

**RESOLUTION ON**  
**FINANCIAL RULES & BYE LAWS ON FINANCIAL MANAGEMENT OF**  
**IRTSA**

**APPROVED BY CGB IRTSA IN THE MEETING HELD ON 9<sup>TH</sup> & 10<sup>TH</sup> OCT, 2017 AT DELHI**

CGB IRTSA carefully considered different aspects of the financial working of the Association at various levels; And Resolved to adopt and approved the following “Financial Rules & Bye Laws For Financial Management of IRTSA” – under the powers vested in it under Clause 17 of the Constitution of IRTSA.

**“FINANCIAL RULES & BYE LAWS FOR FINANCIAL MANAGEMENT OF IRTSA”**

1. **TITLE**: These Rules shall be termed as “Financial Rules & Bye Laws For Financial Management of IRTSA” (In short these will be termed as “Financial Rules – IRTSA”)
2. **OBJECTIVES**: These Rules are framed with the objectives to ensure effective Financial Management, transparency and implementation of the provisions of Constitution of IRTSA and those of the Trade Union Act.
3. **DATE OF EFFECT**: These Rules will come into effect from 10<sup>th</sup> October, 2017 – unless otherwise provided hereinafter in these Rules.
4. **FINANCIAL MANAGEMENT AT ZONAL, UNIT & SUBUNIT LEVELS**:
  - 4) a) Treasurers & Secretaries of all Zones / Units & Subunits of IRTSA shall:
    - i) Ensure proper maintenance of accounts and Membership Lists at the respective level;
    - ii) Prepare the Annual Balance Sheet of Accounts for the previous year and get the same audited by an Auditor – within 3 months of the close of the year and get it approved by the Zone/ Unit & Subunit Executive Committee & General Body before 30<sup>th</sup> June every year ;
    - iii) Send a copy of audited Balance Sheet & Membership List to Central Treasurer IRTSA;
  - 4) b) All Zones, Units & Subunits of IRTSA shall collect the Membership Subscription of all Members against proper Receipts from the Receipt Books provided by the Central Treasurer every year as per provisions of the Constitution of IRTSA and send the Central Quota DIRECTLY to the Central Treasurer IRTSA through an Account Payee Cheque / Demand Draft in favour of “Indian Railways Technical Supervisors Association” payable at the head quarters of the Central Treasurer IRTSA. For the present the same shall be at Jodhpur. The cheque / DD will have following endorsement on the back of it:
    - 4) c) **Endorsement to be made on the back of the Cheque / DD**  
“For credit to Account No. 10083429358 favouring Indian Railways Technical Supervisors Association in State Bank of India (IFSC:SBIN004913), Rly. Station, Jodhpur”.
  - 4 d)) If any amount is directly deposited in the above cited Account of Indian Railways Technical Supervisors Association in State Bank of India, Railway Station, Jodhpur, then the concerned Depositor / Depositing Unit shall immediately inform the CT about the details of it through email, Phone call or SMS to Central Treasurer.
  - 4 e) Same procedure as above shall be followed for remittance of other Central Funds (including Legal Fund, Struggle Fund or Donations etc.) collected by the Zones, Units & Subunits of IRTSA as per Directives/Resolutions of the CEC/CGB.
  - 4 f) Any Central Office Bearer or a Member of CEC IRTSA can check or Inspect the Account of the Centre or any Unit/Zone & Subunit of IRTSA and issue such directions as required for effective compliance of the provisions of Constitution of

IRTSA and for proper & timely implementation of directives of the CEC / CGB issued from time.

4 g) **Past Dues**: Units & Subunits which have not yet sent the Central Quota for the current or previous years or which have collected any other Fund on Central Account but which have not sent the same to the Centre shall send the same to the Central Treasurer before 31<sup>st</sup> December, 2017.

**5) FINANCIAL RULES FOR CENTRAL OFFICE BEARERS & CEC MEMBERS:**

5 a) **IMPREST**: Central Office Bearers – including the Central President & General Secretary IRTSA - shall draw from the Central Treasurer (CT) the Imprest Amount as prescribed in the Constitution for day to day expenses of the Association. They will get Imprest recouped from CT as required and send him the expenditure vouchers simultaneously for updating the Central Account. However, in case of emergency, they may spend from their own pocket and the amount should be recouped within one month thereof.

5 b) **SPECIAL PROGRAMMES, TASKS & PURCHASES**: Central Office Bearers may draw from the Central Treasurer through written request, the amounts required by them indicating the specific purpose for which the amount is required, for implementation of resolutions of CEC or CGB and for items enlisted in the Constitution of IRTSA and the said requisition has been approved by the Central President after verification by the General Secretary. They shall submit the authenticated / verified Vouchers / Invoices for the same within one month of completion of the project for which the amount was drawn but in no case such submission be delayed beyond the end of March of the subsequent year.

5 c) No Central Office Bearer or CEC Member (other than the Central Treasurer) shall receive any Cash amount from any Unit/Zone & Subunit of IRTSA towards Central Quota or any other Central Fund, except through an Account Payee Cheque / Demand Draft in favour of “Indian Railways Technical Supervisors Association” payable at Jodhpur (with the endorsement on the back of it – as indicated under Rule 4) b) heretofore).

5 d) The concerned Zone / Unit & Subunit Secretary / Treasurer shall inform the Central Treasurer (CT) through Email, Phone call or SMS about the details of the Cheque / DD given to a Central Office Bearer / CEC Member.

5 e) Central Office Bearer or CEC Member shall at the earliest inform the CT about having received any such cheque and send the same to the CT at the earliest preferably by Speed Post and advise the Unit about it.

5 f) **OUTSTANDING DUES OR AMOUNTS RECEIVED BY CENTRAL OFFICE BEARERS**: Any Central or Unit Office Bearer who had till date received any amount from any source on behalf of the Centre shall send the same to Central Treasurer before 31<sup>st</sup> December, 2017 along with details and vouchers for the expenditure made by them on behalf of the Centre. However, for future, the procedure given in Rule 5 a) to e) shall be followed.

6) **OTHER TRANSACTIONS**: Detailed Account of receipts & Expenditure made on behalf of the Association by a Unit or Subunit or Central Office Bearer on account of Delegation Fee, Conference Fund and Advertisements for Souvenir etc., shall be maintained separately and got approved by the Unit / Subunit Executive Committee / General Body which shall also approve Balance Sheets for the said event etc. Copies the said Balance Sheets shall be sent to the Central President & the General Secretary within a month of the event. The balance left at the end of the event shall be utilized as decided by the hosting Unit and shall be reflected in its Annual Balance Sheet of Account.

**7) ACTIONS TO BE TAKEN BY CENTRAL TREASURER:**

7 a) Central Treasurer will send an Official Receipt to the concerned Unit/Zone & Subunit within 15 days of receipt / crediting of the amount in the central account.

**b) Central Treasurer IRTSA shall prepare and send to Central President & General Secretary a Monthly Statement of Receipt & Expenditure during the year up to the end of the previous Month indicating amounts received from various Units & Subunits.**

**7 c) Central Treasurer will send before 31<sup>st</sup> March every year, to Central President & General Secretary a consolidated position of Account including Statement of Receipt & Expenditure during the year up to 31<sup>st</sup> December, along with details amounts received from each of the Units & Subunits towards Central Quota & other specified Funds.**

**7 d) CT will send reminders to defaulting Units & Subunits for sending the Central and other specified Funds as per Resolutions of CEC/CGB as well as the Balance Sheets of Accounts and for sending lists of Membership etc.**

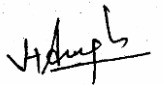
**7 e) CT will maintain the Central Account up-to-date along with Membership lists received from the Units and Subunits,**

**7 f) CT will file the Annual Returns of the Association with the Registrar of Trade Unions in consultation with the General Secretary.**

**Proposed by: Er. Harchandan Singh, General Secretary, IRTSA.**

**Seconded by Er Baldev Raj, Er. Abdul Salam, Er. M. Bhatnagar & several others on 9-10-2017.**

**Approved unanimously by CGB IRTSA in the Meeting on 10-10-2017**



**Harchandan Singh,  
General Secretary, IRTSA**