

# नियमावली / Rules Of Association

संस्था का नाम / Society's Name : **GST OFFICERS SERVICE ASSOCIATION UTTAR PRADESH**  
संस्था का पता / Society's Address : Room No.521, Rajya Kar Bhawan, 5, Meera Bai Marg, Lucknow, Uttar Pradesh  
226001, Lucknow, 226001  
संस्था का कार्य क्षेत्र / Society's Work Area : All Uttar Pradesh  
संपर्क संख्या / Contact Number : 7235002710

## संस्था के सदस्यता एवं वर्ग / Organization's membership and class :

सदस्यता का प्रकार / Membership Type	शुल्क / Fee	सदस्य बनाने की प्रक्रिया / Procedure of making Members
आजीवन सदस्य / Life Time Member	50000	जो व्यक्ति संस्था के विकास हेतु निर्धारित शुल्क एक बार में या इतने ही मूल्य की संपत्ति चल या अचल रूप में देंगे वे संस्था के आजीवन सदस्य होंगे
सामान्य सदस्य / General Member	2000	जो व्यक्ति संस्था के उद्देश्यों में आस्था रखते हैं तथा संस्था के विकास हेतु निर्धारित वार्षिक सदस्यता शुल्क नियमानुसार निस्वार्थ भाव से देते हैं वे संस्था के सामान्य सदस्य होंगे

## सदस्यता की समाप्ति / Termination of Membership :

1. मृत्यु हो जाने पर ।
2. पागल या दिवालिया हो जाने पर ।
3. संस्था के विपरीत हानिकारक कार्य करने पर ।
4. अविश्वास प्रस्ताव या त्याग पत्र पारित करने पर ।
5. नियमित रूप से सदस्यता शुल्क न देने पर ।
6. लगातार तीन बैठकों में अनुपस्थित होने पर ।
7. नैतिक अपराधों में न्यायालय द्वारा दण्डित होने पर ।

## संस्था के अंग / Society's Parts :

1. साधारण सभा / General Body
2. प्रबंधकारिणी समिति/ Management Committee

## साधारण सभा / General Body :

गठन / Formation :	साधारण सभा का गठन आजीवन सदस्य / Life Time Member, सामान्य सदस्य / General Member को मिलाकर किया जायेगा।
बैठके / Meetings :	साधारण सभा की सामान्य बैठक साल में एक बार व विशेष बैठक आवश्यकतानुसार किसी भी समय बुलाई जा सकती है। असाधारण बैठक की सूचना लिखित या किसी भी माध्यम से 1 से 24 घंटे पूर्व दी जायेगी। सूचना के हेतु अर्जेंडा जारी किया जायेगा, जिसमें बैठक बुलाने के कारण का उल्लेख होगा। साधारण सभा की सामान्य बैठक की सूचना कम से कम 21 दिन पूर्व व विशेष बैठक की सूचना 7 दिन पूर्व सदस्यों को दी जाएगी।
सूचना अवधि / Notice period :	साधारण सभा की गणपूर्ति हेतु कुल सदस्यों में से 2/3 सदस्यों की उपस्थिति गणपूर्ति मान्य होगी।
गणपूर्ति / Quorum :	The annual meeting of the General Assembly will be held once a year, the date of which will be decided by the majority of 2/3rd members of the Managing Committee.
विशेष वार्षिक अधिवेशन की तिथि / Special Annual General Meeting Date :	

J. Shukla

Amir Kumar

Amir Kumar

Amir Kumar

BK Singh



साधारण सभा के अधिकार एवं कर्तव्य / Rights and Duties of the General Body :

1. All Members will be entitled to receive notice of all annual and special General Body meetings. 2. All Members will be entitled to vote in the entire Annual and Special General Body Meeting. 3. The General Body has the power to amend Rules Regulations and the Objectives of Society from time to time in accordance with the rules and Regulations laid down for amendments of these Rules, Regulations and the Objectives. 4. The General Body shall have power to make Bye-laws in regard to the working of Society. 5. The General Body alone shall have the power to repeal, amend and modify these Bye-Laws with 2/3rd majority. 6. The General Body shall appoint the auditor or auditors for the Society, for Auditing its accounts and reporting thereon. The Annual action plan of the Society will be submitted to and will be discussed by the Governing Body General Body.

**प्रबंधकारिणी समिति / Management Committee :**

गठन / Formation :

साधारण सभा द्वारा निर्वाचित पदाधिकारियों / सदस्यों को मिलाकर प्रबंधकारिणी समिति का गठन होगा जिसमें General Secretary-1, Member-2, President-1, Treasurer-1, Vice President-2 होंगे इस प्रकार कुल संख्या मिलाकर 7 होगी।

सूचना अवधि / Notice period :

प्रबंधकारिणी समिति की सामान्य बैठक की सूचना कम से कम 7 दिन पूर्व व विशेष बैठक की सूचना 24 घंटे पूर्व सदस्यों को लिखित रूप से दी जाएगी।

बैठके / Meetings :

प्रबंधकारिणी समिति की सामान्य बैठक साल में चार बार व विशेष बैठक आवश्यकतानुसार किसी भी समय बुलाई जा सकती है। असाधारण बैठक की सूचना लिखित या किसी भी माध्यम से 1 से 24 घंटे पूर्व दी जायेगी। सूचना के हेतु अर्जेंडा जारी किया जायेगा, जिसमें बैठक बुलाने के कारण का उल्लेख होगा।

गणपूर्ति / Quorum :

प्रबंधकारिणी समिति की गणपूर्ति हेतु कुल सदस्यों में से 2/3 सदस्यों की उपस्थिति गणपूर्ति मान्य होगी।

प्रबंधकारिणी समिति के पदाधिकारियों के अधिकार एवं कर्तव्य / Rights and Responsibilities of office bearer of Managerial Body :

1. The Governing Body shall be responsible for the effective implementation of the Aims and Objects and smooth functioning of the Society. It shall have the sole discretion to appoint/take Members into the Organization from time to time. 2. The Committee shall be competent to do all such lawful deeds, acts and things as may be conducive or expedient in the interest of the Society on behalf by the General Secretary. 3. In addition to the generality of powers in matters of direction, control and management of the Society and its affairs, the Governing Body in particular, shall have the following powers 4- Society is non profit making and all the income earnings, moveable or immovable properties of the Societies shall be solely utilized and applied towards the promotion of its aims and objects only set. 5- To pay all expense incurred in the formation of the society and carrying out its Objects. 6- To open and operate bank accounts and to manage financial and govern/supervise every activity of department or Society run by or affiliated to the Society either through such committee consisting as many as it considers necessary. 7 To engage employees or honorary workers settle their conditions of service and to make suitable disciplinary action against them as and when needed. 8 The proceeding, resolution and acts of the aforesaid by formal resolution in respect of any such committee or sub committees. 9 It will be open to the General Body of the Society to remove any Members of such committees and modify or alter any acts, proceeding and resolution. 10 To frame Rules or Regulations for proper and efficient working of its Society and for regulating the business of its different activities, departments and section and generally to conduct the business of the Society. 11 The Governing Body may delegate all or any of the powers to a sub committee. The Governing Body will

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fill the casual vacancies in the Governing Body. 12 To purchase assets for the society. Registered the assets if necessary in the name of society. These assets will be under control of General Secretary. 13 To raise funds through donations, by request, by public subscription, by appeals and by accepting contributions from State or Central Government, from individual contributions and or offerings, by grants, presents, from philanthropic bodies, religious bodies, institutions, local bodies, H.U.F.s and industrial concerns, limited or private. To accept special offerings or gifts, both in the form of movable or immovable property for the purpose of fulfilling the aims and objectives of the Society. 14 To collect funds through grants donations from Govt./Non Govt./Charitable Agencies, National and International Finance agencies for the fulfillment of Objectives.

रिक्त स्थानों की पूर्ति / Fill blank seats :

कार्यकाल / Tenure :

प्रबंधकारिणी समिति के सामान्य निकाय द्वारा निर्वाचन प्रक्रिया/  
Election Procedure of Management Committee by  
General Body :

प्रबंधकारिणी समिति के अंतर्गत किसी भी प्रकार की आकस्मिक स्थान के रिक्त होने पर उसकी पूर्ति साधारण सभा के 2/3 सदस्यों के बहुमत से शेष कार्यकाल के लिए की जाएगी।  
प्रबंधकारिणी समिति का कार्यकाल 1 साल का होगा।

The Managing Committee will be elected through democratic method.

### प्रबंधकारिणी समिति के पदाधिकारियों के अधिकार एवं कर्तव्य / Rights and Responsibilities of office bearer of Managerial Body :

President

1. To preside over the meetings of the committee and other ceremonial functions by the Society and to maintain decorum and discipline during the above meetings.
2. To use his/her discretion in the event of any difference of opinion amongst the Members of the Committee.
3. President shall authorize anyone from the Governing Body to preside over the meetings in his absence.

Vice President

2. Senior Most Vice-President will preside over the meetings of the Society in absence of President.

General Secretary

3. 1. Act as Chief Executive Officer of the Society. 2. Supervise the functioning of the Office. 3. Secretary General will be Liaison Officer of the Society. He/She will coordinate with the Govt. NGOs Other Private Societies. 4. To Execute the decision taken by the Society. 5. To record the proceedings of meetings. 6. The Secretary General shall have power to take decision to meet the emergent situation in the interest of the Society. Secretary General will apprise the Governing Body of his/her decisions. 7. Where rules are silent Secretary General can make Rules and take decision in the interest of Society with the mutual agreement of the President. 8. To prepare documents for and on behalf of the Society and to conduct its correspondence. 9. To permit for the membership. 10. To decide, change, extend the date for the meeting and to inform the members. 11. To prepare annual report of the previous year about the activities and progress, accounts and expenditure as well as Annual Budget and place it before Society. 12. To sanction bills, vouchers, debit-notes, credit- notes, cheques and other documents as tenders, quotations, expenses, purchase etc. of the society by his/her signature. 13. To exercise drawing and disbursing powers. 14. To sanction salary, wages, tours, traveling etc. 15. To engage, terminate, dismiss, suspend or penalize any employee/honorary worker with the consent of the Members of the Governing Body. 16. He/She shall be responsible for the collection of fund for the society. 17. He/She shall look after all financial matters of the Society. 18. He/She shall be responsible for the maintenance and safe custody of all papers documents and seals etc. pertaining to the Society. 19. To look after the assets of the society. 20. To survey office and branches of the society. 21. To receive financial and non-financial assistance from

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the Government, the Non- Government Organisation, International Agencies, Banks and any other legal entity or Individual. 22. To collect offerings, gifts or donations of all kinds, whether from Government, Central or Semi-Government, all Institutions, local bodies or Industrial concerns, limited or private, locally within the Union of India or from abroad, which will form part of the funds available to the Society whether the bodies are located in the Union of India or abroad. 23. To erect, construct, alter, maintain, sell, lease, mortgage, transfer, improve, develop, manage and control all or any part of the buildings of the above Society, necessary or convenient for the purpose of the attainment of the aims and objects of the Society.

Treasurer

4. 1. He/She shall receive membership fee from the members and issue receipt against them. 2. He/She shall be entitled to receive donations/deposits and to issue receipts there of subject to conditions/restrictions laid down by the Governing Body. 3. He/She shall ensure the safety of cash deposits in the Nationalised or Schedule Banks/as decided by the Governing Body. 4. He/She shall keep up-to date accounts of all the Expenditure and Income.

Member

5. 1. The all the member will have to co-operate the office bearers to carry out the all the functions.

#### संस्था का कोष / Society's Account Access Details:

पदाधिकारी/Post
1. GENERAL SECRETARY
2. TREASURER

#### आय के स्रोत / Source of Income

- Government Donation
- Government Loan
- Membership Fee
- Other Sources
- Self Money Generation

#### संस्था के नियमों एवं विनियमों में संशोधन की प्रक्रिया / Society's Rules and Regulations Revision Process :

साधारण सभा के 2/3 सदस्यों के बहुमत से परिवर्तन या परिवर्धन किया जायेगा / Changes or additions will be done with the majority vote of 2/3 of General body's members.

#### संस्था का कोष/ Society's Account Details:

संस्था का कोष किसी राष्ट्रीकृत बैंक अथवा शिड्यूलड बैंक, पोस्ट ऑफिस, या प्राइवेट बैंक में संस्था के नाम से खाता खोल कर जमा किया जाएगा , जिसका संचालन TREASURER एवम GENERAL SECRETARY के संयुक्त हस्ताक्षर द्वारा किया जाएगा ।

#### संस्था के द्वारा अथवा उसके विरुद्ध अदालती से संचालन का उत्तरदायित्व / Responsibility for court operations of the society by or against :

The Secretary General of the Society or the person authorized by the General Secretary and President will conduct all legal proceedings for and on behalf of the Society.

#### संस्था के आय व्यय का लेखा परिक्षण(ऑडिट) / Budget Audit :

संस्था के आय व्यय का लेखा परिक्षण प्रतिवर्ष सुयोग्य ऑडिटर द्वारा कराया जायेगा / The Budget of the society will be audited by a qualified auditor.

#### संस्था के अभिलेख / Society's records :

J. Shukla

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At Kumar Varna

PK Singh

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1. सदस्यता रजिस्टर / Membership Register.
2. कार्यवाही रजिस्टर / Proceedings Register.
  - a) साधारण सभा / General Body.
  - b) कार्यकारी निकाय / Executive Body.
3. स्टॉक रजिस्टर / Stock Register.
4. लेजर बुक / Ledger Book.
5. कैश बुक / Cash Book.
6. सदस्यता शुल्क रसीद बुक / Membership fee receipt book.
7. दान रसीद बुक / Donate receipt book.

**विघटन / Dissolution :**

संस्था का विघटन तथा समाप्ति की कार्यवाही सोसाइटीज रजिस्ट्रेशन एक्ट की धारा 13 व 14 के अंतर्गत की जाएगी / Society dissolution and termination will be according to Societies Registration Act, under Section 13 and 14.

दिनांक / Date :- 22/04/2024

हस्ताक्षर / Signature :

J. Shukla

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Ar. K. V. V. V.

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English