing para No., if any)	Amendment proposed (in bold italic) (New para no.)	Remarks
1.			
2.			