

## ***PREFACE***

For smooth administration and proper functioning of any organization, and to solve day to day issues arising during discharge of functions it is imperative to have certain guidelines, frame of Rules and Regulations etc. It helps in taking firm decisions necessary for discipline and order. It also helps to execute activities with justice and without any bias or favoritism providing a frame work and boundaries of rights and privileges while identifying obligations and responsibilities.

Members of the Electricity OC Employees Welfare Association, AP after detailed discussion and through scrutiny, at the State Executive Committee Meeting held at Association Head Office at Q.NO: SRT -20, A-Colony, Dr. NTTPS (VTPS) Ibraheempatnam, Vijayawada, Andhra Pradesh, have approved the Final Draft and adopted this Constitution / Bye laws of the Electricity OC Employees Welfare Association, AP with effect from 09.04.2016.

We are grateful to Sri Syed Nasir Ul Haq, Vice President / South Zone, All India Equality Forum, for his help in drafting this Constitution.

President  
**(P.Venugopala Reddy)**

Secretary General  
**(K.Srinivas)**

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## ANDHRA PRADESH ELECTRICITY OC EMPLOYEES WELFARE ASSOCIATION

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# CONSTITUTION AND BYE-LAWS

- 1) NAME: The name of the Association shall be “Electricity OC Employees' Welfare Association, AP.”
- 2) HEAD QUARTERS: The Headquarters of the Association shall be located at the Head Quarters of the Andhra Pradesh at a convenient place, presently it is located at Q.NO SRT- 20, S-Colony, Dr.NTTPS (formerly, VTPS) at Ibraheempatnam, Vijayawada.
- 3) OBJECTIVES: The Objectives of the Association shall be
  - a) to Foster fraternity amongst the Members.
  - b) to endeavor to redress Members grievances.
  - c) to gather and maintain Employees / Members Database.
  - d) to obtain / collect required information, useful for the Association, with reference to Electricity Industry or other Departments in and outside the State.
  - e) to establish and maintain a library and a Data Bank.
  - f) to promote and protect the service interests of the Members and to ensure equitable justice in service matters.
  - g) to monitor Seniority Lists and ensure transparency in promotions.
  - h) to ensure implementation of Constitutional provisions and relevant judgments of the Judiciary, wherever necessary.
  - i) to endeavor to settle disputes between employers and the employees amicably, through negotiations and collective bargaining or through appropriate legal forum.
  - j) to endeavor to secure compensation for members in case of accidents under Workmen's compensation Act.
  - k) to take out a Diary of the Association, any Souvenir, booklet, Hand Book containing information useful to the members, compile collection of Court Orders, Judgments Orders of the, Judicial organizations, other Govt .Departments,. other organizations useful to the members.
  - l) to Federate with other Associations and affiliate to and or disaffiliate from Regional and Central Federations, having similar objectives, as may be decided upon by the General Body / General Council from time to time to achieve the above objectives.
  - m) to incur / share expenditure connected with the activities of the body to which this Association is affiliated, presently the All India Equality Forum, to which our Association is affiliated.
  - n) to own / acquire / hire any vehicle for the use of Association activities.
  - o) to acquire, own, construct, hire, or take on rent any premises, Building, Guest House, Office Building, Auditorium, Meeting Hall etc. for the use of the Association, Members of the Association or their references etc. or for utilizing the same as a source of income for the Association.
  - p) to facilitate/to arrange Blood donation (Blood Group) requirement of the Members and their dependents through other Members of the Association willing to donate voluntarily.
  - q) to undertake any welfare activities in general as decided by the Core Committee / Central Executive Committee.
  - r) to undertake relief work, wherever possible in case of Natural calamities or disasters.
  - s) to establish, constitute and maintain a Co-operative Housing Society for the members duly registering as per law whenever possible.
  - t) to deal with such other matters as may be decided by the General Body / General Council from time to time.

#### 4) MEMBERSHIP:

Membership of Association shall be open to all categories of OC Employees of all services such as Engineering, P&G, Accounts, Provincial / O&M establishment and other Services belonging to any discipline (including Trainees), employed in erstwhile Andhra Pradesh State Electricity Board (APSEB) or it's successor entities i.e. Transmission Corporation of Andhra Pradesh Ltd. (APTRANSCO), Andhra Pradesh Power Generation Corporation Ltd. (APGENCO), Andhra Pradesh Eastern Power Distribution Company Ltd. (APEPDCL), Andhra Pradesh Southern Power Distribution Company Ltd. (APSPDCL), or any other company in the event of formation from the above Corporations/ Companies.

There shall be two types of fee,

##### 1) Annual Subscription fee (valid for one year only)

The annual subscription shall be Rs. 200/- (Rupees two hundred only) payable in one installment. The Company/ Circle(Discom) / Zonal(Transco)/ Branch (Genco) Treasurer shall collect the subscription from the members and send 25% of the same to the state Secretary Finance and 25% to the concerned Company Finance Secretary of the parent bodies, retaining the balance of 50% for conducting the activities of the unit not later than 30th April of the calendar year. The division level treasurer shall hand over all the collections to the Circle Treasurer under intimation to the State Secretary Finance & Company Finance secretary. All transactions shall invariably be through bank.

2) **Membership Enrolment / Life Membership Fee:** ( One Time basis only ) An amount of Rs 1000/- (Rupee One Thousand Only) shall be collected from each member on one time basis, the amounts so collected are directly remitted to state account with an intimation to circle/company with details duly following the guide lines detailed below. The above fee is subject to review and revision by the Annual General Body, once in five years from 2015 onwards.

#### CERTAIN GUIDE LINES FOR COLLECTING MEMBERSHIP ENROLLMENT FEE

All the existing Office Bearers should have to enroll life Membership immediately Without Life Membership one shall not be eligible to participate in any Elections of our Association. This shall be applicable to all office bearers from State President to Division Executive Member.

- a) All the bodies of the Association shall be provided with a three part Application form and Blank ID Cards with pouches. Application filled in all aspects shall be submitted by the member along with the prescribed fee. The same will be scrutinized and Receipt will be issued immediately.
- b) One part of the form shall be retained by the body issuing and collecting the forms and the second part of the form shall be sent to the central body. The third part is the Acknowledgment cum receipt which shall be issued to the member immediately along with the ID Card.
- c) The central body after verification of records shall generate a Life Membership Number in respect of accepted membership forms. A list of enrolled members will be communicated to the body concerned. The details of Life Members shall also be uploaded to the Association website [www.apeocewa.org](http://www.apeocewa.org) the members can view their Life Membership No. and other details directly on the website through the relevant link
- d) The bodies concerned shall maintain a register for membership enrolments and it is a continuous process and shall be always open for all.
- e) The Membership Enrolment Fee collected shall be directly remitted to the Association's State Head quarters Bank Account. and the list of members whose life membership fee is remitted shall be furnished to the State Body with details for verification.
- f) The pooled up amount shall be transferred and kept in a Fixed Deposit. The deposit amount shall ordinarily be not used for any purpose. Only the interest accrued on the deposits will be utilised for meeting the requirements of the Association activities as per by-laws.

The main fund may be utilised, with the permission of the State Executive Committee only in the event of exigencies such as meeting the Legal expenses / fee if it is abnormally high or for meeting the requirements for construction of any Building of the Association, if other amounts are not sufficiently available. In the event of winding up the treatment of the fund shall be as per the by-laws.

**Note:-**

- i) Employees of the above entities on deputation to other Organizations are also eligible for Membership of the Association.
- ii) Persons of eminence in the Electricity supply industry or in any other field may be conferred with Honorary Membership by the Executive Committee of the Association for such periods as it may deem fit. However honorary members shall have neither voting rights nor be eligible to hold any office in the Association.
- iii) The Executive Committee of the Association shall reserve the right to reject, suspend or terminate the membership of any person in the interests of the Association subject to the ratification of the General Body.
- iv) Members who fail to renew their membership by paying the stipulated subscription before 31st March of any calendar year shall cease to be members of the Association. They may be readmitted as members on payment of the subscription together with readmission fee of Rs.50/- (Rupees Fifty only.)

**5) DUTIES, RIGHTS AND PRIVILEGES OF THE MEMBERS:**

- i) Duties: Every Member shall abide by the code of conduct. Respond to the call of the Association (given by the Central Executive Committee) and extend cooperation in achieving the objectives of the Association.
- ii) Rights / Privileges / Restrictions :-
  - a) All Members enjoy equal rights and privileges both in letter and spirit.
  - b) No ordinary member of the Association shall be entitled to any benefits, the Association may decide to give to its members, unless he has been a member for at least six months and has paid all contributions.
  - c) Every member shall have the right to go through registers, books, documents, files, etc., maintained by the Association at the Association premises duly informing the Secretary General in writing 15 days in advance clearly stating the reasons for the same.
  - d) If the members of the Association go on any agitation / Strike without the sanction or approval of the managing Committee. They shall not be entitled to, seek any protection whatsoever. And their Membership can be ceased by the Secretary General, if he is satisfied that the Member's action has affected the reputation and discipline of the Association, duly giving an opportunity to the concerned member.

**Note:-**

- a) Honorary members are exempted from payment of subscription. However voluntary donation in cash or in kind from such members may be accepted.
- b) The subscription of the Association shall be used for achieving the objectives of the Association enumerated in Bye-Law-3 above.

**6) ORGANIZATION STRUCTURE:**

The Association shall have the following organization set-up viz. A) Core Committee includes top Nine of association B) Central Executive Committee includes top Seventeen of association C) State Executive Committee includes all office bearers of our Association D) General body includes every member of this association

**(A) Core Committee:**

- (i) Advisor
- (ii) President
- (iii) Working President
- (iv) Associate President
- (v) Secretary General
- (vi) Secretary (Administration)
- (vii) Secretary (Co-ordination)
- (viii) Secretary (Finance)
- (ix) Chairman (Diary Committee)

The Core Committee shall meet from time to time and chalk out, monitor and co-ordinate the day to day activities / affairs of the Association and submit plans and proposals to the Central Executive Committee for furtherance of the cause of the Association. It shall be the Advisory Body to the Central Executive Committee. The Core Committee may constitute Committees, for specific purpose, frame terms of reference for the committee, and Review, Accept / Reject (giving reason thereof) any Report submitted by any the Committee constituted for a specific purpose. The Secretary General shall convene and conduct the meetings of the Core Committee and proposed to meet every fort night.

**(B) Central Executive Committee: -** The Central Executive Committee consists of the following.

- (i) Advisor
- (ii) President
- (iii) Working President
- (iv) Associate President
- (v) Secretary General
- (vi) Secretary (Administration)
- (vii) Secretary (Co-ordination)
- (viii) Secretary (Finance)
- (ix) Chairman (Diary Committee)
- (x) President
- (xi) General Secretary (APTRANSCO)
- (xii) President
- (xiii) General Secretary (APGENCO)
- (xiv) President
- (xv) General Secretary (APEPDCL)
- (xvi) President
- (xvii) General Secretary (APSPDCL)

The affairs of the Association shall be run by the Central Executive Committee on the lines and in full conformity with the policies laid down by the General Body. Its tenure of office shall be normally be two years except in extraordinary circumstances when it may be extended by the General Body for specified period thereafter. It shall meet at least twice in a year (i.e, in April/June and between Dec 27th to 29th of ever year ( 29th December is a Formation Day of Association).

The Central Executive Committee shall take any policy decisions which are necessary, in between the meetings of the General Body and obtain their ratification at the earliest possible opportunity. It shall devise ways and means to strengthen the Association and its funds position. It shall invest funds in profitable channels and have powers to appoint sub committees, negotiating committees etc., if found necessary.

The Secretary General or in his absence the President shall convene meetings of Central Executive Committee, and General Body of the Association within the periods stipulated in the preceding Bye-Laws and clauses.

He/She shall also convene special meetings of Central Executive Committee, and General Body if 4, 10 and 100 members respectively of those bodies requisition for the same. The Central Executive Committee shall have powers to dissolve any Branch for any serious irregularities subject to ratification of the General Body.

**(C) State Executive Committee:** the State Executive Committee shall consist of all the Office Bearers of the Association. This shall be the major decision taking body of the Association vested with full powers including amendment to the Constitution / Bye Laws of the Association. However basic structure of the Constitution shall not be disturbed / diluted.

**(D) GENERAL BODY:-**

All members on rolls as on the date of General Body Meeting are eligible for participating in all its deliberations provided that for purposes of election of office bearers only those who hold membership for three months or more prior to the General Body Meeting shall be eligible for exercising their votes.

The General Body shall be convened by the President/Secretary General during the last month of every calendar year or as required at such a place and time as decided by the Central Executive Committee. It shall be the supreme policy making body of the Association.

- a) Adopt Annual report presented by the Secretary General.
- b) Adopt Annual audit report presented by the Secretary (Finance).
- c) Ratify or reject policy decisions taken by the Central Executive Committee and the since the last meeting of the General Body.
- d) Amend Bye-Laws or rules desired by 2/3 of the members present.
- e) Elect new office bearers for the next term.
- f) Consider such other subjects as may be brought before the meeting with the consent of the house.
- g) The outgoing office bearers shall be responsible for making all arrangements for the General Body Meeting. Notice of General Body Meeting together with a detailed accounts copy agenda, copies of resolutions etc., shall be issued by Secretary General, not less than 20 days in advance. In cases where Extraordinary General Body is called a notice of the meeting shall be issued by Secretary General not less than 10 days in advance..

Note:

If the outgoing office bearers of the Executive fail to convene the annual General Body Meeting within three months from the date of expiry of the tenure of the old executive, it stands dissolved. A new Executive Committee shall be elected by a requisitioned General Body Meeting attend by not less than 150 members, to whom the old executive should handover charge of all assets, liabilities, records of the Association within a week from the date of such election. In case of refusal of the old executive to handover the above things; the new Executive Committee shall have recourse to legal proceedings.

Note:

The affairs of the members pertaining to the (Corporation/Company ) shall be looked after by the Vice-President, Secretary, Joint Secretary, Organizing Secretaries of the respective Company in Co-ordination with concerned Zonal/Branch/Circle /Secretaries / and with due consent of President & Secretary General.

No member who holds or has held the office consecutively for preceding three terms shall be eligible for being chosen for the same post for a fourth term.

(E) Bodies :- A Body may be formed at any centre / place where there are ten or more members taking the Operation/Company/ Circle/Division / in Discoms and Zonal Bodies in AP Transco Branches in Generating Station / Projects of AP Genco, as a Body/Branch unit. Members of the Corporate Offices, Zone/Circle/Division/Field offices can be the members of the local branch without regard to their belonging to APTRANSCO, APGENCO, APEPDCL, APSPDCL or any other company in the event of formation from the above Corporations/Companies. The affairs of the Body/Branch shall be managed by the following office bearers elected by the members of that Body/Branch.

- i) Company /Zonal/Circle/Division/Branch President
- ii) Company /Zonal/Circle/Division/Branch Secretary
- iii) Company /Zonal/Circle/Division /Branch Treasurer

Any Body/Branch shall be formed with the permission of Central Executive Committee only. They shall faithfully implement the policies of the Association and the directives given by Central Executive Committee, General Body. The Body/Branch Secretary shall convene General Body Meeting of the Branch at least once in a quarter. The Branch Additional Secretary shall assist the Branch secretary in discharging his duties. The Body/Branch Treasurer shall be in-charge of collection of subscriptions, donations, advertisement charges etc. and He/She shall issue all receipts. He/She shall incur all legitimate expenditure of upto Rs. 500/- on his own authority at a time and that exceeding the above amount on authorization from the Branch Secretary. He/She shall promptly deposit all receipts in the authorized Bank (preferably State Bank of Hyderabad) in the name of the Association. He/She shall maintain records of receipts and expenditure and present them to the Secretary Finance at Head quarters for presentation to the Central Executive Committee. He/She shall be responsible for getting the accounts audited annually before the General Body meets. He/She shall get clearance of the annual General Body meetings for the audited accounts. He/She shall be the custodian of and accountable for all the receipt books issued to his branch.

Office- bearers of the Branch shall be elected once in 2 years along with the elections of Central Executive Committee.

(i) Eligibility:-

1. Out of the office bearers of the Central Executive Committee mentioned above, the President, Secretary General, Secretary (Administration), Secretary (Co-ordination), and Secretary (Finance) shall be amongst the members stationed at the Headquarters of the Association .
2. Any member of the Central Executive Committee who fails to attend three consecutive meetings of the Executive without a genuine reason shall cease to be a member of the Central Executive Committee thereof. However the executive shall have discretion to continue his/her membership.
3. Only those members who hold membership of the Association are eligible to become office-bearers.
4. Any vacancies arising in the Central Executive Committee, due to any reason shall be filled up by the Central Executive Committee by co-option subject to ratification of the subsequent General Body Meeting. They shall, as otherwise, hold office until next elections.



i) Quorum:-

The quorum for 1) State Executive Committee shall be 2/3 of existing office bearers

2) General Body meetings shall be 300 (Three hundred ) Members.

**7) FUNCTIONS OF OFFICE-BEARERS OF CENTRAL EXECUTIVE COMMITTEE:-**

I. Advisor: He can be a Member of the Association, in service or retired, or who has served the Association as an Office bearer. He shall advise the President / Secretary General or the Association on specific issues. He can be an outside expert also who may be nominated by the State executive Committee.

President: - He/She shall preside over all meetings of the Central Executive Committee and General Body. He/She shall be the main spokesperson of the Association.

II

(i) President (APTRANSCO)

(ii) President (APGENCO)

(iii) President (APEPDCL)

(iv) President (APSPDCL)

They shall assist the President, Associate President in discharging their functions. They shall represent all matters pertaining to their respective Corporation/Company along with Secretary & Joint Secretary, Organizing Secretaries of the respective Corporation/ Company with due consent of President and Secretary General.

III. Working President: He shall be responsible for general working of the Association. He shall conduct elections of the bodies, whenever election falls due.

**V. Secretary General:**

He/She shall be responsible for running the day-to-day affairs of the Association. He/She shall however, consult the President or Associate President in all matters of importance. He/She shall convene all meetings of the Central Executive Committee, General Body and Core Committee and shall run the office of the Association, keep all records, documents, registers etc., in safe custody and produce them to the members whenever required. He/She shall present reports to the Central Executive Committee, and General Body whenever they meet. He/She shall record minutes of the meetings of the above bodies and obtain approval of the same at the subsequent meetings of these bodies. He/She shall participate in all meetings, negotiations etc., with the management and other bodies. He/She shall issue all communications in the name of the Association. He/She shall guide Branches of the Association and issue directives in implementation of the policies laid down by the Central Executive Committee and General Body. He/She shall authorize the Secretary (Finance) in all cases where the expenditure at a time exceeds Rs. 1000/- (Rupees One Thousand only) and not exceeding Rs. 5000/- (Rupees Five Thousand only). He/She shall obtain approval of Core Committee for all expenditure above Rs. 5000/- and up to Rs. 50,000/- and approval of Central Executive Committee for the expenditure above Rs. 50,000/-. The Secretary General shall be the one of the Authorised Signatory to the Main Bank Account of the Association (Joint Account) along with the Secretary (Finance)

**Note:**

In the absence of both, the President and Associate President, Meetings of the Central Executive Committee, General Body shall be presided over by the Secretary General or any member of the Central Executive Committee, who shall be elected from amongst the members present at that meeting.

**IV. Associate President:** - He/She shall preside over all meetings of the Central Executive Committee and General Body in the absence of the President and assist the President in discharging his/her functions.

**VI. Secretary (Administration):**

He/She shall look after the formation of bodies and monitoring the activities of association and monthly returns and monitoring Association Web site [www.apecewa.org](http://www.apecewa.org) and follow up actions of Dairy committee and other committees and observing activities of all office bearers, and maintain appraisals of office bearers in all his/her functions and devote more attention for attending to the individual members grievances. He shall be responsible for maintaining the Association Office. He shall have a record of T&P, Stationary and all Registers, and shall maintain records like Blank Membership forms, Receipt Books and other stationary. He shall maintain the Membership data and other database of the Association like Seniority lists Recruitment orders and other allied records, he shall collect and maintain other Official orders like TOOs/GOOs etc.

**VIII. Secretary (Finance):**

He/She shall be in-charge of collection of subscriptions, donations, advertisement charges etc., either directly or through units of Association and He/She shall issue all receipts. He/She shall incur all legitimate expenditure of Rs. 500/- on his own authority at a time and that exceeding the above amount on authorization from the Secretary General. He/She shall promptly deposit all receipts in the authorized Bank in the name of the Association. He/She shall maintain records of receipts and expenditure and present them to the Central Executive Committee. He/She shall be responsible for getting the accounts audited annually before the General Body meets. He/She shall get clearance of the annual General Body meetings for the audited accounts. He/She shall get receipt books printed and send to all branches. The Secretary (Finance) shall be the one of the Authorised Signatory to the Main Bank Account of the Association (Joint Account) along with the Secretary General.

**VII. Secretary (Co-ordination) :** He/she shall be responsible for coordinating all the activities of the Association, he shall ensure conducting of different meetings as per schedule. He shall communicate intimation of the meetings to the concerned well in advance of the Meeting, electronically or by post. He shall be responsible for maintaining the official website of the Association and also shall handle SMS packages on behalf of the Association. He shall record and communicate the minutes of the meetings of Core Committee, Central Executive Committee and the State Executive Committee. He shall maintain the details of all the existing office bearers, like Name, Designation, place of working, contact number, email id if any

**IX. Chairman Diary Committee:** He/she shall be responsible for collection Diary Printing Quotations, Participate Negotiations with Printers, finalize Work Order, shall collect all Advertisement / Pronging matters for diaries along with prescribed charges as per tariff and remit the amount into the Bank Account. He shall maintain the details of advertisements, cash / chouse received, towards advertisement charges. He shall ensure inclusion of all advertisements in the diary. He shall also be responsible for printing of Calendars of the Association and all other printing works of the Association like Flex Banners, Pambhlets, Receipt Books Membership forms etc. He shall also be responsible for dispatch and distribution of Diaries and other material to all the bodies concerned as per allocation.

**X. Functions of the Company/Zonal/ Circle/ Branch Secretary:**

He/She shall be responsible for running the day-to-day affairs of the Association. He/She shall however, consult the President or Associate President in all matters of importance. He/She shall convene all meetings at Zonal/ Circle/ Branch level and shall run the office of the Association, He/She shall record minutes of the meetings at Zonal/ Circle/ Branch level and obtain approval of the same at the subsequent meetings and send a copy of the minutes of each Meeting to the Secretary General. He/She shall keep all records, documents, registers etc., in safe custody and produce them to the members whenever required. He/She shall present reports to the Central Executive Committee, He/She shall meet with the management and other bodies in order to resolve the grievances of the Members at Branch level. He/She shall abide by the directives in implementation of the

policies laid down by the Central Executive Committee; He/She shall authorize the Treasurer in all cases where the expenditure at a time exceeds Rs. 500/- (Rupees Five Hundred only) and not exceeding Rs. 1000/- (Rupees One Thousand only). He/She shall obtain approval of Core Committee for all expenditure above Rs. 1000/- and up to Rs. 20,000/- and approval of Central Executive Committee for the expenditure above Rs. 20,000/-.

The Bank Account of the Association shall be opened and operated jointly by the Secretary concerned along with the Treasurer.

#### **8. AMMENDMENT TO BYE-LAWS:-**

The bye-Laws are subject to amendment, based upon such requirement for functioning of the Association. The State Executive Committee shall be empowered to effect such amendment. The proposed amendment shall be proposed by a Member in the State Executive Committee Meeting which shall be discussed in detail at the meeting and approved after through scrutiny with or without any correction. However all the amendments shall be ratified at the immediate next Meeting of the General Body.

The Secretary Administration shall communicate the amendment portion to all the Office bearers of the Association and he shall ensure that all the amendments are incorporated at appropriate place in the next Re-Print (once in every Five Years) of the Bye-Laws with proper references.

#### **9) PROCEDURE FOR ELECTION OF OFFICE BEARERS AND OTHER MEMBERS OF EXECUTIVE COMMITTEE AND GENERAL BODY:-**

The election of office bearers shall be by Nomination. The Procedure for election will be laid down by the Central Executive from time to time as per the clause 9(i)(a) and 9(i)(b) standard body structures to elect office bearers (Annexure-I) and as per clause 9(ii) Election Schedule and 9(iii) Approved Election procedure and Terms & conditions (Annexure-II)

#### **PHRASES & TERMS:**

Entity: APGENCO, APTRANSCO, APSPDCL, APEPDCL

Unit: 1) In DISCOMS, Division/ Central office Body, Circle Body, Company Body,  
2) In APGENCO, each project (Branch Body),  
3) In APTRANSCO each Zonal Body

9 (i) (a)

**ANNEXURE-1****BODY STRUCTURES TO ELECT OFFICE BEARERS****AP GENCO****AP TRANSCO****Project/Branch wise & Vidyuth Soudha Branch****Zone wise & Vidyuth soudha Branch****Branch President****Zonel President****Branch Secretary****Zonel Secretary****Vice President****Vice President****Oraganizing Secretary****Oraganizing Secretary****Joint Secretary**

I

I

**Joint Secretary**

II

II

**Treasurer****Treasurer****Lady representative****Lady representative****Executive Members**

I

I

II

II

III

III

IV

IV

V

V

**Executive Members  
(1 No. from each  
Circle)**

9(i) (b)			AP DISTRIBUTION COMPANIES		
<u>Company Body</u>			<u>Circle Body</u>		
<b>President</b>			<b>Circle President</b>		
<b>General Secretary</b>			<b>Circle Secretary</b>		
<b>Vice President</b>			<b>Organizing Secretary</b>		
<b>Organizing Secretary</b>			<b>Treasurer</b>		
<b>Lady representative</b>			<b>Lady representative</b>		
<b>Joint Secretary</b>		I	<b>Executive Members (1 No. from each Division)</b>		I
		II			II
<b>Treasurer</b>					
<b>Executive Members (1 No. from each Circle)</b>		I	<b><u>Divisional Body and Central office Body ( Other than operation Divisions I,e Including all MRT,DPE, Construction &amp; Assessments and Circle office Members)</u></b>		
		II	<b>Division President</b>		
		III	<b>Division Secretary</b>		
		IV	<b>Organizing Secretary</b>		
		V	<b>Treasurer</b>		
* Note: As per the exigency any new post in addition to the above structure may be created and filled with the permission of election officer and Quorum of the meeting			<b>Lady representative</b>		
			<b>Executive Members</b>		I
					II

<b>9 ( ii) Election Schedule ( Every 2 years)</b>				
<i>SLNO</i>	<i>LEVEL OF UNIT</i>	<i>Election process will be conducted in the months of Election Declared Year</i>	<i>ELECTORATE / Voted by</i>	<i>Election will be conducted by</i>
<b>AP Discoms Bodies</b>				
1	<i>DIVISION BODY /Central Office Body</i>	<i>April &amp; May</i>	<i>All the members in the Division or 2/3 rd Quorum of the meeting</i>	<i>Circle level office bearers</i>
2	<i>CIRCLE</i>	<i>June &amp; July</i>	<i>All the Division level Elected office bearers in the circle</i>	<i>Company level office bearers</i>
3	<i>COMPANY</i>	<i>August</i>	<i>All the Circle &amp; Corporate Body level Elected office bearers in the Company</i>	<i>State level office bearers</i>
<b>AP Transco Body</b>				
4	<i>ZONAL</i>	<i>April &amp; May</i>	<i>All the members in the Zone or 2/3 rd Quorum of the meeting</i>	<i>State level office bearers</i>
<b>AP Genco Body</b>				
5	<i>BRANCH</i>	<i>April &amp; May</i>	<i>All the members in the Branch (Plant)or 2/3 rd Quorum of the meeting</i>	<i>State level office bearers</i>
<b>State Body</b>				
6	<i>STATE</i>	<i>September</i>	<i>President and Secretary &amp; Treasurer of Each unit ( I,e Company/Zone/Circle/Division /Branch) of all AP Power Entities in the Association</i>	<i>Election officer will be elected by outgoing State Executive Committee</i>

**ELECTION PROCEDURE AND TERMS & CONDITIONS****A). CONTESTANTS**

1. The contestant should be an employee and have a valid Membership of the Association as on the date of filing nomination.
2. Dual Membership is permissible but dual leadership is not permissible. i.e. a contestant could be a member of any other Association / Union / Body, but He/ She should not be an Office bearer in that body.
3. A person availing privileges like Full time permission, Protection, Special leave by virtue of his / her belonging to any other Association / Union / Body shall not be eligible to contest for any post in the Electricity OC Employees Welfare Association.
4. A contestant shall have a clean image and character and must be clear of any allegations.
5. A Contestant must be aware of and obey the Byelaws and Policies of the Associations and follow the Rules & Regulations and Directions / instructions issued from time to time by the Central Body.
6. Any existing office bearer willing to contest again should have a track record of attending the previous Meetings of the Association and discharging the duties & responsibilities attached to the post held to the extent possible. i.e. He/She should have a sound record of active participation.
7. Any existing Office bearer can not contest for the fourth term for the same post.
8. Any former Body member of the Electricity OC Employees Welfare Association, who has served the Association and Retired, is also eligible to be nominated to the advisory post, provided he is capable of attending to the activities and Meetings and in a position to discharge the duties and responsibilities attached to the post.

**B) ELECTION PROCESS**

- 1) The tenure of the newly elected bodies shall be for a term of Two Years.
- 2) The existing Secretary of the respective body of the Association shall prepare the list of Members of the Association of his jurisdiction containing Membership number, Name, designation, office of the member at least three days prior to the scheduled date of election and provide the same to the Election Officer with a copy to the State Body of the Association. Keeping one copy for display at the venue of Election on the scheduled date of election.
- 3) Election Notice indicating the Date, Time and venue of the Election shall be issued not less than one week in advance of the scheduled date of Election, giving wide publicity.
- 4) Election shall be held on a Holiday and if on a working day the timing shall be fixed out of office hours (i.e. not during 10.30 AM to 1.00 PM and 2.00 PM to 5.00 PM).
- 5) Election shall be on Nomination basis. But in the event of more than one contestant for a post Election will be held through Voting.
- 6) The Quorum for elections shall be 10 members for Central office/Division level of Elections and 40 for Circle level and 60 for Company level and 100 for State Executive. However if the actual number of Members in the respective level is less than the figures above prescribed, 2/3 of the members shall be the Quorum.
- 7) In case of a tie during voting i.e. if two or more candidates secure equal votes, the Election Officer shall exercise his vote to decide the issue, or with their mutual consent it shall be decided through tossing a coin.

- 8) After the Elections the list of Elected body members and the members who have voted / who were present along with contact number duly countersigned by the Election Officer shall be sent to the State Body of the Association within one week of the date of elections.
- 9) In the event of failure / disruption of election, the higher body of the Association shall conduct Re-Election and the decision of the Core Committee shall be final.

### **C). ELECTED OFFICE BEARERS.**

1. The elected office bearer must be well acquainted with the duties and responsibilities of the post held by him/her in the Association.
2. Every elected Member shall work in co-operation and co-ordination with the other office bearers in a spirit of Teamwork.
3. Each Elected member shall assist and help the other elected member in the Body, in discharging his / her duties.
4. The elected Office bearers shall attend to the grievance of the Members at appropriate level.
5. Activities of the Office bearers shall be communicated to the higher bodies from time to time and as per the exigencies.
6. Meeting schedule / guidelines / instructions issued from time to time by the higher bodies in the Association have to be followed and implemented.
7. Office bearers shall attend the Meetings convened, whenever intimation to attend the same were issued by the concerned from time to time.
8. They should collect data with regard to the Members belonging to the Associations within their purview. i.e. Division wise / circle wise etc.
9. Copies / Records of all the representations made by the body shall be maintained and recorded in brief in a Register.
10. Minutes of the Meeting Registers shall be signed by the Member whenever Meetings are conducted and minutes recorded.
11. The elected body members are jointly and severally responsible to maintain such records as prescribed from time to time and to maintain records of financial transactions such as copies of receipts acknowledging any amounts whatsoever received on behalf of the association and the vouchers supporting each and every expenditure made in respect of activities of the Association
12. Each elected body is responsible to render Accounts of Receipts & Payments to the state Body at the end of Each Financial year ending March 31st

### **10) OFFICE MANAGEMENT:-**

The Central Executive Committee may sanction such establishment as may be found necessary to maintain the office of the Association. The secretary General shall appoint such establishment with the consent of the President/Associate President. A register of members, account books, documents, files etc., shall be kept in the office and made available to the members for perusal with the approval of Secretary General.

### **11) FUNDS:-**

Subscription from members, donations, receipts in respect of advertisements in the Association journals, bulletins, souvenirs, diaries etc., shall form the General Fund of the Association. The fund shall be spent for furtherance and fulfillment of the objectives of the Association enumerated in Bye-Laws.



All kinds of Cash / DD / BC / Cheques received on behalf of the Association shall be deposited into the Bank Account opened in the name of the Association in any Nationalized Bank selected by the Executive Committee as soon as they are received by the Secretary (Finance). The State Secretary Finance shall have an imprest amount of Rs. 5000/- (Rupees Five Thousand only) for meeting the day-to-day expenditure. All drawls from the bank shall be made under the joint signature of the Secretary (Finance) and Secretary General.

Bank Account shall be opened in the name of the Association, in any Nationalized Bank at headquarters preferably State Bank of Hyderabad i.e., Main Account at state Head Quarters and separate Accounts at each District head quarters.

### **11 (a) ACCOUNTING PROCEDURES**

- The Accounting Year shall be April 1st to March 31st
- An Institutional Saving Bank Account shall be opened in the name of the Association, in any Nationalized Bank at Headquarters i.e. Main Account at state Head Quarters and separate Accounts at each District headquarters preferably in the State Bank of Hyderabad
- The Bank Account shall be a Joint Account. The Main Account shall be operated by the Secretary General and Secretary (Finance) jointly and the Account at Circle level shall be operated by the Circle / Secretary and Circle / Treasurer concerned jointly. And Branch Secretary and Branch Treasurer in respect of Generating Stations / Plants.
- All the amounts / Cheques, DDs, BCs etc. received on behalf of the Association shall invariably be deposited into the Bank Account of the Association first.
- All the payments shall be made through Cheques only. The cheques shall be signed by both, the Secretary and Treasurer of the Circle / Branch concerned, jointly.
- All the payments shall be supported by vouchers, properly dated, and recorded intact.
- A Cash Book shall be maintained in each Division, Circle and District level body in the proforma given (Petty cash book format) wherein all receipts and payments shall be recorded.
- Bank Reconciliation will be done with reference to the Balances of Cash Book and Pass Book of the Bank every month.
- All amounts received on behalf of the Association in cash / Cheques / DDs / BCs form etc. at Division level shall be handed over to the Circle Body Treasurer concerned, duly obtaining acknowledgement in token of receipt of the same under intimation to the Secretary (Finance).
- The Circle treasurer soon on receipt of any amounts in cash / cheques / DDs / BCs etc. either directly or through the Division Body shall deposit (as per share applicable) the same into the Bank Account at the Circle level and after getting the credit he shall transfer / remit the amount so collected to the Main Account of the Association under intimation to the Secretary (Finance).
- The expenditure incurred by the Division body shall be met by the Circle / body concerned from the funds available with them.
- The Division shall take prior approval from the Circle Treasurer for any kind of expenditure except for petty expenses of less than Rs. 500/-
- The expenditure relating to the Annual General Body Meeting / State Level Meeting shall be met jointly by the Central Body from the funds available with the Main Account and shared by the Circle/ Company Body. The expenditure relating to the Company body meeting to be held once in every six month shall also be shared by the Circles of the Company.

- The Circle body treasurer shall close the petty cash book on the last day of every month.
- In the absence of Receipt the Bill shall be signed by the person who has incurred the expenditure and 'Countersigned' by the Secretary concerned.
- As a general rule every payment of money for whatever purpose must be supported by a voucher setting forth details of the claim.
- All bills should be dealt with in original and submitted after completion of transaction duly countersigned by Treasurer and secretary of the unit to Audit as vouchers. Every voucher must be dated and bear a pay order signed by the disbursing official. This order should specify the amount payable both in words and figures. No payment should be made on a voucher or order unless it is signed by hand and in ink.
- The cash is one of the most important account records of the Association. An erasure of any entry in the cash book is strictly prohibited. If a mistake has occurred, the mistake should be corrected by rounding the incorrect entry and inserting the correct one in red ink. Every such correction should invariably be attested by the dated initial of the Secretary of the Body concerned.
- When it is necessary to cancel a Cheque the cancellation should be recorded on the face of the Cheque as "CANCELLED" duly endorsed by both the signatories of the Cheque i.e Secretary & Treasurer concerned, and the reason for cancellation should be mentioned on the counterfoil or on the back of the Cheque.

<b><i>ACCOUNTING HEADS (NCOME HEADS)</i></b>	
<b><i>CODE</i></b>	<b><i>DESCRIPTION</i></b>
<b><i>100</i></b>	<b><i>Subscriptions</i></b>
<b><i>125</i></b>	<b><i>Interest</i></b>
<b><i>150</i></b>	<b><i>Donations</i></b>
<b><i>200</i></b>	<b><i>Diary Fund / Advertisements</i></b>
<b><i>250</i></b>	<b><i>Building Fund</i></b>
<b><i>300</i></b>	<b><i>Others</i></b>

<b><i>EXPENDITURE HEADS</i></b>	
<b><i>CODE</i></b>	<b><i>DESCRIPTION</i></b>
<b><i>500</i></b>	<b><i>Stationary</i></b>
<b><i>510</i></b>	<b><i>Books &amp; Periodicals</i></b>
<b><i>520</i></b>	<b><i>Postage / Fax and Xerox copying</i></b>
<b><i>530</i></b>	<b><i>Photography / Videography</i></b>
<b><i>540</i></b>	<b><i>Traveling Expenses</i></b>
<b><i>550</i></b>	<b><i>Food and Snacks</i></b>
<b><i>560</i></b>	<b><i>Rents / Hire charges</i></b>
<b><i>570</i></b>	<b><i>Mementos / Garlands / Bouquet</i></b>
<b><i>580</i></b>	<b><i>Audit fee</i></b>
<b><i>590</i></b>	<b><i>Legal fee</i></b>
<b><i>600</i></b>	<b><i>Honorarium / Prizes</i></b>
<b><i>610</i></b>	<b><i>Press and Publicity</i></b>
<b><i>620</i></b>	<b><i>Diary related expenses</i></b>
<b><i>630</i></b>	<b><i>Printing</i></b>
<b><i>640</i></b>	<b><i>Furniture &amp; Fixtures</i></b>
<b><i>650</i></b>	<b><i>Miscellaneous / Others</i></b>
<b><i>660</i></b>	<b><i>Bank Charges / clearance Charges</i></b>
<b><i>670</i></b>	<b><i>Cheque Dishonour</i></b>

## **1) AUDIT:-**

- a) The accounts of the Association shall be got audited by a qualified Auditor Chartered Accountant once a year before the meeting of the Annual General Body. The audit report shall be submitted by the Secretary (Finance) to the Annual General Body Meeting for approval. All the accounts of the Branches shall be got audited by the Branch Treasurer and shall be rendered to the Headquarters of the Association. The appointment of Auditor at the Headquarters shall be made by the Central Executive Committee and at the Branches by the Branch General Bodies.
- b) There shall be an Internal Audit Committee comprising of four members elected by all the members either from field or from Headquarters. They shall review the accounts of the Association at the Headquarters every year before auditing of the accounts by a qualified auditor and present the reports to the Central Executive Committee/ . They can also review the accounts of the Branches on the decision of Central Executive Committee.

## **2) NO-CONFIDENCE NOTICE:-**

### **I) AGAINST INDIVIDUAL OFFICE BEARERS:-**

- a. A no-confidence motion may be initiated against any office bearer of the Association by a Memoranda signed by not less than 100 members of the Association by notifying the same to the Secretary General.
- b. The motion shall contain full details of the charges made against such office bearer/bearers.
- c. The Secretary General or the President shall furnish a copy of the motion to the office bearer /bearers concerned and obtain his/their reply thereto within a fortnight.
- d. The Secretary General or the President shall then convene a meeting of the Central Executive Committee within 10 days from the date of expiry of the deadline fixed for reply by these office bearer/bearers.
- e. The no-confidence motion shall be deemed to have been carried out if 2/3rd of the Central Executive Committee members present at such meeting vote for it.

### **II) AGAINST CENTRAL EXECUTIVE:**

- a) A no-confidence motion against the entire body of the office bearers shall be decided only by a special General Body Meeting with 2/3rd majority of the members present vote for it.
- b) If the President/Secretary General fails to convene a Special General Body Meeting, the member who initiates the no-confidence motion with the support of 100 members shall himself convene a special General Body Meeting and obtain a decision on the no-confidence motion. This decision shall be binding on the concerned office bearers and the Central Executive Committee.

## **14) DISCIPLINE:-**

- a) All decisions taken at the General Body and Central Executive Committee meetings shall be binding on all the members. The Central Executive Committee shall have the right to suspend any member acting in contravention of such decisions by a majority vote subject to ratification by the Central Executive Committee. Only the Central Executive Committee and General body shall have the right to expel a member from the Association.
- b) The members of this Association Can be a member of any other association. (Dual membership is permissible.)
- c) The office bearers of this Association shall not hold any office in any other Association, though they can be a member of any other Association.(Dual Membership is permissible.)

- d) Any dispute arisen between any two or more office bearers of any unit may be reported to disciplinary committee (part of CENTRAL EXECUTIVE COMMITTEE) and decision of Central Executive Committee is final.
- e) Attending of the meetings convened by the Body concerned is ordinarily, mandatory and compulsory. Any Office bearer remaining absent for two consecutive meetings without any sound reason, or prior intimation/permission shall be liable for disciplinary action.
- f) Maintaining of Accounts: the respective treasurer is responsible for opening of the Association Bank account. He is responsible for maintaining the Receipts and Payments records, including vouchers, jointly with the Secretary concerned. Failure in doing so shall attract disciplinary action.
- g) Conducting of Elections as per schedule: The existing bodies shall be responsible to arrange for re-election well within time whenever their term of office comes to an end i.e. every two years.

#### **15) AMENDMENT:-**

No Amendment or alteration shall be made in purpose of the Association, unless it is voted by 2/3 of the members present at a Special General Body Meeting convened for the purpose and confirmed by 2/3 of the members present at a second Special General Body Meeting with an interval of one month.

#### **16) WINDING UP:-**

In case the Association is to be wound up, the property and funds of the Association that remains after the full satisfaction of the liabilities of the Association shall be transferred or paid to some other Association/Society working with similar aims and objectives.

The Central Executives/ is competent to take the decision of winding up of the Association. The decision of the Central Executive/ will be discussed at all Branch meetings convened exclusively for this purpose as a special agenda. The decision of the Central Executive/ for such winding up of the Association shall be got approved in two consecutive General Body meetings exclusively convened for this purpose at two different places with an interval of one month and voted by 2/3 of the members present for such meetings.

### **17. GENERAL GUIDE LINES AND RESPONSIBILITIES OF OFFICE BEARERS/MEMBERS.**

#### **A. Guidelines:**

- State/company/Zonal/Branch/Circle / Division level Bodies are formed as per the Election procedure prescribed in 9th clause of Bye-Laws
- An Institutional Saving Bank Account shall be opened with the State Bank of Hyderabad at Circle Headquarters only.
- To collect the list of OC Employees working in the Circle concerned irrespective of cadres i.e. employees working in Engineering, Accounts, P&G Services O&M and provincial Establishment both Workmen and other than Workmen. The details may be obtained from the Circle Office / H.R. Department or wherever such records are maintained.
- Wherever it is needed, Seniority list of required posts may be obtained from the Department and kept for review of the members, to enable them to know their respective ranks and in order to ensure transparency in the promotion process. The list may be updated from time to time.
- To enroll members of the Association by collecting the prescribed form for enrollment (Bio Data form) with Photograph affixed and duly filled in, in all respects along with subscription amount.

- Deposit the amounts collected into the Institutional Saving Account of the Association.
- Install the membership project software and enter each Member's details from the Membership / Bio data form through the Software. Take Backup.xml file for print out purpose and XML file for the purpose of uploading the Data to the Internet.
- Upload .XML file to [www.apeocew.org](http://www.apeocew.org) through Internet.
- A meeting of all the office bearers should be held every month preferably on 2nd Saturday.
- Quarterly Circle level Meeting shall be held once in three months on rotation basis in each Division. The minutes of the meeting shall be recorded and a copy of the resolutions sent to the Company and State Body (Secretary Administration)
- A monthly performance Report shall be sent to the Secretary Administration either through e-mail or by post to co-ordinate and monitor Circle performance.
- Problems and grievances of the members should be pursued and solved at the Division / Circle level. Unresolved issues, if any, may be brought to the notice of the Company / State Body.
- Every amount / Cheque, DD, BC etc. received on behalf of the Association shall invariably be deposited into the Bank Account of the Association first.
- All payments shall be made through Cheque only.
- A Receipts and Payments Account shall be maintained on monthly basis.
- 
- All the Accounting Records along with Bills / Vouchers shall be made available to the members of the Audit Committee / Secretary Finance whenever they come for Audit / Inspection.
- To collect donations / Diary / Building fund etc. as per instructions from the State Body from time to time.
- To prepare and submit indent for Association's Diaries, in advance, to the Chairman Diary Committee / Secretary Administration.
- To collect and distribute Association's Diaries to the members.

## **B. RESPONSIBILITIES**

### **Office Bearers**

- Electing of all level office bearers.
- Maintain Accurate Accounts and all transactions to be made only through Bank Account.
- Collecting memberships / uploading to website/depositing all collection into the Bank A/c immediately.
- Give and take receipts when payments are received or made.
- Communication with all level office bearers & members of the Associations.
- Attend all (State/Company/Circle/Division) level meetings.
- Collect Special donation (like Dairy/Building/Legal funds) as decided by State Executive Committee.
- View Association website [www.apeocewa.org](http://www.apeocewa.org) regularly and use the association e-mail for easy communication.
- Each body office Bearers should Meet and Greet on 1st January of Every year with garland /Bouquet and Diary and also meet and greet immediately within 2 days as and when joining of new Dept officers of respective level units( State/Company/Zonal/Circle/Branch/Division)

- Member
- Enroll your membership.
- Pay your yearly subscription
- Take receipt whenever you pay subscription/donations
- Co-Operate with office bearers while collecting subscription/Dairy/Building fund/special donations.
- View our Association web site [www.apeocewa.org](http://www.apeocewa.org)
- Give your suggestions/views through e-mail [apeocewa@gmail.com](mailto:apeocewa@gmail.com) to State Body.
- Elect good/efficient office bearers for better improvement of our Association.
- Attend in large No. to General Body/Dairy Inauguration meeting/ functions when ever Association calls to demonstrate unity of all “OC” members.

<b>17(C) Standard schedule of meetings</b>				
<b>SLNO</b>	<b>UNIT</b>	<b>Schedule o f meeting</b>	<b>Agenda of Meeting</b>	<b>In Presence of</b>
	<b>Discoms</b>			
1	DIVISION/CENTRAL OFFICE	Every one month	To Discuss member grievances and to collect balance memberships	All the members in the Division in presence of Circle level office bearers
2	CIRCLE	Every three months	To Discuss member grievances and to discuss circle level common problems	All the members in the Circle and office bearers of Divisions & Circle in presence of Company level office bearers
3	COMPANY	Every Six Months	To Discuss member grievances and to discuss company level common problems	All the members in the Company & all level office bearers in the company in presence of State office bearers
	<b>AP Transco</b>			
4	ZONAL	Every Six Months	To Discuss member grievances and to discuss Zonal level common problems and also to collect balance memberships	All the members in the zone in presence of State office bearers
	<b>AP Genco</b>			
5	BRANCH	Every three month	To Discuss Common grievances and to discuss Plant level common problems and also to collect balance memberships.	All the members in the plant in presence of State office bearers
	<b>State Meetings</b>			
6	<b>Core Committee</b>	Every month	To Discuss day to day activities of Association and to meet management	Top six office bearers of the Association

7	<b>Central Executive Committee</b>	Every 3 Months	To Discuss future plans and problems in the Association	All State Body members, President and General Secretaries of all entities
8	STATE EXECUTIVE MEETING	September of every year	To Discuss latest developments & future plans and to review annual performance of Units.	All the office bearers in the Association
9	STATE GENERAL BODY/DIARY INAGURATION	December 27 <sup>th</sup> to 29 <sup>th</sup> of every year	To demonstrate unity of all OC Members in Electricity Industry and also to discuss common issues	Every member of EOC EW Association

### **18. Standard Cycle of Electricity OC Employees Welfare Association**

<b>Schedule -I</b>	<b>From September 1 st of every year to 31 st March of Next year</b>	
<b>Probable Day/Week</b>	<b>Activity</b>	<b>Action Plan for office Bearers</b>
2 nd Saturday of Every September	State Executive Committee Meeting	All Presidents, Secretaries & Treasurers of all units are requested to attend the meeting as per intimation to chalk out future plans.
3 rd Week of September	Calling of Tenders for Diary / Calendars works as per standard specifications approved by SEC Meeting	Core committee will call open tenders for printing works.
4 th Week of September	Finalizing Tenders and allocation of work to lowest renderer	Core committee members will finalize the tenders and allocate the works to Diary committee.
1 st week of October	Selection of Venue for Diary release function	Core committee members will decide a venue and intimate the date and time and venue immediately to all units for advance planning.
October 2 nd	Gandhi Jayanthi	All units are requested to conduct Social welfare activities like Blood donation camps etc., on the occasion of Gandhi Jayanthi.
October 2 nd -15th	Meetings	All units are requested to conduct general meetings if any.

Oct 15th to Dec 15th	Diary Fund Collection Drives	All Units are requested to collect Diary advertisements and forward the same duly pasting on a paper and send Lot wise Advertisements with Format-I along with Cheques / DD / Bank counter Foils to the dairy committee and they are also advised to retain a set of Xerox copies of all Ads for reconciliation of the same after publication of Advertisements Diaries.
November Month	Garden parties	Units are requested to arrange garden parties during Karthika masa samadharana in their units.
November 25 th	Last date for Receiving printing material from units( Photos /Office bearers lists etc.,) by Diary committee	Units are requested to send balance available material before this date for Diary printing.
December 1st to 5 th	CMD Messages	Collection of CMD/JMD's Diary Messages from all Entities for printing.
December 5 th to 10 th	Printing & Dispatching of Diary release function posters/pamphlets	Dispatching of publicity material for Diary function to units by Head quarters.
December 20 th	Last date for Completion of Diary , Table/ wall calendars printing	Diaries, Table calendars, wall calendars Should be available on this day as per agreement with Printer for Sale/Complimentary purpose on Diary inauguration.
December 27 th to 29 th	Diary inaugural Function	General body meeting with all the members of association / Diary inauguration function .As per standards the Function, Food & Accommodation arrangements and 3 counters/Stalls for sale of Diaries will be arranged by Diary committee.
December 30 th & 31 st	Dispatching of Purchased Diaries	Dispatching of Diaries as per payments on diary function.
January 10 th	Balance printing for additional Indents	Units are requested to book their additional requirements on the day of inaugural function and ensure payments for dispatching of Additional Diaries.



<i>up to January 25 th</i>	<i>Balance collection of diary advertisements</i>	<i>Units are requested to send balance ads with final statement in Form II along with relevant proof of payments ( If necessary last date will extend upto One Week as per requirement).</i>
<i>January 25 th to Feb 15 th</i>	<i>Advertisements DTP work, Compiling, verification of data</i>	<i>Final proof reading by Diary committee.</i>
<i>February 10 th to 25 th</i>	<i>Printing of Advertisement Diaries</i>	<i>Final printing of advertisement Diaries.</i>
<i>Feb 28 th</i>	<i>Dispatching of Advertisement Diaries</i>	<i>Diaries will be sent as per No. of Advertisements.</i>
<i>March 15 th</i>	<i>Disbursing of Diaries to Advertisers</i>	<i>All units are requested to take special care for giving Diaries to Advertisers.</i>
<i>March 15 th to 31 st</i>	<i>Closing of all accounts</i>	<i>All units are requested to close all accounts before 31 st March of every year and furnish statement of Income &amp; Expenditure.</i>
<b>Schedule -II</b>	<b>From April 1st to 31st August</b>	
<b>Probable Day</b>	<b>Activity</b>	<b>Action Plan for office Bearers</b>
<i>April to May</i>	<i>General Body Meetings of units as per schedule of meetings</i>	<i>All units are requested to conduct meetings as per schedule of meetings and also arrange Summer Drinking water Distribution camps.</i>
<i>May &amp; June</i>	<i>Transfer Policy</i>	<i>Follow up of representation for transfers of Members.</i>
<i>July</i>	<i>Tree plantation programme</i>	<i>All the units are requested to arrange tree plantation programmed in the office premises wherever possible.</i>
<i>August</i>	<i>Preparation of annual performance statement for State Executive Meeting</i>	<i>Annual performance review report is to be submitted in State Executive Meeting in September.</i>
<b>Note:</b>	<b>During Election year the activity between January to September as per Election process schedule</b>	

**SAVE YOUR ASSOCIATION – IT WILL SAVE U**

