

## CONSTITUTION OF THE SURVEYOR'S ASSOCIATION, SURVEY OF INDIA, CHQ, DEHRADUN.

### 1- Introduction:

Regarding constitution and bye-laws of Surveyors, it is relevant to make note of the Surveyor in Survey of India.

Surveyor is a Group 'B' Non Gazetted cadre in Survey of India. Minimum entry qualification in the department is B.Sc. in (Mathematics) for new recruits. Departmental candidates also get entered in this cadre through LDCE after completing 5 years of regular service with minimum 12th (Mathematics) or higher educational qualification. All selected candidates are imparted 2 years rigorous training at NIGST, SOI, Hyderabad (Formerly known as IIS&M, Hyderabad) and honored with "Surveying Supervisor" after successful completion of the training. After this they are designated as Surveyor and are ready to serve the department at their best. This Association was formed by Government of India vide Ministry of Agriculture letter No. F-18-15-48-R dated 25-02-1948 in the past.

### 2- Definition for the purpose of rules/bye-laws of the Association.

Association means the SURVEYOR'S ASSOCIATION.

Department means the Survey of India, Department under the Ministry of Science and Technology Department.

Government means the Government of India.

GDC Geo Spatial Data Center, an independent Director's Office in a State.

Branch means a branch office of the Association, determined by the strength of the members working at a place. At least seven members shall form a Branch but in special circumstances a Survey of India Unit or Office throughout India with fewer members may also be considered to be a Branch.

Central Headquarters the Headquarters of the Department will be the Central Headquarters of the Association.

Central Executive Committee means the elected committee at the Central Headquarters of the Association.

The members of the Executive Committee shall be from the members of the Association only.

President means the elected President of the Association.

General Secretary means the elected Secretary at the Central Headquarters of the Association.

### 3. Aims and Objects :

The Association has been formed to :

- Protect the Common interests of its members.
- Represent the legitimate aspirations and grievances of its members to the Surveyor General and Government (through proper channels) and appeal for justice.
- Secure equitable treatment as between their own and other services.
- Raise the status of the profession of its members.
- Work jointly for the good of its members and for good of the service it represents.
- Affiliate with the recognized Associations having similar aims in furtherance of the above facts.
- Represent the Group 'B' Non Gazetted staff in collective bargaining with the Government or so.

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4. **Membership :**

All Surveyors in Groups 'B' Non Gazetted Cadre of the Department are eligible to become members of the Association while they are in service.

- i) Those who are promoted to higher services shall automatically cease to be members. Those who become members shall be required to sign a declaration form as appended.
- ii) Any member may resign his membership by giving notice to the President to that effect.

5. **Entrance Fee and Subscription :**

- i) The Entrance Fee will be Rs. 10/- to be paid in full to the Treasurer of the Central Fund at the Central Headquarters of the Association at the time of becoming a member.
- ii) The annual subscription will be Rs. 300/- @ Rs. 25/- per month.
- iii) The subscription will be paid to the Treasurer at the Central Headquarters/ Branches of the Association.
- iv) The Entrance Fee and the rate of subscription can be changed from time to time as determined by the Association.
- v) Any member leaving the Association shall have no claim to any money paid by him during his membership.

6. **Constitution :**

- i) The Association will have a President, Three Vice Presidents one each at Central Headquarters, Dehradun and Hyderabad, a General Secretary, Five Joint General Secretaries (one each at Headquarters, Dehradun, Delhi, Hyderabad and the Eastern Zone), four Zonal Secretaries one each from Zonal Headquarters and a Treasurer at the Headquarters of the Association. A Secretary and an Assistant Secretary (President, Vice President and Treasurer if required will also be elected at Branches. An Executive Committee consisting of the President, Vice Presidents and General Secretary, Joint General Secretaries, Zonal Secretaries, the Treasurer and seven Executive Members may be elected from different categories of Surveyors Group 'B' Non Gazetted / nominated from outgoing office bearers will form the Governing Body / Executive Body of the Association. All office -bearers will be honorary. The Executive Committee shall nominate representatives from amongst the members on various councils of the Joint Consultative Machinery. Such representatives on the J.C.M. will also be included in the Executive Committee.
- ii) An Organizing Secretary and an Assistant Treasurer will be opted / nominated by the General / Executive Body.
- iii) The Executive Committee will be elected after every two years preferably in the month of July from amongst the members at the Headquarters and one Vice President and one Joint General secretary from amongst the members at Hyderabad and one Joint General Secretary from the members in the Eastern Zone and one Joint General Secretary amongst the members of Delhi GDC/ Branch. The Executive Committee shall draw up a panel of candidates for the respective offices of the incoming Executive Committee. This panel shall be sent to the



Secretaries in the month of June for recording the votes of the members at the GDC/Branches through the Secret ballots. Votes of the members of the Headquarters shall also be recorded through the Secret ballots recorded in July after receipt of the recorded votes from all the Branches. The tenure of the office Bearers should be two years of maximum and in any cases the election should be held within 3 months of the expiry of the term failure of which shall cease to be the duly elected representatives of the Association.

- iv) The Secretary and the Assistant Secretary of a GDC /Branch will be elected in July every year from amongst the members at that GDC/ Branch.
- v) Any casual vacancy amongst the members of the Executive Committee during the course of the year may be filled up by the Executive Committee itself.
- vi) Any casual vacancy in the office of the Secretary or an Assistant Secretary in a GDC/ Branch shall be filled up by election from amongst the members at that GDC/ Branch.

**7. Functions of the Executive Committee:**

- i) The Executive Committee has the power to make, alter and repeal all such bye-laws as it deems necessary or convenient for the proper conduct and management of the Association without prejudice to the general rules of the Association, subject to rectification later by at least two thirds of the members of the Association.
- ii) It shall bring to the notice of the members of the Association all such bye-laws, amendments and repeals, which, while in force, shall be binding on all the members of the Association.
- iii) It shall meet whenever called upon to do so by the General Secretary to decide any matter of importance or plan for the working of the Association, and necessarily in May and September every year to review the work of the Association and to audit the accounts.
- iv) In all important matters the Executive Committee shall consult the GDC/ Branches by telephone or electronic media, if necessary, before taking action. But when immediate action is necessary, the Executive Committee shall have the discretion to act for the Association and its decisions will be binding on all the members. In all cases, the Executive Committee shall through the General Secretary inform the GDC/Branches of any such action taken on behalf of the Association.
- v) It shall have the authority to take any disciplinary action on any member or GDC/ Branch Association who shall have the right to appeal to the Association.
- vi) It shall have the authority to sanction any extraordinary expenditure to be incurred out of the Association's funds.

**8. Duty of the President:** He shall preside at all meetings of the Association and of the Executive Committee and shall conduct the proceedings at all such meetings.

**9. Duty of the Vice-President :** In the absence of the President the Vice-president will preside over the meetings. He shall help the President in all the activities as assigned to him by the President.

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10. **Duties of the General Secretary :-**

- i) The General Secretary shall be responsible to conduct all the correspondence authorized by the Executive Committee.
- ii) He shall convene meetings of the Association and the Executive Committee and record their minutes and send these to the GDC/Branch Secretaries for the information.
- iii) He shall receive all correspondence on behalf of the Association, deal with the routine matters and put the other issues before the executive Committee for consideration and necessary action.
- iv) He shall have in custody all files, seals and documents of the Association.
- v) He shall perform such other duties as may be assigned to him by the Executive Committee.
- vi) He shall prepare in July each year an annual report of the working of the Association, showing its progress and financial condition. The draft of this report shall be put up before the Executive Committee for its approval and copies will then be sent to all GDC/Branches.
- vii) He shall send in July to the Government, through the Surveyor General, the proceedings of the Annual General Meeting and a statement of accounts of the Association.

11. **Duties of Joint General Secretary :**

- i) He shall help the General Secretary in all his duties and shall perform any other duties assigned to him from time to time by the Executive Committee.
- ii) In the absence of the General Secretary from the Central Headquarters, he shall carry out the duties of the General Secretary.

12. **Duties of Zonal Secretary :** He shall deal with all the correspondence on Association matters pertaining to his zone at the level of Additional Surveyor General.

13. **Duties of the Treasurer : -**

- i) He shall receive all money payable to the Central Fund of the Association.
- ii) He shall disburse all amounts for and on account of the Association, keep the accounts and shall conduct correspondence on matters of accounts with the GDC/ Branch Secretaries.
- iii) He shall collect /receive accounts of annual returns / subscriptions from the GDC/ Branches /DDOs of different offices and prepare a yearly balance sheet of the accounts of the association for the information of all the members.
- iv) He shall have the authority to deposit money in a Post Office or a Scheduled Bank on behalf of the Association and make withdrawals whenever necessary on behalf of the Association.
- v) He shall keep proper accounts of all sums of money received or expended and of the assets and liabilities of the Association. The books kept by him shall be open to the inspection of members at all convenient times.
- vi) He shall lay before the members a statement of receipts and expenditures at the Annual General Meeting.

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14. **Duties of a Secretary :**

- i) A Secretary will be responsible for conducting all the affairs of the Association connected within his own GDC/ Branch.
- ii) He shall collect / receive the annual subscriptions of all the members of his Branch, out of which he will keep 40% for any contingent expenses and remit 60% to the Treasurer (CHQ) as Central Share of Subscriptions. He shall take steps to recover all dues from the DDOs/ members of his GDC/ Branch without falling into arrears. However, as regards to the Annual Subscriptions of the members at CHQ, the total Subscriptions will be deposited with the Treasurer at CHQ, either by cheque or by net banking.
- iii) He shall inform the members of his GDC/Branch of all matters that are submitted by the General Secretary for consideration and necessary action.
- iv) He shall furnish the General Secretary with a complete list of the members of his GDC/ Branch along with the audited accounts of the GDC/Branch, list of office bearers annually during June for compilation and submission to the Surveyor General.
- v) He shall keep proper accounts of all receipts and payments with vouchers.
- vi) He shall conduct the correspondence of his GDC / Branch, keep minutes of all meetings at this Branch and perform such other duties as may be required by him.
- vii) He shall be responsible for the funds of his GDC/Branch.
- viii) He shall arrange meetings of his GDC/Branch whenever necessary.
- ix) He shall submit his accounts every year in June to the Treasurer through the General Secretary.

15. **Duties of Assistant Secretary:**

- i) He shall help the Secretary in all his duties and shall perform any other duties assigned to him.
- ii) In the absence of the Secretary from the GDC/Branch, he shall carry out the duties of the Secretary.

16. **Interpretation of Rules :**

The Executive Committee shall be the sole authority for the interpretation of those Rules and all bye-laws made there under and the decision of the Executive Committee upon questions of interpretation of those rules shall be final and binding on all members, but if any GDC / Branch or the Headquarters object to the interpretation of any rule or rules, a vote of all members of the Association shall be taken and the interpretation agreed to by the majority shall be accepted. Amendments to the Rules in the manners stated above shall be subject to the prior approval of the Government.

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17. **Funds :**

The Central fund shall be deposited in the Post Office or a Scheduled Bank in the name of the Association. **The power to withdraw and deposit money shall vest jointly in the President and the Treasurer on behalf of the Association.** All acknowledgements of receipts shall be made by the Treasurer. In June each year, the Secretaries shall transfer to the central fund any balance out of the amounts retained by them for contingent expenses.

18. **Disciplinary Action :**

- i) At any general meeting, any member disregarding the orders of the President may be debarred from participating in the rest of the proceedings.
- ii) The case of any member of the Executive Committee found guilty of neglect of duty or of any misconduct shall be put before the Central Headquarters for decision and necessary action.
- iii) Any office bearer of GDC/ branch may be suspended by the Central Executive Committee only if the sufficient reasons are there and in the opinion of the majority of the members of the GDC/ Branch.

19. **Legal Proceedings :**

The Association shall sue and be sued in the name of the President or such other person as the Association may, from time to time, appoint for such purposes.

20. **Meetings :**

General meetings at the Central Headquarters or at the GDC/Branches of the Association shall be held, as necessary and convenient. Three clear days notice to the members, specifying the place, date and time of every meeting shall be given. Non-receipt of such notice by any member shall not invalidate the proceedings at any general meeting. The agenda for all the general body meetings shall be fixed ahead and notified to all the members.

21. **Procedure at General Body Meetings :**

- i) At all general body meetings at the Central Headquarters, the President, and in his absence the elected Vice-President of the Central Headquarters or in the absence of both a member elected by the meeting shall be in the chair.
- ii) The elected vice-President of the Central Headquarters at Hyderabad will preside over the meetings at Hyderabad or a member elected by the meeting in his absence shall be in the chair. At other GDC/Branches, the President (if already elected by the Branch) or a member elected by the meeting in the absence shall preside over it.
- (iii) The General Secretary at the Central Headquarter or the Secretaries in the GDC /Branches shall read out minutes of the last meeting and the agenda of the present meeting, after which the discussion on points will take place. The General Secretary / Secretaries shall record the proceedings.

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22. **Quorum:**

- i) A quorum for any general body meeting shall be one third of the members at the Headquarters of in the GDC / Branch holding such a meeting. If within an hour from the time appointed for a meeting, a quorum is not formed, the meeting shall be adjourned. An adjourned meeting may be convened a second time and if once again one third of the members are not present, the members who are present shall form a quorum and may transact the business for which the meeting was called.
- ii) When the Executive Committee meets to transact any business, quorum shall be four.

23. **Carrying out of a Resolution:**

- i) All motions and amendments put before a meeting shall be required to be seconded and then be decided by a show of hands or by a poll. The chairman shall have a casting vote.
- ii) The number of votes for or against a measure shall be recorded in the Minute Book.

24. **Communication:**

- i) A member in a GDC /Branch shall communicate only with his Secretary.
- ii) Only Secretaries and the members at the Central Headquarters through Joint General Secretary (Dehradun) shall communicate with the General Secretary.
- iii) The Joint General Secretaries out stationed of Central Headquarters may conduct correspondence with the surveyor General only on matters which required immediate attention pertaining to their jurisdiction other than policy matters, under intimation to the General Secretary for further action and approval.
- iv) The General Secretary alone shall communicate directly with the Surveyor General and through him to the Government of India on behalf of the Association. He shall submit his proposals to the Executive Committee for approval.

25. **Defaulters:**

Any member whose annual subscription for six months overdues shall be deemed a defaulter. The Executive Committee shall remove his name from the list of members and he shall thereafter cease to be a member of the Association, unless in the opinion of the Executive Committee there are justifiable grounds for his failure to pay in time. Defaulters shall be eligible for readmission on payment of the arrears plus actual entrance fee.

26. **Audit:**

The accounts of the Association shall be audited every accounting year (i.e. 1<sup>st</sup> April to 31<sup>st</sup> March) by two members, in May in the GDC/Branches and in June at the Central Headquarters. The Auditors shall not be office bearers and shall be elected in General Body meetings in the GDC / Branches and the Central Headquarters. An audited statement of Annual Accounts and list of members of the Association along with the copy of bye-laws shall be furnished to the Surveyor General annually before 1<sup>st</sup> July.

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27. **Educational Activities:**

The Association reserves the right subject to the prior permission of the Government to start publication of a periodic magazine, pamphlet or information circular on technical subjects or advancement of general interests of the members. The Association also reserves the right to address and advise its members on educational, technical and other matters of interest.

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General Secretary  
Surveyor's Association  
CHQ : Dehradun.