

RULES AND REGULATIONS OF THE NHPC OFFICERS' ASSOCIATION

1. Name of the Association :

The Association shall be called the "National Hydroelectric Power Corporation Officers' Association" having its registered office at 184, Pocket D, Mayur Vihar II, Delhi-110091 and Central Office at NHPC Office Complex, Sector-33, Faridabad (Haryana) - 121003. In short it shall be also known as NHPC Officers' Association.

2. Membership :

- i) Membership defined : Membership shall be open to all cadre executive/officers of NHPC holding post at E2 level and above.
- ii) An Executive/Officer shall be deemed to be member of the Association after the payment of Admission fee and life membership fee, defined hereafter.
- iii) Admission to and qualifications for membership :

Admission is open to all Officers/Executives qualifying the requirement at 2(i) above. Executive/Officers on deputation to NHPC from other State/Undertakings/Govt./other Institutions shall not be eligible for membership, unless finally absorbed by NHPC after normal process of severing their connection with their parent organisations. An Executive/Officer may apply for membership of the Association in the prescribed enrolment form together with Admission fee of Rs. 50/- (Rupees Fifty only) and Life Membership subscription of Rs. 3000/- (Rupees Three Thousand only) to the Secretary of the Association.

New Membership: Every executive applying for new membership shall submit the membership form and nomination form in duplicate also along with Rs. 3050/- with Regional Secretary of their unit. On the recommendations of the Regional Secretary, the forms along with membership fee shall be sent to Treasurer, Central Executive body, from where the receipt of the payment will be issued and Jt. Secretary (Admn.) shall make all formal entries and issue the membership cards. The above rates come into force w.e.f. **1.4.2002.**

iv) **Special subscription/contribution:**

The Executive Committee shall have the power to raise funds by special subscription/contributions from members for any exigency, to be ratified by the General Body in subsequent meetings.

v) **Cessation of Membership:** A member shall be deemed to have ceased to be a member:

a) On resignation, dismissal/termination from service, or on death etc. However, if a member, whose services are terminated by the Employer, represents against such termination, such a member shall continue to enjoy membership of the association till the General Body decides otherwise.

b) If he is expelled for misdemeanor by a simple majority decision of the General body present or

c) If he is expelled due to insolvency, lunacy or for an act of moral turpitude.

d) A member may be expelled for conduct detrimental to the interest of the Association or for violation of Rules & Regulations' on resolution passed at a meeting of the Executive Committee by a majority of members present after the member is given an opportunity to defend himself. The expelled member shall have the right to appeal to the President or the General Body against order of removal within a period of one month from the date of removal.

e) If he is expelled due to disciplinary action taken by the Association.

f) If he resigns from his membership by giving one month's notice in writing to the President/Secretary, which may be accepted by the Executive Committee subject to his having cleared all dues and returning of all property and funds of the Association under his charge.

g) A member, who retires shall continue to be a member without voting rights nor shall be eligible for any financial benefits.

v) **Re-admission:**

a) A member who ceased to be member of the Association may apply for seeking re-admission to the President/Secretary, who on receipt shall place it before the next meeting of the General Body for consideration.

b) A re-admission fee of Rs. 50/- shall be payable in advance together with membership fee (as in force at that time). The decision of the General Body shall be final and binding.

- vi) **Rights and privileges of members:**
 - a) Each member shall have voting right in the Election of the Office bearers of the Association/Regional Association concerned.
 - b) Each member can seek post in the Association/Regional Association for its efficient functioning and furtherance of its objectives.
 - c) Each member can seek assistance, guidance and help of the Association.
 - d) One third of the members of the Association may requisition an Emergency meeting of the General Body to consider important issue(s) requiring immediate attention.

3. **General Body:**

- i) **General body defined:** The General body of the Association shall consist of all the members of the Association i.e. all the members from each region and Head Office.
- ii) **Powers and duties/functions of General Body:** The General body of the Association shall be supreme in all respects. The general policy of the Association shall be laid down by the General body and the Executive Committee of the Association shall carry out the policy so laid down.

Election of the office bearers: The General body shall elect following office bearers of the Association of Central Executive Committee:

- | | | | |
|----|--|---|------|
| a) | President | - | One |
| b) | Vice-President | - | One |
| c) | Secretary | - | One |
| d) | Joint Secretary (Admn.) | - | One |
| e) | Joint Secretary (General) | - | One |
| f) | Joint Secretary (Welfare) | - | One |
| g) | Joint Secretary
(Projects Coordination) | - | One |
| h) | Treasurer | - | One |
| i) | Assistant Treasurer | - | One |
| j) | Executive Member | - | Five |

- iv) The General body may also authorise any of its member(s) to carry out such function(s) as may be necessary for furtherance of the objectives of the Association. Disciplinary action against any member of Association may be recommended by Executive Committee on its own initiative on the proposal from any member, for removal of the name of such member from the register of the Association for gross breach of professional conduct, or for any action detrimental to the interest of the

Association. The decisions in such cases shall be taken by General body by 2/3rd majority of the members voting.

- v) **Meeting of the General Body:** The following business shall normally be transacted in the Annual General Body meetings:
- a) Presentation and adoption of the annual reports and Statement of Accounts.
 - b) Address of the retiring President.
 - c) Election of President/Vice-President, Secretary, Treasurer, Joint Secretaries and members of the Committee for the coming years, if needed.
 - d) To appoint Auditor for the year.

Consideration of any other business duly brought forward before the General Body.

- vi) **Quorum and notice of meeting and periodicity of meetings:**
- a) The quorum for a meeting of the General body shall be 1/5th of the members. If no quorum is present, the meeting would be adjourned and after one hour, the meeting shall be held at the same venue. No quorum would be required in adjourned meeting.
 - b) A meeting of the General Council shall be convened by the General Secretary in consultation with the President once in every year to conduct the routine functions of the Annual General Body meetings and whenever required either by the General Secretary/President or by one-third of the members of the Association through a written request to the General Secretary/President to conduct some specific/special and urgent business, which cannot wait till regular Annual General Body meeting and shall be known as Extraordinary/Emergent General body meeting.
 - c) A notice of the meeting with agenda shall be sent to the members of the council at least 15 days prior to the date of the meeting. The members who are not in a position to attend, may communicate their views on the subjects mentioned in the agenda and other suggestions to the President/General Secretary so as to reach him on or before the date fixed for the meeting. The communication shall be read out at the meeting.
 - d) The decision of the General body meeting on any matter shall be final and binding on all members.
 - e) All the Regional members shall regularly meet twice in a year. Such meeting shall be convened either by the Regional Secretary or at the directions of the President/Secretary of the Association to transact such business as may be decided/directed.

The General Body, if considered necessary, may maintain any type of special funds for the benefits of its members

4. Managing/Governing Body :

- i) Managing/Governing body defined : The Managing/Governing body of the Association shall be known as Executive Committee (EC) and shall carry out the objectives of the Association under the over-all supervision of the General body. The Executive Committee shall consist of the elected representatives of the members as per clause 4 (ii).
- ii) Composition : The Executive Committee of the Association shall be consisting of the following elected office bearers from amongst the members of the Association. :
 - a) President
 - b) Vice-President
 - c) Secretary
 - d) Joint Secretary(Admn.)
 - e) Joint Secretary(General)
 - f) Joint Secretary (Welfare)
 - g) Joint Secretary (Project Coordination)
 - h) Treasurer
 - i) Assistant Treasurer
 - j) Executive Members-five (excluding Regional Secretary of each region)
 - k) Regional Secretaries (for region) – Eleven (11)
- iii) The Committee by consent of half of its total office bearers may co-opt members maximum four in number at any time to serve in the Committee as and when required but such office bearers will deem to have retired on expiry of one year from the date of co-option or Annual General body meeting whichever is earlier.
- iv) A Committee member will cease to be so for not attending more than three consecutive meetings and the committee may co-opt any other member to serve in his place.
- v) Minimum and Maximum strength including office bearer:

The E.C. shall have minimum strength of 14 members and maximum 25 members especially consisting of President, Vice President, Secretary, Joint Secretary (Admn.), Joint Secretary (General), Joint Secretary (Welfare), Joint Secretary (Project Coordination), Treasurer, Asstt. Treasurer and Executive members including all Regional Secretaries and the co-opted members.

iv) Election and its Mode :

- a) The Executive Committee, shall consist of the office bearers of the Association as elected as per clause 4 (ii) or 3 (iii).
- b) Each of the Region including Head Office (which for all practice purposes will be treated as a Region) shall elect one Regional Secretary, one Asstt. Secretary and one Asstt. Treasurer and two Executive Members from amongst the members of the Association in the Region.
- c) Where the nominations received are more than the number of representations earmarked for the respective Region, the General Secretary or the Regional Secretary or members so nominated by the President shall conduct the election. All the members as on roll in the Region shall reach the Secretary, Regional Secretary/or member nominated by the President on or before the date prescribed for opening of Ballot paper. Only those ballot papers which are duly authenticated by the Secretary/Regional Secretary/or member nominated by the President on or before the date prescribed for opening of Ballot paper and sent to the eligible members shall be deemed valid. The instructions as are communicated alongwith the ballot papers shall be complied with.
- d) The Secretary shall, well before the expiry of the term of office of current Executive Committee/Regional Committee, call for nominations from each Region for election of fresh representative who will be the Executive Committee/Regional Committee for the next term.
- e) A life member is eligible to vote but a member will be eligible for nomination who has been on the rolls for more than 6 months till the date of election.
- f) Every eligible member shall be entitled to a single non-transferable vote for the election of each office bearer of Executive Committee/Regional Committee.
- g) Election shall be held through secret ballot in the month of December every alternate year and conducted by Election Officer constituted by the Executive Committee for this purpose.
- h) Voting by proxy shall not be admissible, though postal ballot will be valid.
- i) Any member of the Association shall be eligible for election of the office bearers provided his dues with the Association are clear till date of scrutiny of his nomination.

- j) Nomination proposals duly supported and seconded by two members of the Association for the President, Vice-President, Secretary, Joint Secretaries, Treasurer, Central Executive Members Regional Secretary, Asstt. Secretary, Asstt. Treasurer and Executive Members together with written consent of the nominees shall be invited 15 days in advance and 7 days shall be allowed for withdrawals. Nomination forms found incomplete on scrutiny by the Election Officer shall be treated as invalid.
- k) There shall be Eleven (11) Regions as per Annexure-I which will be headed by Regional Secretary. A region comprising of one or more Project/ Office will elect Project Secretary as per given election procedures. Subsequently the elected Project Secretary will elect among themselves one (1) Regional Secretary, One (1) Asst. Regional Secretary, One (1) Asst. Treasurer and Two (2) Executive Members in presence of election officer.
- l) Elections will be held at Regions on the date which will be one week prior to date of election at Corporate Office fixed by the Election Officer. The ballot papers of Regional bodies after voting shall be sent in a sealed envelope to the Election Officer at Corporate Office so as to reach him at least a day prior to the date of election at corporate office and all the results will be announced by the Election Officer on the day of election itself at Corporate Office.
- m) All office bearers shall be honorary.

5. Term of Office:

The office bearers and other members of the Executive Committee shall hold office for a term of two calendar year or till such time their successors are elected for the next term which shall not exceed 6 months beyond December.

6. Powers and Duties/Function of Managing/Governing Body (Executive Committee) :

Executive Committee shall consist of the office bearers of the association namely President, Vice President, Secretary, Joint Secretary (Admn.), Joint Secretary (General), Joint Secretary (Welfare), Joint Secretary (Project Coordination), Treasurer, Asstt. Treasurer, Executive members and all Regional Secretaries & Members co-opted. The Executive Committee shall carry out the work as per the policy laid down by General body. It shall take up all matters with the management regarding the welfare of its members and will take all necessary action in achieving of

goals fixed by General Body. The following procedure shall be followed by the Executive Committee for representations:

- a) Proposals for representation of any matter to corporation shall be made to the Committee by members individually or jointly.
- b) If the proposal for representation is approved in a Committee meeting, then further action in the matter such as drafting and actual submission will be taken by the Secretary.
- c) The Committee, if it deems necessary, may circulate the draft representation to all members and obtain their views either in writing or calling an extraordinary general body meeting. No representation shall be made to the corporation if more than one-third of members voting dis-agree.
- d) In very special circumstances where the committee is satisfied regarding the validity of a case and where the question of time factor comes in, the Committee may take up any matter for representation to the Corporation. In such a case, the committee shall report the actions taken to the next General Body Meeting.
- e) For General Policy matters concerning the welfare of all or a section of the members (but not affecting other members) the committee is authorised to take up the issue directly with the Corporation as per its discretion.

Four members may be co-opted by the Executive Committee to Executive Committee from the members of Association.

The decision of the Committee in all matters shall be final and subject only to appeal to the Association/General body, which may be after the decision by one third of the Votes/Signatures of members of Association or two-third of votes/Signatures of members of General body present, in the General body meeting or special (Emergent) General Body meeting or by signature campaign.

The Executive Committee shall hold, control and administer the properties of the Association on its behalf.

The Executive Committee shall be empowered to seek alliance/affiliations to other officers' Associations of Public Sector Undertakings with similar Aims and objectives, in the larger interest of the Association.

vii) **Power and Duties of office bearers :**

a) President :

The President shall preside over all meetings of the General body and its Executive Committee, preserve order and sign all minutes.

He shall have power to convene special meetings of the General body and of the executive committee on the advice of the Secretary. Ordinarily, he will not participate in voting. However, the President shall have to cast vote in all cases in which the voting on any proposition results in a tie.

President along with General Secretary shall represent the Association in various forums in whose absence members of Executive Committee may represent as authorised by the Executive Committee in writing.

b) Vice President :

The Vice-president shall assist the President and shall in all cases act for him in his absence.

In the event of absence of both President and Vice President in a meeting of the General body, or Executive Committee, a President will be elected from amongst the members present, for presiding over that meeting.

c) General Secretary :

The General Secretary shall exercise a general Supervision and control over the affairs of the Association. He shall be responsible for:

- i) Conducting all correspondence on behalf of the Association. The correspondence with NHPC/Govt. shall have the consent of the Executive Committee.
- ii) Recording the minutes of the meeting of the General body and of the Executive Committee and to maintain office records.
- iii) Convening, in consultation with the President ordinary meeting of the Executive Committee for issuing notices and agenda thereof.
- iv) Carrying out the decision of the Executive Committee/General body of the Association.
- v) In case of emergency requiring immediate action, the General Secretary may adopt such measures as the circumstances may demand and place a report of his action on the table of the next meeting of the Executive Committee or General Body of the Executive Committee or General Body for ratification.

- vi) Secretary shall record the proceedings of every meeting in a minute (Resolution) book and shall get such records confirmed either at the end of the meeting or at the next meeting.
- vii) Secretary shall issue periodical/quarterly bulletins/circulars to all members about the activities of the Association.
- viii) Secretary shall submit annual reports to General Body meetings and shall circulate to all members proceedings of the General Body meeting, results of elections, a copy of the reports submit to such meetings.

The General Secretary may keep a sum not exceeding Rs. 1000/- from out of the funds of the Association, for meeting immediate and unforeseen expenses. The statement of expenses incurred shall be sent to the Treasurer whenever required and the Treasurer shall reimburse the amount.

d) Joint Secretary I (Administration) :

The Joint Secretary (Administration) shall look after the organisational aspects of the working of the Association. He shall be responsible for :

- i) Maintaining the register of members and other books and registers (other than account books and registers).
- ii) Maintain correspondence with other office bearers/Regional Secretaries on membership and related matters.
- iii) To maintain and update electoral rolls. The Joint Secretary (Admn.) may keep a sum of Rs. 500/- from out of the funds of the Association for meeting immediate and unforeseen expenses. The statement of expenses incurred shall be sent to the Treasurer whenever required and the Treasurer shall reimburse the amount.

e) Joint Secretary (General)

In the absence of the General Secretary, the Joint Secretary (General) shall perform such functions as may be necessary after approval of the President or in accordance with the decision of Executive Committee.

f) Joint Secretary (Project Coordination)

Joint Secretary (Project Coordination) shall communicate with all projects and keep the regional bodies informed about the developments.

g) Joint Secretary (Welfare)

Joint Secretary (Welfare) shall advise NOA on various welfare measure including NOA welfare scheme.

h) Treasurer :

The Treasurer shall receive all money payable to the Association by members/Regions and issue receipts for all money received, disburse all money for and on account of the association and keep the accounts (income and expenditure account). An yearly statement of accounts balance sheet alongwith proposed budget shall be presented by the Treasurer to the Executive Committee before the AGM and present the same at the AGM. The Treasurer shall report to the Executive Committee in the event of Region defaulting in the remittance of its monthly contribution. A sum not exceeding Rs. 500/- may be retained by the Treasurers for meeting the running expenses. He shall be responsible for financial management of the association.

i) Assistant Treasurer :

Assistant Treasurer shall assist Treasurer in his functions.

j) Regional Secretaries :

He will be elected by the members of the Region concerned to transact such business as authorised by the President/Secretary of the Association. He also shall authorise payment for furtherance of the objectives of the Association in the Region.

7. Quorum and notice of meeting :

- a) The quorum for a meeting of the Executive Committee shall be 1/3rd.
- b) A meeting of Executive Committee shall be convened by the General Secretary in consultation with the President atleast once in 4 months and wherever required either by the General Secretary/President or by 2/3rd of the members of Executive Committee through a written request to the General Secretary.

8. Filling of Casual Vacancies :

Any vacancy caused in the Executive Committee due to resignation/long leave/death of the office bearers/members shall be filled from amongst the members of the Association by nomination/election as follows :

a) In case of President/General Secretary of the Association :

The Executive Committee shall elect one interim President/Secretary from among its own office bearers to act in the vacant post.

b) In case of other office bearers of the Executive Committee :

The Executive Committee shall elect one interim office bearer from amongst the executive members (excluding Regional Secretaries) and may co-opt any member of the Association as Executive member due to incidental vacancy. (This co-option shall be over and above the four co-options authorised normally to the Executive Committee)

c) In case of Executive Member :

The members can be co-opted by the Executive Committee from amongst the members of the Association.

d) In case of office bearers in the Regional Committees :

By election by the Regional members or by nomination by the Executive Committee from amongst the members of the Region.

For elections/nominations in the above cases, a simple majority of members shall be required. Such nominated office bearer shall enjoy the full status of the post as per "Rules and Regulations" for the balance term.

9. SUB-COMMITTEE(S)

a) Formation :

The General body/Executive Committee may constitute sub-committee from amongst the members of the Association/Executive Committee for a particular purpose or special assignment which may be specified at the time of formation of such sub-committee.

b) Composition :

The Sub-committee shall consist of minimum 3 members and maximum of 7 members, one of whom shall be the convenor of the sub-committee.

c) Duties and functions :

The duties of such committee shall be as specified at the time of formation of such sub-committee and will attend to all the functions as specified as per terms of its appointment/reference.

10. Source of income and utilisation of funds :

- i) Subscription from members and donation received shall form the funds of the Association.
- ii) The admission fees and subscription fees from the members shall be remitted to the Assistant Treasurer of the Region. The Assistant Treasurer of the Region as and when authorised may also collect any special donation/contribution. Membership fee shall be sent to the Treasurer of the Association.
- iii) The general body may by such means as it may deem fit, augment its resources. It will be within the competence of the General Body to raise or otherwise alter the rate of contribution from the members for any specific period. However, any permanent revision of the rates, if called for shall be done by an amendment to these rules.
- iv) The general Secretary may authorise urgent expenditure not exceeding Rs. 1000/- between two meetings of the Executive Committee and the Executive Committee may authorise urgent expenditure not exceeding Rs. 6000/- between two meetings of the General Body. However, for holding AGM, Executive Committee may resolve to meet the full expenditure of the AGM. All other expenditure shall require the sanction of the General body.
- v) The funds of the Association shall be disbursed on the vouchers signed by Regional Secretary/General Secretary and Treasurer/Assistant Treasurer.
- vi) The General body may constitute separate funds for promoting any of the aims and objectives of the Association.

vii) Financial year

It shall be from 1st April to 31st March of the following year.

viii) Audit and Accounts

The accounts of the Association shall be audited once a year by a competent person authorised by the General Body. The responsibility shall be upon the Executive Committee to see that the accounts are so audited at the close of month of March, before presentation at the Annual General Body Meeting.

ix) Operation of bank accounts

The funds of the Association shall be deposited in a Nationalised Bank or in a Post Office under Savings Bank A/c and shall be operated jointly by the Regional Secretary and Assistant Treasurer in Regional Office on

either or survival basis and by Treasurer, General Secretary and Joint Secretary (Welfare) on either two basis at Central level.

Annual list of managing/governing body (Section 4 of the Act)

Once in every year, a list of office bearers and members of the Executive Committee shall be filed with the Registrar of Societies, Delhi as required under Section 4 of the Societies Registration Act 1860 as applicable to the Union Territory of Delhi.

Legal Proceedings :

The National Hydroelectric Power Corporation Officers Association may sue or be sued in the name of the President, so authorised unanimously by the Executive Committee.

Decision regarding filing/withdrawal of writ petition shall be taken either by majority voting in GBM or unanimous decision of central executive committee.

NOA Executive Body is re-organised as under:

President	:	1 No.
Vice President	:	1 No.
General Secretary	:	1 No.
Joint Secretary	:	4 Nos.
Treasurer	:	1 No.
Assistant Treasurer	:	1 No.
Executive Members:	:	5 Nos.
Regional Secretaries	:	<u>11 Nos.</u>
Total:	:	25 Nos.

Regional Secretaries Units:

1. Regional Secretary (Srinagar): Nimoo-Bazgo, Chutak, Uri-I, Uri-II, Kishanganga, Srinagar Office.
2. Regional Secretary (Jammu): Salal, Dulhasti, ED (R-I), Bursar, Pakal Dul, Ratle, Kawar, Shamnot, etc.
3. Regional Secretary (Ravi): ED(R-II), Baira Suil, Chamera Power Station-1, Chamera Power Station-2, Chamera-III, Sewa-II, etc.
4. Regional Secretary (Parbati): ED (R-IV), Parbati-II, Parbati-III, etc.
5. Regional Office (Uttrakhand): Dhauliganga Power Station (I), ED (Uttrakhand), Kotli Bhel (Stage-1A, 1B & II), Lakhwar Vyasi, Tanakpur, Chungar Chal, Garba Tawaghat, Kharmoli Lumti Tulli, etc.
6. Regional Secretary (East): ED(R-III), ED(Patna), TLDP-III, TLDP-IV, BRRP, Rural Electrification Projects (Bihar & West Bengal), Loktak, Loktak D/S etc.
7. Regional Secretary (Sikkim): Rangit Power Station, Teesta-V, Teesta-IV, Lachen, etc.
8. Regional Secretary (Subansiri): ED (Subansiri), Subansiri Lower, Subansiri Middle, Subansiri Upper, Sippi Small Project, Tawang Basin Projects, etc.
9. Regional Secretary (Siang): ED (Siang Basin), Dibang, Siang Lower, Siyom Project, Siang Upper, Kambang Small Project, etc.
10. Regional Secretary (South) NHDC, Bhopal, Indira Sagar, Omkareshwar, Bav-II, Mumbai Liaison Office, Kalpong, Bangalore Office, Rural Electrification work of Orissa & Chhatisgarh.
11. Regional Secretary (C.O.) Corporate Office Faridabad.