

Memorandum of Association & By-law, Rules & Regulation of Association



WEST BENGAL G.R.S ASSOCIATION

Registered as-

West Bengal Gram Rozgar Sevak Welfare Association, Vide Reg No- S/1L/84653 from 2011 under West Bengal Society Act-1961

&

Bengal Gram Rojgar Sahayak Association vide registration/deed No: IV-1903-01649/2019-19/03/2019 Dated: 19/03/2019, under West Bengal Registration Act-1962

80 (G) affiliated organization

CONTENTS

SL. NO.	CONTENTS	PAGE NO.
1	PREFACE	4
2	MEMORANDUM OF ASSOCIATION	5
3	STRUCTURE & INFORMATION OF VARIOUS COMMITTEES	7
4	SHORT TITLE AND COMMENCEMENT	10
5	MEMBERSHIP CRITERIA & FRAMEWORK	10
6	MEMBER LOGIN & PORTAL DIGITAL SERVICES	11
7	TECHNICAL SUPPORT & WEBSITE ADMINISTRATION	12
8	MEMBERSHIP FEE STRUCTURE	12
9	RIGHTS, OBLIGATIONS AND PRIVILEGES OF MEMBERS	12
10	TERMINATION OF MEMBERSHIP	12
11	DUTIES OF MEMBERS	13
12	80(G) TAX EXEMPTION CERTIFICATE	13
13	PRIVACY POLICY	13
14	CANCELLATION AND REFUND POLICY	13
15	EXECUTIVE COMMITTEE — CONSTITUTION, POWERS, DUTIES & RULES	14
16	Term of Office	14
17	Effectiveness of Authorized Signature	14
18	Formation of the Executive Committee	14
19	Powers of the Executive Committee	15
20	Powers and Duties of the Office Bearers of the Executive Committee	15
21	Maintenance of Registers and Records	17
22	Audit of Accounts	17
23	Remuneration / Incentives	18
24	STATE COMMITTEE — ELECTION, POWERS, DUTIES & GOVERNANCE	18
25	Election and Formation of the Committee	18
26	Term of Office of the State Committee Members	19
27	Powers of the State Committee	19
28	Powers and Duties of the Office Bearers of the State Committee	19
29	Fund Utilization	19
30	Meetings	20
31	Formation and Operation of Bank Account	21
32	Maintenance of Registers and Account Books	21
33	WEST BENGAL G.R.S. WELFARE FUND (WBGRSWF)	21
34	Objectives of the Welfare Committee	21
35	Rules and Regulations of the Welfare Committee	21
36	Committee Structure and Governance	22
37	Duties and Responsibilities of Office Bearers	23
38	Contribution Guidelines	23
39	Tax Exemption (Section 80G)	24
40	Claims Disposal Procedure	24

41	Banking, Audit, and Operational Rules	24
42	Advisory Committee	24
43	District Committee	25
44	District Committee — Objectives	25
45	Formation and Constitution of the District Committee	25
46	Powers and Duties of District Committee Office Bearers	25
47	Banking Operations	26
48	Mandatory Records and Statutory Registers	26
49	Audit of Accounts	26
50	Remuneration & Expense Reimbursements	26
51	Fund Allocation Rules	27
52	Meeting Protocol	27
53	Block Committee Rules and Operations	27
54	District Observer Governance	27
55	Gram Rojgar Sahayak Welfare Foundation (WBGRSWF)	28
56	Key Objectives	28
57	Statutory Particulars & Registered Details	28
58	Fund Allotment and Meeting Expenditure Ceiling	28
59	Master Fund Allocation	28
60	Prescribed Meeting Expenditure Limits	28
61	Appointment of Technical & Professional Personnel	29
62	Digital & Social Media Governance	29
63	Financial Governance & Anti-Irregularity Policies	29
64	Administration, Resignation, and Member Grievances	29
65	Standard Formats for Association Activities	29
66	Integrated Financial Management System (IFMS)	30
67	System Objectives & Scope	30
68	Categorization of Association Funds	30
69	Eligible Applicants & Mandatory Documentation	30
70	Claim Processing Timeline & Rejection Criteria	30
71	Role Matrix & IFMS Workflow	31
72	District Expenditure & Emergency Clauses	31
73	Official Adoption Certificate	31

1. PREFACE

ASSOCIATION VISION & MISSION STATEMENT

Our Association functions as a completely non-profit organization. We work for the welfare and progress of contractual workers associated with various Gram Panchayat offices across West Bengal. Our objective is to ensure a bright and secure future for ourselves and our families. We strive for dignity, respect, a peaceful working environment, and a level of income that can provide financial security for ourselves and our families.

- ❖ **Initial Registration (2011–12):** In the financial year 2011–12, this Association was officially registered as the **West Bengal Gram Rozgar Sevak Welfare Association** under Registration No. S/1L/84653, in accordance with the West Bengal Societies Registration Act, 1961, specifically under Section XXVI of the Government of West Bengal.
- ❖ **Re-Registration (2019):** In 2019, the Association was re-registered as the **Bengal Gram Rojgar Sahayak Association**, under Registration/Deed No. IV-1903-01649/2019-19/03/2019, dated 19/03/2019, under Section 60, Rule 69, Volume No. 1903-2019, Pages 58169–58204, in accordance with the Indian Trust Act, 1882 and the West Bengal Registration Act, 1962.

The rules and regulations governing the Bengal Gram Rojgar Sahayak Association, commonly known as the West Bengal G.R.S. Association, have been formulated and adopted under the title “Memorandum of Association & By-Laws, Rules & Regulations of the Association”, in accordance with the applicable legal framework relating to Association/Society/Trust registration, as required by the Government. These rules were originally adopted at the General Meeting held on 25th May 2019 at Ramnagar, Purba Medinipur.

Chronological Revisions & Amendments:

Revision	Date	Meeting Details & Venue
Revision I	15 th December 2019	Annual General Meeting held at Malbazar, Jalpaiguri.
Revision II	18 th & 19 th June 2022	3rd State Convention held at Haripal, Hooghly.
Revision III	14 th November 2023	Annual General Meeting held at Bardhaman.
Revision IV	7 th January 2024	General Meeting held at Purulia.
Revision V	14 th July 2024	Annual General Meeting held at Hooghly.

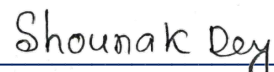
Enforcement Notice: The revised “Memorandum of Association & By-Laws, Rules & Regulations of the Association” shall come into effect from **14th July 2024**

Date: 14th July 2024
Place: Rishra, Hooghly, West Bengal

Official Adoption & Ratification



General Secretary
West Bengal G.R.S Association



President
West Bengal G.R.S Association

2. MEMORANDUM OF ASSOCIATION

1) Name of the Association

The official name of the Association is “BENGAL GRAM ROJGAR SAHAYAK ASSOCIATION.” Since 2011, it has also been known as the “WEST BENGAL G.R.S. ASSOCIATION.”

2) Registration Details

During the period 2011–12, the Association was registered under the name “West Bengal Gram Rozgar Sevak Welfare Association” with Registration No. S/1L/84653, in accordance with the West Bengal Societies Registration Act, 1961, specifically under Section XXVI of the Government of West Bengal.

In 2019, the Association was re-registered as the “Bengal Gram Rojgar Sahayak Association” under Registration/Deed No. IV-1903-01649/2019-19/03/2019, dated 19/03/2019, under Section 60, Rule 69, Volume No. 1903-2019, Pages 58169–58204, in accordance with the Indian Trust Act, 1882 and the West Bengal Registration Act, 1962.

3) Registered Office

Village: Srirampur | P.O.: Srirampur Mid | P.S.: Tamluk | District: Purba Medinipur | State: West Bengal | PIN: 721651

4) Date of Adoption

This Memorandum of Association became effective on 19/03/2019, the date on which the Association was registered under the Indian Trust Act, 1882 and the West Bengal Registration Act, 1962.

The existing Memorandum of Association, By-Laws, Rules and Regulations of the Association, effective from 25th May 2019, have been periodically revised in accordance with decisions taken by the Association and in accordance with the applicable laws relating to Association/Society/Trust registration as prescribed by the Government.

The updated “Memorandum of Association & By-Laws, Rules & Regulations of the Association” was approved at the General Meeting held on 14th August 2024 at Rishra, Hoogly. The revised document shall come into effect from 14th August 2024.

5) Aims, Objectives and Functions of the Association

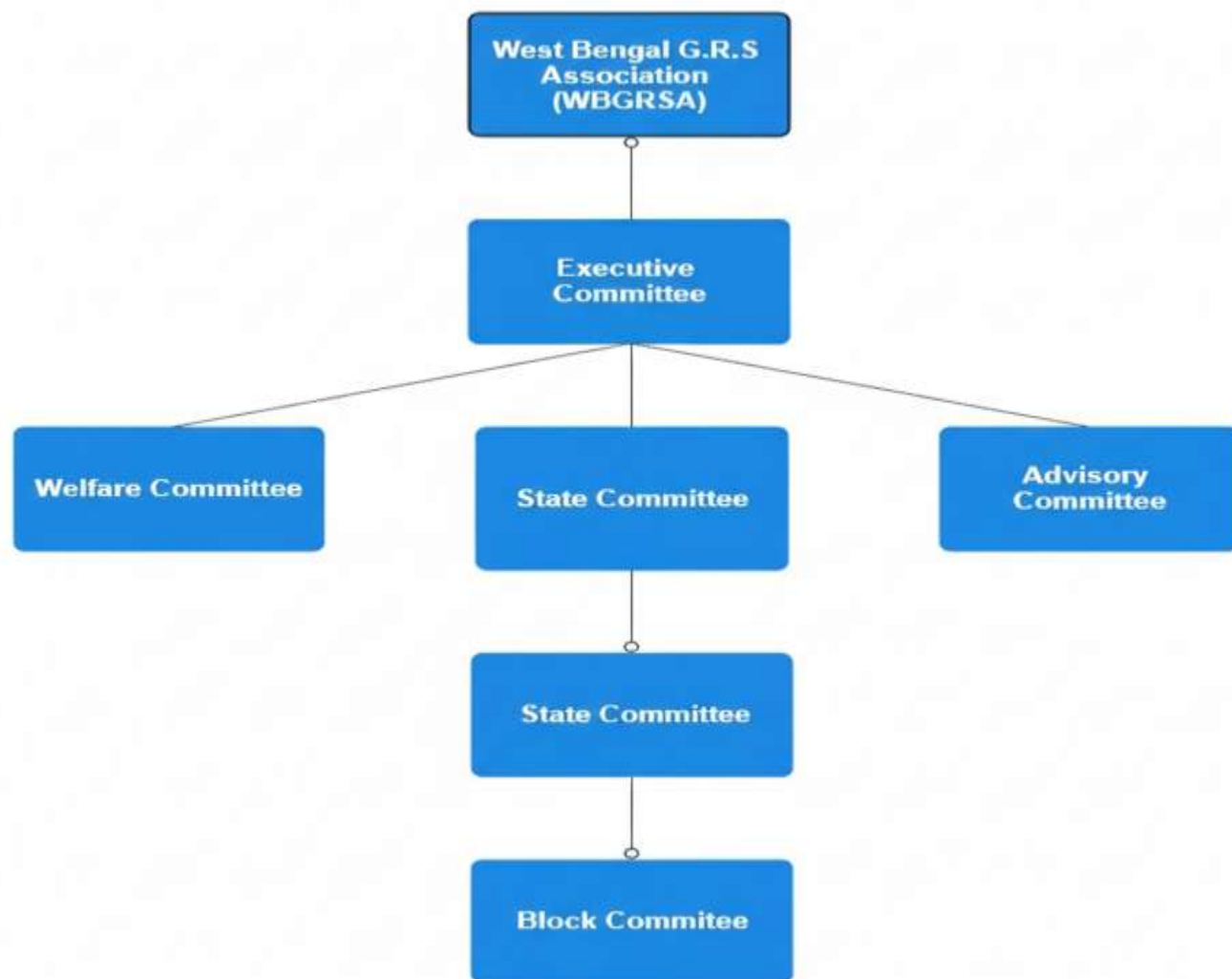
The primary objective of the Association is to promote the welfare, development, rights and interests of Gram Rojgar Sahayak (GRS) in West Bengal. The aims, objectives and functions of the Association shall be as follows:

- a) To promote the welfare and service development of Gram Rojgar Sahayak (GRS).
- b) To constitute various committees at the State, District and Block levels for the welfare, development and organizational activities of Gram Rojgar Sahayak.
- c) To undertake necessary activities, duties and deployments for the development and welfare of its members.
- d) To submit letters, memoranda, representations, demands, petitions and requests to any Government Department or authority of the Government of West Bengal (GoWB) and/or the Government of India (GoI) on matters relating to the welfare and interests of Gram Rojgar Sahayak.
- e) To undertake any lawful activity, programme or initiative for the welfare and development of Gram Rojgar Sahayak in any part of West Bengal or throughout India.
- f) To provide financial assistance to any Gram Rojgar Sahayak holding valid membership of the Association in cases such as medical treatment, death, or other situations as may be determined under the rules and regulations of the Association.
- g) To provide legal assistance to its members in matters relating to their service, welfare and legitimate interests, subject to the applicable rules and regulations of the Association.
- h) To establish and maintain offices at any suitable location in West Bengal for the effective functioning of the Association.
- i) To establish, maintain and manage an official website and social networking platforms for effective communication, information dissemination and community development.
- j) To receive contributions, collect membership fees and subscriptions, and undertake financial transactions necessary for the welfare, development and functioning of the Association, subject to its rules and regulations.
- k) To operate and maintain websites, social media platforms and other digital communication channels for the welfare, development and benefit of Gram Rojgar Sahayak.
- l) To open and operate bank accounts with any nationalized bank or other scheduled bank in India for carrying out the financial activities of the Association.
- m) To frame, adopt, amend and modify rules, regulations and By-Laws for the effective functioning and administration of the Association, as and when necessary.
- n) To undertake any lawful action or activity in accordance with resolutions passed by the State Committee or Executive Committee of the Association.

6) Statutory Registrations, Financial & Official Contact Details

PAN (49A)	AADTB8158R Name: BENGAL GRAM ROJGAR SAHAYAK ASSOCIATION
TAN (49B)	CAB2249A, Date: 11.11.2021
Unique Reg. No. under Section 12A	AADTB8158RE20212 Date: 24.09.2021
Unique Reg. No. under Section 80G	AADTB8158RF20210 Date: 01.11.2021
80G Tax Exemption Status	Donations & contributions are eligible for tax exemption under Section 80G(5) of the Income Tax Act, 1961. Approval No: AADTB8158RF20210 (Date: 01.11.2021)
Bank Account Details	Account Name: BENGAL GRAM ROJGAR SAHAYAK ASSOCIATION Account No: 04580110067215 IFSC Code: UCBA0000458 Bank: UCO Bank Branch: Khanakul Branch, Dist: Hooghly, West Bengal
Official Key Contacts	President: 9932049338 General Secretary: 8101975125 Cashier: 9735833576 Vice President: 9733032338 Joint Secretary: 9800000316 Assistant Secretary: 8670850850 Assistant Cashier: 9083083570
Official Digital Platforms	Website: www.wbgrsa.org Email ID: westbengalgrsassociation@gmail.com
Official Social Platforms	Face book: West Bengal G.R.S Association YouTube: West Bengal G.R.S Association X Handel: wbgrsa

3. STRUCTURE & INFORMATION OF VARIOUS COMMITTEES



a) Executive Committee

Sl.	Designation	Name	District	Phone	Email ID
1	President	SHOUNAK DEY	Cooch Behar	9932049338	shounak.dey00@gmail.com
2	General Secretary	SATYAKI CHOWLI	Hooghly	8101975125	satyakichowli92@gmail.com
3	Cashier	ANSHUMAN REJA	Hooghly	9735833576	rejaanshuman@gmail.com
4	Vice President	MOBARAK HOSSAIN	Dakshin Dinajpur	9733032338	mobarakh687@gmail.com
5	Joint Secretary	PRANKRISHNA MAHATO	Purulia	9800000316	prankrishna.mahato99@gmail.com
6	Assistant Secretary	SUMAN MONDAL	South 24 Parganas	8670850850	sumanmondal312@gmail.com
7	Assistant Cashier	UTTAM KUMAR ROY	South 24 Parganas	9083083570	ukroy1984@gmail.com

b) Welfare Committee

Sl.	Designation	Name	District	Phone	Email ID
1	President	SUPRATIM JANA	Purba Medinipur	9800453258	—
2	Secretary	RADHA BINOD GOSWAMI	Purulia	8537037473	—
3	Coordinator-cum-Cashier	DEBASISH BISWAS	Cooch Behar	9749527177	—
4	Vice President	—	—	—	—
5	Assistant Secretary	—	—	—	—
6	Member	All Welfare Representatives from District Committees	All Districts	—	—

c) State Committee

Sl.	Designation	Name	District	Phone	Email ID
1	President	SHOUNAK DEY	Cooch Behar	9932049338	shounak.dey00@gmail.com
2	General Secretary	SATYAKI CHOWLI	Hooghly	8101975125	satyakichowli92@gmail.com
3	Cashier	ANSHUMAN REJA	Hooghly	9735833576	rejaanshuman@gmail.com
4	Vice President	MOBARAK HOSSAIN	Dakshin Dinajpur	9733032338	mobarakh687@gmail.com
5	Joint Secretary	PRANKRISHNA MAHATO	Purulia	9800000316	prankrishna.mahato99@gmail.com
6	Assistant Secretary	SUMAN MONDAL	South 24 Parganas	8670850850	sumanmondal312@gmail.com
7	Assistant Cashier	UTTAM KUMAR ROY	South 24 Parganas	9083083570	ukroy1984@gmail.com
8	Member	SUPRATIM JANA	Purba Medinipur	9800453258	—
9	Member	RADHA BINOD GOSWAMI	Purulia	8537037473	—
10	Member	DEBASISH BISWAS	Cooch Behar	9749527177	—
11	Member-cum-Advisor	—	—	—	—
12	Member-cum-Advisor	—	—	—	—
13	Member	District Presidents	All Districts	—	—
14	Member	District Secretaries	All Districts	—	—
15	Member	District Cashiers	All Districts	—	—

d) District Committee Structure

Sl.	Designation	Name	District & Block	Phone	Email ID
1	President	—	—	—	—
2	Secretary	—	—	—	—
3	Cashier	—	—	—	—
4	Vice President	—	—	—	—
5	Assistant Secretary	—	—	—	—
6	Assistant Cashier	—	—	—	—
7	Welfare Representative	—	—	—	—
8	Member	—	—	—	—

e) Block Committee Structure

Sl.	Designation	Name	District & Block	Phone	Email ID
1	President				
2	Secretary				
3	Cashier				
4	Member				

1. SHORT TITLE AND COMMENCEMENT

STATUTORY FRAMEWORK & LEGISLATIVE HISTORY

- ❖ Title: These By-Laws shall be known as the “By-Laws of the Bengal Gram Rojgar Sahayak Association”, also known as the “West Bengal G.R.S. Association” since 2011.
- ❖ Initial Enactment: These By-Laws shall come into force from the date of registration of the Association under the applicable provisions of the West Bengal Societies Registration Act, 1961, and other applicable laws.
- ❖ Registration under Trust Act: Since 2019, the Association has been registered as the Bengal Gram Rojgar Sahayak Association, bearing Registration No. 190301649 of 2019, under the applicable provisions of the Indian Trust Act, 1882, including Section 60 and Rule 69, as applicable.
- ❖ Periodic Revisions & Amendments: The Memorandum of Association, By-Laws, Rules & Regulations of the Association, effective from 25 May 2019, shall be amended, revised, or updated from time to time in accordance with decisions taken by the competent body of the Association and in compliance with the applicable laws, rules, and regulations governing the Association.
- ❖ Approval of Updated By-Laws: The updated Memorandum of Association, By-Laws, Rules & Regulations of the Association were approved at the General Meeting held on 14 August 2024 at Hooghly.

2. MEMBERSHIP CRITERIA & FRAMEWORK

Eligibility Overview:

- Any Gram Rojgar Sahayak (GRS) working in any Gram Panchayat in the State of West Bengal shall be eligible to become a member of the Association.
- No person other than a serving Gram Rojgar Sahayak (GRS) shall be eligible for membership of the Association, except where otherwise specifically permitted under the applicable rules and regulations of the Association.

1) Membership Rules and Regulations

- a) All applications for membership shall be submitted online. The entire membership registration and renewal process shall be completed through the Association’s official website/online portal, www.wbgrsa.org. Offline registration or renewal shall not be permitted.
- b) Membership shall be valid for one (1) year and shall be considered with reference to the relevant financial year. Every member shall renew their membership annually within the period prescribed by the Association.
- c) The Association shall prescribe a specific period during each financial year for receiving membership applications and collecting membership fees. Such period shall be determined by the Association from time to time.
- d) The membership fee shall be paid only through the online payment system available on the Association’s website, including Internet Banking, Debit Card, Credit Card, UPI, E-Wallet, or any other authorized digital payment method. Offline payment shall not be permitted.
- e) The membership fee for Renewal/Re-enrolment/New Enrolment shall be determined by the Annual General Meeting or the General Meeting of the State Committee for each financial year, taking into consideration the approximate budget and expenditure of the Association.
- f) The membership fee may be revised, adjusted, or reviewed from time to time based on a decision of the Annual General Meeting or the competent General Meeting of the State Committee.
- g) Existing members and eligible Gram Rojgar Sahayaks may apply for new membership or renewal of membership during the prescribed Membership Registration/Renewal Period for the relevant financial year.
- h) Members or applicants shall pay only the membership fee fixed by the State-level authority of the Association. No member or applicant shall be permitted to pay an amount higher or lower than the prescribed membership fee.
- i) Any applicable payment gateway convenience/service charge and GST shall be payable in addition to the prescribed membership fee, as applicable.
- j) Membership fees shall be paid directly through the Association’s official website and authorized online payment gateway. Every applicant shall agree to and abide by the Terms and Conditions, Rules & Regulations, and decisions of the Association and shall comply with the instructions issued by the Association for the welfare, development, and advancement of Gram Rojgar Sahayaks.

2) Process for Membership Application

- a) Before submitting an application, the applicant shall carefully review the Rules & Regulations of the Association and the applicable annual membership fee.

- b) The applicant may access the Association's official website, www.wbgrsa.org, using a desktop computer, laptop, tablet, or mobile device.
- c) After visiting the Association's website, the applicant shall select the "Membership" menu available on the website.
- d) The applicant is advised to carefully review all information relating to the Benefits of Membership, Terms and Conditions, and other relevant membership provisions available under the Membership section.
- e) The applicant shall select the option for Online Membership Application.
- f) The applicant shall provide all required and valid information and create a secure password, wherever applicable. The applicant shall keep the password secure for future access and membership management.
- g) After registration, the applicant may log in through www.wbgrsa.org/login by using the registered User ID, Email ID, or Mobile Number along with the password.
- h) Where available, the applicant may alternatively use the OTP-based login facility sent to the registered mobile number or email address.
- i) After successful login, the applicant may proceed with New Membership Registration by providing and submitting all required and valid information.
- j) After successful submission of the membership application, the applicant may download or print a copy of the submitted application for future reference.

3) Process for Membership Fee Payment

- a) The existing member or new applicant shall pay the prescribed membership fee fixed by the State Committee through the Association's authorized online payment gateway.
- b) Payment shall be made through an online mode such as Internet Banking, Debit Card, Credit Card, UPI, E-Wallet, or any other authorized digital payment method.
- c) After successful payment, the application may require a minimum period of seven (7) days for verification and approval by the concerned District Committee and/or State Committee.
- d) After approval, the applicant shall receive a confirmation SMS or email on the registered mobile number or email address.
- e) A membership certificate shall thereafter be generated through the applicant's Member Login. The applicant may view, download, or print the membership certificate and may also view or verify their membership details through the Association's website.
- f) If a membership application is rejected by the District Committee and/or State Committee for any valid reason, the membership fee shall be refunded to the applicant through the original payment source, such as a card, UPI, bank account, or wallet, within seven (7) working days from the date of rejection.
- g) The refund shall exclude any applicable payment gateway convenience/service charge and GST.
- h) Payment confirmation may sometimes be delayed or incorrectly reflected due to technical or server-related issues affecting the payment gateway or Association's website.
- i) In such circumstances, the applicant should contact the Association at westbengalgrsassociation@gmail.com after three (3) days from the date of payment.
- j) All donations, payments, and contributions made to the Association shall be eligible for tax exemption under Section 80G(5) of the Income Tax Act, 1961, subject to the applicable rules and conditions and the validity of the approval granted by the Income Tax Department, Government of India, including Approval No. AADTB8158RF20210 dated 01.11.2021.

3. MEMBER LOGIN & PORTAL DIGITAL SERVICES

The Association shall provide an individual Member Login facility through its official website for every registered member or eligible applicant.

- a) Members may update or edit their personal information and view their membership records through their Member Login.
- b) Members may pay their membership fees and may also make donations or contributions to the Welfare Fund for themselves or other eligible members.
- c) Members may generate and download membership payment invoices, Welfare Fund payment invoices, membership certificates, and other applicable documents.
- d) Members may submit claims through the WBGRSA IFMS platform for eligible expenditure incurred on behalf of the Association, subject to the applicable rules and approval procedures.
- e) Members may access documents and information made available exclusively to valid members. Such member-restricted information shall not be accessible to unauthorized persons or non-members.

4. TECHNICAL SUPPORT & WEBSITE ADMINISTRATION

- The Association shall provide technical support relating to its official website and online payment system through its designated Web Developer/Web Administrator from time to time for the benefit and convenience of its members.
- In the event of an internal server issue, payment gateway failure, database error, or other technical problem affecting the Association's website or payment system, payment confirmation may be delayed or incorrectly reflected. In such circumstances, the applicant/member may contact the Association at westbengalgrsassociation@gmail.com or contact the designated Web Administrator.
- After verification with the payment gateway and the Association's website/database, the Association shall take reasonable steps to resolve the issue on a priority basis.

5. MEMBERSHIP FEE STRUCTURE

- The membership fee shall be treated as the Annual Membership Subscription Fee of the Association.
- Membership fees shall constitute one of the principal sources of the Association's funds and shall be utilized for the welfare, development, and advancement of Gram Rojgar Sahayaks in the State of West Bengal.
- Any applicable payment gateway convenience/service charge and GST shall be payable in accordance with the applicable rates and terms of the payment gateway.

6. RIGHTS, OBLIGATIONS AND PRIVILEGES OF MEMBERS

- a) Every valid member shall be entitled to enjoy and avail themselves of the facilities and services provided by the Association, subject to the applicable Rules & Regulations.
- b) Every valid member shall be entitled to access the individual Member Login facility provided on the Association's website.
- c) Every member shall have the right to participate in General Meetings, programmes, conferences, and other activities of the Association, subject to the applicable rules.
- d) Every eligible member shall have the right to contest for designated positions of the Block Committee, subject to the eligibility criteria and election rules of the Association.
- e) Members may participate in activities relating to the welfare, development, and advancement of Gram Rojgar Sahayaks.
- f) Members may submit grievances, objections, suggestions, feedback, requests, or representations to the Association in accordance with the prescribed procedure.
- g) Members may request information from the Association in accordance with the Rules & Regulations and procedures prescribed by the Association.
- h) Eligible members may avail themselves of benefits from the WBGRSA Welfare Fund, including legal assistance, death compensation, and other welfare assistance, subject to the applicable rules, eligibility conditions, and availability of funds.

7. TERMINATION OF MEMBERSHIP

The State Committee/Executive Committee shall have the power to suspend, terminate, or expel a member from the Association, subject to the Rules & Regulations of the Association and applicable law, on any of the following grounds:

- a) Upon the death of the member.
- b) Upon submission of a written resignation by the member.
- c) Upon cessation/resignation from service as a Gram Rojgar Sahayak (GRS).
- d) If the member is found to be involved in anti-social or activities detrimental to the interests of the Association.
- e) If the member is adjudged by a competent court of law to be a criminal offender, subject to applicable law.
- f) If the member is adjudged by a competent court of law to be legally incapable of managing their affairs.
- g) If the member is found guilty of activities involving anti-propaganda, deliberate misinformation, or conduct prejudicial to the aims and objectives of the Association.
- h) If the member deliberately disregards the Rules & Regulations or disobeys lawful decisions of the State Committee/Executive Committee.
- i) If the member fails to attend three (3) consecutive meetings without valid or sufficient reason, where attendance is mandatory.
- j) Any decision regarding suspension, termination, or expulsion of membership shall be communicated to the concerned member.

8. DUTIES OF MEMBERS

Every member of the Association shall:

- a) Participate in the formation and election of the Block Committee of the Association in accordance with the applicable election rules.
- b) Attend General Meetings at the Block, Sub-Divisional, District, and State levels, as applicable.
- c) Participate regularly in programmes, meetings, campaigns, and other activities of the Association, whether conducted virtually or physically, at different levels.
- d) Provide necessary suggestions, feedback, information, and cooperation to the Association and bring to its notice any matter that may be relevant to the welfare and interests of its members.
- e) Complete membership renewal formalities on time and provide financial support or contributions to the Welfare Fund from time to time, as per their willingness and the applicable rules of the Association.

9. 80(G) TAX EXEMPTION CERTIFICATE

The Association may provide an 80(G) certificate/receipt, wherever applicable, for eligible donations and contributions made through the Association's authorized system, subject to the applicable provisions of the Income Tax Act, 1961, and the validity of the Association's 80G approval.

10. PRIVACY POLICY

- a) The Association shall maintain a dedicated database for the secure record and management of members' information, whether collected through online or authorized offline processes.
- b) The Association shall not collect or disclose visitors' personal information or IP addresses except where such collection or disclosure is required by applicable law, lawful authority, security requirements, or necessary technical operation of the website.
- c) Payments shall be processed through an authorized and dedicated payment gateway. Sensitive payment information, such as card details or banking credentials, shall be processed by the payment gateway and shall not ordinarily be accessible to the Association.
- d) The Association may use the transaction ID and other necessary payment information for payment verification, reconciliation, and invoice generation.
- e) The Association shall use members' information, including occupation-related information, only for legitimate Association activities, administrative purposes, welfare initiatives, and other necessary work, subject to applicable consent and law.
- f) The Association shall not disclose or share members' personal information or payment-related information with unauthorized third parties, except where required by law, lawful authority, or for legitimate service/technical purposes.
- g) The Association shall take reasonable and appropriate measures to protect the security and confidentiality of information stored in its website and database.
- h) The Association shall not knowingly use cookies or third-party applications/software for unauthorized tracking of members or visitors. Any essential technical cookies or services required for the secure and proper functioning of the website shall be used in accordance with applicable requirements.
- i) The Association shall take appropriate database-security measures, including the use of SSL/TLS certification and other reasonable security mechanisms, to protect information transmitted through and stored on its website.

11. CANCELLATION AND REFUND POLICY

- a) The Association is a non-profit organization established for the welfare, development, and advancement of Gram Rojgar Sahayaks working under Gram Panchayats in the State of West Bengal.
- b) The Association does not operate for commercial profit and does not ordinarily sell products or provide profit-oriented services. It provides assistance, welfare support, development initiatives, and financial support to eligible members in accordance with the Rules & Regulations of the Association.
- c) Members shall pay the prescribed annual membership fee, and members or other eligible persons may make voluntary contributions to the Welfare Fund for welfare, development, and financial assistance to eligible members.
- d) Membership may be cancelled or rejected for a valid reason in accordance with the Rules & Regulations of the Association.
- e) In the event of rejection of a membership application, the eligible membership fee shall be refunded to the applicant's original payment source within seven (7) working days from the date of rejection.
- f) Any applicable payment gateway convenience/service charge and GST shall be non-refundable.

12.COMMITTEE

I. EXECUTIVE COMMITTEE — CONSTITUTION, POWERS, DUTIES & RULES

PREAMBLE & MANDATE

The Executive Committee shall serve as the central administrative body of the Association and shall function under the overall guidance, supervision, direction, and control of the competent authority/general body of the Association.

1) TERM OF OFFICE

- The term of office of the members of the Executive Committee shall be three (3) years from the date of their election/appointment, as applicable.
- Upon completion of the three-year term, the Executive Committee shall continue to function in an Interim or Ad-Hoc capacity until an Interim Committee, Ad-hoc Committee, or newly constituted Executive Committee is formed in accordance with the Rules & Regulations of the Association at the first or immediate Annual General Meeting/General Meeting held after expiry of the three-year term.
- After the formation of the Interim, Ad-hoc, or newly elected Committee, the outgoing Executive Committee shall hand over all official records, documents, assets, financial records, accounts, responsibilities, and other properties of the Association to the newly constituted body in accordance with the prescribed procedure.

2) EFFECTIVENESS OF AUTHORIZED SIGNATURE

- The signature of any authorized/empowered office-bearer shall become effective from the date of their appointment/election and assumption of office, subject to the authorization granted under the Rules & Regulations and decisions of the competent authority of the Association.
- Any authorized signatory shall exercise such powers only within the scope of the authority granted to them by the Association.

3) FORMATION OF THE EXECUTIVE COMMITTEE

- a) The Executive Committee may be formed by the State Committee at the State Convention.
- b) All members of the State Committee entitled to vote shall elect/select the designated office bearers of the Executive Committee or approve the formation of the Executive Committee.
- c) The designated office bearers of the Executive Committee or the Executive Committee shall be appointed by a resolution passed by a two-thirds (2/3) majority of the State Committee members entitled to vote at the State-Level Convention, which shall be held every three years.
- d) A full-time Executive Committee shall be appointed for a period of three (3) years. During the said period, or upon completion of the three-year term, an Interim or Ad-hoc Executive Committee shall be formed at the first Annual General Meeting or General Meeting held thereafter, with all members of the existing State Committee Association in attendance.
- e) The election process shall be conducted where there is more than one nomination for the same post. Where there is only one nomination for a post, selection may be made through a resolution. The entire election process may be conducted by an independent “Organizational Election Committee.”
- f) In the event of resignation, termination, or any other emergency, the Executive Committee may be temporarily re-formed or re-formed for the remainder of its term through an Annual General Meeting, Extraordinary General Meeting, or General Meeting of the State Committee, following the same election procedure for the respective designated post(s).
- g) Any interim vacancy in the State Committee shall be filled only with the approval of the Annual General Meeting, Extraordinary General Meeting, or General Meeting of the State Committee. The term of office of such member(s) shall be co-terminus with that of the other members of the State Committee. No co-option or nomination of members shall be made to the State Committee.

4) POWERS OF EXECUTIVE COMMITTEE

- a) To manage, govern, and control all affairs of the Association through the State Committee or any other committee.
- b) To consider budget estimates; prepare necessary plans; monitor all kinds of administrative and Association activities; and oversee expenditure, accounts, and fund management through the State Committee or any other committee.
- c) To consider any appointment or engagement on behalf of the Association.
- d) To undertake 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 Association.
- e) To consider amendments to these Rules, which shall be passed by a resolution at the Annual General Meeting, General Meeting, or Extraordinary General Meeting.
- f) To consider any grievance, suggestion, or complaint received from the State Committee or any other committee concerning matters related to the Association.
- g) To consider and make recommendations or decisions concerning the welfare and development of members through the State Committee or any other committee.
- h) To take any action deemed necessary in the interest of the Association.

5) POWERS AND DUTIES OF THE OFFICE BEARERS OF THE EXECUTIVE COMMITTEE

Note: All Office Bearers of the Executive Committee shall act as Ex-Officio Office Bearers of the State Committee.

A. President

- a) The President shall be the administrative head of the Association and shall be assisted by the General Secretary, other designated office bearers, members of the Executive Committee, and other committees.
- b) He/She shall preside over all meetings, including the Annual General Meeting, General Meeting, Extraordinary General Meeting, Urgent Meeting, and any other meetings, as well as programmes, activities, functions, conventions, etc., on behalf of the Association.
- c) He/She shall exercise general supervision over all activities of the Association.
- d) In matters of urgency, as determined by the President, he/she may exercise the powers of the Executive Committee, provided that such decisions shall subsequently be placed before and ratified by the Executive Committee.
- e) He/She shall issue official letters and memoranda to any Government authority or any person/organization for the welfare and development of members.
- f) He/She shall take legal and official action against any administrative or financial irregularities at any level of the Association.
- g) He/She may terminate the membership of any member in accordance with a resolution passed by the State Committee or Executive Committee.
- h) He/She may take appropriate action in respect of any designated person or committee in any serious or urgent situation, in accordance with a resolution of the State Committee or Executive Committee.
- i) He/She may receive and approve the resignation of any designated member of the District Committee, State Committee, or Executive Committee. He/She may also approve the formation of the District Committee and any other committee on behalf of the Executive Committee.

B. General Secretary

- a) The General Secretary shall be responsible for the general supervision of the work and formulation of the programmes of the Association. He/She shall present the annual report and other reports at various meetings, including the Annual General Meeting, General Meeting, Extraordinary General Meeting, Urgent Meeting, and any other meetings, and shall provide a general overview of the work of the Association during the preceding year.
- b) He/She shall issue notices for meetings in consultation with the Executive Committee and shall prepare and maintain the minutes of all meetings of the State Committee and Executive Committee.
- c) He/She shall be the custodian of all 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, including their names, addresses, occupation details, and other relevant particulars.
- f) He/She shall execute contracts, quotations, and tenders on behalf of the Association.
- g) He/She shall approve all bills and vouchers of the Association and issue payment instructions to the Cashier.
- h) He/She shall issue letters/notices for any purpose of the Association to its committees.
- i) He/She shall invite tenders/quotations and issue work orders to any person/agency for the development and activities of the Association, subject to the prior approval of the Executive Committee.

- j) He/She shall issue show-cause notices to any member or designated office bearer of any committee if any irregularity is found at any level.
- k) In general, he/she shall perform all such duties as may from time to time be assigned by the Executive Committee or the President, or as prescribed by law or under the Rules of the Association.

C. Treasurer/Cashier

- a) The management of the finances and property of the Association shall be supervised by the Treasurer/Cashier.
- b) He/She shall prepare and place the annual budget and such interim financial requirements as may be necessary before the Executive Committee for approval.
- c) He/She shall maintain and control the accounts of the Association and ensure their audit. He/She shall operate the bank account of the Association jointly with the President and General Secretary, or with the Vice President and Secretary/Joint Secretary/Assistant Secretary, as authorized. All cheques shall be signed by the authorized account operator(s) with prior written approval from the President/General Secretary/Joint Secretary.
- d) He/She shall be responsible for collecting and receiving cash, cheques, and drafts and issuing receipts thereof on behalf of the Association.
- e) He/She shall place the duly audited annual accounts of the Association before the General Body and the Executive Committee at their respective meetings.
- f) He/She shall be responsible for maintaining all financial documents, supporting receipts, expenditure records, and the latest bank statements and shall make such accounts available to the President, General Secretary, and Executive Committee as and when required.
- g) He/She shall also be responsible for maintaining the payment and expenditure section of the IFMS of the Association.

D. Vice President

- a) He/She shall assist the President. In the absence of the President, the Vice President shall act as President-in-Charge and perform all duties of the President.
- b) He/She shall communicate the objectives and decisions of the Association to the committees.
- c) He/She shall monitor all types of activities of the Association from time to time.
- d) He/She may issue letters, notices, or memoranda on behalf of the President and the Association, as authorized person.

E. Joint Secretary

- a) He/She shall assist the General Secretary in all kinds of matter and overall in charge of all section of Association.
- b) He/She coordinate all Assistant Secretary of all section time to time.
- c) In the absence of the General Secretary, he/she shall act as General Secretary-in-Charge and perform all duties of the General Secretary.
- d) He/She shall perform such duties of the General Secretary as may be assigned by the General Secretary or the Executive Committee from time to time.
- e) He/She may undertake accounts-related activities on behalf of the General Secretary, as authorized.
- f) He/She may issue letters, notices, or memoranda on behalf of the General Secretary and the Association, as authorized.

F. Assistant Secretary – Programme and Communication

- a) He/She shall be In charge of programme and communication of the Association.
- b) Help plan and execute organizational programs, meetings, and special events by aligning communication strategies with set goals.
- c) He/She shall manages internal and external communications, coordinates information flow, and supports administrative functions within an organization.
- d) He/She shall assist the General Secretary and Joint Secretary in programme and communication-related affairs.
- e) In the absence of the Joint Secretary, he/she shall perform such duties of the Joint Secretary as may be assigned.
- f) He/She shall perform such duties as may be assigned by the Joint Secretary and President/General Secretary or Executive Committee from time to time.
- g) He/She may issue letters, notices, or memoranda on behalf of the Joint Secretary and the Association, as authorized.

G. Assistant Secretary – Media and Publication

- a) He/She shall be In charge of Media and Publication affairs of the Association.
- b) He/She shall assist the General Secretary and Joint Secretary in Media and Publication-related affairs.
- c) He/She shall assist Draft and edit press releases, media advisories, newsletters, social media copy AND Media Relations.

- d) He/She shall handle media inquiries; build relationships with journalists, and schedule press interviews or briefings.
- e) He/She shall Monitoring and reporting the track news coverage, analyze media exposure, and prepare regular reports for senior management.
- f) He/She shall assist in administrative Support to maintain media lists, update contact databases, and organize press conferences or internal communication schedules.
- g) He/She shall help execute rapid response messaging during sensitive situations or public relations challenges.
- h) In the absence of the Joint Secretary, he/she shall perform such duties of the Joint Secretary as may be assigned.
- i) He/She may issue letters, notices, or memoranda on behalf of the Joint Secretary and the Association, as authorized.

H. Assistant Secretary – Office and Administration

- a) He/She shall be In charge of Office and Administration affairs of the Association.
- b) He/She shall assist the General Secretary and Joint Secretary in Office and Administration-related affairs.
- c) He/She shall assist Draft and route official emails and postal correspondence, inquiries to appropriate departments or personnel or any other committee.
- d) He/She shall assist Draft meeting agendas, prepare official documents, reports, and take detailed minutes. Input data, update records, and keep databases accurate. Draft routine administrative reports and spreadsheets. Maintain structured digital and physical filing systems.
- e) He/She shall assist in maintaining and managing all Web Based activity and data updation in official website time to time needful support to provide Grievance and Information-related works of Association.
- f) In the absence of the Joint Secretary, he/she shall act as perform such duties of the Joint Secretary as may be assigned.
- g) He/She shall perform such duties as may be assigned by the Joint Secretary and President/General Secretary or Executive Committee from time to time.
- h) He/She may issue letters, notices, or memoranda on behalf of the Joint Secretary and the Association, as authorized.

I. Assistant Cashier

- a) He/She shall assist in all accounts-related matters of the Association and assist the Cashier in the discharge of his/her duties.
- b) He/She may make payments in the absence of the Cashier or on behalf of the Cashier, subject to official authorization by the Executive Committee.
- c) He/She shall monitor and review payment and expenditure-related issues reflected in the IFMS system and submit the relevant reports to the Cashier from time to time.
- d) He/She shall maintain and monitor the fund received/expenditure/bill/claim and all financial matter of state, welfare and district committee.
- e) He/She shall assist audit and accounts, ITR time to time.
- f) He/She shall assist others association matter as per requirement.

6) MAINTENANCE OF REGISTERS AND RECORDS

- a) Resolution Book
- b) Cash Book
- c) Letter Issue Register
- d) Letter Receipt Register
- e) Bill/Voucher Register
- f) Cheque Issue Register
- g) Bank Account Statements
- h) Other records as may be required for the proper administration and financial management

7) AUDIT OF ACCOUNTS

- a) The Executive Committee shall ensure the audit of the accounts of the Association, including the State Fund, Welfare Fund, and District Fund, for every financial year on the basis of bank statements, bills/vouchers, expenditure records, payment gateway settlement reports, and IFMS reports.
- b) The audit of accounts shall be conducted by a suitable Chartered Accountant firm. The audit-related payment shall be made from the Association's funds by the Executive Committee.

- c) The Executive Committee shall also be responsible for the submission of Income Tax Returns (ITR), TDS returns, Form 10B audit reports, and any other statutory requirements relating to the accounts of the Association.
- d) The President, General Secretary, and Cashier shall be the authorized signatories and DSC signatories on behalf of the Association for audits, ITR, TDS, Form 10B audits, and other matters relating to the accounts of the Association.

8) REMUNERATION/INCENTIVES

- a) No remuneration shall be payable for any purpose or activity of the Association at any level.
- b) Actual travel expenses may be reimbursed from the Association's funds. In such cases, only Non-AC bus fare, Non-AC train fare, local train fare, and metro fare shall be admissible.
- c) Expenses for any car/cab shall be reimbursed only with the prior approval of the Association.
- d) Internet expenses and urgent telephone expenses may be reimbursed.
- e) Additional expenses for hotel rooms or rest facilities shall not be reimbursed.
- f) The cost of normal tiffin/lunch/dinner/accommodation cost may be reimbursed prior approval of the Association.
- g) Expenses incurred for personal daily needs or addictive substances/items shall not be entertained or reimbursed.
- h) All approved claims shall be processed and disbursed through the IFMS system of the Association.

II. STATE COMMITTEE — CONSTITUTION, POWERS, DUTIES & RULES

1) ELECTION AND FORMATION OF THE COMMITTEE

- a) The term of office of the State Committee members shall be three (3) years. Upon completion of the three-year term, the Committee shall remain valid until an Interim or Ad-hoc Committee is formed at the first or immediate Annual General Meeting held thereafter. The existing Committee shall then hand over all official and financial responsibilities to the Interim or Ad-hoc Committee.
- b) Any person designated to the State Committee shall have good knowledge of the Association, shall have been an active member for at least three (3) years, and shall have served as a District-level designated office bearer, State Committee member, or member of any other State-level Committee for at least three (3) years.
- c) Full-time or Ad-hoc State Committee office bearers may be re-elected.
- d) No State Committee office bearer shall hold the same post or designation for more than three (3) times in a full-time or In-term or Ad-Hoc State Committee.
- e) After appointment to the State Committee, no State Committee member shall be assigned to any designated post in a District or Block Committee.
- f) The President, General Secretary, Cashier, and Secretary shall not be appointed from the same District.
- g) The maximum number of designated office bearers in the Executive Committee shall be Nine (9).
- h) The State Committee office bearers shall be elected by the State Committee members by a two-thirds (2/3) majority at the State-Level Convention or Annual General Meeting, in the presence of the members/delegates of the Association as applicable.
- i) A full-time State Committee shall be constituted for a period of three (3) years. During or upon completion of the three-year term, an Interim or Ad-hoc State Committee may be re-formed through an Annual General Meeting in the presence of the members of the existing State Committee and Association, as applicable.
- j) In the case of an Interim or Ad-hoc Committee, a new full-time Committee shall be formed through an election process at a State-Level Convention in the presence of all members or delegates from the Districts, subject to the applicable rules.
- k) Elections within the Committee shall be conducted by an independent Organizational Election Committee through secret ballot or by such other election procedure as may be approved by the State Committee.
- l) In the event of the resignation of any designated office bearer or serious allegations against any designated office bearer, the State Committee may make a partial change in the Committee in the presence of all State Committee members. Any person appointed in place of such office bearer shall act as an In-term Office Bearer and shall perform the assigned duties until the full re-formation of the Committee.
- m) If the term of the State Committee expires after three years, or if the President and/or two-thirds (2/3) or more of the designated office bearers resign or are terminated, the full-time State Committee shall cease to function, and an Ad-hoc or Interim Committee may be formed. Such Ad-hoc or Interim Committee shall remain valid for a maximum period of six (6) months, unless otherwise extended in accordance with the Rules of the Association.

2) TERM OF OFFICE OF THE STATE COMMITTEE MEMBERS

MANDATE & SIGNATURE VALIDITY

- ❖ The term of office of the State Committee members shall be three (3) years. Upon completion of the three-year term, the Committee shall remain valid until an Interim or Ad-hoc Committee is formed and the official and financial responsibilities are formally handed over to the Interim or Ad-hoc Committee.
- ❖ The authority and validity of the signatures of newly appointed/empowered office bearers shall take effect from the date of their appointment, subject to the applicable banking and organizational formalities.

3) POWERS OF THE STATE COMMITTEE

- To manage, govern, and control all affairs of the Association through the Executive Committee and other committees.
- To communicate with an issue necessary directions to State-level and District-level Committees from time to time.
- To consider budget estimates and prepare plans, activities, and programmes through the Executive Committee from time to time.
- To recommend to the Executive Committee the appointment of Auditors, Web Developers, Legal Advisors, or any other persons required for the functioning of the Association.
- To receive donations in the name of the Association from members, individuals, voluntary organizations, non-governmental organizations, and government grants for achieving the aims and objectives of the Association.
- To undertake 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 Association.
- The State Committee, with unanimous consent, may from time to time amend the provisions relating to membership, admission, subscription fees payable by members, or frame rules relating thereto, subject to approval wherever required under these Rules.
- Any grievance relating to an election or other organizational matter shall be considered by the Executive Committee, and its decision shall be final and binding, subject to the provisions of these Rules.
- Any amendment to the Rules or By-Laws shall be passed by a resolution at a General Body Meeting or Extraordinary General Body Meeting, as applicable.
- The State Committee may appoint Sub-Committees and Ad-hoc Committees through the Executive Committee.
- The State Committee may take decisions concerning the welfare and development of members through the Executive Committee.
- To act and coordinate on behalf of the Association in any activity or programme at the State or Central level.
- To submit letters, memoranda, representations, or grievances to any Government authority, non-governmental organization, or individual for the welfare of members at the State, District, or Block level.
- To supervise, monitor, and control the activities, programmes, and organizational matters of the District and Block Committees.
- To provide necessary approval to the District and Block Committees.
- To take necessary action in respect of the District and Block Committees whenever required.
- To assist the Executive Committee in all kinds of activities of the Association from time to time.

4) POWERS AND DUTIES OF THE OFFICE BEARERS OF THE STATE COMMITTEE

- All Office Bearers of the Executive Committee shall act as Ex-Officio Office Bearers of the State Committee.
- The powers and duties of the Office Bearers of the State Committee shall be the same as, and equivalent to, the powers and duties assigned to the corresponding Office Bearers of the Executive Committee, subject to the provisions of these Rules.

5) FUND UTILIZATION

Fund Share (%)	Purpose & Utilization Area
50%	Utilized for the programmes and activities of the Association.
25%	Utilized for travel/accommodation/refreshment expenses.
25%	Utilized for administrative, website, audit, necessary goods, and establishment and functioning expenses.

6) MEETINGS

I. Annual General Meeting (AGM)

- a) The Annual General Meeting shall be held in April of every year with the participation of all State Committee members and designated office bearers of the State Committee.
- b) The State Committee shall preside over the meeting.
- c) At least two-thirds (2/3) of the total membership entitled to attend the meeting shall constitute the quorum.
- d) Prior notice of the meeting shall be issued to all members at least twenty-one (21) days before the scheduled date of the meeting.
- e) The Executive Committee shall be responsible for preparing and placing before every Annual General Meeting the balance sheet, income and expenditure account, and other relevant financial statements duly audited by a Chartered Accountant, together with the Auditor's Report.
- f) A copy of the income and expenditure account and balance sheet, including the Auditor's Report and every other document required to be annexed or attached thereto under applicable law, shall be made available to the members of the Executive Committee along with the notice convening the Annual General Meeting.
- g) If the required quorum is not present on the scheduled date, the meeting shall be adjourned and may be reconvened at the same place on the same day after a lapse of one hour, subject to the presence of the requisite quorum. This provision shall also apply to adjourned meetings of the State Committee. If the requisite quorum is still not present after one hour, the meeting shall be adjourned to another date, and fresh notice shall be issued for such adjourned meeting.
- h) The Association may take administrative and financial decisions at the Annual General Meeting, including decisions relating to membership rules, membership fees, operation of bank accounts, re-formation or partial changes of Committees, amendments to the By-Laws, guidelines for other committees, programmes, activities, termination or inclusion of membership, meetings, appointments, and other organizational matters, by adopting an appropriate resolution.

II. General Meeting

- a) The General Meeting shall be convened by the State Committee in the presence of the designated office bearers of the Executive Committee.
- b) The General Meeting shall ordinarily be held twice in each financial year at a suitable location within the State.
- c) At least two-thirds (2/3) of the total membership entitled to attend the meeting shall constitute the quorum.
- d) Prior notice of the meeting shall be issued to all members at least twenty-one (21) days before the scheduled date.
- e) Programmes, activities, and general organizational matters may be discussed and decided at this meeting. Major administrative matters may also be discussed for consideration and recommendation.
- f) Major administrative decisions shall not be finally taken at a General Meeting unless specifically authorized under these Rules.

III. Extraordinary General Meeting

- a) An Extraordinary General Meeting may be convened at any time, as necessary, for any urgent or exceptional matter concerning the Association.
- b) Prior notice of the meeting shall ordinarily be issued to all members at least fifteen (15) days before the scheduled date.
- c) The notice shall specify the purpose, agenda, date, time, and venue of the meeting.
- d) Major routine administrative decisions shall not ordinarily be taken at an Extraordinary General Meeting; however, urgent decisions necessary to address the specific circumstances for which the meeting has been convened may be taken.

IV. Urgent Meeting

- a) An Urgent Meeting may be convened at any time when necessary to address an urgent matter concerning the Association.
- b) Prior notice shall ordinarily be issued to all members at least seven (7) days before the scheduled date.
- c) The notice shall specify the purpose and agenda of the meeting.
- d) Major routine administrative decisions shall not ordinarily be taken at an Urgent Meeting; however, urgent decisions necessary to address the matter for which the meeting has been convened may be taken.

V. Virtual Meeting

- a) The State Committee may conduct meetings virtually for emergency situations or for general organizational purposes.
- b) Notice of a virtual meeting may be issued at least twenty-four (24) hours before the scheduled time, depending on the urgency of the matter.

- c) Notice of the meeting may be communicated through official notice, message, email, or any other recognized electronic means.
- d) Major routine administrative decisions shall not ordinarily be taken at a virtual meeting; however, urgent decisions necessary in the circumstances may be taken.

7. FORMATION AND OPERATION OF BANK ACCOUNT

- a) With the approval of the Association, the State Committee may open a bank account in any nationalized or scheduled bank, as approved by the Association, through the Executive Committee.
- b) The President or Vice President, General Secretary/Secretary/Assistant Secretary, and Cashier/Assistant Cashier may act as authorized operators of the bank account, subject to the resolution of the competent authority of the Association.
- c) The authorized account operators may be changed by a resolution of the Executive Committee, subject to applicable banking requirements.
- d) The authorized account operators shall be responsible for all cash and account-related matters of the Association within the scope of their respective authority.

8. MAINTENANCE OF REGISTERS AND ACCOUNT BOOKS

- A. **The Association shall maintain the following records and registers:**
 - a) Resolution Book
 - b) Cash Book
 - c) Letter Issue Register
 - d) Bill/Voucher Register
 - e) Cheque Issue Register
 - f) Bank Account Statements and related financial records
 - g) Any other registers or records required for the proper administration and financial management of the Association.
- B. The Cashier/Assistant Cashier shall be responsible for maintaining all accounts-related records and financial activities of the Association, subject to the supervision and approval of the competent office bearers.
- C. All records shall be maintained properly and shall be made available for inspection, audit, or verification by the authorized office bearers or competent authority of the Association whenever required.

III. WELFARE COMMITTEE---- CONSTITUTION, POWERS, DUTIES & RULES

1) Objectives of the Welfare Committee

- a) **Financial Relief:** To provide financial assistance to economically weaker Gram Rojgar Sahayaks (GRSs) and their families during adverse situations, including natural calamities or disasters.
- b) **Medical Assistance:** To provide financial support to economically weaker GRSs for medical treatment of severe ailments or in cases of major accidents.
- c) **Bereavement Support:** To extend financial aid to the family of an economically weaker GRS in the unfortunate event of his/her untimely death.
- d) **Legal Assistance:** To offer financial aid to economically weaker GRSs for legal assistance in disputes or legal complications arising from their employment.
- e) **Disaster Relief:** To extend financial aid to distressed persons affected by natural calamities or disasters, subject to fund availability and prescribed rules.

2) Rules and Regulations of the Welfare Committee

- a) **Organizational Status:** The Welfare Committee, designated as the West Bengal G.R.S. Welfare Fund (WBGRSWF), shall function as an independent entity under the overall jurisdiction of the Bengal Gram Rojgar Sahayak Association / West Bengal G.R.S. Association.
- b) **Registration:** The Welfare Committee shall obtain separate statutory registration and approvals from competent regulatory authorities, wherever applicable.
- c) **Financial Accounts:** The Welfare Committee shall maintain a dedicated PAN and an independent bank account, operated strictly under the administrative oversight of the Association.
- d) **Contribution Collection:** Contributions to the Welfare Fund shall be collected via the Association's registered bank account and official payment gateway. Upon successful payment, an official Receipt-cum-80G Certificate shall be issued as per statutory income tax provisions.

- e) **Administrative Autonomy:** All official and financial operations of the WBGRSWF shall be managed independently by the Welfare Committee in accordance with these rules.
- f) **Dedicated Scope:** The WBGRSWF funds shall be dedicated exclusively to the welfare of GRSs, providing financial relief during health emergencies, accidents, natural disasters, or other life-threatening situations.
- g) **Membership Eligibility:** To be eligible for financial assistance under the WBGRSWF, an applicant must be a registered member of the Association in good standing and must have paid the applicable annual membership fee for the active financial year.
- h) **Claim Initiation Process:** To initiate a claim, the applicant must contact the respective Block-level Welfare Representative. The Block Representative shall initiate the claim process and inform the District-level Committee member, who will notify the State Committee and monitor claim progress.
- i) **Document Submission:** The applicant shall submit all necessary supporting documents and evidence substantiating the need for financial assistance to the District Committee through the Block Representative.
- j) **Multi-Tier Verification:** Submitted claim documents shall be verified at both Block and District levels. Upon satisfactory verification, the claim shall be forwarded to the State Committee for final evaluation and processing.
- k) **Emergency Contact:** The beneficiary GRS must provide the name and contact details of a primary family relative (related by blood) for official communication during claim processing.
- l) **Audit and Verification Rights:** The Welfare Committee reserves the right to request additional or updated documents (e.g., medical prescriptions, hospital bills, accident reports) and to conduct physical verifications where deemed necessary.
- m) **Claim Submission Timeline:** Claims for financial assistance must be submitted to the WBGRSWF Committee within three (3) months from the date of the occurrence/incident.
- n) **Anti-Fraud Provision:** If an applicant intentionally misleads the Committee, submits fraudulent documents, or attempts deception, the claim shall be rejected immediately. Furthermore, their membership in the Association and WBGRSWF may be cancelled.
- o) **Financial Autonomy:** Decisions regarding financial assistance and expenditures shall be made independently by the Welfare Committee. The Executive Committee shall not interfere, except as explicitly mandated by these rules.
- p) **Executive Advisory:** The Welfare Committee may seek administrative advice, legal clarifications, or suggestions from the Executive Committee whenever required.
- q) **Complications & Governance:** In cases of administrative or financial complications, the Executive Committee may intervene and take necessary corrective measures, subject to General Meeting approval where required.
- r) **Payment Processing Workflow:** Upon approving a claim or bill, the Welfare Committee shall forward the proceedings and supporting documents to the Executive Committee. The State Committee shall review the file and process payment via prescribed financial procedures.
- s) **Supervision & Audit:** All financial transactions and audits shall remain subject to overall supervision by the Executive Committee in compliance with applicable statutory standards.
- t) **Interim Account Provisions:** Initially, the bank account and PAN of the main Association may be utilized for WBGRSWF operations. A dedicated bank account and PAN shall be established as soon as practical.
- u) **Membership Verification:** Financial aid shall be strictly restricted to valid, active, and fully registered members of the Association.
- v) **General Meetings & Expenses:** The Welfare Committee may convene up to three (3) General Meetings per financial year (which may coincide with Executive Committee meetings). All related administrative and admissible travel expenses shall be borne by the Welfare Fund.
- w) **Fund Restriction:** WBGRSWF funds shall never be diverted or used for general Association activities outside the explicitly approved welfare objectives.
- x) **Record Keeping:** The Welfare Committee shall maintain independent Cash Books, Ledger Registers, Letterheads, and official records.

3) Committee Structure and Governance

- a) **Appointment Authority:** All designated office bearers of the Welfare Committee shall be appointed by the State Committee / Executive Committee of the Association.
- b) **Authorized Signatories:** The President, Secretary, Coordinator-cum-Account In-charge, Vice-President, Assistant Secretary, and Assistant Coordinator shall serve as designated office bearers and/or authorized bank signatories as approved by competent authority.
- c) **District Representation:** Each District Committee shall nominate one representative to serve as a designated member of the Welfare Committee.

- d) **Member Status:** District Welfare Representatives shall actively serve as functional members of the central Welfare Committee.
- e) **Ex-Officio Representation:** The President, General Secretary, Cashier, Vice-President, Assistant Secretary, and Assistant Cashier of the Executive Committee shall serve as Ex-Officio Members of the Welfare Committee.
- f) **Removal and Replacement:** Designated posts may be altered only for valid reasons (such as resignation, serious misconduct, or organizational restructuring), subject to approval at an Annual General Meeting or Executive Committee meeting.
- g) **Casual Vacancies:** In the event of a vacancy caused by resignation or disqualification, the Executive Committee shall appoint a suitable successor in accordance with established rules.
- h) **Committee Tenure:** The tenure of the Welfare Committee shall be three (3) years, aligned with the term of the Executive/State Committee.
- i) **Fiduciary Duty:** All office bearers and members shall perform their duties independently, objectively, and exclusively for the welfare of GRS (members).

4) Duties and Responsibilities of Office Bearers

Designation / Role	Duties and Operational Responsibilities
President	Head of the Committee. Provides strategic leadership, presides over meetings, ensures execution of decisions, and exercises governance powers under the By-Laws.
Secretary	Administrative head. Responsible for day-to-day operations, official correspondence, meeting notices/agendas, minute-keeping, and implementing resolutions.
Cashier	Financial custodian. Manages receipt, custody, and disbursement of funds. Maintains accurate account books, vouchers, and financial statements.
Coordinator	Operational liaison. Coordinates activities between District and State Committees, tracks welfare applications, and ensures effective execution of decisions.
Vice-President	Assists the President. Assumes presidential powers and duties during the President's absence or incapacity.
Assistant Cashier	Assists the Cashier in bookkeeping, voucher management, tracking financial records, and ensuring overall accounting transparency.
Assistant Coordinator	Assists the Coordinator in member communication, collecting claim data, and following up on welfare cases across districts.
Committee Member	Participates in deliberations and voting. Assists in identifying genuine welfare cases, evaluating claim documents, and monitoring fund utilization.

5) Contribution Guidelines

- a) **Payment Channel:** Donations and contributions may be made by WBGRSA members, GRS staff, individuals, or institutions exclusively through the online payment portal on the official website.
- b) **Transaction Limits:** Individual online transaction limits shall range from a minimum of ₹50.00 to a maximum of ₹49,000.00 per transaction.
- c) **Frequency:** Contributors may make multiple donations within a single financial year.
- d) **Processing Charges:** Applicable payment gateway convenience fees, service charges, and GST shall be borne in accordance with online portal terms.
- e) **Receipts:** Upon payment confirmation, a Receipt-cum-80G Certificate will be generated automatically, and confirmation details will be sent via SMS/Email.
- f) **Self-Service Portal:** Donors may view, download, and print their 80G Certificates directly from the website using their unique Transaction ID.
- g) **Rectifications:** For any errors or rectifications required in the receipt, donors should write to the official WBGRSWF email address.

- h) **Technical Delays:** In case of technical delays, donors are advised to wait three (3) business days before lodging a query via email.
- i) **Refund Policy:** All contributions are non-refundable once processed and certified, except in verified cases of technical error or statutory mandate.
- j) **Institutional Cheques:** Government or non-Government institutional donations may be accepted via cheque. Individual donations via cheque are strictly prohibited.
- k) **Ban on Cash Collection:** Offline cash collection by any individual is strictly prohibited. Any offline funds collected due to exceptional circumstances must be deposited online on the same day.
- l) **Deposit Timelines:** District or Block Committees facilitating collection must deposit all funds through the online portal on the same day (or next working day at the latest). Violations are subject to disciplinary action.

6) Tax Exemption (Section 80G)

Donations and contributions made to the West Bengal G.R.S. Welfare Fund (WBGRSWF) are eligible for tax deduction under Section 80G of the Income Tax Act, 1961, subject to statutory compliance, active approval status, and applicable income tax rules.

7) Claims Disposal Procedure

- a) **Submission:** Claims must be submitted in the prescribed application format to the President, Secretary, or Coordinator, supported by valid documents and beneficiary bank details.
- b) **District Verification:** The District Welfare Representative shall review and verify all claim documents before formally forwarding the file to the Welfare Committee.
- c) **Financial Processing:** All approved payments or reimbursements shall be routed through the designated financial management system (e.g., IFMS), where applicable.
- d) **Sanction Recommendation:** After evaluating the claim, the Welfare Committee shall determine the admissible financial aid and present its recommendations to the Executive Committee for final sanction.
- e) **Disbursement:** Upon receiving formal sanction, payment shall be remitted directly to the beneficiary's bank account via NEFT/RTGS or account payee cheque.

8) Banking, Audit, and Operational Rules

1. **Bank Account Management**
 - **Account Operations:** A dedicated bank account shall be operated in the name of the Welfare Committee upon approval by the Executive Committee.
 - **Authorized Signatories:** The President, Secretary, and Coordinator shall act as joint authorized signatories for all banking operations.
2. **Annual Audit**
 - **Audit Compliance:** The financial accounts of the WBGRSWF shall be audited annually by the Executive Committee, integrated with the Association's master audit, in accordance with legal requirements.
3. **Meetings & Proceedings**
 - **Meeting Schedule:** Regular Welfare Committee meetings may be held concurrently with Executive Committee sessions. Emergency meetings may be conducted physically or virtually as required.
4. **Honorarium & Expense Reimbursement**
 - **Honorarium Ban:** No remuneration, salary, or financial incentive shall be paid to any office bearer or member for performing committee duties.
 - **Reimbursement:** Actual travel and out-of-pocket administrative expenses incurred during official duties may be reimbursed as per Executive Committee expense guidelines.

Important Governance Note:

All operations of the West Bengal G.R.S. Welfare Fund (WBGRSWF) are governed strictly by the rules laid out in this document. Any amendment to these rules requires approval at a General Meeting of the Association. Cash transactions are strictly banned, and all financial aid is contingent on active membership standing.

IV. ADVISORY COMMITTEE

- ❖ **Formation:** The Advisory Committee shall be formally constituted by the Executive Committee.
- ❖ **Membership Eligibility:** Senior and dedicated GRSs, as well as former designated office bearers of the Executive Committee, State Committee, or District Committee, may serve as members.
- ❖ **Advisory Role:** The Advisory Committee shall provide advice, recommendations, strategic suggestions, and operational plans to the Executive Committee and State Committee regarding the welfare and development of GRSs whenever necessary.
- ❖ **Status:** All members of the Advisory Committee shall act as Ex-Officio Members of the State Committee, subject to the provisions of these Rules.

V. DISTRICT COMMITTEE

1. Objectives

- a) **District Coordination:** To represent, coordinate, and execute all activities, programs, and initiatives on behalf of the Association at the District level and, where necessary, at the Block level.
- b) **Advocacy & Representation:** To submit official letters, memoranda, representations, or grievances to Government authorities, non-governmental organizations, or relevant individuals for member welfare and development.
- c) **Organizational Oversight:** To supervise, control, and monitor all organizational matters, programs, and operations of District and Block Committees.
- d) **Block Approval:** To provide necessary administrative approvals to Block Committees.
- e) **Executive Intervention:** To initiate appropriate operational or governance actions regarding Block Committees whenever required.
- f) **Composition:** The District Committee shall consist of Block Presidents, Secretaries, Cashiers, and other designated office bearers/members as prescribed under these Rules.

2. Formation and Constitution of the District Committee

- a) **Eligibility:** Candidates designated to the District Committee must possess thorough organizational knowledge and a proven record of active participation.
- b) **Tenure Limit on Posts:** No District Committee office bearer shall hold the same post/designation for more than three (3) consecutive years in a full-time or Ad-hoc District Committee.
- c) **Block Diversity:** The President, General Secretary, Cashier, and Coordinator shall not be appointed from the same Block.
- d) **Representation:** Office bearers and members shall be selected or appointed from every active Block, wherever feasible.
- e) **Designated Offices:** Designated office bearers include the President, Secretary, Cashier, Vice-President, Assistant Secretary, Assistant Cashier, and Coordinator. All remaining eligible persons shall act as General Members.
- f) **Maximum Strength:** The total strength of the District Committee shall not exceed twenty-seven (27) members, including designated office bearers.
- g) **Dual Post Prohibition:** Upon appointment to the District Committee, no member shall simultaneously hold an office bearer post in a Block Committee.
- h) **Election Process:** Designated office bearers shall be elected by the designated office bearers of the Block Committees (in the presence of participating Block delegates) by a two-thirds (2/3) majority, supervised by the District Observer.
- i) **Committee Tenure:** A full-time District Committee shall be constituted for a tenure of two (2) years. Upon term expiration, the committee shall be re-formed via election at a District-Level Convention or AGM.
- j) **Election Supervision:** Elections shall be conducted by an Observer appointed by the State Committee via secret ballot or another procedure formally approved by the State Committee.
- k) **Casual Vacancies:** In case of resignation or serious allegations, partial modifications to committee composition may be made in the presence of Block representatives. Such appointees shall serve as In-Term Office Bearers until full re-formation.
- l) **Interim / Ad-hoc Committee:** If the tenure expires or major office bearers resign/are terminated, the full-time committee ceases to function. An Ad-hoc or Interim Committee (valid for up to six (6) months) shall be established.

3. Powers and Duties of District Committee Office Bearers

Designation / Role	Powers and Operational Responsibilities
President	Administrative Head. Presides over all District-level meetings (AGM, EGM, Urgent). Issues official letters/memoranda to authorities, recommends disciplinary/legal action, approves Block Committees, and forwards resignations.
Secretary	General Administration. Formulates programs, presents Annual Reports, issues meeting notices, maintains minutes/registers, executes contracts (with Executive Committee approval), and approves bills/vouchers.
Treasurer / Cashier	Financial Custodian. Operates bank accounts jointly, collects contributions, issues receipts, maintains financial records/ledgers, and submits audited balance sheets and UCs to the Executive Committee.
Vice-President	Assists the President. Serves as President-in-Charge in the President's absence, communicates organizational objectives, and monitors district activities.
Assistant Secretary	Assists the Secretary in administrative affairs. Serves as Secretary-in-Charge in the Secretary's absence and handles authorized correspondence and accounts duties.
Assistant Cashier	Assists the Cashier in bookkeeping and accounting duties. Authorized to process payments in the Cashier's absence upon official authorization.
Coordinator	Communication & Operational Liaison. Manages ongoing coordination among District and Block Committees and executes tasks assigned by the District Committee.
Committee Member	Active Governance. Comprises Block Presidents, Secretaries, and Conveners. Participates in meetings, voting, and monitoring organizational affairs.

4. Banking Operations

- Account Opening:** With Association approval, the District Committee may open a bank account in any nationalized or scheduled bank within the District.
- Joint Operators:** The District President, Secretary, and Cashier shall act as joint authorized account operators as approved by competent authority.
- Signatory Changes:** Signatories may be updated by Committee resolution, subject to banking regulations and Association sanction.
- Financial Fiduciary:** Authorized operators remain strictly accountable for all cash flows and account activities within their delegated authority.

5. Mandatory Records and Statutory Registers

Mandatory Register (Primary)	Mandatory Register (Financial & General)
1. Resolution Book	5. Bill / Voucher Register
2. Cash Book	6. Cheque Issue Register
3. Letter Issue Register	7. Bank Account Statements
4. Letter Receipt Register	8. General Administrative & Audit Records

6. Audit of Accounts

- ❖ **Audit Requirement:** District Committee accounts shall be monitored by the Executive Committee and audited annually by a qualified Chartered Accountant firm. Audit fees shall be borne from Association funds upon prior approval.

7. Remuneration & Expense Reimbursements

- a) **Honorarium Policy:** No salary or remuneration is payable for Association activities.
- b) **Admissible Travel:** Reimbursement is limited to actual travel via Non-AC Bus, Non-AC Train, Local Train, or Metro. AC travel or cab fares require prior specific approval.
- c) **Other Expenses:** Internet, urgent telephone calls, and standard daily meals (up to ₹50.00/day) may be reimbursed. Hotel stays, daily personal expenses, and addictive substances are strictly non-reimbursable.

8. Fund Allocation Rules

50% Programmes & Activities of the Association	25% Official Travel & Conveyance Expenses	25% Administrative Operations, Goods & Equipment Purchase
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9. Meeting Protocol

I. Type: Annual General Meeting (AGM)

- **Frequency & Participation:** Held in April annually with all Block Committee office bearers/members, observed by a State Committee appointee.
- **Quorum & Notice:** Requires 2/3rd of eligible members. Notice must be issued 21 days prior, informing the State Committee.
- **Financial Presentation:** Audited financial statements (Balance Sheet, Income & Expenditure) must be presented and circulated with the AGM notice.
- **Adjournment Rule:** If quorum is lacking, the meeting adjourns for 1 hour. If still lacking, it adjourns to a new date with fresh notice.

II. Type: General Meeting

- **Frequency:** Convened 3 times per financial year at a suitable District venue.
- **Notice & Quorum:** Requires 2/3rd quorum and 21 days prior notice to members and State Committee.
- **Agenda:** Focuses on programmes, organizational affairs, and administrative recommendations.

III. Type: Urgent / Extraordinary Meeting

- **Scope & Notice:** Called whenever pressing issues arise. Requires 10 days prior notice. Reserved strictly for urgent agenda items (routine decisions excluded).

VI. Block Committee Rules and Operations

- a) **Formation:** The Block Committee shall be constituted by Association members at the Block level.
- b) **Tenure & Renewal:** The Block Committee shall be re-formed every year in accordance with the Association Rules.
- c) **Designated Officers:** The Block President, Secretary, or Block Convener shall act as the designated office bearer(s).
- d) **Expense Reimbursement:** All expenditures incurred by the Block Committee shall be reimbursed from the District Committee Fund upon submission of valid bills/vouchers and subject to prior approval.
- e) **Bank Account Policy:** The Block Committee is not required to operate or maintain an independent bank account.
- f) **Ex-Officio Roles:** The Block President, Secretary, and/or Convener shall serve as Ex-Officio members of the Block Committee, as applicable.
- g) **Meeting Frequency:** Block Committee meetings shall ordinarily be conducted once every two (2) to three (3) months during each financial year.
- h) **District Supervision:** Meetings shall be held in the presence of Block Committee members and a designated representative of the District Committee.
- i) **Record Keeping:** All resolutions and decisions adopted during Block Committee meetings must be recorded meticulously in the official Resolution Book.

8. District Observer Governance

- ❖ **Appointment & Oversight:** The Executive/State Committee may appoint a designated office bearer as the District Observer to monitor administration, activities, and organizational affairs of the District.
- ❖ **AGM Supervision:** The District Observer shall attend and observe District Committee AGMs. The formation or re-formation of the District Committee must take place in their presence.

- ❖ **Financial Oversight:** The Observer shall periodically inspect and monitor the District Fund, ledgers, and expenditures.
- ❖ **Travel Reimbursement:** Actual travel expenses incurred by the Observer for official duties shall be reimbursed from the Executive/State Committee Fund in accordance with rules.

9. Gram Rojgar Sahayak Welfare Foundation (WBGRSWF)

The West Bengal G.R.S. Welfare Fund (WBGRSWF) operates as a dedicated welfare initiative for the development and emergency support of the GRS community. Registered as the **Gram Rojgar Sahayak Welfare Foundation**, it functions through its Welfare Committee under the organizational jurisdiction of the Association.

1) Key Objectives

- **Disaster Relief:** Financial relief to economically weaker GRSs and their families during disasters or natural calamities.
- **Emergency Healthcare:** Medical assistance for severe ailments or major accidental injuries.
- **Bereavement Relief:** Financial aid to surviving family members in the event of an untimely death of a GRS.
- **Legal Aid:** Legal support for employment-related complications or legal disputes.
- **Community Aid:** Disaster assistance to distressed persons, subject to fund availability and guidelines.

2) Statutory Particulars & Registered Details

Particulars	Official Foundation Details
Registered Name	Gram Rojgar Sahayak Welfare Foundation
Affiliation	West Bengal Gram Rojgar Sahayak Association (WBGRSA)
Statutory Exemptions	80G Exemption (Section 80G, Income Tax Act, 1961), 12A, PAN, TAN
Registered Address	Vill.: Srirampur, P.O.: Srirampur Mid, P.S.: Tamluk, Dist.: Purba Medinipur, WB, PIN: 721651
Official Website	www.wbgrsa.org
Official Email	wbgrswelfarefund@gmail.com
Authorized Contacts	President / Secretary / Cashier/Coordinator

Official Banking Particulars (WBGRSWF):

- Account Name: Gram Rojgar Sahayak Welfare Foundation
- Account No.:
- IFSC Code:
- Bank & Branch
- PAN Number:

10. Fund Allotment and Expenditure Regulation:

a) Fund Allocation

50% State-Level Organizational Activities	30% District-Level Organizational Activities	20% Website Development, Annual Audit & Recurring Administrative Costs
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- b) **Allocation Controls:** Fund releases are based on actual requirement and availability. The Executive Committee reserves the right to withhold or reduce fund release in emergencies, incomplete audits, financial irregularities, or inactivity.

c) **Financial Regulation:**

- ❖ The Executive Committee has the full right to request bank account statements, bills, vouchers, or any other financial documents and reports at any time from the Welfare Committee and District Committees under any circumstances.
- ❖ The Executive Committee can temporarily or permanently close any bank account of a District Committee at any time if any irregularities are found.
- ❖ The Executive Committee can also take action at any level to recover funds if irregularities are detected.

11. Appointment of Technical & Professional Personnel

- a) **Web Developer:** Appointed by Executive Committee via a formal quotation process initiated by the General Secretary for an initial 1-year tenure (extendable based on performance). Paid per-assignment.
- b) **Accountant:** Appointed via quotation for an initial 1-year tenure (extendable). Manages Association accounts, internal audits of District Committees, ITR filings, and TDS compliance.
- c) **Legal Advisor / Lawyer:** Appointed through the General Secretary with Executive Committee approval to provide legal counsel to the Association and members on a per-case/assignment basis.

12. Digital & Social Media Governance

- a) **Executive / State Committee:** Maintains the official Website, Facebook Page, YouTube Channel, X/Twitter account, official Gmail, and dedicated Executive/State Committee WhatsApp Groups.
- b) **District Committee:** Maintains an official 'District Committee' WhatsApp Group (office bearers) and 'District General Group' (general members), monitored by State Representatives / District Observers.
- c) **Block Committee:** Maintains an official Block WhatsApp Group monitored by designated District Committee representatives.

13. Financial Governance & Anti-Irregularity Policies

- a) **Financial Year:** The financial year of the Association spans from 1 April to 31 March of the following year.
- b) **Procurement Procedure:** All procurements and administrative expenditures must be routed through the Executive Committee via quotations. Work Orders are issued by the President/General Secretary.

- ❖ **STRICT FINANCIAL COMPLIANCE & CASH BAN:** Collecting or receiving funds in cash or offline is strictly prohibited. All contributions must pass through official online payment gateways. □ **PAYMENT MODES:** All disbursements must occur via NEFT/RTGS, cheque, or online payment systems. Unauthorized cash withdrawals are forbidden.
- ❖ **FINANCIAL TRANSPARENCY:** The organization will maintain real-time, accurate records of all income and expenses. Comprehensive financial statements, including bank reconciliation reports and audit findings, will be published and made accessible to stakeholders quarterly to ensure complete openness and accountability.
- ❖ **DISCIPLINARY ACTION:** Financial complaints prompt an immediate Executive Committee inquiry. Accused persons may be suspended during the inquiry and face formal legal or disciplinary action upon proof of wrongdoing.

14. Administration, Resignation, and Member Grievances

- a) **Resignation & Handover:** Resigning officers must formally hand over all documents, records, financial ledgers, and physical assets to the President/Secretary. Resignations take effect only upon formal acceptance.
- b) **Appointment Authorization:** All office bearer appointments across Executive, State, and District Committees require formal Executive Committee approval and issuance of an official appointment letter.
- c) **Right to Information & Grievances:** Members may request administrative or financial information in writing. Information shall be provided within one (1) month (excluding sensitive/privileged data). Grievances may be submitted via letter, portal, or email.

15. Standard Formats for Association Activities

Format Reference No.	Official Purpose & Application Scope
Format WBGRSA/I	Approval / Re-Approval of Block Committees
Format WBGRSA/II	Approval / Re-Approval of District Committees
Format WBGRSA/III	Approval / Re-Approval of State Committee
Format WBGRSA/IV	Notice for District Committee General Meeting / Urgent Meeting / AGM
Format WBGRSA/V	Submission of Balance Sheet of District Committee
Format WBGRSA/VI	Claim for Expenditure of Executive Committee / State Committee
Format WBGRSA/VII	Claim for Expenditure of District Committee through Executive / State Committee
Format WBGRSA/VIII	Claim for District Committee Fund from Executive / State Committee
Format WBGRSA/IX	Utilization Certificate (UC) by District Committee for Fund Utilization
Format WBGRSA/X	Application for Obtaining Information of Association (RTI Equivalent)
Format WBGRSA/XI	Claim for Welfare Fund Assistance (Death & Accidental Medical Treatment)
Format WBGRSA/XII	Claim for Welfare Fund Assistance (Legal Assistance)
Format WBGRSA/XIII	Claim for Welfare Fund Administrative Expenditure
Format WBGRSA/XIV	Work Order & Terms and Conditions under Executive / State Committee

16. Integrated Financial Management System (WBGRSA-IFMS)

A. System Objectives & Scope

- Digital Ledger:** To maintain all financial transactions, payments, ledgers, and audit reports through an online portal.
- Paperless Processing:** To facilitate fast, paperless, and transparent processing of claims and disbursements.
- Claim Settlement:** To process Individual Claim, third-party vendor, agency, and contractor bills strictly in accordance with approved Work Orders.
- Digital Invoicing:** To automatically generate online digital vouchers, payment invoices, and official receipts.
- Role Authorization:** To provide user-based, role-restricted login authorization for multi-tier claim verification and approval.

B. Categorization of Association Funds

- State Committee Fund** Operated at State level for core organizational activities & governance.
- District Committee Fund** Allocated for district-level administrative and field operations.
- Welfare Committee Fund** Dedicated fund for GRS emergency relief, medical, legal, and death benefits.

C. Eligible Applicants & Mandatory Documentation

- Applicants:** Registered members of the Association.
- Office Bearers:** Authorized designated office bearers and committee representatives.
- Beneficiaries:** Legal heirs or authorized representatives in case of death compensation or emergency welfare claims.
- Third Parties:** Third-party vendors, agencies, or consultants holding valid Work Orders.

D. Mandatory Claim Documentation:

- Claim Form:** Formal application/declaration or valid itemized Bill/Voucher.
- Bank Proof:** Copy of bank passbook / cancelled cheque showing account details.
- PAN Details:** Copy of PAN Card (mandatory for statutory TDS deduction, where applicable).
- Contact Details:** Valid active mobile number and official email address.
- Verification Proof:** Any additional supporting documents requested by verifying authorities.

E. Claim Processing Timeline & Rejection Criteria

- Standard Processing Timeline:** The minimum processing timeline for any claim shall ordinarily be seven (7) working days from the date of receipt of complete and verified documentation.
- Amount Discrepancy:** Incorrect or mismatched bill amount.
- Unauthorized Purpose:** Unapproved or unauthorized claim purpose.
- Incomplete Documents:** Missing, expired, or invalid supporting documentation.
- Misrepresentation:** Submission of false, misleading, or fraudulent information.
- Rule Violation:** Any violation of the financial rules or guidelines of the Association.

F. Role Matrix & IFMS Workflow.

IFMS Process / Governance Role	Designated Responsible Officer(s)
District Fund Verification	Assistant Secretary (State Committee)
Welfare Fund Verification	President / Secretary (Welfare Committee)
State Fund Verification	Joint Secretary & Vice President (State Committee)
Final Claim Approval & Authorization	President & General Secretary (State Committee)
Disbursement & Disbursement	Cashier & Assistant Cashier (State Committee)
System & Ledger Monitoring	Assistant Cashier (State Committee)

- ❖ In case of termination, resignation, or long-term inactivity of any designated or authorized person, the President and General Secretary shall temporarily act as the Verification Panel to ensure smooth financial functioning of the association.

G. District Expenditure & Emergency Clauses

- Prior Approval Mandate:** District Committees must obtain prior approval via the IFMS portal from the State Committee before incurring expenditures from the District Fund by submitting a proposed budget/estimate.
- Voucher Submission:** Upon making approved payments, District Committees must immediately upload all original itemized bills/vouchers onto the IFMS portal for final reconciliation.
- Rule Amendments:** Additional operational rules may be adopted at a duly convened Association meeting via formal resolution.
- Emergency Provisions:** In emergency situations, designated Executive/State Committee officers may take necessary executive actions in the best interest of GRSs, subject to subsequent reporting and ratification.

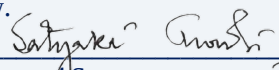
17. Official Adoption Certificate

CERTIFICATE OF ADOPTION

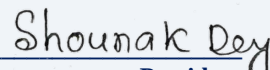
This is to certify that the above Rules and Regulations, together with the Memorandum of Association, have been duly prepared, finalized, and adopted in accordance with the applicable governing provisions of the Association and pursuant to the formal resolution passed by the State/Executive Committee on **14/07/2024**.

These Rules and Regulations, alongside the Memorandum of Association, have been framed expressly for the welfare, professional development, and administrative organization of Gram Rojgar Sahayaks (G.R.S.).

These Rules and Regulations shall formally come into force with effect from **19/06/2022** and shall remain applicable across all jurisdictions of the Association, subject to subsequent amendments or resolutions passed in accordance with applicable law.


General Secretary

West Bengal G.R.S. Association
Executive / State Committee
Date: 14/07/2024


President

West Bengal G.R.S. Association
Executive / State Committee
Place: Rishra, Hooghly, WB