

**CONSTITUTION/ MEMORANDUM**

**Of  
All India Radio & Doordarshan  
Technical Employees  
Association  
(ADTEA)**

**Registration No. 2298 of  
1963**

**Recognition under re-process  
as per CCS(RSA) Rules 1993**

**Website: [www.adteaindia.org](http://www.adteaindia.org)**

**Post Box No. 736**

**New Delhi - 110001**

*31/10/2012*  
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*31/10/2012*  
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Contains 29 pages

Corrections made in Constitution of AIR & Doordarshan Technical Employees Association on 28/5/2012 after taking prior approval of CWC members, ALL ZONAL PRESIDENTS, ZONAL SECRETARIES WHO OBTAINED THE CONSENT OF STATE SECRETARIES & UNIT SECRETARIES OF CONCERNED ZONE , Amendments done as per the directive of Prasar Bharati (Nodal office delegated by Ministry of I&B to implement the CCS (RSA) Rules 1993) and hence this constitution came into force w.e.f. 29/05/2012

### Memorandum of Association

- I. The name of the Society is **ALL INDIA RADIO AND DOORDARSHAN TECHNICAL EMPLOYEES ASSOCIATION**, in short **ADTEA**.
- II. The registered office of the Association shall remain in the Union Territory of Delhi and at present it is at the following address:  
Room No.506,  
Akashvani Bhavan,  
Parliament Street  
New Delhi-110 001
- III. The aims and objects for which the Society is established are as under:
  - 1 The association objective is to develop unity and fraternity among the members on the basis of co – operation and mutual benefit.
  - 2 The aim of association is to develop harmonious relations among the employees of the department.
  - 3 To infuse technical and engineering expertise relating to Radio and Doordarshan broadcasting /telecasting.
  - 4 To arouse awareness among the members towards their departmental and moral rights, duties, privileges and obligations.
  - 5 To promote and protect the social and economic interest of the members.
  - 6 To promote moral and cultural standards of the members.
  - 7 To adopt various measures of social security, better facilities and better living conditions.
  - 8 To seek collectively, the redressal of grievances of the member of ADTEA.
  - 9 To secure redressal from injustice in matter of discharge, dismissal, retrenchment, suspension and stoppage of increments etc.
  - 10 To raise the standard of efficiency and service of the members.
  - 11 To help members by providing legal assistance and administrative assistance if required.
  - 12 To publish information literature, news bulletin, newsletter (Vidyut-Vani), news journals and other useful information regarding the rules and regulations after taking approval of the Government.

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- 13 The funds of the AIR & Doordarshan Technical Employees Association will be collected exclusively from subscription from members and grants made by Government in future.
- 14 The association shall not maintain any political fund or lend itself to the propagation of the views of any political party or a member of such party.
- 15 The association shall not do any act or assist in the doing of any act or assist in the doing of any act which, if done by a Government servant, would contravene any of the provisions of the Central Civil Service (conduct) rules, 1964.
- 16 To do activities which are incidental or conducive to the attainment of the objects specified, such as (i) to acquire and hold property of any kind including securities and negotiable instruments (ii) to construct, purchase, hire or otherwise acquire, alter, improve, equip and maintain lands, building and furniture (iii) to manage, sell, transfer or otherwise dispose of or deal with the property of any kind belonging to the society (iv) to enter into contracts for and in connection with any of the purposes of the society; (v) to borrow and raise moneys and funds by the issue of or upon bonds, debenture, bills of exchange, promissory notes or other obligations or securities of the society or by way of mortgage or charge on society's assets and properties accept the management of any trust, fund or endowment in which the society may be interested.

## **Rules and Regulation of All India Radio and Doordarshan Technical Employees Association**

### **Preliminary**

1. The registered office of the Association shall be situated at New Delhi or any other central place as may be decided by the Central Committee.
2. The objectives of the Association are set out in its memorandum of Association. The Central Committee may alter, abridge or extend these objectives of the societies in accordance with the provisions in section 12 of the Societies Registration Act of 1860.

### **Membership**

3.
  - i) For All purposes LM and AM will be placed as MEMBER and there will be only one type of Membership.
  - ii) All Engineering & Technical Employees belonging to All India Radio and Doordarshan are eligible for the membership of the Association.
  - iii) An employee of Engineering/Technical Cadre of AIR & Doordarshan paid his subscription of membership **through pay rolls under the check off system as per RSA rule 1993** and not expelled in Anti Association Activities entitled to get all privileges and protection till his retirement.
  - iv) All eligible members desirous of becoming members of the Association shall apply in writing on Authorisation Form to the General Secretary of the Association and after having consent of Central Executive Committee, he/she **has to submit Letter of Authorization for subscription fee from pay rolls to Head of the Office.**

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v) A member shall lose membership if.

- He/She acts against the interests of the Association directly or indirectly. He/She file any case in Court without taking prior approval of Central Working Committee or He/She joins any other cadre based association/union of engineering employees and joint platforms where ADTEA is not a constituent, belonging to All India Radio and Doordarshan.
- He/She refuses or has failed to pay membership fee through Check off system as per RSA rule 1993
- He/She sends his/her resignation in writing to the General Secretary of the Association with intimation to Head of the office to withdraw the mandate of Authorization letter as per RSA rule 1993.
- The membership may be restored on payment of his/her membership fee through Check off system as per RSA rule only as per clause 3(iii) and 3(iv) mentioned above.
- All other clauses not coming under above categories shall be decided as per the provisions under the heading Suspension/Expulsion.

#### 4. Subscription & Dues

- i) A subscription fee of Rs. 10/- per month or Rs. 120 per annum will be charged as membership fee from each member through **Check off system as per RSA rule 1993**
- ii) Financial year of the Association shall be from 1<sup>st</sup> April to 31<sup>st</sup> March
- iii) Non-payment of subscription-by the member through Check off system as per RSA rule 1993 deprives its members all rights and privileges of the Association. Unpaid members loose their right to vote/participation in election and participation in Convention.
- iv) The Subscription fee once paid shall not be refundable.

### Election, Power and duties of Various Committees

#### 5. Unit Committee:

- i) Each office of the All India Radio and Doordarshan, which represents the Association, shall be named unit of All India Radio & Doordarshan Technical Employees Association in short ADTEA.
- ii) At each unit, members shall elect one Unit Secretary, one Assistant Unit Secretary and one Unit Treasurer. At units where numbers of members are more than 20 they will elect one more representative, Assistant Unit Secretary. After being elected they should communicate their names to the General Secretary. They shall hold office for a period of two years.
- iii) Management of the units will be vested in a Unit Committee which will consist of the above said elected office bearers and one member from each cadre to be nominated by the Unit Secretary for the duration of the term.
- iv) Units may open an account in any scheduled bank in the name of ADTEA with unit name on local address. The account under any two out of three system shall be operated by Unit Secretary, Assistant Unit Secretary and Unit Treasurer.

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- vi) Units should keep proper record of income/expenditure and get it internally audited every financial year and submit to Zonal Headquarters along with original bills on or before 30<sup>th</sup> April.

**6. Election, Duties and Power of Unit Secretary/Asstt. Unit Secretary/Treasurer:**

- i) ⇒ Unit Secretary, Assistant Unit Secretary and Unit Treasurer shall be elected by the members of the Unit for a term of two years. or till the new Unit Secretary, Assistant Unit Secretary and Treasurer are elected, **whichever is earlier.**  
⇒ No member can hold the same post for more than two successive terms.  
⇒ If any post falls vacant due to any reason, the post shall be filled up by members through election for the remaining term.
- ii) Unit Secretary shall be the member of the State Committee. The Unit Secretary or in his absence the Assistant Unit Secretary or any other member of the Unit authorized by the unit shall represent their respective units in the meetings held at Central HQ, Zonal HQ, State HQ or at DMCs.
- iii) Unit Secretary of the LPTV/HPTV unit under the Doordarshan Maintenance Centre (DMC) shall be the member of the DMC Committee.
- iv) Unit Secretary shall convene meetings of the units at least once in a month.
- v) He/She shall be responsible for funds and documents of the Unit and shall hand over the same to his/her successor.
- vi) He/She shall communicate the proceedings of the units to the State Committee/DMC coordinator.
- vii) He/She shall forward the applications for membership to the General Secretary with copy to State/ Zonal Secretaries and **Letter of authorization to the HOO/DDO.**
- viii) Assistant Unit Secretary shall help Unit Secretary in his/her work and will hold the office in his/her absence.
- ix) The Treasurer shall keep financial account of the unit and help the unit Secretary in financial matters of the unit.
- x) Meetings at the units shall be called by Unit Secretary/ Assistant Unit Secretary as the case may be on the representation to do so by one third of the members of the units.

**7. DMC Committee:**

- i) There shall be a DMC (Doordarshan Maintenance Centre) Committee under the chairmanship of DMC Coordinator.
- ii) All Unit Secretaries of LPTV/HPTV under the DMC shall be the members of the DMC Committee and the Unit Secretary or in his absence the Assistant Unit Secretary or any other member of the Unit authorised by the unit shall represent their respective units at the meeting of the DMC Committee.

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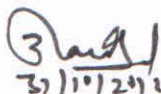
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## 8. Election, Duties and Power of DMC Coordinator:

- i) Zonal President, after consulting all unit secretaries in the DMC and the State Secretary of the state, will recommend to President for the nomination of DMC Coordinator. Nomination is subject to the approval of Central Executive Committee/ Central working committee.
- ii) He/She shall hold the office for two years or till the new coordinator is nominated, whichever is earlier.
- iii) DMC Coordinator shall convene meetings of the DMC committee at least once in every six months.
- iv) DMC Coordinator shall be answerable to State/Zonal Committee.
- v) DMC Coordinator shall call meetings of the DMC Committee on the representation to do so by one third of the unit secretaries.
- vi) The DMC Coordinator shall communicate the proceedings of the committee to the respective State Secretary with copies to the Zonal President and Zonal Secretary.
- viii) He/She shall be responsible for funds and documents of the DMC Committee and shall hand over the same to his/her successor.
- ix) DMC Treasurer will be nominated by Zonal President/Zonal Secretary on the advise of State Secretary.
- x) DMC Coordinator will open an account in any scheduled bank in the name of ADTEA with local address. The account will be operated by DMC Coordinator & DMC Treasurer.
- xi) DMC Coordinator & Treasurer should keep proper record of income/expenditure and get it internally audited every financial year and submit it to Zonal Headquarters along with original bills on or before 30<sup>th</sup> April.

## 9. State Committee:

- i) There shall be State Committee under the chairmanship of State Secretary. It will consist of State Secretary, State Treasurer, DMC Coordinators and all Unit secretaries of the State.
- ii) All Unit Secretaries in the state shall be the members of the State Committee and the Unit Secretary or in his absence the Assistant Unit Secretary or any other member of the Unit authorized by the unit shall represent their respective units at the meeting of the State Committee.
- iii) Meeting of State Committee shall be known as **State Convention** and shall be held in consultation with concerned Zone.
- iv) State Committee open an account in any scheduled bank in the name of ADTEA with State Name on local address. The account shall be operated by State Secretary and Treasurer.
- xii) The State office shall be organized at the following states with Headquarter at the places mentioned within bracket.

 ❖ Andaman, Nicobar Islands & Pondicherry (Pondicherry)  
❖ Andhra Pradesh (Hyderabad)



- ❖ Arunachal Pradesh (Itanagar)
- ❖ Assam (Guwahati)
- ❖ Bihar (Patna)
- ❖ Chhattisgarh (Raipur)
- ❖ Delhi (Delhi)
- ❖ Goa (Panaji)
- ❖ Gujarat (Ahmedabad)
- ❖ Haryana (Rohtak)
- ❖ Himachal Pradesh (Shimla)
- ❖ Jammu & Kashmir (Srinagar/Jammu)
- ❖ Jharkhand (Ranchi/Jamshedpur)
- ❖ Karnataka (Bangalore)
- ❖ Kerala (Thiruvananthapuram)
- ❖ Madhya Pradesh (Bhopal)
- ❖ Maharashtra (Nagpur)
- ❖ Manipur (Imphal)
- ❖ Meghalaya (Shillong)
- ❖ Mizoram (Aizwal)
- ❖ Nagaland (Kohima)
- ❖ Orissa (Bhubaneshwar/Cuttack)
- ❖ Punjab & Chandigarh (Jalandhar)
- ❖ Rajasthan (Jaipur)
- ❖ Sikkim (Gangtok)
- ❖ Tamil Nadu (Chennai)
- ❖ Tripura (Agartala)
- ❖ Uttaranchal (Dehradun/Mussorie)
- ❖ Uttar Pradesh (Lucknow)
- ❖ West Bengal (Kolkata) & Any newly formed state in future

#### 10. Election, Duties and Power of State Secretary:

- i) ⇒ The **State Secretary** shall be a member of the Association to be elected by the members of the Units of TV & AIR situated in that State for two years term or till new state secretary is elected, **whichever is earlier**.
  - ⇒ In the absence of the State Secretary, the State Treasurer will look after the duties of State Secretary in addition to his own duties.
  - ⇒ If the post falls vacant due to any reasons, the President shall have the power to nominate a new State Secretary from among the members of the respective state, on the recommendation of the respective zonal President.
- ii) A member working in any unit of AIR/Doordarshan at the headquarter of the particular state (at the time of filing nomination for election) can contest for the post of State Secretary.
- iii) He/She shall request the Zonal President to nominate a State Treasurer.
- iv) State Secretary shall be answerable to Zonal Committee.
- v) State Secretary shall be responsible for organizing the units of the Association in his/her state.
- vi) He/She shall maintain the complete records of the units in his/her state and data of membership.
- vii) He/She shall also organise the State Convention/meetings of the units in his/her state with the prior approval of the Zonal Committee and Central Executive. *ksr*

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- viii) He/She shall preside over the State Convention and such meetings.
- ix) State Secretary shall circulate the agenda of the meeting to the unit secretaries in his/her state at least 15 days before the State Convention.

**11. Election, Duties and Power of State Treasurer:**

- i) The Zonal President shall appoint State Treasurer, on the recommendation of State Secretary from among the members of the respective State.
- ii) The Treasurer shall be member of the State Committee.
- iii) He/She shall keep & maintained account of state.
- iv) He/She shall get the income/expenditure audited internally and submit to Zonal Headquarters along with original bills on or before 30<sup>th</sup> April.

**12. Zonal Committee:**

- i) There shall be a Zonal Committee in every Engineering Zone, under the chairmanship of Zonal President. This will consists of Zonal President, Zonal Secretary, Zonal Joint Secretary-AIR, Zonal Joint Secretary-TV, Zonal Treasurer, Zonal Organising Secretary and Zonal Publicity Secretary.
- ii) There shall be five Zonal Committees for the five zones namely:
  - a) North Zone headquarter at Delhi
  - b) West Zone headquarter at Mumbai
  - c) South Zone headquarter at Chennai
  - d) East Zone headquarter at Kolkata and
  - e) North East Zone headquarter at Guwahati
- iii) The Zonal Committee shall open an account in any scheduled bank with local address, at the place of Zonal Head quarter, in the name of AIR & Doordarshan Technical Employees Association ADTEA with name of the Zone. The account under any two out of three, shall be operated by Zonal President, Zonal Secretary and Zonal Treasurer.

**13. Zonal Council:**

- i. There shall be a Zonal Council under the chairmanship of Zonal President (Concerned Zone). This will consist of the members of the particular Zonal Committee and the State Secretaries/DMC Coordinators of the Zone.
- ii. The Council shall meet desirably once in every year.

**14. Election, Duties and Power of Zonal President (Zone):**

- i) There will be five Zonal Presidents-one from each Zone. Zonal President shall be the member of the Association and member of the Central Working Committee.
- ii) He/She shall be posted in any office at the respective Zonal headquarters (Delhi/ Mumbai/ Chennai/ Kolkata/ Guwahati) or if posted at any other station should be willing to come to Zonal Head Quarter after being elected.

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- iii) He/She shall be elected by the members working in AIR&TV units in the respective Zone.
- iv) In the absence of the Zonal President, Zonal Secretary will look after the duties of Zonal President, in addition to his own duties.
- v) If the post falls vacant due to any reasons, the President shall have the power to nominate the Zonal President with the consent of Zonal Committee to perform the duties of zonal President.
- vi) He/She shall hold office for two years or till next Zonal President is elected, **whichever is earlier.**
- vii) The Zonal President shall be entitled to spend Rupees 500/- per month on mobile & also Rupees 500/- per month on Broadband, Landline, Telefax or other facility if available in offer on landline connection.
- viii) The President (Zonal) shall maintain a close link between Central Office & State, DMC and units of his/her zone.
- ix) He/She shall convene the Zonal Convention of units with the prior approval of Central Executive and preside over the zonal conference and shall convey the resolutions passed in such conference to the Central Executives for necessary action.
- x) He/She shall pass on instructions of the Central Working Committee/Central Executive to the units and shall work for the implementation of the same.
- xi) He/She shall supervise and guide the units in his/her zone in their management and difficulties.
- xii) He/She will be authorised to represent to the authorities for the grievances and cause of the members of his/her zone.
- xiii) He/She will have to take prior approval from the Central Executive before initiating any direct agitation programme.
- xiv) He/She shall be answerable to the Central Executive.

**15. Election, Duties and Power of Zonal Secretary:**

- i) There will be Five Zonal Secretaries - one from each Zone. He shall be the member of Association and member of CWC.
- ii) He/She shall be posted at the respective Zonal headquarters (Delhi, Mumbai, Chennai, Kolkata, Guwahati) or if posted at any other station should be willing to come to Zonal head quarters after being elected.
- iii) A member working in any unit of AIR/DD media in the particular zone can contest for the post.
- iv) The Zonal Secretary shall work with the President (Zonal) in performing his/her duties and maintain the necessary records, data and accounts for region.

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- v) If the post of Zonal Secretary falls vacant due to any reason, the President shall have the power to assign the duties of the vacant post to any Zonal Committee member for the remaining period.
- vi) The Zonal Secretary will be the member of the Association and a member of the Central Working Committee and Zonal Committee and he/she shall hold office for two years or till new Zonal Secretary is elected, whichever is earlier.
- vii) The Zonal Secretary shall be entitled to spend Rupees 500/- per month on mobile & also Rupees 500/- per month on Broadband, Landline, Telefax or other facility if available in offer on landline connection.

**16. Election, Duties and Power of Joint Secretary-AIR & TV (Zone):**

- i) There shall be two Joint Secretaries at each Zonal Office & total ten.
- ii) Joint Secretaries will be the members of the Association and will be elected by every member irrespective of his or her cadre from AIR/TV, but they will work for particular media members in the particular zone.
- iii) If the post falls vacant due to any reasons, the President shall have the power to nominate a new Joint Secretary from among the members of the respective zone, on the recommendation of the respective Zonal-President.
- iv) They shall be in office for two years or till new Joint Secretaries are elected, whichever is earlier.
- v) They shall be the member of the Zonal Committee.
- vi) The Joint Secretary shall assist the Zonal President, Zonal Secretary as desired by him/her and perform all duties assigned to them.

**17. Election, Duties and Power of Zonal Organising Secretary:**

- i) One Zonal Organising Secretary for each zone (total five) shall be Elected from among the members of the respective zone to do the organisational work.
- ii) The Zonal Organising Secretary shall be an office bearer of the Association and a member of the Zonal Committee.

**18. Election, Duties and Power of Zonal Publicity Secretary:**

- i) One Zonal Publicity Secretary for each zone (total five) shall be elected from among the members of the respective zone by the members to do the Publicity work in Concerned Zone.
- ii) The Zonal Publicity Secretary shall be an office bearer of the Association and a member of the Zonal Committee.

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**19. Election, Duties and Power of Zonal Treasurer:**

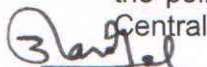
- i) One Zonal Treasurer for each zone (total five) shall be elected from among the members of the respective zone to maintain the cash book, pass book and other accounts related documents of zone.
- ii) Every year he/she will submit the account to the Zonal Committee and will assist in auditing the accounts of the association.
- iii) The Zonal Treasurer shall be an office bearer of the Association and a member of the Zonal Committee.
- iv) He/She shall get the income/expenditure internally audited and submit to Central Headquartes along with original bills on or before 30<sup>th</sup> April.

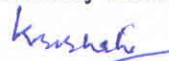
**20. Central Executive Committee:**

- i) There shall be a Central Executive at Delhi, under the chairmanship of President. This will consists of President, Vice President, General Secretary, Organising Secretary, Joint Secretary, Treasurer, Publicity Secretary and two Executive Members(Reserved for immediate ex-President & immediate ex-General Secretary)
- ii) The Central Executive shall be responsible for the day-to-day activities of the Association.
- iii) Central Executive shall supervise the implementation of decision taken in the Central Executive, Central Working Committee meetings.
- iv) The tenure for all above mentioned posts shall be two years or till the new committee members are elected whichever is earlier.

**21. Election, Powers & Duties of President:**

- i) The President will be member of the Association and shall be elected by the members and will hold the office for two years or till the new President is elected, **whichever is earlier**.
- ii) He/she shall be posted in any office at Central headquartes (Delhi/New Delhi) or if posted at any other station should be willing to come to Central head quarters after being elected.
- iii) The outgoing President will nominate any member of the Association as Returning Officer six months before the expiry of the term of the Central Working Committee to hold the election for the incoming Central Working Committee to be filled through election as per election byelaws.
- iv) The President will have the power to convene himself or through the General Secretary, the meeting of the Central Executive Committee, Central Working Committee of the Association.
- v) The President shall be member of the Central Executive Committee, Central Working Committee of the Association and will preside over such meeting where he/she will explain the policies and programme of the Association previously discussed and approved by the Central Executive.

  
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- vi) The President has the power to nominate the following office bearers of the Association:
- Departmental council Member (2 Nos)
  - Member Office Council Members(2 Nos)(1 for DG-AIR and 1 for DG-DD)
  - Any other vacant post of CWC.
- vii) The President shall have the power to suspend or expel under disciplinary proceedings, any member of the Unit/State/Zonal Committee, Central Executive Committee, and Central Working Committee on the recommendation of the Central Executive Committee, which has to be ratified by the Central Working Committee.
- xiii) After the suspension or expulsion of such member of Central Working Committee, Central Executive Committee or Zonal Committee, such vacancy shall be filled from the members of the Zonal Committee, Central Working Committee or Central Executive Committee as the case may be for the remaining term.
- ix) The President shall supervise the work of Central Executive. He/She along with the Central Executive Committee shall be answerable to the Central Working Committee for all matters.
- x) Any expenditure incurred by General Secretary shall be ratified by the President.
- xi) President shall have the power to sanction any expenditure more than Rs 1000/- incurred by the General Secretary for the cause of the Association.
- xii) Any expenditure above Rs 5000/- incurred by any member shall be sanctioned by President & General Secretary but such expenditure has to be ratified by the Central Executive or Central Working Committee before the commencement of audit.
- xiii) The President shall be entitled to spend Rupees 1000/- per month on mobile & also Rupees 1000/- per month on Broadband, Landline, Telefax or other facility if available in offer on landline connection.
- xiv) The President shall be the Publisher of "VIDYUT-VANI" the newsletter of the Association.
- xv) The President shall be the publisher of the website www.adteaindia.org and he/she along with General Secretary and website Administrator shall be responsible for the updating of the site.
- xvi) He/She shall be answerable to the Central Executive and Central Working Committee of the Association.

## 22. Emergency Powers of President:

The President shall have the power to extend the tenure of the Central Working Committee in case it is not possible to conduct the election in the prescribed time limit due to Natural, National calamities or any extraordinary situation arises within the association, in the department or in the media as a whole. On such event the tenure can be extended by **three** months only by citing the reasons for extension, with the approval of the Central Executives.

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### 23. Election Powers-and Duties of Vice-President

- i) The Vice-President will be the member of the Association and will be elected by the members of Association.
- ii) He will assist the President during meetings.
- iii) Any member from all over India can contest for the post of Vice-president.
- iv) He will hold the post for a term of two years or till new VP is elected, **whichever is earlier.**
- v) He/She will be member of the Central Executive Committee, Central Working Committee.
- vi) In the absence of President, Vice-President shall perform all the duties of the President in addition to his/her duties.
- vii) If the post of President falls vacant due to any reasons, the Vice-President, with the approval of the Central Executive Council, shall act as President for the remaining term of his/her predecessor in addition to his/her normal duties.
- viii) If the post of VP falls vacant due to any reason, the President shall have the power to assign the duties of the vacant post of VP to any office bearer or member, in addition to his normal duties, with the approval of Central Council.

### 24. Election Powers and Duties of General Secretary:

- i) The General Secretary will be the member of Association and shall be elected by the members.
- ii) She shall He/she shall be posted in any office at Central headquartes (Delhi/New Delhi) or if posted at any other station should be willing to come to Central head quarters after being elected.
- iii) The General Secretary will hold the Office normally for two years or till the next General Secretary is elected, **whichever is earlier.**
- iv) The General Secretary will be the Secretary of the Central Executive Committee, Central Working Committee.
- v) He/ she shall be the Chief Executive Officer of the Association and shall exercise such control and perform all such duties as may be proper to his/her office and shall take all such actions as consistent with the aims and objects of the Association. He/She will carry out all decisions and work within the broad framework of policy laid down and mandate given by Central Committee/Central Working Committee/Central Council.
- vi) He/She shall be answerable to the Central Executive, Central Working Committee of the Association.
- vii) He/She shall arrange all meetings and functions of the Association.
- viii) General Secretary shall have the power to invite a maximum of five Special Invitees (without voting power) to the meeting of the Central Working Committee.
- ix) He/She shall prepare in the beginning of each annual CWC meeting, annual report of the working of the Association to the members of Central Working Committee.

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- x) He/She shall have the power to spend not more than Rs. 1000/- without the prior approval of the President. Any expenditure so incurred shall however have to be ratified by the President at the earliest. While the General Secretary is competent to accord sanction to any expenditure to be incurred by any member or Office Bearer including the President subject to a maximum limit of Rs 5000/- per member, he has to obtain sanction from the President to any expenditure more than Rs 1000/- by himself for the cause of the Association. Any expenditure above Rs 5000/- , by any member shall be sanctioned by President & General Secretary but such expenditure has to be ratified by the Central Executive/Central Working Committee in its next meeting.
- xi) The General Secretary shall be entitled to spend Rupees 1000/- per month on mobile & also Rupees 1000/- per month on Broadband, Landline, Telefax or other facility if available in offer on landline connection.
- xii) He/She shall have the power to enroll a member to the Association. He/She has the power to reject the applications by intimating the reasons to the applicant.
- xiii) He/She shall have the power to suspend or expel any member of the Association.

**25. Election, Powers and Duties of Organising Secretary:**

- i) Organising Secretary shall hold the office for a term of two years or till new Organising Secretary is elected, whichever is earlier.
- ii) For the post of Organising Secretary, candidate should be posted in any office of AIR & DD at Delhi only at the time of sending nomination for election.
- iii) He shall be member of Central Working Committee and Central Executive Committee.
- iv) He shall be responsible for all matters related to the particular work, in consultation with the General Secretary and he will maintain full data of members of the all cadre of the AIR & Doordarshan.
- v) He shall be responsible for the all dispatches including Association circular Vidyut-Vani.
- vi) He will submit all the relevant papers to Registrar office, MIB office, PB office, DG-AIR & DG-DD office.
- vii) He will maintain all minutes books, Registers & filing work of ADTEA
- viii) If post of Organising Secretary falls vacant due to any reason, the President shall have the power to nominate any member of the Association from any cadre, working at anywhere in our media, to perform the duties of the Organising Secretary for the remaining term with the approval of the Central Executive.

**26. Election, Powers and Duties of Joint Secretary:**

- i) Joint Secretary shall hold the office for a term of two years or till new Joint Secretary is elected, whichever is earlier.
- ii) For the post of Joint Secretary, candidate should be posted in any office of AIR & DD at Delhi only at the time of sending nomination for election.

iii) He shall be member of Central Working Committee and Central Executive Committee.

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- iv) He shall be responsible for all matters related to the particular work, in consultation with the General Secretary and he will maintain full records of the AIR & Doordarshan Technical Employees Association.
- v) He shall also be responsible for the dispatch of the Association circular Vidyut-Vani & all other dispatches.
- vi) If post of Joint Secretary falls vacant due to any reason, the President shall have the power to nominate any member of the Association from any cadre, working at anywhere in our media, to perform the duties of the Joint Secretary for the remaining term with the approval of the Central Executive.

**27. Election, Powers and Duties of Publicity Secretary:**

- i) Publicity Secretary shall hold the office for a term of two years or till new Publicity Secretary is nominated, **whichever is earlier.**
- ii) For the post of Publicity Secretary, candidate should be posted in any office of AIR & DD all over India at the time of sending nomination for election.
- iii) Publicity Secretary will be elected by the members of the Association.
- iv) He shall be member of Central Working Committee and Central Executive Committee.
- v) He shall be responsible for all matters related to the particular work, in consultation with the General Secretary and he will maintain full data of members of the all cadre of the AIR & Doordarshan.
- vi) He shall be responsible for the publication & dispatch of the Association circular Vidyut-Vani & other dispatches.
- vii) If post of Publicity Secretary falls vacant due to any reason, the President shall have the power to nominate any member of the Association from any cadre, working at anywhere in our media, to perform the duties of the Publicity Secretary for the remaining term with the approval of the Central Executive.

**28. Election Powers and duties of Treasurer:**

- i) Treasurer will be elected by the members of the Association and will hold the office for two years or till the next treasurer is elected, **whichever is earlier.**
- ii) For the post of Treasurer, candidate should be posted in any office at Delhi at the time of filing nomination for election.
- iii) He/She shall be in charge of all the funds and financial affairs of the Association and shall hand over the charge to his/her successor.
- iv) He/She shall be responsible to maintain the account books and get them audited every year and place in CWC.
- v) At the end of the financial year the following documents should be place in CWC for approval:-
  - > Income and Expenditure account.
  - > Balance Sheet showing assets and liabilities of the Association.


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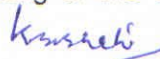
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- vi) He/She shall prepare the annual balance sheet of the financial matters.
- viii) He/She will open an account in any scheduled bank of India, in consultation with Central Executive, in the name of All India Radio & Doordarshan Technical Employees Association (ADTEA).
- viii) He will maintain the bank account statements/pass book, ledger book, cash book, cheque book of both A/cs of association and will place them in CWC.
- ix) He/She will be responsible for all cash receipts issued & financial transactions done on behalf of the Association.
- x) Treasurer shall enter the name of the person applied for membership in the enrolment register of the Association and issue the receipt/LM card with the approval of General Secretary.
- xi) He/She shall be the member of Central Executive, Central Working committee.
- xii) He/She shall maintain audit reports & original bills received from Zones/Headquarters and submit the audited reports duly attested by CA to MIB, PB and Registrar office.

**29. Central Working Committee:**

- i) There shall be a Central Working Committee, highest decision making authority, under the chairmanship of President. This will consist of **9** members of the Central Executive committee, **5** Zonal Presidents, **5** Zonal Secretaries, **2** Departmental Council members, **1** DG-AIR office council & **1** DG-DD office council member. The total CWC member will be **23**.
- ii) The immediate past President & General Secretary shall be the members of the Central Working Committee as Executive Member and included in the table at page 23.
- iii) The Returning Officer shall be Special invitee of CWC till he/she holds the charge of post.
- iv) The tenure of Central Working Committee will be normally of 2 years which may be extended for a period of not more than three months by the President with the approval of the Central Executives.
- v) The Central Working Committee shall decide all policy matters pertaining to the Association.
- vi) The Central Working Committee shall be the sole authority for the interpretation of the Memorandum, and Rules and Regulations. The decision of the Central Working Committee upon the question of interpretations shall be final and binding upon all members.
- vii) Members of the Central Working Committee have the power to open any units or recommend to the President for the suspension of any units. Members of the expelled unit shall have no claim on any subscription whatsoever paid by him/her prior to the expulsion of the unit from the Association.
- viii) The General Meeting of the Central Working Committee will be held desirably once in a year.
- ix) All the arrangements for the general meeting of the Central Working Committee will be done by the Organising Secretary.

  
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- x) The President or the General Secretary as the case may be can call emergency meeting of the Central Working Committee on the request of one third of the members of Central Working Committee.

**30. Appointment, Powers and Duties of Returning Officer:**

- i) He/She will be a member of the Association or member of other association and shall be nominated by the outgoing President to hold the election for the incoming Central Working Committee as per the Election Bye-laws.
- ii) Immediately after nomination by the President, Returning Officer (RO) will open a separate Post Bag at the GPO, Delhi, in the name of RO-ADTEA for receiving the nominations, ballots and other communications.
- iii) Within a week of his nomination he/she will notify the detailed schedule of the election (in consultation with the President) including the election byelaws & nomination form, which will be published in Vidyut-Vani (News Letter) and Website.
- iv) R.O. will keep the ballot box at a safer place for putting the ballots by individuals or for the ballots received through post. Before putting these ballots in the box, RO will seal the box properly in the presence of not less than three contestants.
- v) He/She shall be Special invitee of the Central Working Committee and Central Executive Committee after the nomination and shall continue to hold the post for a maximum period of six months after the date of declaration of result.
- vi) He/she shall have the power to select a maximum of three members from the Association with the consent of President, to assist him in the process of the Election.
- vii) He/She shall advise the President to depute necessary volunteers (preferably members of the Association neither office bearers nor the relatives of candidates) for the purpose of counting of votes on the day of Counting.
- viii) He will request Government/ Prasar Bharati to appoint one administrator for smooth conduct of ADTEA election or 5 Zonal Representatives will be appointed by President.

**31. Appointment, Powers and Duties of Website Administrator:**

Website Administrator shall be a member or outsider nominated by the President on the recommendation of the Central Executive. He/She shall do all works connected with the compiling, editing, and uploading of the matters in the website of Association, [www.adteaindia.org](http://www.adteaindia.org). in consultation with President and General Secretary.

**32. Appointment, Powers and Duties of Departmental Council Member:**

- i) There will be two members representing the Association in the Departmental Council under the chairmanship of the Secretary, Ministry of Information & Broadcasting).
- ii) The member representing the Association in the Departmental Council (under JCM scheme) shall be nominated by the President on the recommendation of the Central Working Committee.
- iii) He/She shall be member of the Central Working Committee.

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- iv) He/She shall be responsible for taking up the issues related to the welfare of the staff members of the Association, in the Departmental Council (of the Secretary, Ministry of I&B), in consultation with the President and General Secretary.

**33. Appointment, Powers and Duties of Office Council Member:**

- i) There will be two members; one for the Office Council under the chairmanship of Director General, All India Radio and the other for the Office Council under the chairmanship of Director General, Doordarshan.
- ii) The member representing the Association in the Office Councils (under JCM scheme) of both DG, AIR & DG, Doordarshan shall be nominated by President on the recommendation of the Central Working Committee.
- iii) He/She shall be member of the Central Working Committee.
- iv) He/She shall be responsible for taking up the issues related to the welfare of the staff members of the Association, in the respective Office Council (of the Director General, All India Radio/ Doordarshan), in consultation with the President and General Secretary.

**34. Annual General Meeting along with Central Committee:**

- i) There shall be a General Body along-with Central Committee, under the chairmanship of President who will conduct General Body Meeting ,preferably once in year in different Zones. This will consists of members of the Central Working Committee-23, Zonal Committees 7X5=35, State Secretary-30,DMC co-ordinators-20 and Unit Secretaries of concerned zone where Annual General Meeting will be held-30 ( Total-138)
- ii) General Secretary shall have the power to invite a maximum of ten Special Invitees (without voting power) to the meeting of the General Body of Central Committee.
- iii) The members of General Body of Central Committee shall have power to abridge, extend any clause of by-laws of the Association by a minimum of two third majority or as per meeting procedures, **with the prior approval of Government of India.**
- iv) Apart from the Annual General Meeting along with Central Committee, the **National Convention** shall also be held at least once in every two years where Unit Secretaries from all over India will be called.
- v) All the arrangements for the Annual General Meeting along with Central Committee will be done by the concerned Zone. However they may club the National/Zonal/State Convention along with this meeting after taking the approval of the President/ General Secretary.
- vi) The President or the General Secretary as the case may be can call emergency meeting of the AGM with Central Committee.
- vii) The notice for convening the meeting of the AGM with Central Committee & National Convention along with the draft agenda shall be communicated to all the units of Association at least 6 weeks prior to the holding of the meeting by the Convener & Joint Convener of Meetings/Conventions.
- viii) If on any particular occasion Central Executive Committee Council resolves that it is not possible to convene the AGM or bi-Annual Conference (National Convention), it shall proceed to convene Central Working Committee Meeting by giving one month's clear notice directly to all Central Working Committee members of the Association either in writing or on

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telephone. Within 14 days of holding the AGM or bi-Annual Conference or the Central Working Committee Meeting, as the case may be, a list of proceedings will be submitted to Registrar by Organising Secretary.

- ix) The President or the General Secretary as the case may be will preside over such AGM, bi-annual Central Committee Meeting (National Convention) or Central Working Committee Meeting or Central Executive meeting and he/she will have power to suspend any member or person who disregards the order of the Chair or misbehave during proceedings or otherwise.
- x) The member admitted therein according to the regulations must have paid subscription **through check off system as per RSA rule 1993** and has not resigned. No person shall be entitled to vote or to be counted as a member whose subscription **through check off system as per RSA rule 1993** at the time shall have been in arrears.

### 35. Procedure on Suspension or Expulsion:

#### i) *Ordinary member.*

- If a member of the Association in any unit acts against the interest of the Association directly or indirectly, the Unit Secretary shall call the explanation from the member concerned within a time frame of one week. If the Unit committee is not satisfied with the reply, the Unit Secretary shall refer the case with all necessary documents, including the reply from the member, to the Zonal Secretary who will send it to General Secretary for further action.
- The Zonal Secretary shall send to the member affected, a list of charges against him in writing and full 30 days time will be allowed to such person to explain the charges and to prove his innocence.
- If the Zonal Secretary considers the explanation inadequate, he/she shall inform the member of this fact and announce such decision as he/she consider fit. The decision of the General Secretary shall be final.
- No TA/DA shall be paid to the suspended or expelled member even if the Central or Zonal committee calls him/her personally or his representative for evidence/explanation..

#### ii) *Central Committee Member.*

- The President shall have the power to suspend immediately a member of the Central Executive & Working Committee of the Association if he/she acts against the interest of the Association or for anti-Association activities or misbehave with other office bearers/members He has to take the recommendation of the Central Executive Council.
- The President shall issue a show-cause notice or give a chance to the suspended member to present his case personally by appearing in coming CWC and the decision of Central Working Committee shall be final and binding to both i.e. President & suspended CWC member. No TA/DA shall be paid to the suspended CWC member even if the CWC gave him opportunity to prove his innocence.
- If the Central Working Committee finds the reply from the suspended member satisfactory, it may recommend to the President for the revocation of the suspension.
- If the Central Working Committee finds the reply from the suspended member not satisfactory, it may recommend to the President for the expulsion of the member from the Central Committee and membership of ADTEA both or only from Central Committee as the case may be.

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- If the Suspended CWC member does not present him/her self physically or in writing in the meeting, the Central Working Committee shall take the ex-party decision.

**36. No Confidence Motion:**

- i) At least 2/3<sup>rd</sup> of the members of the Central Working Committee should request in writing to the General Secretary to call an urgent meeting of the CWC to discuss the no confidence motion against the President of the Association.
- ii) The meeting of the Central Working Committee shall take place within a time period of two months of such a request.
- iii) The Central Working Committee shall take the decision with the majority of 2/3<sup>rd</sup> of the members present, after allowing due opportunity to the President to explain his/her position in the same meeting of the council.
- iv) If the President does not present him/her self physically or in writing in the meeting, the Central Working Committee shall take the ex-party decision.
- v) The decision of the CWC has to be ratified by the AGM.

**37. Financial Year:**

The Financial year of the Association shall be from 1<sup>st</sup> April to 31<sup>st</sup> March.

**38. Funds:**

- i) The fees for subscription received through check off system as per RSA rule 1993, readmission, non-refundable election fees, donation received from members or Government grant, if any, shall be the General funds of the Association
- ii) The Central Working Committee shall allot the funds of the Association to various level Committees from time to time and such allocation shall remain in force till it is revised. At present Rs10/- per month per member, will be distributed as under:  
  
Centre – Rs 5/-  
Zone – Rs 3/- from Doordarshan members and Rs 3.50ps from All India Radio members.  
State – Rs 1/-  
DMC Coordinator – Rs 0.50  
Unit – Rs 0.50
- iii) The funds of the Association shall be deposited in Nationalised Bank situated at New Delhi under the heading All India Radio & Doordarshan Technical Employees Association (ADTEA) and this will be operated by the Treasurer of the Association as per procedure.
- iv) The remaining funds which are available with Association and collected from the Life Members on account of their life membership fee shall be utilized for Association expenditure.

**39. Cheques:**

At the Central Office, all cheques on behalf of the Association shall be signed by any two of President, General Secretary and Treasurer. At the zonal offices (Kolkata, Mumbai, Chennai, Delhi and Guwahati) all cheques on behalf of the Association shall be signed by any two from Zonal President, Zonal Secretary and Treasurer. At state offices all the cheques shall be signed by both State Secretary along with State Treasurer. At Unit office all cheques shall be signed by Unit

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Secretary along with Unit Treasurer (any one from Assistant Unit Secretary(ies) and Unit Treasurer as decided by Unit Secretary).

**40. Audit of Accounts:**

i) *Audit of Accounts of the Association:*

- Audit of accounts of the Association shall be done by an outside agency *i.e.* preferably Chartered Accountant/firm immediately after the completion of every financial year. The treasurer will place full income & expenditure detail in Central Executive & Central Working Committee meetings and after that the President, General Secretary & Treasurer will assign audit to a reputed firm. The President in consultation with General Secretary will assign this to a reputed Chartered Accountant/firm. The treasurer will submit the copy of audited financial statement to Ministry of I & B, Prasar Bharati & Registrar of Society, before 30<sup>th</sup> June, as per RSA rules.
- The discrepancies observed, if any, during the auditing of accounts shall be settled by President, General Secretary & Treasurer and the final audited report shall be circulated in CWC.
- The Unit/State/Zonal committees shall get the audit of the accounts done, immediately after the completion of every financial year by at least two persons from among the members of the Association who do not hold any post in the Association and these reports will be send to the Treasurer at the earliest.
- The successive year share of Unit/State/Zone shall only be granted if audited accounts are submitted to the Headquarters along with all original bills on or before 30<sup>th</sup> April.

ii) *Audit of accounts of Conventions:*

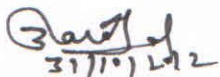
- Conventions - below One Lakh Rupees:

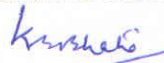
The Convener & Joint Convener (if any) of the Convention Committee shall appoint at least two persons from among the members of the Association but not holding any post in the Association to audit the accounts of the Convention immediately after the completion of the Convention. The audited report shall be submitted by the Convener & Joint Convener to the General Secretary within 30 days of the completion of the Convention.

- Conventions - above One Lakh Rupees:
- It shall be the responsibility of the Convener & Joint Convener's (if any) of the Convention Committee to get the accounts of the Convention audited by a reputed external auditor and to submit the audited accounts to the Central Working Committee.

**41. Quorum:**

- i) The quorum for all meeting like AGM, Central Working Committee, Central Executives, Zonal Committee, State Committee, DMC Co-ordinators and Unit Committee shall be 2/3<sup>rd</sup> of the members of these Committees and in case of a fraction occurring there to the number next to that.
- ii) Incase the quorum is not complete, the meeting should be adjourned for half an hour and the members present thereafter will be the quorum of the meeting.

  
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**42. Legal Proceeding:**

- i) No member of the Association who considers him/her self harmed by the Association, directly or indirectly, can institute proceeding against any office bearer of the Association without furnishing to the Central Executive a written statement specifying clearly the cause of the complaint. Central Executive there upon shall bring it to the notice of the CWC members within 15 days whose decision by the majority of votes shall be final.
- ii) The Association shall sue and be sued in the name of President but not before giving Association an opportunity to clarify its position on the issue. President may authorize any member of the Association to initiate legal proceedings in the name of the Association or against Association.
- iii) Jurisdiction: All the disputes pertaining to association and general election will be within the jurisdiction of Delhi/New Delhi courts only.

**43. Newsletter:**

- i) The monthly newsletter of the Association shall be named **Vidyut-Vani** and will be registered as a newspaper for circulation among members.
- ii) Vidyut-Vani shall be published under the guidelines laid down by the DOP&T and Registrar of Newspapers with the prior approval of Government.
- iii) The Publicity Secretary of the Association shall be the publisher of Vidyut-Vani.

**44. Website:**

- i) The Association shall maintain a website [www.adteaindia.org](http://www.adteaindia.org) for providing the necessary information related to the Association and the matters in the interest of its members.
- ii) The Website Administrator shall be responsible for the updating of the site.

**45. Seal**

All documents or property required to be sealed with the seal of the Association shall be signed by the President & General Secretary after taking concurrence of the members of the Central Working Committee and only after such signature shall be deemed fully executed.

**46. Dissolution of the Association:**

- i) The Association shall not be dissolved unless 2/3rd of the AGM entitled to vote shall have expressed wish for such dissolution by their votes delivered in person at a meeting of AGM convened for the purpose.
- ii) In any event of dispute arising among the members in regard to disposal and settlement of the property of the Association after dissolution, any property what so ever shall not be distributed among the Members, but shall be given in charity to any institution or transferred to any Society decided by the AGM by the majority of votes and in default thereof the case referred to court in Delhi to have jurisdiction in the matter.

**47. Amendment & Interpretation of "Rules and Regulations":**

- i) With prior approval of Government as per RSA rule 1993, the alteration or amendment of the Rules and Regulations shall be made by majority of 2/3 votes at the bi-annual

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meeting/AGM or in special case by Central Working Committee if so required by the members of the Central Working Committee even without prior notice.

- ii) The Central Working Committee shall be the sole authority for the interpretation of the memorandum and Rules and regulations and the decision of the Central Working Committee upon question or interpretations shall be final and binding upon all members.

**48. Schedule of meeting for different Committees & their Strength**

<b>Central Executive Committee</b> <i>Once in a month</i>	<b>Central Working Committee</b> <i>Once in six months</i>	<b>Annual Meeting</b> <i>Once in a year</i>	<b>General</b>	<b>National Convention</b> <i>Once in two year</i>
President	CEC - 9	CWC	-	All CWC Members
Vice President	Zonal Presidents - 5	23		All Zonal Committee Members
General Secretary Organising Secretary	Zonal Secretaries - 5 (North, South, North-East, West, East)	Zonal Committees	(7X5) -	All State Secretaries
Joint Secretary	Departmental	35		All Unit Secretaries
Treasurer	Council Member - 2	State Secretary	-	All DMC Co-ordinators
Publicity Secretary	DG AIR OCM - 1	30		
Executive Member (Immediate Ex-President)	DG DD OCM - 1	Unit Secretaries of concerned Zone where AGM will be held - 30		
Executive Member (Immediate Ex-General Secretary)	1	DMC Co-ordinators - 20		
Total 9	23		138	All above representatives

**49. Formation of enquiry committee in the event of disputes**

For arbitration & disputes arising out between members of local Units, Unit office bearers, Between Unit & State secretary, DMC Coordinators, Zonal Body office bearers, Central Executives, and CWC members.

The constitution of various committees shall be as under:

- For Unit Level disputes : One man committee ie. State Secretary
- For State/DMC Level Cases : One man Committee ie. Zonal Organising Secretary
- For Zonal Level Cases : Two men Committee ie. Central Organising Secy & Zonal President/ Zonal Secretary
- For CWC members dispute : Five members Committee ie. Any 5 from Zonal President (High level Committee) or Zonal Secretary

Conduct of a Candidate during committee proceedings will be under observation and use of un parliamentary language with any candidate, President, General Secretary and committee members will strictly be restricted. If any untoward incident is reported President on complaint or suo moto can order immediate expulsion of such candidates from primary membership of Association along with all rights &

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members will strictly be restricted. If any untoward incident is reported President on complaint or suo moto can order immediate expulsion of such candidates from primary membership of Association along with all rights &


privileges of a member. The action of President will be ratified in next Central Executive Meeting and thereafter in CWC meeting.

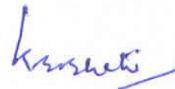
#### 50. Election Bye-laws

- i) Election should take place every 2 years and no member can hold the same post for more than two successive terms for any elected post.
- ii) All members desirous of contesting the election to any of the posts notified in the election notification shall apply to Returning officer on the prescribed nomination form.
- iii) A member may file nominations for more than one post but shall be permitted to contest for only one post with the following conditions:

- ⇒ Separate nomination forms shall be used for each post
- ⇒ Nomination for one post will be free of cost
- ⇒ A non-refundable fee of Rs.500 per post shall be paid for nomination on every other post
- ⇒ The fees shall be deposited only through DD drawn in favour of ADTEA, payable at New Delhi. Cheques will not be accepted.
- ⇒ Fee shall be paid along with the nomination. In case of filing nomination for more than one post without paying the fee, all the nominations shall be rejected.
- ⇒ A member working in any unit of AIR/DD media can contest for the posts in Central Office except the posts of Organising Secretary, Joint Secretary & Treasurer.
- ⇒ For the posts of Organising Secretary, Joint Secretary & Treasurer, candidates should be posted in any office at Delhi at the time of filing nomination for election
- ⇒ A member working in any unit of AIR/DD media in the place mentioned in bracket in the particular state (at the time of filing nomination for election) can contest for the post of State Secretary for the following states.

- ❖ Andaman, Nicobar Islands & Pondicherry (Pondicherry)
- ❖ Andhra Pradesh (Hyderabad)
- ❖ Arunachal Pradesh (Itanagar)
- ❖ Assam (Guwahati)
- ❖ Bihar (Patna)
- ❖ Chhattisgarh (Raipur)
- ❖ Delhi (Delhi)
- ❖ Goa (Panaji)
- ❖ Gujarat (Ahmedabad)
- ❖ Haryana (Rohtak)
- ❖ Himachal Pradesh (Shimla)
- ❖ Jammu & Kashmir (Srinagar/Jammu)
- ❖ Jharkhand (Ranchi/Jamshedpur)
- ❖ Karnataka (Bangalore)
- ❖ Kerala (Thiruvananthapuram)
- ❖ Madhya Pradesh (Bhopal)
- ❖ Maharashtra (Nagpur)
- ❖ Manipur (Imphal)

  
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- ❖ Orissa (Bhubaneshwar/ Cuttack)
- ❖ Punjab & Chandigarh (Jalandhar)
- ❖ Rajasthan (Jaipur)
- ❖ Sikkim (Gangtok)
- ❖ Tamil Nadu (Chennai)
- ❖ Tripura (Agartala)
- ❖ Uttaranchal (Dehradun/Mussorie)
- ❖ Uttar Pradesh (Lucknow)
- ❖ West Bengal (Kolkata) &

Any other State if formed by Union Govt. of India.

- (iv)* No member of the Central working Committee, shall propose or second the nomination of any candidate.
- v) For the posts of State Secretary and above the candidate who has been member of the association continuously for two years is eligible to file nomination.
- vi) Nominations proposed or seconded by the CWC members shall be rejected out rightly.
- vii) \*
- \* A member seeking election to a post shall essentially have to be a paid up member of the Association for the preceding two years from the date of notification of Election. His proposer and seconder shall have to be a paid up member for the preceding one year from the date of notification of Election. **Candidate, proposer & seconder should be members of the Association on the date of notification, through check off system by signing the Letter of Authorization in favour of ADTEA.**
  - \* If candidate/proposer/seconder is in arrears of subscription or **not members under check off system**, nominations will be declared invalid by R.O.
  - \* The member seeking election to a post has to give an undertaking that he/she is not a member of any other sister Association of AIR & DD for the same period as mentioned above.
  - \* The member seeking election has to give an undertaking that he is not a member of any other cadre based\_sister Association/joint platform where ADTEA is not a constituent\_for the period as mentioned otherwise Nomination will be rejected.
  - \* Nomination will be rejected if he/she has membership in any other Association as mentioned.
  - \* Withdrawal of nominations shall be duly verified by the Unit Secretary [along with his signature unit secretary will put his rubber stamp giving full details such as Name of the Media Station, Place, Pin code & State].
  - \* A scanned copy of Nomination/Withdrawal may be sent simultaneously through email on the email ID provided by RO. But Nomination/Withdrawal will be valid only after receiving the hard copy.
  - \* A draft Nomination/Withdrawal list will be published on website of Association 5 (five) days prior to last date of Nomination/Withdrawal and if name of candidate is missing he can send the nomination/withdrawal through email/Fax with the proof of sending it earlier.
  - \* Nominations/Withdrawals should be signed either by Unit Secretary or any two Members of the Association who are not due for subscription of Association.
  - \* In case a member remains in contest for more than one post after withdrawal date, all his nominations shall be rejected automatically.
  - \* In appeals soliciting votes, the candidates and their proposers/supporters shall refrain from commenting on the other candidates in the fray. *Kumar*

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- ♣ Unopposed elected candidate should restrain himself/herself for campaigning in favor of any candidate in the ongoing election.
  - ♣ The President will request Government/Prasar Bharati to appoint one Administrator who will countersign on each ballot paper & will be part of Election process but if Prasar Bharati disagree to the proposal of appointing administrator then President will appoint 5 Zonal representatives on recommendations of Zonal Committee who will counter sign on the ballot of their Zone before dispatch.
  - ♣ The R.O shall send the ballots to unit secretaries with his and administrator's(nominated by PB) signatures or 5 representatives nominated by President and in turn, at the time of distributing the ballots the unit secretary shall also sign on each ballot paper with ink pen and put his rubber stamp if available.
  - ♣ If ballot papers have not reached any unit 3 weeks before the last date for receiving ballot papers by R.O, the unit secretary will inform telephonically/telegraphically or by fax to the R.O immediately.
  - ♣ Accordingly R.O. will send the duplicate ballots immediately to the respective unit through speed post/ courier. All the dispatched receipt of speed post shall be displayed on web-site
  - ♣ The President will request Government/Prasar Bharati to appoint one Administrator who will countersign on each ballot paper & will be part of Election process but if Government/Prasar Bharati disagree to the proposal of appointing administrator then President will appoint 5 Zonal representatives on recommendations of Zonal Committee who will counter sign on the ballot of their respective zone before dispatch.
- viii)
- ♣ Every paid up member shall have one vote to be exercised for each post. Paid up member means a member who has paid his subscription **enrolled under check off system by signing the Letter of Authorization in favour of ADTEA**
  - ♣ Every unit secretary shall send a certified list of paid up members to the President (ADTEA) at least 15 days before the last date for receiving the nomination papers. The President shall submit a list of Unit wise/ State wise/ Zone wise members to the R.O. at least 7 days before the last date for receiving the nomination papers. The Treasurer shall verify with R.O. that proposer/seconded and candidates are not in arrears of subscription.
  - ♣ All Unit Secretaries will send Membership (M) form containing the details of the paid up members posted in their station. These M forms will essentially have Residential Address & mobile number of Unit Secretary. Ballots will be sent on this address. Voter list shall be finalized by the organising Secretary 7 days before the last date of submission of nomination.
  - ♣ Where less than three members are working, individual members can send their details and ballots will be sent to them directly.
  - ♣ A draft voter list shall be published in Association's website providing One Month's time for verification and necessary correction by the individual member. The Election shall be conducted on the basis of final electoral list prepared and published by the RO in consultation with President & Treasurer. **Efforts will be made to remove name of Retired/Expired members from Voter List.**
  - ♣ While certifying the paid up membership, unit secretary has to ensure that; A member contesting/voting is **paying membership subscription through check off system.**
- ix) Members shall mark **X** in the box against the name of the candidate for whom they cast their votes. After casting their votes they can send the ballots individually or through Unit Secretary (in individual sealed envelop) to R.O.

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- x) ♣ The ballot papers must be sent by ordinary post to the RO, ADTEA, Post Box/ Post Bag No....., New Delhi.
- ♣ For hand delivery or through Courier/Speed post, the ballot papers may be delivered at \_\_\_\_\_ New Delhi (the place is to be decided by RO as per the Constitution).
- xi) RO will provide a Postal address for the purpose of communication and delivery through speed post/ Courier.
- xii) RO will provide an email ID for use of election.
- xiii) Ballots of zones will have different colors and same color envelopes in equal number of Ballots will be dispatched along with Ballots. After Voting Member will seal his/her vote in the envelope and hand over to Unit Secy. or send it directly to R.O.
- xiv) In case of hand delivery the Ballots must be properly sealed in the envelop.
- xv) The Ballots received will be verified by the R.O.
- xvi) All Ballot paper should have Hologram to avoid duplicity
- xvii) ♣ Candidate may send one representative with a letter of authority or be present him/her self if he/she so desires during the counting of votes.
- ♣ The candidates or their representatives attending the counting shall sign as witness to the results declared by R.O.
- ♣ No TA/DA etc. shall be paid to the candidates/representatives, attending the counting.
- xviii) All arrangements of counting and recounting including security arrangements will be done by Central Executives as per instruction of President and General Secretary.
- xix) ♣ Once the result of the election for any post is declared by R.O, further request for re-counting in writing by the candidate should be addressed to the R.O. on same day, R.O will arrange the re-counting if need arises on the same day.
- ♣ After declaration of results R.O will seal the ballot box and will keep it under safe custody for another 90 days.
- xx) The difference of defeated candidate with the winning candidate must be less than 1% of total casted votes for the respective post is the minimum condition of recounting.
- xxi) ♣ All appeals, petitions and election irregularities may be brought to the notice of the R.O in writing within 10 days after the declaration of the result.
- ♣ If need be, R.O. may advise the President to constitute an inquiry committee or other wise stating reasons in detail.
- ♣ On the recommendation of R.O., President (ADTEA) shall constitute inquiry committee including R.O.
- ♣ No TA/DA shall be paid to the petitioner, if the committee calls him/her or representative for evidence.
- ♣ This committee shall submit their report to the President within a time period of three months.
- ♣ The decision of the committee shall be final

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- ♣ This committee shall submit their report to the President within a time period of three months.
- ♣ The decision of the committee shall be final

- xxii) The jurisdiction for legal disputes in connection with election shall be Delhi only.
- xxiii) Conduct of a Candidate during election should be under observation and use of un parliamentary language with any candidate, President, General Secretary and election team will strictly be restricted. If any untoward incident is reported President on complaint or *suo moto* can constitute an inquiry committee and on the recommendation of committee, can take preventive action in consultation with General Secretary. The action will be ratified in next Central Executive Meeting.
- xxiv) All Duplicate ballot papers will essentially have different color and will only be counted after removing original ballots
- xxv) If any Unit Secretary/ Assistant U.S. /Treasurer is contesting the election, an impartial Local RO who is member of the Unit will be appointed by Unit Secy and election in that Unit will be conducted by Local Returning Officer.

**51. Bye Laws:**

The Central Working Committee may from time to time make, alter, or abridge by laws in accordance with the Rules and regulations by two third majority, with prior approval of Government as per RSA rule 1993.

Detail of corrections and amendments as per provision of RSA Act along with compilation verified by the following CWC members:-

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*[Signature]*  
31/10/2012

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*M. S. S.*  
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Zonal Secretary  
AIR & DD TEA (NE Zone)

*Barbar*  
31-10-12  
ZONAL PRESIDENT (E/Z)  
A. I. R. & DD TEA  
KOLKTA

*Sukal ch. Ghosh* 31/10/12  
ZONAL SECRETARY (E/Z)  
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