

## MEMORANDUM OF ASSOCIATION OF - DCPW, WELFARE FUND

1. The name of the Society- DCPW Welfare Fund.
2. The registered Office of the Society shall be situated in the Union Territory of Delhi/ At present it is at House no.1st floor Rail Bhavan, New Delhi-110001.
3. The objects for which the Society is established are:-
  - A) To help its members / their families in the following manner during the service tenure of the member, as per rules of the fund framed hereunder:-
    - (i) Grant to family of a member in case of death during service.
    - (ii) Grant at the time of retirement of the member from service, reversion of a deputationist to his parent department, termination of service or resignation.
    - (iii) Grant-in aid in any suitable form for higher education for deserving children of members for a limited period.
    - (iv) Grant in case of serious/prolonged illness/causality /distress caused to members.
4. Name addresses occupation and designations of the present members of the Governing body to whom the management and affairs of the Society are entrusted as required under section 2 of the Society's registration act of 1860 (Punjab-amendment act 1957) as extended to the Union Territory of Delhi are as follows:-

Sl.No.	Name in full	Residential Address	Occupation	Designation
(i)	Shri C.P. Joshi	C1/33 Pandara park New Delhi	Central Govt. Service Director Police Tele-comms.	President
(ii)	Shri R.S. Kale	D/2-Flat No.99 West kidwai Ngr. New Delhi-3	-do- Addl. Director	Sr. Vice-President
(iii)	Shri S.Janakiraman	D2/1Staff Qtrs. Police Wireless Ridge Road, New Delhi-1.	-do- Dy. Director	Vice-President
(iv)	Shri S.P.Pandit	B39/1 Res. Naraina, Delhi	D.D.A., Colony, New	-do- E.A.D Welfare Officer
(v)	Shri G.S.Sidhu	B/56/1, East Kailash, New Delhi.	-do- S.S.O	Treasurer
(vi)	Shri M.S.Popli	E181, Rajinder ngr, New Delhi.	-do- E.A.D	Secretary
(vii)	Shri S.K.Sharma	1024 Lakshmi- Bai Nagar New Delhi-23	-do- T.A.(S)	Finance Member
(viii)	Shri R.P.R.Chowdry	Block 9 Hos. No. 702, Lodhi Colony, New Delhi	-do- S.S.O.	Finance Member
(ix)	Shri D.K.Bhadula	F 1392, Lakshmi Bai Nagar New Delhi-23	-do- Rad. Tech.	Administrative Member

5. We, the undersigned are desirous of forming a society named DCPW Well Fund the Society Registration Act XXI of 1860 (Punjab amendment act 1) as extended to the Union Territory of Delhi in pursuance of the memorandum of Association.

Sl.No.	Name	Full Address	Occupation	Signature	Name Address Witness
(i)	Shri C.P. Joshi	C1/33 Pandara park New Delhi	Director Police Telecomns.		R P Az A3/67 Janakpuri
(ii)	Shri R.S. Kale	D/2-Flat No.99 West kidwai Ngr. New Delhi-3	Adml. Dir. Police Telecomns.		P.S.Malli C2/366 Janakpuri
(iii)	Shri S.Janakiraman	D2/1Staff Qtrs. Police Wireless Ridge Road, New Delhi-1.	Deputy Director Police Telecomns.		PN Meh: 4/33 W: Karolbag
(iv)	Shri S.P.Pandit	B39/1 D.D.A., Res. Colony, Naraina, New Delhi	EAD Police Telecomns.		SN Sharn H-374, Motibagh II, D-21
(v)	Shri M.S.Popli	E181, New Rajineder ngr, New Delhi.	-do-		Gurbachan Singh C2A, Pkt.16 Flt. No.88 Janakpuri
(vi)	Shri G.S.Sidhu	B/56/1, East Kailash, New Delhi.	SSO -do-		KP Roy G262 Nanakpura ND-21
(vii)	Shri S.K.Sharma	1024 Lakshmi- Bai Nagar New Delhi-23	T.A.(S) -do-		C Gpalan Qtr. No.88 Andrews Ganj, ND.
(viii)	Shri R.P.R.Chowdry	Block 9 Hos. No. 702, Lodhi Colony, New Delhi	SSO -do-		AJ Kuriakose 1059/V RK Puram New Delhi
(ix)	Shri D.K.Bhadula	F 1392, Lakshmi Bai Nagar New Delhi-23	R/Tech. -do-		RM Warrior E406, Dev Nagar, ND- 55

6. Rules and regulations of the Welfare Fund of the Directorate of Coordination (Police Wireless), Ministry of Home Affairs Rail Bhavan, New Delhi.

(i) Society shall be known by the name "Welfare Fund", Directorate of Coordination (Police Wireless \) Ministry of Home Affairs located at Rail Bhavan, New Delhi (for the purpose of brevity known as DCPW Welfare Fund).

(ii) OBJECTS:

As given in Memorandum of Association (attached)

(iii) SOURCE OF INCOME:

- a) Grant from Government
- b) Grant from Prime Minister's national relief Fund.
- c) Donations from Primary Members.
- d) Donation/transfer of fund from Benevolent Fund and other Welfare activities of the Directorate.
- e) Annual Welfare Day collections,
- f) Primary membership Subscription/Admission fee.
- g) Bank interest on deposits.
- h) Any other source approved by MHA.

(iv) DEFINITIONS:

- a) 'Directorate' shall mean "Directorate of Coordination (Police Wireless), Ministry of Home Affairs Rail Bhavan, New Delhi
- b) "Fund" shall mean "Welfare Fund of Directorate of Coordination (Police Wireless)".
- c) "primary Members" shall mean a member of "DCPW Welfare Fund"
- d) "Family" shall mean members as given in GPF rules.
- e) "Nominee" shall be as declared by the primary member in his G.P. Fund account.
- f) 'Income' shall mean "monthly basic pay with DA Drawn by primary member".

The following abbreviations have been used in these rules:-

DCPW: Directorate of Coordination (Police Wireless).

DPT : Director, Police Telecommunications.

MHA : Ministry of Home Affairs, (Government of India)

(v) Primary members: The primary membership of the Welfare Fund is open to the following:-

- a) All regular employees of Directorate.
- b) All persons on deputation to the Directorate during their tenure in Directorate.
- c) All employees of the directorate on deputation to other departments.
- d) All Ministerial staff posted by MHA to the Directorate of MHA Cadres who have worked for more than 5 years in the Directorate in the past and are now working in MHA or its attached or subordinate offices.

(vi) Primary membership of the Welfare Fund will be effective only as long as regular subscription is paid and it will be terminated on any one of the following grounds:-

- a) Retirement, resignation, dismissal/termination of service, and reversion of deputationists to the parent departments.

- b) Return of ministerial staff to MHA with less than 5 years serv in DCPW.
- c) Non-payment of subscription to the Fund within a period of months after receipt of notice which will be issued if subscription has not been paid for one month by the primary memb Decision in the case will be taken by the Governing Body af taking into account of genuine difficulty, if any, presented by : primary member.
- d) Activities prejudicial to the interests of welfare Fund determined by the Governing Body.

Termination of primary membership will be automatic under clause (a) & ( While action under clause (c) & (d) will be taken by the Governing Body.

PRIMARY MEMBERSHIP SUBSCRIPTION:

- (i) There will be an enrollment fee of Rs.2/-
- (ii) Primary member will pay the following monthly subscription:-  
Rs.5- (Pay upto Rs. 500/-p.m., Rs.10/-(501-1000) and Rs.15. (above Rs. 1000/- p.m.)
- (iii) It will be open to apt for a higher slab of subscription but thi can be exercised only once.
- (iv) The subscription will be recovered at source every month by th Cashier of Directorate on pay-day.
- (v) It will be the responsibility of the primary members drawing thei Pay directly /from other sources to pay their subscription by th 15th of every months to Treasurer of the Fund. here- after i subscription will be accepted with, under mentioned surcharge fo the period the subscription will be accepted with under mentione surcharge from the period the subscription is delayed, Rs.0.50p per day 16th to 20th, from 21st onwards Rs.5/- for one month, Rs. 10/- for two months, and Rs.15/- for three months.
- (vi) Members will duty nominated the beneficiary under these rules in accordance with GPF rules. However in case this is not done the nominations given by primary members in their G.P.F. account in Government will be treated as the individual nominations of Welfare Fund also.

RELIEF TO MEMBERS:

- (a) As prescribed in clause 2(objects), suitable relief will be given to he primary members depending upon the financial position of the Welfare und and the prevailing rate of interest given by banks or fixed deposits t that time without allowing the Welfare Fund account to run into a oss.
- b) Rate of relief and the date of its application will be decide by the overning Body of the Fund in its Annual meeting at the end of Year. On retirement etc. the amount subscribed by the individual be paid back at e earliest while the rest of the grant will be given after the rate of ant is declared by the General Body at the end of the year.
- c) Amount of grant on death or retirement/termination/resignation smissal etc. can be on the following general lines subject to its being nctioned by the Governing Body after scrutiny of the morality of the se:-

MONTHLY SUBSCRIPTION	DEATH GRANT	RETIREMENT GRANT
Rs.5/-	Upto Rs. 5000/-	About double the total subscription paid by any member during membership period with minimum grant of Rs. 100/-
Rs. 10/-	Upto Rs. 10000/-	
Rs. 15/-	Upto Rs. 15000/-	

II(A) In case of death of a primary member, the nominee will be eligible to get the higher of the death grant or retirement benefits. A minimum of three years period of continuous primary membership of the Welfare Fund is necessary for eligibility of a member for the benefit in cases other than these specified under clause (a) and (d) of S.No. 3 of Memorandum of Association.

(b) Extend of grant in case of death of primary member while on deputation to some other office will be given by the Welfare fund after taking into account the grant sanctioned by the Office/department where he was serving at the time of his death.

(c) In case one ceases to be a primary member before three years of his continuous membership of the Welfare Fund, either on his joining some other departments (without lien in the Directorate) or has reverted back to his parent department after expiry of his deputation period or the lien of the deputationist from Directorate is terminated or his membership is terminated on account of serial No. 6(a) the concerned individual will be refunded the total subscription paid by him to Welfare Fund with simple interest for the effective period it was with the Fund. The rate of simple saving bank interest each year will be taken into account for this purpose.

(d) In case of retirement etc. of a primary member after completion of 3 years vide 6(a), the retirement benefit will be given in accordance with the rate of grant declared for the year.

(e) In case of termination of membership of Welfare Fund on reasons outlined at serial No. 6(c&d), the subscription paid by the individuals will be returned without any grant or interest benefit after settling the account for the sum due from him, if any.

#### 9. ACCOUNT AND AUDIT

(a) The day to day accounts of the Welfare Fund will be maintained by the Treasurer. He will also keep interim custody of the cash received upto a maximum of Rs.500/- at a time and deposit excess amount in the Bank on the day of its receipt, if possible and latest within a week. Proper receipts will be issued by the Treasurer duly countersigned by the Welfare Officer, These will be accounted the same day in cash book.

(b) All payments above Rs. 500/- shall be made by a cheque under signature of any one of:- Secretary ,Sr. vice President, and President. The treasurer will keep all accounts of receipts, payment, withdrawals in savings bank account upto date all times and will get same verified and countersigned by Welfare Officer as often as necessary but at least once a month.

(c) The treasurer will make a statement of recovery to be made from members at least 15 days before the pay day every month and submit copies of same to the Cashier of Directorate for recovery and give copies to Secretary of the Welfare Fund for information. He will also keep upto date account of fixed deposits of he Welfare Fund . Accounts of the Welfare Fund will be got audited along with its holding by the qualified auditor appointed by the President every year before the end of April.

(d) A pass book will be issued to every member and the same will be periodically made upto date.

#### 10. CUSTODY OF WELFARE FUND

Minimum 75 percent of all receipts (Grants/subscriptions/Interests etc.) will be kept in fixed deposits in any nationalized bank. Balance of collections will be kept in saving bank account or on short term fixed deposits to meet day to day grant/other expenditure, while cash will be kept by treasurer only up to Rs. 500/-

at a time with him . A register showing the total monetary holdings of t Welfare Fund will be kept indicating the amount held in case Saving Ba Accounts or in fixed deposit at any time.

11. ORGANISATION:

The Welfare Fund will be operated from Hqrs. Of Directorate Coordination (Police Wireless) MHA located, at present, in first floor Rail Bhavan, New Delhi-1.

It shall be headed by the Director, Police Telecommunication Directorate of Coordination (Police Wireless), as President. The Welf. Officer of the Directorate will look after its day to day work.

12. GOVERNING BODY:

Management of the Welfare Fund will lie with the Governing Bo Following Officer of Directorate and elected members of Fund w constitute the Governing Body of the Welfare fund.

- i. President:- Director Police Telecommunications.
- ii. Sr. Vice-President, Additional Director DCPW.
- iii. Vice- President:
- iv. Welfare Officer
- v. Secretary
- vi. Treasurer
- vii. Members - 3 Nos.

The Welfare Officer will be nominated by the President from amor Directorate's officers, the Vice-President, Secretary, Treasurer and th members will be nominated by him for one year at a time from amongst elected representatives from out stations/units of Directorate located Delhi and Mt. Abu the tenure of Elected Members will be one year at a t and will terminate on their ceasing to be a member of the General Body.

The Governing body will meet at least once in three months and v be presided over by the President or in his absence by Sr. Vice-Prsident It should have a quorum of three members and a minimum of seven c notice will be given to call the meeting. It will check the day to working of the Welfare Fund and approve and dispose of pending work, any. All property of the Welfare Fund either in cash or kind movable immovable will vest in the Governing Body.

13. GENERAL BODY:

General Body of the Welfare Fund will comprise of the members of Governing Body and the following elected representatives of the stations/Hqrs. Units and Mt. Abu establishments:-

OUT STATIONS/ MT. ABU ESTABLISMENT	6 (ONE FROM EACH GROUP STATIONS)
Rail Bhanvan	2
Ridge Establishment	2
Communication Centre N. Block	2
Transmitting Station, H. Tomb	1
Ladies	1
Class IV	1

Besides this, one representative nominated by MHA will also be associated with the General Body of the Welfare Fund, Election at the various units / stations of Directorate's will take place once a year. At Hqrs these will take place under the supervision of Welfare Officer. Nomination for 6 seats from out stations will be sent by individual stations to Welfare Officer. Each primary member will have a right to vote in electing the representative to General Body. The Officer-in-charge of each station will preside over the election meeting and record the number of votes polled by each candidate at each station will be intimated to Welfare Officer to enable him to finalise and declare election results.

The General Body will meet at least once a year after having given 15 days prior notice. It will be presided by the President or the Sr. Vice-President in the absence of the president and Vice-President in the absence of Sr. Vice president . The quorum shall be 9. It will review the work carried out by the Welfare Fund Governing Body and concerned sub-committees since its last meeting.

It will also lay down guide lines for the Governing Body etc.to follow e.g. the type of Welfare measures to be introduced, the date of introduction / suspension, or variation in the rate of Fund in the light of experience gained, funds readily available and the prevalent bank rate on fixed deposit and S.B. account etc.

Secretary of the Governing Body will be ex-officio secretary of the General Body. Meeting of the General body or Governing Body will be called by the secretary after given notice of the meeting together with the agenda. Notice will be made in consultation with Welfare Officer and with the approval of the President. The secretary will also keep a record of the minutes of all such meetings.

#### 14. ADMINISTRATIONS:

The Welfare fund will be supervised by the Addl. Director DCPW who will be the Sr. Vice-President and the day to day activities of the Welfare Fund will be looked after by the Welfare Officer who will be assisted in administrative matters by secretary and a member and in financial matters by treasurer and two members nominated by the President.

##### a) SUB COMMITTEE ADMINISTRATIONS:

It shall consist of secretary and a member from the Governing Body and its work will be look after the jobs connected with membership, nomination, grant from Government, grants, Educational aid, Property holding, calling meetings and keeping record of their minutes.

All activities carried out will be submitted to the Governing Body for approval in its next meeting. However, Prior approval of the competent authority, as defined below will be obtained in writing for any financial transactions:-

Welfare Officer	Up to Rs. 100/-	Non recurring
Vice President	Up to Rs. 500/-	"
Sr. Vice President	Up to Rs. 1000/-	"
President	Beyond Rs.1000/- (full power)	recurring

Governing Body- may authorise honorarium to the staff employed carry out the day to day work of the Welfare Fund.

15. AUTHORITY:

In case of any dispute on any matter regarding the interpretation Welfare Fund rules or their implementation, the decision of the President will be final. The president may delegate any of his powers to Sr. Vice President/ Vice President or Welfare Officer, if so desired by him.

16. DECISION:

A simple majority of members present in a duly convened meeting of the Governing Body and General Body of the Welfare Fund will decide the issue within the frame-work of the constitution. The President can use his casting vote to decide any issue in case of a tie.

17. AMENDMENTS AND DISSOLUTION:

Amendments to rules and dissolution of Welfare Fund can be made by minimum 3/5th majority of members of the General Body of the Welfare Fund Present in two separate meetings called after an interval of minimum one month, with subsequent approval by MHA.

18. POWERS AND DUTIES.

(a) PRESIDENT:

- i) To preside over and conduct all meetings of the General body and the Governing body.
- ii) To exercise full disciplinary powers as provided in the rule.
- iii) To exercise full financial powers (Non recurring and recurring expenditure as given in the rules)
- iv) Authority to delegate authority to Sr. Vice-president or vice President or Welfare Officer.
- v) Authority to nominate the Welfare Officer.

(b) SR. VICE PRESIDENT:

- i) To preside over meetings of the fund in the absence of the President as given above.
- ii) To supervise working of the Welfare Fund.
- iii) To discharge such other functions as delegated by the President.
- iv) To exercise financial powers upto Rs. 1000/- as given in these rules.

(c) VICE PRESIDENT

- i) To preside over the meetings in the absence of President and Sr. Vice President.
- ii) To discharge such functions as delegated by President or Sr. Vice President.
- iii) To exercise non-recurring financial power upto Rs. 500/- as given in these rules.

(d) WELFARE OFFICER:

- i) To conduct and be responsible for all day to day administrative and financial activities of the Welfare Fund under general supervision of Sr. Vice-President.
- ii) To exercise financial power (non-recurring) upto Rs.100/- or such other powers as may be given to him from time to time.

(e) Secretary:

- i) To maintain a register of membership indicating name, addresses, occupation, date of admission and termination of membership, nominee appointed by the member and rate of monthly subscription grants availed (amount and date with category of grant) and date of retirement.
- ii) To issue notices for and attend Governing Body and General Body meetings and keep a record of the minutes thereof.
- iii) To maintain property holding register.
- iv) To prepare the annual statement and submit same to Registrar of Societies within a prescribed period.
- v) To certify copies of entries in records.
- vi) To maintain register of kints/station wise membership of the Welfare fund with monthly rate of subscription of each member.
- vii) To maintain register year wise retirement of primary members.
- viii) To liaise with MHA and its Social Welfare Section for expediting regular or additional Welfare grants for the Welfare Fund.
- ix) To work as per instructions of Welfare Officer within the rules of the Welfare Fund.

(f) TREASURER

- i) To receive and make payments against receipts on behalf of Welfare Fund.
- ii) To maintain regular account in cash book, ledger Account for each member and updating of pass books of members.
- iii) To maintain upto date register of total financial holdings of the Welfare Fund in cash, fixed deposit and saving bank accounts.
- iv) To sign all vouchers, receipts and entries in cash book and accounting registers for their accuracy.
- v) To prepare list by 15th of every month.
- vi) To get the records of financial holdings and their accounting receipts Vouchers checked and counter signature from Welfare Officer and put up for inspection to Auditor appointed by the President as per rules.
- vii) To issue notices to members for delayed payments or non-payments.
- viii) To maintain custody of cash within limits indicated in the rules and deposit the excess in the accounts of the Welfare Fund in Saving Bank or fixed deposit accounts as per instructions from welfare Officer within the rules.
- ix) To work as per instructions of Welfare Officer within rules of the Welfare Fund.
- x) To make payments after obtaining sanction from competent authority as per rules.

19. REGISTRATION

The organisation will be registered under Societies Registration Act (Act 21 of 1860).