

**GOVERNMENT OF ODISHA**  
**HOME DEPARTMENT**

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Memo No.. HOME-SAPW-ASSN-0016-2016 (OSWAS) 31411 dated 7-9-16  
To

The Skill Development & Technical Education Department.

**Sub:- Recognition to the Odisha Polytechnic Teacher's Association.**

With reference to their Letter No.3775 dt.05.07.2016 on the subject cited above, the undersigned is directed to say that, Government have been pleased to recognize to Odisha Polytechnic Teacher's Association and this recognition is subject to the following conditions.

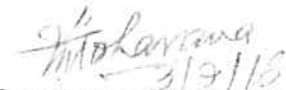
The aims and objective and other activities of Odisha Polytechnic Teacher's Association shall be in conformity with the Rules and Circulars etc. prescribed by the Government for the Association of Government Employees from time to time and do not conflict with the Government Servants Conduct Rules.

All correspondences and representations of the Odisha Polytechnic Teacher's Association shall be submitted to the Principal Secretary to Government, Skill Development & Technical Education Department and he/she will receive deputation on the affairs of the Association and if necessary, allow the deputation to meet any other higher authority.

The General Secretary of the Association shall furnish proceedings of the meetings of the Association, the name of the existing office bearers with their official designation and present address of all subsequently elected office bearers to the Government in Home (SA&PW) Department regularly. Increase in number of members of the Association shall also be intimated regularly to this Department through the Administrative Department. Without taking prior permission of the competent authority, the Association should not affiliate with any Federal Service Association.

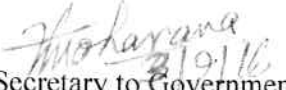
A copy of the approved Bye-Law of the Odisha Polytechnic Teacher's Association is enclosed for their reference.

The address of the Association for the purpose of correspondence shall be intimated regularly to the Home (SA&PW) Department. The pad of the Association should contain the current address and Mobile number of the office bearers.

  
Deputy Secretary to Government.

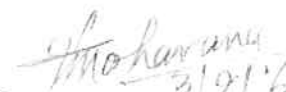
Memo No. 31412 / dt. 7-9-16

Copy forwarded to All Departments of Government/All Heads of Department/ All Collectors for information & necessary action.

  
Deputy Secretary to Government.

Memo No. 31413 / dt. 7-9-16

Copy along with copy of the Bye-Law of Odisha Polytechnic Teacher's Association forwarded to the General Secretary, (sknayak1970@gmail.com) Odisha Polytechnic Teacher's Association, BOSE Campus, Jobra, Cuttack-753007 for information & necessary action.

  
Deputy Secretary to Government.

**The Bye Laws (Rules & Regulations) of the Odisha Government Polytechnic Teachers Association (OGPTA)-2015.**

**Introduction**

Consequent upon creation of a new Department namely “Employment & Technical Education and Training Department” of Government of Odisha in the year 2012, an Association of officers belonging to the Odisha Technical Education and Training Service Cadre serving in different Engineering Schools and Polytechnics of the State is intended to be formed to protect and promote both the collective and individual welfare (moral, cultural, social) of the members of the Association and for the dissemination of greater human values in consonance with the principles embodied in letter and spirit of the Constitution of India. A set of norms and principles in the form of rules and regulations is hereby adopted for the smooth conduct of affairs of the Association for ensuring justice through strengthening fraternity.

**PART-I**

**Short Title, Commencement, Extent and Definitions**

**Article-1 Short Title, Extent and Commencement**

- i) The name of the Association shall be “**Odisha Government Polytechnic Teachers Association**” briefly “OGPTA” here after called “Association”.
- ii) It's jurisdiction shall extend to all the State Government Engineering Schools and Polytechnics in the State of Odisha and the provisions of this bye-law shall extend to all members of the Association and such other entities and concerns as may be relevant from time to time.
- iii) The rules and regulation here under made and adopted shall be called the Bye Laws (Rules and Regulations) of “Odisha Government Polytechnic Teachers’ Association”. The provisions of this By-Law shall come into force immediately after necessary registration / recognition of the Association by the Government.

**Article-2 Definitions**

Here in

- i) Association means the “Odisha Government Polytechnic Teachers’ Association”.
- ii) Government means the Government of Odisha.
- iii) State means the State of Odisha.
- iv) Department means the Employment & Technical Education and Training (E&TET) Department.



- v) Members mean the members of Odisha Government Polytechnic Teachers' Association.
- vi) Unit means a unit of teaching staff in each Government Polytechnic or Engineering School of Odisha.
- vii) Zone means a zone comprising of all units of Government Engineering Schools and Polytechnics of certain districts of the State of Odisha.
- viii) Executive body means the executive body of the "Odisha Government Polytechnic Teachers Association" elected by the members of the Association.
- ix) General Body means the General Body of "Odisha Government Polytechnic Teachers Association".
- x) Office bearer means the office bearer of the "Odisha Government Polytechnic Teachers' Association" elected by the members of the Association.
- xi) Advisors means the advisors of the "Odisha Government Polytechnic Teachers' Association".
- xii) Cadre means Odisha Employment & Technical Education and Training Service Cadre or "OTE&TS Cadre" in short.
- xvi) Year means the calendar year.
- xvii) Bye-Laws means the bye-laws of OGPTA approved by the Government.

## **PART-II**

### **Location of Registered Office (Headquarters) and Area of Operation**

#### **Article-3 Registered Office (Head Quarters)**

The location of registered office or headquarters of the Association at present is to be located at Roxy Hotel Lane, Badambadi, Cuttack-9.

#### **Article-4 Area of Operation**

The area of operation of the Association shall be all over the State of Odisha.

## **Part-III**

### **Aims, Objectives and Means**

#### **Article-5 Aims and Objectives**

The aims and objectives of the Association are

- i) To foster unity and develop fraternity among the members of the Association;
- ii) to promote general welfare including career advancement and future prospectus of the members of the OGPTA and to protect and to further both collective and individual



- interest of the members of the Association and consolidation and protection of the interest of the members all over the State within the ambit of law and the constitution of India;
- iii) to adopt such methods and take such measures as are considered necessary for the improvement of standard of education in general and technical education in particular by devising ways and means to effect improvement in the standard of teaching as well as the academic environment;
  - iv) to associate, to affiliate and work with other similar Associations / Organizations / bodies, provided that the aims and objectives of such Associations / Organizations / bodies are not repugnant to the aims and objectives of this Association;
  - v) To create, raise and maintain such establishment, fund and organs to promote the social, physical, moral and intellectual advancement of the members of the Association as well as to bring about their overall development;
  - vi) to organize seminar, press conference, meetings, open sessions, printing journals / news letter for strengthening the intellectual and moral fabric of the members of the Association and towards successful attainment of the aims and objectives of the Association;
  - vii) to raise funds and collect donations by means consistent with the aim and objectives of the Association for promotion of its aims and objectives as well as to defray the expenditure for proper and smooth functioning of the Association;
  - viii) to take any other steps as may be conducive or incidental to the attainment of the objectives of the Association and consistent with the decision / resolution adopted in the Executive Body of the Association for furtherance of the cause of the Association;
  - ix) to obtain equitable redressal of the social grievances of the members, with regards to pay and prospectus, status and allowances etc.;
  - x) to create and maintain such establishment, funds, organizations and/ or other societies as are not prohibited by law and Departmental rules approved by the Government for promoting the physical, moral, intellectual and economic welfare of its members;
  - xi) to conduct any courses / workshop / training programme for the benefit of the students or publish any magazine / hand outs for teachers and para-teaching members;
  - xii) to foster spirit of brotherhood and intellectual cooperation among the members of the constituent units of the Association/ other professional bodies;



- xiii) adopting measures to render pecuniary or any other aid in cases of bonafide need and distress, to any member, when unfortunately thrown out of employment or disabled or to his family or dependents in distress in the event of his / her death;
- xiv) to established and maintain residential clubs, boarding houses, institution for general and technical education of the children of the members, hospitals, co-operative credit societies, benefit funds, printing presses, libraries and other co-operative bodies for purchase of land for the purpose of erecting dwelling houses for its members;
- xv) the Association shall not in any way be associated or be connected with any political party / organization / engaged in any political activity and not to do anything that is not in conformity with the provisions of the prevalent Odisha Government Service code / rules;
- xvi) all incomes, earnings, movable and immovable properties of the Association shall be solely utilized and applied towards the promotion of its aims and objectives only as set forth in the memorandum of the Association and no portion there of shall be paid or transferred directly or indirectly by way of individual bonus, profit or in any other manner what so ever, either to the present or past members of the Association or to any person claiming through any one or more of the present or past members. No member of the Association shall have any personal claim or any movable or immovable properties of the Association or make any profit, what so ever, by virtue of his / her membership.

#### **Article-6 Means**

For the achievement of the aims and objectives referred to in Article-5, the OGPTA shall adopt constitutional means.

### **PART-IV**

#### **Membership, Organization (units), Termination of membership, Resignation, Rights, Privileges, Duties and Obligation of members.**

#### **Article-7 Membership**

The membership of the Association shall be open to all fulltime (regular) Teaching staff / faculty (OTE&TS cadre officers) recruited not below the rank of Lecture or equivalent of Government Diploma level Institutions or working in Government ITIs, SCTE&VT, Odisha and DTE&T, Odisha.

7.1 On receipt of duly filled in application with prescribed membership fee, each institutional unit will forward the application to the General Secretary, OGPTA who shall take the approval of the President, OGPTA for admission and enrolment as member of OGPTA.



7.2 Notwithstanding anything contained herein before, the Executive Body of the Association reserves the rights to refuse admission to any application without assigning any reason whatsoever subsequently the same may be approved by the General Body.

#### **Article-8 Subscription**

OTE&TS Cadre Officers fulfilling the membership criteria and desirous of becoming a member / associate member of OGPTA shall have to pay necessary fees as detailed below.

- i) Annual membership fee Rs. 500/- OR
- ii) One time life membership fee of Rs.5000/- for officers having more than 10 years of service left on the date of application for membership and Rs.2500/- for officers having less than 10 years of service on the date of application for membership.  
*Provided that the amount of membership fee (annual or life membership) may be revised from time to time.*
- iii) Annual membership fee shall be due on the beginning of each calendar year and the membership shall be renewed each year only after payment of the annual membership fee within first 45 days of the calendar year.
- iv) In case of the members those who have deposited one time life membership fee, no such renewal of membership will be required.

#### **Article-9 Organization of units**

9.1 Institutional units with not less than 5(five) members shall be considered as a unit of the Association on the date of establishment of this Association. Association shall have only one unit in any Polytechnic or Engineering school and a member of the Association cannot be a member of any other similar organization either in the State or in institution level. In case of Institutions (Polytechnics /Engineering Schools) where no unit of Association has been formed, the faculty/officers of such Institutions may be members of nearby unit. A member of the unit shall be treated as a member of the Association.

9.2 Each unit is to have its own President, Secretary and Treasurer elected by its members. The Secretary of each unit shall be responsible for the remittance of fees within first 60 days of the calendar year to Treasurer of the Association. The mode of payment of fees and subscriptions shall be determined by the Executive Body of the Association.

9.3 Functions of the unit

Each unit shall



- a) Hold periodical sittings to devise ways and means to improve the standard of teaching, to maintain discipline and to improve the Teacher taught relationship and hold discussion on varied topics of academic importance.
- ii) Take necessary steps for the implementation of the decisions and directions of the Executive Body.
- iii) Take appropriate measures to foster healthy co-operation and friendship among the members and to further the objectives of the Association in desirable and reasonable manner.
- iv) Frame it's own rules of business keeping in view the provisions of the constitution and the rules framed there under.
- v) Send delegates to the Annual General Body meeting and
- vi) Forward the grievances in the form of resolutions to the General Secretary of the Association, who intern shall put up the matters before the Executive Body. Any grievances, which is of minor nature and is not likely to create complicity shall be taken up by the general secretary himself with the approval of the president.

#### 9.1.4 Functions of the Unit Secretary

- i) The unit Secretary shall be responsible for the remittance of fees and subscriptions collected under the provisions of the constitution to the treasurer of the Association together with the detailed Statement of fees and subscription so collected.
- ii) He / she shall convene the unit meeting with the consent of the President.
- iii) He/she shall be responsible for maintaining the proceedings of the meetings and the accounts of the fees and subscription paid by the individual members and by the unit to fund of the Association.
- iv) He /she shall maintain the link of communication between the unit and the general secretary of the Association.
- v) He / she shall forward an annual report of the activities of the unit to the general secretary of the Association.
- vi) He / she carry on any other functions entrusted to him either by the unit meeting or by the executive body under the constitution and rules of the Association.



#### 9.5 Expenses of the unit

The unit shall meet its own express by raising funds from among its members internally according to its desirable manner in addition to the fees and subscriptions to be paid to the fund of the Association.

#### **Article-10 Termination of Membership**

The membership of any member / unit of the Association may be terminated by the Executive Body on the following grounds on the approval of the General Body:-

- a) Failure to deposit the annual membership fee
- b) Failure to attend three consecutive meetings of the Association without any valid reason.
- c) In case the member / unit deliberately acts in contravention of the aims and objectives of the Association.
- d) In case of leaving the cadre on recruitment to new job, promotion, retirement, death and mental illness.

*Provided that the member / unit shall be given a opportunity of being heard by the Executive Body in the executive body meeting before termination of membership on the ground mentioned at (a), (b) and (c) of this Article and such motion being passed by 2/3 majority in the Executive Body meeting.*

#### **Article-11 Resignation**

After payment of all out-standing dues, a member may tender resignation by giving notice in writing of such resignation and it shall be placed before the Executive Body for its final decision.

#### **Article-12 Rights and privileges of members of OGPTA**

Every member of the Association shall have the right

- a) To participate in General Body meeting of the Association and to vote for election of the members of the Executive Body of the Association;
- b) to contest for election to any office of the Executive Body of the Association;
- c) to participate in and vote for any resolution and proposal in General Body meeting of the Association;
- d) to suggest any proposal for the consideration of the Association for the achievement of its aims and objectives;





- e) to receive a copy of the Statement of accounts and to inspect register and other records of the Association with reasonable notice to the office bearer in whose custody the relevant record is kept.

**Note-(1)** *Provided that a member of the Association who is defaulter in respect of payment of annual subscription shall have no right to exercise voting right or contest for the election of office bearers and the same can be regained once the dues are cleared.*

#### **Article-13 Duties and obligations of member of OGPTA**

Every member shall have the duty and obligation to

- a) Abide by all the articles, decisions and resolution of the Association;
- b) pay annual subscription and such other contribution as may be decided by the Association;
- c) take all possible steps and use every legitimate means to fulfill the objectives of the Association and;
- d) safeguard all properties and records of the Association as and when entrusted to.

#### **PART-V**

#### **General Body, Powers & Functions, Meetings, Quorums, Notice, Conduct of Business of General Body and Vote.**

#### **Article-14 General Body**

The General Body of OGPTA shall be composed of all members of the Association.

#### **Article-15 Powers and functions of the General Body**

- b) to approve the Association's annual report;
- c) to pass the Association's audited accounts;
- d) to appoint the Association's auditors;
- e) to approve the Association's annual programme & budget;
- f) to elect the Executive Body of the Association from among its members;
- g) to establish overall policies for the working of OGPTA;
- h) to be responsible for overall vision and thrust of OGPTA;
- i) to elect the office bearers of the Association.

#### **Article-16**

#### **Meeting, Periodically of Meetings and Notice for Meetings**

The General Body shall meet ordinarily once in a year and the gap between two meetings should not be more than 18 months. The place and the time of the General Body meeting are



decided by the Executive Body. However, an extraordinary /special session of the General Body meeting may be summoned by the Executive Body or on receipt of request for such meeting from 1/5<sup>th</sup> of the members of OGPTA. The members should receive notice of ordinary General Body meetings 21 days in advance. The notice period for the extraordinary meeting / special session will be 15 days if the Executive Body calls it and 30 days if the members demand it.

#### **Article-17 Quorums**

The quorum for all General Body meetings of OGPTA shall be at least 3/5<sup>th</sup> of the total membership. However, incase this is no quorum; the adjourned meetings will not require any quorum.

#### **Article-18 Conduct of Business of the General Body**

- i) All meetings of the General Body shall be presided over by the President and incase of his / her absence due to any reason, the meeting will be presided over by the Vice-President.
- ii) Items of the agenda shall be taken up one by one. However, the President will have the discretion to allow discussion on any item of the agenda if he deems it important and urgent.
- iii) The President shall have the discretion to allow discussion on any item not included in the agenda.
- iv) All the resolutions shall be carried out by simple majority except those relating to an amendment to the constitution and no confidence motion which shall be carried by two third majority of the members present and voting.
- v) All resolutions passed at a General Body meeting of the Association or in the meetings of the Executive Body will be confirmed and signed by the President and General Secretary.
- vi) Notice of the proposal for amendment to the constitution or of no-confidence motion shall be given not less than by 35 members to the President or Secretary at least one month before the date when such proposal is to be considered by the Association.
- vii) All subjects discussed at any meeting shall be decided by a majority of votes and in case of tie, the President shall have the right of casting vote.
- viii) The President and General Secretary shall have the power to incur expenditure up to Rs.5000/- per month besides budgetary provisions. However, the details of such



expenditure along with vouchers shall be put up before the Executive Body in the next meeting for approval.

**Article-19 Voting**

Each member shall have one vote by person. In case of equality of votes, the President shall have the right of casting vote.

**PART-VI**

**Office Bearers, the Executive Body, Formation and Tenure of the Office Bearers and the Executive Body, Power and Functions of the Executive Body and Conduct of Business.**

**Article-20 Office Bearers**

The office bearers of the Association shall consist of the President, Vice-President, General Secretary, Joint secretary, Office Secretary, Zonal Secretaries and the Treasurer of the Association and such other members as shall be elected by the General Body of the Association.

**Article 21- Executive body and its composition**

The executive body shall consist of office bearers and other elected / nominated members and the total strength shall not be more than 15, which shall include.

- |                            |      |
|----------------------------|------|
| 1. President-              | One  |
| 2. Vice-President-         | One  |
| 3. General Secretary-      | One  |
| 4. Joint Secretary-        | One  |
| 5. Office secretary-       | One  |
| 6. Treasurer-              | One  |
| 7. Zonal Secretary-        | Four |
| 8. Executive Body Members- | Five |

**Article-22. Election:**

After expiry of tenure of the office bearers of the Association, the present President may call for the General Body for election of new office bearers in a secret ballot. One of the members of the Association be selected and appointed by the Executive Body as Chief Election Commission and two as Election Officers, who will conduct the election. The period of election may extend up to three months in case of emergency.

The members those who have more than two years of service of superannuation may file their nomination to contest in any one of the post of the Association.

Notice of meetings of Executive Body/General Body Meeting shall be served at least twenty days (clear) before such meeting.



**Article-23 Formation and Tenure of Office Bearers and the Executive Body**

The office bearers as provided under Article-20 shall be elected for a period of two years from among the members of the Association by the General Body in the annual General Body meeting on every two years. Other members of the Executive Body shall be nominated by the President on the basis of the recommendations of the General Body.

*Provided that the Executive Body including the office bearers may remain in tenure beyond two years term till the new Executive Body is constituted which shall not exceed a period of six months from the date of expiry of tenure of the old Executive Body.*

**Article-24 Powers and Functions of the Executive Body**

The Executive Body shall be entrusted with the management of all affairs of the OGPTA as follows:-

- a) The Executive Body shall carry out all transactions under the guidance of the President /Vice-President (in the absence of President) with the aid and advice of the General Secretary of the Association;
- b) it shall carry out the decisions and resolutions of the General Body;
- c) it shall maintain all records, accounts, reports and assets of the OGPTA;
- d) it shall represent the Association through its President and General Secretary;
- e) it shall do all such works as may be assigned by the General Body from time to time in view of the board objectives of the Association;
- f) it shall strive towards achievement of the aims and objectives of the Association.

**Article-25 Conduct of business of the executive body**

- a) The Executive Body meeting shall be held once in a quarter.
- b) The General Secretary shall convene the executive body meeting in consultation with the President.
- c) The General Secretary shall intimate the Executive Body member to attend the meeting before 15 days of the date fixed for the purpose.
- d) Emergency meeting of the Executive Body may be held within 24 hours as shall be convened by the President.
- e) The quorum if the Executive Body meeting shall be at least 1/3<sup>rd</sup> of its members i.e. at least 5 members.
- f) The President shall preside over the Executive Body meetings.



- g) The General Secretary shall conduct the business of the meeting and keep records of all proceedings of the meetings.
- h) Any decision in the Executive Body meeting shall be taken on simple majority of votes.
- i) All the Executive Body members shall have the right to vote except the President. Only in case of tie, the President shall cast his vote.
- j) The General Secretary shall invite the Zonal Secretaries of the Association to participate in the Executive Body meetings.

## **PART-VII**

### **Powers, Functions, Duties and responsibilities of office Bearers.**

#### **Article-26 Powers and duties of the president**

The President of the Association shall have the following powers and duties.

- a) The president shall preside over all the meetings of OGPTA.
- b) He / she shall have power of control, supervision and disciplinary action over affairs of the OGPTA.
- c) He / she shall countersign the proceedings, accounts, minute etc. of the OGPTA.
- d) He / she shall arrange to fill up casual vacancy in the EB (except in the post General Secretary), assign duties and responsibilities and do the need full as per advice of the Executive Body.
- e) He / she shall have the power of casting vote in election to the Executive Body and in other normal affairs, he /she will have the right to vote in case of tie.

#### **Article-27 Powers and duties of Vice-President:-**

The Vice-President of the Association shall have the following powers and duties.

- a) He / she shall discharge all duties as assigned to him / her by the Executive Body.
- b) He / she shall act as President in the absence of President.

#### **Article-28 Duties and responsibilities of the General Secretary:-**

The General Secretary of the Association shall have the following duties and responsibilities:-

- a) To aid and advice the President in the affairs of OGPTA.
- b) To assist the President and the Treasurer in all the work of the Association related to the programme and activities that fulfill the objectives of OGPTA.
- c) To keep records of the proceeding of meetings of the General Body and of the Executive Body.



- d) To maintain a list of members of OGPTA and data pertaining to their collective activities.
- e) To do all correspondence with the Government Department, members and other Associations and Organization for and on behalf of OGPTA and to have custody of records, registers, files, accounts etc. of OGPTA.
- f) To carry on the day to day work of OGPTA at the headquarter and to have superintendence over the office and its staff, if any.
- g) To prepare the annual report and submit it to the Executive Body and present the same before the General Body on approval of the President.
- h) To publish bulletins, magazines and other literature in order to achieve the objectives of OGPTA as redirected by the Executive Body.
- i) To submit records before the Registrar or any other authority and fulfill all statutory obligations.
- j) To execute various programmes and activities to promote the objectives of OGPTA as decided by the Executive Body.
- k) He / she may incur expenditure upto Rs.5000/- with the approval of the president.
- l) He / she shall perform such other duties as may be assigned by the President / Executive Body from time to time.
- m) To develop and maintain official website of OGPTA.

**Article-29 Role and Responsibilities of Joint Secretary**

- a) He / she assist the General Secretary in the discharge of his / her duties.
- b) He / she shall perform such other functions as shall be assigned to him by the Executive Body.
- c) He / she shall be responsible for maintaining regular contact with Zonal Secretaries for achieving the aims and objectives of the Association.

**Article-30 Powers and Duties of the Treasurer**

The Treasurer will be responsible

- a) To maintain and cause to maintain regular accounts, to prepare the annual statement of accounts of OGPTA and to submit the same to the Executive Body and General Body.
- b) To receive or cause to receive and disburse or cause to disburse amounts and to incur expenditure as per budget estimates approved by the Executive Body.
- c) To submit financial records before the related and required authorities to fulfill statutory obligations.



- d) To provide leadership in the raising of funds for work to achieve the objectives of OGPTA.
- e) To monitor and oversee the operation of Bank Account.

**Article-31 Role and Responsibilities of the Office Secretary**

- a) He / she shall assist the General Secretary in the discharge of his duties.
- b) He / she will assist the General Secretary in maintaining the office records, superintendence over the office and its staff.
- c) He / she shall perform such other function as shall be assigned to him by the Executive Body.

**PART-VIII**

**Zonal Co-ordination**

**Article-32 Zones of the Association and Zonal Secretary**

32.1 The institutional units shall be grouped under 04 (four) zones namely North zone, South zone, East zone and West zone having their jurisdiction over the districts as mentioned below:

North zone- Mayurbhanj, Keonjhar, Baleswar, Bhadrak, Dhenkanal, Angul, Deogarh.

South zone- Malkangiri, Koraput, Nawarangpur, Kalahandi, Kandhamal, Rayagada, Gajapati, Ganjam.

East zone- Cuttack, Kendrapada, Jajpur, Jagatsinghpur, Nayagarh, Khurda, Puri

West zone- Sundargarh, Jharsuguda, Sambalpur, Sonepur, Bargarh, Balangir, Nuapada, Boudh.

32.2 Each zone shall have a Zonal Secretary nominated by the Executive Body from among the members of the Association who will be responsible for coordinating among the units of that particular zone.

**PART-IX**

**Financial year, Sources of Income, Audit of Accounts, Operation of bank accounts, Annual list of Executive Body members and Legal proceedings.**

**Article-33 Financial year**

The financial year of OGPTA shall be from 1<sup>st</sup> April to 31<sup>st</sup> March.

**Article-34 Sources of income and utilization of funds:-**

OGPTA shall raise its funds in several ways including membership fees, grants, contributions and donations from the members, service charges and distribution of publication grants, contribution and donation from Government and other bodies both with the country and abroad, loans and advances from the Government agencies / Bank / Trusts / Corporations / Bodies



/Institution and other agencies to undertake development projects and other schemes approved by the Executive Body. All income shall be utilized for attaining aims and objectives of OGPTA.

However, the Government reserves the right to audit the income and expenditure of the Association.

**Article-35 Budget**

The annual budget of the OGPTA shall be prepared by the Executive Body and shall be presented by the General Secretary before the General Body. The General Body shall pass the budget on simple majority.

**Article-36 Audit of accounts**

OGPTA shall maintain proper accounts and other relevant records and prepare an annual statement of accounts in the prescribed form and maintain as per law. The accounts of OGPTA shall be audited annually by a firm or Chartered Accountant to be appointed by the General Body. The audited statement of accounts together with audit report will be placed before the General Body with the recommendations of the Executive Body.

**Article-37 Maintenance of Records**

All the business in the meetings of General Body and Executive Body shall be kept in records in the form of proceeding, minutes, resolutions etc.

**Article-38 Official website of OGPTA**

The Association shall develop and maintain an official website for the dissemination of information, ideas and for receiving feedback relevant to the achievement of aims and objectives of the Association.

**Article-39 Operation of Bank Accounts**

The Association's Bank Account shall be operated jointly by the General Secretary and the Treasurer of the Association.

**Article-40 Annual list of the Executive Body Members**

Once in every year a list of office-bearers and members of the society / Association shall be filed with the Department of Government.

**Article-41 Legal proceedings**

The Association may sue or be sued in the name of the General Secretary of the Association.

**PART-IX**





## **Miscellaneous**

### **Article-42 Amendments**

Any provision in part or the whole of the Bye-law of the Association can be amended at any General Body meeting of OGPTA by a 2/3<sup>rd</sup> majority of vote of the members present at such meetings.

*“Provided that the proposed amendments form part of the agenda and are circulated amongst the members at least 21 days before the meeting at which such amendments are to be considered. Such amendments shall be approved by the competent authority that approved the Bye-Law of the Association”.*

### **Article-43 Method of Voting**

- (a) In any meeting, every member with voting rights shall have one vote each; except the person chairing the meeting who shall have one additional casting vote.
- (b) Only election of office-bearers shall be conducted by secret ballot.
- (c) All other agenda brought before any meeting of the Association shall be settled by open vote by raising hands and by simple majority.

### **Article-44 Accounting Rules**

All incoming money shall be deposited to the Bank and expenditure shall be incurred by cheques as far as practicable.

### **Article-45 Imprest Cash**

Ordinarily not more than Rs. 10,000/- shall be kept as imprest cash.

### **Article-46 Proposition**

The proposals tabled by any unit need not be seconded but somebody must second the proposals tabled by the office bearers before any decision.

### **Article-47 Notice of Business**

The proposals to include any items in the agenda shall be submitted to the General Secretary in writing at least 15(fifteen) days before the General Body & 3(three) days before the Executive Body meeting.

### **Article-48 Election Procedure**

The election procedure shall be formulated by the Returning Officer appointed by the Executive Body from among the members according to the provisions under the Article-22 of the Bye-Law of the Association.



**Article-49 Safe Custody of Properties**

- (i) The Executive Body shall be responsible for the safe custody of the funds, properties and assets of the society.
- (ii) The funds of the society shall be kept in Banks / Post Office / Mutual Funds in the joint Account & be invested in any securities specified under section 20 of the Indian Trust Act. 1882 on the approval of the General Body.

**Article-50 Dissolution and adjustment of affairs**

If the Association needs to be dissolved, it shall be dissolved on the approval of at least 2/3<sup>rd</sup> of the members of the Association in a General Body meeting convened for the same purpose.

On dissolution of OGPTA, if any property remains after satisfying all debts and liabilities of OGPTA, it shall not to be divided among the members of the General Body or the Executive Body but shall be transferred to some other Association having similar objectives.

**Article- 51 Interpretation of Rules**

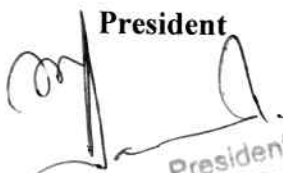
In matters of dispute or differences arising out of the interpretation of these rules, the interpretation provided by the Executive Body shall be final.

**Article- 52 Savings and Repeals**


Government in Home Department has power to amend any of the provisions of the Bye-Law as per approval of the 2/3<sup>rd</sup> members of the General Body meeting and reserves right to interfere in the matter of Association.

**Essential certificate**

Certified that, this is the correct copy of the Bye-law (Rules and Regulations) of the "Odisha Government Polytechnic Teachers Association" (OGPTA).

**President**  
  
President  
Odisha Govt. Polytechnic  
Teachers' Association

**Approved**  
  
Deputy Secretary to Govt  
Home Department

**General Secretary**  
  
General Secretary  
Odisha Govt. Polytechnic  
Teachers' Association