

BYELAWS/RULES AND REGULATIONS FOR A SOCIETY
DEFENCE SERVICES OFFICERS' INSTITUTE PANCHKULA

1. Name of the Society: **DEFENCE SERVICES OFFICERS' INSTITUTE PANCHKULA, Sector-26, Panchkula.** Henceforth referred as 'the Society' or 'the Institute'.
2. The Registered Office of the Society shall be at (complete postal address):
Plot No. IP-1, Sector 26-Panchkula, Haryana, 134116.
3. The Society shall carry out its major activities in the Panchkula District within the territory of state of Haryana. The objectives of the institute are as under: -
 - (a) To provide welfare, social and recreational facilities to the officers of Defence Services, both serving and retired; and their families.
 - (b) Combined Officers Mess facilities to the members and;
 - (c) Any other activity on approval of the Governing Body.
4. **Membership.**
 - (a) **Eligibility.** In order to be admitted as a member of the Society, a person: -
 - (i) Must be of regular commissioned (permanent or short service), Special List commissioned officer serving or retired from Indian Defence Forces or Territorial Army serving or retired officer (in receipt of pensionary benefits) Widows of such serving and retired officers from tri- services will also be eligible.
 - (ii) Must not have been convicted of an offence involving moral turpitude.
 - (iii) Must not be an insolvent and of unsound mind.
 - (iv) Must have deposited the admission fee and annual subscription fee and must not be in arrears of payment of such fee as on the date of annual general meeting for continuing as a member.
 - (v) Should subscribe to the aims and objects of the Society.
 - (b) **Types / Categories of Members.** The Society shall consist of four different categories of members as under: -
 - (i) **Founder Members.** All members who have been admitted as a founder member at the time of registration of the Society and form part of the Governing Body will be ex-officio founder members. The number of founder members shall not exceed 20. The founder members shall have the privilege of being members of the collegiums without election. List of founder members is given at Para 27.
 - (ii) **Life Members/Permanent Members.** Serving and Retired/Released Permanent/ Regular Commissioned Officers, Special List commissioned officer of the Defence Services, who draw defence service pension, can be admitted as life/permanent members on payment of the prescribed fees and such person shall continue to be the member of the society for his / her life.
Note:- Permanent membership granted to Permanent Commissioned Officers will be withdrawn in case they for any reason become ineligible for grant of pension. Such officers may opt for Associate membership and shall be charged membership fee accordingly.
 - (iii) **Ordinary Member.** The ordinary types of membership shall consist of institutional Members/Associate Members/Temporary Members/Casual Members. The Society shall have members who shall continue to enjoy their membership only so long as they are not in arrears of payment of their annual subscription fee. An ordinary member may be admitted as a tenure member, say, for a period of two to five year(s), as the case may be, and he will cease to be a member of the Society on completion of his tenure, unless it is renewed by the Governing body for another tenure. The various type of ordinary members are as follows:-
 - (aa) **Institutional Members** All members of Indian Army, Air Force and Naval Officers' Messes posted in Chandimandir, Panchkula and Chandigarh will be members of the Institute for the duration of their posting. The Permanent Members of DSOI who are also Institutional Members by virtue of they being posted in the Chandigarh Tricity under the territorial jurisdiction of Western Command, will not be charged the Annual/monthly subscription of DSOI as payable by Permanent Members, during the period such member is Institutional Member; instead monthly subscription of Institutional Member will be payable. In such cases, the Permanent Membership Smart Cards (Self, spouse and Dependents) of DSOI Chandigarh

will be withdrawn and the Permanent Membership of the individual will remain suspended till such time he/she is an Institutional Member. The Institutional Members who are desirous of getting DSOI Smart Card i.e. 'Institutional Membership' card would require to put in a request for the same to the Secretary DSOI with all details requested on the prescribed form. The charges for the cards would be payable. It would be the Institutional Member's responsibility to inform the Secretary DSOI in writing on his posting out /retirement. The Institutional Membership Card(s) would be handed over prior to obtaining 'No Dues Certificate' from Secretary, DSOI. Permanent Members of DSOI, who have surrendered their DSOI Smart cards and opted for Institutional Membership Card(s), would be required to deposit their Institutional Membership Card(s), on posting out / retirement, for re-activation of their DSOI Membership Card(s). The Permanent Membership of the said member will be restored automatically on relinquishing of Institutional Membership.

(ab) **Associate Members.** Commissioned Officers not drawing pension from Ministry of Defence are eligible for Associate Membership. The spouse of Defence Services Officer who was a permanent/Honorary/Associate member will be eligible for an Associate Membership after the death of the officer. In such cases, no additional Associate Membership fee would be charged from the widow / widower. Spouses of Defence Services Officers who were not members of DSOI Panchkula at the time of their demise will also be considered for Associate Membership on case-to-case basis. Full charges as applicable will be charged. Spouse of Defence Service Officer, unless he or she is/was himself/herself the defence service officer, who remarries a person who is ineligible to become member, will also be ineligible for grant of any kind of membership.

(ac) **Temporary Members.** Any commissioned officer Serving / Retired who is not eligible for Permanent Membership and for Associate Membership can be considered for Temporary Membership on case-to-case basis subject to approval of the President, Governing Body. In addition, desirous officers serving/retired who have applied for permanent/associate membership and which is under consideration would be eligible for grant of Temporary Membership. Temporary Membership will be granted only for a period of six months and shall be extended for an additional six months subject to approval by competent authority. However, officers attached with Station Headquarters Chandimandir/Chandigarh/ local units on account of study leave/medical grounds, may be considered for additional extension on case-to-case basis.

(ad) **Casual Members.** Any Service Officer, serving or retired, in possession on his proof of Identity, may be allowed to use the facilities as a casual member on as required basis. The officer and his family will be charged Rs 100/- per day, per member or as notified by Governing Body from time to time. Casual members would need to buy temporary casual card valid for the day and shall abide by Rules and Bye Laws of DSOI Panchkula.

(iv) **Honorary Member.** Governing Body may admit individuals of distinguished talent and merit or whose association is deemed to be beneficial to the Society or who has rendered services of outstanding merit to the Society or who are distinguished citizens of India or any other country as Honorary Member of the Institute, after obtaining consent of the individual, without payment of any membership or subscription fees.; The Honorary members shall be entitled to attend the meetings and contribute to the deliberations but shall have no right to vote. The Executive Committee will offer Honorary Membership of the Institute to the erstwhile Patrons, and President of Governing Body. Also, existing members (after completing five years of membership) who have attained the age of 90 years will be granted honorary membership on receipt of their request in writing. Honorary members shall be entitled to all the privileges of the Institute subject to such restrictions and regulations as may be prescribed in the Rules and Bye-Laws of the Institute. Members granted Honorary membership will not be required to pay Membership Fee, Security Deposit and Annual subscription. They will be entitled all rights and privileges of Permanent Members except the Right to Vote or contest Institute Elections.

5. **Membership Fee & Annual Subscription.**

(a) The rates for membership of the Society and the annual subscription shall be as under :-

S/No	Type of member	Admission Fee(in ₹)	Annual Subscription(in ₹)
(i)	Founder Member	Nil	Nil
(ii)	Life/Permanent Member	10,000/- (Non Refundable) 5,000/- (Refundable Security)	8,200/-
(iii)	Ordinary Member	8,000/- (Non Refundable from Associate Members only) 5,000/- (Refundable Security)	8,200/-
(iv)	Honorary Member	Nil	Nil

(GST will be charged separately as applicable)

(b) The breakdown of the subscription, charges for hiring of facilities and periodic review are explained in the explanatory notes attached.

(c) The payment of annual subscription of a member shall become due as on the 1st of April of every year, which may be paid latest by the 30th of June of such year. The membership of a defaulting member shall be deemed to be under suspension after the due date (30th June) and such member shall not be entitled to cast his vote during the elections of the Society held after 1st July of the said year.

(d) The suspension of membership on account of default in payment of the annual subscription may be revoked after he has cleared the default amount along with 18% interest on the amount payable. However, he shall not be eligible to cast his vote in any election held during the remainder of the financial year.

6. **Admission Procedure**

(a) All those eligible for membership under Rules can become members of the Society/Institute subject to the approval of the President Governing Body/Chairman of Executive Committee. Applicants will pay Membership Fee, Security (Refundable) & Subscriptions as applicable along with the application form through local/multicity cheque/draft or Electronic Transfer of Funds to DSOI Panchkula Bank Account. On approval of the membership, the individual will be intimated to collect his membership card at the earliest. In case, any application is rejected, the cheque /draft/fee paid will be returned to the officer.

(b) Serving officer's application form for membership will be countersigned by their Commanding Officers /Heads of Department, as the case may be. All other categories will have to be proposed and seconded by active members of the Institute. An active member can propose and second three individuals during a calendar year. Applications of serving officers will be approved by the Vice President (Operations) and that of retired officers will be approved by the President, Governing Body.

(c) Officers under disciplinary cases involving moral turpitude and financial irregularities or fraud etc or whose services are terminated for such disciplinary reasons, will not be considered for membership.

(d) All officers applying for membership will render a certificate to the effect that there is no disciplinary/ criminal case involving moral turpitude and financial irregularities of fraud etc pending against him or he has not been previously convicted by Court Martial or Criminal Court for such offences or services administratively terminated on that account. If at any later stage it is found that the certificate rendered is incorrect the officer's membership will be terminated.

(e) The admission of a person as a member of the Society/Institute shall be decided based on procedure laid down by Governing Body from time to time. The Governing Body will decide on maximum number of members in each category and its decision on admission of new members will be final.

(f) An individual willing to be a member of the Society/ Institute has to submit an application on **prescribed form** and along with supporting documents to the Secretary duly filled in and signed.

(g) The Secretary shall examine the application and place the same before the Governing Body for a decision. The Governing Body may accept or reject the application and the decision of the Governing Body in this regard shall be final. It shall not be bound to assign any reason for its decision.

(h) The approval of the Governing Body shall be intimated to the member, his name shall be entered in the register of members, to be maintained in such manner & form as prescribed under the Haryana Societies Registration and Regulation Rules, 2012 and he/she will be issued an Identity Card of the Society/Institute.

7. **Identity Card for every member.** Every person admitted as a member will be issued an identity card containing his/ her photograph, brief particulars and membership category, duly signed by the individual Member and the General Secretary of the Society/Institute.

8. **Rights & Obligations of Members.**

(a) All the members of the Society/Institute shall be bound by the rules and regulations as contained in its byelaws and amended from time to time.

(b) Every member, except an Honorary Associate, Temporary & Casual member shall have a right to cast his/her vote at the elections of the Society provided such member is not a defaulter in payment of any dues of the Society and the annual subscription for a period of three months beyond the due date.

(c) Every life member of the Society/Institute shall have the right to inspect the books of accounts, books containing the minutes of proceedings of the general body meetings, meetings of the Governing Body and register of members of the society on any working day by giving a notice of seven days.

(d) Every member shall inform the Society/Institute about any change in his address, which shall be duly recorded in the register of members of the Society and upon which the Society/Institute shall issue a fresh Identity Card to such member.

9. **Suspension of Membership.**

(a) The membership of the member with the Institute shall be liable to be suspended by the Vice President (Operations) after due approval of the President on the following grounds: -

(i) For his being dismissed or cashiered from service from the Armed Forces or any other employment or convicted by Court-Martial or services administratively terminated for offences/acts/omissions involving moral turpitude, theft, fraud, dishonesty, financial irregularities or civil offences of grave nature.

(ii) By his being found guilty of by a competent court of an offence involving the acts/omissions stated in clause (i) above, which in the opinion of the Executive Committee, constitutes grave misconduct.

(iii) Repeated failure to clear the Institute bills in time.

(iv) Expulsion by the Executive Committee for violating the Rules or Bye Laws of the Institute and for un-officer like conduct.

(v) For suppressing facts affecting his eligibility or furnishing false information at the time of seeking membership.

(b) A Show Cause Notice will be served as far as possible before suspension of his membership giving him reasonable time to show cause/submit reply. In cases of gross misconduct, issue of Show Cause Notice may be dispensed with, to the defaulting member with the approval of Vice President (Operations) and thereafter the Executive Committee may recommend the case to the President Governing Body for suspension of membership.

(c) A member may be suspended for the period of inquiry into his conduct and till further action for termination of his membership. A member may be suspended upto one year initially which may be reviewed by the Executive Committee and duration of suspension may be extended up to one more year considering facts and circumstances of the case. However, on review no extension of suspension period beyond two years will be granted in any case.

10. **Termination of Membership**

(a) The membership can be terminated on the following grounds: -

(i) Grounds stated for suspension.

(ii) Voluntary resignation by a letter addressed to the General Secretary of the Institute.

(iii) By his being adjudicated insolvent.

(iv) A member who has been suspended from the membership for more than two years or the Executive Committee on review does not consider the case fit for revoking the suspension of the member based on the facts and circumstances of the case.

(v) On intimation of demise of the member, supported by death certificate.

(b) A Show Cause Notice shall ordinarily be served by Vice President (Operations) before termination of the membership, giving him reasonable time to show cause/submit reply except in cases of gross misconduct, wherein the issue of Show Cause Notice may be dispensed with after due approval of the President, Governing Body. If no reply is received from the defaulting member within the stipulated time, it shall be assumed that he has nothing to reply and ex parte decision will be taken by the competent authority.

(c) The members whose membership has been terminated or suspended are debarred from applying for any Contract (Catering, Hospitality, Security etc) with DSOI, Panchkula. They will also not involve themselves with any business/commercial dealings with the institute.

(d) Member whose membership has been suspended or terminated shall not be entitled to use any facility of the institute and will not be invited as a "guest" by other members. The names of such member would remain on the Notice Board and will be given due publicity.

11. **Re-admission of Members.** Persons whose membership was terminated under Para 10(a)(ii), (iii) shall be eligible for re-admission as members, provided all sums due from them to the institute shall have first been paid. Re-admission of members in both these cases will be subject to approval by the President. For re-admission the member will have to apply afresh and pay Membership Fee, Security (refundable) and Annual Subscription to the institute as applicable.

12. **Cessation of Membership.** Any person admitted as a member shall cease to be a member of the Society/Institute in the following events: -

(a) Attracts the provisions contained in Section 22 of the Act.

(b) Upon his/ her acting contrary to the aims and objectives of the Society.

(c) Upon such member being found guilty of a financial misappropriation of the funds of the society.

(d) Upon indictment and directions for removal by the District Registrar/ Registrar/ Registrar General of Societies.

(d) An Honorary member shall cease to be a member of the Society, if the Governing Body, decides so by passing a resolution in this behalf.

13. **General Body.** Every person admitted as a life/permanent and institutional member shall be a member of the General Body of the Society and shall be entitled to cast his vote for the election of the Governing Body of the Society unless he is in arrears of payment of any dues of the Society, including the annual subscription.

14. **Meetings of the General Body.**

(a) A meeting of the General Body of the society will be held as and when required. However, at least one meeting of the General Body of the society, called as the Annual General Meeting (AGM) will be held in a year, within six months of the close of the financial year for consideration and adoption of the duly audited annual accounts of the society in addition to transaction of any other business of the Society as may be required.

(b) The Governing Body of the society may convene an extra-ordinary meeting of the General Body of the society at any time after giving due notice as prescribed hereunder, either of its own or within 45 days of receipt of a written requisition along with reasons for convening such meeting, from at least 1/10th members of the General Body.

(c) For any meeting of the General Body, a clear notice of at least 14 days along with a copy of the agenda of the business to be transacted, date, time & venue of the meeting will be given to the members of the General Body. A copy of such notice will also be endorsed to the District Registrar. General Body meeting can be convened at a shorter notice, if agreed to, by a majority (at least above 50% of the total members) of the members of the General Body.

(d) Quorum for the meeting of the General Body will be 40% of the total members entitled to vote and present in person, subject to a minimum of four members. In case of a meeting adjourned for want of quorum, the quorum for the adjourned meeting shall not be less than 50 members. The General Body shall be competent to transact all business in such adjourned meeting except the consideration of any Special Resolution. Any Special Resolution can be passed in such adjourned meeting only if at least 10% of the total members of the Society are present.

(e) Governing Body may withhold inclusion of any of the agenda points on grounds of security, not being in interest of general discipline, being in violation to service decorum or being of nature of casting personal aspersions on any member. Decision on such matters pertaining to Agenda of General Body Meeting will be at sole discretion of the Governing Body,

(f) The proceedings of all meetings of the General Body will be recorded in the minutes-book (bound or in loose leaves) maintained separately for the purpose by the Secretary and such minutes will be signed by the Chairman of the meeting and the Secretary of the Society.

15. **Powers, Functions & Duties of the General Body.**

- (a) To guide the Society in determining and fulfilling its aims and objects.
- (b) To decide policy matters such as change of name of the society, amendment in the Memorandum of Association and the Byelaws of the society, approval of annual accounts of the society, approval for disposal of immovable assets of the society etc. and all such other acts as may be required under the Haryana Registration and Regulation of Societies Act & Rules, 2012.
- (c) All the members except five elected members of governing body shall be Ex-Officio members and can be changed from time to time with approval of the President ie Chief of Staff, Headquarter Western Command.
- (d) To remove any member from the Governing Body and according approval to the continuation of a person appointed as a member of the Governing Body against a casual vacancy.

16. **Governing Body.** General Officer Commanding-in-Chief, Western Command will be ex-officio patron.

(a) **Composition.** The Governing Body of the society shall consist of a total of maximum 17 Office-bearers, including 12 (twelve) who will be ex-officio members as per designation in Defence Forces and 5 (five) elected members as under :-

- (i) **President.** Chief of Staff (COS), Headquarter Western Command.
- (ii) **Vice President (Administration).** Major General in-charge Administration, Headquarter Western Command.
- (iii) **Vice President (Operations).** Major General Army Service Corps, Headquarter Western Command.
- (iv) **General Secretary.** Brigadier Army Service Corps, Headquarter Western Command.
- (v) **Joint Secretary (Administration).** Commanding Officer, 5682 ASC Battalion
- (vi) **Joint Secretary (Operations).** A retired officer employed by the Society/Institute. A re-employed officer may be nominated till a suitable retired officer is selected by the society.
- (vii) **Treasurer.** Re-employed Officer nominated by the President.
- (viii) **Executive Committee Members.** The Executive committee will be headed by the Vice President (Operations) and will comprise of the following members. The executive members will interact with the Vice President (Operations) on matters pertaining to the society/institute through Joint Secretary (Operations).
 - (aa) Station Commander Chandimandir /Chandigarh.
 - (ab) Air Officer Commanding, Advance Headquarter , Western Air Command.
 - (ac) Chief Engineer, Headquarter Western Command.
 - (ad) Deputy Judge Advocate General Headquarter, Western Command.
 - (ae) Brigadier Administration (Brig A), Headquarter Western Command.
 - (af) Five elected life/permanent members.

(b) **Election of the Governing Body.** Apart from the ex-officio members of the governing body, five elected members will be appointed through elections done annually.

(c) **Filling of any Casual Vacancy on the Governing Body.** Any vacancy arising on account of resignation or death of any member of the Governing Body or for any other reason, may be filled-up by the Governing Body, if required, from amongst the members of the General Body on adhoc basis till permanent member is appointed.

(d) **Meetings of the Governing Body.**

- (i) The meetings of the Governing Body will be held as and when required. However, the Governing Body shall meet at-least once in every quarter and there will be minimum four meetings of the Governing Body in a financial year.

(ii) A clear notice of three days of every such meeting will be given by the Secretary of the Governing Body to the office bearers and members before the date appointed for the meeting. However, the Governing Body may meet at shorter notice, wherever so required, with the consent of at least fifty percent of its members.

(iii) The quorum of the meetings of the Governing Body shall be at least 40% of the total members of the Governing Body, subject to a minimum of five members. In case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The members present in the adjourned meeting, subject to a minimum of three members, shall form the quorum for the adjourned meeting.

(iv) The proceedings of every meeting of the Governing Body will be recorded in the proceedings book maintained for this purpose. Such minutes shall be signed by the Chairman of the meeting and the Joint Secretary (Operations) of the Society/Institute. In case the Chairman or the Joint Secretary (Operations) are not available to sign the minutes, these will be signed by any two members present in the meeting as may be authorized by the Governing Body.

(v) The minutes of every meeting of the Governing Body will be placed for confirmation in the succeeding meeting of the Governing body.

(e) **Powers, Functions & Duties of the Governing Body:-**

(i) The Governing Body will be responsible for achieving the aims & objectives of the Society and shall work in the best interest of the Society, for which it shall be empowered to deploy the funds & assets of the society for the stated objectives.

(ii) The Governing Body will be competent to raise funds and purchase property, movable and immovable, on free-hold or lease basis in its name, as decided by it.

(iii) The Governing Body shall have full charge of all immovable properties and moveable assets belonging to or vested in the Society and these will be managed in such a manner as it considers appropriate subject to the overall control and directions of the General Body of the Society.

(iv) The Governing Body shall be competent to invest the funds in the manner it considers appropriate in the best interests of the Society and it shall be competent to borrow or mortgage or hypothecate the properties on behalf of the Society in the manner decided.

(v) To constitute various standing adhoc Committees for looking after such functions as may be assigned from time to time.

(vi) To create provision for engagement of regular or part-time employees of the Society to look after the secretarial, accounting and other functions in a seamless manner.

(vii) To outsource certain functions e.g. cleaning, security and similar other maintenance activities of the premises of the society.

17. **Powers, Functions & Duties of individual members of Governing Body-**

(a) **President.**

(i) To preside over all the meetings of the General Body and of the Governing Body and regulate the proceedings of such meetings.

(ii) To do all such acts, deeds and things as may be authorized by the General Body and/or the Governing Body from time to time.

(iii) To allow or disallow discussion on any matter which is not included in the agenda.

(iv) To ensure proper & transparent functioning of the Society/Governing Body.

(v) To ensure strict compliance of the provisions of the Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under.

(vi) To supervise and guide the overall activities/ achievement of aims & objectives of the Society.

(b) **Vice-President (Administration).**

(i) To assist the president in carrying out his duties.

(ii) In absence of the President, to act on his behalf and perform all duties and exercise all the powers of the President.

(iii) To do all such acts, deeds and things, as may be authorized by the Governing Body.

(c) **Vice-President (Operations).**

- (i) To oversee activities of the executive committee.
- (ii) To plan and execute routine functioning of the Institute.
- (iii) To do all such acts, deeds and things, as may be authorized by the Governing Body.

(d) **General Secretary.**

- (i) To conduct, organize, supervise and manage all the affairs of the Society and do all such acts and perform all such duties for the working of the Society as may be assigned by the President/Governing Body.
- (ii) To convene meetings of the General Body/Governing Body with the consent of the President and serve proper notices as prescribed under these byelaws.
- (iii) To attend all the meetings of the General Body and the Governing Body and assist the President in conducting the meetings and record proceedings of all the meetings.
- (iv) To prepare annual report of the Society and place it before the Governing Body along with audited annual accounts of the Society, for approval to place the same before the General Body in the Annual General Meeting.
- (v) To help and assist the President in looking after the complete affairs of the Society and in attaining aims & objects of the Society.
- (vi) To ensure timely filing of all statutory returns/ documents in the office of the District Registrar and such other authorities as may be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under.
- (vii) Act as the overall in-charge of the administration and execution of all the programmes of the Society/ including financial affairs on behalf of the Governing Body including creation of posts, fixation of salaries/ remuneration/ allowances etc., make appointments/ engagement of staff, make purchases and do all other such things as may be necessary in the furtherance of the aims & objects of the Society in accordance with the delegations by the Governing Body from time to time and where no such delegation is specifically made, in consultation with the President of the Society.

(e) **Joint Secretary(Administration).**

- (i) To assist the General Secretary of the Society in carrying out his functions and duties. Joint Secretary (Administration) will be responsible for organization of periodic events conducted in the Institute.
- (ii) To discharge the functions and duties of the General Secretary/ Secretary of the Society in his absence to the extent authorised by the Governing Body.
- (iii) To look after such functions and duties and exercise such powers as may be assigned and delegated by the Governing Body from time to time.

(f) **Joint Secretary (Operations).**

- (i) To assist the General Secretary of the Society in carrying out his functions and duties. Joint Secretary (Operations) will be responsible for day today functioning of the institute.
- (ii) To receive, scrutinize and place applications for membership of the Society before the Governing Body and to enter the name of the members, if approved, in the register of members under his initials and to intimate the members about the same and issue identity cards to the members so admitted.
- (iii) To conduct correspondence on behalf of the Society/ Governing Body and to sign letters and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.
- (iv) To keep and preserve the records of the Society/ Governing Body.
- (v) To be the custodian for safe custody of common seal of the society and affix the same, wherever required, as per the authorisation of the Governing Body.
- (vi) To prepare before announcing of the date of election and the Annual General Meeting, the list of all the members eligible to vote, duly updated and to place it before the Governing Body.
- (vii) To look after such functions and duties and exercise such powers as may be assigned and delegated by the Governing Body from time to time.

(g) **Treasurer.**

(i) To keep accounts of all financial transactions of the Society and of all the sums of money received and spent by the Society and maintain records of receipts and expenses relating to such matters, and of assets, credits and liabilities.

(ii) To get the accounts of the Society audited by the chartered accountant appointed by the Governing Body at the close of the Financial Year, every year.

(iii) To submit to the Governing Body through General Secretary, the audited annual accounts of the Society, at least one month prior to the date of annual general meeting.

(iv) To act as the overall custodian of all the books of accounts of the society, financial statements, receipt books, expense vouchers, bank pass books & cheque books, cash etc.

(h) **Executive Members.** Executive Committee will be headed by the Vice President (Operations), who will assign responsibilities to all members of the Executive Committee for management of the Society/Institute. The following responsibilities will normally be assigned to the members of the Executive Committee: -

(i) Catering Services and Restaurant Management.

(ii) Beverages Services and Bar Management.

(iii) Banquet and Party Hall Management.

(iv) Entertainment & Sport Activities Management.

(v) Discipline, Health & Security Management.

(vi) Interiors and Garden Management

(vii) Civil Works & Infrastructure Development.

(viii) Legal Cell.

(ix) Finance Management.

(x) Grievances Cell.

18. **Cessation of Members of the Governing Body.** An office-bearer/ executive member of the Governing Body shall cease to be an office-bearer or executive member: -

(a) Upon submission & acceptance of his resignation.

(b) If he/she ceases to be a member due to suspension or termination of membership.

(c) If he/she is removed by a resolution passed in the meeting of the General Body.

19. **Exclusions from the Employment of a Society**

(a) No member of the Society shall be in full-time or part-time employment of the Society except a retired officer employed as Joint Secretary (Operations) on full time basis.

(b) No dependent or family member or close relative of the office-bearers and members of the Governing Body shall be engaged as an employee of the society during its term.

(c) Every office-bearer and member of the Governing Body shall make a declaration in case any person in the employment of the Society is his close relative.

20. **Amendments in the Memorandum of Association, Byelaws, Name of the Society.**

Any amendment in the Memorandum of Association and Byelaws, or Change of Name, amalgamation or division of the Society will be done only with the approval of the General Body by way of a special resolution. The intimation of any such amendment or change, along with attested copy of the requisite documents, shall be filed in the office of the District Registrar by the General Secretary/ Joint Secretary (Operations) within such time as may be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under.

21. **Management of Assets and Funds of the Society.**

(a) The sources of income of the society will include receipts on account of membership fee, annual subscription, rent from property/assets, interest, consultation fees, donations, gifts, grants, etc. The society can also raise funds through interest-free short term loans from its members or from scheduled banks on interest. Loan from the scheduled banks on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenue expenditure under any circumstances.

- (b) The Governing Body will prepare and approve an annual budget of the Society on the basis of its estimated income and the capital & revenue expenditure during the first quarter of the financial year and shall also place a copy thereof before the General Body in its Annual General Meeting for information.
- (c) The Bank accounts of the Society will be jointly operated by such members/ office bearers as may be decided by the Governing body from time to time.
- (d) All assets and funds will belong to the Society and vest in the Society.
- (e) All receipts and payments of the Society shall be made through Bank Instruments (i.e. DD/ Pay Order/ Cheques/ Bank Transfers/ RTGS/ETF including all receipts towards the Membership Fees and the annual subscriptions from the members. However, the Governing Body may determine the limits of financial transactions which may be conducted in cash in certain other cases.

22. **Accounts of the Society.**

- (a) The Treasurer of the Society will be responsible for keeping and maintaining proper books of accounts i.e. cash book, ledger etc. as required under the Income Tax laws and/or any other authority including the Institute of Chartered Accountants of India, at its Registered Office with respect to all sums of money received and expended by the Society and the assets and liabilities of the Society.
- (b) The books of accounts of the Society shall be open to inspection during the business hours by the Registrar General, Registrar, District Registrar or any officer authorised by them and by any member of the Society.
- (c) The annual accounts of the society will be signed by any two authorised office-bearers of the Society.
- (d) The Governing Body will appoint a chartered accountant, who shall not be a member of the Governing body or family member of any member of the Governing Body, for auditing the accounts and filing of income tax return of the society for each financial year, at such remuneration as may be determined by the Governing Body.
- (e) Governing Body will promulgate a Standard Operating Procedure on operation of accounts and financial powers of various office bearers and the necessary checks and balances for financial accountability and transparency.

23. **Common Seal.** The Society will have a common seal which shall be kept in safe custody of the Joint Secretary (Operations) and shall be affixed wherever it is required in accordance with the authorisation by the Governing Body.

24 **Amalgamation of the Society.** The Society may amalgamate itself with any other Society established with the identical aims and objects or allow any other society to amalgamate with itself by a Special Resolution passed in this behalf in accordance with the provisions contained in Section 51 of the Act and rule 25 made there under.

25. **Dissolution of the Society.**

- (a) The Society may resolve to dissolve itself in accordance with the provisions contained in the Act and the rules there under in case it becomes difficult to carry on with the operations of the Society, or it becomes insolvent or for any other pressing and unavoidable reasons.
- (b) In the event of dissolution of the Society, no assets of the society shall devolve on or be distributed amongst the members of the Society.
- (c) Its assets and properties shall be first used to liquidate any liabilities and the left-over properties/ assets, if any, shall be considered for transfer to any other Society established with identical aims and objects or to the District Collector for use thereof in the general public interest.

26. The explanatory notes to these Rules/By Laws are attached at Appendix.

27. We, the several persons whose names & addresses are subscribed hereunder, certify the above to be the true copy of the Bye-laws of the society.

S No.	Designation in Defence	Designation in Society	Address	Name of member	Signatures
(a)	Chief of Staff (COS)	President	HQ Western Command Chandimandir Cantt PIN-134107	Lt Gen Mohit Wadhwa, SM	
(b)	Major General in-charge Administration (MG-IC-Adm)	Vice President (Administration)	HQ Western Command Chandimandir Cantt PIN-134107		
(c)	Major General Army Service Corps (MG ASC)	Vice President (Operations)	HQ Western Command Chandimandir Cantt PIN-134107	Maj Gen Gautam Chadha , SM	
(d)	Brigadier Army Service Corps (Brig ASC)	General Secretary	HQ Western Command Chandimandir Cantt PIN-134107	Brig Jitender Singh Bisht, SM	
(e)	Commanding Officer	Joint Secretary (Administration)	5682 ASC Bn PIN-905682 c/o 56 APO		
(f)	Additional Officer	Joint Secretary (Operations)	HQ Western Command Chandimandir Cantt PIN-134107	Col Amrit Pal Singh (Retd)	
(j)	Additional Officer	Treasurer	HQ Western Command Chandimandir Cantt PIN-134107		

EXPLANATORY NOTES TO BYE-LAWS / RULES

Definition

1. The term members as used in the Bye Laws, rules and regulations of Defence Services Officers' Institute, Panchkula include Founder, Life/Permanent, Ordinary and Honorary members unless otherwise expressly stated.

Working Days

2. The Institute will remain open on all days of the week except any day as specified by the Executive Committee and the three national holidays (26 Jan, 15 Aug and 02 Oct).

Notices

3. All notices intended for the Notice Board of the Institute must be sent to the Joint Secretary (Operations) for approval and initialed by him before being placed on the Notice Board. Notices will not ordinarily be left on the board for more than a week. Notice from members will be charged Rs 200/- limited upto A4 Paper Size and as approved by the Joint Secretary (Operations).

Annual / Monthly Subscription

4. The following rates of subscription shall be applicable w.e.f 01 Oct 2021:-

(a) Annual Subscription for Members Aged Upto 80 Yrs.

(i)	Subscription 450 x 12)	Rs.5400/- (excl GST)
(ii)	Development Charges (175 x 12)	Rs.2100/-
	Staff Welfare Fund (50X12)	Rs.600/-
(iv)	Festival Allowance	Rs.100/- (once annually)
(vi)	Total	Rs 8200/-
(vii)	Note: GST as applicable will be charged extra as applicable.	

(b) Monthly subscription in respect of Temporary Members will be 150 % of the subscription payable by permanent members and they will be exempt from paying non-refundable membership fee.

(c) Annual Subscription for Members Aged above 90 years - Nil.

(d) Annual Subscription for Members Aged between 80 and 90 years – 50%.

(e) Annual Subs for Gallantry Award Winners (All Chakra Series - PVC, MVC, VrC, AC, KC & SC), War Widows and Widows of Gallantry Award Winners. Gallantry Award winners (All Chakra Series PVC, MVC, VrC, AC, KC & SC) and widows of Gallantry Award winners, war widows will not be charged any membership fee, security deposit and annual subscription.

(f) Subscription from Institutional Members will be Rs 50/- per month (including GST).

Notes:

I. The Security Deposit / Annual Subscription of Life / Permanent member who become Institutional Members by virtue of they being posted in the Chandigarh Tri-city under the territorial jurisdiction of Western Command, will not be charged/refunded (if charged). Charged amount will be carried forward for subsequent years only. In addition, the Permanent Membership Smart Cards (Self, Spouse and Dependents) will be withdrawn and the Permanent Membership of the individual will remain suspended till such time he/she is an Institutional Member.

II. Members attaining 80 years of age should inform Joint Secretary (Operations) to revise annual subscription to 50% of the annual subscription. On attaining age of 90 years members will inform Joint Secretary (Operations) to convert membership to Honorary Members.

Institute Bills

5. **Disputed Debits** If a member disputes any debiting of his account, he/she must produce evidence in support of his/her claim within 90 days of the transaction. After 90 days the Debiting would be considered undisputed.

6. **Dishonored Cheques** A member whose cheque is dishonored for want of funds in his bank will be fined Rs.500/- for the first time and suspension of membership for three months for defaulting the second time. The member will be show caused as to why his membership should not be terminated if he defaults for the third time.

Payments

7. The Institute will not be responsible for any payment made to other than the cashier of the Institute. Official receipt will invariably be obtained for any payments made to the cashier. Payments will be accepted only through local cheques/drafts/ETF/ credit/debit cards for sums exceeding Rs 1000/-. For sum lower than Rs 1000/- cash may be accepted for transactions.

Institute staff

8. Members, their guests and dependants shall not abuse/ ill treat any of the Institute staff or use violence whatsoever against any person/members of the staff. In the event of the member having any occasion to find fault with any person of the staff of the Institute, a report of the case should be made in writing to the Joint Secretary (Operations) on the next working day or enter the same in the Suggestion / Complaint Book. The Joint Secretary (Operations) may either deal with the case or refer it to relevant Sub-Committee as may be found necessary.

9. The Institute staff will not be sent on any errand or with messages or otherwise withdrawn from the general service of the Institute by any member, dependent or guest.

Tipping of Staff

10. No member shall give any money by way of tip(s) or gratuity to any Institute staff. All institute staff are forbidden to solicit or accept gratuities.

Breakages

11. Full value will be charged for all breakages of the Institute property by members, their guests and dependents. However, if in the opinion of the Management, the breakages were willful, the member may be required to pay as per Para 47 (a).

Suggestions and Complaints

12. Suggestions and complaints, if any, will be entered in the respective suggestions/complaints books kept for this purpose at the reception.

13. The suggestions/ complaints of members will be examined by the Executive Committee/Sub Committee and disposed of accordingly. Wives and dependents are, however, not permitted to enter any suggestions or complaints in the suggestions/complaint books. This may be done only by the members themselves. If a member feels that this suggestion/complaint has not been adequately redressed, he may refer the matter in writing to the Grievance Committee directly.

Magazines and Newspapers

14. Magazines and Newspapers shall not be taken away or mutilated by members, their guests and dependents. Upto a maximum of double the cost as penalty may be charged in addition to disciplinary action for each infringement of this bye-law.

Property of the Institute

15. Property of the Institute such as furniture, cutlery, crockery or other equipment will not be issued to any member or to any organization outside the institute premises.

16. Restriction on use of institute.

(a) Pets are not allowed in the premises of the DSOI Panchkula.

(b) Member's Domestic and Private Servants, Car Drivers, Gunman, Attendant, Maids etc of the members are not permitted in DSOI Panchkula beyond the parking area. In case of infringement the concerned member will be liable for disciplinary action.

Smoking

17. Smoking is not permitted in the entire premises of the institute including open area and grounds.

18. Guests.

(a) Accompanied guests can be brought to the institute as stipulated from time to time. The total number of guests other than dependents (spouse, unemployed son till 25 years, unemployed unmarried daughter, divorced and financially dependent daughter till she re-marries, financially dependent widowed daughter/daughter-in-law till she re-marries, financially dependent parents) should not exceed 20 in a month. Members may bring upto ten(10) guests on weekdays and upto five (05) on weekends/holidays/institute functions, subject to prior booking. Members bringing guests to the institute shall ensure that particulars of the guests are entered in the Guest Register kept at the reception office. A sum of Rs 100/- (incl GST as applicable) per day per guest will be paid by the members bringing the guests.

- (b) Guest charges will be levied separately for availing of sports facilities.
- (c) Any member who has been suspended/whose membership is terminated cannot be allowed as guest of another member. Members will ensure that guests obey all rules of the institute including dress rules.
- (c) Under the Excise Law, civilian guests cannot be entertained with alcoholic drinks. Children above 12 years of age will be charged full guest charges and will be counted against the monthly guests limit as laid down.

19. Non members attending reception and parties of which any part of the institute has been specifically reserved are not considered as guests for the purpose of Institute Rules and these Bye-Laws. Reciprocal Members and Guests attending party in party venue desire to use other facilities of the institute, i.e. Bar, Restaurant etc need to sign/be signed as guests.

20. Every guest shall invariably be accompanied by the member or his/her spouse.

21. The **number of guests allowed on special functions will be restricted** as per notice issued from time to time. Guest fees will also be separately specified for such occasions.

22. **Failure to sign in Guest Register.** If a member fails to sign in the Guest Register on his own, and if detected by the institute management, such a member is liable to be charged Rs.500/- per guest as a penalty in addition to the guest fees as admissible.

Reception and Private Parties

23. Any member of the Institute may organize a private party in the Institute. Decorum of the Institute shall be maintained in such parties. Members organizing the party are responsible for the conduct of their guests who shall abide by the Rules and Bye – Laws of the Institute.

24. Any Reception or Private Party will not cause any inconvenience or hindrance to the normal functioning of the institute and its members. Use of loud speakers and orchestra inside the institute premises at high volume is not permitted. Only soft garden music audible in the marriage “Pandal” area upto 2200 hours with prior permission from DC, Panchkula will be allowed.

Hiring Charges for Reception and Private Parties

25. The following rates will be charged at the time of booking for using facilities of the DSOI for private parties by the members, within the institute hours. The charges for waiters are additional:-

<u>S/No.</u>	<u>Location</u>	<u>Tariff (Rs)</u>
<u>Marriage Area/ Banquet/Lawn</u>		
(a)	<u>Marriage Area Lawn</u>	
	(i) Members (Blood relatives, i.e. Son, daughter, grandson and granddaughter only)	25,000/-*
	(ii) Rental for other military officers (i.e. Non Members) (Blood relatives, i.e. Son, daughter, grandson and granddaughter only)	35,000/-*
	(iii) Generator Charges per function Night / Day(Cost of fuel will be in addition a s per actual)	7,000/- (Night) 5,000/- (Day)
(b)	<u>Guest Rooms</u>	
	Two large sized suites in Banquet building. Daily booking charges less catering charged as actual.	1500/- Per Day (excl GST)
<u>Notes: * incl GST</u>		
1. Marriage booking will be accepted subject to approval of Vice President (Operations)		
2. Member who is using the marriage area Lawn is required to obtain permit for Liquor/DJ. The same is to be submitted to DSOI office 24 hrs in advance. In absence of permit/permits, no consumption of Liquor or use of DJ is permitted. A penalty of Rs 10,000/- per permit is imposed and ex-post-facto sanction will be obtained if situation so demands.		
<u>Party Venues</u>		
(c)	<u>Sagarika</u>	
	(i) For 50 guests	3000/-
	(ii) Rs 100/- per head above 50 person (Limited to 80 only)	
(d)	<u>Antriksh</u>	
	(i) For 35 guests	2000/-

	(ii)	Rs 100/- per head above 35 person (Limited to 50 only)	
(e)	<u>West Coast</u>		
	(i)	For 25 Guests	1500/-
	(ii)	Rs 100/- per head above 25 person (limited to 35)	
(f)	<u>Qua d</u>	Max 14 pers	600/-
<u>Hiring of space – Rentals for Advertisement</u>			
Any stall (Non Event Days)			
	(i)	Small Size (Approx – 25 Sqm)	30000/-
	(ii)	Big Size (Approx – 50 Sqm)	50000/-
Notes:- * incl GST			
<p>1. GST Extra as applicable on hiring of space for Advertisement.</p> <p>2. Catering services can be availed only from the caterers empaneled by the Executive Committee of DSOI.</p> <p>3. Minimum 20 Guest booking is required for availing catering facilities at contract rate of DSOI. If requirement is for less than 20 Guest then rate as mutually agreed between Member & the catering contractor will be applicable</p>			

(f) **Electricity Charges.** Electricity Charges will be levied as under:-

(i) The under-mentioned load in terms of wattage and units of various electricity items will be considered as given below:-

<u>S No</u>	<u>Name of Item</u>	<u>KW/Units (per hr)</u>
(aa)	10 Larries	½
(ab)	10 Niwar Larries	½
(ac)	Halogen Lt -1	500w
(ad)	Sodium Vapour Lt -1	500w
(ae)	Chandelier – 1	500w
(af)	(aaa) DJ without Floor	2 ½
	(aab) DJ with Floor	8

(ii) The Charges will be as per the prevailing commercial rate per unit for a minimum period of five hours.

Note: Above rates will be subject to revision from time to time by the Management Committee after approval of the President, Governing Body.

(g) **Cancellation Charges**

(i) **Party Venues**

(aa)	Less than 02 working days	Nil refund
(ab)	More than 02 and less than 04 working days	30% refund
(ac)	More than 04 and less than 07 working days	50% refund
(ad)	More than 07 working days	Full refund

(ii) **Lawn (Vatika) / Banquet**

(aa)	More than 03 months	90% refund
(ab)	Between 2-3 Months	75% refund
(ac)	Between 1-2 months	50% refund
(ad)	less than 01 month	Nil refund

Proxy Booking of Party Venues by Members

26. The member is not allowed to 'Proxy Sponsor' any party (in the party venues of institute/DSOI Panchkula) for any civilian other than relative on his behalf. In case it is noticed that any member has 'Proxy Sponsored' party, a 'Show Cause' notice will be served to the member and he/she be suspended for three months.

Use of Institute Premises

27. Institute premises will not be used by any member for any purpose other than the objects for which the institute has been established.

Dependents

28. (a) Member's unmarried daughter / divorced daughter / widowed daughter /daughter-in-law financially dependent irrespective of age and having Indian Citizenship will be considered as dependent till her marriage / re -marriage. The applicant will certify the single status and Indian Citizenship of such daughter/ daughter-in-law in initial application form through an affidavit on non judicial stamp paper and subsequently in the month of April every year. Her children, however will not be eligible as dependents. Member's son, under the age of 25 years and financially dependent on the member will be considered as dependant for the purpose of these laws.
- (b) Any Member desirous of seeking Dependent Membership for his/ her Specially Abled Child above 25 years of age may submit an application for the same duly Supported with relevant documents. The application shall be considered on case to case basis, subject to the relevant conditions having been met.
- (c) All dependents using the Institute must be in the possession of identification card obtainable from the Joint Secretary (Operations). This card will be issued on a written application from the member concerned. This card should be produced whenever requested by the Institute staff. In case the card is lost, a duplicate card can be obtained on payment of **Rs. 200/-**.
- (d) Dependents, other than spouse are not allowed to bring any guest to the institute.
- (e) Dependents under the age of 16 years are not permitted to enter certain areas as specified from time to time.
- (f) **Dependent Membership To Specially Abled Children.** Dependant Membership to specially abled children shall be extended on case to case basis subject to fulfillment of following conditions.
- (i) Disability Certificate issued by comd Hospital.
 - (ii) Endorsement in PPO.
 - (iii) Unique Disability ID issued by MOSJE.
 - (iv) Financially Dependant on the Member.

Dress Regulations

29. All members and their dependents will ensure that proper decorum with regard to wearing of dress in the Institute is always maintained. Under-mentioned dress code will be strictly followed:-

- (a) **Institute.** Institute dress code:-
- (i) Shirt Full/Half Sleeves, tucked in Trousers
 - (i) Collar T-Shirt (Tucked In).
 - (iii) Bush Shirt regular pattern only (Tucked In optional).
 - (iv) Lounge Suit/ Combination/ Blazer/ Pullover/Nehru Jacket/ Jodhpuri Coat with Trouser.
 - (v) Jeans (No torn/frayed Jeans).
 - (vi) Shoes with socks.
- (b) **Bar.** Same as above.
- (c) **National Dress.** National dress for males include black Achkan with white churidar pyjama; or cream achkan with cream churidar pyjama; or black short buttoned up coat (Jodhpuri) with black/ white/ cream trousers; or cream short buttoned up coat (Jodhpuri) with cream trousers. When wearing National dress oxford pattern shoes will be worn. Females will wear sober coloured saree, with closed footwear. (Authority: Ceremonial & Welfare Dte/CW-1, Adjutant General's Branch, Integrated Headquarters of MoD (Army) letter No B/42901/AG/CW-1 dated 10 Apr 2018)
- (d) Wearing of Patka by Sikh boys under 16 years of age is permitted. Wearing of turban by sikh gentlemen with trimmed beard and shorn hair will not be insisted upon, they may use the DSOI without head gear.
- (e) Improperly dressed members and their guest shall be requested to leave the institute and will not be served besides being fined Rs.500/- per defecting person.
- (f) The guest attended party venue are required to adhere to the dress regulations. The DSOI member, host of the party, having guests not adhering to the dress regulations will be fined as per Bye law 29 (e) above. A show cause notice to the member will be given and action to suspend membership for 3 to 6 months will be taken.

30. Sports kit may be worn for sports activities in the sports area only, within the timings specified for these activities.

31. For marriage functions dress as per customs/traditions (as per religion) will be permitted within the specified areas. Members attending marriage function would require to adhere to the laid down dress regulation when entering the institute. Governing Body may lay down more stringent Dress regulations for any specific area of the Institute.

Parking of Vehicles

32. Members will park Cars/Scooters in the proper areas specified for the purpose. Members will invariably obtain the car parking tokens from the security guards at the entrance gate at the time of entry to the Institute and surrender the same to them when taking their vehicles out of the Institute. No vehicles will be allowed to leave the Institute unless the car parking tokens are surrendered. Members losing their tokens will be liable to pay Rs 50/- towards the cost thereof and permitted to take the vehicles only with the permission of the Joint Secretary (Operations) /any member of the management.

33. The members/ dependents shall be liable to pay the following penal charges in case of incorrect parking/parking in the "no parking area" specified as such :-

- | | | | |
|-----|----------------------|---|---------|
| (a) | Motor Car | - | Rs 50/- |
| (b) | Motor Cycle/ Scooter | - | Rs 25/- |

34. Although limited numbers of security guards are deployed in the Institute premises, the Institute shall not be held responsible for loss of any vehicle or any belongings/fitments either kept inside or fitted in the vehicle.

Conduct of Elections.

35. A detailed Standard Operating Procedure on schedule and conduct of elections during the Annual General Body Meeting duly approved by the Executive Committee will be followed.

Authority to Frame Rules For Games, Sports and Entertainment

36. The designated Executive Committee member or any other member in charge of an activity is empowered to make rules for the running of various recreational activities. These rules are to be approved by the Sub – Committee and the Vice President (operations).

Institute Hours

37. Institute and its office shall open/close on all working days as per following timings:-

S No	Location		Summer (w.e.f 16 Mar)	Winter (w.e.f 16 Nov)
(a)	Office	On all working days	1000h-1800h	1000h-1800h
		Sunday	1000h-1700h	1000h-1700h
		Lunch Break	1430h-1500h	1430h-1500h
(b)	Bar	Morning (Last drink at 1415h)	1200h-1430h	1200h-1430h
		Evening (Summer: Last drink at 2215h) Evening (Winter: Last drink at 2145h)	1930h-2230h	1900h-2200h
(c)	Restaurant	Morning (Last order at 1430)	1200h-1500h	1200h-1500h
		Evening (Summer: Last order at 2230h) Evening (Winter: Last order at 2200h)	1930h-2300h	1900h-2230h
(d)	Card Room		1400h-2200h	1330h-2130h
(e)	Party Bookings (At Reception Only)	Morning	1100h-1330h	1100h-1330h
		Evening	1600h-2200h	1600h-2200h

(f) During Institute functions, the Executive Committee may close any portion of the institute for such time as they deem expedient.

(f) A late fee of Rs 500/- per hour per member shall be charged for using the Institute after closing hours on days other than the day when an Institute function is organised. However the institute will not remain open beyond the timings laid down by the Panchkula Administration.

(g) The Institute will be closed on all Tuesdays except for the Marriage Lawn Area, if booked.

Smart Card

38. (a) All members will be issued with a Smart Card by the Institute. Spouses of the members and dependent children will also be issued Smart Card. The Smart Card will have a photograph of the member/dependent and will be provided at a cost of Rs 150/- each. All members/dependents should carry their Smart Card and should produce whenever asked for by any appointment of the Institute.

(b) **Loss of Smart Card.** Any loss or misplacement of smart card will be reported to the management immediately by the member. Fresh card will be issued to the member / his dependent(s) on a written request from the member on payment of Rs 200/-.

39. Smart Cards of all dependents should be revalidated every year, normally during the month of January.

Consumption of Private Supplies.

40. Consumption of private supplies is not permitted in the Institute.

Lunch/Dinner Parties

41. (a) Any member ordering a lunch or dinner party and afterwards canceling it in less than 12 hours of the appointed time shall pay full charge for the lunch or dinner.

(b) Lunch/dinner parties cannot be arranged in the Institute unless at-least 24 hours notice is given to the Joint Secretary (Operations) in writing.

(c) A member booking a party will pay the estimated cost of catering and bar as per the menu/drinks order 72h prior to the function. This is over and above the booking charges. Non clearance of bills after the party would invite blocking of Smart Cards, if the credit balance is below the billing amount.

Fixation of Rates for Caterers.

42. (a) Rates for meals & snacks to be served by caterer will be as per rates fixed by agreement between the caterer & DSOI, Panchkula.

(b) Revision to any rates will be as per agreement.

(c) Electricity charges will be as per sub meter and all incidental charges levied by Electricity department will also be paid by the caterer on pro-rata basis or as per the Contract Agreement.

Sports and Games

43. **Cards Room.** Playing cards will be provided by the Institute. Cards will be changed once every two months or as and when required at the discretion of the Joint Secretary (Operations). The charges will be as under:-

(a)	Single Member	-	Rs 250/- (Monthly)
(b)	Single Member	-	Rs 2750/- (Annually)
(c)	Casual	-	Rs 50/- (Per day)
(d)	Guest	-	Rs 150/- (Per day)

Note: The above rates will be subject to revision from time to time by the Managing Committee after approval of the President Governing Body.

Reciprocal Membership

44. There will be Reciprocal Membership with DSOI, Chandigarh and KOM&I Chandimandir and other institutes in the country on the following terms and conditions: -

(a) **Reciprocal Membership with KOM&I Chandimandir and DSOI Chandigarh Only(Subject to acceptance of same terms by these institutes).**

- (i) Reciprocal member and his dependents are not required to pay reciprocal charges.
- (ii) Reciprocal member is permitted to bring a maximum of sixteen guests in a month with a cap of not more than eight during one visit by paying the guest charges of Rs 100/- per guest.
- (iii) Reciprocal members can book marriage area/party venues as per guidelines laid by both the Institutes from time to time.
- (iv) All facilities are open to Reciprocal Members including booking of marriage area and party venues.
- (v) Sports facilities of KOM&I can be utilized by members of DSOI, Panchkula on payment of prescribed fee at discretion of the Management Committee of KOM&I.
- (b) Facility is extended to members of the Reciprocal Institutes, his/her spouse and dependent children when accompanying the member.
- (c) Facility not to be used for more than **five times a month**.
- (d) **Entry Fee.** The entry of full details in the register at the entrance is obligatory. Any individual accompanying the member will be treated as guests and charged Guest Charges.
- (e) Reciprocal Members would need to buy temporary Casual Membership Card valid for the day and use the same after charging it.
- (f) Reciprocal Membership with other Institute and Clubs will be regulated as per MOU of each case.

Conduct of Members

45. The conduct of Members inside and outside the Institute should be in keeping with the decorum and traditions of services. No member should air his personal views and perceptions through press, particularly if it is likely to compromise the image of the Institute. The press briefs should be released through the official spokesperson on approval of the Vice President (Administration). Disregard for these ethics, resulting in compromising the Institute image in any manner, what so ever, will be viewed seriously. The management may suspend or terminate membership of an individual, if it thinks, it is necessary in the over all interest of the Institute.

Automation

46. The institute has been networked for e-billing. Bars and all catering pts are connected through wireless network. Members have been provided facilities to view their bills and payments, by logging on to the website www.dsoipanchkula.in. The procedure for billing within the premises is as follows:-

- (a) **Smart Card.** Cards will be issued by the Institute on payment. Members utilising DSOI facilities have to bring their cards. Any **loss or misplacement** will be reported to the Institute immediately and fresh cards will be issued on payments of penalty as per SOP.
- (b) **Reception.** Members will present Smart cards at the reception on arrival. The card will be flashed over the card reader and the details of the member will be displayed on the electronic display. Reception clerk will unlock the card for using it at various counters.
- (c) **Bar.** Members will present their cards to the Barman while ordering drinks. The Barman will login in to their accounts and bill the member for their drinks. A receipt will be given to the member for each transaction.
- (d) **Catering Counter.** Member will give their cards to the Manager while placing the orders. The Manager will prepare the bill, login in to the account of the member and debit the required amount for items consumed. The card will be returned along with the bill.

47. **Damage of Institute Property.**

- (a) **Damage to property (including Crockery, Furniture etc).** Willful damage to DSOI property will be charged from the concerned member at a rate not exceeding four times the cost of its repair or replacement. Accidental damage shall be made good by members at actual cost.
- (b) **Breakages.** Damages to property and breakages of glasses/crockery caused by members or by their dependents/ guests will be charged to the member concerned.

48. **Carriage of Fire Arms.** Carriage, show or display, use of fire arms, sharp edge weapons of any make or size, sticks etc, are forbidden inside the premises of DSOI by any member, his dependents or guests. Infringement of this Rule /Bye law will constitute a serious violation of the Rules & Bye Laws which in addition to reporting of the matter to the local police/administration the membership of the member shall be liable to be terminated without Show Cause Notice.
49. **Gambling/ Betting.** Gambling/Betting of any kind within the premises of the institute including guest rooms by or amongst the member or their dependents/ guests is not permitted. Organised games in the party room involving exchange of money may be permitted with prior knowledge of the Joint Secretary (Operations). However centrally organised Tambola and card games in the card room within the specified Rules shall be permitted.
50. **Operation /Shifting of Property.** Members, their dependent or guests shall not operate TVs, ACs or any installed electric/ electronic appliances or they shall not shift/ remove any furniture or any other property of the institute by themselves.
51. **Bringing of eatable/liquor to Institute.** No outside eatable/liquor will be brought to the institute & consumed. Eatable prepared by the institute may be carried outside the institute. However carriage of liquor/beer is strictly prohibited. Under no circumstances will full bottle of liquor except beer (seal opened) be issued to any member for consumption within the Institute.
52. **Library/ Reading Room.** Newspaper, magazines & books are available in library for the member & their dependents within the library. No magazines/ periodicals/ newspaper will be carried by the member or their dependents outside the Library.
53. **Loss of Personal Belonging.** Members are responsible for all personal belonging incl cell phones etc brought to the institute premises. The management /staff of DSOI shall not be held responsible in any way for any loss of pers belonging of members, their dependent or guest within the institute premises or in their cars parked in car park.
54. **Potted Plants, Saplings and Seedlings.** Members are not permitted to take flowers, potted plants or seedlings from the gardens/ any part of institute on their own or from the gardener. The availability of surplus plants saplings /seedlings etc when available for sale to members, will be promulgated from time to time on the notice board. Penalty, depending upon the nature of violation will be levied by the institute management and the decision of the management will be final & binding on the defaulting member. However, in no way the penalty shall exceed twice the actual cost of infringement.
55. **Foul / Intemperate Language / Behaviour.** Foul / Intemperate Language / behaviour by members, their dependents or their guest is not permitted in the Institute. If Objected to, by other members penalty as per Bye Law- may be imposed and the member shall be asked by the management to kindly leave the Institute.
56. **Making of Allegation.** Any Member who makes allegations against Patron, President Governing Body, Vice Presidents, General Secretary and other Members of Governing Body and Executive Committee would be required to submit sworn Affidavit stating that in case allegations made are proved false, he will be liable to Legal and Disciplinary action. The submission of sworn Affidavit, duly sworn in front of Judicial Magistrate is mandatory and should accompany the letter of Allegation/Complaint be it of administrative nature or pertaining to financial aspects.
57. **Staff.** DSOI will employ essential minimum staff for efficient running of the institute. The Staff can be 'On Roll' and 'Outsourced'. The staff as far as possible will be outsourced and shall work under the direct supervision of the Joint Secretary (Operations) of the institute. Any staff found to be undisciplined, not suitable to the functioning of the institute will be terminated/ replaced on order of General Secretary. Only those staff whose police verification has been done shall be employed as per rule and appointment letter.
58. **Appointment of Joint Secretary (Operations).** The Executive Committee shall appoint a Joint Secretary (Operations) of the society. The Joint Secretary (Operations) shall be selected from a suitable retired defence services officer below the age of 60 years. The Joint Secretary (Operations) shall normally hold office for a tenure of two years and in special cases may be granted one extension upto two years by the Governing Body. Any officer who has held the office of Joint Secretary (Operations) for one tenure shall not be appointed as Joint Secretary (Operations) again for a second tenure. Joint Secretary (Operations) shall be a paid executive of the Institute. He will also act as the coordinator of the Executive Committee and Sub Committee Meetings. The executive members will interact with the Vice President (Operations) on matters pertaining to the society/institute through Joint Secretary (Operations).

Terms and Conditions of Employees

59. (a) Executive Committee will appoint employees as deemed necessary for smooth and efficient running of the Institute.

(b) The casual staff such as Office staff, Housekeepers , Gardener's, waiters etc will be appointed by the Executive Committee on Adhoc basis(out sourced) on the terms and conditions approved by the Vice President (Operations).

(c) The Contractual Staff will be selected by the Board of Officers constituted by the Vice President (Administration).

(d) Eligibility conditions for the appointment of contractual staff will be as under:-

(i) Minimum qualification/criteria laid down by Joint Secretary (Operations) of the Institute and approved by the Vice President (Operations).

(ii) The person should bears good moral character.

(iii) No criminal case is pending or has not been previously convicted by a criminal court on court-martial for offences involving indecency, moral turpitude, fraud, theft, dishonesty, financial irregularities or misappropriation or services have been administratively terminated for afore stated acts/omissions/offences.

(e) The employment with the Institute is purely adhoc or contractual in nature between the employee and Executive Committee of the Institute, strictly as per the terms and conditions laid down in the agreement and no employee will claim any lien over the appointment for regularisation or absorption of appointment/ employment.

(f) The services of the employee shall automatically stand terminated on, the date of termination of terms of engagement or contract and no separate notice will be issued in this regard.

Copies of Rules and Bye-Laws

60. A copy of the Rules and Bye-Laws made by the committee shall be placed at the website of the society/institute for information of all.

Arbitration

61. That in case of any dispute arising between the member(s) and the Institute/ Executive Committee shall be referred to arbitration and the sole arbitrator shall be appointed by the President Governing Body whose decision shall be final and binding. The Arbitration and Conciliation Act 1996, Arbitration and Conciliation (Amendment) Act, 2015 as amended from time to time shall apply for arbitration proceedings.

Courts Jurisdiction

62. That in case of any dispute arising out of or in relation to Defence Services Officers' Institute (Panchkula) the same shall be decided by the District Court Panchkula and Punjab and Haryana High Court Chandigarh.

X-----X-----X-----X