

MEMORANDUM

OF

**SIKKIM STATE CIVIL SERVICE
OFFICERS' ASSOCIATION**

(SSCSOA)

REVISED MEMORANDUM OF SIKKIM STATE CIVIL SERVICE OFFICERS' ASSOCIATION

1. NAME: The name of the Association shall be Sikkim State Civil Service Officers' Association (SSCSOA).

2. OFFICE: The registered office of the Association shall be situated at Gangtok, P.O & P.S, Gangtok, Sikkim.

3. AIM & OBJECTIVES:

- Maintenance and promotion of high level of efficiency in the State Civil Service and improving the standards of administrative work.
- Fostering of close relations among the members of the State Civil Service:
- To deal with questions and matters affecting the Civil Service of the State and to promote the interests of its members:
- Functioning as a representative and responsible body on behalf of the State Civil Service:
- Establishment of a fund for the welfare of the members of the State Civil Service and their families.

Note:- Family includes the member of the service, his wife/husband, children and other immediate dependents.

4. The names, addresses and description of the members of the Executive body to whom the management and affairs of the Association are entrusted are as follows:-

Sl. No.	Name	Address	Address
1.	Shri. Tshewang Gyachho, SCS	President	Secretary, Social Welfare Department
2.	Shri. Bhim Thatal, SCS	Vice President	District Collector, Soreng District
3.	Mrs. Annapurna Alley, SCS	General Secretary	Special Secretary, Agriculture & Horticulture Departments.
4.	Shri. Umesh Sunam, SCS	Joint Secretary - I	Additional Secretary, Forest Department
5.	Shri. Prem Kamal Rai, SCS	Joint Secretary - II	Joint Secretary, Social Welfare Department
6.	Mrs. Suprina Chettri, SCS	Joint Secretary - III	Deputy Secretary, Home Department
7.	Mrs. Kamala Rai, SCS	Treasurer	Additional Secretary, Agriculture & Horticulture Departments.
8.	Shri. Kiran Thatal, SCS	Assistant Treasurer	SDM, Chungthang Sub Division.

Joint Secretary
Sikkim State Civil Service
Officers' Association (SSCSOA)
Regd. No. 307/Vol. No. 1/28/11/68

General Secretary
Sikkim State Civil Service
Officers' Association (SSCSOA)
Regd. No. 307/Vol. No. 1/28/11/68

President
Sikkim State Civil Service
Officers' Association (SSCSOA)
Regd. No. 307/Vol. No. 1/28/11/68



We the undersigned persons, whose names and signature are subscribed below, are desirous of being formed into a Association in pursuance of this Memorandum and Constitution of Association.

Sl.No.	Name	Signature
1	Mr.Rinzing Chewang Bhutia	
2	Mr.Anil Raj Rai	
3	Mr.Tshewang Gyachho	
4	Mrs.Tenzeen Kizom	
5	Ms.Deepa Rani Thapa	
6	Mrs.Tashi Cho Cho	
7	Mrs.Sumita Pradhan	
8	Dr.A.B. Karki	
9	Ms.Dicky Yangzom	
10	Ms.Kesang D. Rechung	
11	Mr.Basant Kr.Lama	
12	Mrs.Sarika Pradhan	
13	Mrs.Norzing Tsh. Shenga	
14	Ms.Karma Doma Youtso	
15	Mrs.Jyotsna M. Karthak	
16	Mr.Dushyant Pariyar	
17	Ms.Hondala Gyaltzen	
18	Ms.Roshni Rai	
19	Mr.Bimal Rai	
20	Mr.Tenzing T. Kaleon	
21	Mrs.Gloria Namchu	
22	Mrs.Cheden P. Ladingpa	
23	Mr.Tashi Chophel	
24	Mrs.Annapurna Alley	
25	Ms.Kincho Doma Lepcha	
26	Mrs.Yishey Doma Yongda	
27	Ms.Yangchen D. Tamang	
28	Mr.Bhim Bdr.Thatal	
29	Ms.Benu Gurung	
30	Ms.Suchitra Rasaily	
31	Mr.Suman Gurung	
32	Mr.Manraj Rai	
33	Mr.Subash Das Rai	
34	Mr.Hem Kr.Chettri	
35	Mr.Prabhakar Rai	
36	Mr.Prem Dhoj Rai	
37	Mr.Kishore Pradhan	
38	Mr. Satyan Kumar Pradhan	
39	Mr. Hemant Rai	
40	Mr. Tenzing Dorjee	
41	Mr. Mahesh Sharma	
42	Ms.Kamala Rai	
43	Ms.Bandana Rai	
44	Ms.Tsh. Yangden Shartso	
45	Ms.Diki Doma Bhutia	
46	Mr.Ujjwal Rai	
47	Mr.Jigme Wangchuk Bhutia	
48	Ms.Anita Subba	
49	Ms.Rohini Pradhan	
50	Ms.Tashi Choden Bhutia	
51	Mrs.Rinchen Doma Bhutia	
52	Mr.Sonam Topgay Tashi	
53	Ms.Thinley Pema Chankapa	

Regd. No. 10/17/10/11/186
Officers As per

Joint Secretary
Sikkim State Civil Service

General Secretary
Sikkim State Civil Service



54	Ms.Koshi Kapil	
55	Ms.Karnitmit Lepcha	
56	Mr.Jigme Samdup Basi	
57	Ms.Samten Dolma Bhutia	
58	Ms.Rinzing Choden	
59	Mr.Abinash Rai	
60	Mr.Dhiraj Subedi	
61	Ms.Choden Gyatso	
62	Mr.Bishal Mukhia	
63	Ms.Subha Mukhia	
64	Ms.Tsewang Doma Bhutia	
65	Ms.Bandana Chettri	
66	Mr.Depen Sharma	
67	Mrs.Sharmistha Rai	
68	Ms.Pema Lhaden Lama	
69	Ms.Tashi Palmu Namgyal Bhutia	
70	Mr.Suraj Gurung	
71	Mr.Gilbert Lepcha	
72	Mr.Samdub Bhutia	
73	Dr.Pruna Chamling	
74	Ms.Tenzin Yangchen Bhutia	
75	Ms.Lakhi Doma Bhutia	
76	Ms.Tshering Lhaden Lachungpa	
77	Ms.Bibhuti Pradhan	
78	Ms.Anupa Tamling	
79	Mr.Sunil Kumar Mothay	
80	Mr.Umesh Sunam	
81	Ms.Parina Gurung	
82	Mr.Subash Ghimiray	
83	Mr.Khemraj Bhattarai	
84	Miss Baby Mukhia	
85	Mr. Subodh kumar Pokhrel	
86	Mr.Shyam Pradhan	
87	Mrs.Asha Subba	
88	Miss Mamta Mukhia	
89	Mr.Dinesh Kr.Sharma	
90	Smt.Bindu Dhakal	
91	Shri Himmat Rai	
92	Shri Anil Kumar Bagdas	
93	Smt.Sharmistha Pradhan	
94	Shri Milan Rai	
95	Shri Prem Kamal Rai	
96	Ms.Pema Tsomo	
97	Smt.Shanti Diyali	
98	Shri C.B.Rai	
99	Shri A.B.Gurung	
100	Shri Karma Thendup Bhutia	
101	Shri Prem Gurung	
102	Shri Vishu Lama	
103	Smt.Yasal Doma Lepcha	
104	Shri Sabindra Rai	
105	Smt. Saptika Rai	
106	Shri Pema Wangchen Bhutia	
107	Shri Sangay Gyatso Bhutia	
108	Shri Jimmy Wangchuk Bhutia	
109	Shri Praneet Pradhan	
110	Shri Daya Ram Bista	
111	Ms. Tenzin Choden Bhutia	
112	Shri Sisum Wangchuk Bhutia	

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Joint Secretary - I
Sikkim State Civil Service
Officers' Association (SSCSOA)

Joint Secretary - I
Sikkim State Civil Service
Officers' Association (SSCSOA)

General Secretary
Sikkim State Civil Service
Officers' Association (SSCSOA)

Service
(SSCSOA)
Vol. No. 1123/11/06

113	Shri Swabhaw Gurung	lajung
114	Ms. Rajani Sharma	
115	Shri Tshering Norgyal Theengh	
116	Ms. Tenzing Pema Bhutia	
117	Ms. Kabita Subba	
118	Shri Khushbu Gurung	
119	Mr. Gopal K. Chettri	
120	Ms. Navita Pradhan	
121	Shri Suresh Rai	
122	Ms. Champa Sharma	
123	Shri Topden Ongyal Zangpo	
124	Ms. Tirsang Tamang	
125	Ms. Kunga Diki Lachungpa	
126	Ms. Sonam Palmu Bhutia	
127	Ms. Tripti Hangma Subba	
128	Ms. Sapna Thapa	
129	Ms. Jerusha Joy Shrestha	
130	Mr. Kiran Kumar Thatal	
131	Ms. Merina Rai	
132	Ms. Manisha Cintury	
133	Shri Shyam Lall Cintury	
134	Shri Chandra Kumar Sharma	
135	Shri Deepak Kumar Rai	
136	Mr. Sonam Tshering Lepcha	
137	Mr. Gideon Lepcha	
138	Mr. Diwas Gautam	
139	Mr. Dakman Subba	
140	Ms. Krishna Kri. Gurung	
141	Mr. Amber Gurung	
142	Mrs. Sonam Diki Bhutia	
143	Mr. Thendup Lepcha	
144	Mr. Durga Khati	
145	Mr. Daud Singh	
146	Mr. Kabita Rai	
147	Mr. Santosh Pradhan	
148	Ms. Binita Thatal	
149	Mr. Roshan Subba	
150	Mr. Pema Wangchuk Bhutia	
151	Mr. Hemant Khatiwada	
152	Ms. Deepmala Pradhan	
153	Ms. Srijana Chettri	
154	Mr. Jigmi Wangdi Bhutia	
155	Mr. Karma Tshering Lama	
156	Ms. Sushma Pradhan	
157	Ms. Rinchen Choden Bhutia	
158	Ns. Swapna Lama	
159	Ms. Zomden Lhamu Lachungpa	
160	Mr. Ashish Gurung	
161	Mr. Mahendra Chettri	
162	Mr. Nikhil Thapa	
163	Mr. Dek Prasad Dahal	
164	Mr. Bhushan Subba	
165	Mr. Netra Bahadur Biswakarma	
166	Ms. Tshering Lhamu	
167	Mrs. Mingma Sherpa	
168	Mr. Yogen Syangden	
169	Mrs. Suprina Chettri	
170	Mr. Karma Sherpa	
171	Mrs. Wangmu Gensapa	

172	Mr. Rakam Sing Rai	
173	Mrs. Rupa Devi Sharma	Shene
174	Mrs. Hima Devi Sharma	
175	Mr. Prakash Rai	Shene
176	Mr. Agni Prasad Chettri	
177	Ms. Sarojini Subba	mfng
178	Mrs. Sonam Chhoki Yonzon	
179	Mr. John Gurung	
180	Ms. Dipika Rai	
181	Mr. Gompo Thendup Bhutia	
182	Ms. Pranita Ghimirey	
183	Ms. Sonam Choden Bhutia	
184	Mr. Damodar Ojha	
185	Mr. Bhaichung Shenga	
186	Mr. Pravin Gautam	
187	Mrs. Chakdar Ongmu Barfungpa	
188	Ms. Gita Gurung	
189	Mr. Chabilal Sharma	
190	Mrs. Tshering Kipa Bhutia	
191	Ms. Monika Rai	
192	Mr. Jesse Pensum Targain	
193	Mrs. Chunkula Bhutia	
194	Mrs. Paru Rai	Shene
195	Mrs. Kusum Latta Rai	
196	Mr. Sunny Kharel	
197	Mr. Sandesh Subba	
198	Miss Tenzing Keyzom Bhutia	
199	Mr. Anuj Rai	
200	Miss Pooja Lohar	
201	Miss Anupama Rai	
202	Miss Sonam Choden Bhutia	
203	Miss Sakchum Lepcha	
204	Miss Sheela Subba	
205	Miss Bhumika Chettri	
206	Mr. Subash Chandra Subba	
207	Mr. Arun Chettri	
208	Mr. Saran Das Kalikotay	
209	Mr. Keshar Sing Rai	
210	Mrs. Yozna Lungun Rai	
211	Mrs. Rajen Rai	
212	Mrs. Indira Targain	
213	Mr. Tshering Bhutia	
214	Mrs. Chuni Ongmu Lepcha	
215	Mrs. Dickey Wangmoo Bhutia	
216	Mr. Madhu Sudan Sharma	
217	Mr. Raju Pradhan	
218	Mr. Dipendra Subba	
219	Mrs. Dichen Doma Bhutia	
220	Mrs. Meena Subba	
221	Mr. Aita Raj Subba	
222	Mrs. Sabita Rasaily	
223	Mrs. Bindhya Gurung	
224	Mrs. Januka Tamang	
225	Mr. Tempo Tashi Bhutia	
226	Mrs. Nanda Maya Sunwar	
227	Ms. Sunita Sharma	
228	Mr. Nari Tshering Bhutia	
229	Mrs. Binita Rai	
230	Ms. Dhan Maya Rasaily	

231	Mrs. Chung Chung Chettri	
232	Ms. Samhetta Rai	
233	Mr. Sushil Gurung	
234	Ms. Sarah Lepcha	
235	Mrs. Babita Baraily	
236	Mrs. Yangchen Bhutia	
237	Mrs. Kabita Rai	
238	Mr. Nim Dorjee Rai	
239	Mr. K.B.Subba	
240	Mrs. Pushpanjali Rai	
241	Mrs. Nimkit Lepcha	
242	Mrs. Man Rupa Tamang	
243	Ms. Reeta Chettri	<i>Reeta</i>
244	Ms. Karuna Gurung	
245	Smt. Sangita Subba	
246	Ms. Tshering Choden Bhutia	
247	Shri Paniyal Sharma	
248	Shri Sonam Dorjee Wangchuk	
249	Shri Phu Tsh. Bhutia	
250	Shri Rajen Subba	<i>[Signature]</i>
251	Mrs. Chhaya Mukhia	
252	Ms. Kumari Tamang	
253	Shri Birkha Bdr. Tamang	
254	Shri Kishore Chettri	
255	Shri Rinzing Wangyal Bhutia	
256	Ms. Tshering Doma Bhutia	
257	Ms. Kesang Lepcha	<i>[Signature]</i>
258	Shri Chingtop Gensapa	

[Signature]
 Joint Secretary
 State Civil Service
 Officers' Association (SSCSOA)
 Regd. No. 307/Vol. No. 11/86

[Signature]
 Joint Secretary
 State Civil Service
 Officers' Association (SSCSOA)
 Regd. No. 307/Vol. No. 11/86

[Signature]
 President
 State Civil Service
 Officers' Association (SSCSOA)
 Regd. No. 307/Vol. No. 11/86

[Signature]
 Joint Secretary-1
 State Civil Service
 Officers' Association (SSCSOA)
 Regd. No. 307/Vol. No. 11/86

AMENDMENTS TO THE CONSTITUTION OF THE SIKKIM STATE CIVIL SERVICE OFFICERS' ASSOCIATION

1. TITLE:

This Association shall be called the Sikkim State Civil Service Officers' Association.

2. Aims and Objectives:

- i. Maintenance and promotion of high tone of efficiency in the State Civil Service and improving the standards of administrative work.
- ii. Fostering of close relations among the members of the State Civil Service:
- iii. To deal with questions and matters affecting the Civil Service of the State and to promote the interests of its members:
- iv. Functioning as a representative and responsible body on behalf of the State Civil Service:
- v. Establishment of a fund for the welfare of the members of the State Civil Service and their families.

Note:- Family includes the member of the service, his wife/husband, children and other immediate dependents.

2. Headquarters of the Association:

The Headquarters of the Association shall be at Gangtok.

4. Membership:

- i. Every member of the Sikkim State Civil Service shall be eligible for the membership of the Sikkim State Civil Service Officers' Association (here in after referred to as the Association).
- ii. Members of the Service shall be considered a member of the Association on payment of the prescribed fees.
- iii. Members of the Civil Service who on appointment into Indian Administrative Service can continue as Honorary Members. They will not be required to pay any subscription.
- iv. Member of Executive Committee of the Sikkim State Civil Service Officer's Association shall be eligible for holding executive post in the All India Federation.

5. Termination of membership:

- i. An officer shall cease to be a member of the Association from the date of his /her retirement from service or from the date he / she cease to be a member of the Sikkim State Civil Service, as the case may be.

Joint Secretary - III
Sikkim State
Officers' Assoc.
Regd. No. 307/Vol. No. 126/1186

General Secretary
Sikkim State Civil Service

President
Sikkim State Civil Service



- ii. Any member of the Service who has been finally removed or dismissed for the Service shall not be eligible to join the Association or continue as the member of the Association.

6. Subscription:

- i. Every member of the Association shall pay Rs. 500/- (Rupees five hundred) only as admission fee and Rs. 100 (Rupees one hundred) only as monthly fee or such other amount as may be determined by the Association from time to time.
- ii. The members shall pay their admission/as well as monthly subscription to the Treasurer or Assistant Treasurer or by way of online payment to the Bank account of the Association on or before 10th day of every month.

7. Office Bearers:

- 1. The office Bearer of the Association shall be:-

- i. President
- ii. Vice President
- iii. General Secretary
- iv. Joint Secretary- I
- v. Joint Secretary- II
- vi. Joint Secretary-III
- vii. Treasurer
- viii. Assistant Treasurer

- 2. The Office Bearers shall be elected by the General Body of the Association at its annual General Meeting form amongst its members.
- 3. In the absence of the President, the Vice President shall act as the President.
- 4. In the absence of the General Secretary, Joint Secretary-I shall act as the General Secretary.

8. Patron:

Secretary to the Government of Sikkim, who have been a member of the State Civil Service shall, after his/her retirement, be patrons of the Association.

9. Executive Committee:

There shall be an Executive Committee consisting of the office bearers.

- a) The Executive Committee shall be competent to transact all business in connection with the Association in its name and on its behalf.
- b) Four members shall form the quorum and no quorum shall be necessary for an adjourned meeting.
- c) The tenure of the Executive Committee shall be (2) two years from the date of its constitution unless decided otherwise by the General body in its annual meeting

Joint Secretary - III
Sikkim State
Office Address
No. 392/Mu. Sec. 100

Secretary

President
State Civil Service



10. Meeting:

- i. The meeting of the Executive Committee shall be called whenever the President of the Association or the General Secretary after approval of the President so decides. It shall also be called whenever at least four members of the Executive committee or half of the total members of the Association send a written requisition to the General Secretary stating the object of the meeting.
- ii. A notice of at least seven days shall be given for an ordinary meeting of the Executive Committee. In emergent cases the meeting may be held at such notice as may be warranted by the exigencies of the circumstances of each case.
- iii. A meeting of the Executive Committee on a written requisition shall be called within 15 days of the receipt thereof by the General Secretary.
- iv. A meeting of the Executive Committee shall be held on every third Friday of each month of in the vent of that Friday being holiday, the said meeting will be held the following Monday.

11. Sub-Committee / Adhoc Committee:

The General Body of the Association of the Executive Committee may, from time to time, appoint any sub-Committee for any specific purpose from amongst the members of the Association. The Ex-Members of the Association may also be associated with the activities of the Association for seeking their service and guidance.

- i. An Adhoc Committee from amongst the member of the Association shall be constituted 3 (three) months prior to the expiry of the term of the Executive Committee. The responsibility of the Adhoc Committee shall be to conduct free and fair elections for appointment of new office bearers. The affairs of the Association shall be managed by the Adhoc Committee during the interim period of 3 (three) month till the New Executive Body is elected.
- ii. The Adhoc Committee shall comprise of :
 - a) President - from amongst officer of the level of Secretary/Special Secretary
 - b) General Secretary- from amongst officer of the level of Additional Secretary
 - c) Treasurer - from amongst officer of the level of Joint Secretary
 - d) Assistant Treasurer- from amongst officer of the level of Deputy/Under Secretary.
- iii. The appointment to the Adhoc Committee shall be made during the General Meeting of the Association.

Joint Secretary - III
Karnataka State Civil Service
Officers' Association (A)
Reg. No. 307/Vol. No. 1120/11/85



12. Election Procedure:

- i. The date for filing nominations, scrutiny and the date of election shall be decided and declared by the Adhoc Committee.
- ii. Active members of the Association who have paid all the requisite fees till the month of election shall have voting rights and also will be eligible for contesting election to the Executive Body.
- iii. Voting right: - Each voter shall cast one voters for each executive post.
- iv. The Adhoc come shall call for nominations to executive posts from among at the relevant category of officers/members as indicated below.

1. President	- Secretary level
2. Vice president	- Special Secretary level
3. General Secretary	- Additional Secretary level
4. Joint Secretary -I	-Joint Secretary level
5. Joint Secretary -II	-Deputy Secretary level
6. Joint Secretary-III	-Under Secretary level
7. Treasurer	-Joint Secretary level
8. Assistant Treasurer	-Under Secretary level
- v. After the declaration of results of the elections to the Executive Body, the Adhoc Committee shall automatically be dissolved.

13. Audit of Accountant

The Executive Committee shall appoint a Auditor (registered Chartered Accountant) to audit the accounts of the Association every financial year. The Auditor shall submit its report on the accounts of each year which shall be placed before the annual general meeting convened in the year next following.

14. Annual General Meeting of the Association

- i. The annual general meeting of the association shall ordinarily be held at the Headquarters of the Association unless it is decided by the General Body of the Association for the Executive Committee to hold the same at any other place.
- ii. The Annual General Body meeting of the Association shall ordinarily be held in the month of Apr after giving at least 15 days notice to all the members of the Association.
- iii. The General Secretary, with the approval of the Executive Committee shall call the meeting of the General Body of the Association.
- iv. The General Secretary shall call an emergency meeting of the Association at such notice as may be warranted by the exigencies of the circumstances in each case.
- v. A General meeting of the Association shall be convened by the General Secretary if at least half the members of the Association send a written requisition stating the object thereof within fifteen days of the receipt of the notice.

Joint Secretary - III
Bikim State Civil Servants' Association (S)
Regd. No. 307/Vol. No. 1/2011/86

- vi. The quorum for General Body meeting shall consist of 2/3 of the total members of the Association.
- vii. All questions arising at any General Body meeting shall be decided by the majority of votes and in case of the tie, the President shall have a casting vote.

15. Duties of the President and Vice-President:

The President or in his absence, the Vice-President shall preside over the annual and other meetings of the General Body or of the Executive Committee.

16. Duties of the General Secretary and Joint Secretaries:

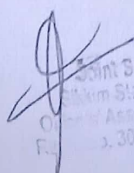
Subject to the general control of the Association and the Executive Committee, the General Secretary assisted by the Joint Secretaries shall be the Executive Officer of the Association. He/She shall perform all functions as may be necessary for the fulfilment of the objects of the Association and shall carry out the directions issued to him from time to time by the General Body, the Executive Committee or the President. He/She shall also be responsible for the recording of the minutes of all the meeting of the general Body and the Executive Committee and the proper maintenance of official records.

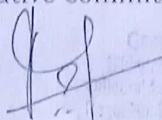
17. Duties of the Treasurer and Assistant Treasurer:

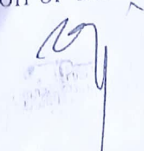
The Treasurer and the Assistant Treasurer shall maintain accounts of the Association. He /She shall receive funds and deposit them in the Bank account of Association and shall keep accounts and records of all receipts and expenditure. It shall be the responsibility of the Treasurer and the Assistant Treasurer to arrange for examination and auditing of the accounts of the Association by an Auditor so appointed. He / she shall submit the Audit report along with the audited accounts to the General Secretary for presenting it before the general body of the Association in its Annual General Body meeting.

18. Funds and Accounts of the Association

- i. The funds and accounts of the Association shall be kept and maintained by the Treasurer and the Assistant Treasurer. He/She shall prepare a statement of accounts for submission in the annual general body meeting of the Association, after being approved by the Executive Committee.
- ii. The funds of the Association shall be deposited in a Bank approved by the Executive Committee in the name of the Association. The accounts shall be operated by the treasurer or such other office bearer as may be authorized by the General Body of the Association or the Executive committee from time to time.


Joint Secretary, III
Office of the Secretary
No. 307/19C, ...


Treasurer
Office of the Treasurer
No. 307/19C, ...


Assistant Treasurer
Office of the Assistant Treasurer
No. 307/19C, ...

19. Power to make rules

The Executive Committee shall frame rules on all matters relating to working of the Association.

20. Penalty

Ground on which the penalty can be imposed on any of the member of the associations shall be provided in the rules framed under the Constitution of the Association.

21. Suits by and against the Association

A. The Association may sue or may be sued in the name of the President provided that it shall be competent for any persons having a claim or demand against the Association, to sue the President.

B. Every member of the Association may be sued or prosecuted by the Association for any loss or damage caused to the Association or its property or for anything detrimental done by him/her to the interest of the Association in terms if the resolution passed in the General Body Meeting.

22. Amendment of Constitution

The General Body of the Association may amend by way of addition, variation or repeal any provision of the constitution by majority of the Association present and voting in its Annual General Meeting. Moreover, the proposed amendment made by the general Body should be sent to the office of the Registrar, Law Department, Government of Sikkim within fifteen (15) days for incorporation and confirmation, thereof.

23. Dissolution

The Executive Body shall stand automatically dissolved provided it remains defunct for more than two (2) years after the expiry of the term. However, after the dissolution of the said Association, the assets of the Association shall be utilised in manner as may be decided by the General Body at the time of dissolution.

24.

We shall follow all the rules and regulations incorporated under Notification No: 2602/A/H dated: 25/03/1960 and other relevant Act and Laws enacted from time to time.

Joint Secretary - III
Sikkim State Civil Service
Officers Association (SSCSO)
Regd. No. 307/Vol. No. 1128/1116

President
Sikkim State Civil Service
Officers Association (SSCSO)
Regd. No. 307/Vol. No. 1128/1116

AMENDMENTS

Amendments to Constitution

✓ AMENDMENTS TO THE CONSTITUTION OF THE SIKKIM STATE CIVIL SERVICE OFFICERS' ASSOCIATION

1. TITLE:

This Association shall be called the Sikkim State Civil Service Officers' Association.

2. Aims and Objectives:

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- ii. Fostering of close relations among the members of the State Civil Service:
- iii. To deal with questions and matters affecting the Civil Service of the State and to promote the interests of its members:
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3. Headquarters of the Association:

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4. Membership:

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- ii. Any member of the Service who has been finally removed or dismissed for the Service shall not be eligible to join the Association or continue as the member of the Association.
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General Secretary
Sikkim State Civil Service
Officers' Association (SSCSOA)
Regd. No. 307/Vol. No. 1/28/11/86

Joint Secretary - I

Treasurer
Sikkim State Civil Service
Officers' Association (SSCSOA)
Regd. No. 307/Vol. No. 1/28/11/86

Assistant Treasurer
Sikkim State Civil Service
Officers' Association (SSCSOA)
Regd. No. 307/Vol. No. 1/28/11/86



5. Subscription:

- i. Every member of the Association shall pay Rs. 500/- (Rupees five hundred) only as admission fee and Rs. 100/- (Rupees hundred) only as monthly fee or such other amount as may be determined by the Association from time to time.
- ii. The members shall pay their admission/as well a monthly subscription to the Treasurer or Assistant Treasurer on or before 10th day of every month.

6. Office Bearers:

1. The Office Bearers of the Association shall be:-

- i. President
- ii. Vice President
- iii. General Secretary
- iv. Joint Secretary- I
- v. Joint Secretary- II
- vi. Joint Secretary-III
- vii. Treasurer
- viii. Assistant Treasurer

2. The Office Bearers shall be elected by the General Body of the Association at its Annual General Meeting from amongst its members.

3. In the absence of the President, the Vice President shall act as the President.

4. In the absence of the General Secretary, Joint Secretary-I shall act as the General Secretary.

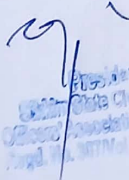
7. Patron:

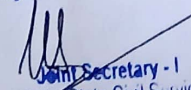
Secretaries to the Government of Sikkim, who have been a member of the State Civil Service shall, after his/her retirement, be patrons of the Association.

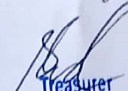
8. Executive Committee:

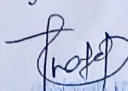
There shall be an Executive Committee consisting of the office bearers.

- a) The Executive Committee shall be competent to transact all business in connection with the Association in its name and on its behalf.
- b) 5 (five) executive members shall form the quorum and no quorum shall be necessary for an adjourned meeting.
- c) The tenure of the Executive Committee shall be (3) two years from the date of its constitution unless decided otherwise by the general body in its Annual Meeting.


General Secretary
Sikkim State Civil Service
Officers' Association (SSCSOA)
Regd. No. 307/Vol. No. 1/28/11/86


Joint Secretary - I
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Regd. No. 307/Vol. No. 1/28/11/86


Treasurer
Sikkim State Civil Service
Officers' Association (SSCSOA)
Regd. No. 307/Vol. No. 1/28/11/86


Assistant Treasurer
Sikkim State Civil Service
Officers' Association (SSCSOA)
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9. Meeting:

- i. The meeting of the Executive Committee shall be called whenever the President of the Association or the General Secretary after approval of the President so decides. It shall also be called whenever at least five members of the Executive committee or one-third of the total members of the Association send a written requisition to the General Secretary stating the object of the meeting.
- ii. A notice of at least seven days may be given for an ordinary meeting of the Executive Committee. In emergent cases the meeting may be held at such notice as may be warranted by the exigencies of the circumstances of each case.
- iii. A meeting of the Executive Committee shall be held on every third Friday of each month and in the event of that Friday being holiday, the said meeting will be held on the following Monday.

10. Adhoc Committee:

The General Body of the Association of the Executive Committee may, from time to time, appoint any sub-Committee for any specific purpose from amongst the members of the Association. The Ex-Members of the Association may also be associated with the activities of the Association for seeking their service and guidance.

- i. An Adhoc Committee from amongst the member of the Association shall be constituted 3 (three) months after the expiry of the term of the Executive Committee. The responsibility of the Adhoc Committee shall be to conduct free and fair elections for appointment of new office bearers. The affairs of the Association shall be managed by the Adhoc Committee during the interim period of 3 (three) months till the New Executive Body is elected.
- ii. The Adhoc Committee shall comprise of :
 - a) President - from amongst officer of the level of Special Secretary
 - b) General Secretary- from amongst officer of the level of Joint Secretary
 - c) Treasurer - from amongst officer of the level of Deputy Secretary
 - d) Assistant Treasurer- from amongst officer of the level of Under Secretary.
- iii. The appointment to the Adhoc Committee shall be made during the General Body Meeting of the Association.

President
Sikkim State Civil Service
Officers' Association (SSCSOA)
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General Secretary
Sikkim State Civil Service
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Regd. No. 307/Vol. No. 1/28/11/86

Joint Secretary - I
Sikkim State Civil Service
Officers' Association (SSCSOA)
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Treasurer
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Assistant Treasurer
Sikkim State Civil Service
Officers' Association (SSCSOA)
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Joint Secretary - III
Sikkim State Civil Service
Officers' Association (SSCSOA)
Regd. No. 307/Vol. No. 1/28/11/86



11. Constitution of Election Committee:

The Adhoc Committee shall constitute a 5 (five) member Election Committee comprising of a Chairman and 4 (four) members.

12. Election Procedure:

- i. The dates for filing nominations, scrutiny, withdrawals and the date of election and results shall be decided and declared by the Election Committee.
- ii. Members of the Association who have paid all the requisite fees till the preceding month of election shall be eligible for contesting election to the Executive Body.

13. Filing of Nominations:

- i. The Election Committee come shall call for nominations for contesting elections to Executive posts from amongst the relevant categories of officers/members as indicated below.

- | | |
|------------------------|------------------------|
| 1. President | - Secretary |
| 2. Vice president | - Special Secretary |
| 3. General Secretary | - Additional Secretary |
| 4. Joint Secretary -I | -Joint Secretary |
| 5. Joint Secretary -II | -Deputy Secretary |
| 6. Joint Secretary-III | -Under Secretary |
| 7. Treasurer | -Joint Secretary |
| 8. Assistant Treasurer | -Under Secretary |

14. Scrutiny:

The date for scrutiny of the Nominations received from the members for contesting elections to the Executive posts shall be notified by the Election Committee. The scrutiny shall be done at a place / office so decided and notified by the Election Committee during 10:00 am to 4:00 pm.

15. Withdrawal of Nominations:

The last date for Withdrawal of the Nominations received for contesting elections to the Executive posts shall be notified by the Election Committee.

The Final List of contesting candidates for election to the Executive posts shall be notified by the Election Committee immediately after the date and time for withdrawal of nominations is over.

President
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Regd. No. 307/Vol. No. 1/28/11/86

General Secretary
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Joint Secretary - I
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Treasurer
Sikkim State Civil Service
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Assistant Treasurer
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Sikkim State Civil Service
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Regd. No. 307/Vol. No. 1/28/11/86

16. Voting Rights:

Members of the Association who have paid all the fees till the preceding month of election shall be eligible to vote. Each voter shall cast one vote each for all the Executive posts.

17. Procedure for Voting:

The method of voting shall be ONLINE for which a link will be shared by the Election Committee. The Election Committee may, if required, obtain professional assistance in designing an efficient and secure Online Voting platform.

The designated date and time for voting shall be notified by the Election Committee.

18. Procedure for Counting and declaration of Results:

i. The counting of votes shall be done digitally / automatically since the voting will be conducted Online. The Election Committee shall declare the results on the next day of the election.

ii. After the declaration of results of the election to the Executive Body, the Election Committee shall automatically be dissolved.

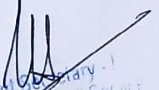
iii. The new Executive Committee shall be constituted within 3 (three) days of the declaration of the results. The Adhoc Committee shall hand over the charge to the new Executive Committee and the said Adhoc Committee shall cease to exist thereafter.


President
Sikkim State Civil Service
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Regd. No. 307/Vol. No. 1/28/11/86


General Secretary
Sikkim State Civil Service
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Regd. No. 307/Vol. No. 1/28/11/86

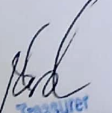
19. Audit of Accounts:

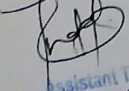
The Executive Committee shall appoint an Auditor (registered Chartered Accountant) to audit the accounts of the Association every financial year. The Auditor shall submit its report on the accounts of each year which shall be placed before the Annual General Meeting convened in following year.

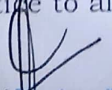

Joint Secretary - I
Sikkim State Civil Service
Officers' Association (SSCSOA)
Regd. No. 307/Vol. No. 1/28/11/86

20. Annual General Meeting of the Association:

- i. The Annual General Meeting of the association shall ordinarily be held at the Headquarters of the Association unless it is decided by the General Body of the Association for the Executive Committee to hold the same at any other place.
- ii. The Annual General Meeting of the Association shall ordinarily be held in the month of Apr after giving at least 15 days notice to all the members of the Association.


Treasurer
Sikkim State Civil Service
Officers' Association (SSCSOA)
Regd. No. 307/Vol. No. 1/28/11/86


Assistant Treasurer
Sikkim State Civil Service
Officers' Association (SSCSOA)
Regd. No. 307/Vol. No. 1/28/11/86


Joint Secretary - III
Sikkim State Civil Service
Officers' Association (SSCSOA)
Regd. No. 307/Vol. No. 1/28/11/86

- iii. The General Secretary, with the approval of the Executive Committee shall call the meeting of the General Body of the Association.
- iv. The General Secretary shall call an emergency meeting of the Association at such notice as may be warranted by the exigencies of the circumstances in each case.
- v. A General meeting of the Association shall be convened by the General Secretary if at least 1/3rd (one-third) of the members of the Association send a written requisition stating the object thereof within fifteen days of the receipt of the notice.
- vi. The quorum for General Body meeting shall consist of 1/3rd of the total members of the Association.
- vii. All questions arising at any General Body Meeting shall be decided by the majority of votes and in case of tie, the President shall have the casting vote.

21. Duties of President and Vice-President:


President
Sikkim State Civil Service
Officers' Association (SSCSO)
Regd. No. 307/Vol. No. 1/28/11/100

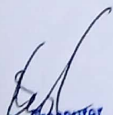

General Secretary
Sikkim State Civil Service
Officers' Association (SSCSOA)
Regd. No. 307/Vol. No. 1/28/11/86

The President assisted by the Vice-President shall exercise control over the affairs of the Association. He / She shall do all such acts and things as are incidental to or which the Association may think conducive to the attainment of objects of the Association. The President shall preside over the meetings of the Executive Committee and the Annual General Meeting.

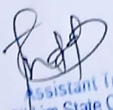
The President, or in his/her absence, the Vice-President shall supervise over the activities of the Association. He/She shall dispose of such important and urgent matters of the Association, as the case may be, on intimation to the Executive Committee.

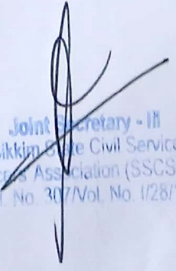
22. Duties of the General Secretary and Joint Secretaries:


Joint Secretary - I
Sikkim State Civil Service
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Treasurer
Sikkim State Civil Service
Officers' Association (SSCSOA)
Regd. No. 307/Vol. No. 1/28/11/86

Subject to the general control of the Association and the Executive Committee, the General Secretary assisted by the Joint Secretary shall be the Executive Officer of the Association. He/She shall perform all functions as may be necessary for the fulfilment of the objects of the Association and shall carry out the directions issued to him from time to time by the General Body, the Executive Committee or the President. JS II & III shall also be responsible for the recording of the minutes of all the meeting of the general Body and the Executive Committee and the proper maintenance of official records.


Assistant Treasurer
Sikkim State Civil Service
Officers' Association (SSCSOA)
Regd. No. 307/Vol. No. 1/28/11/86


Joint Secretary - III
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Regd. No. 307/Vol. No. 1/28/11/86

23. Funds and Accounts of the Association

- i. The funds and accounts of the Association shall be kept and maintained by the Treasurer and the Assistant Treasurer. He/She shall prepare a statement of accounts for submission in the Annual General Meeting of the Association, after being approved by the Executive Committee.
- ii. The funds of the Association shall be deposited in a Bank approved by the Executive Committee in the name of the Association. The accounts shall be operated by the Treasurer or such other office bearer as may be authorized by the General Body of the Association or the Executive committee from time to time.

24. Power to make rules

The Executive Committee shall frame, review and amend rules on all matters relating to working of the Association.

25. Penalty

Ground on which the penalty can be imposed on any of the member of the association shall be provided in the rules framed under the Constitution of the Association.

26. Amendment of Constitution

The General Body of the Association may amend by way of addition, variation or repeal any provision of this constitution by majority of the Association present and voting in its Annual General Meeting.

President
Sikkim State Civil Service
Officers' Association (SSCSOA)
Regd. No. 307/Vol. No. 128/11/86

Joint Secretary - I
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General Secretary
Sikkim State Civil Service
Officers' Association (SSCSOA)
Regd. No. 307/Vol. No. 128/11/86

Joint Secretary - II
Sikkim State Civil Service
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Regd. No. 307/Vol. No. 128/11/86

Treasurer
Sikkim State Civil Service
Officers' Association (SSCSOA)
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Assistant Treasurer
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Regd. No. 307/Vol. No. 128/11/86