

INDIAN INSTITUTE OF PUBLIC ADMINISTRATION

MAHARASHTRA REGIONAL BRANCH

Office Tel: 20224243/22854156 16th floor, (West Wing), New Administrative Building,
 Extn.3430 & 22793430 Madam Cama Road, opp. Mantralaya,
 Email: js.mrb-iipa@gov.in Mumbai 400 032.
 Website: www.iipamarb.org.in

Schedule-B

MEMORANDUM OF ASSOCIATION OF INDIAN INSTITUTE OF PUBLIC ADMINISTRATION, MAHARASHTRA REGIONAL BRANCH

1. **Name Of The Society:** The name of the Society shall be “Indian Institute of Public Administration, Maharashtra Regional Branch”.
2. **Address of the Society :** shall be at “16th floor (West wing) New Administrative Building, Hutatma Rajguru Chowk, Madam Cama Road, Opposite Mantralaya, Mumbai 400 032”. Or any such place designated by the Executive Committee of the Society from time to time.
3. **Aims And Objectives:**
 - 3.1.1 To promote and provide for the study of public administration and economics, political science and public policy with special reference to public administration and the machinery of government and for educational purposes incidental thereto;
 - 3.1.2 To undertake, organize and facilitate study courses, conferences and lectures, study and research in matters relating to public administration and the machinery of government;
 - 3.1.3 To undertake and provide for the publication of a journal and of research papers and books to impart training in and promote study of public administration;
 - 3.1.4 To establish and maintain library and information services to facilitate the study of public administration and spreading information in regard thereto;
 - 3.1.5 To co-operate with approved institutions and bodies for the purposes of helping the cause of public administration;
- 3.2 To issue appeals and application for money and funds in furtherance of the said objects and to accept gifts, donations, grants and subscription of cash and securities and of any property either movable or immovable;
- 3.3 To invest and deal with funds and money of the Society.
- 3.4 To acquire, purchase or otherwise own or take on lease or hire in the State of Maharashtra, (in its area of operation) temporarily or permanently, any movable or immovable property necessary or convenient for the furtherance of the objects of the Society;

- 3.5 To sell, mortgage, lease, exchange and otherwise transfer or dispose of all or any property, movable or immovable, of the Society for the furtherance of the objects of the Society;
- 3.6 To construct, acquire, purchase, occupy, maintain, alter, improve or develop any property, buildings or works necessary or convenient for the purposes of the Society;
- 3.7 To undertake and accept the management of any endowment or trust fund or donation;
- 3.8 To establish a provident fund for the benefit of the employees of the Society;
- 3.9 To offer prizes and to grant scholarships and stipends in furtherance of the objects of the Society;
- 3.10 To provide training to the State Government Employees / Public Sector Employees/ Employees working in Semi Government bodies/ Employees of Universities and also other autonomous institutions which are in the purview of the State or Central Government in the matter of Public Administration.

4. The following are the Members of the “Indian Institute of Public Administration, Maharashtra Regional Branch” their address and designation, age, occupation and nationality who are the members of the governing body of above Association. And they are entrusted the work and management of the Association as per Rules and Regulations of the Association.

Sr. No.	Name & address of the Members	Designation In Society	Age	Nationality	Occupation
1	Shri Swadheen Kshatriya, IAS (Retd.) Chief Commissioner, Right to Service, Maharashtra State, 2 nd floor, Nirmal Bhavan, Nariman Point, Mumbai 400 021 Mobile No: 9870333182 (o) 022-22846741 Personal E-mail: swadheenk@ yahoo.com Office E-mail: ccrts@maharashtra.gov.in	Honorary Chairman	61	Indian	Public servant
2	Dr. Vijay Satbir Singh, IAS (Retd.) Member 1, MahaRERA, 2 nd Floor, A-Wing, SRA Administrative Building, Anant Kanekar Marg, Bandra East, Mumbai 400051. Mobile No: 9920214830 (o) 022-26590029 Personal E-mail: satbirbath@yahoo.com Office E-mail: member1@maharera.mahaonline.gov.in	Honorary Secretary	61	Indian	Public servant

Sr. No.	Name & address of the Members	Designation In Society	Age	Nationality	Occupation
3	Shri Vikas V. Deodhar, Cost Accountant, 2503, Shreeji Heights, T.H. Kataria Marg, Opp. Ganga Vihar Hotel, Matunga (W), Mumbai 400 016 Mobile No: 9820310489 E-mail: vvdsvd@gmail.com	Honorary Treasurer	66	Indian	Cost Accountant
4	Dr. M.R. Kolhatkar, IAS (Retd.) 501, Charlie Villa, Co-op. Hsg. Soc. Ltd., A-Road, Churchgate, Mumbai 400 020. Mobile No: 9920599504 @ 022-22875651 E-mail: madhukolhatkar@gmail.com	Executive Committee Member (Elected)	82	Indian	Retired Public servant
5	Shri Pramod S. Shah, 'La-Shewa', 3rd Floor, 233, P.D'Mello Road, Opp. St. George Hospital, (Between Manama Hotel & Riya Travels), Near CST/GPO, Mumbai 400 001. Mobile No: 9930899047 E-mail: pramodshah361@gmail.com	-----,,-----	80	Indian	Practicing Company Secretary
6	Shri Veerkumar Doshi, G-3B, Gokul Garden Co.op. Hsg. Soc. Ltd., Thakur Complex, Kandivali (E), Mumbai 400 101. Mobile No: 9821606963 E-mail: veerdoshik@yahoo.com	-----,,-----	84	Indian	Veteran Airman
7	Dr. S.V. Ratnaparkhi, A/502, Crystal Palace, Opp. Pawai Police Station, Rambag, Pawai, Mumbai 400 076. Mobile No: 9969873770 E-mail: ratna.parkhi@yahoo.com	-----,,-----	60	Indian	Professor, Mumbai University
8	Shri Johny Joseph, IAS (Retd.) 701/702, Callalily-Y, NaharAmrit Shakti, Chandivali, Andheri (E), Mumbai 400 072. Mobile No: 9819131000 E-mail: johnyjoseph49@gmail.com	-----,,-----	69	Indian	Retired Public servant
9	Shri S.S. Dodd, IAS (Retd.) Shri Ganesh Co-op Hsg. Soc., Mahada Colony, Sahakar Nagar, Chembur, Mumbai 400 070. Mobile No: 9892516571 E-mail: satyabirdodd@hotmail.com	-----,,-----	69	Indian	Retired Public servant

Sr. No.	Name & address of the Members	Designation In Society	Age	Nationality	Occupation
10	Dr. P.R. Kondekar, Purohit Hospital, Behind Diamond Cinema Borivali (W), Mumbai 400 092. Mobile No: 9819602799 E-mail: kondekar.prakash@gmail.com	-----,,-----	72	Indian	Practicing Naturopath
11	Shri Subodh Kumar, Sr. Project Manager, Terminal IB International Airport (P) Ltd, Chhatrapati Shivaji Terminus, Santacruz (E), Mumbai 400 099 Mobile No: 9833301376 E-mail: subodh.kumar@gvk.com	-----,,-----	51	Indian	Pvt. Employee
12	Shri R.C. Iyer, IAS (Retd.) 3 A II, Great Eastern Royale, Belassis Road, Tardeo, Mumbai 400 034 E-mail-rciyer41@gmail.com (M)9821657502	Co-opted Member	77	Indian	Retired Public servant

5. We the following signatories the Members of the “Indian Institute of Public Administration, Maharashtra Regional Branch” Association jointly and severally declare that we wish to form Association and register the same under the Societies Registration Act, 1860 and for that object we met on **11.9.2017** and have formed the above Association for registration.

Sr. No.	Name & address of the Members	Designation In Society	Signatures
1	Shri Swadheen Kshatriya Chief Commissioner, Right to Service, Maharashtra State, 2 nd floor, Nirmal Bhavan, Nariman Point, Mumbai 400 021.	Hon. Chairman	
2	Dr. Vijay Satbir Singh, IAS (Retd.) Member, Maharashtra Real Estate Regulatory Authority, 2 nd Floor, A-Wing, SRA Administrative Building, Anant Kanekar Marg, Bandra East, Mumbai 400051.	Hon. Secretary	
3	Shri Vikas V. Deodhar, Cost Accountant, 2503, Shreeji Heights, T.H. KatariaMarg, Opp. Ganga Vihar Hotel, Matunga (W), Mumbai 400 016	Hon. Treasurer	
4	Dr. M. R. Kolhatkar, IAS (Retd.) 501, Charlie Ville, Co-op. Hsg. Soc. Ltd., A-Road, Churchgate, Mumbai 400 020.	Executive Committee Member (Elected)	

Sr. No.	Name & address of the Members	Designation In Society	Signatures
5	Shri Pramod S. Shah, 'La-Shewa', 3rd Floor, 233, P.D'Mello Road, Opp. St. George Hospital, (Between Manama Hotel & Riya Travels), Near CST/GPO, Mumbai 400 001.	-----,,-----	
6	Shri Veerkumar Doshi, G-3B, Gokul Garden Co.op. Hsg.Soc.Ltd., Thakur Complex, Kandivali (E), Mumbai 400 101.	-----,,-----	
7	Dr. S.V. Ratnaparkhi, A/502, Crystal Palace, Opp. Pawai Police Station, Rambag, Pawai, Mumbai 400 076.	-----,,-----	
8	Shri Johny Joseph, IAS (Retd.) 701/702, Callalily-Y, Nahar Amrit Shakti, Chandivali, Andheri (E), Mumbai 400 072.	-----,,-----	
9	Shri Satybir S. Dodd, IAS (Retd.) Shri Ganesh Co-op Hsg. Soc., Mahada Colony, Sahakar Nagar, Chembur, Mumbai 400 070.	-----,,-----	
10	Dr. Prakash R. Kondekar, Purohit Hospital, Behind Diamond Cinema Borivali (W), Mumbai 400 092.	-----,,-----	
11	Shri Subodh Kumar, Sr. Project Manager, Terminal IB International Airport (P) Ltd, Chhatrapati Shivaji Terminus, Santacruz (E), Mumbai 400 099	-----,,-----	
12	Shri R.C. Iyer, IAS (Retd.) 3 A II, Great Eastern Royale, Belassis Road, Tardeo, Mumbai 400 034	Co-opted Member	

Know the above signatories and they have signed before me.

Sd/-
(Signature)
(Shri R.P. Acharya)
Sharp & Tannan,
Chartered Accountants,
Ravindra Mansion, Dinshaw Wachha Road,
Mumbai 400 020

Place: Mumbai

Date: 8/3/2018

(Swadheen Kshatriya)
Hon. Chairman

(Vijay Satbir Singh)
Hon. Secretary

(V.V. Deodhar)
Hon. Treasurer

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Schedule-C

Rules and Regulations

of

“Indian Institute of Public Administration, Maharashtra Regional Branch”

1. **Name Of The Society:** The name of the Society shall be “Indian Institute of Public Administration, Maharashtra Regional Branch”.
2. **The address of the Registered Office of the Society** shall be at “16th floor (west wing) New Administrative Building, Hutatma Rajguru Chowk, Madam Cama Road, Opposite Mantralaya, Mumbai - 400 032”. Or any such place designated by the Executive Committee of the Society from time to time.
3. **The business hours of the Society** shall be between 10 hours to 17.30 hours on all working days except Sundays and government holidays.
4. **Definitions and composition of memberships:**
In these Rules and Regulations the following terms shall have the meaning herein stated unless subject to or contrary to the subject or meaning thereof .
 - 4.1 **“Act”** means the Societies Registration Act 1860.
 - 4.2 **“Annual General Meeting”** means the meeting of the members of the Society held once in a year within six months after closing of the financial year of the society for adopting the accounts of the society, appointing auditors and discussing such other issues as may be brought before the meeting.
 - 4.3 **“Central Government”** shall mean the Government of India.
 - 4.4 **“IIPA”** means Indian Institute of Public Administration, Indraprastha Estate, Ring Road, New Delhi-110 002.
 - 4.5 **“State Government”** shall mean the Government of Maharashtra.

- 4.6 **“Society”** shall refer to the “Indian Institute of Public Administration, Maharashtra Regional Branch (IIPA/MRB).
- 4.7 **“Chairman”** means Chairman of the Executive Committee of IIPA/MRB.
- 4.8 **“Secretary”** means Secretary of the Executive Committee of IIPA/MRB.
- 4.9 **“Treasurer”** means Treasurer of the Executive Committee of IIPA/MRB.
- 4.10 **“General Body”** means the General Body of the Maharashtra Regional Branch.
- 4.11 **“Executive Committee”** means the Executive Committee of the Maharashtra Regional Branch.
- 4.12 **“Sub Committees”** mean the Sub Committees appointed by the Executive Committee for executing specific purpose/function of society.
- 4.13 **“Office Bearers”** mean Chairman, Secretary & Treasurer.
- 4.14 **“Members”** mean persons whose names stand entered as – Life Member /Ordinary Member on the rolls of the IIPA, Indraprastha Estate, Ring Road, New Delhi-110 002 as on the date of registration, and within the territorial jurisdiction of IIPA, Maharashtra Regional Branch.
All such memberships at paragraph 4.14, applications therefor, for such future membership will be subject to final approval of the IIPA, Indraprastha Estate, Ring Road, New Delhi-110 002 and subject to qualifications laid down by IIPA, New Delhi.
- 4.15 **“Institutional Members”** The Executive Committee may, on application in the prescribed form, admit on such conditions as may be specified in each case, as Institutional Member of the institute, any authority or organization within the public services, any approved association of members of any of such services any University department or institute devoted to the study of public administration, any statutory corporation, any joint stock company, any registered society, or any registered business establishment.

- 4.16 **“Associate Members”** The Executive Committee, may on application in the prescribed form, admit as an Associate Members of the IIPA/MRB, a person who has completed 21 years of age and is actively interested or concerned in the practice or study of public administration. The rights and privileges of and fees payable by such Associate Member shall be as decided by the Executive Committee from time to time.
- 4.17 **“Student Members”** The Executive Committee, may on application in the prescribed form, admit as a Student Members of the institute a bona-fide postgraduate student interested in the study of public administration. The rights and privileges and fees payable by such Student member shall be as decided by the Executive Committee.
- 4.18 **“Honorary Members”** The Executive Committee may elect as an Honorary Member of the institute any person who has rendered conspicuous service of Public Administration or to the institute or to any branch thereof. The rights and privileges of Honorary Member shall be as decided by the Executive Committee.
- 4.19 **“Prescribed”** means prescribed by Rules and Regulations made by the Executive Committee.
- 4.20 **“Staff”** means the employee of the institute engaged in day to day administration of the Society appointed by the IIPA/MRB;
- 4.21 **“Registrar”** means the Registrar of Societies appointed under section 1 B of the Societies Registration Act 1860.
- 4.22 **“Rule”** means any of the Rules and Regulations of the Society, set out herein.

5. **Aims And Objectives:**

- 5.1.1 To promote and provide for the study of public administration and economics, political science and public policy with special reference to public administration and the machinery of government and for educational purposes incidental thereto;
- 5.1.2 To undertake, organize and facilitate study courses, conferences and lectures, study and research in matters relating to public administration and the machinery of government;

- 5.1.3 To undertake and provide for the publication of a journal and of research papers and books to impart training in and promote study of public administration;
- 5.1.4 To establish and maintain library and information services to facilitate the study of public administration and spreading information in regard thereto;
- 5.1.5 To co-operate with approved institutions and bodies for the purposes of helping the cause of public administration;
- 5.2 To issue appeals and application for money and funds in furtherance of the said objects and to accept gifts, donations, grants and subscription of cash and securities and of any property either movable or immovable;
- 5.3 To invest and deal with funds and money of the Society.
- 5.4 To acquire, purchase or otherwise own or take on lease or hire in the State of Maharashtra, (in its area of operation) temporarily or permanently, any movable or immovable property necessary or convenient for the furtherance of the objects of the Society;
- 5.5 To sell, mortgage, lease, exchange and otherwise transfer or dispose of all or any property, movable or immovable, of the Society for the furtherance of the objects of the Society;
- 5.6 To construct, acquire, purchase, occupy, maintain, alter, improve or develop any property, buildings or works necessary or convenient for the purposes of the Society;
- 5.7 To undertake and accept the management of any endowment or trust fund or donation;
- 5.8
- 5.9 To offer prizes and to grant scholarships and stipends in furtherance of the objects of the Society;
- 5.10 To provide training to the State Government Employees / Public Sector Employees/ Employees working in Semi Government bodies/ Employees of Universities and also other autonomous institutions which are in the purview of the State or Central Government in the matter of Public Administration.

6. Income And Property of the Society:

- 6.1 All the income, earning, moveable, immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objectives set forth in this Memorandum of Association and no profit thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, profit or in any manner whatsoever to the present and past member(s) of the Society or to any person claiming through any of the present or past member(s); and
- 6.2 Provided that nothing herein contained shall prevent the payment in good faith of honoraria, reimbursement of expenditure, perquisites, facilities of any nature to the members and employees as the Executive Committee thinks fit, in return of any services rendered by any person to the Society.
- 6.3 If upon winding up or dissolution of the Society there remains after satisfaction of all its debts and liabilities, any property whatsoever, it shall not be disbursed among the members of the society, but shall be given or transferred to IIPA, New Delhi or on their refusal as may be instructed by the State Government, to the Society having similar objectives.
- 6.4 All the properties of the Society shall be acquired and registered in the name of the Society.
- 6.5 All funds and properties of the Society shall be used only for all aims and objects of the Society.
- 6.6 All funds and assets transferred to the Society shall be at the disposal of the Society.
- 6.7 No property of the Society shall be disposed of except on the recommendations of the General Body of Society. Disposal of any immovable property shall be approved by the General Body of Society.

7. Funds of the Society:

- 7.1. The funds of the Society shall consist of the following:

- 7.1.1. Funds received from the IIPA, New Delhi;
- 7.1.2. Grant in aid received from the State Government, Central Government;
- 7.1.3. All fees and other charges received by the Society by way of fees received from members or delegates attending training programmes organized by the Society;
- 7.1.4. All moneys received by the Society by way of royalties and charges including penalties, levies collected by the Society, and profits from the property vested in it, interest of, and sale proceeds of, any securities vested in it;
- 7.1.5 All money received by the Society by way of grants, gifts, donations, benefactions, bequests or transfer;
- 7.1.6 All fees and other charges received by the Society; and
- 7.1.7 All money received by the Society in any other manner or from any other sources.
- 7.2 The bankers of the Society shall be any scheduled bank as may be decided by the Executive Committee.
- 7.3 All funds shall be paid into the bank account of the Society which shall be operated upon by such officer(s) as may be duly authorized by Chairman & Secretary.
- 7.4 Subject to the provisions of Rule 6 and with the approval of Executive Committee any portion of the funds of the Society, not immediately required, may be invested or deposited.
- 7.5 The Society shall deposit unspent moneys credited to the Society in such banks or to invest them in such manner as the Society may decide.
- 7.6 The Society shall meet expenses of the Society including expenses incurred on achieving the aims and objects of the Society, honorarium to staff of the Society, conveyance to members, and discharge of the functions through the share of user charges and other funds of the Society.

- 7.7 The Society shall prepare and maintain accounts and other relevant records and to prepare an annual statement of accounts including the balance sheet of the Society in such forms as may be prescribed by the Registrar of Societies.
- 7.8 The Society shall forward annually to the State Government and IIPA, New Delhi, the accounts of the Society as certified by an authority as may be decided by Executive Committee.

8. Authorities of the Society:

The following shall be the Authorities of Society namely

- 8.1 The Honorable Governor of Maharashtra shall be Patron of the Society (subject to his consent).
- 8.2 The Honorable Chief Minister of Maharashtra shall, be the President of the Society (subject to his consent).
- 8.3 If the Honorable Chief Minister decides not to be the President of the Society, the Chairman, with the concurrence of the Executive committee, may request any other distinguished individual to be the President of the Society and such person shall, subject to his consent, be the President of the Society during the period the Honorable Chief Minister is not the President of the Society.
- 8.4 The Executive Committee.
- 8.5 The General Body.
- 8.6 Such other Authorities/Committees as may be constituted by the Executive Committee.

9. Executive Committee:

The affairs of the Society shall be managed by an Executive Committee. The Executive Committee shall be competent to raise funds, sanction expenditure and do all such things as may be necessary for carrying out the objects of the Society.

- 9.1 The Executive Committee of the Society shall comprise of :
- 1) The Hon. Chairman,
 - 2) The Hon. Secretary,
 - 3) The Hon. Treasurer, and
 - 4) Eight other members
 - 5) Co-opted members
 - 6) Special Invitees
 - 7) Ex-Officio Members

- 9.2 The office bearers at (1), (2) and (3) above shall be elected by the ordinary/life members of the Society from amongst themselves biennially at the Annual General Meeting. They shall be eligible for re-election.
- 9.3 The eight other members of the Executive Committee referred to above shall be elected by the ordinary/life members of the Society/ the Branch from amongst themselves at the first Annual General Meeting of the Society that will be held after the coming into force of these rules. Thereafter, at the end of every year, four elected members shall retire at the Annual General Meeting and an equal number shall be elected in their place. The four members who shall so retire for the first time after these new rules come into force shall be determined by the draw of lots unless there is mutual agreement among all the eight elected members as to who among them should retire. Thereafter, the four members who have been the longest in office shall retire at the end of every year. The retiring members shall be eligible for re-election.
- 9.4 **Co-opted Members:** The Executive Committee may co-opt not more than four (4) members from amongst ordinary / life members or representatives of Institutional members of the Society.
- 9.5 **Special Invitees:** The Executive Committee shall consider the persons of eminence not more than four (4) to nominate as special invitees who would be useful for the development of the Society.
- 9.6 **Ex-Officio Members:** The Executive Committee shall consider the heads of the Institute /Government department having similar objectives/concerned with the Society to nominate as Ex-officio members of Society.
- 9.7 The tenure of the members **Co-opted under rule 9.4, Special Invitees under rule 9.5 and Ex-Officio Members under rule 9.6** shall be for a period ending with the date of the Annual General Meeting immediately subsequent to Co-Option and appointing of Special Invitees and Ex-Officio members.

9.8 Vacancies occurring in respect of any of the office-bearers or members at Serial Nos. 1) to 4) under rule 9.1 above may be filled by Executive Committee by co-option of any of the ordinary/life members of the Society. Such co-option shall be for a period co-terminus with the period for which the office-bearer or member in whose place the co-option has been made would have held the office.

9.9 No ordinary/life member shall be allowed to seek election or vote at any election unless he has been a member of IIPA/MRB for one year prior to the 1st June of the year in which the elections are held and has paid his subscription in full up-to and inclusive of that year, before the 31st March of that year.

***N.B. Associate Members/ Student Members/ Honorary Members shall not be eligible to cast their vote in the election of the Society.**

10. **Rules of Procedure for the Election : Rules of procedure for the election of office bearers viz :** Hon. Chairman, Hon. Secretary and Hon. Treasurer and members of the Executive Committee, of the Society (Maharashtra Regional Branch of the Indian Institute of Public Administration).

10.1 Written nominations shall be invited for the three (3) office bearers and four (4) elected members of the Executive Committee.

10.2 Each nomination shall be made in the prescribed form with the written consent of the candidate, and it shall be proposed and seconded by members eligible to vote at the election.

10.3 Members desirous of nominating candidates for the election should send the nomination forms duly completed so as to reach the office of the Society before 5.00 p.m., ten (10) days before the date of the election. Withdrawals in writing by the candidate shall be permitted up to 5.00 p.m. three (3) days before the date of the election.

10.4 The nominations shall be scrutinized by an officer nominated by the Executive Committee and his decision thereon shall be final.

10.5 Except where there is only one candidate for any office, elections shall be held at the Annual General Meeting by secret ballot.

- 10.6 Only the voters present at the Annual General Meeting shall be entitled to vote.
- 10.7 The election shall be conducted by an officer previously nominated by the Executive Committee.
- 10.8 In case of an election dispute, the decision of the person presiding at the Annual General Meeting shall be final.
- 10.9 Ballot papers will be distributed to members before the commencement of the Annual General Meeting and the Ballot boxes will be kept open for half an hour. Members are expected to cast their votes before the closure of ballot boxes.

Notes: Only life members of the Society who were members of the Society on the 1st June of the preceding year and ordinary members of the Society who have been admitted as members of the Society prior to the 1st June of the preceding year and who have paid their subscription in full up to and inclusive of current year, before the 31st March of that year, shall be entitled to vote at and seek election.

11. Constitution of General Body of the Society:

- 11.1 Subject to the Rules & Regulations of the Society, the General Body of the Society will be highest decision making authority of the Society.
- 11.2 The General Body of the Society shall comprise the members affiliated to the Society (IIPA, Maharashtra Regional Branch) by the IIPA, New Delhi. It includes ordinary members & Life members of the IIPA, New Delhi residing in the Maharashtra State excluding the members of Local Branches of IIPA, New Delhi, in the State.
- 11.3 The Annual General Meeting of the Society shall be held before the end of September each year on such date as may be fixed by the Executive Committee. The Secretary shall dispatch to each member resident in the region a notice stating the date, time and place of the meeting not less than twenty- one (21) days before the date fixed for the meeting.

- 11.4 The Secretary shall also send to each member a copy of the agenda of the meeting not less than seven (7) days before the date of the meeting.
- 11.5 Any member may give notice to the Secretary of a proposition to be placed before the Annual General Meeting, not less than fourteen (14) days before the date fixed for the meeting and such proposition shall be included in the agenda of the meeting.
- 11.6 Any member may ask any question relating to the affairs of the Society at the Annual General Meeting, provided he has given notice thereof to the Secretary not less than three (3) days before the date fixed for the meeting.

12. **The Quorum for The Annual General Meeting:**

- 12.1 The quorum for the Annual General Meeting shall be twenty (20) members.
- 12.2 If within thirty minutes of the time fixed for the meeting a quorum is not present the meeting shall stand adjourned for half an hour, and thereafter no quorum shall be required for the adjourned meeting and the meeting shall take place at the same place.
- 12.3 Every meeting of the Society shall be presided over by the Chairman. In the absence of Chairman, the Secretary or any such member designated by the Chairman shall preside over the meeting.
- 12.4 Every ordinary member / life member shall be entitled to be present at the meeting and to vote in person and every Institutional member shall be entitled to nominate a representative who shall attend such meeting and vote thereat. No vote shall be cast by proxy. The person presiding shall have a second or casting vote in case of equality of votes. Student members, Associate members and Honorary members shall not be entitled to vote at the meeting but may participate in the discussion.

13. Annual Report:

- 13.1 A draft of Annual report and the annual accounts of the Society shall be prepared and circulated by the Secretary for the consideration and approval of the Executive Committee and shall thereafter be placed before the General Body at its Annual Meeting for consideration and adoption;
- 13.2 Copies thereof as finally approved by the Society shall be supplied to the members of the Society on a request made, either online or in physical form.
- 13.3 The Books and Registers of the Society shall be kept ready for inspection by Registrar at all reasonable hours.

14. Accounts and Audit:

- 14.1 The Society shall maintain proper books of accounts and other relevant records, prepare annual statements of accounts for each of the financial year ending on 31st March and shall be audited by the duly authorized auditors appointed by the Society.
- 14.2 The audited accounts of the Society shall be placed before General Body within six (6) months from the date of closing of financial year for approval and the reports shall be filed with the Registrar after approval by the Annual General Meeting.
- 14.3 Books of accounts of the Society shall be kept at the registered office of the Society and shall be open for inspection to any member free of charge during the business hours.
- 14.4 The Balance Sheet and Income & Expenditure account of the Society shall be audited annually by duly qualified auditors. The auditors shall also submit a report showing the state of financial affairs of the Society. Three copies of the balance-sheet and the Auditor's Report shall be certified by the Auditor. Any expenditure incurred in connection with the audit of accounts of the Society shall be payable by the Society.

- 14.5 The audited Statements of Accounts together with the Audit Report shall be placed before the Executive Committee for consideration and approval and thereafter the same shall be put up before the General Body for approval.
- 14.6 IIPA, New Delhi/ State Government shall have the right to demand production of books of accounts, connected vouchers and other documents of the Society relating to any accounting year.
- 14.7 Every member of the Society on an application made and payment of prescribed fees shall be entitled to receive a copy of the Rules and Regulations, Balance Sheet and Income and Expenditure Account.

15. Extra-Ordinary General Meeting:

- 15.1 An Extra-Ordinary General Meeting of the Society may be called by the Chairman at any time to consider any urgent business; Extra-Ordinary General Meeting shall be called by the Chairman on requisition in writing signed by not less than twenty (20) members to consider such matters as may be specified in the requisition, within fourteen (14) days from the receipt of the requisition.
- 15.2 The Secretary shall dispatch to each member a notice showing the date, time and place of such Extra-Ordinary General Meeting and the matters to be considered not less than seven (7) days before the date fixed for the meeting.
- 15.3 The quorum for the Extra-Ordinary General Meeting shall be the same as for the Annual General Meeting, but if within thirty minutes from the time fixed for the meeting the quorum is not present, the meeting shall stand dissolved.

16. The Executive Committee Meeting:

- 16.1 The Executive Committee Meeting shall ordinarily meet once in two (2) months but may meet more often if considered necessary.
- 16.2 The Chairman shall fix the date, time and place for a meeting of the Executive Committee and the Secretary shall dispatch to each member of the Committee a notice stating such date, time and place along with the agenda of the meeting not less than three (3) days before the date fixed for the meeting.

- 16.3 The quorum for a meeting of the Executive committee shall be five (5).
- 16.4 The Secretary shall record the proceedings of the Executive Committee in a minutes book, shall also circulate a copy of the minutes of each meeting to members of the Executive Committee.
- 16.5 A copy of the minutes of each meeting of a sub-committee shall be circulated by the Secretary to all members of the Executive Committee.
17. **Powers and functions of the Executive Committee:** Without prejudice to the generality of the powers conferred by the foregoing sub-Rule, the Executive Committee shall have the power:
- 17.1 The Executive Committee shall be competent to appoint Sub-Committees consisting of members of the Society for any particular object and it may also appoint a Chairman and / or Secretary for any Sub-Committee and may further empower any Sub-Committee to co-opt members up-to a given number. The Chairman shall have the right to attend the meeting of any Sub-Committee and when he does so, he shall preside over such meeting;
- 17.2 To prepare and execute detailed plans and programmes for the furtherance of the objects of the Society;
- 17.3 To receive, to have custody of and to expend the funds of the Society and to manage the properties of the Society;
- 17.4 To appoint and control such staff as may be required for the efficient management of the affairs of the Society and to regulate their recruitment and conditions of services;
- 17.5 To enter into agreement for and on behalf of the Society;
- 17.6 To use and defend all legal proceedings on behalf of the Society;
- 17.7 To appoint Committees for disposal of any business of the Society or for advice in any matter pertaining to the Society; and

- 17.8 To prescribe sitting fees/ reimbursement of expenditure for travel for meeting of the Executive Committee and any other meetings;
- 17.9 To do all such as acts and things as are incidental or conducive to the attainment of the aims and objectives specified in the Memorandum of Association.
18. These rules may be amended, altered, or rescinded and new rules may be passed only by a resolution adopted at a general meeting of the Society after a prior notice sent to all members of the Society not less than seven (7) days before the date fixed for the meeting, and no such resolution shall be deemed to be carried unless not less than two-thirds of the number of Members present at the meeting shall have voted in support thereof.
19. If upon the **dissolution** of the Society, there shall remain after the satisfaction of its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Society but shall be returned to the IIPA, New Delhi. If any assets are belonging to the State Government, the same shall be returned to the State Government and thereafter IIPA, New Delhi shall handover to any other Society located in the Maharashtra state having similar objectives as may be determined by the votes of not less than two-thirds of the members present personally at the time of dissolution or, in default thereof, by a competent court.
20. All the provisions of the Societies Registration Act, 1860 and Rules prescribed thereunder and all statutory amendments from time to time be applicable to this Society.
21. **Restrictions on the Powers of the Society:**
The Society shall not make any amendments or rescind any Rules and Regulations in variation with the Rules, Regulations and Policy of the IIPA, New Delhi. If any such issue shall arise on such amendments/ variations in this behalf the decision of IIPA, New Delhi shall be final.

CERTIFICATE

Certified to be true copy of the Rules and Regulation of the Association viz
“Indian Institute of Public Administration, Maharashtra Regional Branch”

(Swadheen Kshatriya)
 Hon. Chairman

(Vijay Satbir Singh)
 Hon. Secretary

(V.V. Deodhar)
 Hon. Treasurer

PLACE: MUMBAI
 DATED: 8/3/2018

**INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
MAHARASHTRA REGIONAL BRANCH**

भारतीय लोक प्रशासन संस्था
महाराष्ट्र शाखा

Tel : 2202 4243/2285 4156

Ext. : 3430

Dir : 2279 3430.

E-mail: js.mrb-iipa@gov.in

Website: www.iipamrb.org.in

Ground Floor, (Next to Bank of Maharashtra)
Mantralaya Main, Mumbai – 400 032.

Date:

APPLICATION FORM

***INSTITUTIONAL/ *ASSOCIATE/ *STUDENT MEMBERSHIP**

(mark out√ which is applicable)

Applicant's recent passport size two Photographs:

Passport Size Photo of Associate/ Student Member (To Paste)	Passport Size Photo of Associate/ Student Member (To Pin)
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To
Indian Institute of Public Administration-Maharashtra Regional Branch
Mantralaya, Mumbai 400 032

Dear Sir,

I/We hereby apply for the ***INSTITUTIONAL/ *ASSOCIATE/ *STUDENT MEMBERSHIP** of the Institute.

1.Name of the applicant Institute (Organization)/ Name of the Associate Member/Name of the Student Member (In Capital letters) -----

2. Name and designations of the Representatives of the Institute / Corporate. Authorization of the Representatives on Institute /Company letterhead, attached herewith

Representative No.1-----

Representative No.2.-----

3.Postal Address of the Member (Aadhar Card or any other address proof attached) -----

4. Date of Birth: -----

5.Qualifications of member/ Representative -----

6. Tel/Mobile No.-----

7. E-mail Id-----

B. Associate Member: Recommendation by two members of the IIPA/MRB)

Member 1	Member 2
Name:	Name:
Life membership No:	Life membership No:
Email ID:	Email ID:
Postal Address:	Postal Address:
Tel. No/Mobile No.	Tel. No/Mobile No.

We hereby recommend the name of the applicant for his Associate Membership

Signature (Member 1)----- Signature (Member 2)-----

9. Student Member: Details of his bonafide post Graduate student registration, with proof attached

10. For Institutional member: Particulars of two Representatives who are authorized to attend any meetings and to borrow books from the IIPA/MRB Library as per the library rules in force from time to time:

Representative 1	Representative 2
Name:	Name:
Designation:	Designation:
Date of Birth:	Date of Birth:
Email ID:	Email ID:
Tel. No/Mobile No.	Tel. No/Mobile No.
Office Address:	Office Address:

Signature (Nominee 1)----- Signature (Nominee 2)-----

I/We agree to inform to the Institute any change in the above membership details

I/ We have read the Memorandum of Association and Rules of the Institute and hereby agree to abide by all the Rules and Regulations of the Indian Institute of Public Administration, Maharashtra Regional Branch and shall be responsible for books borrowed by me and agree to pay for its loss or damage.

I/We declare that, we are actively involved and/ or interested in the practice of or study and research in Public Administration or any of its allied subjects like Economics, Politics, History , Public governance.

Signature

(Institutional/ Associate/ Student Member)

For office use only:

- 1) Application received on-----
- 2) Application considered in the meeting of the designated Committee (date)
- 3) Decision of the designated Committee: Approved/not approved

**Rules for Institutional/Associate/Student Membership of
Indian Institute of Public Administration,
Maharashtra Regional Branch**

1. All applications for Membership will be scrutinized by the Institute, and will be put to the Executive Committee of IIPA-MRB, for approval.
2. All Members and Student Members, will be eligible for use of Library facility and shall abide by the Library Rules, including Library Deposit, penalty for non-return of books etc.
3. Any scholarly contribution by the Member, Authorised Representative of Institutional Member, or Student Member, will be eligible for consideration for publishing the same in the Journal, Publication or Website of IIPA-MRB.

Rule 4.15 of Rules and Regulations - Institutional Members : The Executive Committee may, on application in the prescribed form, admit on such conditions as may be specified in each case, as Institutional Member of the institute, any authority or organization within the public services, any approved association of members of any of such services any University department or institute devoted to the study of public administration, any statutory corporation, any joint stock company, any registered society, or any registered business establishment.

Institutional Membership may be granted to any Central or Maharashtra State Govt. Undertaking, any Local Self Government body, Municipality, Municipal Corporation, Zilla Parishad, Educational and Research Institution recognised by University Grants Commission (UGC), or any other Institution recognised and/or established by the Govt. to undertake and/or to promote Research in the field of Social sciences, Public Administration or any such other body.

Membership Application shall be in prescribed form accompanied by the letter from the Institution on its letter head, giving full details of the Institution, copy of its certificate of registration, copy of its Rules and

Regulations, list of office bearers, managing committee, Board of Directors, as the case may be.

Institutional Membership application may designate not more than two (2) individual Authorised Representatives, to avail of all Membership rights and benefits, use of Library facility, attendance at any meeting and voting at the General body of Members of IIPA-MRB (one vote for one institution). The designated individuals may be changed by the Member Institution on or before 30th April in every financial year.

Membership Fees for such Non corporate, non-business, Institutional Membership will be :

Rs.1,000/- per annum or Rs.500/- for Application made after 1st October of the financial year.

Term Membership of 12 Years may be granted to such Institutional Member, on payment of lump sum fee of Rs.10,000/-

Membership Fees for any Corporate entity, Joint stock company or any business establishment will be :

Rs.5,000/- per annum or Rs.2,500/- for Application made after 1st October of the financial year.

Term Membership of 12 Years may be granted to such Corporate Institutional Member, on payment of lump sum fee of Rs.50,000/-

Rule 4.16 of Rules and Regulations - Associate Member : The Executive Committee, may on application in the prescribed form, admit as an Associate Member of the IIPA/MRB, a person who has completed 21 years of age and is actively interested or concerned in the practice or study of public administration. The rights and privileges of and fees payable by such Associate Member shall be as decided by the Executive Committee from time to time.

Associate Membership may be granted to any individual of the age of 21 years or more, who is engaged in public services in an administrative/managerial capacity, Administrative Service Official, Judicial Service official, Professor or Research or teaching or studying of Public Administration or Management or any related subjects, or Advocate being

Member of Bar Association, or a Chartered Accountant or Cost Accountant or Company Secretary, or registered Architect, registered Engineer, registered Medical Practitioner, or any person who, in the opinion of the Executive Committee, is interested or is involved or engaged in the teaching, study, or research in Public Administration.

Membership Application shall be in prescribed form giving full details of the designation, department, Institution he is serving alongwith proof of Identity, proof of Address, a copy of his certificate for eligibility for Membership of IIPA-MRB.

Membership Fees for such Associate Membership will be :

Rs.500/- per annum or Rs.250/- for Application made after 1st October of the financial year.

Term Membership of 12 Years may be granted to such Institutional Member, on payment of lump sum fee of Rs.5,000/-

Associate member shall not have voting rights in the general body meetings

Rule 4.17 of Rules and Regulations - Student Member : The Executive Committee, may on application in the prescribed form, admit as a Student Members of the institute a bona-fide postgraduate student interested in the study of public administration. The rights and privileges and fees payable by such Student member shall be as decided by the Executive Committee.

Student Membership may be granted to any individual of the age of 18 years or more, who is a bona-fide post graduate student interested in the study of Public Administration/Public Governance, and is registered as Student in any Institution or College or University for any Research, Doctoral or PhD program or any person interested and eligible for appearing for any UPSC, MPSC or any such other examination.

Membership Application shall be in prescribed form giving full details, certificates alongwith proof of Identity, proof of Address, proof of his eligibility for Student Membership of IIPA-MRB.

Membership Fees for such Student Membership will be :

Rs.250/- per annum or Rs.125/- for Application made after 1st October of the financial year. In addition, Library Deposit of Rs. 500/- will be payable for taking for Home reading, One (1) book will be issued at a time.

Any individual eligible for Student Membership of IIPA-MRB, will remain Member for not more than 5 years. On specific application for extension, the Executive Committee may approve extension of Student Membership beyond 5 years on case to case basis.

Student member shall not have voting rights in the general body meetings.

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