ARTICLES OF CONSTITUTION

AND

RULES OF THE
ODISHA EXCISE SERVICE
ASSOCIATION

Amended up to 2015
GOVERNMENT OF ORISSA
HOME DEPARTMENT
No.1366 Poll.

From:
J.W. Orr, Esquire, I.C.S.,
Under Secretary to Government of Orissa

To:
The Revenue Commissioner, Orissa.
Cuttack

The 28th. February, 1946.

Sub: Recognition of the 'Orissa Excise Association'.

Sir,

With reference to your letter No. 285 dated the 31st. January, 1946, addressed to the Secretary to Government in the Education Department on the above subject, I am directed to say that Government are pleased to recognise the 'Orissa Excise Association'.

2. Further I am to say that any representation from the above Association should pass through you.

3. A copy of the rules for recognition by the Government of Orissa of Association of their employees is enclosed for the information of the President of the Association.

I have the honour to be,
Sir,
Your most obedient servant,
Sd/- J.W. Orr.
Under Secretary to Government.
Office of the Revenue Commissioner : Orissa.

Memo No.573Ex/x-8/46.

Dated Cuttack the 16th March, 1946.

Copy with copy of the enclosure forwarded to Sri Brahmamnda Mahapatra, Inspector of Excise (Khurdha, Dist. Puri) and President of the Orissa Excise Association for information. Duplicate copies of the rules of the Association, annual statement of its accounts of lists of its member may be submitted to this office regularly.

Sd/- B.Prahamaraj
Assistant Secretary to Revenue (Excise) Commissioner, Orissa.

Memo No.574(8) Ex./x-8/46
Dated Cuttack the 16th March, 1946.

Copy with copy of the above memo and of its enclosure forwarded to all District Officers Deputy Commissioner of Excise, Orissa, Special Excise Officer, Orissa for information.

Sd/-B.Prahamaraj
Assistant Secretary.
GOVERNMENT OF ODISHA
EXCISE DEPARTMENT

No. 4250/Ex., Dated... 22-7-15

To
Bikash Kumar Nayak,
General Secretary,
Odisha Excise Association,
B.J.B. Nagar, Sabarsahi Lane,
Bhubaneswar-14.


The undersigned is directed to invite a reference to his letter No.26/Ex., dated 24.11.2014 on the subject cited above and to say that Govt. in Home Department, after careful consideration, have been pleased to approve the proposal for amendment of the original Bye-Law of the Odisha Excise Association vide their letter No.23152(M), dated 14.07.2015 (copy enclosed).

It is, therefore, requested that the Original Bye-Law of the Odisha Excise Association may be reprinted and five copies of the printed Bye-Law be furnished to this Deptt. for keeping two copies in Excise Deptt. and transmission of three copies to the Home Department for official use.

Memo No.________________/Ex., Dated...

Copy along with the copy of the enclosure forwarded to the Excise Commissioner, Odisha, Cuttack for information and necessary action.

Under Secretary to Government
GOVERNMENT OF ODISHA
HOME DEPARTMENT

No. HOME-SAPW-RULE-0002-2015 dated 14/07/15

To

The Excise Department.


In inviting a reference to their endorsement dt.17.12.2014 in their file No.FE-II-60/2014, on the subject cited above, the undersigned is directed to say that, Government after careful consideration have been pleased to approve the proposal for amendment of the original Bye-Law of the Odisha Excise Association as follows.

<table>
<thead>
<tr>
<th>SI No</th>
<th>Present provision of the original Bye-Law with Clause</th>
<th>Provision to be inserted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Clause-1-The nomenclature of the Association is &quot;Orissa Excise Service Association&quot;</td>
<td>Amended as &quot;Odisha Excise Service Association&quot;.</td>
</tr>
<tr>
<td>2</td>
<td>Clause-10 (b)- The Central Executive Committee shall consist of 9 members as follows: President-one, Vice President-one, General Secretary-one, Joint Secretary-cum-Treasurer-one, Joint Secretary-one &amp; Member-four</td>
<td>The Central Executive Committee shall consist of 18 members. President-one, Vice President-three, General Secretary-one, Joint Secretary-three, Joint Secretary-cum Treasurer-one &amp; C. E., C. Member-nine</td>
</tr>
<tr>
<td>3</td>
<td>Rule-1- All members shall pay annual subscription at the following rates: Inspector of Excise Rs.75/-, Sub-Inspector of Excise-Rs.50/- &amp; Asst-Inspector of Excise-Rs.25/-</td>
<td>Annual subscription is revised as follows:- Inspector of Excise-Rs.500/-, Sub-Inspector of Excise-Rs.400/- &amp; Asst-Inspector of Excise-Rs.300/-</td>
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</tbody>
</table>

The Odisha Excise Association may now be requested to re-print their original Bye-Law of the Association and furnish three copies of the printed Bye-Law to this Department for official use.

Memo No. 23152 (g) dated 14/07/15

Copy forwarded to the General Secretary, Odisha Excise Association, Excise Office, Sabarsahi, B.J.B. Nagar, Bhubaneswar-14 for information.

Deputy Secretary to Government.
Government of Orissa Home Department
Memo No. Assn.(R)-47(91-66043/Assn.
Bhubaneswar the 24th Sept., 1991.

To

The Revenue and Excise Department.

Sub: Amendment to the By-laws of "Orissa Excise Association."

The undersigned is directed to invite a reference to their Memo No.1590/R., dated 22-8-91 on the subject noted above and to say that Government after careful consideration have accepted the amendment of the By-laws of "Orissa Excise Association". The Association consists of distinct class III Government Employees, i.e Inspectors, Sub-Inspector, and Asst. Sub-Inspector of Excise.

Sd/-

Under Secretary to Government.

Memo No.66044/Assn., Dated 24-9-91

Copy forwarded to Sri Narottama Sahoo, General Secretary, Orissa Excise Association, B.J.B Nagar, Sabarsahi Lane, Bhubaneswar-14 for information and necessary action.

Sd/- C.S. Satapathy,
Under Secretary to Government.
Government of Orissa Revenue and Excise Department.

Memo No.III-Ex(A)-83/91-1993/R Dated 15-10-91

Copy forwarded to Sri Norottama Sahoo, General Secretary, Orissa Excise Association, B.J.B Nagar Sabarsahi Lane, Bhnubaneswar-14 for information.

Sd/-J.Das,
15-10-91
Under Secretary to
Government

Rules regarding the recognition by the Govt. Of Odisha of Associations of their employees other than Associations of Industrial Employees.
RULES

**Part (A)**: Associations of Government employees serving in the Departments of the Government of Odisha other than those in the Police and Prisons Department.

1. Government is prepared to accord official recognition to, Association of its employees which comply with conditions set out below.

2. The Association must ordinarily consist of a distinct class of Government employees.

3. Every Government employee of the same class must be eligible for membership of the Association, Amended vide Home Deptt. (Govt. Of Orissa ) letter No.18880(2) Polt. Dated 19-1148.

4. No person who is in active service to Govt. Or any honourably retired Officer belonging to the same class of Govt. Employees shall be an office holder of the Association.

5. Representations from such Associations, whether made orally by deputation or presented in writing, may be received by Government Officers not withstanding anything contained in the rule relating to the submission of petitions and memorials by Government servants provided that :-

   (a) No representations or deputation will be received except in connection with a matter which is or raises questions which are, of common interest to the class represented by the Association.

   (b) Nothing in these rules affects the discretion of His Excellency the Governor, the Head of Department, or any other officer of Government to receive or not to receive a deputation from any Association.
6. Recognition is accorded for the purpose of enabling the employees of Government to communicate their needs to Govt. Or to Government Officers, and it may be withdrawn by Government if an Association adopts other methods of ventilating those needs.

7. Government may require the regular submission for its information, of copies of the rules of the Association and the annual statement of its accounts and of lists of its members.

8. Government may specify the Channel through which representations from the Association shall be submitted and the authority by whom deputations may be received.

9. The Officer who is empowered to grant leave to a Govt. Employee will, so far as is possible, grant casual leave to an employee who is a representative of a recognised Association to attend duly constituted meetings of the Association. The grant of such leave will be subject to the exigencies of the service, of which the officer in question shall be the sole judge.

10. In these rules, unless the context otherwise require 'Government' means the provincial Government of Odisha.

THE ODISHA EXCISE ASSOCIATION
CONSTITUTION

1. This Association shall be known as the 'Odisha Excise Association' and shall have its Head quarters at Bhubaneswar.

2. Every member of the executive branch of the Odisha Excise of the ranks of Inspector, Sub-Inspector and Assistant Sub-Inspector shall be eligible for membership.
(a) Every member by virtue of his appointment becomes a member. Any body intending to resign may do so in writing which shall be disposed of in a General meeting.

3. The aims and Objects of the Association shall be :

(a) to ameliorate by all legitimate means the pay, allowance, prospects, status conditions of service and morals of its members and to safeguard and protect the position and privileges of all its members in general.

(b) to create and foster esprit-de corps among its members.

(c) to raise and maintain funds by subscription amongst its members for their mutual benefit and for carrying on the objects of the association.

(d) to enlighten the Department and the Government on any matter of interest for the betterment of the department its working and the staff.

(e) This Association shall deal with matters of common interest to the members as a whole or a definite section of them and shall not deal with questions relating to discipline or to the grievances of individual members.

(f) This Association shall be a Non political body.

4. The organisation of the Odisha, Excise Association shall consists of:-

(i) The General Committee consisting of members assembled at general meeting.

(ii) The Central Executive Committee.

(iii) The Executive Committee in the District.

5. The Supreme Authority of the Association shall be vested in general meetings of the members. Every member shall have
one vote and in all matters the opinion of the majority shall prevail. The General meeting shall maintain a general supervision over the work of the Association and shall take or direct the Central Executive Committee to take all steps that may be necessary in the interest of the Association.

The General meeting shall be of two kinds viz. Ordinary and Extraordinary.

6. An Ordinary General Meeting shall be convened once every year at such time and place as may be decided by the Central Executive Committee.

Its Duties shall be :-

(i) to receive and consider the report and statement of accounts and to review the work of the Association during the past year,

(ii) to deal with other matters affecting the Association and decide necessary steps for the furtherance of the aims and objects of the Association.

(iii) to elect office-bearers and members of the Central Executive Committee by secret ballot.

(iv) to amend, alter, or add to the articles of constitution and rules of the Association.

7. An extraordinary General Meeting shall be convened at the request in writing of not less than 1/3 members of the Association.

8. Notices of General Meeting mentioning the date, place and hour of the meeting and business to be transacted there at shall be circulated or posted to all members at least three weeks before the date on which the meeting is to be held.
9. Subject to the restrictions enjoined in the constitution and rules of the Association, the Central Executive Committee shall be fully empowered to carry on, on behalf of the Association all work conducive to the general welfare of the members and attainment of the objects of the Association, to regulate its income and expenditure and to appoint office establishment.

10. (a) The Central Executive Committee shall consist of 18 (Eighteen) members including the following office bearers:

(i) President ..... One
(ii) Vice-President ..... Three
(iii) General Secretary ..... One
(iv) Joint-Secretary ..... Three
(v) Joint Secretary-Cum-Treasurer One
(vi) C.E.C. Member ..... Nine

Branch Secretaries of District Committees whenever able to attend meetings of the Central Executive Committee shall be ex-officio members in addition.

Members of the Central Executive Committee and office bearers shall be eligible for re-election.

10. (b) The term of the office bearers of Central Executive Committee, shall be one year. In no case the election of the office bearers be extended beyond three months from the normal time.

11. If a member or office-bearer of the Central Executive Committee resigns or fails to attend 3 (three) consecutive meetings, the Central Executive Committee shall be empowered to appoint another in his stead.
12. The duties of the Central Executive Committee shall be:

(a) to deal with matters of general interest and to decide on action to be taken.

(b) to determine the powers and functions of office bearers and to maintain a general supervision over their work.

(c) to review the accounts once in two months and to confirm expenditure as may have been incurred with such observations as may be necessary.

(d) to call for a general meeting whenever necessary and to prepare the agenda.

(e) to frame rules for the working of the Association and to adopt them provisionally, pending confirmation at a general meeting.

(f) to incur an expenditure of Rs.500/- (Five hundred) at a time in any one case and to obtain the sanction of District Branch Association of expenses of Rs.500/- (Five hundred) to Rs.1500/- (Fifteen hundred). Any expenditure above Rs.1500/- shall be sanctioned in general meeting but the Central Executive-Committee can sanction the expenditure to be incurred in printing the proceedings of the conference whatever amount it may be.

13. To carry on works of the Association in districts, a Executive Committee consisting of a Branch Secretary, an Accountant, an Assistant Secretary, if necessary, and a few members shall be formed in each district.
DUTIES OF THE DISTRICT EXECUTIVE COMMITTEE.

(a) to collect the opinion of the members of the district with regard to any question of general interest and to ascertain their real grievances and reasonable aspirations.

(b) to receive, discuss and consider all suggestions from individual members and to keep the Central Executive Committee informed of their views.

(c) to frame rules for the transaction of their own business not inconsistent with the constitution and rules of the Association.

Branch Secretaries of District Committee are ex-officio members of the Central Executive Committee.

RULES

1. All Members shall pay annual subscription at the following rate :-

   1. Inspector of Excise       Rs.500/-
   2. Sub-Inspector of Excise   Rs.400/-
   3. Assistant Sub-Inspector of Excise Rs.300/-

1. The Branch Secretaries will make necessary arrangements to collect subscriptions in their respective districts and will make over 50% of such collection to the General Secretary and obtain proper receipt from him the other 50% will form the fund for the District Association. Such amount will be spent to meet the expenses of the delegates and other necessary items which the District Excise Association thinks best in the interest of the Association. Regular account should be maintained for such funds in the District. The Treasurer and Secretary will be answerable in respect of such funds to the members of that district.
2. The President and in his absence the Vice President shall preside at the meetings of the Executive Committee and shall exercise direct control over the work of the Association.

3. The duties of the General Secretary shall be :-

(i) to collect subscription through Branch Secretaries and to grant receipt

(ii) to communicate Branch Secretaries points on which the views of officers employed in the districts are wanted by the Central Executive Committee and to invite their opinions.

(iii) to circulate to Branch Secretaries of the district proceedings of the General Meetings and important meetings of the Central Executive Committee.

(iv) to call meetings of the Central Executive Committee which will ordinarily meet once in two months on two week's notice.

(v) To submit coy of proceedings/resolutions to each meeting along with name and official address sof the office bearers of Central Executive Committee elected in the General Body meeting each year to the Government in Home Department.

4. The General Secretary shall be allowed a permanent advance of Rs.250/- to meet emergent expenses and he shall be permitted to incur expenditure up to a limit of Rs.100/- in any one case. In other cases previous sanction of the Central Executive Committee shall be necessary.

5. The General Secretary shall carry on all correspondence on behalf of the Association and shall also interview officers of the department of Government when necessary. Ordinarily
the General Secretary shall not correspond with or interview, any high official of the department or Government on any matter concerning the Association except with the sanction of the Central Executive Committee.

6. The Joint Secretary of the Central Executive Committee is intended as an assistant to the General Secretary. He shall help the General Secretary in his work and collection of subscription and shall take his place during his absence. He shall also maintain an account of all money received and spent depositing all surplus money in such manner as may be decided by the Central Executive Committee.

7. 1/3 members shall form quorum of the Central Executive Committee of whom one shall be other than the office bearers. The Chairman who shall be elected from the members present in the absence of the President or Vice-President shall have a casting vote.

8. Proceedings of all meetings shall be recorded in a minute book which shall be kept for the purpose by the General Secretary and signed by the Chairman. Proceedings of a meeting shall be read and confirmed at the next meeting.

9. Should any member conduct himself in a manner, which in the opinion of the Central Executive Committee or any District Committee, is unbecoming of a member of the Odisha Excise Association, he shall ordinarily in the first instance, be served with a warning by the Central Executive Committee or with its approval by the District Committees. Should such warning in the opinion of the Central Executive Committee or District Executive Committee fail to produce the desired the affect, Central Executive Committee or with its approval, the District
Committee shall deal with the case in the manner laid down below:

i) Vote of censure.

ii) Suspension from membership with or without forfeiture of his right as a member of the Association or his claims on its fund for any specified period.

iii) Expulsion from membership with or without forfeiture of all his rights as a member of Association or his claim on his fund.

10. The Central Executive Committee may at its discretion, invite any number of members of the Association residing at Cuttack and Bhubaneswar or the outlying stations to attend its meetings.

11. Every District Association shall send as many delegate as possible from each rank to the conference each year.

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"No amendment to the provisions of the constitution shall be carried out without approval of Government in Home Department."