



By-Laws

Jharkhand Officers, Teachers and Employees' Federation (JHAROTEF)



शपथ

मैं (नाम) ईश्वर की शपथ लेता/लेती हूँ कि, मैं झारखण्ड ऑफिसर्स, टीचर्स एण्ड एम्पलॉईज फेडरेशन के (पदनाम) के तौर पर अपने कर्तव्यों का निर्वहन विशुद्ध अन्तःकरण एवं पूर्ण श्रद्धा के साथ करूँगा/करूँगी।

मैं यह शपथ लेता/लेती हूँ कि, महासंघ में अपने कर्तव्यों के निर्वहन के दौरान भारत के संविधान एवं झारखण्ड राज्य सरकारी सेवक नियमावली के प्रति अपनी पूर्ण निष्ठा रखूँगा/रखूँगी। झारखण्ड राज्य के कर्मचारियों के कल्याणार्थ एवं उनके हितों की रक्षा हेतु जो भी कार्य मुझे आवंटित किया जायेगा उसे मैं बिना राग, द्वेष अथवा निजी स्वार्थ के निष्पादित करूँगा/करूँगी। साथ ही इस महासंघ को एक सशक्त कर्मचारी महाशक्ति बनाने में अपना पूर्ण योगदान दूँगा/दूँगी।

मैं यह शपथ लेता/लेती हूँ कि, भारत देश एवं झारखण्ड राज्य के प्रति सम्मान को अपने हृदय में संजोये हुए, अपने सेवा दायित्वों के माध्यम से इस राष्ट्र तथा राज्य की जनता के कल्याण के साथ-साथ इस महासंघ के संविधान के अनुसार इस के परिचालन में मैं अपना पूर्ण समर्पण एवं प्रयास समर्पित करूँगा/करूँगी।

जय हिन्द

जय झारखण्ड

जय **Jharotef**

जय कर्मचारी एकता



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| 1. | Name :- | The name of the Federation shall be “Jharkhand Officers, Teachers and Employees Federation”. It will be hereby referred as the ‘ <i>federation</i> ’. |
| 2. | Purpose :- | <p>I. To look into the Common and important (excluding where collision of interest between two associations/cadres is present) issues of the Government Servants working within the Territorial Jurisdiction of Jharkhand.</p> <p>II. To negotiate with the Competent Government/Executive Authority for resolving the issues.</p> <p>III. To develop a cordial relation between employees and the government.</p> <p>IV. To channelize the grievances of a government servant or their group or their Association working in Jharkhand to the competent authority to resolve it, if requested by the concerned individual or group or Association or a proposal brought by an SEC member.</p> <p>V. To work with all the possible manners and means for the welfare of the State Government Servants (who are abide by the Jharkhand Government Servant Service Rules).</p> |
| 3. | Membership:- | (I) All Government servants/employees *[whether directly under the state government or Board or Corporation or Commission or a PSU of the State of |



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| | | <p>Jharkhand] working within the territorial jurisdiction of the state of Jharkhand or posted somewhere else in India under the Jharkhand Government can become its member.</p> <p>(II) Any Government Servant who has been retired from Jharkhand Government can be its member. [They could not be the member of the State Administrative Committee.]</p> <p>(III) All the active members will have a unique JHAROTEF Code.</p> <p>(IV) There shall be an entry fee of ₹ 200.00/- subjected to be updated by State Executive Committee through due process. The entry fees will be submitted to the SLC account.</p> <p>(V) There shall be an annual membership fee of ₹ 240.00/- (monthly ₹ 20.00/-) subject to be updated by State Executive Committee through due process. The membership fee will be collected by the District Units and the district units will deposit half of the fees collected to the StateLevel Committee.</p> <p>(VI) The monthly membership fee could also be deposited to the relevant bank account through the ECS Mandate.</p> |
| 4. | Units :- | <p>(I) Zones: - There will be Eight (8) zones having three districts in each zone [Number of districts in</p> |



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| | | <p>a particular zone may change in case of formation of new districts].</p> <p>(II) Districts: - The district units will function as the second line hierarchy of the <i>federation</i>.</p> <p>(III) Blocks: - The block units will be the third line hierarchy of the <i>federation</i> and will function under the concerning District unit.</p> <p>(IV) Association:- Association unit will have two representatives from those employees' association who get associated or get affiliation from the <i>federation</i>. Every Association representative will have to join membership under section 3. This unit will directly function in coordination with the <i>federation</i> through the <i>Coordination Committee</i>. Its member will be part of the General Council.</p> <p>(V) Women Wing: - The women wing will have its own hierarchy from its Central committee to the District level.</p> |
| 5. | Register :- | <p>The State Executive Committee will maintain <i>three types of records</i>:-</p> <p>(I) Membership: -Integrated register of every district maintaining the details of the persons taking membership of the <i>federation</i>.</p> <p>(II) Book of Accounts (Ledger):- Maintaining the</p> |

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| | | <p>Monetary transactions and assets report[Income and expenditures/credit, debits and liabilities] by the District level Unit *[The same will be maintained by the State Level Committee too].</p> <p>(III) Compendium:- The media reports, government notifications/circulars/letters, federation's letter and notices with indexing or other valuable facts and reports of some other organization/association.</p> |
| 6. | Inspection :- | <p>(I) All the <i>Records</i> and <i>Book of Accounts</i> (Ledger) will be available for inspection and audit with a prior notice of seven days given by a competent authority.</p> <p>(II) Generally the State Auditor and the State Treasurer would be the competent authority who will inspect in informatics concurrence with the State President.</p> <p>(III) In a Specific case when the above two are not available for doing an inspection the State President may delegate an Office bearer of the SLC for doing inspection subject to later on scrutiny by the above two.</p> |
| 7. | Expulsion :- | <p>(I) Member/Affiliated Associations found to be working against rules and interest of the <i>federation</i> will be suspended from the <i>federation</i> for a period or expelled as decided by 2/3rd or above members of the State Level Committee (SLC), present in the</p> |



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| | | <p>meeting. [mode and medium for voting can be physical or digital (<u>In case of digital voting screenshots will be saved in the archive and be produced when required by the responsible authority</u>)].</p> <p>(II) Such member/Affiliated Association, however, will be given an opportunity to defend him/herself before the SLCeither in person or in writing or both.</p> <p>(III) When the clarification is produced by the accused member it will be assessed by a <i>three member committee</i> constituted by the SLC [Its members couldn't be from that district or block level committee which the accused belongs to].</p> <p>(IV) After looking into all the aspects (allegation, defense, counter argument and physical facts) of the subject, the committee constituted u/s 7(III) will submit its report to the SLC, according to which the quantum of penalization will be decided by the SLC as per section 7(I).</p> |
| 8. | Code of Conduct :- | <p>(I) The rules of business of the federation will be defined by the By-laws and the orders/circulars/letters released from the competent authority(ies) of the <i>federation</i> time to time [The competent authority may be an office bearer of the State Executive Committee (depending upon the case) or a delegated member(s) of a district unit(s)].</p> <p>(II) All the members/office bearers/Affiliated Associations will have to follow the code of</p> |

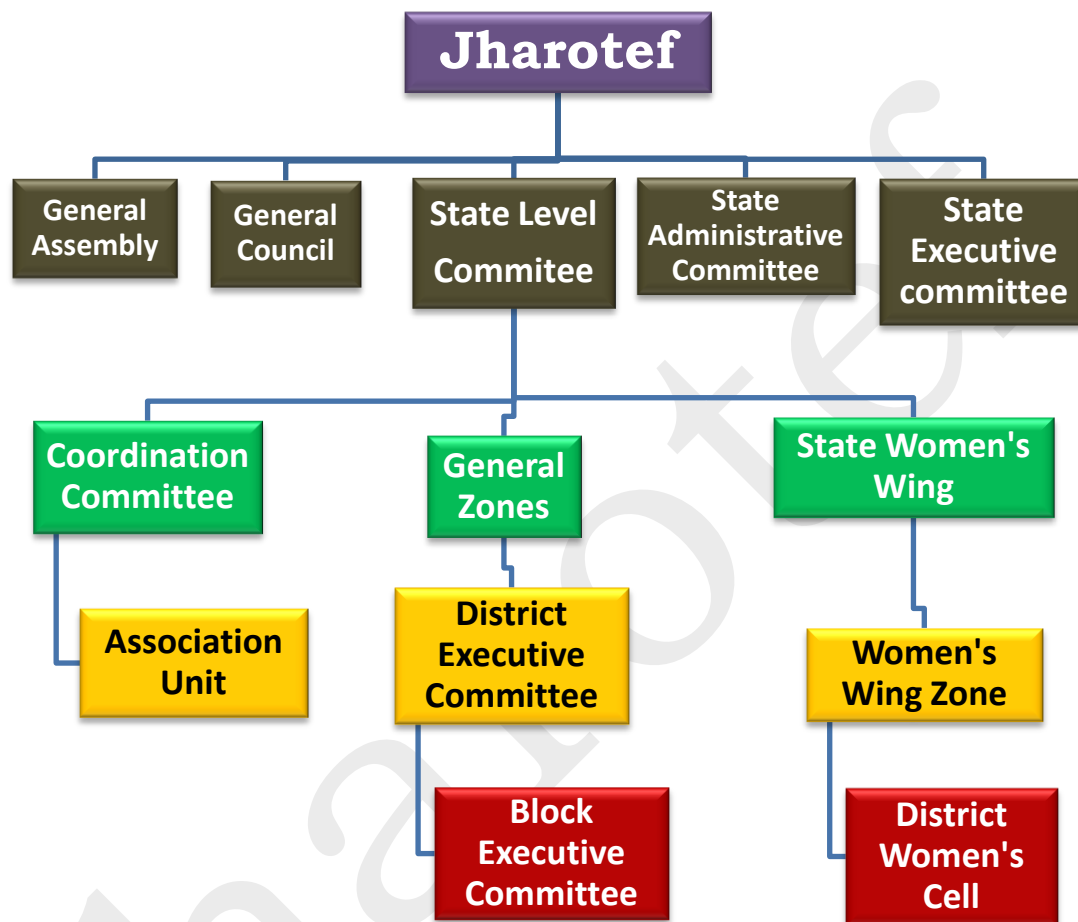


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| | | <p>conduct.</p> <p>(III) A willful and evident deflection from the Code of Conduct would be deemed as an Act of Misconduct.</p> |
| 9. | Act of Misconduct :- | <p>(I) The act of misconduct occurred at or below district level (including DWC) will be reported through the respective Organizing Secretary who after scrutinizing the complaint will pass it to the <i>Grievance Redressal Unit</i> (GRU). The GRU will look into the matter thoroughly and it will produce a point wise allegation, defense and counter argument report along with other factual evidence to the SLC.</p> <p>(II) In case of an issue of District or below level, if no action is initiated by the district authority within one week of reporting, it can be directly produced to the <i>Grievance Redressal Unit</i> (GRU) with a copy of the complaint previously submitted to the relevant competent authority.</p> <p>(III) In case of misconduct by a member of SEC it will be directly reported to the President.</p> <p>(IV) The further procedure will go on as mentioned in section 7.</p> <p>(V) In case of a matter having criminal or fraudulent ingredient it will be reported to the local law and order authorities / administration.</p> <p>(VI) The SLC could take suo-moto cognizance of a</p> |

matter of urgent or serious concern.

10. Federation's Structure:-

(I) Organization Tree:-



**(II) Coordination Channel:-**

| | | | |
|---|------------------------------------|--|-------------------------------------|
| Chief Patron State President Patrons | General Secretary | Joint General Secretary | Deputy General Secretary |
| | State Treasurer | District Treasurers | |
| | Chief Organizing Secretary | Whips | District Executive Committee |
| | | Organizing Secretaries | |
| | Chief Coordinator | Coordinators | |
| | State Convener | | |
| | Senior Vice President | Vice President | |
| | Chief Advisor | Advisors (State, Finance and Legal) | |
| | State Women’s Wing President | State Women’s Wing Secretary | State Women Wing’s Vice President |
| | State Auditor | | |
| | State Chief Spokesperson | State Spokesperson | District Spokesperson |
| | State Chief Media In-charge | State Media In-charge (Print and Electronic) | District Media In-charge |
| | State Chief Social Media In-charge | State Social Media In-charge (FB/IG, YT and Tweeter) | District Social Media In-charge |
| | State Cultural Cell In-charge | | |
| | State Office Secretary | | |
| | Editor in Chief | | |



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| 11. | General Assembly (Aam Sabha) :- | <p>The General Assembly of the <i>federation</i> shall consist of all the registered members under section 3(I) and (II).</p> <p>The General Assembly shall be called to discuss and decide major resolutions[like Strike, Mass casual leave or other hard measures].</p> <p>The Quorum of the General Assembly will be 500 or at least 30 members each from at least 12 districts[excluding the DEC members], whichever is less. It shall be presided by the State President of the <i>federation</i> or a person delegated by him.</p> |
| 12. | General Council (Samanya Parishad):- | <p>The General Council of the <i>Federation</i> shall consist of <i>all the Office bearers</i> of the State Executive Committee, the District Executive Committees, the State Women's Wing and the Association representatives.</p> <p>The General Council will discuss and resolve about the forthcoming movements/programs of the Federation, proposed by a State Executive Committee member [It will need an approval of the State President of the Federation].</p> <p>The Quorum for The General Council Meeting will be 100 or at least 3 district executive committee members each from at least 12 districts [At least 10 members from the State Level Committee including either two of the President, the General Secretary and the State Treasurer must be present in the General Council meeting].</p> |

| | | It shall be presided by the State President of the <i>federation</i> or a person delegated by him. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------|---|---|---------|-----------|------|----|----------------------------------|---|----|-----------------------|---|----|---------------------------------|---|----|--|---|----|--|---|----|---------------------------------------|---|----|------------------------------------|---|----|---|---|----|--|---|-----|----------------------------------|---|-----|----------------------|---|-----|------------------------------|----|-----|---|----|-----|--|---|-----|--|---|-----|--------------------------|---|
| 13. | State Executive Committee : SEC (Prantiya Kayakarini Samiti):- | <p>The State Executive Committee shall have the below configuration :-</p> <table> <tr> <th>Sr. No.</th><th>Portfolio</th><th>No.s</th></tr> <tr> <td>1.</td><td>Chief Patron (Mukhya Sanrakshak)</td><td>1</td></tr> <tr> <td>2.</td><td>President (Adhyaksha)</td><td>1</td></tr> <tr> <td>3.</td><td>General Secretary (Mahasachiva)</td><td>1</td></tr> <tr> <td>4.</td><td>State Treasurer (Prantiya Koshadhyaksha)</td><td>1</td></tr> <tr> <td>5.</td><td>Chief Organizing Secretary (Mukhya Sangathan Sachiv)</td><td>1</td></tr> <tr> <td>6.</td><td>Chief Coordinator (Mukhya Samanwayak)</td><td>1</td></tr> <tr> <td>7.</td><td>State Convener (Prantiya Sanyojak)</td><td>1</td></tr> <tr> <td>8.</td><td>Senior Vice President (Warishtha Upadhyaksha)</td><td>2</td></tr> <tr> <td>9.</td><td>Joint General Secretary (Sanyukta Mahasachiva)</td><td>2</td></tr> <tr> <td>10.</td><td>Chief Advisor (Mukhya Salahkaar)</td><td>1</td></tr> <tr> <td>11.</td><td>Patrons (Sanrakshak)</td><td>4</td></tr> <tr> <td>12.</td><td>Vice President (Upadhyaksha)</td><td>10</td></tr> <tr> <td>13.</td><td>Deputy General Secretary (Up-Mahasachiva)</td><td>10</td></tr> <tr> <td>14.</td><td>Women Wing President (Mahila Prakoshtha Adhyaksha)</td><td>1</td></tr> <tr> <td>15.</td><td>Organizing Secretary (Sangathan Sachiva)</td><td>8</td></tr> <tr> <td>16.</td><td>State Chief Spokesperson</td><td>1</td></tr> </table> | Sr. No. | Portfolio | No.s | 1. | Chief Patron (Mukhya Sanrakshak) | 1 | 2. | President (Adhyaksha) | 1 | 3. | General Secretary (Mahasachiva) | 1 | 4. | State Treasurer (Prantiya Koshadhyaksha) | 1 | 5. | Chief Organizing Secretary (Mukhya Sangathan Sachiv) | 1 | 6. | Chief Coordinator (Mukhya Samanwayak) | 1 | 7. | State Convener (Prantiya Sanyojak) | 1 | 8. | Senior Vice President (Warishtha Upadhyaksha) | 2 | 9. | Joint General Secretary (Sanyukta Mahasachiva) | 2 | 10. | Chief Advisor (Mukhya Salahkaar) | 1 | 11. | Patrons (Sanrakshak) | 4 | 12. | Vice President (Upadhyaksha) | 10 | 13. | Deputy General Secretary (Up-Mahasachiva) | 10 | 14. | Women Wing President (Mahila Prakoshtha Adhyaksha) | 1 | 15. | Organizing Secretary (Sangathan Sachiva) | 8 | 16. | State Chief Spokesperson | 1 |
| Sr. No. | Portfolio | No.s | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | Chief Patron (Mukhya Sanrakshak) | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | President (Adhyaksha) | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | General Secretary (Mahasachiva) | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | State Treasurer (Prantiya Koshadhyaksha) | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | Chief Organizing Secretary (Mukhya Sangathan Sachiv) | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | Chief Coordinator (Mukhya Samanwayak) | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. | State Convener (Prantiya Sanyojak) | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. | Senior Vice President (Warishtha Upadhyaksha) | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. | Joint General Secretary (Sanyukta Mahasachiva) | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. | Chief Advisor (Mukhya Salahkaar) | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. | Patrons (Sanrakshak) | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. | Vice President (Upadhyaksha) | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13. | Deputy General Secretary (Up-Mahasachiva) | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14. | Women Wing President (Mahila Prakoshtha Adhyaksha) | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15. | Organizing Secretary (Sangathan Sachiva) | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16. | State Chief Spokesperson | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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| | | | (Prantiya Mukhya Prawakta) | |
| | | 17. | State Advisor (Prantiya Salahkar) | 2 |
| | | 18. | Financial Advisor (Vittiya Salahkaar) | 2 |
| | | 19. | Legal Advisor (Vidhik Salahkaar) | 2 |
| | | 20. | Women wing Secretary (Mahila Praksoththa Sachiva) | 1 |
| | | 21. | Women wing Vice President (Mahila Prakoshtha Updhyaksha) | 8 |
| | | 22. | Spokesperson (Prawakta) | 2 |
| | | 23. | State Chief Media In-charge (Prantiya Mukhya Media Prabhari) | 1 |
| | | 24. | State Media In-charge (Prantiya Media Prabhari) Electronic and Print | 2 |
| | | 25. | State Chief Social Media In-charge (Prantiya Mukhya Social Media Prabhari) | 1 |
| | | 26. | State Social Media In-charge (Prantiya Social Media Prabhari) Facebook/Instagram, YouTube and Twitter | 3 |
| | | 27. | State Office Secretary (Prantiya Karyalaya Sachiva) | 1 |
| | | 28. | Auditor (Ankekshak) | 1 |
| | | 29. | Coordinator (Samanwayak) | 8 |
| | | 30. | Whip (Sachetak) | 4 |
| | | 31. | Cultural Cell In-charge (Saanskritik Prakoshtha Prabhari) | 1 |
| | | 32. | Editor in Chief (Sampadak) | 1 |
| | | 33. | District President(Jiladhyaksha) | 24 |
| | | 34. | District Secretary(Jila Sachiva) | 24 |



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| | | <table><tr><td>35.</td><td>District Treasurer (Jila Koshadhyaksha)</td><td>24</td></tr><tr><td>36.</td><td>District Women Cell President (Jila Mahila Prakoshtha Adhyaksha)</td><td>24</td></tr></table> <p>This Committee will discuss and finalize the format of a movement/program being organized by the Federation.</p> <p>The Quorum for the meeting of the State Executive Committee will be 1/3rd of the total active members of the SEC including at least either two of the State President, the State General Secretary and the State Treasurer.</p> <p>It shall be presided by the State President of the Federation or a person delegated by him.</p> | 35. | District Treasurer (Jila Koshadhyaksha) | 24 | 36. | District Women Cell President (Jila Mahila Prakoshtha Adhyaksha) | 24 |
| 35. | District Treasurer (Jila Koshadhyaksha) | 24 | | | | | | |
| 36. | District Women Cell President (Jila Mahila Prakoshtha Adhyaksha) | 24 | | | | | | |
| 14. | State Level Committee : SLC (Prantiya Samiti) :- | <p>The State Level Committee (SLC) shall consist of the Chief Patron, the President, the General Secretary, the State Treasurer, the Chief Organizing Secretary, the State Convener, the Senior Vice Presidents, the Joint General Secretaries, the Chief Coordinator, the Chief Advisor, the Vice Presidents, the Deputy General Secretaries, the Organizing Secretaries, the State Office Secretary, the State Chief Media In-charge, the State Media In-charge, the State Chief Social media in-charge, the Social media in-charge, the State Chief Spokesperson, the Spokespersons, the Auditor, the Women Wing President, the Women's</p> | | | | | | |



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| | | <p>Wing Secretary, the Women's Wing Vice Presidents, the State Office Secretary, the Editor-in-Chief, the Cultural Cell In-charge and the Presidents and General Secretaries of the Employees' Associations affiliated with the federation. [The Presidents and the General Secretaries of the affiliated Associations will function as Executive members and they will have opinion rights only]</p> <p>The SLC will discuss and take decisions accordingly about the issues of urgency or of other vital concern, with the permission of the President.</p> <p>The Quorum for the meeting of the SLC will be 1/3rd of the SLC including at least either two of the State President, the State General Secretary and the State Treasurer.</p> <p>It shall be presided by the State President of the <i>federation</i> or a person delegated by him.</p> |
| 15. | State Administrative Committee (SAC) : Prantiya Prashasanik Samiti | <p>The State Administrative Committee (SAC) shall consist of the President, the General Secretary, the State Treasurer, the Senior Vice Presidents, the Joint General Secretaries, the Chief Coordinator, the Chief Organizing Secretary, the State Convener, the Chief Advisor, the State Chief Media In-charge, the State Chief Social media in-charge, the State Chief Spokesperson, the Auditor, the Women Wing President and the Women Wing Secretary of the SLC.</p> |

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| | | <p>An office bearer of the SEC could temporarily be invited by the state president to participate in the SAC meeting, only if it is necessary for the subject.</p> <p>It will do assessment, analysis of an emergent issue or an issue of urgent concern and will take an interim decision subject to have an approval of the SLC.</p> <p>In a highly urgent situation the interim decision could be deemed as final decision of the SLC, which will be subject to approval of the SLC within two months of execution of the decision.</p> <p>Its meeting could be called whenever required as per the above situation. The outcomes of the meetings will only be discussed in the SLC.</p> |
| 16. | Honorary Emeritus Members | <p>Those persons who are the <i>founder members</i> of NMOPS, Jharkhand will be the <i>Honorary Emeritus Members</i> of the SLC of the <i>federation</i> for their lifetime. The name of these members are hereunder as : -</p> <p>Shri Vikrant Kumar Singh, Shri Pradip Kumar Mandal, Shri Nitin Kumar, Shri Ravindra Kumar Chaudhary, Shri Ujjwal Kumar Tiwari, Shri Sudhanshu Kumar Singh, Shri Sunil Kumar, Shri Lokesh Kumar, Shri Arvind Kumar, Shri Anand Kishore Sahu, Shri Lal BihariYadav, Shri Pankaj Kumar Singh and Shri Mukesh Chandra Paswan.</p> <p>The SLC membership of above persons</p> |



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| | | <p>could last only when they resign or they are prosecuted in a criminal offence for imprisonment of minimum two years or equivalent.</p> <p>Their membership could be suspended for one year by the SLC (reported through the GRU) whenever they are found to be indulged in malpractices and activities against the objective and spirit of the <i>federation</i>.</p> <p>If somehow they do not manage to be an office bearer of the SLC or they get retired from their service, they would hold the position of Executive Member of the State Level Committee (SLC). Provided that they will not have the voting rights in the SLC if they get retired from their service.</p> |
| 17. | District Executive Committee (DEC) : Jila Karyakarini Samiti :- | <p>The District Executive Committee (DEC) shall consist of the District President, the District Patron, the District Secretary, the District Treasurer, five District Vice Presidents, five District Joint Secretaries, the District Women's Cell President, the District Women's Cell Secretary, the District media In-charge, the District Social Media In-charge, the District Spokesperson and the Executive Members (Block Presidents) [if the DEC is nominated by the SLC, its members should be from at least four different departments/Associations. In that case the District President, the District Secretary and the District Treasurer must be from three different departments/Associations. The Block</p> |



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| | | <p>Presidents will be the Executive members of the DEC].</p> <p>This Committee will have the following functions :-</p> <p>(I) Adding members to the Federation as mentioned in section 3.</p> <p>(II) Maintaining the Registers as mentioned in section 5.</p> <p>(III) Giving directions to the Block Executive Committees, as received from the Competent Authority of the State Level Committee (SLC).</p> <p>(IV) Doing Movements/Programs as directed or Approved by the Competent Authority of the State Level Committee (SLC).</p> <p>(V) The District Executive Committees will function in accordance and guidance of the respective Organizing Secretary who may have an assistance of the respective Coordinator and the respective Whip.</p> |
| 18. | Block Executive Committee (BEC) : Prakhand Karyakarini Samiti :- | <p>It shall function as the elementary unit of the Federation.</p> <p>The Block Executive Committee shall consist of the Block President, the Block Secretary, the Block Treasurer, two Block Vice Presidents and two Block Joint Secretaries and Block Executive Members [the Panchayat Representatives will function as the Block Executive Members. The BEC members will compulsorily be at least from two different departments/association and there shall be at least one female office bearer].</p> <p>The Block Executive Committee shall have the</p> |



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| | | <p>following functions :-</p> <p>(I) Adding members to the Federation as mentioned in section 3.</p> <p>(II) Maintaining Registers as mentioned in section 5.</p> <p>(III) Following the directions received from the District Level Committee [as received from the Competent Authority of the State Level Committee].</p> <p>(IV) Doing Movements/Programs directed or approved by the Competent Authority of the State Level Committee.</p> |
| 19. | Coordination Committee (Samanvaya Samiti) :- | <p>It shall consist of the Chief-Coordinator, the Coordinators and the Association Representatives.</p> <p>It will be headed by the Chief Coordinator.</p> <p>It will look into coordinate the functions and affairs of the <i>federation</i> with various Employees' Associations, departments, PSUs and other state Government bodies.</p> <p>It will function as a Second line hierarchy.</p> |
| 20. | State Women's Wing : SWW (Prantiya Mahila Prakoshtha) | <p>It Shall consist of the Women's wing President, its Secretary, its Zonal Vice-Presidents, the District Women President and the District Women's Secretaries.</p> <p>It will look into execution of the directions given by the SLC to ensure female participation to the <i>federation</i>. It will ensure higher participation of the female participants in a program organized by the</p> |



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| | | SLC/SEC. It will monitor the District Women's Cell. |
| 21. | District Women's Cell : DWC (Jila Mahila Prakoshtha) | <p>The District Women Cell will be Consisted of the District Women Cell President, the District Women Cell Secretary and ten Executive members *[The committee members will be at least from three departments / Association].</p> <p>It will look into the female participation in the <i>federation</i>. Any Female joining any part of the <i>federation</i> will be an automatic member of the relevant district women cell. For doing this the District Women's Cell Secretary will time to time consult the concerning DEC to avail the list of females joining the <i>federation</i> and will update in their members list.</p> <p>Apart from above, it will function to add more female members to the <i>federation</i> and to coordinate with the relevant authority whenever asked for organizational purpose.</p> |
| 22. | Elections:- | <p>(I) There shall be elections for office bearers of the State Level Committee (Prantiya Samiti : SLC who are also part of the SEC), in every three years.</p> <p>a. Sr. no. 2, 3, 4, 5, 6 (for only one post), 7 (for only one post)9, 10, 11 (for only eight posts), 12 (for only eight posts) and 14of the SECwill be elected by the elected members of the DEC's and the delegates.</p> <p>b. The remaining members of the SLC will be nominated by the then newly elected members of the SLC, <u>in consultation with the relevant wing head or the organizing secretary or the DEC in case.</u></p> <p>c. <u>Sr. no. 14, 20 and 21 will be elected only by the members of District Women's Cells.</u></p> |



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| | <p>d. <u>For Sr. no. 15 and 21 only the members of the concerning district units can vote.</u></p> <p>(II) The office bearers of the SLC must be from at least 10 different departments/associations.</p> <p>(III) Two Deputy Secretaries, two Vice Presidents, one Senior Vice presidents and one Joint General Secretary will be nominated by the newly elected SLC.</p> <p>(IV) The members of the SEC who are not part of the SLC/DEC/DWC will be nominated by the newly elected members of the SLC.</p> <p>(V) The Electoral College for the SLC will consist of the Ex office bearers of the State Level Committee who are in service [Existing office bearer of the SLC before election], elected members of the DEC's and the delegates from the Districts who will be nominated by the respective DEC's.</p> <p>(VI) In case the Electoral College for the SLC reaches on a Consensus to nominate some posts of the SLC through nomination, efforts would be made that the State President, the State Secretary and the State Treasurer not remains from the same department or it will be assured that at least the above not remains from the same Association.</p> <p>(VII) There would be one delegate from every 50 members' cluster from a Block Unit. The members of the Block Unit left after making the clusters of 50</p> |
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| | <p>would be summed up altogether and then again clusters of 50 will be formed. The delegates from these clusters would belong to the SADAR BLOCK of the respective DEC. If in this case members less than 50 but more than 25 are left there would be one more delegate for the SADAR BLOCK. The delegate should be an executive committee member of the <i>respective</i> BEC.</p> <p>(VIII) The executive committee of the BEC will be nominated on recommendation of the DEC subject to the approval of SLC.</p> <p>(IX) The election for the DWC will be done along with the DEC and the Electoral College for the DWC will consist of all the female members of the relevant District Unit.</p> <p>(X) The executive committee member of DWC will be nominated by the members of the concerning DWCs.</p> <p>(XI) The District Executive Committees (DEC) will also be elected in every three years by direct election [The district patron, the district media in-charge, the district social media in-charge and the district spokesperson will be nominated by the newly elected DEC] while the Block executive committee (BEC) excluding the executive members (Panchayat representatives) will be nominated by the DEC followed by approval from the State Level Committee.</p> |
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| | | <p>(XII) In case of nomination efforts will be made that the District President, the District Secretary and the District Treasurer not remains from the same department or it will be assured that at least the above mentioned not remains from the same Association.</p> <p>(XIII) In case of election two posts of the District Vice President and two posts of the District Joint Secretary shall be reserved for the persons other than the <i>Department of School Education</i>.</p> <p>(XIV) All the active members under section 3 will be the voters for the election of the District Executive Committee in their respective jurisdiction.</p> <p>(XV) In case of election of the State Level Committee there shall be centralized polling station while in case of District Committee the elections will be done in the relevant district for which <i>returning officers and observers</i> will be notified by the <u>State Level Committee</u>.</p> <p>(XVI) Candidature eligibility for SLC: –</p> <p>(a) An active member of <i>jharotef</i> and an office bearer of the active district executive committee of <i>Jharotef</i> or</p> <p>(b) An ex office bearer of the State Level Committee *[Existing office bearer of the SLC before election] or</p> <p>(c) three years working experience [not having a gap of more than three years] as an elected office bearer</p> |
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| | | <p>of state level government Employees' Association in Jharkhand [must be a member under section 3].</p> <p>(XVII) Candidature eligibility for DEC, BEC, SWW and DWC: –A <i>Jharotef</i> member, active from at least one year. [For only the first time the District and Block Units will be formed through recommendations of the SLC in consultation with the relevant Organizing Secretaries].</p> <p>(XVIII) The election of the SLC (SEC) will always be held after the election of the DECs, DWCs and BECs. Its procedure will be completed before the ending of the previous tenure.</p> <p>(XIX) In an unforeseen emergent situation the election could be delayed for maximum 6 months, after that the DECs will be deemed dysfunctional.</p> |
| 23. | Seal of the Federation:- | There will be a seal of the <i>federation</i> that could be used by competent authorities authorized by the State President of the <i>federation</i> . |
| 24. | Submission of Annual return | <p>(a) The General Secretary of the <i>federation</i> shall submit the annual returns to the State Government in a prescribed format through proper channel, after the Annual Conference before the 1st of July every year.</p> <p>(b) The District Secretaries shall submit the quarterly returns of the accounts in the prescribed proforma to the <i>federation</i>.</p> <p>(c) The District Secretaries will submit the Annual</p> |



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| | | returns to the <i>federation</i> on or before the 15th May of every year. |
| 25. | Ad-hoc Committees :- | It shall be formed for specific purposes. The configuration of the committee will depend upon the objective. Such committee will compulsorily have a member from the SLC. It will be formed by the State President with an assent from the SLC. It shall be headed by a person delegated by the State President. |
| 26. | Welfare Activities:- | <p>I. The <i>federation</i> will also work for the welfare of its members by forming/associating/supporting non-profit organizations. It may provide charity to the deprived sections of the society and the persons/institutions in genuine need of help.</p> <p>II. For doing the above the <i>federation</i> will form institutions like hospitals, community health centers, community halls, cooperative banks, education and skill centers etc. under Section 8 of the Companies Act, 2013 or other appropriate act.</p> <p>III. It will form and operate Cooperative Bank under the Banking Regulation Act, 1949 and Banking Laws (Co-operative Societies) Act, 1955 or other appropriate act. [Separate by laws in case if formed]</p> <p>IV. A trust will be formed under the Societies Registration Act 1860 or other appropriate act.</p> <p>V. The income received from above institutions will also be used for the welfare of the federation's</p> |



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| | | members and charity for the persons in need. |
| 27. | Grievance Redressal Unit (GRU): - | <p>It will consist of a Unit In-charge supported by four other members (subject to rotation time to time) nominated by the President.</p> <p>I. In case of a person or a group of persons in the <i>federation</i>, the issue can be reported through the relevant <i>Organizing Secretary</i> or the relevant <i>District President</i>.</p> <p>II. The relevant <i>Organizing Secretary</i> or the relevant <i>District President</i> whatever the case maybe, will scrutinize the issue and after making remarks will forward to the Unit along with informing the issue raiser too.</p> <p>III. If any of the above two do not response in one month the issue could directly be submitted to the Unit addressing to the <i>Unit In-charge</i>. Later on the SLC will do action accordingly.</p> <p>IV. A person or group of persons or a delegate from an Employees' Association can consult this unit to raise their issues related to <i>service matter</i>.</p> <p>V. A trade union/group/association of ad-hoc/temporary/tenure based employees working (on honorarium / wage / basic pay) under a department of the Jharkhand Government can approach the <i>federation</i> to mediate with the Government for resolving a service matter issue.</p> <p>VI. On receiving such application under section 27 (IV) or (V) the GRU will analyze the issue</p> |



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| | | <p>that whether it is fit to be produced to the appropriate government authority or forum through the <i>federation</i>.</p> <p>VII. The SLC will form a small team to analyze the issues that will be called as Research Team for Subject (As required). This team will give a detail analysis about the issue to the SLC that whether or not to take up this issue.</p> <p>VIII. If the SLC decides to take up the issue it will form a <i>drafting committee</i> who will prepare the necessary draft with enclosures to produce it before the competent authority and will do the needful in this regard.</p> <p>IX. The SLC will delegate an office bearer of the <i>federation</i> to take the follows up.</p> |
| 28. | Meetings tenure and quorum :- | <p>The meeting tenure for each committee will be as following :-</p> <ol style="list-style-type: none">1. General Body – At least once in three year2. General Council – At least once in a year3. State Level Committee – As required4. State Executive Committee – In Every Six months5. Coordination Committee :- Every three months6. District Executive Committee – Every month7. Block Executive Committee – Every month8. State Women's Wing :- Every three months9. District Women's Cell :- Every month <p>The tenure could be delayed by a prior notice of one week to/by the Higher Competent Authority. The notice should mention a valid reason for not organizing the meeting. The outcomes of the meeting</p> |



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| | | <p>shall be recorded and posted in “proper information domain”.</p> <p>The quorum of the above committees excluding the General Body and General Council will be 1/3rd of their members.</p> |
| 29. | Amendment :- | <p>The power to do any amendment in the Rules and Regulations mentioned in the existing By-laws shall vest in the State Executive Committee [For any such purpose a clear 7 day notice will be given to all the office bearers in concern]. The amendment will be passed by the 2/3rd of the members present in the meeting.</p> |
| 30. | Resolutions :- | <p>A resolution proposed in a committee can be passed by the majority of the members present in the meeting of that committee. All resolutions must come to the State Level Committee for the final Approval.</p> |
| 31. | Vacancies :- | <p>If an office bearer fails to attain three consecutive meetings of his basic committee without prior information to his “upper hierarchical authority” he/she shall cease to be a member of that committee.</p> <p>In case of prior information, a copy of the same will be shared with the State Level Committee. The vacancy shall be filled by the recommendation from the relevant “upper hierarchical authority” [provided that he/she will have to take the assent of majority of the members present in the concerning committee meeting] of the committee followed by approval from the State Level Committee.</p> |
| 32. | Reshuffling:- | <p>(I) If an office bearer of a Committee found to be defunct from three successive months or his/her</p> |



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| | | <p>actions cause negative results to the <i>federation</i>, in that situation he/she could be discharged or reshuffled from his/her post.</p> <p>(II) If a situation under section 7 or 31 occurs, an active member of <i>jharotef</i> could be elevated or reshuffled to the vacant post with an approval from the SLC.</p> <p>(III) In one time maximum 1/3rd of a particular committee could be reshuffled.</p> <p>(IV) There shall be a gap of at least 6 months, between two consecutive reshuffling of a DEC or BEC or a particular post(s) of the SLC or SEC.</p> <p>(V) The reshuffling could be proposed by the relevant committee head and will be endorsed by the SLC.</p> <p>(VI) The SLC could reshuffle a DEC in consultation with the relevant Organizing Secretary.</p> |
| 33. | Official Year :- | The Official Year of the Federation shall be from 1 st January to 31 st December. |
| 34. | Fund :- | (I) There shall be a Bank Account of the <i>federation</i> having names of the State General Secretary, the State Treasurer and the State President as the account holder that could be jointly operated by either two. On a similar note there shall be a DEC's bank account having name of the District Treasurer, the District President and the District Secretary as account holder [Provided that the operative power of the Account of the DEC will be either two of the three account holder]. |



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| | <p>(II) The <i>federation</i> will not accept donations from any political party but it can accept monetary or material support from a social organization or Employees' Association or someone in-person subjected to be maintained in the books of accounts (Ledger).</p> <p>(III) Other kind of monetary or material contribution could be asked from the members of the <i>federation</i> passed by the majority of the members of SEC present in the meeting.</p> <p>(IV) The fund will be utilized in an adequate way. After organizing a program or buying some provision by a committee the respective treasurer will provide a full detail of the expenditure done in that program/provision to the State Treasurer. Similarly the State Treasurer will produce his report to the State Executive Committee.</p> <p>(V) The <i>federation</i> will also use the fund for the rental of the office, salaries of the staff hired and other miscellaneous requirements to run the <i>federation</i>.</p> <p>(VI) Until not required for some urgent reasons all monetary inflow coming to the <i>federation</i> under section 34(III) which is above than ₹ 2000.00/- will be accepted by means of banking transactions only and it must come to be in cognizance of the SLC.</p> <p>(VII) The <i>federation</i> could avail grant-in-aid or</p> |
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| | | <p>infrastructural support like allotment of land or building from the State Government subject to be maintained in the book of account.</p> <p>(VIII) The bank account transactions along with the cash or kind transaction by the DEC/BEC will be subject to audit by the State Auditor or the State Treasurer.</p> <p>(IX) The State Share in the Funds collected through the DEC's will be transferred to the <i>federation's</i> State Account in every two months enclosing the soft/hard copy of the Bank Statement.</p> |
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35. Duties and Responsibilities of the Office bearers :-

| Sr. No. | Office Bearer | Duties and Responsibilities |
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| I. | State President | <p>a) The President will monitor the overall activities of the <i>federation</i> and he/she will preside or delegate a member to preside the General Body, General Council, SEC,SLC, and SAC.</p> <p>b) He/She will be allowed to do or approve an expenditure of ₹ 50,000.00 in emergency, subject to take approval in the next SLC meeting.</p> <p>c) He/She will be the chief executive head and administrator of the <i>federation</i>.</p> <p>d) He/She can execute contracts and do correspondence for the <i>federation</i>.</p> |



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| II. | State General Secretary | <p>a) He/She will be the chief executive officer of the <i>federation</i> and will work in accordance with the President.</p> <p>b) He/She shall maintain a register containing the names and address of the members of the <i>federation</i>.</p> <p>c) He/She will be allowed to do or approve an expenditure of ₹25,000.00 in emergency, subject to take approval in the next SLC meeting.</p> <p>d) He/She will issue notice of the meetings in consultation with the President and will record the minutes of the meetings.</p> <p>e) He/She will execute contracts and do correspondence on behalf of the <i>federation</i> as and when authorized to do so by the State President.</p> |
| III. | State Treasurer | <p>a) He/She will maintain the Book of Account of the <i>federation</i>.</p> <p>b) He/She will collect state share of the funds collected by the District Executive Committees.</p> <p>c) He/She will be allowed to do or approve an expenditure of ₹ 25,000.00 in emergency, subject to take approval in the next SLC meeting.</p> <p>d) He/She will look into the expenditure occurred in arrangements of a State Level or</p> |



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| | | <p>National level movement/program (as state unit).</p> <p>e) He/She can ask a District or Block Treasurer to produce their book of accounts for organizing audit.</p> <p>f) He/She will produce an annual ledger report in SLC/SEC.</p> <p>g) He/She will work in accordance with the State President.</p> |
| IV. | Chief Coordinator | <p>a) He/She will make co-ordination with other employee's associations and social organizations and will develop conditions for bringing them together with the <i>federation</i> and will report to the President.</p> <p>b) He/She will head a coordination committee and will work in association with the organizing secretaries and the Association Unit along with assistance of the coordinators.</p> |
| V. | Chief Organizing Secretary | <p>a) He/She will monitor the functioning of the Organizing Secretaries.</p> <p>b) He/She will collect and compile information about the DEC's and BECs through the Whips.</p> <p>c) He/She will monitor the membership drives and will collect information about the trouble being faced by the <i>general zones</i> and DEC's.</p> |



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| | | <p>d) He/She will work in association with the Chief Coordinator to provide support in strengthening the <i>federation</i>.</p> |
| VI. | State Convener | <p>a) He/She will be responsible to maintain the functioning of the DEC in coherence with the SLC.</p> <p>b) He/She will ensure that all the executive committees of the DEC's are working in their full capacity. If there is any place vacant or not properly functioning he/she will inform it to the SLC.</p> <p>c) He/She may also be a part of the Coordination committee and shall work in coordination with the Chief Coordinator.</p> <p>d) He/She will ensure proper implementation of the guidelines given to the SLC/SEC/DEC/BECs in association with the Chief Organizing Secretary.</p> <p>e) He/She will vigil and report any misconduct done at any level of SEC/DEC/BEC to the State President. For doing that he/she may use the inlets of the Whips in association with the Chief Organizing Secretary.</p> |
| VII. | Senior Vice President | <p>a) He/She will head the Vice Presidents.</p> <p>b) He/She will chair the meetings in Absence of the State President.</p> |



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| | | <p>c) He/She will report about the resolutions taken in a meeting presided by him, to the State President.</p> |
| VIII. | Joint General Secretary | <p>a) He/She will head the Deputy Secretaries.</p> <p>b) He/She will chair the meetings in absence of the General Secretary.</p> <p>c) He/She will report about the resolution taken in a meeting chaired by him, to the State President.</p> <p>d) He/She may be given specific tasks for state level programs by the State President.</p> |
| IX. | Chief Advisor | <p>a) Providing Suggestions to the SLC regarding the functioning of the <i>federation</i> and about the well execution of a program/movement.</p> <p>b) Preparing assessments of the media reports and other documents related to the <i>federation</i>.</p> <p>c) He/She will have the assistance / cooperation of the State, Financial and Legal Advisors.</p> |
| X. | Chief Patron | <p>He/She will provide advisory and moral support to the Federation.</p> <p>On Request of the SLC he/she will represent the <i>federation</i> on various forums. He/She may be asked for presenting the issues to various</p> |



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| | | competent authorities/bodies to resolve it by cordial and legitimate way. |
| XI. | Patron | <p>All the patrons will work in coordination with the Chief Patron and will provide their support through their professional acumen and work experience credentials to the <i>federation</i>. [The Chief Patron and the Patrons shall not have the voting rights in the SLC or SEC.]</p> <p>Provided that the Patrons or the Chief Patron will not have any direct involvement into the affairs of the <i>federation</i>.</p> <p>The Chief Patron and the patrons could be from the following fields.</p> <ol style="list-style-type: none">1. Retired from Judicial Service or2. Retired Senior Bureaucrat or3. A Social Activist having experience of at least ten years in his/her work or4. An eminent office bearer of a Statewide Government Employees' Association having at least ten years of experience or5. An eminent Media Journalist. |
| XII. | Vice President | <p>a) He/She may be in charge of one or two zones of the State Federation delegated by the State President as required.</p> <p>b) He/She may preside a meeting of SLC/SEC with permission of the State President.</p> <p>c) They will be given specific tasks time to</p> |



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| | | time by the SLC/SEC. |
| XIII. | Deputy General Secretary | <p>a) He/She may be executive officers of one or two zones for the State Federation, delegated by the State General Secretary as required.</p> <p>b) He/She will be given specific tasks time to time by the SLC/SEC.</p> |
| XIV. | Women's Wing President | <p>a) She will head the State Women wing in accordance with the President.</p> <p>b) She will add female members to the women wing.</p> <p>c) She will have the duty to mobilize as many female members to a program.</p> |
| XV. | Women's Wing Secretary | <p>a) She will make records of the meetings and will execute decisions made in the meetings of the Women Wing in accordance with the Women Wing President.</p> <p>b) She will do correspondence for the State Women's Wing.</p> |
| XVI. | Women's Wing Vice President | She will head a zone of the Women Wing and will work in consultation with the concerning organizing secretary of that zone and the concerning DEC's. She will help the Women Wing in adding Women participation to the <i>federation</i> as per section 3 and will pursue the effective functioning of the relevant zones (women and general both) and the concerning |



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| | | DECs/BECs. |
| XVII. | Organizing Secretary | <p>a) He/She will be in charge of a zone (having three districts).</p> <p>b) He/She will look into proper functioning of the DECs/BECs.</p> <p>c) He/She will report to the State President or maybe the Vice President as and when required doing so.</p> <p>d) He/She can ask to look the record books of their respective DECs/BECs.</p> |
| XVIII. | State Advisor | <p>a) He/She will work in coordination with the Chief Whip and the Chief Advisor.</p> <p>b) He/She will provide suggestions to the Chief Advisor for better functioning of the <i>federation</i>.</p> <p>c) He/She will collect advices from the DECs and will summarize it to produce before the SLC.</p> <p>d) He/She will analyze the strong and weak points of a program organized by the SLC or the programs done by the DECs/BECs directed by the SLC.</p> |
| XIX. | Financial Advisor | Providing suggestions to the State President about the financial aspects of an issue related to the Federation or a program/movement being organized by the <i>federation</i> . On a request they |



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| | | can provide their suggestion to a DEC or BEC too. |
| XX. | Legal Advisor | Providing suggestions to the State President about the legal, administrative and statutory aspects of an issue related to an issue or a program / movement being organized by the Federation. On a request they can provide their suggestion to a DEC or BEC too. |
| XXI. | State Chief Spokesperson | <p>a) He/She will give bites to the press/media about the resolutions passed in General Body/General Council/SLC/SEC meetings and about the program(s) being organized by the SLC/SEC.</p> <p>b) He/She will present the side of the <i>federation</i> on a debate/discussion in a media house.</p> |
| XXII. | Spokesperson | <p>a) He/She will give bytes to the press/media about the resolutions passed in General Body/General Council/SLC/SEC meetings and about the program(s) being organized by the SLC/SEC as directed/delegated by the Chief-Spokesperson.</p> <p>b) He/She will prepare media briefings and press releases for the approval of the State President as directed/delegated by the Chief-Spokesperson.</p> |

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| XXIII. | State Chief Media In-Charge | <p>a) He/She will head the Media Cell which will be consisted of the print, electronic and social media. He/She will take final approval of a press brief of media byte/representation before release from the State President of the <i>federation</i>.</p> <p>b) He/She will head the team of Media In-charge of all the DECs.</p> |
| XXIV. | State Media In-charge | He/She will make coordination with print and electronic media of state and national level and will send press releases and media bites for printing and broadcasting with an approval of the State Chief Media In-charge. |
| XXV. | State Chief Social Media In-charge | <p>a) He/She will head the Social Media Cell and will approve the social media content by keeping the spirit and motive of the <i>federation</i> in consideration. His/her approved content will be subject to scrutiny by the State President of the <i>federation</i>.</p> <p>b) He/She will head the team of Social Media In-charge of all the DECs.</p> |
| XXVI. | State Social Media In-charge | He/She will prepare Social media content and will post in official webpage / twitter handle / Facebook page / Instagram Profile / YouTube channel with an approval of the State Chief Media In-charge. |
| XXVII. | State Office | He/She will maintain the archive of photos, |



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| | Secretary | <p>videos, letters, paper cuttings of the programs/meetings and the record mentioned in section- 5(III).</p> <p>Whenever asked by the State president or any other SLC/SEC member with an approval of the State President he/she will produce it to him/her/them.</p> |
| XXVIII. | Auditor | He/She will do audit of all the registers mentioned in section 5 and will produce an audit report to the SLC/SEC. |
| XXIX. | Coordinator | <p>a) He/She will assist the chief-coordinator and will do the work as directed by the chief-coordinator.</p> <p>b) He/She will function in Federation with his/her respective Organizing Secretary.</p> |
| XXX. | Whip | <p>a) He/She will assist the Chief Organizing Secretary and will do the work as directed by him/her.</p> <p>b) Every whip will work in tow general zones.</p> <p>c) He/She will function in coordination with his/her respective Organizing Secretaries [2 zones].</p> <p>d) The Whips will work as <i>intelligence unit</i> of the <i>federation</i> and will give inputs about the functioning of the DEC's to the SLC.</p> |
| XXXI. | Cultural Cell In- | a) He/She will prepare and present cultural |

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| | charge | <p>programs for presenting in a State level Program.</p> <p>b) He/She can provide his cultural programs to a DEC/BEC or in a national level program in accordance with the State President.</p> |
| XXXII. | Editor in Chief | <p>a) He/She will head the <i>Literature Cell</i>.</p> <p>b) He/She will prepare the advertisement and literature materials like brochures, leaflets, magazines etc.</p> <p>c) He/She will work in coordination with the State Chief Media In-charge, the State Social Media In-charge and the State office Secretary.</p> <p>d) He/She will take approval of the SLC before and publish.</p> |
| XXXIII. | District President | <p>a) He/She will be the executive head and administrative head of the respective DEC.</p> <p>b) He/She will chair the DEC meetings and can delegate other DEC member too.</p> <p>c) The DEC will be collectively responsible to him/her.</p> <p>d) He/She will be individually responsible to the SEC and SLC.</p> <p>e) He/She will function as per the guidelines provided by the State President.</p> <p>f) He/She will report to the Organizing Secretary and will coordinate with the whip,</p> |



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| | | Coordinator and DWC. |
| XXXIV. | District Secretary | He/She will do all the official works and correspondence for the DEC with consent of the District President. |
| XXXV. | District Treasurer | He/She will maintain the book of accounts as mentioned in section- 5(II) and 32. |
| XXXVI. | District Patron | He/She will support in functioning of the DEC and will represent the DEC at various forums. |
| XXXVII. | District Vice President | <p>He/She will assist in functioning of the DEC and will represent to an authority when delegated by the District President. He/She will preside a meeting in absence of the District President.</p> <p>He/She can be made in-charge of one or more blocks.</p> |
| XXXVIII. | District Joint Secretary | <p>He/She will assist the District Secretary in functioning of the DEC. He/She will pass executive orders in absence of the District Secretary subject to have consent from the District President.</p> <p>He/She can be made in-charge of one or more blocks.</p> |
| XXXIX. | District Spokesperson | a) He/She will give bites to the press/media about the resolutions passed in DEC meetings and about the program(s) being organized by the SLC/SEC. |



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| | | b) He/She will also work in coordination with the State Chief Spokesperson and State Spokespersons. |
| XL. | District Media In-charge | a) He/She will prepare media briefings and press releases for the print and electronic media. b) He/She will provide the media briefings to the media houses, after approval of the District President. c) He/She will work in coordination with the State Chief Media In-charge and State Media In-charge. |
| XLI. | District Social Media In-charge | a) He/She will prepare social media content for the various social media platforms. b) He/She will post the media briefings in the social media, after approval of the District President. c) He/She will operate in the social media drives organized by the SLC. d) He/She will work in coordination with the State Chief Social Media In-charge and State Social Media In-charge. |
| XLII. | District Women's Cell President | I. She will preside to the meetings of the DWC. II. She will work to strengthen the DWC by adding female participation and to make the DWC prepared whenever called by the |

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| | | SLCor the SWW. III. She will report to the State Women's Wing. |
| XLIII. | District Women's Cell Secretary | She will do all the executive functions and correspondence of the DWC with consent of the DWC President. |
| XLIV.. | District Women's Cell Executive Member | She will cooperate with the DWC in adding female participation to the DWC and perform the functions assigned to them by the DWC President or in her absence by the DWC Secretary. |
| XLV. | Block President | <p>a) He/She will be the executive head of the respective BEC.</p> <p>b) He/She will be the Executive Member of the respective DEC.</p> <p>c) He/She will chair the BEC meetings and can delegate other BEC member too.</p> <p>d) The BEC will collective be responsible to him/her.</p> <p>e) He/She will be individually responsible to the respective DEC.</p> |
| XLVI. | Block Secretary | <p>(a) He/She will function as per the guidelines provided by the State President or the concerning DEC.</p> <p>(b) He/She will do all the executive functions and correspondence of the BEC subject to have an approval from the BEC.</p> |



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| XLVII. | Block Treasurer | He/She will maintain the book of accounts as mentioned in section- 5(II) and 34. |
| XLVIII. | Block Vice President | He/She will assist the Block President in functioning of the BEC and will represent to an authority or on a forum when delegated by the Block President. |
| XLIX. | Block Joint Secretary | He/She will assist the Block Secretary in functioning of the BEC. He/She will pass executive orders in absence of the Block Secretary subject to have consent from the Block President. He/She will represent the BEC when delegated by the Block President. |
| L. | Panchayat Representative | He/She will assist the Block President as a Block Executive Member in functioning of the BEC and will represent his/her Panchayat. |
| 36. | Affiliation:- | <p>I. For affiliation from the <i>federation</i> an Employees' Association will have to submit an application addressing the State President of the <i>federation</i> along with the affiliation fees of ₹ 5,000.00/- [The affiliation fees will be exempted for the associations who get affiliated before the registration/recognition of the <i>federation</i>].</p> <p>II. On scrutinizing Association's credentials the <i>federation</i> will provide an affiliation number.</p> <p>III. The affiliation could be cancelled if the affiliated association is found to be indulged in Act of misconduct as per section 7 and 9.</p> <p>IV. The affiliated associations will coordinate with the <i>federation</i> according to the By-Laws of the <i>federation</i> and at least 10% members of that association should be a member of the <i>federation</i> as per section 3 (IV) & (V).</p> <p>V. The affiliated association will have to pay an annual affiliation fees ₹ 2,000.00/- subject to be</p> |



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| | | updated by the State Level Committee. |
| 37. | Impeachment:- | <p>The State President, if found indulged in malpractices which are against the objectives of the Federation or proven doing some unsocial activity he/she shall be removed from his/her post through the process of impeachment.</p> <p>For doing this an enquiry will be done by an enquiry committee constituted by the SLC (excluding the state president).</p> <p>The remaining process will be done as per section- 7(II), (III) and (IV) and the final penalization will be finalized and pronounced by the 2/3rd majority of the SLC.</p> |
| 38. | Dissolution :- | <p>The proposal of dissolution could be brought by a member of the SLC with a support of 2/3rd member of the SLC present in the meeting.</p> <p>It will be passed by the 2/3rd majority of the General Council present in the meeting.</p> |

Described and approved on the date:-

With consent of the undersigned:-