

Memorandum of Association

Bye Law & Rules



West Bengal G.R.S Association

(Registered as West Bengal Gram Rozgar Sevak Welfare Association
Reg No- S/1L/84653 from 2011 & Bengal Gram RojgarSahayak Association
Reg No- 190301649 of 2019)

Registered & Communication Addresses:

Vill-Srirampur, P.O- Srirampur Mid, P.S- Tamluk, District- Purba Medinipur, State- West Bengal, Pin No- 721651

Website: www.wbgrsa.org ; Email: westbengalgrsassociation@gmail.com

Contents

1. Preface
2. Memorandum of Association
 - i. Name of the Association
 - ii. Registration Details
 - iii. Register Office
 - iv. Date of Adoption
 - v. Aims, Objectives and Functions of the Association
 - vi. PAN
 - vii. Bank A/C
 - viii. Official Website
 - ix. Official Email
 - x. Executive Committee
3. Bye Laws of the Association
 - i. Short title
 - ii. Register Office
 - iii. Members of Association
 - iv. Rights, Obligation and privilege of Member
 - v. Register or Database of Member
 - vi. Termination of Membership
 - vii. Committee
 - a. Executive Committee
 - b. Welfare Committee
 - c. State Committee
 - d. Advisory Committee
 - e. District Committee
 - f. Subdivision Committee
 - g. Block Committee
 - viii. Appointment of Observer
 - ix. Appointment of others personnel
 - x. Web & Social Media Activity
 - xi. Financial Year
 - xii. Procedure of Purchasing any Material or Expenditure for Administrative Purpose
 - xiii. Prevention of Financial irregularity & Violation the rules and regulation of Association
 - xiv. Resignation & Charge Handover
 - xv. Appointment of Designated
 - xvi. Information & Grievance
 - xvii. Formats
 - xviii. Miscellaneous and all others rules

Preface

West Bengal GRS Association is an organization fighting for the development of contractual employees working under different Gram Panchayat offices under the state of West Bengal. Our goal is to ensure a healthy future for us and our family. We demand dignity, peaceful working atmosphere and an earning which at least can save the future of us and our family.

Earlier in 2011-12 the West Bengal G.R.S Association was registered as West Bengal Gram Rozgar Sevak Welfare Association vide Registration No- S/1L/84653 through the West Bengal Society Registration Act-1961 under Section –XXVI (Government of West Bengal). Since 2019 our Association is registered as West Bengal Gram Rojgar Sahayak Association (Registration No- 190301649 of 2019) through Indian Trust Act-1982 under Section 60 & Rule 69 (Government of India).

The rules and regulations pertaining to West Bengal GRS Association have been developed with the help and guidance of an Executive Committee constituted by the General Meeting on 25th May 2019. The memorandum of association, by-laws and rules / procedures have been devised and recommended by the Executive Committee of West Bengal GRS Association in General/Annual General Meeting (AGM-2019) on 15th December 2019. The memorandum of association, by-laws and rules / procedures of West Bengal G.R.S Association have been approved by the Executive Committee on 15th December 2019. The rules and regulations come into effect from 15th December 2019.

Sd/-
General Secretary
West Bengal G.R.S Association
Executive Committee

Sd/-
President
West Bengal G.R.S Association
Executive Committee

Date: 15th December 2019
Place: Malbazar, Jalpaiguri (WB)

Memorandum of Association

1. Name of the Association

The name of the Society shall be the “WEST BENGAL G.R.S ASSOCIATION”

2. Registration Details:

Earlier in 2011-12 the West Bengal G.R.S Association was registered as West Bengal Gram Rozgar Sevak Welfare Association vide Registration No- S/1L/84653 through the West Bengal Society Registration Act-1961 under Section –XXVI (Government of West Bengal). Since 2019 our Association is registered as Bengal Gram Rojgar Sahayak Association (Registration No-190301649 of 2019) through Indian Trust Act-1982 under Section 60 & Rule 69 (Government of India)

3. Register Office:

Vill-Srirampur, P.O- Srirampur Mid, P.S- Tamluk, District- Purba Medinipur, State- West Bengal, Pin No- 721651

4. Date of Adoption

This Memorandum of Association came into force from the date of its registration under the Societies Registration Act, and has been amended and adopted by the Annual General meeting of the Association held on 15/12/2019, at Malbazar, Jalpaiguri.

5. Aims, Objectives and Functions of the Association

The objective of the Association is to establish for develop and Welfare of Gram Rojgar Sahayak (GRS) in West Bengal. The aims & objectives are as follows-
The mandate of the Centre will be to:

- a. Welfare and Service Development of Gram Rojgar Sahayak.
- b. Association should conduct formation of different types of the committee in State level, District level, and Block level for Welfare and Development of Gram RojgarSahayak.
- c. To engage the needful designated and deployment of the necessary duties for the development of Members.
- d. Association can submit the letter, memorandum, demand, and request to any Government Department of GoWB&GoI.
- e. Association can take any activity or program for Welfare and Development of Gram RojgarSahayak in any Area in West Bengal or all across India.
- f. Association can support financially to any Gram RojgarSahayak for any treatment, death, etc.
- g. Association can provide Legal Assistance for its Members.
- h. Association can set up an office in any area of West Bengal.
- i. Association can operate the official website, a social network for better communication and community development.
- j. Association can take contributions, in any amount, membership fee and furnish any financial transactions for Welfare and Development of Gram RojgarSahayak.
- k. Association can run website and social media for Welfare and Development of Gram Rozgar Sahayak.
- l. Association can open and operate a Bank Account in any Nationalized Bank within the country for needful activities of accounts & finance.
- m. To make rules and regulations and bye-laws for the conduct of the affairs of the Association and to add, amend, vary on these from time to time;
- n. Association may take any step as per the resolution of Governing body or Executive Committee.

6. **PAN (12A) Details:**
AADTB8158R (BENGAL GRAM ROJGAR SAHAYAK ASSOCIATION)

7. **Bank Account Details:**
BENGAL GRAM ROJGAR SAHAYAK ASSOCIATION
A/C No: 04580110067215,
IFSC Code: UCBA0000458
UCO Bank
KHANAKUL BRANCH (HOOGHLY, WEST BENGAL)

8. **Official website:**
www.wbgrsa.org

9. **Official Email Id:**
westbengalgrsassociation@gmail.com

10. Executive Committee

SL No	Designation of Executive/State Committee	Name	District	Contact Number
1	President	Supratim Jana	Purba Medinipur	7001978151
2	General Secretary	Shounak Dey	Cooch Behar	9932049338
3	Cashier	Satyaki Chowli	Hooghly	8016954056
4	Coordinator	Debasish Biswas	Cooch Behar	9749527177
5	Vice President	Mobarak Hossain	Dakshin Dinajpur	9733032338
6	Secretary (Admin & Office)	Anshuman Reja	Hooghly	9735833576
7	Secretary (Welfare & Development)	Prankrishna Mahato	Purulia	7908791589
8	Secretary (Program & Communication)	Deep Mondal	South 24 Parganas	9674594963
9	Assistant Cashier	Kanai Mondal	Purba Medinipur	8001073440
10	Assistant Coordinator	Sangit Mitra Thakur	Paschim Bardhaman	9434849936
11	Assistant Secretary (Welfare & Development)	Rajkumar Mandal	North 24 Pargans	9851965518
12	Assistant Secretary (Program/ Communication)	Uttam Roy	North 24 Parganas	9083083570
13	Assistant Secretary (Program/ Communication)	Bani Mandal	Birbhum	9733800055
14	Assistant Secretary (Information /Grievance)	Souvik Bhattachrjee	Murshidabad	9800494707
15	Assistant Secretary (Media/ Publication)	Binay Sharma	Alipurduars	9800225882
16	Ex-Officio Member	Radhabinod Goswami	Purulia	8537037473
17	Ex-Officio Member	Sandip Karmakar	Alipurduas	9800000316
18	Ex-Officio Member	Taiton Roy	Purba Bardhaman	8170050752

Bye Laws of the Association of West Bengal G.R.S Association

1. Short title and commencement

- a. These Bye Laws may be called the `Bye Laws of the Association of the West Bengal G.R.S Association.
- b. These shall come into force from the date of registration of the Association under the West Bengal Society Registration Act-1961 under Section –XXVI (Government of West Bengal). Since 2019 our Association is registered as Bengal Gram Rojgar Sahayak Association (Registration No- 190301649 of 2019) through Indian Trust Act-1982 under Section 60 & Rule 69 (Government of India). The Bye Laws of the Association have been amended and adopted by the Annual General meeting of the Society held on 15/12/2019, at the Malbazar, Jalpaiguri (West Bengal).

2. Registered Office

Vill-Srirampur, P.O- Srirampur Mid, P.S- Tamluk, District- Purba Medinipur, State- West Bengal, Pin No- 721651

3. Members of the Association:

All Gram RojgarSahayak, working in every Gram Panchayat all across West Bengal are eligible for membership of Association. Only Registered and Valid members are known as members of this Association. The eligibility of Membership and procedure of Membership Enrolment are as follows-

- a. All Gram Rojgar Sahayak, working in every Gram Panchayat in all across West Bengal are eligible for membership of Association.
- b. Willing Gram Rojgar Sahayak should submit the Membership Application through Associations' website in online mode within the scheduled time period.
- c. New recruited Gram Rojgar Sahayak can apply as New Enrolment and Existing Member can apply as Renewal in every financial year.
- d. Membership will be valid for 01 (one) year from the date of registration and renewal.
- e. The Gram Rojgar Sahayak must obey all rules and guideline of Association for taking the membership.
- f. The annual Membership fee will be fixed by the Executive Committee through the Annual General Meeting (AGM).
- g. Membership Fee will be payable through Application through Associations' website in online payment mode. After successful payment, the payment invoice will be generated digitally.
- h. Membership registration will be done by the Executive Committee. Executive Committee can reject any membership application for any inconvenience or authentic reason. After successful membership registration/renewal, the members will receive a system-generated SMS/Email and Membership Certificate.

4. Rights, Obligations, and Privileges of Members

- a. Every member is entitled to enjoy and to avail the facilities provided by the Association.
- b. Every member shall have the right to take part in the General Meeting or Convocation.
- c. Every member is entitled to contest for the designated Block Committee Members.
- d. Every member shall abide by the rules and regulations laid down in the bye-laws and also strive hard to promote the objectives of the Association.
- e. If any Member is found violating the rules and regulation of Association and causes loss or damage to the properties and reputation of the Association, the Association can discharge the duties and can take legal action against him/her.

5. Register or database of Member:

Association shall maintain needful registers for record of Members data, such as Name, Address, Service history, Communication details, educational qualification through online or offline mode. Association may utilize those data for different needful works of Association.

6. Termination of Membership

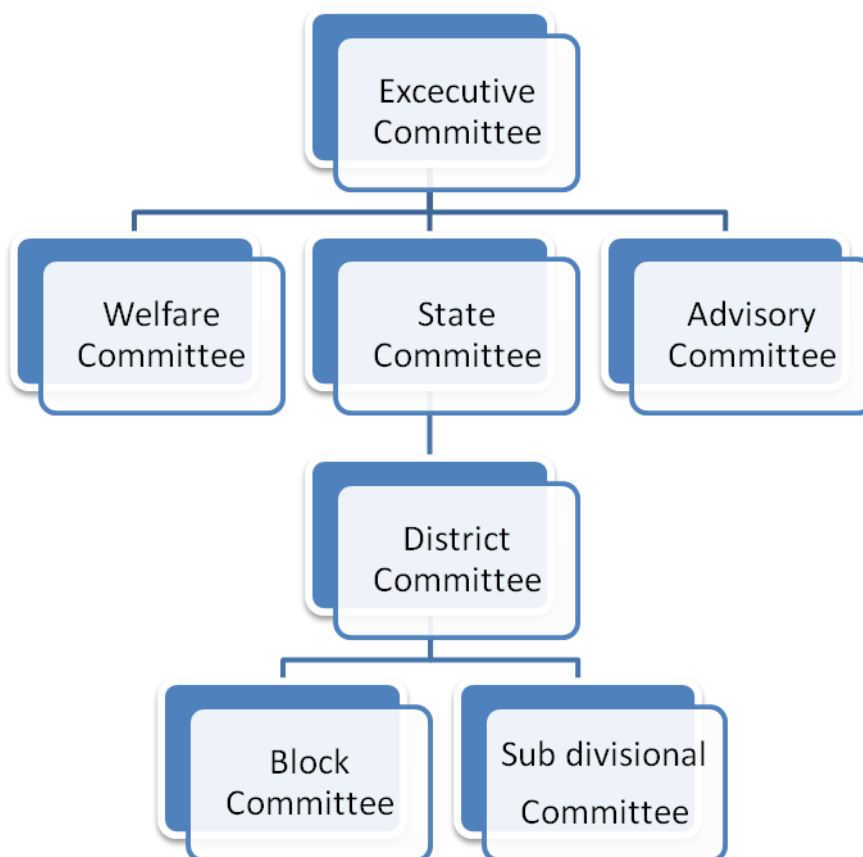
A member of the Association shall cease to be such a member if he/she,

- a. dies, or resigns his/her membership, or
- b. is convicted of a criminal or financial offence involving or
- c. violating the rules and regulation of Association and causes loss or damages to the properties and reputation of the Association
- d. fails to attend three consecutive meetings of the Association under respective committees without the prior permission of the President /Secretary of respective Committees.

7. Committee

The committee's structure of Association shall be as follows-

West Bengal GRS Association



7.1. Executive Committee or Executive Body:

The Executive Committee or Governing body shall be the executive and administrative mechanism of the Association and shall function under the direction, supervision and control of the Association. The members or designated of the Executive Committee or Governing body shall hold office for a period of three-year.

7.1.1 Appointment of Executive Committee Designated cum Members:

All the members of the Executive Committee shall be appointed by a resolution passed by a 2/3 majority of the State Committee members entitled to vote at the Annual General Meeting/ General Meeting/Convention in pursuance of the election conducted straightway to the designations specified above.

Any interim vacancies in the Executive Committee shall be filled up only by the Annual General Meeting /Extraordinary General Meeting and the term of office of such members shall be on par with other members of the executive committee. No co-option/nomination of members can be made to the Executive Committee.

7.1.2 Term of Office of the Executive Committee Members:

The term of office of the Executive Committee members will be maximum 3 (Three) years
Signature of Empowered from the date of appointment.

7.1.3 Powers of the Executive Committee:

- a. To manage, govern and control the affairs of the Association.
- b. To consider budget estimates for next year and to present the same before the General Body Meeting for final approval.
- c. To approve and place at the General Body Meeting, proposed activities for next year.
- d. To recommend to the Executive Committee regarding appointment of auditors.
- e. To consider agenda for next General Body Meeting.
- f. To receive donations in the name of Society from members, individuals, voluntary organizations, non-governmental organizations and grants from the government for achieving the aims and objectives of Association.
- g. To do all such acts and activities as may be necessary whether ancillary or incidental to the powers, functions, and duties aforesaid, in furtherance of the objectives of the Society.
- h. The Executive Committee with a unanimous consensus may, from time to time, amend the provisions relating to membership/ admission/subscription fees payable by Members or frame rules relating there to.
- i. Grievances about an election or other organizational matters shall be discussed by the Executive Committee and its decisions shall be final and binding.
- j. Such amendments shall be passed by a resolution at the General Body Meeting or the Extra Ordinary General Body Meeting.
- k. The Executive Committee may appoint such Sub-Committee(s) and Ad hoc Committee(s) and may co-opt members of the Society who are not members of the Executive Committee to such Sub-Committees or Ad-hoc Committees for management of various affairs of the Society.
- l. This committee can take any decision for Welfare and Development of Members.

7.1.4 Powers & Duties of the Office Bearers of Executive Committee:

7.1.4.1 President:

- a. The President shall be the administrative head of the association and shall be assisted by the General Secretary and other designated & members of Executive Committee.
- b. She/he shall preside over the meeting of the Executive Committee & State Committee, the General Body Meeting, the Extra Ordinary General Body meeting, Urgent Meeting, General Meeting and other meetings, functions, seminars, symposiums, etc. on behalf of the Association.
- c. She/he shall exercise general supervision over the activities of the Association.
- d. In matters of the urgency of which she/he shall be the judge, the President may exercise powers of the Executive Committee and get his/her decisions ratified by the Executive Committee.
- e. He/She shall issue the official Letter/Memorandum to Government or Any person for the welfare & development of Members.
- f. He/She shall take any legal action and official action against any Administrative and financial irregularities in any level of Association.

- g. He/She can terminate the membership of any members as per resolution by Governing Body or Executive Committee.
- h. He/She can receive and approve the resignation of any Designated of District, State & Executive Committee. He/she can approve the District Committee and any other committee as per resolution by Executive Committee.

7.1.4.2 General Secretary:

- a. The General Secretary shall be responsible for the general supervision of the work and formulation of the programs of the Society. He shall present the annual report at the Executive Committee and the General Body Meeting, giving a general overview of the work of the Society during the preceding year.
- b. He/she shall issue notices for the meetings in consultation with the Executive Committee and shall prepare and keep the minutes of all the meetings of the General Body/ Executive Committee.
- c. He/she shall be the custodian of all the documents and papers of the Association
- d. He/she shall exercise general supervision over the affairs of the Association.
- e. He/she shall maintain the Register of Members, with the names, addresses, occupation details, etc.
- f. He/ She shall execute contracts/quotation/tender on behalf of the Association.
- g. He/she shall approve all bill /voucher of Association and issue payment instruction to Cashier.
- h. He/she shall issue Letter/Notice for any purpose of Association to Committees.
- i. He/she invite Tender/Quotation and issue the Work Order to any person/agency for Association development purpose with the prior approval of the Executive Committee.
- j. He/she shall issue show cause letter to any member/designated of any committees if any irregularities found at any level.
- k. In general, He shall perform all such duties as of May from time to time, be assigned to him by the Executive Committee or by the President or as are prescribed by law or under the Association's Rules.

7.1.4.3 Treasurer or Cashier:

- a. The management of finances and property of the Association shall be supervised by the Treasurer of the Association.
- b. He shall prepare and place the annual budget and such interim demands as may be necessary before the Executive Committee for sanction.
- c. He shall control the accounts of the Association and their audit.
- d. He shall operate the Bank Account of the Association jointly with the President & General Secretary or Vice President and Joint Secretary/Assistant Secretary. All cheques shall be signed with the Account operator with prior written approval from the General Secretary.
- e. He shall be responsible for making all collections and to receive cash/cheques/drafts and give receipt thereof on behalf of the Association.
- f. He shall place duly audited annual accounts of the Association at the General Body and the Executive Committee Meeting of the Association.
- g. He shall be responsible for maintaining all financial documents, supporting receipts and expenditure with latest Bank statements and shall make available such accounts to the President and the Executive Committee as may be desired by them from time to time.

7.1.4.4 Vice President

- a. He/ She shall assist to President. In absent of President, Vice President will act as President In-charge and complete all duties of President.
- b. He/ She shall also communicate any objective of Association in Committees.
- c. He/ She will monitor all types of Activities of Association from time to time.
- d. He/ She can Issue any Letter/Notice/memorandum on behalf of President as well as Association.

7.1.4.5 Secretary (Admin & Office):

- a. He/she shall assist to General Secretary in Administrative and Office affairs.
- b. He/she will be act as an In-charge of Administrative and Office affairs of Association.
- c. In absent of General Secretary, he/she will act as General Secretary In-charge and complete all duties of General Secretary.
- d. He/ She will also complete all duties of General Secretary as per direction by General Secretary & Executive Committee from time to time.
- e. He/ She can make any accounts related activity on behalf of the General Secretary.
- f. He/ She can Issue any Letter/Notice/memorandum on behalf of General Secretary as well as Association.

7.1.4.6 Secretary (Welfare & Development)

- a. He/she shall assist to General Secretary in Welfare and Development affairs.
- b. He/she will be act as an In-charge of Welfare and Development affairs of Association.
- c. In absent of General Secretary, he/she will act will act as General Secretary In-charge and complete all duties of General Secretary.
- d. He/She will also complete all duties of General Secretary as per direction by General Secretary & Executive Committee from time to time.
- e. He/She can make any accounts related activity on behalf of the General Secretary.
- f. He/She can Issue any Letter/Notice/memorandum on behalf of General Secretary as well as Association.

7.1.4.7 Secretary (Program & Communication)

- a. He/she shall assist to General Secretary in Program and Communication affairs.
- b. He/she will be act as an In-charge of Program and Communication affairs of Association.
- c. In absent of General Secretary, he/she will act will act as General Secretary In-charge and complete all duties of General Secretary.
- d. He/ She will also complete all duties of General Secretary as per direction by General Secretary & Executive Committee from time to time.
- e. He/ She can make any accounts related activity on behalf of the General Secretary.
- f. He/ She can Issue any Letter/Notice/memorandum on behalf of General Secretary as well as Association.

7.1.4.8 Coordinator:

- a. He/ She is responsible for any kind Communication with all Committee of Association from time to time.
- b. He/ She shall maintain all duty assign by the Executive Committee.

7.1.4.9 Assistant Coordinator:

- a. He/ She is responsible for any kind Communication with all Committee of Association from time to time and assist to Coordinator.
- b. He/ She shall maintain all duty assign by the Executive Committee

7.1.4.10 Assistant Cashier:

- a. He/ She will also Assist all Account related matter of Association as well as the cashier.
- b. He/ She will also make any payment in absence of cashier or on behalf of Cashier as per the official authorization by Executive Committee

7.1.4.11 Assistant Secretary (Program & Communication)

He/ She shall assist & maintain any type of Activity, program and communication purpose of Association.

7.1.4.12 Assistant Secretary (Information & Grievance)

He/ She also shall assist & maintain any type of Information & Grievance related matters of Associations.

7.1.4.13 Assistant Secretary (Media & Publication)

He/ She also shall assist & maintain any type of Media & Publication related matters of Associations.

7.1.4.14 Assistant Secretary (Welfare & Development)

He/ She shall assist & maintain any type of Welfare & Development matters of Associations

7.1.4.15 Web & Network Admin

He/ She shall assist & maintain any type of works of Website and network Activity of Association.

7.1.5 Elections & Formation of Committee:

- a. Any Executive Committee designated should have good knowledge of Association with active membership of at least 3 years and must have been assigned as District designated for at least 3 years.
- b. Full time Or Ad-Hoc Executive Committee Designated can be re-elected.
- c. Any Executive Committee designated should not hold any post or designation for more than 6 years in Full time Or Ad-Hoc Executive Committee.
- d. Any Executive Committee designated cannot be assigned as any designated in District /Block Committee after the appointment.
- e. The President, General Secretary, cashier, Coordinator should not be assigned from the same District.
- f. The numbers of designated that can exist in Executive Committee is 15 (Minimum) & 21 (Maximum).
- g. The Executive Committee Members shall be elected by State Committee Members as well as District Committee designated as per 2/3 majority in the State Level Convention or Annual General Meeting in presence of all Members of Association.
- h. Full-time Executive Committee will be assigned for 3 years. In this period, Executive Committee should be reformed by State Level Convention or Annual General Meeting in presence of all Members of Association.
- i. The Elections within the committee has to be conducted by Independent Convener through a secret ballot or by agreement of State Committee members in the presence of General Members.
- j. In case of resignation by any designated or serious allegation against any designated, the Executive Committee may change partially in presence of All-State Committee Members. Those designated are acting as In-term designated and they will act to their duties till full reformation of the committee.
- k. In case, the terms of the Executive Committee comes to completion of 3 years or in case of resignation or termination of maximum designated including President, the full-time Executive Committee should be terminated and Ad-Hoc or Interim Committee can be formed. This Ad-Hoc or Interim Committee will be valid for 6 Months.

7.1.6 Audit of Account:

Executive Committee should complete the Audit of Account of Association as per Bank Statement in every financial year. This Audit of Account should be made in any suitable chartered Accountant Firm. The payment will be disbursed from Association's end by the Executive Committee.

7.1.7 Remuneration/Incentive

- a. Any kind of remuneration is not payable for any purpose or activity of Association.
- b. Actual travel cost can be borne from the association fund. In those cases, only Bus fare (Non-AC), Train Fare (Non-Ac), Local Train fare, Metro fare can be paid. But any kind of AC Bus/Train & Car fare shall be treated unpayable.
- c. Internet cost and urgent telephone cost can be paid.
- d. Additional Hotel Room/Rest cost should not be paid.

- e. The cost of normal Tiffin/lunch/dinner (Maximum Amount of Rs 70.00/Day) can be paid.
- f. Any cost for daily needs and addicted element shall not be entertained.

7.1.8 Expenditure

- a. 50% of the total fund can be utilized for the Association's program & Activity.
- b. 25% of the total fund can be utilized for the Association's Administrative purpose along with purchase of the various goods for the establishment of Association.
- c. Rest of 25% of the total fund can be utilized for the Association's meeting purpose.
- d. The maximum limit for conducting the Executive Committee Meeting is Rs 7500.00 & State Committee is 15000.00.

7.1.9 Meeting

7.1.9.1 Annual General Meeting:

- a. Annual General Meeting shall be conducted in April every year with all State Committee Members along with the all Executive Committee Designated.
- b. The Executive Committee will preside the meeting.
- c. At least 2/3 of the total membership of the Association must attend such meeting to be convened (Quorum).
- d. Prior notice shall be issued to all the members concerning the meeting at least 21 days before the date when the meeting is scheduled.
- e. The Executive Committee shall be liable for preparation and produce at every Annual General Meeting, the balance sheets, profit and loss accounts or income statement and expenditure accounts audited by the chartered accountants along with the reports of the auditors.
- f. A copy of every such profit and loss account or income and expenditure account and balance sheet (including the auditors' report and every other document required under the Act to be annexed or attached to the balance sheet) shall be sent to all the Executive Committee Members of the Association along with the notice convening an Annual General Meeting.
- g. If the required quorum for a meeting is not present on a particular day, it shall be considered adjourned, and shall be held on the same day, at the same place, after a lapse of an hour, provided the requisite Quorum is present. This shall also apply to adjourned meetings of the Executive Committee. In the event the requisite Quorum is not present post an hour, the meeting shall be adjourned to another date. Fresh notice shall be sent for such adjourned meetings.
- h. The Association can make any administrative and financial decision like Membership rule, Membership fee, Accounts operation, Bank A/C related, Reformation or partial changes of Committee, Change of By-Law, Sep up the guideline to others committee, Program, Activity, Termination or inclusion of Membership, Meeting, any appointment others personal, etc as per adopting the resolution.

7.1.9.2 General Meeting:

- a. This meeting is held by the Executive Committee in presence of all Executive Committee Designated.
- b. This type of meeting will be held 2 times in the financial year in any suitable location in our state.
- c. At least 2/3 of the total membership of the Association must attend for such meeting to be convened (Quorum).
- d. Prior notice shall be issued to all the members concerning the meeting at least 21 days before the date when the meeting is scheduled.
- e. The program, Activity and Any kind of general issue can be decided in this meeting, but any kind of major administrative decisions and others needful issues can be discussed in this meeting.
- f. The major administrative decisions cannot be taken in this meeting.

7.1.9.3 Urgent Meeting:

- a. The urgent meeting can be held any time as per necessity of association for any urgent cause.
- b. Prior notice shall be issued to all the members concerning the meeting at least 7 days before the date when the meeting is scheduled.
- c. Prior notice shall be issued to all the members concerning the meeting at least 10-14 days before the date when the meeting is scheduled.
- d. The major administrative decision cannot be taken in this meeting but any kind of urgent decision can be taken in that meeting.

7.1.10. Formation of Bank Account

- a. As per approval of Association, Executive Committee can open a bank account in any nationalized bank in district.
- b. President or Vice President, General Secretary/Secretary//Asst Secretary, Cashier/Asst Cashier will act as operator of the bank account.
- c. Account operator can be changed as per resolution by Executive Committee.
- d. The account operators are responsible for all types of Cash/Account related matters in Association.

7.1.11. Maintenance of the Register Book

District Committee should maintain a Resolution book, cash book, letter issue register, Bill/Voucher register & Cheque Issue register.

7.2 Welfare Committee

7.2.1 Objectives:

- a. To provide financial help to economically weaker GRSs and their family if any kind of adverse situation occur, may be due to natural calamities etc.
- b. To provide financial help to economically weaker GRSs for treatment of severe ailments or in case of accidental issues.
- c. To provide financial help at a time to the family of economically weaker GRSs in case of his/her untimely death.
- d. To provide financial help to economically weaker GRSs for Legal Assistance in case of any complications occurring regarding his/her job.
- e. Financial assistance may be given to distressed people during any kind of Natural Calamities or disaster.

7.2.2 Rules & Regulation of Welfare Committee:

- a. West Bengal G.R.S. Welfare Committee will be a part of West Bengal G.R.S. Association but will act separately and independently.
- b. All the official works of WBGRSWF will be conducted by the Welfare Committee and the Committee will operate all the financial matters independently.
- c. As the name suggests, WBGRSWF is and will be the committee solely dedicated for the welfare of the GRSs for the financial assistance as and when any unfortunate situation arises due to health issues or any life-threatening situation occurring due to accident.
- d. Any GRS friend who needs financial assistance under WBGRSWF must be a registered member of WBGRSA who have already paid the membership fees for that particular Financial Year within which he/she is willing to get the financial support.
- e. For getting the financial support one must contact to the representative of WBGRSWF Block level representative, who will initiate the process after informing the District level member of the committee. The district will inform the State committee and monitor the initiation minutely for the financial support.
- f. One must submit enough documents providing evidence, about needing the financial assistance, to the district committee member through the Block level representative for proper

- process to take place.
- g. The submitted documents will be verified at different levels starting from Block to the district, of the concerned district, and then after proper confirmation, it will be forwarded to the state level for further proceedings.
 - h. The GRS receiving the assistance must give, WBGRSWF committee, the name of one Family member representative who must be within the blood relation of his/her, who might be contacted in the due course for the proceedings of assistance.
 - i. WBGRSWF committee might ask for the current documents (such as Bills, Prescriptions, receipts for serious Medical illness) as and when required and/or may cross check the case physically if the committee thinks it is necessary.
 - j. Any individual must contact with the WBGRSWF committee within 3 months of the incident, if any, for the financial assistance.
 - k. If any individual is found guilty of misleading the committee or found intentionally planning to fraud the committee, he/her case shall summarily be rejected immediately followed by cancellation of his/her membership from the WBGRSA and WBGRSWF committee as well.
 - l. Matters regarding making decision during financial assistance to GRS or his/her family or any other financial matters related to WBGRSWF will be decided by the Welfare Committee independently and State Committee of WBGRSA will not intervene in these contexts.
 - m. The Welfare Committee may ask for any kind of information or may seek any kind of suggestion from the State Committee of WBGRSA if needed.
 - n. Only in case of any complications related to administrative or financial problem of WBGRSWF, the State Committee of WBGRSA may take necessary action after approving it in the General Meeting.
 - o. After taking necessary decisions related to financial assistance or any other bill payments the Welfare Committee will send the proceedings to the State Committee, WBGRSA and the State Committee will take measures for the payment as per the proceedings. The State Committee may review the proceedings and ask for the necessary data from Welfare Committee before payment.
 - p. All the financial part and Audit related issues will be conducted by the State Committee of WBGRSA.
 - q. Initially the bank account and PAN card of WBGRSA may be used for WBGRSWF, thereafter a separate bank account may be introduced for smooth functioning of WBGRSWF.
 - r. Only valid registered members of WBGRSA will be eligible for any kind of assistance from WBGRSWF.
 - s. The Welfare Committee may conduct 03 (three) general meetings in a financial year, the meetings may be conducted along with the general meetings of the State Committee of WBGRSA. All the expenditures related to general meetings of Welfare Committee including travel allowance of Welfare Committee members and administrative expenses will be borne by the Welfare Committee.
 - t. The fund of WBGRSWF cannot be used for any kind of activities of WBGRSA in any circumstances.
 - u. Separate Cash Book, Registers and Office Pad will be maintained by Welfare Committee.

7.2.3 Committee:

- a. All Designated of this committee will be appointed by Executive Committee of West Bengal G.R.S Association.
- b. Designated posts of Welfare Committee can be changed only in case of valid reason / allegation and after approval made in Annual General Meeting or General Meeting of Executive Committee of West Bengal G.R.S Association.
- c. If any designated resigns from his/her post/job, the Executive Committee may appoint another designated for the same.
- d. The Welfare Committee will be functional for 02 (two) years of term and the Committee may be reformed in every 02 (two) years. The Committee can be reformed before completion of the term of two years in case of valid reasons only.

- e. Apart from Secretary, Joint Secretary, Cashier, Coordinator and Assistant Coordinator, the Committee will consist 02 (two) representative member i.e. District President/Secretary/Coordinator/Convener from each district.
- f. All the members of Welfare Committee will be ex-officio members of the State Committee but any member of the Welfare Committee cannot be a office-bearer of the State Committee or Executive Committee.

7.2.4 Contribution:

- a. Any member of WBGRSA, any GRS, any individual person/employee/Govt or Non-Govt Institution may donate in this fund only through online payment mode at associations' registered website www.wbgrsa.org.
- b. Donation amount ranges from Rs. 100.00 to Rs. 5000.00.
- c. Donation to WBGRSWF may be given several times throughout the year.
- d. The Service Charge & Applicable GST will be borne by WELFARE FUND. No extra cost will be charged on the contributors.
- e. After every successful transaction of donation to WBGRSWF a message to the donors' mobile number will be sent as well as a system generated payment invoice will be mailed to donors' e-mail address within 7 days (max.). Donors' details including name, amount donated will be shown in the website.
- f. In case of any rejection the rejected payment will be refunded to donors' account within 7-10 days.
- g. Only Govt. or Non-govt. institutions can donate to WBGRSWF through cheque. Donation by cheque will not be applicable for any individual/employee/GRS/members of WBGRSA.
- h. Collection of donations on behalf of WBGRSA/WBGRSWF in offline mode (in cash) and preserving it by any individual is strictly prohibited. Donated amount must be submitted with details through online mode on the same day in case the donor is interested to donate but unable to pay through online mode.
- i. Any District/Block Committee may collect fund for WBGRSWF but the collected amount must be deposited through online payment mode at association's website with all the required details of the donors on the day or very next day of collection. WBGRSA will have all the authority to take necessary action against any activity contrary to Rules and Regulations as per Indian Penal Code.

7.2.5 Disposal of Claim:

- a. Any claim will be submitted to end of Secretary/Coordinator of this committee through prescribe format with valid documents and bank account details.
- b. The District President/Secretary/Coordinator/Convener or Member of Welfare Committee will verify the claim.
- c. After verification of Claim, the Welfare Committee will fix the Claim/welfare amount with approval of Executive Committee.
- d. After fixing the Claim/welfare amount, the amount will be paid from Welfare Fund through the Executive Committee by NEFT/Cheque.

7.2.6 Bank Account:

Separate bank Account can be opened as per the approval of Executive Committee.

7.2.7 Audit of Accounts:

Audit of Accounts will be done by the Executive Committee in every financial Year.

7.2.8 Meeting:

Meeting of this committee will be done with meeting of Executive / State Committee.

7.2.9 Remuneration:

Same as per rule of Executive Committee.

7.2.10 Travel Cost:

Same as per rule of Executive Committee.

7.3 State Committee:

7.3.1. Appointment of State Committee Designated cum Members:

- a. All designated of Executive Committee can act as an Ex-Officio designated of State Committee.
- b. All Members of Advisory Committee can act as an Ex-Officio member of State Committee
- c. District President, Secretary & Cashier can be act as a Ex-Officio member of State Committee.

7.3.2 Term of Office of the State Committee Members:

The term of office of the State Committee members will be maximum 3 (Three) years
Signature of Empowered from the date of appointment.

7.3.3 Powers of the Executive Committee:

- a. Will act and coordinate any activity, program on behalf of Association in State or Central Level.
- b. To submit any letter, memorandum, a grievance to any Government, the non-government, person for welfare of Members in District Level.
- c. To control all activity, program, and monitoring all issue of District Committee, Sub divisional Committee and Block Committee.
- d. Provide the needful approval of District Committee and Block Committee.
- e. Can take any needful action to District Committee and Block Committee.
- f. Assist the Executive Committee in all kind of activity of Association time to time.

7.3.4 Powers & Duties of the Office Bearers of Executive Committee:

Same as a rules and guidelines of Executive Committee.

7.3.5 Elections & Formation of Committee:

Same as a rules and guidelines of Executive Committee.

7.3.6 Audit of Account:

Same as a rules and guidelines of Executive Committee.

7.3.7 Remuneration/Incentive

Same as a rules and guidelines of Executive Committee.

7.3.9 Expenditure

Same as a rules and guidelines of Executive Committee.

7.3.10 Meeting

Same as a rules and guidelines of Executive Committee.

7.3.11 Formation of Bank Account

Same as a rules and guidelines of Executive Committee.

7.3.12 Maintenance of the Register Book:

Same as Executive Committee

7.3.13 Others Rules & Regulations:

All rules and objective of State Committee will be maintained by Executive Committee.

7.4 Adversary Committee:

- a. This committee will be formed by the Executive Committee.
- b. Senior and dedicated GRS or Ex designated of Executive/state/District Committee will act as a member of this committee.
- c. This committee can send any advice and planning to Executive and State Committee of Welfare and Development of GRS at any time.
- d. All Members of this committee will act as ex-officio member of State Committee.

7.5 District Committee:

7.5.1. Objectives

- a. Will act and coordinate any activity, program on behalf of Association in District level and Block Level (If needed).
- b. To submit any letter, memorandum, a grievance to any Government, the non-government, person for welfare of Members in District Level.
- c. To control all activity, program, and monitoring all issue of District Committee & Block Committee.
- d. Provide the needful approval of Block Committee.
- e. Can take any needful action to Block Committee.
- f. District Committee will be formed by the Block President, Secretary & Cashier and District Committee Designated/Members.

7.5.2 Formation of the Committee

- a. Any District Committee designated should have well knowledge of Association with active
- b. Any District Committee designated should not hold any post or designation for more than 4 years in Full time Or Ad-Hoc District Committee.
- c. The President, General Secretary, cashier, Coordinator should not be assigned from the same Block.
- d. District Committee Designated/ Members must be assigned from every active Block.
- e. The President, Secretary, Cashier, Vice President, Asst Secretary, Assistant Cashier, Coordinator can be assigned as Designated of District Committee and rest of personnel assigned as members of District Committee.
- f. District Committee should not assign more than 27 members including designated.
- g. Any District Committee designated cannot be assigned as any designated in Block Committee after the appointment.
- h. The District Committee Designated will be elected by Block Committee Designated in presence of all members of maximum Block Committee with 2/3 majority in Presence of District Observer.
- i. Full-time District Committee will be assigned for 2 years. In this period, Executive Committee should be reformed by State Level Convention or Annual General Meeting in presence of all Members of Association.
- j. This Election must be conducted by Observer of State Committee through a secret ballot in agreement of State Committee members in the presence of General Members.
- k. In case of resignation by any designated or serious allegation against any designated, the District Committee may change partially in presence of all Block Designated. Those designated are acting as In-term designated and they will act their duties till full reformation of the committee.
- l. In case, the terms of District Committee has completed by 2 years or resignation or termination of maximum designated including President, the full-time District Committee should be terminated and Ad-Hoc or Interim Committee can be formed. This Ad-Hoc or Interim Committee will be valid for 6 Months.

7.5.3 Powers & Duties of the Office Bearers of District Committee:

7.5.3.1 President:

- a. The President shall be the administrative head of the association and shall be assisted by the General Secretary and other designated & members of the District Committee.
- b. She/he shall preside over the meeting of the District Committee in the General Body Meeting, the Extra Ordinary General Body meeting, Urgent Meeting, General Meeting and other meetings, functions, seminars, symposiums, etc. on behalf of the Association.
- c. She/he shall exercise general supervision over the activities of the Association.
- d. He/ She shall issue the official Letter/Memorandum to Government or Any person for the welfare & development of Members.
- e. He/ She shall submit the recommendation to Executive Committee for taking any legal action and official action against any Administrative and financial irregularities in District & Block level of Association as per prior authorization of Executive Committee.
- f. He/ She can submit the recommendation to Executive Committee to terminate the membership of any members as per resolution by the District Committee.
- g. He/ She can forward the resignation of any Designated of District Committee.
- h. He/ She can approve the Block Committee as per resolution by District Committee.

7.5.3.2 Secretary:

- a. The Secretary shall be responsible for the general supervision of the work and formulation of the programs of the District level Association. He/ She shall present the annual report at the District Committee in General Body Meeting, giving a general overview of the work of the District level Association during the preceding year.
- b. He/she shall issue notices for the meetings in consultation with the District Committee and shall prepare and keep the minutes of all the meetings of the General Body Meeting.
- c. He/she shall be the custodian of all the documents and papers of the District level Association.
- d. He/she shall exercise general supervision over the affairs of the District level Association.
- e. He/she shall maintain the Register of Members, with the names, addresses, occupation details, etc.
- f. He/ She shall execute contracts/quotation/tender on behalf of the District level Association.
- g. He/she shall approve all bill /voucher of Association and issue payment instruction to Cashier.
- h. He/she shall issue Letter/Notice for any purpose of Association to Committees.
- i. In general, He shall perform all such duties as of May from time to time, be assigned to him by the District Committee or by the President or as are prescribed by law or under the Association's Rules.

7.5.3.3 Treasurer or Cashier:

- a. He/ She is responsible for any kind of Financial and Accounts related activity in District Level association.
- b. He shall operate the Bank Account of the Association jointly with the President & Secretary.
- c. All cheques shall be signed either by the President/Secretary or the Treasurer, with prior written approval from the Secretary.
- d. He shall be responsible for making all collections and to receive cash/cheques/drafts and give receipt thereof on behalf of the District Level association.
- e. He shall place all Balance Sheet, Expenditure Statement, Bill details, UC, Bank Account Details to the Executive Committee for Audit of Association time to time duly audited annual accounts of the Society at the General Body and the Executive Committee Meeting of the Association.
- f. He shall be responsible for maintaining all financial documents, supporting receipts and expenditure with latest Bank statements and shall make available such accounts to the President and Committee members as may be desired by them from time to time.

7.5.3.4 Vice President

- a. He/ She shall assist to President. In absence of President, Vice President will act as President In-charge and complete all duties of President.
- b. He/ She will also communicate any objective of Association in Committees.
- c. He/ She shall monitor all types of Activities of Association from time to time.

- d. He/ She can Issue any Letter/Notice/memorandum on behalf of President as well as Association.

7.5.3.5 Assistant Secretary:

- a. He/She will assist to General Secretary. In absence of Secretary, the Joint Secretary will act as General Secretary In-charge and complete all duties of Secretary.
- b. He/She shall complete all duties of Secretary as per direction by Secretary & District Committee from time to time.
- c. He/She can make any accounts related activity on behalf of the Secretary.
- d. He/She can Issue any Letter/Notice/memorandum on behalf of Secretary as well as Association.

7.5.3.6 Assistant Cashier:

- a. He/She shall Assist all Account related matter of Association as well as the cashier.
- b. He/ She shall make any payment in absence of cashier or on behalf of Cashier as per the official authorization by Executive Committee

7.5.3.7 Coordinator:

- a. He/She is responsible for any kind Communication with all Committee of Association from time to time.
- b. He/She shall maintain all duty assign by the District Committee.

7.5.3.8 Member:

All Block President/Secretary/Convener will act as a member of District Committee.

7.5.4. Formation of Bank Account

- a. As per approval of Association, District Committee can open a bank account in any nationalized bank in district.
- b. District President, Secretary, Cashier will act as operators of the bank account.
- c. Account operator can be changed as per resolution by District Committee.
- d. The account operators are responsible for all types of Cash/Account related matters in District.

7.5.5 Maintenance of the Register Book

District Committee should maintain a Resolution book, cash book, letter issue register, letter receive register, Bill/Voucher register & Cheque Issue register.

7.5.6 Audit of Account:

- a. The Accounts of District Committee will be monitored by the Executive Committee. Audit of accounts will be done by Executive Committee in every financial year.
- b. This Audit of Account should be made in any suitable chartered Accountant Firm.
- c. The payment shall be disbursed from Association's end by the Executive Committee.

7.5.7 Remuneration/Incentive

- a. Any kind of remuneration is not payable for any purpose or activity of Association.
- b. Actual travel cost can be borne from the association fund. In those cases, only Bus fare (Non-AC), Train Fair (Non-Ac), Local Train fair, Metro fair can be paid. But any kind of AC Bus/Train & Car fair should not be paid.
- c. Internet cost and urgent telephone cost can be paid.
- d. Additional Hotel Room/Rest cost shall not be paid.
- e. The cost of normal Tiffin/lunch/dinner (Maximum Amount of Rs 50.00/Day) can be paid.
- f. Any cost for daily needs and addicted element should not be paid.

7.5.8 Expenditure

- a. 50% of the total fund can be utilized for the Association's program & Activity.
- b. 25% of the total fund can be utilized for the Association's Administrative purpose along with purchase of the various goods for the establishment of Association.

- c. Rest of 25% of the total fund can be utilized for the Association's meeting purpose.
- d. The maximum limit for conducting the District Committee Meeting is 2000.00 & District General Meeting/Annual General Meeting is 4000.00.

7.5.9 Meeting:

7.5.9.1 Annual General Meeting:

- a. Annual General Meeting shall be conducted in April every year with all Block Committee designated along with all Block Committee Members with the presence of State Committee's observer.
- b. At least 2/3 of the total membership of the Association must attend for such meeting to be convened (Quorum).
- c. Prior notice shall be issued to all the members concerning the meeting at least 21 days before the date when the meeting is scheduled and information to state committee from time to time.
- d. The District Committee shall prepare and lay at every Annual General Meeting, the balance sheets, profit and loss accounts or income and expenditure accounts audited by the chartered accountants along with the reports of the auditors.
- e. A copy of every such profit and loss account or income and expenditure account and balance sheet (including the auditors' report and every other document required under the Act to be annexed or attached to the balance sheet) shall be sent to all the District Committee Members of the Association along with the notice convening a Annual General Meeting.
- f. If the required quorum for a meeting is not present on a particular day, it shall be considered adjourned, and shall be held on the same day, at the same place, after a lapse of an hour, provided the requisite Quorum is present. This shall also apply to adjourned meetings of the Executive Committee. In the event the requisite Quorum is not present post an hour, the meeting shall be adjourned to another date. Fresh notice shall be sent for such adjourned meetings.

7.5.9.2 General Meeting:

- a. This meeting is held by the District Committee in presence of all District Committee Designated along with all District Committee Members.
- b. This type of meeting will be held 3 times in the financial year at any suitable location in the District.
- c. At least 2/3 of the total membership of the District Committee must attend such meeting to be convened (Quorum).
- d. Prior notice shall be issued to all the members concerning the meeting at least 21 days before the date when the meeting is scheduled and inform the state committee from time to time.
- e. The program, Activity and Any kind of general issue can be decided in this meeting, but any kind major administrative decision others needful issues can be discussed in this meeting.
- f. The major administrative decision cannot be taken in this meeting.

7.5.9.3 Urgent Meeting:

- a. The urgent meeting can be held any time as per necessity of association for any urgent cause.
- b. Prior notice shall be issued to all the members concerning the meeting at least 10 days before the date when the meeting is scheduled.
- c. The major administrative decision cannot be taken in this meeting but any kind of urgent decision can be taken in that meeting.

7.6. Sub divisional Committee:

- a. This Committee will be formed for enhancement of the community of Block Committee within the Subdivision.
- b. This committee can be formed by all Block Committees under respective sub division.

7.7 Block Committee

- a. This Committee will be formed by all Members of Block.

- b. This committee will be reformed every year.
- c. The Block President, Secretary or Block Convener will act as a designated of this committee.
- d. Any expenditure of Block Committee will be paid from the District Committee Fund by submitting a valid bill/voucher.
- e. Bank account is not needed for block committee.
- f. The Block President, Secretary or Block Convener will act an ex-officio member of the block committee.
- g. Block Committee Meetings will be conducted in every 2/3 month in every financial year.
- h. Block Committee meeting will be held in the presence of all members of Block Committee and any designated of District Committee.
- i. Meeting resolution should be recorded in every meeting.

8 Appointment of Observer:

- a. Executive Committee/State Committee can assign any Executive Committee Designated as District Observer. District Observer should monitor the District Level Administration along with program and activity from time to time.
- b. District Observer can observe the Annual General Meeting of District Committee. District Committee formation will be done in presence of Observer.
- c. The actual travel cost for Observer will be borne form Executive/State Committee Fund.

9 Appointment of other personnel.

9.1 Appointment of Web Developer:

- a. The Executive Committee can appoint a Web Developer for maintaining and needful security arrangement of Website from time to time.
- b. This appointment has to be made by the Quotation from the General Secretary's end. The appointment can be made for a maximum of 1 year. After this period, the Executive Committee may extend the assignment/appointment as per work satisfaction.
- c. The Expenditure will be made as per work basis from the State Committee Fund.

9.2 Appointment of Accountant:

- a. The Executive Committee can appoint an Accountant for maintenance of the accounts of State Committee and conducted the internal audit of Accounts of District Committee.
- b. This appointment has to be made by the Quotation from the General Secretary/Secretary end. The appointment can be made for a maximum of 1 year. After this period, the Executive Committee might extend the assignment as per work satisfaction.
- c. The Expenditure has to be made as per work basis from the State Committee Fund.

9.3 Appointment of Legal Advisor/Lawyer:

- a. Executive Committee can appoint a Lawyer for legal assistance for members.
- b. This appointment is also made by General Secretary's end.
- c. The Expenditure has to be disbursed as per work basis from the State Committee Fund.

10 Web & Social Media Activity

10.1 Executive/State Committee:

- a. Executive/State Committee shall maintain the Associations' official website.
- b. Executive/State Committee shall maintain the Associations' official Facebook Page, YouTube & Twitter account, Gmail Accounts.
- c. Executive and State Committee should have different WhatsApp Group.

10.2 District Committee:

- a. District Committee should have "District Committee (For District Committee designated and Members)"

- WhatsApp Group and “District General Group (For all Members of all Committee’s)”.
b. State Committee Representative will monitor those group activities.

10.3 Block Committee:

- a. Block Committee should have WhatsApp Group with all members of Block Committee.
b. District committees designated will monitor those group activities.

11 Financial year:

1st April to 31th March will be consider as Financial Year.

12 Procedure of Purchasing any Material or Expenditure for Administrative Purpose

- a. Procedure of Purchasing any material or Expenditure will be payment by the Executive Committee.
b. Quotation is mandatory for this purpose.
c. President/General Secretary will issue the Work Order.
d. The terms and condition will be scheduled by the Executive Committee.
e. All Billing process will be done by Executive Committee.

13 Prevention of Financial Irregularities and Violation of the Rules and regulations of Association

- a. All designated and members of any committee are bound to maintain the financial transparency and obeying the rules and regulations of association in any circumstances.
b. If any complain is receive against any designated and members of any of the committees, then Executive Committee will process an enquiry and terminate the alleged member from present post up to enquiry period.
c. If any irregularity is proved, then Association will have all the authority to take necessary action against that member contrary to Rules and Regulations as per Indian Penal Code.

14 Resignation of Post and Charge Handover.

- a. If any designated of any committee will resign from his/her post, then he/she is bound to hand over all charges and documents to the President/Secretary of said committee.
b. If the committee is not accepting the resignation, then he/she shall not be released from his/her said post and is bound to perform his/her existing duty till the acceptance of his resignation.

15 Appointment of Designated:

- a. All appointment of Designation is subject to approval of Executive Committee.
b. The Appointment letter or Notice will be issued by the Executive Committee for appointment of Executive/State/District Committee designated.

16 Application for Information & Submission the Grievance:

- a. Any valid member can submit an application asking for the information of administrative and financial issues of the Association.
b. Association will provide the suitable information to the applicant within 1 (one) month from the date of application through By-Post/Email.
c. Any kind of sensitive and confidential information can not provide to the applicant in this system.
d. Any valid member can submit grievance any time through written application/through website or email.

17. Format for Different Association Activities:

- A. Format: WBGRSA/I: Approval /Re-Approval of Block Committees.
- B. Format: WBGRSA/II: Approval /Re-Approval of District Committees.
- C. Format: WBGRSA/III: Approval /Re-Approval of State Committee.
- D. Format: WBGRSA/IV: Notice for District Committee General Meeting/Urgent Meeting/Annual General Meeting.
- E. Format: WBGRSA/V: Submission of Balance Sheet of District Committee.
- F. Format: WBGRSA/VI: Claim for Expenditure of Executive Committee/State Committee.
- G. Format: WBGRSA/VII: Claim for Expenditure of District Committee through Executive Committee/ State Committee.
- H. Format: WBGRSA/IX: Claim for District & Committee Fund from Executive Committee/ State Committee.
- I. Format: WBGRSA/X: Utilization Certificate by District Committee for Fund Utilization.
- J. Format: WBGRSA/XI: Application for providing information of Association.
- K. Format: WBGRSA/XII: Claim for Welfare fund (Death & Accidental Treatment)
- L. Format: WBGRSA/XIII: Claim for Welfare fund (Legal Assistance)
- M. Format: WBGRSA/XIV: Claim for Welfare fund Expenditure.
- N. Format: WBGRSA/XV: Letter for Work order & term and condition of Work under Executive Committee/ State Committee.

18. Miscellaneous and any others rules are regulation:

1. Any other rules and regulations will be set up the Association Meeting and resolution.
2. In case of any urgent and emergency cases, the designated Executive/State Committee can be taking any needful decision and conducted the necessary activity for the interest of GRS as well as Association.

Certificate

This is to certify that the above rules and regulations along with the memorandum of Association are made as per following of the Association Registration Rules and approval of the Executive Committee on dated 15/12/2019.

The rules and regulations along with the memorandum of Association issued for the Welfare and Development of Gram Rojgar Sahayak (G.R.S).

The rules and regulations along with the memorandum of Association will be effect from today, i.e 15/12/2019 under all jurisdictions of this Association

Sd/-
General Secretary
West Bengal G.R.S Association
Executive/State Committee

Sd/-
President
West Bengal G.R.S Association
Executive/ State Committee

Date: 15/12/2019
Place: Malbazar, Jalpaiguri, West Bengal

Signature of Designated of Association (with stamp)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.