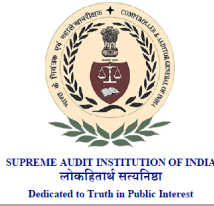


प्रधान महालेखाकार (लेखा व हक)  
का कार्यालय,  
मणिपुर, इम्फाल - 795001



OFFICE OF THE  
PRINCIPAL ACCOUNTANT GENERAL (A&E),  
MANIPUR, IMPHAL - 795001

**स्था(ले.व.ह.)/आदेश सं.194**  
**दिनांक: 03-12-2024**

The Competent Authority is pleased to grant recognition to the Divisional Accounts Officer/Divisional Accountant Association, Manipur under the affiliation of All India Federation of Divisional Accounts Officers and Divisional Accountants Associations as per CCS (RSA) Rules, 1993.

The approved Memorandum of Association and Constitution are enclosed herein as Annexure.

*[Auth: Pr.AG(A&E)'s order dated 03/12/2024 at Note No.32 in e-office  
File No. Estt(A&E)/DA/Misc.Corres./2024]*

संलग्नक: यथोपरि

ज्ञापन संख्या Estt(A&E)/DA/Misc.Corres./2024/1124-28  
सूचना हेतु प्रतिलिपि :-

Sd/-  
वरि० लेखा अधिकारी (प्र०)  
दिनांक: 03-12-2024

1. P.S. to Pr.AG(A&E), Manipur,
2. P.A. to Sr.DAG(A&E), Manipur,
3. Senior Administrative Officer (J.C.M), O/o the CAG of India, New Delhi,
4. Chief Engineers concerned, Government of Manipur,
5. All Officers/Officials of Divisional Accountant cadre.

वरि० लेखा अधिकारी (प्र०)

**ANNEXURE****PART- I - MEMORANDUM OF ASSOCIATION****Art-1 - Name:**

- a. The name of Organisation will be '**Divisional Accounts Officers/Divisional Accountants Association, Manipur State**' hereinafter called DAO/DA Association, Manipur State.
- b. The state association will be affiliated unit of the All India Federation of Divisional Accounts Officers and Divisional Accountants Association as per C.C.S.(R.S.A) Rules, 1993 and recognised by the C&AG of India.

**Art-2 - Aims and Objectives:**

- a. To unify the Divisional Accounts Officers/Divisional Accountants under the control of the Indian Audit and Accounts Department.
- b. To achieve better service conditions for the members and to suggest as well as to participate in any measure, to co-operate with the administration for betterment of audit and accounts procedure in respect of the development works of the State.
- c. To deal with all matters pertaining to the welfare, service conditions and prospects *etc.* of Divisional Accounts Officers/ Divisional Accountants.
- d. To inculcate a sense of fraternity and unity of purpose among the Divisional Accounts Officers/ Divisional Accountants.
- e. The association will not indulge in any politics and will have no affiliation with any political bodies or parties.
- f. The association shall not represent the interest on the basis of any caste, tribe or religious denomination.

**Art-3 - Location:**

The office of the Association shall be situated in Imphal which will be provided by the Administration of the DAO/DA Association, Manipur State.

**Art-4 - Membership:**

- a. All Divisional Accounts Officers and Divisional Accountants under the administrative control of the Indian Audit and Accounts Department in the state of Manipur are eligible for membership of the DAO/DA Association, Manipur State. They will have to apply in the prescribed proforma (*Annexure I*) and membership will be accepted and/or will be allowed to continue in

compliance of the terms and conditions stated in (*Annexure-II*) membership will automatically cease when one will be vacated office as D.A./D.A.O.

- b. No one may enlist or continue to be a member of the association who does not desire or in any way only objects, to be openly connected with the association.
- c. The association reserves to itself the right to cancel the membership of any member on reason which may tend to affect the general interest of the association adversely.
- d. The funds of the association will consist exclusively of subscription from members and grants if any made by the government and will be utilised for the furtherance of the objects of the association.
- e. The financial year will be recorded from 1<sup>st</sup> April to 31<sup>st</sup> March.
- f. No member shall have any claim to monetary refund paid by him during the period of his membership, nor shall he claim any right over any assets movable/immovable of the association.

## **PART-II ARTICLES OF ASSOCIATION/ CONSTITUTION/ BYE-LAWS**

**Art-5 -** Annual subscription at the rate ₹1200/- (*Rupees One Thousand Two Hundred*) only will be deducted from the pay of the member employees. Out of which ₹200/- will be subscribed to the All-India Federation of Divisional Accounts Officers and Divisional Accountants Association.

### **Art-6 - Organizational set up.**

Executive Council will be consisting of following office bearers only from the Members.

i)	President	-	1 (One)
ii)	General Secretary	-	1 (One)
ii)	Finance Secretary	-	1 (One)
iii)	Executive Members	-	2 (Two)

### **Art-6 - Meeting and Voting Right:**

- a. The meeting of Executive Council will be held at least thrice in a year. Quorum for meeting will be 3/5 of total strength of Executives.
- b. General Body meeting will be held once in a year.
- c. A clear 15 days' notice is required for Executive Council and 30 days' notice for General Body meeting.
- d. All fully paid-up members attending the General Body will be eligible to vote and will have one vote.
- e. Elections for the Executive Council will be held biennially (2 years) from amongst the members only.
- f. Special General Body meeting will be called for by the General Secretary within 5 days, by giving 15 days' clear notice, if decided by the Executive Council or requisition from 1/10<sup>th</sup> members.

### **Art-8 Funds:**

Fund of Association will be derived from subscription from membership fee and grants if any made by Government. The funds shall be applied only for furtherance of the objectives of Association.

### **Art-9 Power and Duties / Executive Council Posts:**

- i. **President**: The president will serve as the foremost executive authority, providing leadership and overseeing the Association's activities and preside over all meetings. His duty is to promote unity among members and uphold

the Association's non-political stance.

- ii. **General Secretary:** He will carry out all mandate of the Executive Council and General Body after giving due notice. He will make all correspondence with the administration on behalf of the Association & also present annual Accounts in general body meeting for approval. He is also responsible for addressing and facilitating government and departmental policy matters.
- iii. **Finance Secretary:** His duties include managing finances, maintaining cash and accounts, preparing annual financial reports, overseeing financial compliance, ensuring transparency, managing grants, and overseeing asset management of the Association. His responsibilities are to ensure sound financial management, compliance, and support for the Association's objectives.
- iv. **Executive Members:** They shall act as representatives of the general membership and conveying their concerns, ideas. They shall contribute to the planning and execution of activities and initiatives aimed at advancing the Association's goals.

**Art-10 : Accounts / Records:**

The accounting period will be from April to March, Audited Accounts will be presented in the General Session each year for approval. Further the General Secretary will hand over their respective records to the newly elected body as and when occasion arises.

**Art-11** One Auditor will be nominated by the Executive Council.

**Art-12 Change in Constitution:**

Any article or clause of the constitution if felt necessary to be altered, substituted extended or modified, can be done in accordance to rules and order after being decided in the General Session of 2/3<sup>rd</sup> or majority by single votes of the member present in the meeting.

**Art-13 Statutory Clauses:**

All amendment/addition/deletion or revision will need approval of the administration.

**Art-14 Organ:**

The Association may issue quarterly news bulletin and publish one

souvenir in a year, with approval of Government.

**Art-15 Cessation / Termination / Suspension of Membership:**

The Membership will be ceased due to only one or more than one reasons stated hereinafter: -

- i. The membership will be suspended on account of non-payment of subscription during the year.
- ii. If it is found that member concerned has been involved in anti-association activities and if he does not abide by the Rules and Regulation as stated in *Annexure-II*, his membership may be terminated by General Body.
- iii. For any other reason as the Executive Council deems appropriate by majority of the voters.

**Note: Mode of Termination:**

**On the basis of Article 15, membership can be suspended or terminated if necessary and it will be decided in General Body. The restoration will also be done by General Body, if necessary.**

**Art-16** Any vacancy arising in any post of office bearers will be filled in by the Ex. Council amongst the members of the DAO/DA Association and it will be approved in Annual General Session.

**Art-17 Current Expenses:**

The president & Secretary shall keep a sum not exceeding Rs. 2,000/- each at a time for current expenses and the rest will be deposited in a bank approved by the Executive Council in a Joint Account in favour of the President and General Secretary and will be operated by any two.

**Art-18 Powers:**

- a. The Executive Council shall have fully powers to adopt resolution on all matters effecting the service and resolutions shall be placed before the General Body. The General Body shall have powers to amend, alter revise or add any rules.
- b. Any Amendment in the Constitution of the Association shall be made only with the previous approval of the Govt. /C.A.G. of India.

**Membership Proforma**

I, \_\_\_\_\_  
(Name & Designation)

is willing to be a member of the Divisional Accounts Officer / Divisional Accountant Association, Manipur State. I am willing to pay subscription of ₹100 /- per month (₹ 1,200 /- per year) which may be deducted from my salary.

I will abide by the Rules and Regulations of the Divisional Accounts Officer/Divisional Accountants Association Manipur State.

Signature :

Name :

Designation :

Name of Division :

(To be filled in by the Association)

It is certified that Shri/Smt. \_\_\_\_\_  
\_\_\_\_\_ is a member of  
association.

**Signature of  
Authorised Office  
Bearer of  
DAO/DA Association, Manipur State.**

### **Terms and Conditions of Membership:**

The member will be Divisional Accountant or Divisional Accounts Officer under the administrative control of I.A. & A.D. including those posted in any other Departments on deputation or otherwise.

1. The member will abide by the Constitution / Bye-Laws of the Association
2. The association will not indulge in any politics and will have no affiliation with any political bodies or parties.
4. The member will pay the subscription. If he defaults, the Association will approach for collection of subscription and falling thereafter, would issue a notice for termination of membership mentioning specific period of time for payment of subscription.
5. If the member fails to pay subscription once in a year for the entire period of 12- months it will be recovered from his pay and will be paid to the nominated officer in the office of the Accountant General (A & E ) II, Manipur, Imphal by the D.D.O. Otherwise his membership will be suspended till payment of entire dues to the Association.
6. He will not be involved in any activities which are prohibited specifically by C.C.S. conduct Rules or any other Act Rules or Regulations Published by Govt.