



ONGC OFFICERS MAHILA SAMITI

GUIDELINES

Guidelines with amendments (IV) approved in Executive Committee Meeting held on 26th June 2019 at ONGC Officers Mahila Samiti Office, New Delhi.

GUIDELINES OF ONGC OFFICERS MAHILA SAMITI

1) Name of the Trust:

The Name of the Trust shall be **ONGC OFFICERS MAHILA SAMITI** and is registered as a Charitable and Social Trust.

2) Registered Office:-

The Registered Office of the ONGC Officers Mahila Samiti is at the following address:

ONGC Campus Tel Bhawan, Dehradun

Administrative Office: The administrative office of OOMS presently is at 7th Floor, Core-8, Scope Complex Lodhi Road, New Delhi-110003

The Samiti will operate from its head office/Administrative Office as per the above mentioned addresses and through its branches over other parts of the country.

3) Aims and Objectives:

a. Aims & Objectives:

- (i) To promote social, cultural, educational and welfare activities with a view to bring about substantial improvement in the quality of life of women and the underprivileged in India.
- (ii) To organize melas, and exhibition of handicrafts, cottage industry products, agriculture products, science & technology.
- (iii) To provide development/management, training and education to the poor and marginalized women and the underprivileged of the society regardless of age, religion, caste, community or region.
- (iv) To inculcate a sense of pride in the cultural and scientific heritage of India.

- (v) To establish and maintain contact with the other institutes in India, having objects similar to those of the Trust.
- (vi) To promote the dignity of people through the objectives of the Trust.
- (vii) To dedicate all efforts of the Trust to the upliftment of women of weaker section, disabled, poor needy widows and the underprivileged.
- (viii) To undertake need based innovative and demonstration / experimental projects in the development for economic, social and educational upliftment of women.

b) Mission:

To generate a spirit of understanding and compassion amongst all people for less privileged sections of the society and to provide voluntary selfless services for humanitarian needs.

c) Motto:

“Sanghe Shakti”- United we stand so in this friendship and fraternity, let there be unity, strength and progress.

d) Emblem:



The emblem of the ONGC Officers Mahila Samiti has a leaf and the Sun. The leaf is the symbol of wisdom, knowledge and peace. The veins of the leaf stand for strength and unity. The cones surrounding the leaf symbolize the sun, which is the source of life, light and energy.

The colour of the emblem is yellow and green. Yellow depicts sunlight, magnanimity, intellect, supreme wisdom and highest values. Green stands for vegetation, sympathy, adaptability, prosperity, hope, life and immortality.

4) All the incomes, earnings, movable or immovable properties of the Samiti shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Trust Deed dated 21.12.2007 and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the society or to any person claiming through anyone or more of the present or the past members.

No member of the OOMS Units shall have any personal claim on any movable or immovable properties of the OOMS Units or make any profits, whatsoever, by virtue of this membership.

5) Membership:

Membership:

- a. The wives of serving as well as retired officers and lady executives working/retired of ONGC and ONGC Group of Companies are eligible to become the members of the Samiti. The membership of wives of retired officers shall automatically cease, in the event of the husband joining in any organization/establishment etc. except ONGC Group of Companies. The maximum permissible period of membership of wives of retired officers shall be five years..
- b. Members shall be admitted by the Executive Committee at the sole discretion of respective Presidents. Admission to the Samiti cannot be claimed as a matter of right.
- c. Members shall be admitted to the Mahila Samiti on receipt of a request for membership along with the admission fee, subscription and other charges as may be prescribed from time to time by Mahila Samiti.
- d. Application for membership shall be made to the Secretary who shall put up the same to the Executive committee which shall decide to accept or reject it after assigning proper reasons.
- e. Admission requests shall be considered by the Executive committee on the basis of date of making the applications.

- f. In granting admission no discrimination shall be made on the basis of caste, creed, region and / or religion.
- g. An applicant for the membership of Mahila Samiti shall be deemed to have agreed to promote the objective and aims/mission of the Mahila Samiti and shall on admission abide by the guidelines of the Mahila Samiti in force.
- h. At the time of admission, members shall sign an undertaking as under-
 - (i) “I.....swear that I shall truly owe allegiance to the constitution of ONGC Officers Mahila Samiti as prevailing and hereby promise to abide by the Guidelines in force”.
 - (ii) “I.....undertake that in the event of my husband joining any organization/establishment, other than ONGC Group of Companies, I will intimate the same in the writing to President OOMS for withdrawal of membership immediately or from the end of current session.”
- i. Each Branch shall ensure that the strength of members who are ‘wives of the retired executives’/‘members from ONGC Group of Companies’/ shall not exceed 20% of the total membership of that club.
- j. The fitness of the member, being wife of a retired executive, to continue as a member of the club would be determined on the basis of her attendance, participation in the activities of the club and co-operation with the members by the Executive committee of the Branch.
- k. Admission to those who have resigned from the membership more than once shall be at the sole discretion of the Central Executive Committee.
- l. Wives of the ONGC Officers whether residing in ONGC colony or outside shall be eligible to become members of the nearest club.

- m. Wives of the ONGC Officers who are on 14days on/off duty pattern shall also be eligible to become members of the club where the family is residing.

6) Registration fees and subscription

Registration fee and membership fee shall be as determined by CEC from time to time.

- a. At the time of admission, the member shall be liable to pay registration fee of **Rs. 300.00** and annual membership fee of **Rs. 3500.00 (Three Thousand five Hundred only)**.
- b. All members (New/Existing) have to deposit their annual membership fee with their respective unit by **31st Aug each year**. Samiti shall not admit any member after 31st of August each year. In case if any, Membership is to be given after 31st Aug of each year, approval of CEC, OOMS shall be required. Those who join on transfer shall not be regarded as new members and can enroll in the club of the place of transfer throughout the year, provided they deposit their annual membership fee before 31st Aug with their existing/new unit.
- c. In case where a member applies for membership again after resigning, she shall be treated at par with new member, therefore they shall be required to pay registration fee of **Rs. 300.00** along with annual fee of **Rs. 3500.00 (Three Thousand Five Hundred)**.

7) Transfer of membership

- a. Every member shall be assigned a unique identity number which shall be valid across all the units of the Samiti.
- b. Members, whose husbands are transferred to any other work center, can retain or take membership of any club they wish to.
- c. The Member shall not be liable to pay any registration fee in case of transfer.

8) Rights of the Members

- a. Members alone shall have a right to vote in general, annual and extraordinary meetings.
- b. Members other than wives of the retired executives, retired lady executives and members from ONGC subsidiaries shall have right to elect and be elected to posts of the Executive committee as are open to election.
- c. Members who are in employment of ONGC or in any other job where office timings are from 9.30 am to 5.30 pm are not eligible to stand for election for the posts of office bearer or the member of the Executive Committee. Those members who are employed in any job where working hours end at 1500 hrs (3'oclock) can stand for the election.
- d. Members shall be entitled to participate in meetings, cultural/educational functions and other lawful gatherings called and arranged by the Samiti.
- e. Members shall be entitled to inspect the records of the Samiti with the prior approval of the Executive committee.

9) Duties of the Members

It shall be the duty of every member:

- a. To endeavor to promote the objects of the Samiti and shall refrain from acts that are inconsistent with the ideals and objectives of the Samiti.
- b. To abide by the guidelines of the Samiti
- c. To refrain from doing any acts which bring disrepute to the Samiti
- d. To attend the general meetings regularly and take interest in the activities of the Samiti.

- e. To pay the membership fees within the prescribed time i.e by 31st August each year.

10) Termination or cessation of Membership

- A person shall cease to be a member of Samiti:
- a. On the death of the member.
 - b. On her resignation, in writing, being accepted by the President or the Secretary on behalf of the President. However, she will have to pay all the outstanding dues up to the date of her resignation from the Samiti.
 - c. On a member, except those who are employed, absenting herself from six (6) consecutive meetings without leave of absence or informing the Executive Committee.
 - d. On the Executive Committee deciding by a majority of those present at a meeting especially called for the purpose that the member has been acting and continuing to act in derogation of the objectives and aims of the Mahila Samiti inspite of the written notice to that effect from the Patron/President/Vice President or Secretary.
 - e. On a member being found guilty of an offence or conduct involving moral turpitude.
In such cases the decision of the Executive Committee shall be final and binding.

11) Restoration of Membership

- a. Where membership terminates on account of resignation, it may be restored on the payment of registration fee and annual membership fee.
- b. Membership of the member defaulting in the payment of prescribed fee may be restored subject to the approval of the Executive committee.
- c. Where membership is terminated on account of absence from six (6) consecutive meeting it may be restored on the application of the defaulting member being accepted by the Executive committee.

- d. Where membership is terminated on account of derogation from the objects of the Samiti or for violation of guidelines of the Samiti, it shall not be restored except when 2/3rd of the members present at a special general meeting called for the purpose, record their votes in favor of re-admission.

12) Structure and Administration

- a. ONGC Officers Mahila Samiti shall have its registered and administrative office at Dehradun and New Delhi respectively and through its branches over other parts of the country.
- b. Each branch of the Samiti shall be composed (i) General body (ii) Governing body.
- c. At the centre level, the governing body shall be known as 'Central Executive Committee'. At the branch level, the governing body shall be known as 'Executive committee'.
- d. The Central Executive Committee shall consist of
 - (i) President of OOMS Trust/Chief Patron : Wife of CMD of ONGC
 - (ii) Members of OOMS Trust/Patrons : Wives of Directors of ONGC
- e. The Patrons shall not be location wise but on the basis of portfolios to be allocated by the CEC OOMS.
- f. Chief Patron and Patrons shall be the member of the Headquarter of Samiti at the Dehradun and shall pay regular Annual Membership Fees.
- g. The Executive Committee of each branch shall consist of (i) President (ii) Vice President (iii) Secretary (iv) Joint Secretary (v) Treasurer (vi) Joint Treasurer.

13) General Body at Unit level

a) Formation

All the members of the Samiti will constitute the General Body of the Samiti.

b) General Meeting

The General body may meet twice in a month. In special case, extra ordinary general meeting may be called, whenever necessary, with the permission of the President.

c) Notice

One week (7) days clear notice will be essential for holding general body meeting. Under emergent circumstances meeting may be called at any time, by the secretary with the approval of the president.

d) Quorum

The quorum for monthly meetings shall be 15% of the total strength of the Samiti.

If the quorum is not established, meeting may be held by giving another Five (5) days' notice and in the second meeting so convened business notified on the agenda shall be carried on whether or not the quorum is complete.

e) Annual Report

The Annual Report for the financial year detailing the activities of the Samiti and its several component committee as approved by the executive committee shall be submitted to CEC OOMS by the Secretary after completion of the OOMS activities.

f) Annual Budget

Annual Budget of Samiti for the financial year shall be presented before the General Body Meeting once every year. Pending the presentation and passing of the budget for the financial year, the executive committee shall have the authority to finance the activities of the Mahila Samiti.

g) Annual Accounts

The annual accounts of the Samiti for the financial year shall be presented at the General Body Meeting of the Samiti by the Treasurer in the form of Income and Expenditure Statement as far as possible. At the end of each quarter of every

financial year, samiti shall be required to submit statement of accounts along with all supporting documents to CEC OOMS for Auditing purpose.

14) Executive Committee

a. Composition

- (i) The Executive Committee as far as possible shall consist of not less than seven (7) and not more than twelve (12) members.
- (ii) The Executive Committee/ Office Bearers of Samiti shall consist of the followings:

President: Wife of the senior most executive posted in the work centre subject to her willingness to become the president and member of the club, and provided:

- i) The retirement of her husband is not due upto 31st December in the year she is so appointed.
- ii) She should not be in employment with ONGC or in any other job where office timings are from 9.30 am to 5.30 pm. If she is employed in any job where working hours end at 1500 hrs (3'oclock), she is eligible for the president post.

Vice President: Wife of the second senior most executive posted in the work centre subject to her willingness to become the Vice president and member of the club, and provided:

- i) The retirement of her husband is not due upto 31st December in the year she is so appointed.
- ii) She should not be in employment with ONGC or in any other job where office timings are from 9.30 am to 5.30 pm. If she is employed in any job where working hours end at 1500 hrs (3'oclock), she is eligible for the president post.

Elected Posts: The total number of elected posts will depend on the strength of membership of the Samiti. 10% of the elected posts may be nominated depending on strength of membership

Secretary
Treasurer
Joint Secretary
Joint Treasurer } To be elected before 31st July

Other elected posts include Social/Welfare in-charge, Cultural in-charge, Catering in-charge, Public Relation in-charge.

- (iii) President, Vice President, Secretary alone shall be known as the “Office Bearers”. However, CEC, OOMS may appoint/replace/remove any office bearer (President/ Vice President /Secretary) / during the formation of new executive committee or any time during the activity year.
- (iv) Elected members other than the officer bearers shall be known as “Executives”.

b. Election

- (i) Members who are in employment with ONGC or in any other job where office timings are from 9.30 am to 5.30 pm, are not eligible to stand for election for the posts of office bearer or the member of the Executive Committee. Those members who are employed in any job where working hours end at 1500 hrs (3'oclock) can stand for the election. Members from ONGC subsidiaries are also not eligible to stand for post of office bearer or for Executive Committee.
- (ii) Name of each member, qualified for election shall be duly proposed and seconded individually by the members of the general body.

- (iii) Voting shall be conducted by secret ballot system.
- (iv) Every member present at the meeting shall have one vote each. The President shall have a casting vote, in addition to the vote, which she is entitled to as a member.
- (v) Decision shall be made by simple majority. The result when declared by the President shall be treated as final
- (vi) The responsibility of holding timely elections will rest on the President.
- (vii) Certain branches may have a limitation in holding elections due to the transfer season. This may be taken into account while deciding the dates for elections.
- (viii) To ensure that seniority in nomination is maintained, the Patron can take the help of Head HR of the workcentre to make the decision.

c. Handing/taking of charge

- (i) The President shall ensure that handing over/taking of charge of the office should take place within 15 days of elections.
- (ii) All the records and assets shall be duly handed over by the outgoing office bears in the presence of President and Vice President.
- (iii) The handing over/taking over report shall be duly signed by the President, Secretary or Treasurer.

d. Tenure

- (i) **Tenure of President and Vice President:** The tenure in respect of President & Vice President is not fixed, which means they may be replaced by their seniors but only after completion of that particular OOMS activities/block year or in case of transfer/ resignation or if the wife of other senior most executive joins by 31st August (for e.g. if some other senior most employee joins the unit after 31st August, his wife cannot become president of OOMS

unit during that block year but can become President during next block year.

- (ii) Elected/nominated members of the executive commit shall hold office for a term of two year, subject to the willingness of the elected/nominated members.
- (iii) Secretary and Treasurer shall not be eligible to stand for the same post for next one (1) election and vice versa. They can however stand for other posts. This will ensure that all members get a fair chance of getting elected.
- (iv) Casual vacancies occurring in the elected/nominated posts during the currency of the term may be filled by the executive committee from amongst the members of the general body.
- (v) A member appointed on casual vacancy shall remain in the office for the remaining term only.

e) Meeting

The Executive Committee shall ordinarily meet once a month, provided that the President may, on her own or on a written request of not less than four (4) members may call a special meeting of the Executive Committee President, Vice President and Secretary shall be present in all the meetings.

f) Notice

The notice of the meeting shall be given atleast 7 days ahead but in special circumstances, the secretary with the consent of the President will have power to call the meeting by giving 3 days' notice.

g) Power and functions of the Executive Committee

- (i) To supervise, control and direct the affairs of the Samiti.
- (ii) To raise funds and purchase Capital and other items as decided by it.

- (iii) To manage all the properties, movable and immovable of the Samiti and income arising there from, and to pay any taxes, rents and salaries, as also other expenses of the Samiti which may become payable.
- (iv) To appoint committee(s) or sub committee(s) from amongst its members, in order to assist the executive Committee in its functions and may vest in these committee(s) such powers for the proper conduct of business, as it deems fit.
- (v) To receive and submit at the general body meeting a statement of audited accounts of the Samiti and the report in connection with the affairs of the Samiti for the outgoing year.
- (vi) The Executive Committee shall, through the Secretary or as it deems fit, invest the funds legally in the manner it likes and it shall be competent to rent out the property(s) on behalf of the Samiti.

15) Formation of Branches of ONGC Officers Mahila Samiti at ONGC work centers:

- a. Persons at least 30 in number who are eligible to become the members of the ONGC Officers Mahila Samiti shall send a proposal for the formation of branch to Central Executive Committee. However, if the nos. of members is less than 30, special approval of CEC OOMS shall be required for formation for the branch.
- b. If the proposal is approved by the simple majority of the members of the Central Executive committee, it shall be submitted to the Chief Patron for final approval.
- c. An Adhoc Branch Committee shall be formed from among the persons who have proposed the formation of the branch and shall comprise of President, Vice President, Secretary, Treasurer, Joint Secretary, and Joint Treasurer

- d) The formation of the Branch Mahila Samiti shall be authorized and recognized by the Chief Patron of ONGC Officers Mahila Samiti before it starts functioning. The recognition certificate as under from the Chief Patron is mandatory

“ in consideration of the applicant and having satisfied that has fulfilled all the requirements in accordance with the constitution/ memorandum of association and guidelines, I recognize the said And authorize it to function effective

Chief Patron

- e) The Executive committee shall give a standard Charter which shall contain the branch's name, headquarters, location, geographical limits and the date on which the recognition was granted by the Chief patron and shall bear the signatures of the Secretary of the Executive Committee.
- f) The Charter *inter alia* shall ensure that branch functions as per the guidelines of the Samiti and that all members of the Samiti normally residing in or employed within the geographical limits of the branch are members of the local branch concerned.
- g) The Branches shall follow the constitution and guidelines of the Samiti with regard to *interalia* objectives, election, functions of the office bearers. However the strength of the Branch Committee may vary from the Executive Committee of the Samiti.
- h) The Secretary of each branch shall forward to the Secretary of Central Executive Committee quarterly reports on the activities of the Branch.
- i) The statement of the accounts along with supporting documents, of the Branch shall also be submitted to the Central Executive Committee at the end each quarter of every financial year of the Samiti for auditing purpose.
- j) Social Welfare/In-house activities to be undertaken by the Samiti shall be as far as possible in line with the activities under the Corporate Social Responsibility Scheme of ONGC.

- k) The Central Executive committee may suspend or initiate action for closing a Branch after careful consideration and examination on the existence of the following conditions:
- (i) The Branch adopts a resolution for the closure of the Branch passed by the three fifths of the member of the General Body of the Branch in a special general body meeting convened for this purpose.
 - (ii) The Central Executive Committee considers any activity of the Branch detrimental of the interest of the Samiti.

16) Fund Allocation to the branches

- a. The Branch committee shall deposit in the central account of Central Executive Committee or local account of the Samiti, registration fees, annual subscription of the members, any donations and grants received from ONGC.
- b. The Central Executive Committee shall allocate the funds to the branches on a quarterly basis.
- c. The Secretary of each branch shall also submit to the Central executive Committee Annual Budget followed by quarterly report of the income and expenditure incurred by the branch within 10 days of the end of that quarter.
- d. Budget shall be signed by the President, Secretary, Treasurer and Joint treasurer.
- e. The Branches may raise funds for specific purposes after obtaining approval from the Central Executive Committee.

17) Functions of the office bearers

- a. **President**
 - (i) To ensure that members adhere to the aims, objectives, and guidelines of the Samiti.

- (ii) To preside over all the meeting and see that the meetings are conducted properly and in accordance with the guidelines of the Samiti.
- (iii) To be responsible for the working of the Samiti/Executive Committee with all members.
- (iv) To ensure that the financial position of Samiti is sound and no unauthorized expenditure is incurred.
- (v) To ensure that the elections are conducted on time
- (vi) To entertain and enquire into the complaints/grievances of the members.
- (vii) To deal with the disciplinary matters arising in the Samiti.
- (viii) To supervise and guide the overall activities of the Samiti.
- (ix) To sign all the bills of the Samiti once in a month.
- (x) To take all decisions in consultation with the Vice President
- (xi) In addition to above, she shall also be responsible for the all over reputation of her Samiti

b. Vice-President

- (i) In the absence of the President, the Vice-President will take over the powers and responsibilities of the President and o any other work as authorized by the Executive Committee.
- (ii) To maintain, along with Joint Secretary, the minute book of every executive committee/general body meeting and get it duly signed by the President and Secretary.
- (iii) To ensure that periodic reports required as per the guidelines are send to the Central Executive Committee on time
- (iv) To ensure that the documents pertaining to the samiti are not taken out of the premises of the Samiti.

- (v) To see that she is consulted by the President before taking any decision is made.
- (vi) She shall also be responsible for the reputation of the club.

c. Secretary

- (i) To receive and examine the applications for admission of members and place the same before the executive committee.
- (ii) To call meeting of the general body/ executive committee with the consent of the President.
- (iii) To prepare agenda and arrange the postings of notice of the executive and annual and extraordinary general meetings of the Samiti
- (iv) To keep and preserve the records of the samiti/ executive committee.
- (v) To maintain the attendance of each meeting and ensure that attendance register is closed for signing after 30 minutes from the scheduled time of the meeting.
- (vi) To prepare the quarterly report and present the quarterly budget of the Samiti along with the Vice President before Central Executive Committee
- (vii) To submit to the Executive Committee the annual accounts and budgets of the society.
- (viii) To carry on correspondence on behalf of the samiti / executive Committee.
- (ix) To oversee the administration and execution of all the programmes of the unit including financial affairs on behalf of the Executive Committee engagements of staff on work charge or daily basis, make purchase and do all other such things as may be necessary in the furtherance of the objects of the samiti.
- (x) She shall also be accountable for the overall reputation of the club.

d. Treasurer

- (i) To keep accounts of all-financial transaction of the samiti and of all the sums of money received and spent by the samiti and maintain records of receipts and expenses relating to such matters, and of assets, credits and liabilities.
- (ii) To prepare Annual Budget of the samiti.
- (iii) At the end of each quarter of every financial year, she shall be required to submit statement of accounts along with all supporting documents to CEC OOMS for Auditing purpose.
- (iv) To bring to the notice of the executive committee any irregularity in the financial transactions of the samiti.
- (v) To ensure along with the Joint Secretary that all record of all expenditure and bills thereof are maintained.
- (vi) To ensure that all payments above Rs. 10000.00 (Ten Thousand) are made only through cheque.

e. Joint Secretary

- (i) To ensure that monthly meetings are held regularly and also general body meetings are more interesting and participative.
- (ii) To invite the members, Patrons, Presidents personally by writing in time and by telephone.
- (iii) To arrange/coordinate for providing transportation facilities for office bearers/members during meetings.
- (iv) To make logistical arrangements for the smooth conduct of the meetings.
- (v) To maintain a directory of telephone numbers and updated addresses of all the members and office bearers of the Samiti.

- (vi) To maintain the account of the monthly subscription and assist the treasurer in maintaining the cash memo register also.
- (vii) In the absence of Secretary, she shall discharge the duties of the Secretary with the approval of the president.

f. Joint Treasurer

- (i) To maintain the books of accounts.
- (ii) To maintain the list of all the capital items, stocks, materials and any other property belonging to the Samiti.
- (iii) To assist the treasurer in efficient discharge of her duties.
- (iv) In absence of treasurer, she shall discharge the duties of the treasurer with the approval of the president.

18) Duties of other Executives

- a. Social Executive shall be responsible for all the social activities and shall sign the proposals relating to social activities along with president
- b. Cultural Executive shall be responsible for all cultural activities and shall sign the proposals relating to cultural activities along with the president.
- c. All the proposals shall be signed by the respective executive-in charge along with the president.

19) Filling up of Casual Vacancies

Casual vacancies occurring in the Executive Committee bearers during the currency of the term of one year may be filled by the Executive Committee from amongst the members of the general body. A member appointed on the casual vacancy shall remain in the Executive Committee for the balance of the term only.

20) Honorary service of the members/ Executive Committee

The service provided by the members and executive committee of the Samiti is purely honorary in nature and no compensation of any kind may be given to them from the fund for their service rendered for the Samiti. Provided where a member is staying at a distance from the office of Samiti, she shall be reimbursed conveyance allowance at the rate of Rs. 150 for a maximum of 7 days in order to participate in the practice session for any group programme.

21) Ex-officio Committee of ONGC Management

If the Committee so desires, it may request ONGC to form an Ex-Officio Committee of ONGC officers to help the Executive committee in activities related to CSR.

22) Sources of Income

All the income of the samiti shall be utilised only for the promotion of the aims and objectives of the Samiti and in upliftment of the underprivileged sections of the society. Sources of Income of the samiti are as under:

- a. Registration Fee and annual membership fee received from the members
- b. Funds received from time to time from ONGC in form of donation or grant in aid.
- c. Funds generated through organizing fairs, exhibition cum sales, souvenirs, magazines etc.
- d. Donations and special contributions including sponsorships.

23) Management of Funds, Assets and Operation of Bank Accounts

- a. The accounts of the Samiti shall be maintained in State Bank of India/Nationalized Banks. In locations where SBI is not present, the account shall be maintained in any other nationalized bank only. The authorized signatories for operating the account are as follows:

- (i) President

(ii) Vice President

(iii) Secretary

(iv) Treasurer

Any two members of the above can operate this account for cheque and deposits.

- b. All assets and funds shall belong to the samiti and not to any individual Member/Office bearer.
- c. All the purchases shall be done by Purchase Committee only. Purchase committee shall consist of three members to be appointed by the Executive committee from among it. Purchase committee shall be answerable.
- d. All the payments of the amount of Rs. 10000.00 (Ten Thosand) and above shall be made by cheque only. The branches shall keep a record of all the documents pertaining to expenditure and produce them as and when required by the Executive Committee and CEC.

24) Financial Year

Financial year of the samiti shall be from 1st April to 31st March of the succeeding year.

25) Gifts

- a. The samiti shall give gifts/awards to all the members on Annual Day.
- b. The value of the gift for Annual Day Function shall be Rs. 1500/- (Fifteen Hundred Only)

c. Retirement gifts shall be given to the members whose husbands are retiring from ONGC. **No gift shall be given in case of transfer of the member or in any other case.** The value of which shall not exceed the amounts given below:

- (i) Chief Patron: Rs. 2000/-
- (ii) Patron: Rs. 1500/-
- (iii) Office bearers: Rs. 1000/-
- (iv) EC Members: Rs. 800/-
- (v) Members: Rs. 600/-

d. No gift shall be given on the transfer of the member.

e. Chief Patron and Patrons who are members of the Central ONGC Officers Mahila Samiti shall receive retirement gifts from the head office only.

f. No branch shall give felicitation gifts to the patrons in any in-house functions. However, welcome gifts may be given to the patrons.

g. A member who fails to attend 50 %. of meetings in a quarter of the year shall not be entitled to receive gifts.

h. Gift shall also be given on the occasion of wedding of the children of members. The value of gift for marriage of daughter /son shall be Rs. 1000/-.

i. The value of the gifts shall not in any case exceed amount specified in the rules. In case it is found that any branch has spent in excess of the limits herein provided, the executive committee of the branch shall be jointly and severally liable to deposit, by way of penalty, the sum of money spent in excess of the permissible amount. The penalty shall be payable personally and not out of the funds of the samiti.

26) Awards and Competitions

a. With a view to promote participation and to acknowledge the valuable services rendered by the members, Samiti shall give awards to its members every year.

- b. The categories of awards shall only be Best Host.
- c. Best host award shall be given quarterly, to the member of each branch on the basis:
 - (i) Homemade snacks and refreshments
 - (ii) Hospitality skills.
- d. The value of the best host award will be Rs. 200 per member, for e.g. if there are four members in the best host team, the award would be Rs. 800.
- e. Every year dance, song and elocution competitions (any two) shall be organized by each branch. The broad categories of dance and song competitions shall be classical, semi classical and filmy.
- f. Samiti shall organize any five competitions from the following sport every year-
 - (i) Badminton
 - (ii) Volleyball
 - (iii) Chess
 - (iv) Cards
 - (v) Balance Race
 - (vi) Cricket
 - (vii) Table Tennis
 - (viii) Throw Ball
 - (ix) Any other sport decided by the Samiti
- g. The Song, Dance and Elocution competitions shall be held at Unit level only.
- h. The Samiti may also organize other competition like Handicrafts, Mehendi, cooking, flower arrangement, Rangoli, Essay writing, Mono acting and fancy dress competitions etc.

- i. Office bearers (President, Vice President, and Secretary) shall not participate in any of the competitions organized by the samiti
- j. Each branch may hold bimonthly meetings. One meeting should addresses health issues of women and the other meeting should be for conducting various competitions.
- k. In the months from December through to February, career counseling sessions may be organized to enlighten and guide the wards of the members on various career prospects.

27) Executive Lunch/Dinner

Executive Lunch/dinner may be organized once a year by the club exclusively for the executive committee. If the Club so wishes, instead of lunch or dinner it can give gifts to the executive committee members. Contribution of Rs. 500.00 per executive shall be made by the club towards the event [However only one out of the three (Lunch or dinner or gift) can be arranged for].

28) Deepawali and Regional festival dinner

CEC shall contribute Rs. 175.00 per member for Deepawali and one (1) Regional festival each. The contribution would be inclusive of cost of decoration, food etc.

29) Annual day and Anand Mela

- a. In organizing events like Annual day and Anand Mela, the branches may take administrative help from ONGC.
- b. Anand Mela may be organized every year by the OOMS Units, therefore, it is optional.
- c. Rent for the stall shall be paid by the member taking the stall on hire.
- d. Profits from Anand Mela shall be shared on the following basis:
 - (i) where the product is made by the member who is also attending the stall where the product is being sold-75% of the total value of the sale

- (ii) Where the product is made by the member who is not attending the stall where her products are being sold- 50% of the total value of the sale.
 - (iii) Where member is only attending the stall or putting the stall on hire- 25% of the total value of the sale.
- e. The cost of the materials shall be reimbursed to the member on production of the receipt. Rent shall not be included in such cost.

30) Shishu Vihar

- a. All the Shishu Vihars across the samiti shall be known as ONGC Officers Mahila Samiti (name of the branch) Shishu Vihar.
- b. The Central Executive Committee shall formulate guidelines for running the affairs of Shishu Vihars.

31) Use of emblem and mandatory displays

- a. Each branch shall display the emblem of the ONGC Officers Mahila Samiti, its mission and motto, as appearing in the memorandum of association, in a notice board placed at a conspicuous position.
- b. The notice board should also display the ten guiding principles of Samiti which are as follows:
 - (i) The place where women are respected is dwelled by God.
 - (ii) The trees bear fruit out of benevolence, the river flows out of benevolence, the cows give milk out of benevolence and this body of ours is for the benefit of others.
 - (iii) We have not come here to deliver the message from heaven, but to convert the world itself into a heaven.

- (iv) Believing firmly that union is strength; we must strive for progress and make the aims of ONGC a success in a concerted manner. We must establish new records and make the humanity happy.
- (v) We should plant trees and spread the greenery in our surroundings, provide water facilities in every village and thereby grow more grain. We should spread the feeling of brotherhood and try to establish an equitable and ideal rule.
- (vi) We must help the ailing and aggrieved persons. Service to the blind and down trodden must be our duty and religion. We should eradicate the feelings of discrimination and establish equality among people.
- (vii) We must come forward to donate blood with dedication. We should enlighten the rural sections on family planning, AIDS and prevent discrimination against girl child. We must eradicate diseases by imparting education on health. The entire society of ours must be educated.
- (viii) We must ensure that every child around receives at least basic education.
- (ix) We must try to provide essential things through the fair price shops in our villages. We should use bio-gas in villages and thus enlarge our source of energy.
- (x) The logo of the Samiti shall be used in all the official communications.

32) Audit

The accounts of ONGC Officers Mahila Samiti shall be audited by a “Practicing Chartered Accountant as auditor appointed by CEC OOMS.”

Guidelines to the Auditors

- a. Approval/authorization for incurring expenditure with limit thereof.
- b. Stock register for consumable and capital items to be maintained.
- c. Procedure to be followed for making purchases, awarding work.

33) Records to be kept by the Samiti

Records like proceedings register, stock register, cash book ledger etc., shall be maintained.

34) Grievances of the members

- a. The members shall first put up their grievances to the presidents of their respective branches. In case they are not satisfied then a collective representation in writing may be made to the Central Executive Committee.
- b. Members should not directly approach the Chief Patron or the Patrons. They should send their suggestions/ grievances through email.

35) Essential Certificate

'Certified that this is the correct copy of the Guidelines of the ONGC Officers Mahila Samiti.'

The aforesaid guidelines (with necessary amendments) of ONGC Officers Mahila Samiti have been approved by the Central Executive Committee of the trust and same shall be in force for smooth governance of the trust to fulfill its aims and objects.

Approved in Central Executive Committee meeting held on 26th June 2019 at ONGC Officers Mahila Samiti Office New Delhi.

(Mrs. Savita Dwivedi)

Trustee/Vice President

ONGC Officers Mahila Samiti

(Mrs. Sushma Sahay)

Trustee/President

ONGC Officers Mahila Samiti