

## CIVIL SERVICES OFFICERS' INSTITUTE, ASSAM

## MEMORANDUM OF ASSOCIATION

1. Name of the Association : The name of the Association shall be 'Civil Services Officers' Institute, Assam
2. Registered Office : The registered office of the Association shall be situated in the Guwahati at present at the following address:  
  
CIVIL SERVICES OFFICERS' INSTITUTE  
Assam Administrative Staff College,  
Jawaharnagar, Khanapara, Guwahati  
Assam.
3. Aims and objects of the Association are -
  - (i) To promote the welfare of the officers of the Civil Services and to bring them together in order to secure complete integration of the services and to build a corps of officers imbued with the spirit of co-operation in all aspects of Civil Services.
  - (ii) To hold, organize, arrange and conduct seminars, symposiums, talks, debates, lectures and other means of dispensing education to meet the needs and challenges of modern day civil administration.
  - (iii) To print and publish journals, periodicals and manuals to keep Civil Servants abreast of modern day developments in civil administration.
  - (iv) To acquire and promote modern skills of civil administration and to harmonize between the different fields of civil administration by disseminating or exchanging knowledge thereof and by providing such other facilities as would lead to their universal application.
  - (v) To establish and maintain libraries and information services to facilitate the study of civil administration at world level and spreading information in regard there to.
  - (vi) To organize and maintain, on no-profit no-loss basis, limited residential accommodation, for the member of the Society coming to participate in the activities of the Association and of other bodies with cognate objectives, as well as non-members invited to participate in the activities of the Association.

- (vii) To work for the general welfare of members of the Civil Services and their families.
- (viii) To build, alter, adopt, construct, repair, uphold, maintain and furnish a club house or club houses in Guwahati.
- (ix) The Association shall not function for the mutual benefit of members alone. In other words, it will not be a mutual benefit Association. The benefits from these main objects will be available to all Civil Servants who are members irrespective of caste, creed and segment.
- (x) To purchase, take on lease, or in exchange or otherwise any movable or immovable property and any rights or privileges which the Association may think necessary or convenient and in particular any land, buildings, erections of all works.
- (xi) To enter into any arrangement with any institution, company or association or, with any public authority which may seem calculated to further any of the objects of the Association and to obtain any rights or privileges which may seem conducive to any of the objects of the Society.
- (xii) To grant salary, allowances, gratuities, bonus, contributory or otherwise to persons who are or have been in the employment of the Association.
- (xiii) To take such steps by personal or written appeals, public meeting or otherwise, as may from time to time be deemed to be expedient, for the purpose of procuring contributions to the funds of the Association in the shape of donations, annual subscriptions or otherwise.
- (xiv) To establish and support and to aid in the establishment and support of any other Association formed for all or any of the objects of this Association.
- (xv) To do all such other lawful acts that may be incidental or conducive to all attainment of the objects of the Association.
- (xvi) All the income, earnings, moveable, immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no profit or part thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or in any manner whatsoever to the present or past members of the Society. No member shall have any personal claim on any moveable or immovable properties of the Society or make any profits, whatsoever by virtue of his membership.

#### 4. GOVERNING COUNCIL :

The affairs of the association would be managed as per the broad directions of the Governing Council whose members would hold office by virtue of their designation. The names, addresses, occupation of the designated members of the Governing Council to whom the management and affairs of

the Association are initially entrusted as required under section 2 of the Societies Registration Act of 1860 as applicable to the State of Assam are as follows:

Sl. No	Name (in full) Designation	Official Address	Residential Address	Designation in relation to the Association.
	<i>Naba Kumar Das</i>			
1	Shri P.C. Sharma, IAS	Chief Secretary, Assam	House No.4, Barnachal Path, Bye- Lane 2, Bamunimaid am, Guwahati - 781 021	Chairman
2	Shri Rajiv Kumar Bora, IAS	Principal Secretary, Personnel and AR & T	C-4, IAS Officers' Colony, Khanapara, Guwahati - 781 022	Secretary
3 X	Smt. Parul Debi Das, IAS	Additional Chief Secretary, PWD, Irrigation, AH & Vety., Fisheries, and Handloom & Sericulture	C-1, IAS Officers' Colony, Khanapara, Guwahati - 781 022.	Member
4	Shri Surajit Mitra, IAS	Additional Chief Secretary, PWD, PHE and Water Resources		Member
5	Shri P.P. Varma, IAS	Additional Chief Secretary, P&D and Health & FW, and <i>Chairman, Assam Administration Tribunal</i>	C-2, IAS Officers' Colony, Khanapara, Guwahati.	Member
6	Shri H.M. Cairae, IAS	Additional Chief Secretary, Education	E-2, IAS Officers' Colony, Khanapara, Guwahati.	Member
7	Shri V.K. Pipersenia, IAS	Principal Secretary, Revenue & DM and Cooperation	A-1, IAS Officers' Colony, Khanapara, Guwahati	Member

8	Shri Bhaskar Mushahary, IAS	Principal Secretary, Excise and Handloom Textiles & Sericulture Departments	MAGNOLIA, House No.183, Kalaguru Bishnu Rabha Path, Beltola Tinali, Beltola, Guwahati – 781 028	Member
9	Shri S.C. Das, IAS	Principal Secretary, Home, Political, Border Areas, and I&PR Departments	E-5, Senior Officers' Colony, Khanapara, Guwahati. - 781022	Member
10	Shri H.S.Das, IAS	Principal Secretary, Finance and Tourism Departments	E-3, Senior Officers' Colony, Khanapara, Guwahati - 781022	Member
11	Shri A.K. Sachan, IAS	Chairman, ASEB	B-5, Senior Officers' Colony, Khanapara, Guwahati. - 781022	Member
12	Shri Kumar Sanjoy Krishna, IAS	Principal Secretary, Planning & Development Department	Transit Camp – J, Senior Officers' Colony, Khanapara, Guwahati – 781022	Member
13	Dr. Prem Saran, IAS	Commissioner & Secretary, Soil Conservation Department	E-4, Senior Officers' Colony, Khanapara, Guwahati – 781022	Member
14	Shri Ravi Capoor, IAS	Commissioner & Secretary, Industries and Commerce, Mines and Minerals Departments	A-1, Senior Officers' Colony, Khanapara, Guwahati – 781022	Member
15	Shri P.K. Borthakur, IAS	Commissioner & Secretary, GAD, SAD, & Fisheries Departments	B-1, Senior Officers' Colony, Khanapara, Guwahati – 781022	Member

16	Shri Bir Bhadra Hagjer, IAS	Commissioner & Secretary, Environment and Forest Department	82 Sugam Path, R.G. Baruah Road, Guwahati-781024	Member
17	Shri A.K. Bhutani, IAS	Commissioner & Secretary, GDD and Finance Departments	A-5, Senior Officers' Colony, Khanapara, Guwahati - 781022	Member
18	Shri Shankar Barua, IPS	Director General of Police, Assam	DGP Bungalow Panbazar, Guwahati - 781 001, Assam.	Member
19	Shri V.K. Vishnoi, IFS	Principal Chief Conservator of Forest	9 Adarshpur, Lane No.1, Kahilipara, Guwahati - 781 019.	Member
20	Shri Sanjay Lohiya, IAS	Commissioner of Taxes, Assam	A-6, Senior Officers' Colony, Khanapara, Guwahati - 781022	Member
21	Shri Ajoy Chandra Bordoloi	Commissioner & Special Secretary, Public Works Department	Meghmallar House, M.B. Enclave, Flat No. 404 F.C. Road, Ujanbazar, Guwahati - 781 001.	Member
22	Shri Prateek Hajela, IAS	Deputy Commissioner, Kamrup (Metro)	D.C's Bungalow, Panbazar, Guwahati - 781 001.	Member
23	Shri Anurag Goel, IAS	Commissioner, Guwahati Municipal Corporation	House No. F Transit Camp, Senior Officers' Colony, Khanapara, Guwahati	Member

5. We, the undersigned are desirous of forming an Association (named as Civil Services Officers' Institute) under the Societies Registration Act of 1860 as applicable to the State of Assam in pursuance of the Memorandum of this Association.

Sl. No.	Name and Designation	Residential Address	Signature
1.	Shri P.C.Sharma, IAS Chief Secretary, Assam	House No. 4, Barnachal Path, Bye-Lane 2, Bamunimaidam, Guwahati 781021	
2.	Shri Rajiv Kumar Bora, IAS, Principal Secretary, Personnel and A.R.&T	C-4, Senior Officers' Colony, Khanapara, Guwahati - 781 022	
3.	Smt. Parul Debi Das, IAS Additional Chief Secretary, PWD, Irrigation, AH & Vety., Fisheries, and Handloom Textile & Sericulture	C-1, Senior Officers' Colony, Khanapara, Guwahati - 781 022	
4.	Shri Surajit Mitra, IAS, Additional Chief Secretary, PHE and Water Resources	Qarter No. G, Transit Camp, Senior Officers' Colony, Khanapara, Guwahati - 781022	
5.	Shri P.P. Varma, IAS, Additional Chief Secretary, P&D and Health & FW	C-2, Senior Officers' Colony, Khanapara, Guwahati. - 781 022	
6.	Shri H.M. Cairae, IAS, Additional Chief Secretary, Education	E-2, Senior Officers' Colony, Khanapara, Guwahati - 781 022	
7.	Shri V. K. Pipersenia, IAS, Principal Secretary, Revenue & DM and Cooperation	A-1, Senior Officers' Colony, Khanapara, Guwahati - 781 022	
8.	Shri Bhaskar Mushahary, IAS, Principal Secretary, Excise and Handloom Textile & Sericulture	MAGNOLIA, House No.183, Kalaguru Bishnu Rabha Path, Beltola Tiniali, Beltola, Guwahati - 781 028	
9.	Shri S.C. Das, IAS, Principal Secretary, Home, Political, Border Areas, Passport and I&PR	E-5, Senior Officers' Colony, Khanapara, Guwahati - 781 022	
10.	Shri H.S.Das, IAS, Principal Secretary, Finance and Tourism	E-3, Senior Officers' Colony, Khanapara, Guwahati - 781 022	
11.	Shri A.K. Sachan, IAS, Chairman, ASEB	B-5, Senior Officers' Colony, Khanapara, Guwahati - 781 022	

12	Shri Kumar Sanjoy Krishna, IAS, Principal Secretary, Planning & Development Department	Transit Camp - J, Senior Officers' Colony, Khanapara, Guwahati - 781022
13.	Dr. Prem Saran, IAS, Commissioner & Secretary, Soil Conservation Department.	E-4, Senior Officers' Colony, Khanapara, Guwahati
14	Shri Ravi Capoor, IAS, Commissioner & Secretary, Industries and Commerce, Mines and Minerals Departments	A-1, Senior Officers' Colony, Khanapara, Guwahati - 781022
15.	Shri P.K. Borthakur, IAS, Commissioner & Secretary, General Administration Department, Secretariat Administration Department, & Fisheries Departments.	B-1, Senior Officers' Colony, Khanapara, Guwahati - 781 022
16.	Shri Bir Bhadra Hagjer, IAS Commissioner & Secretary, Environment and Forest Department	82 Sugam Path, R.G. Baruah Road, Guwahati-781024
17.	Shri A.K. Bhutani, IAS Commissioner & Secretary, GDD and Finance Departments	A-5, Senior Officers' Colony, Khanapara, Guwahati -781022
18.	Shri Shankar Barua, IPS, Director General of Police, Assam	DGP Bungalow Panbazar, Guwahati - 781 001, Assam.
19.	Shri V.K. Vishnoi, IFS, Principal Chief Conservator of Forest	9 Adarshpur, Lane No.1, Kahilipara, Guwahati -781 019.
20.	Shri Sanjay Lohiya, IAS, Commissioner of Taxes, Assam	A-6, Senior Officers' Colony, Khanapara, Guwahati - 781 022
21.	Shri Ajoy Chandra Bordoloi, Commissioner & Special Secretary, Public Works Department	Meghmallar House, M.B. Enclave, Flat No. 404, F.C. Road, Ujanbazar, Guwahati - 781 001.
22.	Shri Prateek Hajela, IAS, Deputy Commissioner, Kamrup (Metro)	D.C's Bungalow, Panbazar, Guwahati - 781 001.
23.	Shri Anurag Goel, IAS, Commissioner, Guwahati Municipal Corporation	House No. F, Transit Camp, Senior Officers' Colony, Khanapara, Guwahati - 781 022.

## CIVIL SERVICES OFFICERS' INSTITUTE, ASSAM

### RULES AND REGULATIONS

#### INTERPRETATION

In the interpretation of these rules and regulations, unless there is something inconsistent with the subject or context -

- (a) Association shall mean the Civil Services Officers' Institute, Assam
- (b) Member shall include any eligible Civil Servant as defined in ARTICLE 2 hereunder.
- (c) Office Bearers of the Association shall mean the members of the Governing Council and members of the Executive Committee.
- (d) Words importing the singular number only include the plural also.
- (e) Words importing the masculine gender only include the feminine gender or a body corporate or other organizations.
- (f) The 'Act' means the Societies Registration Act, 1860.
- (g) 'Prescribed' means prescribed by any Resolution of the Executive Committee or by laws or rules approved by the resolution of the Executive Committee.

#### ARTICLE 1

##### Finance

- (i) The income of the Association shall be mainly from –
  - (a) Entry fees and subscription from Members
  - (b) Grants from Government
  - (c) Contribution and donations
  - (d) Income from other activities of the Association including surplus from the running of restaurant, sports activities, health club and other recreational activities.
  - (e) Any other income from promotional activities.
- (ii) Any surplus generated while carrying out activities in order to achieve the aims and the objects would not be paid or distributed amongst the



members by way of profit, dividend or in any other form and shall only be utilized for achievement of aims and objects of the Association.

## ARTICLE 2

### Membership

- (i) Membership shall be open to the serving and retired officers of the grade of Joint Secretary to the Government of Assam and above from All India Services, Assam Civil Service, Assam Police Service, and other state services serving under the Government of Assam and those on deputation to PSUs and autonomous institutions under the Government of Assam subject to approval of the Governing Council / Executive Committee. The Membership for the officers of Central Services and executives of Central Public Sector undertaking of equivalent rank and status shall be subject to the approval of the Governing Council.
- (ii) The Governing Council may through resolution restrict / regulate the number of members who may be admitted to the Association.
- (iii) The Governing Council may admit any person of public importance as patron or member with or without payment of entry fee, security and subscription fee.
- (iv) The Executive Committee may admit the Association's functionaries as well as functionaries of designated public institutions providing services to the Association. It may also regulate the membership of eligible Civil Servants residing outside Guwahati.

## ARTICLE 3

The affairs of the Association shall be managed by (a) Governing Council and (b) Executive Committee :

- (a) (i) The Governing Council shall consists of the following by designation :
  - 1. Chief Secretary, Assam Chairman
  - 2. All Additional Chief Secretaries
  - 3. Seniormost Secretary  
of Personnel Department Secretary

4.	Seniormost Secretary, AR & T Department	Member
5.	Seniormost Secretary, Revenue & DM	Member
6.	Seniormost Secretary, Excise	Member
7.	Seniormost Secretary, Home and Political	Member
8.	Seniormost Secretary, Finance	Member
9.	Seniormost Secretary, Food & Civil Supplies	Member
10.	Seniormost Secretary, P & D	Member
11.	Seniormost Secretary, Soil Conservation	Member
12.	Seniormost Secretary, GAD	Member
13.	Seniormost Secretary, GDD	Member
14.	Seniormost Secretary, Health & F W	Member
15.	Seniormost Secretary, Cultural Affairs	Member
16.	Commissioner & Spl. Secretary, PWD	Member

17.	Chairman, ASEB	Member
18.	Director General of Police, Assam	Member
19.	Principal Chief Conservator of Forest	Member
20.	Commissioner of Taxes, Assam	Member
21.	Deputy Commissioner, Kamrup (Metro)	Member
22.	Commissioner, Guwahati Municipal Corporation	Member

(ii) Tenure of the members of the Governing Council will be conterminous with incumbency on the designated post.

(b) The Executive Committee shall consist of the following :

1. President
2. Vice President
3. Secretary
4. Joint Secretary
5. Treasurer
6. Not more than 10 members

The members of the Executive Committee as nominated by the Governing Council of the Society shall hold office for a period of two years. They may, however, continue to hold office till first elections are held.

The Office Bearers and maximum of 5 (five) members of the second and subsequent Executive Committee shall be elected from amongst the Members of the General Body at the general body meeting.

The Governing Council shall have the powers to nominate or co-opt not more than 5 members from amongst the members of the Society in the Executive Committee.

The Executive Committee shall hold office for a period of 3 years.

Vacancies occurring in the Executive Committee during its term of office may be filled by the Governing Council by nomination even if the nomination exceeds 5 (five) members.

#### **ARTICLE 4**

##### **SUBSCRIPTION AND ENTRY FEE**

There shall be a onetime entry fee of Rs. 3,000/- at the time of admission as a member and Rs. 1,000/- as refundable security deposit.

However, the Governing Council through a resolution may vary the amount of entry fee and security deposit as and when it may deem fit.

Every member shall initially pay monthly subscription at the rate of Rs. 250/-. However the Executive Committee may prescribe :

- (a) the frequency of payment of subscription
- (b) the variation in the amount of subscription
- (c) life time subscription
- (d) subscription for corporate membership
- (e) subscription for outstation members residing in or outside Guwahati.
- (f) any other modalities (including waiving off) for the payment of the subscription

#### **Article 4 A**

##### **Corpus**

The Association shall have its own Corpus and all the receipts of the Association through grants, donations of the nature of Corpus, receipts by way of entrance fees shall be carried to the Corpus.

Any expenditure from the Corpus shall be incurred solely for the promotion of the aims and objects for which the Association has been established and in the manner approved by the Executive Committee.

#### **ARTICLE 5**

##### **Termination / cessation of membership**

Membership of the Association may be discontinued due to any of the following reasons :-

- (a) Resignation in writing to the President / Secretary.
- (b) Cessation of membership.
- (c) Suspension of membership as decided by the General Body.
- (d) If the member does not pay his subscription within 3 months from due date.

#### **ARTICLE 6**

##### **Official year of the Association**

The official year of the Association shall be from 1<sup>st</sup> April of a year to 31<sup>st</sup> March of the next year.

#### **ARTICLE 7**

##### **(i) Duties and powers of the Governing Council**

The Governing Council shall exercise general control over the affairs of the Association.

The Governing council shall do all such other acts and things as are incidental to or which the Council may think conducive to the attainment of objects of the Institute or any of them.

The Council shall meet twice in a year or earlier as may be considered necessary. The Chairman of the Council and in his absence, the President of the Executive Committee, will preside over the meeting of the General Body. One third of the members would form the quorum.

##### **(ii) Duties and powers of the Executive Committee**

The Executive Committee shall ordinarily be responsible for the proper discharge of all the duties and obligations pertaining to the

Association and for its assets and liabilities. It shall exercise all powers except those vested in the Governing Council. In particular its duties and powers shall be –

- a) to administer the affairs of the Association.
- b) to review expenditure.
- c) to summon meetings of the General Body.
- d) to arrange for collection of subscription etc., and to maintain proper accounts of receipts and expenditure.
- e) to lay before the General Body, at its annual meeting, a report of the working of the Association for the period of their office together with an audited account of all income and expenditure for the year.
- f) to execute all deeds, document, agreements and institute and defend legal proceedings.
- g) to delegate to or vest in any one or more of their own body members such duties and powers as deemed necessary.

#### **ARTICLE 8**

##### **Duties and powers of President of the Executive Committee:**

The President, or in his absence, the Vice – President :-

- (a) shall exercise General supervision over the activities of the Association, subject to the control of the Governing Council.
- (b) shall preside over the meeting of the Committee.
- (c) dispose of such important and urgent, matters, which for want of time cannot be put to the Committee, and report the same in the next meeting of the Committee.

#### **ARICLE 9**

##### **Duties of the Secretary of the Executive Committee :**

The Secretary and in his absence the Joint Secretary shall

- (a) be primarily responsible for the general management of the Association.

- (b) deal with all matters relating to or concerning the Association except those vitally affecting the Association.
- (c) keep control on income and expenditure.
- (d) convene all meetings of the Committee and the General Body.
- (e) draw and prepare a report of the working of the Association for the outgoing year and have it approved by the Committee for presentation to the General Body.
- (f) maintain a register showing the names and addresses of all members and a consolidated inventory of all articles, assets, etc., of the Association.
- (g) maintain record of the minutes of the meetings of the Committee and General Body: and
- (h) incur expenditure incidental to the performance of duties assigned to him.

#### **ARTICLE 10**

##### **Duties of the Treasurer**

##### The Treasurer

- a) shall be incharge of the funds of the Association and shall receive all money on behalf of the Association.
- b) shall open an account on behalf of the Association in a Scheduled Bank approved by the Executive Committee.
- c) shall keep in his custody the bank pass books and cheque books.
- d) shall submit the accounts to the Auditor for report.
- e) the Bank account shall be operated jointly by any two out of the President, Vice President, Secretary, Treasurer and Employee of the Association on such terms and conditions as the Executive Committee may prescribe through a resolution.

#### **ARTICLE 11**

##### **Audit**

The accounts shall be audited by an Auditor appointed by the Executive Committee.

## ARTICLE 12

### Meeting of the Executive Committee

- a) the Committee shall convene meetings regularly as and when required.
- b) ten clear days notice atleast shall be given for a meeting of the Committee. Emergent meetings may be called at shorter notice.
- c) one-third members shall form quorum for a meeting of the Committee.
- d) in the absence of the President and the Vice President, members shall elect a Chairman from amongst themselves to preside over a meeting.

## ARTICLE 13

### Meeting of the General Body

- a) the annual meeting of the General Body shall be held once in a year for which atleast fifteen days notice to the members is necessary.
- b) extraordinary meetings of the General Body may be convened, if considered necessary, by the Committee to consider any matter of general or special interest, or of importance to the Association.
- c) an extraordinary meeting of the General Body shall be convened also to deal with any matter of particular importance on the written request of atleast 1/10<sup>th</sup> of the members of the Association stating the reason for calling such a meeting.
- d) one – third members shall form quorum for a meeting of the General Body. However, if the quorum is not complete, meeting would be adjourned for one hour and no quorum for the adjourned meeting would be necessary.

## ARTICLE 14

### Business of the Annual meeting of the General Body

The following aims of business shall be transacted at the annual meeting of the General Body.

- (a) To impart knowledge of various kinds such as Civil, Hospital, Police, and Finance Administration, to Civil Service Officers so as to make them competent to deal with their role of regulatory authorities in a liberalized and global economy so that the results of the progress reach the needy and the poor.
- (b) Consideration and adoption of the report on the working of the Association during the previous year.
- (c) Passing of the audited accounts for the above period.
- (d) Election of the office bearer and members of the Committee either by show of hands or by secret ballot as may be decided.
- (e) Consideration of any other matter with the permission of the Chair.

#### **ARTICLE 15**

##### **Matters not covered by Rules**

Matters not provided for in the Rules & Regulations shall be dealt by the Committee but shall be placed before the General Body for approval.

#### **ARTICLE 16**

##### **Annual list of Governing / Executive Body (Section 4 of the Act)**

Once in every year the list of the office bearers and members of the Governing Body of the Association shall be filed with the Registrar of Firms and Societies, Assam, as required under section 4 of the Societies Registration Act, 1860.

#### **ARTICLE 17**

##### **Legal Proceedings (Section 6 of the Act)**

The Society may sue or be sued in the name of the President / Secretary as per provisions laid down under section 6 of the Societies Registration Act, 1860 as applicable to the State of Assam.

#### **ARTICLE 18**

##### **Application of Societies Registration Act XXI, 1860**

All provisions of the Societies Registration Act XXI of 1860 as applicable to the State of Assam shall apply to the Association.



## ARTICLE 19

### WINDING UP

If the Association shall be wound up, due to any reason and if there remains any surplus, the surplus shall be distributed to other similar Associations and if it is not possible to pass on the surplus to similar Association, the same shall be deposited in the exchequer of the Government of Assam.