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PP-22/2023/PB/DX/VSF-AC

13 Nov 23

The Flag Officer Commanding-in-Chief  
Southern Naval Command  
{for CSO (P&A)}  
Headquarters, Southern Naval Command  
Kochi 682004

The Flag Officer Commanding-in-Chief  
Western Naval Command  
{for CSO (P&A)}  
Headquarters, Western Naval Command  
Mumbai 400023

The Commander-in-Chief  
Andaman and Nicobar Command  
{for CSO (LA&P)}  
Headquarters, Andaman and Nicobar Command  
Port Blair 744102

The Flag Officer Commanding-in-Chief  
Eastern Naval Command  
{for CSO (P&A)}  
Headquarters, Eastern Naval Command  
Vishakhapatnam 530014

**ESTABLISHING ASSOCIATE CHARTERS - VETERAN SAILORS' FORUM (VSF)**  
**PP-22/2023/PB/DX/VSF-AC**

1. Refer to Memorandum of Association (MoA) of Veteran Sailors Forum (VSF) and minutes of 'Samanvay' promulgated vide DX/900/Samanvay – 01/2023 dated 26 Oct 23.
2. **Introduction.** VSF is a registered organisation of the *IN* for ex-sailors, registered with the Registrar of Societies under the Societies Registration Act, XXI of 1960. VSF is headquartered at the Naval Headquarters (NHQ) with CPS being the ex-officio President, and aims to serve as a vital link between the *IN* and ex-naval sailors.

3. **Membership.** Membership of VSF is on voluntary basis (iaw the MoA) and requires a one-time membership fee. Membership fees for VSF in respect of all naval sailors is being paid by the *I/N* from INBA through DESA as follows: -

- (a) ₹300 for CPOs & above and ₹200 for POs & below (Life Members).
- (b) Nil for widows (Honorary Member).

4. **Organisation.** VSF has 13 Charters to-date, and is organised with serving officers holding ex-officio positions in the organisation, as follows:-

- (a) **Patrons.** The Chief of the Naval Staff is the Patron-in Chief, and Chief of Personnel is the Patron of the Forum.
- (b) **Governing Council.** The Governing Council is headquartered at New Delhi, where CPS is the ex-officio President, Cmde (ESM Affairs) is ex-officio Vice President, and Cdr (ESM Affairs) is ex-officio Secretary, along with other members from NHQ.
- (c) **Command Charters.** VSF organisationally comprises of four Command Charters namely Delhi, Visakhapatnam, Kochi and Mumbai. The Command Charters are headed by the respective CSO (P&A) and Cmde (ESM Affairs) at Delhi. The Management Committee/ ex-Officio members are nominated by the Governing Council consisting of serving officers and one ESM rep, who is nominated by the Management Committee.
- (d) **Regional Charters.** Regional Charters, fall under their respective Command Charters. The Management Committee/ ex-Officio members are nominated by the Governing Council consisting of serving officers and one ESM rep, who is nominated by the Management Committee. Regional Charters have been established as follows: -
  - (i) **North Zone.** Dehradun and Jabalpur.
  - (ii) **East Zone.** Kolkata, Chilka and Chennai.
  - (iii) **South Zone.** Ezhimala.
  - (iv) **West Zone.** Goa, Karwar and Porbandar.
- (e) **Associate Charters.** Associate Charters can be authorised by the Command Charters, in cities with a minimum number of 50 retired sailors. The Management Committee of Associate Charters, comprising of only ex-sailors, is required to be elected by the members of that Associate Charter.

5. As on date, there are no Associate Charters in VSF. However, these are required to be established to create a larger foot print of ex-naval sailors across the country. The procedure for establishing Associate Charters are enumerated in the succeeding paragraphs.

### **Establishing Associate Charters**

6. **Identification of Cities.** Command Charters are to identify cities within their AoRs, which have a sizeable presence of ex-naval sailors, and encourage those ex-sailors to establish an Associate Charter.

7. **Formation of Management Committee.** VSF Associate Charter to be established with the interim Managing Committee, as approved by the Command Charter. Once established, extant guidelines as enumerated in the 'Societies Act' and the 'MoA' be complied and an AGM be undertaken at the earliest to elect the regular Managing Committee. The initial administrative support for setting up the Associate Charter is to be provided by the respective Command Charter.

8. **Opening of Bank Account.** VSF Associate Charter is to be named 'VSF Associate Charter, XYZ' and is required to open a Savings Bank Account, create an official e-mail account and register a PAN Card for the Associate Charter.

9. **Funds for Associate Charter.** The primary funding of the Associate Charter will be through membership fees and grants provided by the *I/N*. Notwithstanding, the Charters are required to raise funds to meet their expenses, iaw the MoA. The funds may be raised through, but not limited to, the following sources: -

- (a) By appeal to State/ Union Govt.
- (b) By appeals to corporate houses, institutions, general public for contributions and donations including CSR.
- (c) By publication and sale of books, magazines, periodicals, newsletters, Journals, etc.
- (d) By other entrepreneurship ventures, including organising events, sports competitions, dance, etc. as permitted by the law.

10. **Establishing New Associate Charters.** As a start point, Command Charters can authorise new Associate Charters in cities, where Navy Foundation (NF) presence exists. This set up will provide effective guidance and support to the newly forming Associate Charters.

11. The Policy letter will be reviewed in Oct 28.

*Shobhit Agrawal*  
(Shobhit Agrawal)  
Captain  
Capt (ESM Affairs)

Internal.

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For Info.

NA/ CNS

Copy to.

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All NF Chapters

All VSF Charters