

## **PREAMBLE**

We members of the Association of the Land & Land Reforms Officers, West Bengal, do hereby solemnly express, resolve and give ourselves this `gathantantra' declaring that the provisional constitution previously made to carry out organisational activities is declared void immediately after acceptance of this constitution provided–

As per Art. 27 of the provisional constitution, the committees already formed in the districts/units are given retrospective effect to this constitution from the date of such formation. It will also strengthen Democratic values within the principle of Socialist Democracy to every member.

AND

The maintenance of fulfilment of the material objectives of the Association and the preservation of the constitution within the meaning of its provisions and the enjoyment of the rights and privileges described herein to the members within the principle of democracy as provided in this constitution.

**ARTICLE - 1.**

(a) This Association shall be called as "Association of Land and Land Reforms Officers, West Bengal".

(b)The office of the Association shall be situated in Kolkata at 113/A, Acharya Jagadish Ch. Bose Road Kolkata-14 at its own house. (as amended in 12th S.C.)

© The office of District Committee shall be established in the address to be selected and approved by the respective District Committee, but in the head quarters of the respective districts.

(d)The activities of this Association shall take retrospective effect on and from 23.5.1987.

**ARTICLE - 2.**

The area of operation of this Association shall be within the state of West Bengal.

**ARTICLE - 3.**

(a)The Association being a non-political set-up shall protect and promote the virtual interest of its members.

(b)The Association shall ensure to achieve and to safeguard the fundamental Trade Union Rights.

(C)The Association shall trust, as well as ensure its members to express solidarity to just socio-economic transition within and outside the state of West Bengal and to broaden fraternity and fellowship among all members in particular and all cadres as well as State Government Employees in general to keep a living contact with the democratic mass movement.

(d)To fight against all the imperialist, fascist, secessionist (as amended in 12th S.C.) divisive attempts, terrorism, (as amended in 8th S.C.) parochialism (as amended in 8th S.C.) and communalism (as amended in 8th S.C.) within and outside our country in order to protect the integrity and unity of our nation.

(e)Association shall extend and organise social and welfare activities for the purpose of broadening fraternity, understanding and co-operation among the members in particular and all cadres and employees in general.

**ARTICLE-26.** The District Committee may publish or organise cultural presentation, but that shall be duly endorsed by Central Secretariat, (as amended in 8th S.C.)

**ARTICLE-27,** (as amended in 3rd State Conference)

**Accounting Year :** Accounting year of the Association will be as per English Calender year i.e. from January to December.

**ARTICLE-28.** In all other cases where this constitution has no specific say, it would be guided by State directive and by the constitution of India.

**ARTICLE-29.** Amendment of the Constitution :

The State Conference shall have the right to amend and / or to revise the article / articles of the Constitution by 2/3rd majority in the State Delegate Session.

Provided, any such proposal for amendment of the constitution shall be placed by the convener of the constitution bench consisting of 5 (Five) members to be elected by the CEC.

**SCHEDULE**  
Article 10C(i)  
(as amended in 12th S.C.)

Strength of Members in Executive Committee	President	Vice-President	Secretary	Joint-Secretary	Treasurer	Org.-Secretary	Cult.-Secretary	Office-Secretary	Remarks
1	2	3	4	5	6	7	8	9	In all cases remaining members are Executive Members.
5	1	x	1	1	1	x	x	x	
above 5	1	x	1	1	1	1	x	1	
above 10	1	1	1	1	1	1	1	1	
above 20	1	1	1	1	1	1	1	1	

(iii) General Secretary is entrusted with power to spend up to the extent of Rs. 2000/- (as amended in 12th S.C.) only at a time at his own decision. In all other cases prior approval to spend more will have to be taken from the Central Secretariat and Central Executive Committee.

(iv) Office Secretary of the Central Executive Committee will hold fund in his hands upto the extent of Rs. 500/- (as amended in 8th S.C.) only for day to day expenses for office maintenance; and he is empowered to spend upto the extent of Rs 500/- (as amended in 8th S.C.) only at a time at his own decision.

Receipts and Payments Accounts of Central Fund will be audited in each year.

(v) There will be District Fund also for the sake of implementation of all Associational activities and functions in the District. All expenses of District Executive Committee will be incurred from such fund.

It will be formed from the share to- various collections as called and determined by the Central Executive Committee.

District Fund will have to be deposited in one or more Scheduled Banks in the Bank Account of Association of Land & Land Reforms Officers, West Bengal, what would be jointly operated by the District Treasurer and the District Secretary and/ or District President.

District Treasurer would hold not more than Rs. 2500/- (as amended in 12th S.C.) in his hand at a time.

District Secy, will exercise his right to spend upto the extent of Rs. 1000/- only at a time at his own decision. Expenses exceeding such amount cannot be made without prior approval of the District Secretariat and District Committee.

**ARTICLE-23**, deleted (as amended in 3rd State Conference)

**ARTICLE-24.** The Association will publish the bulletins time to time as to keep its members well informed about the Associational activities and relevant information (as amended in 8th S.C.) and organise Seminars and Cultural Programme (as amended in 8th S.C.) within the aims and principles of the Association.

**ARTICLE-25.** Deleted (as amended in 3rd State Conference)

(f) Association shall establish a broader relationship with the State Co-ordination Committee of State Govt. Employees as a 'Sahayogi Sangathan' of it.

(g) Association may, for the sake of performance of activities, purchase, construct, promote, modify and upkeep any kind of movable and immovable assets. All assets either moveable or immovable shall be maintained and managed in accordance with the decision of the State Conference or Central Committee meeting of the Association subject to ratification of such decision by State Conference. (as amended in 12th S.C.)

(h) Association will collect subscription and donation at any cause of the Association.

#### **ARTICLE - 4.**

The membership of the Association is open to :-

(a) All officers belonging to the cadre of WBSLRS Gr.-I, SRO-II and SRO-I. Provided, if any nomenclature, is changed by the Government, the same shall be substituted forthwith accordingly.

(b) Any member of the Association may continue his membership even after superannuation from service, however an office-bearer of any committee even after his superannuation will continue to act in the said portfolio till the next conference. (9th S.C.)

(c) Willing cadre shall have to submit in the prescribed proforma for his enrolment as a member of this Association. Any member intending to continue his membership after superannuation from service will have to submit an application in the prescribed format either before the District Committee of the district in which he was attached before retirement or the District Committee of the district in which jurisdiction he resides. All such applications require to be approved by the central committee as and when submitted. (12th S.C.)

(d) Deleted. (as amended in 8th S.C.)

(e) Every member shall pay the yearly subscription of Rs. 240.00 (Two hundred forty) (12th S.C.) only in 2 (two) equal instalments and in equal intervals Commencing from the first day of January. This will take effect on and from 01.01.2011(12th SC).

**ARTICLE-5.**

Every member shall have the rights :

(a) To elect and to be elected to any committee of the Association according to the principle of this Association provided, concurrent directive of the Central Committee shall be final and binding and shall be conclusive.

(b) To participate and express his/her views within the principle of the constitution of the Association.

**ARTICLE-6.**

The Association shall trust that its members shall have the obligations :

(i) To abide by the constitution of the Association,

(ii) To follow the directives of the Association.

(iii) to participate in all programmes and movements to be called by the Central Committee / District Committee / Unit Committee as the case may be.

(iv) Not to involve in any activity detrimental to the principles of the Association and its constitution.

(v) Not to be a member of any other Service/Service organisation/ Association without obtaining consent/approval of this Association. (as amended in 12th S.C.)

**ARTICLE-7.**

Membership shall be ceased by order of the Central Committee, subject to proper enquiry giving all opportunities of being heard to the concerned member.

**ARTICLE-8.**

(a) To carry out the function and management of the Association, there shall be :-

(i) One Central Executive Committee & Central Secretariat.

(ii) One District Committee in every district.

(iii) One Unit Committee in each sub-division subject to the strength of members.

(iv) Zonal Committee consisting of District Units as stated below: (as amended in 12th S.C.)

1 Darjeeling - Jalpaiguri -Coochbehar

2. Birbhum - Bardhaman

**ARTICLE-19.** (1) Procedure to be followed to convene a meeting:

Name of the body	To be convened by	Notice to be Served
1.State Conference	General Secretary	15 days ahead
2.Central Exe. Meeting		10 days ahead
3.Zonal Comm. Meeting		7 days ahead
4.District Conference	District Secretary	15 days ahead
5.District Gen. Meeting		15 days ahead
6.Distt Exe. Comm.Meeting		7 days ahead
7.Unit Meeting	Unit Secretary	7 days ahead

**ARTICLE-20.** Extra ordinary general meeting in the State or in the District or even in unit may be convened under circumstantial compulsion as to be deemed fit by the respective Committees. Provided, approval of the C.E.C, in case of District Committee and D.E.C. in case of Unit Committee shall be binding. In case of extraordinary circumstances C.E.C/D.E.C. meeting may be convened by the General Secretary and District Secretary (as the case may be) through a 24 hours' notice.

**ARTICLE-21.** Any anti Associational and any anti constitutional activity on the part of any member or body shall amount to disciplinary measures;

Provided, a thorough and neutral enquiry shall be caused prior to take any disciplinary measure. All such disciplinary measures shall be approved by Central Executive Committee, (as amended in 5th S.C.).

**ARTICLE-22.** Deleted (as amended in 3rd State Conference).

**ARTICLE 22A.** FUND (as amended in 4th State Conference)

(i) Association's Central Fund will be utilised for the purpose of implementation of various movements called time to time by the Central Committee and for other purposes as would be deemed to be fit by the Central committee. Fund will have to be deposited in one or more scheduled Banks in the Bank Account of Association of Land & Land Reforms Officers, West Bengal, what would be jointly operated by the Treasurer and the General Secretary and/or Joint Secretary.

(ii) Association will raise fund from its members in accordance with the resolution adopted by the Cenreal Committee and Association reserves the right to receive special donation from members or other sources subject to the approval of Central Committee. Central Committee will also determine and allocate share of the District Committee to such collections.

**ARTICLE-13.** (i) CEC meeting shall be held at any time at the call of exigency of the situation but generally in every alternate 3 (three) months.

(ii) Central Secretariat meeting shall generally be held atleast twice in a month and at the call of exigency. (9th S.C.)

**ARTICLE-14** (i) The District Executive Committee shall hold meeting generally once in every alternative 2 (two) months. District Secretariat meeting shall generally be held atleast twice in a month and at the call of exigency. (9th S.C.)

(ii) Unit committee shall hold meeting once in a month and shall convene unit general meeting once in every three months. (9th S.C.)

**ARTICLE-15.** In case of absence of District Secretary / Unit Secretary, Jt. Secretary of the District/Executive member of the unit as authorised by the respective Unit Secretaries, shall convene such meeting. (9th S.C.)

**ARTICLE-16.** (As amended in the 3rd State Conference) Deleted

**ARTICLE -17.** Quorum of the Meeting.

(a) In case of State General Meeting, 10% of the members or 150 members, whichever is less, shall form the quorum.

(b) In case of Central Executive Committee Meeting, more than 33% of the C.E.C. members shall form the quorum.

(c) In ,case of District General Meeting/Conference more than 33% of the members shall form the quorum.

(d) In case of District Executive Committee Meeting, more than 50% of the D.E.C. member shall form the quorum.

(e) In case of Unit Committee Meeting more than 50% of the members of the .said .Committee shall form the quorum.

(f) In case of unit general meeting 50% of total members in the unit shall form the quorum. (9th S.C.)

Provided there is no need to form the quorum in a meeting under any constitute, if the first meeting is adjourned for want of quorum. In such case also, notices shall be served upon all without any prejudice.

**ARTICLE-18.** Tenure of each body shall be determined in the formal constitution to be framed.

3. Purulia - Bankura

4. Hooghly - Howrah

5. Nadia - North 24 Parganas.

6. Malda - Murshidabad

7. Paschim Medinipur - Purba Medinipur.

8 Uttar Dinajpur - Dakshin Dinajpur.

9. South 24 parganas - Kolkata (12th S.C.)

(b) Tenure of the committees :

Tenure of the Central / Zonal / District / Unit Committee shall be of two years in each term. Provided, duration of such committee may be extended in extraordinary circumstances but with the approval of the CEC.

**ARTICLE - 9.**

The following hierarchy shall be strictly maintained within the hierarchic ambit of the Association as :

(a) State Conference.

(b) State General Meeting.

(c) Central Executive Committee,

(d) Central Secretariat.

(e) Zonal Committee.

(f) District Conference.

(g) District General Meeting.

(h) District Executive Committee.

(i) District Secretariat. (9th S.C.)

(j) Unit Meeting.

(k) Unit General Meeting. (9th S.C.)

(l) Unit Committee (9th S.C.)

**ARTICLE - 10.** (as amended in 3rd & 4th state conference)

**A.** For the sake\* of performance of all activities of Association there shall be a

1. Central Executive Committee, 2) Central Secretariat. Central Executive Committee members will be constituted by -

(a) elected representatives / member / members from all Districts at the ratio of 1:50 members therein subject to the provision that District conference has right to elect one additional representative member if total members of the district exceed 75. Notwithstanding what is said in any article each of the Districts is entitled to send at least one C.E.C. member other than the District Secretary whatever its total number of members may be. Such representative will cease to be a C.E.C. member due to his transfer outside the District and or otherwise from C.E.C. etc.

(b) All District Secretaries being the members of C.E.C. by virtue of their posts.

(c) All Central Secretariat members and all other office bearers of the Central Committee are members of C.E.C. by virtue of their posts.

(ii) Co-opted members not exceeding 10% of accumulated members of (a) (b) & (c) above. Co-option of such members will be made by the Central Executive Committee at its meeting following state conference.

(iii) Central Executive Committee reserves the right to fill in vacancy arising out of resignation, expulsion, death or otherwise of any of the Co-opted members.

(iv) There shall be following office-bearers of the Association in C.E.C. level.

(1) President-1

(2) Vice-President-3 (as amended in 8th S.C.)

(3) General Secretary-1

(4) Joint Secretary-2 (10th S.C.)

(5) Cultural & patrika Secretary-1

(6) Assistant Secretary-2

(7) Office Secretary-1

(8) Treasurer-1

(9) Accountant-1

(10) Zonal Organising Secretary-9 (as amended in 12th S.C.)

Any revision of such of subscription of the organ may be done by the C.E.C. subject to ratification by the State Conference. (12th S.C.)

Zonal Organising Secretary - He will convene and (as amended in 5th SC) attend Zonal Committee Meeting and organise tours to districts within respective zone. He will advise and check-up activities of the D.E.C. for the wide interest of Association but under the instruction of the Central Secretariat.

(b) Between two State Conferences, General meetings, C.E.C. will be the highest forum of Association.

Central Executive Committee has authority to :

(i) advise the General Secretary to convene General Meeting or Extra-ordinary General Meeting for exigency of the situation.

(ii) "Fill in any vacancy in Central Secretariat and/or Zonal Secretaries arising out of resignation, expulsion, death or otherwise" and (14th S.C.) form or dissolve Sub-Committee for the sake of Association's various activities

(iii) determine the rate of subscription and all other collection of fund for the sake of Association.

(iv) invite any person/persons to any meeting of the Association.

(v) advise the Central (9th S.C.) Secretariat / DEC as to up-keep of account of Association and running of Bank Account /Accounts at any Nationalised Bank in Kolkata in case of State fund and District Head Quarter town in case of District / Unit fund and empower specific office-bearers inclusive of General Secretary and Treasurer at the State level and District Secretary & District Treasurer at District level.

(vi) discuss and take decision as to any matter/matters that are not expressly mentioned in this constitution of Association so as to achieve the aims and objects of Association, which are not contrary to the principle and ideals of Association.

(vii) nominate not exceeding 10 (ten) delegates with all rights and obligation to the State Conference.

(viii) decide the number and ratio of observer to the State Conference.

(ix) nominate permanent invitees to Central Executive Committee not exceeding 5% of accumulated strength of elected CEC members, (as amended in 8th S.C.)

shall always take approval of its higher bodies without any prejudices. However, in case of emergencies or unforeseen exigencies any committee shall take instant action, but in such cases, post approval is a must.

(a) Powers and functions of Central secretariat members and some office-bearers will be as follows :-

**President** - President will preside over all meetings of Association. He will advise the General Secretary and any other office-bearer for the interest of Association.

**Vice-President** - In absence of the President, one of Vice-Presidents will take over charge of the President and exercise power of the President.

**General Secretary** - He will convene all meetings, send circulars, cause notings of all minutes of all meetings, pass and sign all sorts of bills for payment and give pay-orders, place accounts at the C.E.C. meeting preceding State Conference and place budget at the C.E.C. meeting as and when required, collect subscriptions and all dues.

At any circumstance, the General Secretary may re-allocate the executive functions amongst the office-bearers except President & Vicepresident subject to the post-facto approval of Central Executive Committee.

**Joint Secretary** - He will assist General Secretary in exercising his powers and duties and in absence of General Secretary, he will take over the charge of General Secretary.

**Assistant Secretary** - He will assist General Secretary and Joint \* Secretary in performing their duties.

**Office Secretary** - He will preserve and protect all papers, registers, and files relating to Official Works.

**Treasurer** - He will be the custodian of fund owned by the Association. He will maintain Cash book and preserve all papers relating to accounts. Cash in his hand would not exceed Rs. 10,000/- (as amended in 12th S.C.) He will make payments as per pay-orders by General Secretary. He is directly responsible to the Central Secretariat.

**Patrika Secretary** - He will publish the Association's magazine subject \ to the endorsement of General. Secretary.

Yearly subscription of the organ shall not exceed Rs. 40/- (forty).

(v) Central Secretariat will be constituted by 19 (as amended in 15th S.C.) members inclusive of General Secretary, (10th S.C.) two Joint Secretary, two Assistant Secretary, Patrika Secretary, Office Secretary and Treasurer. Other office-bearers namely President, three (as amended in 8th S.C.) Vice-Presidents, Accountant and Zonal Secretaries may either be included in the secretariat or may be invitees to the Secretariat as approved in the state conference. State conference also reserves the right to elect invitees as it may deem fit outside the office-bearers, but number of invitees to the Secretariat should not exceed 6 (Six) Secretariat members elected from the retired members, if any, shall not exceed  $\frac{1}{6}$  th of the total Secretariat member but not more than 3 (three). (12th S.C.)

**B. Zonal Committee** will be constituted by the Dist. President, (10th S.C.) District Secretaries, District Treasurers, District representative members to Central Executive Committee of the Districts involved in the zone and the Zonal Organising Secretary. Zonal committee shall preferably hold meeting in every 6 (Six) months interval. Zonal HQ shall be at the district in which Zonal Secretary is posted. Zonal Secretary will be ex-officio secretariat member of districts by which the zone is constituted. (as amended in 12th S.C.)

**C. (i)** The District. Executive Committee will be constituted at the ratio of 1:5 members of the District, subject to the minimum of 5 (Five) members. (12th S.C.) Office-bearers shall be constituted as per schedule annexed; whenever there will be a vacancy due to transfer and/or otherwise of concerned members in the District Executive Committee, it reserves the right to fill up such vacancy. D.E.C. also reserves the right to fill up vacancy to C.E.C. with due intimation to C.E.C., if the representative member/members of the concerned District cease to be member for reason stated in.10A (above).

District Committee members elected from the retired members if any, shall not exceed 2 (Two) in number and Secretariat member, if any elected from the retired D.E.C. members shall be restricted to 1 (one) in number. (as ammended in 12th S.C.)

(ii) D.E.C. will elect the District Secretariat of not exceeding seven members including President, District Secretry, Joint Secretary, Treasurer, and Office Secretary. (9th S.C.) President, District Secretry, Joint Secretary, Treasurer, and Office Secretary. (9th S.C.)

(iii) All unit (Sub-Division) Secretaries shall be ex-officio members to their respective District Executive Committee.

(iv) All District representative members to C.E.C. reserve the right to remain present in all DEC. meetings to their respective districts and exercise power as the DEC. member as well as the CEC member.

**D.** The Unit Committee will be formed Sub-divisionwise, if not otherwise decided by CEC. The committee will consist of one Unit President; one Unit Secretary, one unit Treasurer and one Office Secretary.

Above 30 members, at the ratio of 10:1 members shall also be the members of the Unit Committee.

**ARTICLE- 11.** (as amended in 3rd State Conference)

**A. State Conference**

(i) State Conference will be the highest and the apex body of the Association .

(ii) State Conference should be convened at least 15 days before expiry of the tenure of CEC by the General Secretary as advised by the CEC.

(iii) State Conference will be in the form of a Delegate Session; delegates will have to be elected from District Conference at the ratio of 1:10 members in the district; if fraction after divided by 10 exceeds 5 members, one additional delegate will have to be elected.

All Central Executive Committee members will be ex-officio delegates to the State Conference.

(iv) At the State Conference following matters will be discussed amongst others.

(a) Placement of General Secretary's report, approval to and acceptance of the Same with/without additions and amendments.

(b) Placing of audited accounts for the period involved and its acceptance.

(C) Election of Central (9th S.C.) Secretariat members and officebearers vide 10A (iv) & (v) and formation of CEC excluding co-opted members through formal approval to the elected district representative members and District Secretaries. General Secretary on behalf of the CEC will place a panel of office-bearers and Secretariat members on the basis of previous evaluation.

Any of the candidates in the proposed panel has the right to withdraw his name from panel. Every delegate other than CEC member has the right to suggest

alternative name/names for any of the office-bearers or place a substitute panel subject to the condition that the panel must be seconded by two other delegates of any other district except the district of the proposer.

Modalities of election will be finalised by the presidium of the conference in consultation with the General Secretary and the Steering Committee meant for State Conference. State Conference shall have the right to elect C.E.C. members, not exceeding 5 (five) from the retired members. All the C.E.C. members elected from the district conference will be ex-officio secretariat member of the respective district. (as amended in 12th S.C.)

(d) Any other matter or matters raised on behalf of the CEC/ delegates subject to the consent of the presidium.

**B.** District conference will be held in the form of General Meeting of all members in the district. District Secretary will generally convene District Conference before expiry of the tenure of the DEC and as per instructions of the CEC. Incoming DEC members including office-bearers, District representative to Central Executive Committee and delegates to the State Conference will be elected. District Conference will discuss including others the report of the District Secretary and accept it with/ without amendment and also discuss the audited accounts of the District. If the District Secretary fails to convene such conference District President, under the advice of the General Secretary will convene it.

**C.** Unit Conference will be held in the form of General Meeting of all members of unit. Unit Secretary will convene unit conference before expiry of the tenure of the Unit Committee and as instructed by the DEC, if unit Secretary fails to convene such meeting, unit President will convene the same.

**D.** Unit Conference will elect the Unit Committee including office-bearers. Besides others, the dues to Association of all members in the unit will be discussed in the Unit Conference with an appeal to pay all dues within a stipulated period.

**ARTICLE -12.** (amended in 3rd State Conference) Powers and Functions :

The different committees shall execute the programme of action adopted in the respective meeting within the principles of the Association, followed by directives as hierarchy provided, that lower committees



# **Association of Land & Land Reforms Officers, West Bengal**

*(Reg. No. S/59306/1988-89)*

## **GATHANTANTRA**

*(As ammended upto 15th State Conference)*

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**113/A, A.J.C. Bose Road**  
**Kolkata-14**

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