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Memorandum of Society

CNS OFFICERS' GUILD (REGD)

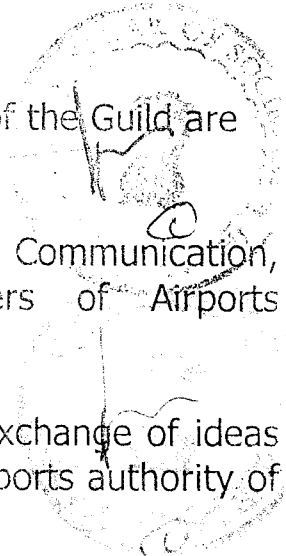
1. **Name of the Society:** CNS OFFICERS' GUILD
(Communication, Navigation & Surveillance)
2. **REGISTERED OFFICE** : Registered office of the Society shall always remain in NCT Delhi & at present it is situated at:

**Flat No. B – 301, HIMHIT C.G.H.S. LTD.
PLOT No. 8, Sector – 22,
DWARKA, NEW DELHI – 110075**

2. (a) **Working Area** : All India

3. **AIMS & OBJECTIVES** : The Aims & Objects of the Guild are as under:-

- (a) To promote Co-operation amongst Communication, Navigation & Surveillance Officers of Airports Authority of India.
- (b) To provide forum for discussion, exchange of ideas for betterment of CNS Officers of airports authority of India.
- (c) To promote the mutual understanding, friendly relation, Co-operation and unity among CNS Officers.
- (d) To create awareness among the members for social upliftment.
- (e) To take up the matters with all concerned authorities for the solution of the difficulties / grievances of the CNS Officers



J. Chaudhary
(J. Chaudhary)

S.S. Bhatia
(S.S. Bhatia)

H. Lal
(H. Lal)

B.K. Dhamu
(B.K. Dhamu)

R. Bhushan
(RAVINDRA BHUSHAN)

Ashok Gar
(ASHOK GAR)

(f) For development , growth of organization and nation.

Note....

All the incomes, earning, moveable, immoveable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Guild and no profit on thereof shall be paid or transferred directly or indirectly by way of dividends, bonus profits or in any manner whatsoever to the present or past Members of the Society or to any other person claiming through anyone or more of the present or the past members. No member of the Society shall have any personal claim on any moveable or immoveable properties off the society or make any profits, whatsoever, by virtue of this membership..

4 GOVERNING BODY. (CENTRAL COUNCIL):

The names, address, occupation and designations of the present members of the Governing Body i.e. CENTRAL COUNCIL to whom the management of the society is entrusted as required under Section 2 of the Societies Registration Act, 1860, as applicable to the U.T. of Delhi are as follows:

S. No	Name	Address	Occupation	Designation in Society
1.	SS Raju	B-301, HIMHIT CGHS Ltd plot No. 8, Sector -22 Dwarka New Delhi	Services	President
2.	Horilal	57-B phase II Qutab Encl D.D.A Flats Katwaria Sarai Hauz khas New Delhi-16	Services	General Secretary
3.	Ashok Garg	A - 336, IInd Floor Vikas Puri, New Delhi-18	Services	Joint General Secretary
4.	Ravindra Bhushan	A - 4, S.S Group Housing Complex, plot No 5 & 6 Shalimar Garden EXTN-1, Sahibabad, Ghaziabad (U.P) -201005	Services	Joint General Secretary

(Signature)
(P. U. Saxena)

(Signature)
(S. S. Rao)

(Signature)
(B. K. Dhamu)

(Signature)
(RAVINDRA BHUSHAN)

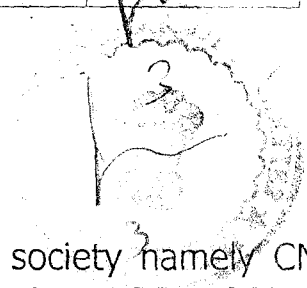
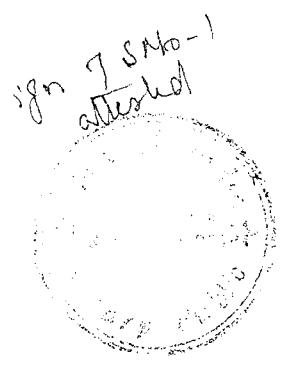
(Signature)
(HORILAL)

(Signature)
(ASHOK GARG)

5.	B.K Dhamu	307 Naveenkunj Society Naseerpur Pocket - 6 New Delhi - 45	Services	Financial Secretary
6.	S.R Mahto	Flat No. C-505 5th Floor, Sec-22, Plot 8, HIMHIT CGHS, Dwarka, New Delhi - 45	Services	Central Council Member
7.	Ms/ Aruna K	C 043 Oakwood Estate, DLF Phase- II Gurgaon (Haryana) - 122002	Services	Central Council Member
8.	Shamsher Singh	-A-1/5 , Shivaji appartment, sector -14, Rohini Delhi-85	Services	Central Council Member
9.	M.L.K Reddy	I-66, Daivamdinne, Daivamdinne, VEMMIGANUR	Services	Central Council Member
10	J.C Wadhwa	A-102, RAKCGH Society Ltd plot No.12-A. Sector-7, Dwarka New Delhi.	Services	Central Council Member
11	Sanjeev Shah	113 Pragati Apartment DDA Flat Punjabi Bagh Club Road New Delhi.	Services	Central Council Member
12	S.K Gupta	D-8, Shivalik Appt. plot-32 Sector-6 Dwarka, New Delhi.	Services	Central Council Member

DESIROUS PERSONS:

We the undersigned are desirous of forming a society namely CNS OFFICERS' GUILD under the Societies Registration ACT, 1860 as applicable to the Union Territory of Delhi in pursuance of this Memorandum of Guild of the Society.



ATTENDED

S.No.	Name & Address	Occupation	Signature
1.	S.S. RAJU FLAT No B-301 HIM HIT CGH Ltd., Plot No 8, Sector 22 Dwarka, New Delhi 110075	Service	
	Notaral (HORILAL)		

5002 330 6 3

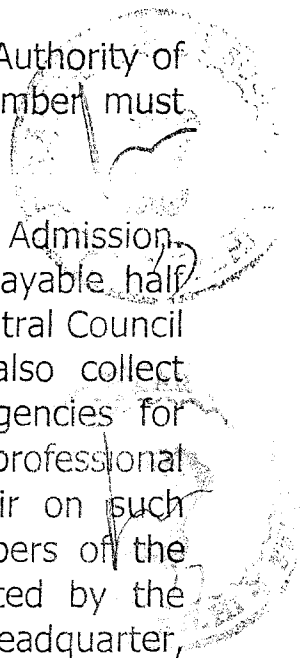
RULES AND REGULATIONS

1. **NAME OF THE SOCIETY:** CNS OFFICERS' GUILD (REGD)
(Communication, Navigation & Surveillance)

2. **MEMBERSHIP DEFINED:**
The membership of the Guild is open to all Officers/ Executives of CNS Discipline of Airports Authority of India, who fulfill terms and conditions of the Guild. If membership is refused to a certain officer or Officers the reason for refusal shall be communicated to the person concerned.

3. **ADMISSION AND QUALIFICATION FOR MEMBERSHIP:**
Any officer of CNS discipline of Airports Authority of India who is desirous of becoming member must apply in writing to the General Secretary.

4. **SUBSCRIPTION:**
Admission Fee of Rs.100/- at the time of Admission. Subscription Rs.50/- for every month payable half yearly or yearly or as decided by the Central Council from time to time. The Guild shall also collect donation from members and other Agencies for holding Conferences/Seminars on professional subjects and for bringing out Souvenir on such occasions for the benefit of the members of the Guild. 60% of the subscription collected by the branches shall be remitted to central headquarter, 20% to the regional headquarters and rest 20% shall be retained by the branches for their expenses. The donations shall however be remitted to Central Headquarters in full. The regional Headquarter will remit 60% of the subscription collected at regional station and 40% shall retained



[Handwritten signature]
(P.H. Saxena)

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S.S. Sharma

[Handwritten signature]
(B.K. Dhamu)

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(RAVINDRA BHUSHAN)

[Handwritten signature]
(ASHOK GARG)

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for expenses.

5. CESSATION OF MEMBERSHIP:

One will cease to be a member of the Guild, if:

- (a) He/she ceases to be an Officer/Executive of the Airports Authority of India.
- (b) He/she resigns from Membership.
- (c) He/she is expelled by the Central Council/General body for his anti-Guild activities
- (d) He/she does not pay the subscription amount for continuous 12 months.

In case of termination from membership, reason of termination shall be intimated in writing and communicated to the member concerned.

6 APPEAL&READMISSION :

General body is empowered to look into appeal and permit the readmission

7 RIGHTS AND PRIVILEGES OF MEMBERS

- (a) Members shall have right to vote either in person or by postal ballot for electing the Office Bearers of Central council /Regional Branch / station Branch of the Guild.
- (b) Members shall have right to get redressal of their grievances on equality basis through the Guild.

8 GENERAL BODY:

i) GENERAL BODY DEFINED:

General Body will constitute all the members of the Guild. For This purpose the Delegates attending the All India Conference, representing their respective branches, shall also constitute the General Body within this Regulation.

ii) POWER, DUTIES AND FUNCTION OF THE GENERAL BODY:

- a) General Body will elect the office bearers of

(Handwritten signature and initials)

(Handwritten signature: R. G. Saxena)

(Handwritten signature: S. S. Rao)

(Handwritten signature: B. K. Dhami)

(Handwritten signature: R. Bhushan)

(Handwritten signature)

(Handwritten signature: J. Lal)

(Handwritten signature: Ashok Garg)

the Guild by secret ballot.

- b) General Body will nominate the auditor
- c) General Body will pass the Annual Accounts and Budget of the Guild.
- d) General Body will normally lay down the guidelines for achieving the goals of the Guild.
- e) General Body is only empowered to make amendments in the constitution.

iii) QUORUM AND NOTICE OF THE MEETING AND PERIODICITY OF MEETINGS:

Minimum of 1/3rd of the Membership will form the quorum and for amendment to the Rules and Regulations, it should be 2/3rd of the members present in the meeting, On the day fixed for General Body if the quorum is not available, the General Body shall be adjourned for half an hour and re--commence with available quorum. For a General Body Meeting 30 days prior notice and for extra-ordinary meeting 15 days prior notice shall be issued.

9 GOVERNING BODY/CENTRAL COUNCIL:

i) Governing Body/Central Council Defined.

A Central Council shall be the Governing Body of the Guild. And its members will not exceed more than 15 and not less than 7. Regional Secretary and Regional Presidents of Delhi/Mumbai/Kolkata/Chennai/NER Guwahati, CATC Allahabad shall be ex-officio Central Council Members

ii) COMPOSITION.

President-One, General Secretary-one. Joint General Secretary-Two and Central Council Members maximum up to 11. One of the central council members shall be elected by Central Council as financial Secretary.

(Handwritten signatures and names):
 (R. C. Madhwarao)
 (R. C. Madhwarao)
 (R.C. Saxena)
 (S.S. Raju)
 (B.K. Dhamu)
 (Blue Shah)
 (RAVINDRA BAIJSHAN)
 (Hemlal)
 (HORI LAL)
 (ASHOK GA)

10 **EXTENDED CENTRAL COUNCIL MEETING:**

The scope of Central Council can be extended to discuss issues of importance shall also include branch Secretaries of major Airports like Lucknow. ~~Jaipur~~, Jaipur, Varanasi, Ahmadabad, Nagpur, Indore, Patna, Bhopal, Bhubaneswar, Thiruvananthpuram, Bangalore, Calicut, Hyderabad and Mangalore. Central Council may decide inclusion of more Branches.

11 **ELECTION AND ITS MODE:**

- (a) Central Council shall be elected for a terms of 2 years by the General Body by Secret Ballot, on all India basis
- (b) Term Of Office Of The Governing Body Two Years.
- (c) President and General Secretary will not hold the same post for more than 2 consecutive terms.

12 **POWERS AND DUTIES OF THE OFFICE BEARERS:**

i) **PRESIDENT:**

President will preside over all meetings of the General Body/Central Council to supervise the affairs and activities of the Guild. To convene ~~it~~ at his discretion if circumstances so require an extra ordinary General Body meeting .

ii) **GENERAL SECRETARY:**

- a) To convene the ordinary/extra General Body meeting and Central Council meets, to record the minutes of all General Body and Central Council meetings.
- b) To conduct the correspondence of the Guild, to maintain and be the custodian of the records of the Guild.
- c) To authorize all expenses sanctioned by

(J. Chavallone)
 R.G. Saxena
 B. K. Dhanu
 R. Bhusan
 CRAVINDRA BHUSHAN
 Honidal (HORILAL)
 Ashok GARGI (ASHOK GARGI)

the General Body and Central Council and day to day expenses for the general activities of the Guild.

d) Any other duty assigned by the general Body/Central Council.

iii) **JOINT GENERAL SECRETARIES :**

Joint Gen. Secretaries shall assist the General Secretary in the discharge of day to day functions. One of the Joint General Secretaries shall be authorized by the General Secretary to carry out current duties of General Secretary during his absence.

iv) **FINANCIAL SECRETARY:**

a) To maintain an account of the Receipt and Expenditure of the Guild.

b) To receive all money due to the Guild and deposit in a bank approved by Central Council.

c) To disburse money on the written authority of the General Secretary.

v) **POWERS/DUTIES /FUNCTIONS OF THE CENTRAL COUNCIL**

a) To consider, promote and transact the day to day functioning, Keeping in view the aims and objects of the Guild;

b) To regulate the administration and the investment and proper utilization of the funds of the Guild;

c) to appoint an Election Committee to conduct the Election once in two years to the Central Council.

d) To sanction expenditure on any item not provided for in the budget.

e) To appoint the salaried officials of the Guild.

f) To compile the annual Accounts and arrange for their audit.

g) To convene the annual general body meeting.

h) To edit and publish, with the help of an Editorial Board which may include members co-opted for this purpose, the journal/souvenir of the Guild.

Handwritten signatures and names: J Chaudhary, S. S. Sharma, B. K. Sharma, R. Shushan, RAVINDRA BHUSHAN, B. K. Sharma, Ashok Garg, Ashok Garg.

Handwritten signatures: D. L. D. (HORILAL), Ashok Garg.

- i) To appoint Committees as and when necessary and to co-opt members to such committees as required:
- j) To perform such other functions as are assigned to it by the General body
- k) To conduct the election for offices of President, General Secretary, Joint General secretary, financial secretary .and council members.

vi) **QUORUM AND NOTICE OF THE MEETINGS:**

Minimum of 1/3rd of the membership will form the quorum and amendment to the Rules and Regulations; it should be 2/3rd of the members present. For any General Body meeting maximum of 30 days and for extra ordinary meeting maximum of 15 days notice is required. No quorum is necessary for adjourned meeting.

Notice of the meeting shall be minimum 7 days and quorum of the membership shall be 1/3rd of the Governing Body.

vii) **FILLING UP THE CASUAL VACANCIES:**

Casual vacancy in the Governing Body will be filled up by the Governing Body by Co-option. Such co-option shall not exceed 1/3rd of the total office bearers.

viii) **REGIONAL BRANCH**

The Rules and Regulations of Regional Branch at Regional Headquarters and Branches at the Airports in the following manner:-

- a) REGIONAL BRANCH shall be provided at each of the Regional Headquarters of Airports Authority of India presently at Delhi, Mumbai, kolkata, Chennai, Guwahati and CATC Allahabad shall have one Regional President one Regional Secretary and 5 MEMBERS. One of the members shall be elected by the Regional Branch as Financial secretary. However, in case of Delhi Regional Branch additional members shall be elected in Regional branch from Corporate Hqrs.

J Chadwick
S.S. Rana
Carera

BKJ
(B K Dharm)
R Bhusan
(RAVINDRA BHUSHAN)

Page 6 of
J. Lal
(HORILAL)

b) **ELECTION OF REGIONAL BRANCH**

The Election of the Regional Branch shall be held by Secret ballot from amongst members posted in all stations of Region.

c) **TERM OF REGIONAL BRANCH-**

The Term of the Regional Branch shall be for a period of Two Years.

d) **POWER AND DUTIES OF REGIONAL BRANCH OFFICE BEARERS:**

I **REGIONAL PRESIDENT:**

Regional President shall preside over all the meetings of the regional Branch.

II **REGIONAL SECRETARY.**

i) Regional Secretary shall be head of the Regional Branch and shall carry out following functions under the general guidance of Central Council and General Secretary:-

ii) Carry out and manage the affairs of the Guild on all issues arising out of and in connection with the welfare of the members in the Region in accordance with the MOA and Rules and Regulations of the Guild.

iii) Carry out the directions of the Central Council, through General Secretary, as required from time to time.

iv) Convene meeting of the members to brief them about the activities of the Guild.

v) Forward the applications of members, received through Branch Secretary to General Secretary for appropriate action.

vi) To co-ordinate the issues relating to welfare of members in his region and take up the matter at appropriate level.

(S. Chatterjee)
S. S. Chow
(K. U. Saxena)

(S. K. Dholani)
(RAVINDRA BHUSHAN)

(HARILAL)
(ASHOK GARG)

- vii) Shall arrange to collect the subscription in the Regional Branch and remit the same to Central Headquarters in the manner laid down in Article .4 of Rules and Regulations.
- Viii) Shall be ex-officio member of the Central Council.

III BRANCH SET UP

The Branch shall be set up at each Airport/AC Stations. The Branch shall consist of maximum of 7 members i.e. Branch President, Branch Secretary and 5 members, out of which one member shall be elected as Financial Secretary.

Elections to the Branch set up shall be held locally for a Term of One Year .Elections can be held by Secret Ballot, if required, or by show of hands.

IV POWER/ DUTIES/FUNCTIONS OF THE BRANCH OFFICE BEARERS:

A BRANCH PRESIDENT :

Shall preside over the meetings of the Branch and carry out general supervision for effective management of the Guild at Branch level.

B BRANCH SECRETARY:

- ❖ Branch Secretary shall be head of the Branch and shall carry out following functions under the general Guidance of Regional Secretary and General Secretary:
- ❖ Shall carry out the directions of the Central Council, through General Secretary and Regional Secretary of his Region, as may be required from time to time.
- ❖ Shall convene the meeting at periodic intervals to brief the members about the

(5 Chk all no)
S. S. RAO
(B.K. Dhamu)
BRUSHAW
LEAVINDRA BRUSHAW
(ASHOK GAI)
(HORILAL)
(P.Y. Saxena)
(ASHOK GAI)

activities of the Guild.

- ❖ Shall co-ordinate the issues relating to welfare of the members at his station and take up the matter at appropriate level.
- ❖ Shall arrange to collect the subscription/donation from members of his branch and remit the same in the manner laid down in Article 4 of Rules and Regulations.
- ❖ Shall maintain a list of members and send the same to Regional Secretary/General Secretary by 31st of January each year.
- ❖ Shall forward the application of the members to Regional Secretary/General Secretary for appropriate action.

c) **FINANCIAL SECRETARY:**

- ❖ He/ she shall be responsible for collection of subscription, issue of receipts and maintain proper account of all the receipts and payments.
- ❖ He/she shall get the Accounts audited after completion of each financial year and send the audited report to General Secretary/Regional Secretary.
- ❖ He/she shall prepare membership list, every year on 1st January and send the same to CHQ/RHQ of the Guild for record.

V **SUB-COMMITTEE, IF ANY, FORMATION- II (COMPOSITION III) DUTIES AND FUNCTIONS:**

- A Sub-committee can be constituted by the Central Council

(Handwritten signatures and names at the bottom of the page):
 (J. C. Nealkar)
 (P. V. Sarpaw)
 (B. K. Dhamu)
 (B. K. Dhamu)
 (R. B. Lushan)
 (R. V. Indira Bhushan)
 (Horilal)
 (A. Shuk G.A.)

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for any specific purposes.

- Composition and Power of the Sub-Committee will be as delegated by the Central council. To conduct the specific business for which it is constituted.

13 **SOURCE OF INCOME AND UTILISATION OF FUNDS:**

- ❖ Subscription and donation of the members will be utilized for the cause of the members of the Guild.
- ❖ The Guild shall also collect donation from other Agencies for holding Conferences/Seminars on Technical/Elections, Administrative subjects and for bringing out Souvenir on such occasions for the benefit of the members of Guild.

14 **FINANCIAL YEAR**

From April to March of every year

15 **AUDIT OF ACCOUNTS:**

Audit of Accounts will be carried out by qualified Auditor. Account will be maintained with any Nationalized Scheduled bank. Account shall be operated jointly by financial secretary along with one of the President or General Secretary.

16 **OPERATION OF BANK ACCOUNT**

Bank Account shall be operated by minimum 2 as decided by the Governing Body from time to time though resolution adopted in the meeting.

17 **ANNUAL LIST OF GOVERNING BODY/CENTRAL COUNCIL**

(Sec.4 of Act):

Once in every year a list of the Office Bearers and members of the society

(Signature)
C. Mohan

(Signature)
R. Y. Saxena

(Signature)
B. K. Dhamu

(Signature)
G. Vishwanath
(RANVINDRA BHUSHAN)

(Signature)

(Signature)
G. Haridial
(HARILAL)

(Signature)
(RASHON S)

shall be filed with the Registrar of Societies, Delhi as required under Section 4 of the Societies Registration Act, 1860.

18 **LEGAL PROCEEDINGS** (Section 6 of the Act)

The Society may sue or be sued in the name of the President, Secretary as per provisions laid down under Section 6 of the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi.

19 **AMENDMENT**

Any Amendment in the memorandum of guild or rules & Regulation will be carried out in accordance with procedure laid down under section 12 & 12(a) of Society regulation act 1860.

20 **DISSOLUTION AND ADJUSTMENT OF AFFAIRS :**

If the society needs to dissolved it shall be dissolved as per provisions laid down under section 13 & 14 of Society regulation act 1860, as applicable to the Union territory of Delhi.

21 **APPLICATION OF THE ACT :**

All the provisions under all the sections of the Society regulation act 1860 as applicable to the Union territory of Delhi shall apply to the society.

22 **ESSENTIAL CERTIFICATE :**

Certified that this is the correct copy of the rules and regulations of the society.

S.S. Raju

S.S.Raju

(President)

Hori Lal

Hori Lal

(General Secretary)

B.K. Dhamu

B.K.Dhamu

(Financial Secretary)

[Handwritten signatures and names: S.S. Raju, Ravindra Bhushan, P. U. Saxena]

[Handwritten signatures and names: B.K. Dhamu, B.K. Dhamu]

[Handwritten signatures and names: Hori Lal, S.S. Raju, S.S. Raju]

जनसंघ रजिस्ट्रार कार्यालय
रजिस्ट्रेशन नं०..... S-54400
आनुवंशिक नं०.....
दिनांक.....



राजस्थान के जमीन संख्या ५५० के अन्तर्गत में
रजिस्ट्रार के कार्यालय में
रजिस्ट्रार के कार्यालय में
रजिस्ट्रार के कार्यालय में

रजिस्ट्रार
दिल्ली

17/1/15

Enacted by S.R. Act 1948

Registrar of Societies

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**CERTIFICATE OF REGISTRATION
UNDER SOCIETIES REGISTRATION ACT XXI OF 1860**

NO. S- 54400 of 2005

I hereby certify that "CNS OFFICERS' GUILD (REGD)

Address:- Plot No B-301, HIMNIT C.G.H.S. Ltd.

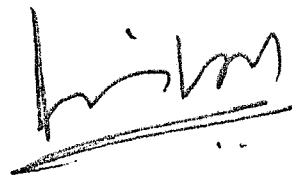
Plot No. 8, Sector-22, Dwarka, NEW DELHI-110075

has this day been registered* under the Societies Registration Act, XXI of 1860.

Given under my hand at Delhi on this 15th day of December

Two Thousand Five.

Fee of Rs. 50/- paid.



REGISTRAR OF SOCIETIES
GOVT. OF NCT OF DELHI
DELHI.



* This document certifies registration under the Society Registration Act, 1860. However, any Govt. department or any other association / person may kindly make necessary verifications (on their own) of the assets and liabilities of the society before entering into any contract / assignment with them