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Integrated Headquarters, MoD (Navy)
Directorate of Ex-Servicemen Affairs
6th Floor, Chanakya Bhawan
Chanakya Puri
New Delhi – 110021

DX/VSF/008/MOA/17

22 Mar 17

The registrar of societies
Plot no 419, Udhog Sadan building
Partap Ganj Industries Area
New Delhi- 110092

COMPARATIVE STATEMENT OF AMENDMENTS
RULES AND REGULATIONS- VETERANS SAILORS 'FORUM

Sir,

The veterans sailors forum (VSF) (Reg no. S/62103 dated 05 May 08) is registered as charitable, non political society with your office under the societies registration act XXI of 1860 (Punjab Amendment Act 1957) as extended to the union territory of Delhi. The VSF has undertaken amendments to the Rules & Regulation to MOA which needs to be ratified by your office. Documents required to be submitted are appended at enclosures to this letter. The changes of Rules and Regulation in VSF Comparative Statement of Amendment list by SNo is as follows:-

Changes in amendment list by SNo :-	10A,11,14,23,25,34,35A,40A,41A,42A,42B
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205.


(Digvijay Singh Hada)
Captain
Joint Director (VSF)

Enclosure: - comparative statement of amendment



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MEMORANDUM OF ASSOCIATION
OF
VETERAN SAILORS' FORUM

1. **Name.** The name of the Society shall be "Veteran Sailor's Forum", hereinafter referred to as 'The Forum'.

2. **Registered Office.** The office of the Society shall remain in the Union territory of Delhi and at present it is located at Room NO 401, 4th Floor Chankya Bhavan IHQ MOD(N) New Delhi-110 021.

3. **Aims And Objects.** The Veteran Sailor's Forum (hereinafter referred to as "The Forum"), shall be a secular and non-political body which shall not be affiliated directly or indirectly with any political organisation or institution. The Aims and Objectives of the Forum are as under:-

(a) Provide a platform to ex-Navy sailors to interact with other ex-Navy sailors, Govt organisations & Service Headquarters.

(b) Provide an independent structure to address the issues pertaining to ex-Navy sailors and for direct feedback & responses from them.

(c) To provide focussed attention to ex-sailor/widows/dependent of ex-sailors on welfare related issues namely children's education, post - retirement benefits, entitlements from Central and State Govt etc.

(d) To assist in resettlement in Civil Life after retirement.

(e) To provide an interface with IHQ/MOD(Navy), viz; DESA, DGR, CABS, NWWA, DNPf, DPA, NPO etc towards availing various benefits earmarked for ex-Sailors/Widows/NOKs under various schemes promulgated from time to time.


(f) To provide a platform for sharing/dissemination of information related to opportunities/difficulties faced by the ex-sailors and their widows/NOKs.

(g) Furtherance of Naval image in the civil street through measures such as highlighting value of honesty & integrity to the nation, projecting achievement of the naval community to the society etc.


(h) The forum may raise funds to achieve Aims and Objectives of the forum by appeal to the Union and State Govt, appeal to general public and other institutions for contribution, gifts and donations or by any other legally legitimate manner.

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Secretary


Treasurer


President

(j) To place at the disposal of the Government, the services of the Forum to be utilised in the event of war, calamities, natural or otherwise, whether local or at the National level.

(k) To utilise the fund for furtherance of objectives.

(l) To do any such lawful things which are incidental or conducive to the attainment of the above objectives or as decided by Governing Council of the Forum from time to time.

4. All the income, earning, moveable and immovable properties of the society shall be solely utilized and applied towards the promotion of its Aims and Objects only set forth in the Memorandum of Association and no profit there of shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever, to the present and past member of the society or to any person claiming through any of the present or past members. No member of society shall have any personal claim on any moveable or immovable property of the society or make any profit, whatsoever by virtue of his membership.

5. **Governing Body.** The name, addresses, occupations and designations of the present members of the Governing Council to whom the management of the Forum is entrusted as required under the section 2 of Societies Registration Act.1860 as applicable to the union territory of Delhi are as follows:-

S.No.	Name	Address & Occupation	Designation
(a)	Cmde K Surjit Singh	PDESA, 6th Floor, Chanakya Bhawan, Chanakya Puri, New Delhi – 110 021	President
(b)	Capt Rajeev Mahindroo	DOA, 2A, A Block Hutments, New Delhi - 110011	Vice President
(c)	Capt MS Shekhawat	Member Secy, INCCB, C Wing, IInd Floor, Sena, Bhawan, New Delhi – 110 011	Member
(d)	Capt Deepak Srivastava	Hon Secy NWWA, A Block Hutments, New Delhi – 110 011	Member
(e)	Capt AK Saxena	JDESA, 6th Floor, Chanakya Bhawan, Chanakya Puri, New Delhi – 110 021	Treasurer
(f)	Cdr BBS Jamwal	JDESA(VSF), Room No. 401, Chanakya Bhawan, Chanakya Puri, New Delhi – 110 021	Secretary

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[Signature]
Secretary

[Signature]
Treasurer

[Signature]
President

(g)	Cdr RBS Joon	Secy INBA, Comcen(C), Sena Bhawan, New Delhi – 110 011	Member
(h)	Cdr Vikram Maniktala	JDPA(P&P), 118/D-II Wing, Sena Bhawan, New Delhi – 110 011	Member

6. **Desirous Persons.** We, the undersigned are desirous of forming a society namely 'Veteran Sailors 'Forum' under Societies Registration Act 1860 as applicable to the Union territory of Delhi in the pursuance of the Memorandum of Association of the Forum.

S.No	Name	Address & Occupation	Signature
(a)	Comde K Surjit Singh	PDESA, 6th Floor, Chanakya Bhawan, Chanakya Puri, New Delhi – 110 021	
(b)	Capt Rajeev Mahindroo	DOA, 2A, A Block Hutments, New Delhi – 110011	
(c)	Capt MS Shekhawat,	Member Secy, INCCB, C Wing, IInd Floor Sena Bhawan, New Delhi – 110 011	
(d)	Capt Deepak Srivastava	Hon Secy NWWA, A Block Hutments, New Delhi – 110 011	
(e)	Capt AK Saxena	JDESA, 6th Floor, Chanakya Bhawan, Chanakya Puri, New Delhi – 110 021	
(f)	Cdr BBS Jamwal	JDESA(VSF), Room No. 401 Chanakya Bhawan, Chanakya Puri, New Delhi – 110 021	
(g)	Cdr RBS Joon	Secy INBA, Comcen(C), Sena Bhawan, New Delhi – 110 011	
(h)	Cdr Vikram Maniktala	JDPA(P&P), 118/D-II Wing, Sena Bhawan, New Delhi – 110 011	
(j- I)	Three Ex. Sailors (life time members of VSF)		

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[Signature]
Secretary

[Signature]
Treasurer

[Signature]
President

RULES AND REGULATIONS OF THE VETERAN SAILORS' FORUM

NAME

1. The name of the Society shall be "**Veteran Sailors' Forum**", hereinafter referred to as '**The Forum**'.

AIMS AND OBJECTIVES

2. The Aims and Objectives of the Forum will be as set forth in paragraph 3 of its Memorandum of Association.

MEMBERSHIP

3. Eligibility.

(a) Any person who has served in the Royal Indian Navy, the Indian Navy and the Naval Reserves for more than one year as a sailor and has retired/released under normal course, is solvent, of sound mind and has not been convicted by a Court of Law in a criminal case, shall be eligible to become a member of the Veteran Sailors' Forum.

(b) Widows of such personnel, who would otherwise have been eligible, may become honorary members of the Forum.

4. Categories of Members. There shall be the following categories of members of the Veteran Sailors' Forum: -

(a) Life Membership. Any person who is eligible to become member (as indicated in Para 3 above) may become a life member on payment of the subscription as specified from time to time.

(b) Honorary Members. The widow of the deceased naval sailor is entitled to be an honorary member without payment of any subscription. The Governing Council may, at its discretion, invite eminent person for specified period only to become the Honorary member of the Forum. The Honorary member can be invited to any General Body Meeting, but will not have voting rights.


(c) Member Institutions. The Governing Council may at its discretion invite certain institutions as members of the Forum for a specified period only. The basic rationale for Member Institutions would be to draw on the Corporate Social Responsibility towards funding for the Veteran Sailors' Forum and getting courses/training for ex-sailors/widows/NOKs gratis, or at subsidised rates.

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Secretary


Treasurer


President

5. **Subscription.** The subscription rate of the Forum would be established by the Governing Council and will be reviewed periodically. Initially, the rate of subscription would be as follows:-

- (a) Hon Lt/Hon SLt/MCPOs/CPOs : Rs 300/-
- (b) POs and below : Rs 200/-
- (c) Widows/ Hon Members : Free

6. **Voting Rights.** Life Members shall have the voting rights at the General Body Meetings of the Forum. Honorary members and Member Institutions may attend such meetings when called upon, but will have no voting rights.

7. **Cessation of Membership.** Membership will be ceased on the following occasions: -

- (a) On death of the member.
- (b) By the Executive Council if any member has acted in any prejudicial manner towards the Forum.
- (c) In addition, Executive Council may also terminate membership if: -
 - (i) Member is found of unsound mind.
 - (ii) Convicted by a criminal court for criminal offence.
 - (iii) Declared insolvent by a court of law.
 - (iv) Whose professional membership is terminated by Bar Forum / Medical Council, or other similar organisations Members rendering false information to Govt on house tax, claims for reward / decoration, expelled by Defence Co-operative Societies etc.
 - (v) One who resigns his membership.

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8. **Re-Admission.** A person whose life membership has been terminated or who has resigned such membership may be required by the Executive Council to pay the subscription again, if his application for re-admission to life-membership is approved at any later date.

[Signature]
Secretary

[Signature]
Treasurer

[Signature]
President

9. **Appeal.** Any person whose application for admission or re-admission to Life-Membership has been rejected by the Executive Council or any member who considers himself to be aggrieved by any order of or action by the Executive Council may within a reasonable time apply to the Governing Council giving full details of his case and the Governing Council may take such action or pass such instruction on it as they may deem fit. The decision shall be final and communicated by the secretary in writing.

10. **Register of Members.** A register of members of the Forum, showing separately, in respect of the Life-members, Honorary Members and Institutional Members, the dates of admission, personal particulars, date of payment of subscription where applicable, and the date, if any, on which the name of the member was struck off or he ceases to be a member, together with the reasons thereof shall be maintained by the Secretary and shall be open to inspection by members at all reasonable times.

10(A). **Website of the Forum.** The forum shall maintain a webpage to enhance visibility and to enable quick dissemination of information. The webpage will host various welfare, organisational, and administrative information of relevance to the members and general public. Suitable provision should also be made in the webpage for various charters to upload and display information relevant to them through VSF/DESA. Suitable measures to connect to websites of other organisations/ agencies operating in the field of ESM affairs shall also be provided in the webpage.

PATRONS

11. The Chief of Naval Staff will be the Patron-in-Chief of the Veteran Sailors' Forum. The Chief of Personnel shall be the Patron of the Forum.

12. The Governing Council may invite such other dignitaries or persons of eminence as it considers being the Patrons of the Forum.

MANAGEMENT

13. The Office of the Forum will be at New Delhi. The Veteran Sailors' Forum will have following for its management: -

- (a) Governing Council (GC)
- (b) Executive Council (EC).



[Signature]
Secretary

[Signature]
Treasurer

[Signature]
President

Governing Council

14. The Governing Council shall comprise of the following:-

(a)	President	Controller Personnel Services, IHQ MOD(N)
(b)	Vice President	Principal Director, Directorate of Ex-servicemen Affairs / IHQ MOD(N)
(c)	NHQ Members	(a) Joint Director (Canteen), Directorate of Personnel Services/IHQ MOD(N) (b) Directorate of Pay and Allowances (Pensions)/IHQ MOD(N) (c) Secretary, Indian Naval Benevolent Association
(d)	Secretary	Joint Director (Veteran Sailors' Forum), Directorate of Ex-servicemen Affairs/IHQ MOD(N)
(e)	Treasurer	Joint Director (Veteran Sailors' Forum), Directorate of Ex-servicemen Affairs/IHQ MOD(N)
(f)	Co-opted Member	(a) Judge Advocate (Navy) (b) Director ECHS (c) Secretary, Naval Wives Welfare Association
(g)	Forum Reps	One veteran sailor from each of the four Command Charters.

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15. **Duties of Governing Council (GC).** The Governing Council shall be responsible to ensure that the affairs of the Forum are managed in furtherance of Aims and Objectives of the Memorandum of Association. The broad duties of the Governing Council (GC) are enumerated below:-



- (a) Enforce the Rules and Regulations of the Forum.
- (b) Co-ordinate various welfare measures and resettlement activities for ex-Naval sailors/widows/NOKs as promulgated by Central Govt, State Govt, MoD, and IHQ/MoD(Navy).

[Signature]
Secretary

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Treasurer

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President

- (c) Authorise opening of a new Charter of the Forum.
- (d) Authorise negotiations with NGOs for vocational training/rehabilitation.
- (e) Appoint committee from amongst the members of the Forum and delegate such functions, duties and powers as may be deemed proper.
- (f) Distribution/sub-allocation of funds generated.
- (g) Subject to approval of the General Body, frame bye-laws from time to time.
- (h) Authorise any member to represent the Forum in any conference or assembly of Ex-Servicemen in India.
- (j) Authorise any member to represent the Forum in any legal proceedings in this connection.

16. Meetings. The Governing Council shall ordinarily meet at least once in 12 months at such time and place decided by its President. The President may however call a special or extraordinary meeting of the Council, if circumstances so warrant. At least 15 days' notice is to be given to members for such meetings. The tenure of the nominated members would be 2 years or otherwise ordered by the president. The Serving Naval Officers in the Governing Council will be the Ex-Officio member and on transfer /retirement their duties will be taken over by the Officers assuming the charge.

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17. Quorum. Presence of the one third members with voting rights shall constitute the quorum. There will be no quorum for an adjourned meeting due to lack of quorum.

18. Chairing of Meeting. The President shall be the Chairman of all the meetings. In his absence, the Vice-President shall act as the Chairman.



19. Decision. All issues in the Governing Council meeting shall be decided by majority of votes. In the event of a tie, the Chairman shall have a casting vote. A declaration by the chairman that the resolution has been passed or lost and an entry to that effect in the Minutes Book of the Governing Council shall be the conclusive evidence of that fact.

20. Passing of Resolution without Meeting. If it is considered inexpedient to hold the Governing Council meeting, the President may cause a resolution to be circulated to all members of the Council. Thereafter on receipt of assent from the


Secretary


Treasurer


President

majority of members having the voting rights, the President may decide the resolution passed at a duly constituted Governing Council meeting.

21. In addition to the normal members of the Council, the President may invite people who are not members of the Governing Council, but may be required to contribute to the proceedings of the Governing Council Meeting (GCM).

22. The Governing Council shall be the Managing Body of the Forum for the purpose of Societies Registration Act XXI of 1860. Once in a year, the list of Members of the Governing Council shall be filed in the office of Registrar of Societies as per Section 4 of the Societies Act 1860.

23. When a person becomes a member of the Governing Council by the reason of the office or appointment he holds, his membership shall terminate when he ceases to hold that office or appointment.

24. Agenda for the meeting will have to be promulgated at least one month in advance to all members of the Governing Council.

Executive Council

25. The Executive Council shall comprise of the following:-

(a)	President	Principal Director, Directorate of Ex-servicemen Affairs / IHQ MoD(N)
(b)	Secretary	Joint Director (VSF), Directorate of Ex-servicemen Affairs/IHQ MoD(N)
(c)	Treasurer	Joint Director (VSF), Directorate of Ex-servicemen Affairs/IHQ MoD(N)
(d)	NHQ Members	(a) Joint Director (Canteen), Directorate of Personnel Services/IHQ MoD(N) (b) Directorate of Pay and Allowances (Pensions)/IHQ MoD(N) (c) Secretary, Indian Naval Benevolent Association
(e)	Charter Members	One Veteran Sailor from each Command Charter

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26. Tenure of the nominated members would be two years or otherwise ordered by the President.

[Signature]
Secretary

[Signature]
Treasurer

[Signature]
President

27. **Duties of Executive Council.** The powers and duties of the Executive Council would be entrusted by the Governing Council and would broadly be as under: -

- (a) To deal with all matters relating to finance, administration, membership and publicity of the Forum and advice GC on these issues as necessary.
- (b) To carry out any task and assume responsibilities specifically assigned by the GC from time to time.
- (c) Carry out examination of budget/ finances and make recommendations on its effective use.
- (d) Prepare Annual Report including Annual Account and Balance Sheet of the Forum and Delhi Charter.
- (e) Recommend new office bearers.
- (f) Advise GC on issues related to raising of funds through appeal to Govt, general public, sports/cultural activities, publication and sale of books magazines etc.
- (g) Recommend measures to reach out to ex-sailors/widows/NOKs for welfare measures.
- (h) Recommend measures to enhance awareness about Naval values.
- (i) Liaise with Kendriya Sainik Boards/ Rajya Sainik Boards/ Zila Sainik Boards for grants under various schemes for ex-sailors/widows/NOKs.
- (k) Suggest resettlement avenues to widows and children of the ex-sailors.
- (l) Maintain records of Non Governmental Organisations and interact with them for job assistance and self-empowerment of widows.
- (m) Maintain and present details of assistance rendered to ex-sailors/widows and their children to Governing Council for discussion during the Annual General Meeting.
- (n) The Executive Council shall be responsible to the Governing Council for its action and decisions.

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[Signature]
Secretary

[Signature]
Treasurer

[Signature]
President

28. **Meeting of Executive Council.** The President of the Executive Council may call for the meeting of the Executive Council as and when required. The meeting shall take place at least once in six months.

Duties of the Office Bearers of the Governing Council

29. **President.** Duties of the President would be as follows: -

- (a) President shall preside over all General Body Meetings and other meetings. His rulings on the issue of procedure and voting at the meeting shall be final.
- (b) He will have complete administrative and financial control of the Forum.
- (c) He would advise/direct the office bearers towards:-
 - (i) Fund raising.
 - (ii) Image building of the Navy.
 - (iii) Any other relevant issues considered necessary by him.
- (d) He would take decisions on the urgent issues, which will be submitted to the Governing Council for its ratification.

30. **Vice President.** The duties of the Vice President would be as under:-

- (a) The Vice President would preside over the meetings of the Governing Council during the absence of the President. Besides, the President may specify any additional duties to the Vice President.
- (b) The Vice President shall assist the President in his various duties such as:
 - (i) Efficient running of the Forum Office and its Charters (when instituted).
 - (ii) Fund raising.
 - (iii) Image building of the Navy and welfare measures etc.
 - (iv) Liaise with Placement Agency for employment of ex-sailors/widows/NOKs.



[Signature]
Secretary

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Treasurer

[Signature]
President

- (v) Co-ordinate financial assistance for ex-sailors/widows/NOKs.
- (vi) Co-ordinate distribution of education scholarship to children of deceased naval sailors.
- (vii) Exchange information with other Charters (when instituted) over various policies related to ex-sailors issued by the GOI and seek inputs from all Charters over the new proposals for their welfare.

31. **Secretary.** The duties and responsibilities of the Secretary shall be: -

- (a) To co-ordinate the management of the Forum office at New Delhi.
- (b) To prepare minutes of all meetings.
- (c) To ensure that a proper record of all decisions taken at meetings is maintained and necessary follow up actions are initiated well in time towards its implementation.
- (d) Assist the Vice President in performance of his duties as enumerated above.
- (e) Prepare annual report of the Forum.

32. **Treasurer.** The treasurer shall be the custodian of all funds of the Forum and shall receive/make payments on behalf of the Forum. He shall be responsible for: -

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- (a) Safe custody of cash, cheque books, seals and securities of the Forum.
 - (b) Maintain correct and an updated accounts of the Forum.
 - (c) Keep Governing Council and Executive Council informed on the state of finances of the Forum.
 - (d) Performing such other functions pertaining to finance of the Forum as may be required and assigned to him by the President, the Governing Council or the Executive Council.



Regional Charters of the Forum (When Instituted)

33. The Forum shall have its Headquarters at New Delhi with Charters at such other places as authorised by the Governing Council. The Charters (when instituted) shall be designated as follows:-

[Signature]
Secretary

[Signature]
Treasurer

[Signature]
President

Veteran Sailors' Forum _____ Charter. (Name of the station where Charter is located).

34. Office Bearers of Charters. The Charters shall be governed by the constitution of the Forum, but will have autonomy of local functioning. Each Charter shall have a Managing Committee comprising the following:-

- (a) Ex-officio Members - President, Secretary, and Treasurer.
- (b) In addition, ESM members are to be nominated for Managing Committee of Command and Regional Charters for their respective charters.
- (c) All members of the Managing Committee of the Associate Charters will be elected by the Charter members.
- (d) Details of office bearers to be forwarded for approval of Governing Council.

35. The President of the respective Charters will hold office at the pleasure of the President of the Governing Council at New Delhi and tenure of the other members will be in accordance with the rules prescribed above. The Charters will follow the financial provisions laid down by the Governing Council at New Delhi.

Working Rules of Charters.

35(A). Each Command / Regional / Associate Charter shall frame its Working Rules as per format promulgated by the Forum. The personnel desirous of forming Associate Charter shall sign a copy of the Working Rules promulgated by the Forum as the evidence of their agreement to adhere to the bye-laws of the Forum. The sample Working Rule for the Charters is placed at Appendix C."

Committee / Sub Committee

36. The Governing Council may appoint committees or sub-committees as considered necessary and delegate to the functions, powers and duties accordingly.




Annual General Meeting

37. Annual General Meeting (AGM) of the Forum would be held once a year at a place and time decided by the Governing Council.


Secretary


Treasurer


President

38. A notice of not less than 60 days would be given for the conduct of the meeting. All proposals to be discussed at the AGM will be forwarded to the Secretary at least 30 days in advance. The consolidated and finalised agenda would be circulated to all members at least 15 days before the AGM.

39. The AGM would essentially carry out following transactions: -

- (a) Presentation and adoption of Annual Report and balance sheet and accounts of the previous year of the Forum and the Charters (when instituted).
- (b) Election of members of Governing Council for the ensuing year and elections not for ex-officio members but only for elected/nominated members.
- (c) Issues as contained in the agenda for the meeting.
- (d) Any other business as may be placed on the agenda or permitted by the Chairman.

40. All minutes and details of proceedings will be made by the Secretary of the Forum and will be promulgated to all concerned after approval of the President. All actions as required in accordance with the minutes will be initiated well in time and a completion report will be made to Secretary, who in turn will put them up for perusal of the President.

Command Charters.

40(A). The Veteran Sailors' Forum shall organisationally comprise four Command Charters namely, Delhi Command Charter, Vizag Command Charter, Mumbai Command Charter and Kochi Command Charter, working under VSF Governing Council.

Regional Charters

41. Initially, the Veteran Sailors' Forum would comprise of a Delhi Charter located at New Delhi. Regional Charters would be instituted subsequently. The location for Delhi Charter of Forum would be at Room No. 401, 4th Floor Chanakya Bhawan, Chanakya Puri, New Delhi 110021.

41(A). The Command Charters could establish various Regional Charters at places as proposed by the respective Command Charter Management Committee and approved by Governing Council. Such Regional Charters would operate under the respective Command Charter within their area of jurisdiction. The list of Regional Charters established till to date are as follows:-



[Signature]
Secretary

[Signature]
Treasurer

[Signature]
President

- (a) North Zone. Delhi, Dehradun and Jabalpur.
- (b) East Zone. Kolkata, Chilka and Chennai.
- (c) West Zone. Goa, Karwar and Porbandar.
- (d) South Zone. Ezhimala.

Details of charters established from time-to-time would be disseminated suitably.

42. Regional Charters would be established from respective Command resources at a suitable location accessible to ex-sailors' community.

Associate Charters.

42(A). Any individuals/ organisation of retired naval sailors throughout the country, who shall agree to adhere to the bye-laws of the Forum, would be authorised by Command Charters to open an Associate Charter. However, they should have a minimum of **50 members**. Formation of multiple Associate Charters at the same place / location would not be permitted.

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Disaffiliation of Associate Charters.

42(B). If any Charter fails to adhere to the Rules and Regulations of the Forum or fails to produce the required documents within the time frame, as decided by the Governing Council from time to time, it shall be treated as disaffiliated. The Forum may also then, assume direct control of the affairs or merge with the nearest Charter of its members till another Charter in the area/locality is constituted and recognised by the Governing Council.

ADMINISTRATION



Funding

43. The Forum can raise funds to meet its expenses as per the regulations set by the Governing Council, which may include following sources: -

- (a) Grant from NPF.
- (b) Membership fees.

[Signature]
Secretary

[Signature]
Treasurer

[Signature]
President

- (c) By appeal to State and Union Govt.
- (d) By appeal to corporate houses, institutions, general public for contributions and donations.
- (e) By publishing magazine/newsletters.
- (f) By other lawful activities.
- (g) By organising sports, competitions, dances, fetes and other entertainments permitted by law.
- (h) By publication and sale of books, magazines, journals periodicals and newspapers.

Income Tax Rebate

44. Section 80(G) of the Income Tax Act of 1961 provides the donors, who gave donations to the Forum and charitable trusts/organisation etc. holding certificate of exemption under section 80(G) issued by the Income Tax Authorities can claim exemption.

Proceedings and their Evidence

45. All minutes, proceedings, resolutions etc. of all General Body Meetings and Meetings of the Governing Council (GC), Executive Council (EC) and other Committee if any signed by the Secretary and Counter signed by the President/Vice President shall be evidence of the matters stated therein.

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Financial Year

46. Financial year of the Forum shall be the year commencing on 1st April of the year to 31st March of the ensuing year.



Accounts

47. The Governing Council shall cause true accounts to be kept of all sums of money, received and expended by the Forum and of matters in respect of which such receipts and expenditure take place and of the assets, credits and liabilities of the Forum. The Governing Council shall lay before the Annual General Meeting an income/expenditure account and balance sheet duly audited once in a year as provided by these rules. A copy each of such accounts and balance sheets shall be displayed on the notice-board at the office of the Forum at least 14 days prior to the

[Signature]
Secretary

[Signature]
Treasurer

[Signature]
President

date of the meeting at which the same is to be presented to General Body. All the Funds shall be deposited in a Nationalised bank as decide by the Governing Council. The Banks Accounts shall be operated under the joints of the two Governing Council members.

Audit

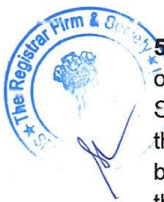
48. A duly Qualified Chartered Accountant/Regd. Accountant may be appointed by the Governing Council in an honorary or paid capacity as appropriate, as the auditor of the Forum. The Auditor shall have the right of access to all books of accounts, vouchers and financial documents of the Forum. He shall be afforded any other assistance in the form of information of explanation to enable him to perform his functions properly.

AMENDMENTS TO MEMORANDUM OF ASSOCIATION AND RULES AND REGULATION

49. These rules and regulations may be altered, added to or abridged by the vote of a majority of members present at any Governing Council (GC) meeting provided that a notice of such alternation, amendment addition or abridgement is given to every member of the Governing Council and Branches of the Forum at least ten days before the date on which such meeting is being convened

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50. Whenever it shall appear to the Governing Council that it is advisable to alter, extend or abridge the purposes for which the Forum has been established, or to alter extend, abridge the object of the Forum as contained in the Memorandum of Association or amalgamate the Forum either wholly or partially with any other Society or whenever the Governing Council intends to change the name of the Forum, the President shall, after a resolution to that effect has been passed by the Governing Council submit the proposition to the branches of the Forum in a written or printed report and shall convene a special meeting of the General Body for the consideration thereof.



51. No proposition for the alternation, extension or abridgement of the purposes or the/objectives of the Forum or for its full or partial amalgamation with any other Society or for change of its name shall be carried into effect in the special meeting of the General Body unless the report mentioned in Para 50 has been delivered or sent by post to every branch of the Forum at least 10 days previous to the date on which the special meeting is being convened, nor unless such proposition have been agreed to in writing by three-fourth of the total number of branches and confirmed by the votes of three-fifth of members present at a second special meeting of the General Body, convened by the President on behalf of the Governing Council at an interval of one month of the former meeting.

[Signature]
Secretary

[Signature]
Treasurer

[Signature]
President

52. A copy of the proposition carried into effect as mentioned in Para 51 above, shall forthwith be forwarded to the Registrar of Societies, New Delhi.

53. Notwithstanding any proposition for the change of name of the Forum carried into effect as mentioned in Para 50 above, the name of the Forum shall not be changed unless the Registrar of Societies, New Delhi, has registered the change of names and has issued a Certificate of Registration altered to meet the circumstances of the case.

54. Any amendment in the Memorandum of Association and Rules and Regulations will be carried out in accordance with procedure laid down under section 12 and 12 A of the Societies Act 1860.

BANKERS

55. The Bankers of the Forum shall be the Bank of Baroda, Chankya Puri or such other banks as the Executive Council may decide from time to time.

SUITS BY OR AGAINST THE FORUM

56. Law suits for or against the 'Forum' shall be filed in the name of the President of Forum or in the name of such other person as may be appointed by the Governing Council for this purpose under section 6 of the Societies Registration Act 1860.

DISSOLUTION

57. In the eventuality of occasion demanding the dissolution of the Forum, procedures outlined in the succeeding paragraphs will be followed.

58. Whenever the Governing Council(GC) intends that the Forum shall be dissolved, or any number not less than three-fourth of the total number of members of the Forum submit a written notice to the President for dissolution, the President shall convene a special meeting of the General Body as soon as practicable.

59. The Forum shall not be dissolved unless three-fifth of the total number of members shall have expressed a wish for such dissolution by votes either delivered in person or by proxy at the special meetings of the General Body convened for the purpose.

60. Where not less than three-fourth of the members have determined as mentioned in Para 58 above that the Forum shall be dissolved, the Forum shall be dissolved forthwith or at the time agreed upon during the special meeting, and all steps necessary shall be taken by the Governing Council for the disposal and settlement of the property of the Forum, its claim and liabilities according to these



[Signature]
Secretary

[Signature]
Treasurer

[Signature]
President

rules and regulations as may be applicable, if any, and if not, then as the Governing Council shall find expedient.

61. If upon dissolution of the Forum there shall remain any asset after the satisfaction of all its debts and liabilities and property whatsoever, the same shall not be paid to or distributed amongst the members of the Forum but shall be given to the Indian Naval Benevolent Association(INBA).

APPLICATION OF THE ACT 1860

62. All the provisions of the Societies Registration Act XXI of 1860 (Punjab Amendment Act, 1957) as extended to the Union Territory of Delhi shall apply to the Forum. **The Forum has been Registered under Societies Registration Act 1860 vide Certificate No. S/62103 dated 05 May 2008.**

RULES & REGULATIONS OF THE FORUM

63. Certified that this is the correct copy of the Rules and Regulations of the Forum.



(Digvijay Singh Hada)
Captain
Secretary



(Digvijay Singh Hada)
Captain
Treasurer



(R Hari Kumar)
Vice Admiral
President



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e mail - vsfdellhi@yahoo.com
Tele. No. 011-2410 2305

VETERAN SAILORS' FORUM (VSF)
MEMBERSHIP FORM

I hereby request that I may please be made member* of the Veteran Sailors' Forum (VSF). As a member I will abide by the Rules & regulations of the VSF. My particulars are as follows:-

Appendix 'A'

Paste your
recent Photo in
civil dress

- (a) Name (BLOCK letters)..... Widow of (if applicable).....
(b) Ex-Rank..... Branch DOB
(c) Service no..... Last Unit.....
(d) Date of Retirement..... PPO No* dated.....
(e) Total Service..... Marital Status.....
(f) Zila Sainik Board Regn no..... Registered at.....
(g) Reason for discharge from Navy*..... (Enclose copy of 'Service particulars' from your Discharge Book)
(h) Address for Correspondence:
H.No..... Street /P.O.
Village/Colony..... District.....
State..... PIN Code.....
(i) Permanent Address:
H.No..... Street/P.O.....
Village/Colony..... District.....
State..... PIN Code.....
Phone no (Land line)..... Mobile No.....
(k) E- Mail ID.....
(l) NOK's Name..... Relationship.....
(m) Particulars of Children
Name Date of Birth Relationship Occupation
1.
2.
3.
(n) Details of Present Job
(j) Present Employer Designation.....
(k) (ii) Job Location..... Web site of Employer

Paste here Spouse Photo (if applicable)
Name

Paste here Photo of Child 1
Name

Paste here Photo of Child 2
Name

Paste here Photo of Child 1
Name



2. I hereby enclose cash/DD/At par cheque/local cheque no..... dated.....
of Bank..... Branch for an amount of Rs
(Rupees).

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DD/Cheque should be in Favour of - VSF Fund Payable at New Delhi.

3. I certify that I have not been jailed/imprisoned or debarred or expelled from Indian Navy or any organisation.

[Signature]
Secretary

[Signature]
Treasurer

[Signature]
President

4. I certify that I have read rules & regulations of VSF and I agree to abide by the same.

5. The above information is true to best of my knowledge. I understand that making of false statement/hiding of information will lead to cancellation of my membership from VSF and will be liable for legal action against me.

Date:

Signature.....

Place:.....

Name.....

- *Note: 1. Widow is given an honorary membership of VSF. There is no membership fee for Widow.
 2. Please enclose attested copies of PPO and of 'Service Particulars' from your Discharge Book.
 3. Life Time Membership fee as follows:-
 (a) Hon LTs/Hon SLTs/MCPOs/CPOs Rs 300/
 (b) Petty Officers & below - Rs 200/-
 (c) Widows - NIL

SUGGESTION BY MEMBERS (if any):

.....

FOR OFFICE USE ONLY

Signature of the Approving Authority

JDESA (VSF)

Membership No..... Honorary Membership/ Life Time Membership (Tick as appropriate)

Receipt No..... Dated.....

Address for Correspondence:-

JDESA(VSP)


Room No. 401


Veteran Sailors' Forum


4th Floor, Chanakya Bhawan

Chanakya Puri, New Delhi 110021

NOTE:- ALL INFORMATION ABOUT VSF INCLUDING MEMBERSHIP FORM IS AVAILABLE ON WEBSITE
www.irfc-nausena.nic.in (DESA PAGE)


 Secretary


 Treasurer


 President

CERTIFICATE OF REGISTRATION
UNDER SOCIETIES REGISTRATION ACT OF XXI, 1860


Registration No. S/ 62103 /2008

I hereby certify that " Veteran Sailors
forum "

located at Room No 401, 4th floor
Chankya Bhawan IHC MOD (N)
New Delhi - 110021 has been registered* under
SOCIETIES REGISTRATION ACT OF 1860.

Given under my hand at Delhi on this 35th day of
May Two Thousand Eight.

Fee of Rs. 50/- Paid



(BALWANT SINGH)
REGISTRAR OF SOCIETIES
GOVT. OF NCT OF DELHI
DELHI

* This document certifies registration under the Society Registration Act, 1860. However, any Govt. department or any other association/person may kindly make necessary verification (on their own) of the assets and liabilities of the society before entering into any contract/assignment with them.



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Secretary

Treasurer

President

Appendix C
(Refers to Article 35A)

WORKING RULES FOR ASSOCIATE CHARTERS OF VETERAN SAILORS' FORUM

NAME OF ASSOCIATE CHARTER _____

1. **Introduction.** The Veteran Sailors' Forum (VSF), hereinafter referred to as 'Forum', is an association of retired Naval sailors and their widows and is registered with the Registrar of Societies, New Delhi under Societies Registration Act 1860 as applicable to Union Territory of Delhi. VSF forms Associate Charters in places where there are no naval establishments, subject to eligibility criteria laid down at Para 39 to 43 of the bye-laws of VSF. The succeeding paragraphs lay down the broad Working Rules for the Associate Charter. The individual / organisation aspiring to form the Associate Charter is / are to complete and sign these Working Rules as evidence of their agreement to abide by the bye-laws of the Forum. Copy of the byelaws of the Forum is available online or can be obtained from VSF Secretariat, Room No 401, Chanakya Bhawan, Chanakyapuri, New Delhi – 110021.

2. **Declaration by Associate Charter.** _____
(name of Associate Charter) declare the following in pursuance of its intention to form an Associate Charters:-

- (a) The individuals / member of such association are retired naval sailors.
- (b) There are ____ members in the organisation (there should be more than 50 members aspiring to form Associate Charter).
- (c) The individuals / organisation agree to adhere to the bye-laws of the Forum.
- (d) The individuals / organisation is apolitical and will remain to be so.
- (e) Another VSF Associate Charter does not exist in _____ (place / location).
- (f) A Command / Regional Charter of the Forum does not exist in _____ (place / location).



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[Signature]
Secretary

[Signature]
Treasurer

[Signature]
President

3. **Autonomy of Operations.** The Associate Charters agree to abide by the constitution of the Forum, but will maintain autonomy of local functioning.

4. **One Associate Charter in One Location.** The Associate Charter understand that formation of multiple Associate Charters at the same place / location shall not be permitted and will accept the decision of the VSF Governing Council to cancel Associate Charter if another Associate Charter found to be existing at _____ (location / place) before submission of this undertaking.

5. **Office Bearers of the Associate Charter.** This Associate Charter agree to operate under a Managing Committee comprising the following elected members:-

- (a) President _____.
- (b) Secretary _____.
- (c) Treasurer _____.
- (d) Other members _____.

6. Details of the now office bearers will be forwarded to VSF Governing Council soon after their assumption of the office.

7. **Affiliation of Associate Charter.** We understand that the affiliation of this Associate Charter would subject to its adherence to the conditions specified by the Forum from time to time and to the approval of the Governing Council of the Forum.

8. **Dis-Affiliation of Associate Charters.** We understand that if this Associate Charter fails to adhere to the Rules and Regulations of the Forum or fails to produce the required documents within the time frame, as decided by the Governing Council from time to time, shall be treated as disaffiliated. We accept that the Forum may also then, assume direct control of the affairs of this Associate Charter related to VSF activities in the particular location or merge VSF members with the nearest VSF Charter of its members till another Charter in the area/locality is constituted and recognised by the Governing Council.

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9. **Financial Records.** We agree to forward a copy of the audited financial statement of the Associate Charter to the Secretary VSF by 30 Jun of each year.



10. **Membership Details.** We agree to forward the list of members as on 31 Dec every year to the Secretary VSF to meet the requirement of Societies Registration Act 1860 as applicable to Union Territory of Delhi.

[Signature]
Secretary

[Signature]
Treasurer

[Signature]
President

11. **General Body Meetings.** We undertake to hold Annual General Body meetings once in twelve months, in accordance with the provision contained in the bye-laws of the Forum regarding conduct of General Body Meeting. The minutes of the general body meeting will be forwarded to the Governing Council.
12. **Managing Committee Meetings.** Meetings of the Managing Committee will be held at least once in six months.
13. **Bankers.** The details of the bankers of the Associate Charter will be intimated to the Governing Council.
14. **Adoption of Additional Provisions.** Any additional provisions adopted by the Managing Committee of this Associate Charter related to administration, operation, conduct, or financial operations to suite the local functioning, which are not in contravention to the byelaws of the Forum, will be intimated to the VSF Governing Council at the time of initial affiliation, or within two months on adoption of such provisions subsequent to affiliation.
15. Read and agreed with the provisions containing in this Working Rules and agree to abide by the byelaws of the Forum.

()

President

()

Secretary

()

Treasurer

Date:

Date:

Date:

CERTIFIED COPY

