



DEFENCE SERVICES OFFICERS' INSTITUTE
SECTOR 36-C, CHANDIGARH



RULES & BYE-LAWS:2001
(AS AMENDED UPTO MAR 2026)

PREFACE

PREFACE

1. The Defence Services Officers Institute, Chandigarh has grown from strength to strength over the years and today has more than 3000 members.

2. The Rules were framed and approved by the Patron-in-Chief on 15 Oct 2001. With changing times the Institute has under gone various reforms for the betterment and meeting the growing aspirations of its members. The Governing body and the Management Committee has been pro-active in reforming the Rules and Bye laws from time to time based on addition of infrastructure, changing technology and valued suggestions from the esteemed members through various forums. These have been incorporated after due approval from time to time as under:-

- (a) Approved vide Minute Sheet No DSOI/A dated 10 Nov 2009.
- (b) Approved vide Minute Sheet No.10/MS/DSOI/A dated 24 Apr 2012.
- (c) Approved vide Minute Sheet No.10/MS/DSOI/A dated 01 Jan 2013.
- (d) Approved vide Minute Sheet No 10/DSOI/A dated 22 Apr 2013.
- (e) Approved vide Minute Sheet No 10/Arty/DSOI/13 dated 28 Nov 2013.
- (f) Approved vide Minute Sheet No.6/DSOI/Rules/15 dated 06 Mar 2015.
- (g) Approved vide Minute Sheet No.06/DSOI/Rules/2015 dated 01 Apr 2015
- (h) Approved vide Minute Sheet No.06/Rules/DSOI/2015 dated 25 Nov 2015
- (j) Approved vide Minute Sheet No.06/Rules/DSOI/16 dated 26 Mar 2016
- (k) Approved vide Minute Sheet No.23/Subs/DSOI/2016 dated 28 Sep 2016.
- (l) Approved vide Minute Sheet No. 25/MS/DSOI/2016 dated 06 Oct 2016
- (m) Approved vide Minute sheet No. 23/Subs/DSOI/2016 dated 04 Mar 2017.
- (n) Approved vide Minute Sheet No. 06/Rules/DSOI/2018 dated 27 June 2018.
- (o) Approved vide Minute Sheet No. 06/Rules/DSOI/2018 dated 15 Feb 2019.
- (p) Approved vide Minute Sheet No 27757/Sigs(DSOI)/GBM/2019 dated 14 Feb 20
- (q) Approved vide Minute Sheet No. 27757/Sigs(DSOI)/GBM/2021 dated 19 Mar 21.
- (r) Approved vide Minute Sheet No. 06/Rules/DSOI/2022 dated 23 Oct 22.
- (s) Approved vide Minute Sheet No. 02/GBM/DSOI/2023 dated 13 Jan 24.
- (t) Approved vide Minute Sheet No. 01/GBM/Minutes/DSOI/2026 dated 22 Jan 26.
- (u) Approved vide Minute Sheet No 06/Revised Rates/DSOI/2026 dated 20 Mar 26.

3. The Rules and Bye-Laws have been referred to by the paragraph numbering against each. Important Rules and Bye-Laws have also been highlighted by mentioning the same against relevant paragraph.

4. I am sanguine that these refinements would go a long way in meeting the aspirations of all the members. These would further need to be strengthened by Standing Operating Procedures by refining the existing ones and preparing new ones where required.

5. I would like to thank all members and the un-daunting support rendered by the elected and nominated members of the Management Committee in assisting and refining these Rules and Bye-laws.

Station: Chandimandir

Dated: 30 Mar 2026


(Himanshu Bhatnagar)
Maj Gen
Chairman

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RULES

DEFENCE SERVICE OFFICERS' INSTITUTE CHANDIGARH
RULES: 2001 (AS AMENDED UPTO MAR 2026)

Name and Location

1. The Institute is named Defence Service 'Officers' Institute (Chandigarh), here after referred to as the Institute. It is located in Sector 36-C, Chandigarh. Annexes may be added to the Institute as required.

Objects

2. The objects for which the Institute is established are:-

- (a) To provide welfare, social and recreational facilities to the officers of Defence Service, both serving and retired, and their families in Chandigarh (the word Chandigarh shall include Zirakpur, Chandimandir, Mohali, Panchkula, areas townships around Chandigarh) unless specified otherwise and;
- (b) Combined officers mess facilities to them and;
- (c) Any other activity on approval by the Governing Body.

Constitution

3. The Institute shall be a proprietary Institute of the Western Command Welfare Fund, hereinafter referred to as the Association, an association not for profit. The Institute shall be registered under the Societies Registration Act 1860.

Institute Property

4. The ownership of all Institute property, both moveable and immovable, shall vest in the Association.

5. The members and the Managing Committee of the Institute shall hold all the Institute property in trust for the Association and shall be responsible for the maintenance, repairs and such other care as may be necessary to preserve the same. They may enter into contracts or agreements and sign such documents where the Institute is directly responsible for the liabilities incurred by it, provided that any major alterations to the buildings and layout shall be executed with the approval of the Governing Body.

6. The Association may levy such charges as may be considered reasonable thereof, in consideration of the Institute being allowed the use of the property belonging to the Association. These shall be prospective giving sufficient notice prior to the imposition of such levy.

7. The income, profit earned and property of the Institute shall be applied solely towards the promotion of the objects set forth in the Memorandum of Association and no profit thereof shall be paid or transferred directly or indirectly to members of the Association.

Financial Control

8. The Association may grant such ad-hoc initial funds to the Institute including the cost of any property required by the Institute for the initial set up thereof as may be considered necessary to give a satisfactory start to the Institute activity in the initial stages. The Association may, however grant additional fund as and when requested by the Managing Committee for the improvement of the Institute.

9. But for the grant, if any, provided under Rule 8 above, the Institute shall be run on such sound business lines as to enable it to be self sufficient financially.

10. No member of the Governing Body or the Managing Committee less the Institute Secretary (Retired Officer) shall be appointed to any salaried office of the Institute or any office of the Institute paid by fees.

Administrative Control

11. The management of the Institute shall be vested in the Managing Committee. The Institute shall be administered in accordance with the Rules made by the Governing Body. The internal affairs of the Institute and the conduct of its members shall be regulated in accordance with the Rules and Bye-Laws laid down or promulgated from time to time.

12. (a) The Managing Committee of the Institute by 2/3rd majority of its members may, from time to time recommend to the Governing Body to vary, revoke or add to the Bye-Laws and such alteration or revoking of or additions to the Bye-Laws on approval by the Governing Body shall be binding on the members.

(b) The Governing Body of the Institute may recommend to the Patron for approval any alterations and/or additions to the Rules.

Membership

13. The Erstwhile members of Defence Services Officers' Institute and Defence Services Officers Club shall be de-facto members of Defences Services Officers Institute (Chandigarh).

- (a) Patron-in-Chief.
- (b) Patron.
- (c) Honorary Members.
- (d) Permanent Members.
- (e) Institutional Members.
- (f) Associate Members.
- (g) Temporary Members.
- (h) Life Members (Existing Life Members only).
- (j) Reciprocal Members.
- (k) Casual Members

13. (A) **Policy on Membership.** Membership in respect of Permanent Members and Associate members shall be governed by policy laid down by the Governing Body which shall be reviewed periodically.

Patron-in-Chief

14. His Excellency, the Governor of Punjab will be the ex-officio Patron-in-Chief of the Institute.

Patron

15. General Officer Commanding-in-Chief Western Command will be the ex-officio Patron of the Institute.

Honorary Members

16. The Managing Committee will offer Honorary Membership of the Institute to the erstwhile Patrons-in-Chief, Patrons, President Governing Body and existing members (after completing five years of membership) who have attained the age of 90 years. The Patron and President Governing Body shall be made Honorary Members immediately on assumption of office. The Governing Body may, from time to time in very special case confer the Honorary Membership on distinguished individuals subject to approval of the Patron. Honorary members shall be entitled to all the privileges of the Institute subject to such restrictions and regulations as may be prescribed in the Rules and Bye-Laws of the Institute. Members granted Honorary membership will not be required to pay Membership Fee, Security Deposit and Annual subscription. They will be entitled all rights and privileges of Permanent Members except the Right to Vote or contest Institute Elections.

Permanent Members

17. The following categories of officer residing in Chandigarh (See Rule 2A) will be eligible to become permanent members of the institute subject to the approval by appointments as given in rule 20 :-

- (a) Serving Commissioned Officers of the Defence Services.
- (b) Short Service Commissioned Officers of the Defence Services, released from service on completion of their terms of engagement.
- (c) Retired/Released Commissioned Officers of Defence Services, drawing pension from Government, who are residing in the Chandigarh i.e Chandigarh, Mohali, Zirakpur, Panchkula (Proof of residence/rent lease agreement would be mandatory at the time of filling the application):-
 - (i) Certified copy of Aadhar Card/ Voter Card/ Pass Port/ CSD Smart Card/ Ex-Serviceman Card/ Driving License (Any one) and;
 - (ii) Proof of ownership of house/ dwelling unit in the name of:-
 - (aa) Self
 - (ab) Wife/ Husband
 - (ac) Father/ Mother
 - (ad) Son/ Daughter

(iii) Copy of duly notarized Rent/Lease Agreement of house/dwelling unit between owner of the house and person or his dependent mentioned in Rule 17 (a) and (b) above.

(c) In the event of proof of permanent residence given by a member on verification is found to be false, the membership of the member will be terminated after due notice to the member.

Note:- Permanent membership granted to Permanent Commissioned Officers will be withdrawn in case they for any reason become ineligible for drawl of pension. Such officers may opt for Associate membership and shall not be charged membership fee. (Refer Rule 24 also)

Institutional Members

18 (a) All members of Army, Air Force and Naval Officers' Messes posted in Chandigarh (as defined) will be members of the Institute for the duration of their posting. The Permanent Members of DSOI who are also Institutional Members by virtue of they being posted in the Chandigarh Tricity under the territorial jurisdiction of Western Command, will not be charged the Annual subscription of DSOI as per the existing Bye Law-04 (monthly Subscription); payable by Permanent Member during the period he is Institutional Member instead he will be charged monthly subscription payable by Institutional Member. In such cases, the Permanent Membership Smart Cards (Self, spouse and Dependents) of DSOI Chandigarh will be withdrawn and the Permanent Membership of the individual will remain suspended till such time he/she is an Institutional Member.

18 (b) The Institutional Members who are desirous of getting DSOI Smart Card i.e. 'Institutional Membership' card would require to put in a request for the same to the Secy DSOI with all details requested on the prescribed form. The charges for the cards would be as per Bye law 43. It would be the Institutional Member's responsibility to inform the Secy DSOI in writing on his posting out /retirement. The Institutional Membership Card(s) would be handed over prior to obtaining 'No Dues Certificate' from Secy, DSOI. As regards Permanent Members of DSOI, who have surrendered their DSOI Smart cards and opted for Institutional Membership Card(s), would be required to deposit their Institutional Membership Card(s), on posting out / retirement, for re-activation of their DSOI Membership Card(s), to Secy DSOI. The Permanent Membership of the said member will be restored automatically on relinquishing of Institutional Membership.

Associate Members

19. (a) (i) The spouse of a Defence Services Officer who was a permanent/Honorary/Associate member under Rule 16, 17 and 19 is eligible for an Associate Membership after the death of the officer. In such cases, no Associate Membership fee would be charged from the widow/widower.

(a) (ii) Spouses of Defence Services Officers who were not members of DSOI Chandigarh at the time of their demise will be considered for Associate Membership on case to case basis. Full charges as applicable will be charged.

(b) If spouse of Defence Service Officer, unless he or she was himself/herself the defence service officer, remarries a person after the demise of his/her spouse, who is ineligible to become member under Rule 17, will be ineligible for grant of any kind of membership.

(c) Unmarried daughters of defence personnel who have lost both the parents may be considered for Associate Membership on production of Indian Citizenship Proof and connected required documents. Grant of membership may be considered on case to case basis by the President Governing Body.

Admission of Members

20. (a) All those eligible for membership under Rules can become members of the Institute subject to the approval of the President Governing Body/Chairman of Management Committee. Applicants will pay Membership Fee, Security (Refundable) & Subscriptions as applicable along with the application form through local/multicity cheque/draft. On approval of the membership, the cheque/draft will be deposited in the bank and the individual will be intimated to collect his membership card at the earliest. In case, any application is rejected, the cheques/draft will be returned to the officer by post.

(b) Serving officer's application forms for permanent membership will be countersigned by their Commanding Officers /Heads of Department, as the case may be. All other categories will have to be proposed and seconded by active members of the Institute. An active member with a min of three years of membership can propose and second one individual during a calendar year. Applications of serving officers will be approved by the Chairman, Managing Committee and that of retired officers will be approved by the President, Governing Body.

(c) Officers under disciplinary cases involving moral turpitude and financial irregularities or fraud etc or whose services are terminated for such disciplinary reasons, will not be considered for membership.

(d) All officers applying for membership will render a certificate to the effect that there is no disciplinary/ criminal case involving moral turpitude and financial irregularities of fraud etc pending against him or he has not been previously convicted by Court Martial or Criminal Court for such offences or services administratively terminated on that account. If at any later stage it is found that the certificate rendered is incorrect the officer's membership will be terminated by the Managing Committee.

Temporary Members

21. Any officer Serving / Retired who is not eligible under Rule 17 for Permanent Membership and Rule 19 for Associate Membership can be considered for Temporary Membership on case to case basis subject to approval of the President Governing Body. In addition desirous officers serving/retired who have applied for permanent/associate membership and which is under consideration as per Rule 13 A would be eligible for grant of Temporary Membership. Temporary Membership will be granted only for a period of six months and shall be extended max for an additional six months subject to approval by competent authority. However, officers attached with station Headquarters Chandimandir/Chandigarh on account of study leave/medical grounds, may be considered for additional extension on case to case basis.

Reciprocal Members

21 (A). Reciprocal Member between DSOI Chandigarh and KOM&I Chandimandir/DSOI Panchkula and other institutes in the country with whom we have subject MOUs from time to time be considered as 'Reciprocal Members'. Such member will be eligible to utilize the facilities/ services of DSOI, Chandigarh on a temporary basis as stipulated in Bye Law 49.

Casual Members

21 (B). Any Service Officer, serving or retired, in possession on his proof of Identity, may be allowed to use the facilities as a casual member on as required basis. The officer and his family will be charged Rs 100 per day, per member. Casual members would need to buy temporary casual card valid for the day. The member shall abide by Rules and Bye Laws of DSOI Chandigarh.

Voting Rights

22. Only Permanent and Institutional Members who are paying Annual/Monthly Subscription respectively will have the Right to Vote. Additionally, Gallantry Award Winner (Chakra Series) Members and existing Life Members will also have the Right to Vote even when exempted from the payment of Annual Subscription and other allied charges.

Binding on Members

23. Every member of Defence Services Officers' Institute (Chandigarh) is bound by the Memorandum of Association, Rules and Bye Laws of the Institute.

Termination /Suspension of Membership

Suspension

Rule 24 (1).

The membership of the member with the Institute shall be liable to suspended by the Vice Chairman on the recommendations of Managing Committee and after due approval of the Chairman on the following grounds:-

- (a) (i) For his being dismissed or cashiered from service from the Armed Forces or any other employment or convicted by Court-Martial or services administratively terminated for offences/acts/omissions involving moral turpitude, theft, fraud, dishonesty, financial irregularities or civil offences of grave nature.
 - (ii) By his being found guilty of by a competent court of an offence involving the acts/omissions stated in clause (i) above, which in the opinion of the Managing Committee, constitutes grave misconduct.
 - (iii) Repeated failure to clear the Institute bills in time.
 - (iv) Expulsion by the Managing Committee for violating the Rules or Bye Laws of the Institute and for un-officer like conduct. (See Rule 51 (as amended)).
 - (v) For suppressing facts affecting his eligibility or furnishing false info at the time of seeking membership of DSOI, Chandigarh, especially when read in conjunction with Rule 20 (d).
- (b) A Show Cause Notice will be served as far as possible before suspension of his membership giving him reasonable time to show cause/submit reply. Except in cases of gross misconduct, issue of Show Cause Notice may be dispensed with, to the defaulting member with the approval of Chairman and thereafter the Managing Committee may recommend the case to the President Governing Body for suspension of membership.
- (c) A member may be suspended for the period in a case falling under Rule 24 (1) (a) (i) to (v) pending further inquiry into his conduct and till further action for termination of his membership. A member may be suspended upto one year initially which may be reviewed by the Managing Committee and duration of suspension may be extended upto one year more considering facts and circumstances of the case. However, on review no extension of suspension period beyond two years will be granted in any case.

Termination of Membership

Rule 24 (2)

(a) The membership of the member from the Institute can be terminated on the following grounds:-

- (i) Grounds stated in Rule 24 (1) (a).
- (ii) Voluntary resignation by a letter addressed to the Secretary of the Institute.
- (iii) By his being adjudicated insolvent.
- (iv) A member who has been suspended from the membership for more than two years or the Managing Committee on review does not consider the case fit for revoking the suspension of the member based on the facts and circumstances of the case.

(b) A Show Cause Notice shall ordinarily be served by Chairman before termination of the membership, giving him reasonable time to show cause/submit reply except in cases of gross misconduct, the issue of Show Cause Notice may be dispensed with after due approval of the President, Governing Body.

Rule 24 (3). If no reply is received from the defaulting member within the stipulated time it shall be assumed that he has nothing to reply and ex parte decision will be taken by the competent authority.

Rule 24 (4). The members whose membership has been terminated or suspended are debarred from applying for any Contract (Catering, Hospitality, Security etc) with DSOI, Chandigarh. They will also not involve themselves with any business/commercial dealings with DSOI.

Rule 24(5) Member whose membership has been suspended or terminated under Rule 24 (1) (a) and 24 (2) (a) (i), (iii) and (iv) shall not be entitled to use any facility of the institute and will not be invited as a "guest" by other members. The names of such member would remain on the Notice Board and will be given due publicity.

Re-admission of Members

25. Persons ceasing to be members by operation of clause 24 (1) (a) (iii) and 24 (2) (a) (ii) of Rule 24 shall be eligible for re-admission as members, provided all sums due from them to the institute shall have first been paid. Re-admission of members in both these cases will be subject to approval by the Chairman. For re-admission under clause 24 (2) (a) (ii) the member will have to apply afresh and pay Membership Fee, Security (refundable) and Annual Subscription to the institute as applicable. For readmission under clause 24 (1) (a) (iii), the member will have to pay only re-admission fee, Security and outstanding Annual subscription for the complete period to the Institute. In case the member does not pay his dues as brought out above in

accordance with Rule 30 i.e three months & fifteen days his membership will be suspended. His membership will remain suspended for a total max pd of one year i.e upto 31 March of the following year. The member can apply for re-admission during the period of suspension by paying readmission fee, security and interest @ 2% per month of his annual subscription. The suspension during this period can be revoked by the Chairman after clearance of all outstanding dues. On expiry of one year period i.e 31 March of the following year, his membership will be terminated and he will have to apply afresh. Persons ceasing to be members under the other clauses in Rule 24 shall not be eligible for re-admission as members of the institute.

Resignation of Membership

26. Any member wishing to resign from the membership of the Institute must give a prior notice thereof in writing to the Secretary giving the date of resignation and must pay all amounts due by him to the Institute at the time of his resignation.

Membership Fee and Monthly Subscription

27. (a) **Membership Fee (Non Refundable)**

(i) **Permanent - Rs.15,000/-**

(ii) **Associate - 80% of Permanent Membership Fee.**

(b) Membership Fee will be reviewed biennially.

(c) **Readmission Fee** - Rs 2,000/-

(d) **Monthly Subscription.** As decided by the Managing Committee and approved by the Governing Body from time to time and promulgated in the Bye-Laws.

(e) **Institutional Members.** Monthly subscription by Officers' Messes will be decided by the Governing Body.

(f) **Refundable Deposit.** Every Permanent, Associate and Temporary Member shall deposit a sum of Rs.10,000/- to the Institute as security. This amount shall be refunded on termination/ cancellation/ withdrawal of membership after deducting outstanding dues. The decision of the Managing Committee will be final in this regard. The Managing Committee will reserve the right to revise the amount of deposit from time to time subject to approval of President, Governing Body.

(g) **Sports Subscription.** All members availing of sports facilities shall pay sports subscription as decided by Managing Committee from time to time. Any member whose name is on the playing list, unless informs in writing, is liable to be charged sports subscription, even if he does not avail of the said sports facility for a given duration of time.

(h) Blank

(j) **Additional Subscription.** Additional subscription if required could be recommended by the Managing Committee. This would be levied only on approval of the Governing Body.

Exemption from Subscription

28. Honorary Members, Gallantry Award Winner Members (Chakra Series), Widows of Gallantry Awardee Winner Members and War Widows are exempted to pay Membership Fee, Security Deposit and Annual Subscription.

28(A) The members who are recipient of the Gallantry Awardees (Chakra Series) will require to inform the Management Committee of DSOI in writing regarding exemption from Annual Subscription and other allied charges. GAW Members (Chakra Series) will enjoy all the rights and privileges of Permanent Members.

Payment of Dues.

29. All payments for purchases/yearly dues/monthly dues/Levies or any other authorized deductions would be through the Smart Card except when specifically permitted through coupon/cash. It is the responsibility of the member to ensure that sufficient credit balance is maintained to cover all debits incurred, including authorized dues. Members would be denied purchase of Bar and Catering items if sufficient credit is not available.

30. In case due to debiting of yearly/monthly subscription and other charges, non-credit of cheque or for any other reason, a member's account goes into Debit he/she would have to clear the pending amount expeditiously. In case the debit continues for a period of more than **three months** the member would be treated as Defaulter and sent a registered notice addressed to his last known address as per records of the Institute, asking him to clear it within 15 days of the issue of reminder. If the member fails to pay the dues within the stipulated period, his name will be put up in the `Defaulters List` on the Institute Notice Board. He/she will cease to be a member of the Institute with effect from the 16th day from the date of issue of reminder and will not be eligible to make use of the institute facilities till such time the institute dues are paid and the Chairman approves his/her re-admission under Rule 25 above. Furthermore, members who do not clear their dues in time are liable to be charged interest at the rate of 2% per month. Once the notice or reminder has been dispatched it will be considered as presented. Any long outstanding dues will be adjusted against the Security Deposit (Refundable) of the member.

31. Non-clearance of dues will be reported to the superior authority in the case of members who are serving officers and legal action taken in the case of others as decided by the Managing Committee. All incidental expenditure incurred in this connection will be debited to the account of the member concerned. It shall be incumbent on members including Honorary Members when about to leave the station to ascertain whether they are in debt to the Institute, and not to leave without discharging the debt. In case members leave without informing the Institute in writing, they will be charged full subscription rates which will not be refunded.

32. The responsibility of clearance of debt of the Institutional Members shall rest with the Officers` Mess of the member concerned.

Notice

33. In all cases where it is necessary to give notice to members under any of these Rules, it shall be sufficient that such notice be sent or posted to their last known address, save as otherwise provided.

Guests.

34. (a) **Definition of Dependents**

- (i) Spouse.
- (ii) Son till he starts earning or attains the age of 25 years, whichever is earlier.
- (iii) Daughter till she starts earning or gets married irrespective of age limit whichever is earlier.
- (iv) Parents financially dependent on the member.
- (v) Son or daughter suffering from permanent disability of any kind irrespective of age limit and wholly dependent on the member.
- (vi) Divorced daughter financially Dependent on the member till she re-marries.
- (vii) Widowed daughter/daughter in law, financially dependent on the member till she remarries.

(b) All members are allowed to bring "accompanied guests" with them to the Institute. The total number of accompanied guests other than non dependent family members should not exceed 12 in a month. Members may bring upto six (06) guests at any one time on week days and not exceeding four (04) on weekends/ holidays/ institute functions. The dependents other than spouse are not permitted to bring in guests. The members are responsible for their appropriate status and conduct of their guests in the Institute. Guests will adhere to the code of conduct (including dress regulation) as laid down in the Bye Laws. Guest charges will be levied as decided by the Managing Committee from time to time. Anyone who has been suspended/ terminated by the Institute cannot be treated as guest by any member.

(Note:- Non dependent Members are Sons above 25 years of age, daughters-in-law, married daughter, sons-in-law and parents not financially dependent on the member)

Governing Body

35. The Institute shall be governed by the members as indicated below:-

- (a) **President** - COS Western Command will be Ex-Officio President of the Governing Body.
- (b) **Vice President** - Maj Gen to be nominated by HQ Western Command.
- (c) **Members:-**
 - (i) Chairman Managing Committee.
 - (ii) Station Commander Chandimandir/Chandigarh (Ex-officio Member)
 - (iii) AOC, Advance HQ, Western Air Command (Ex-Officio).
 - (iv) Deputy Judge Advocate General, HQ Western Command (Ex-officio Member).
 - (v) CE, HQ Western Command (Ex-officio Member).
 - (vi) Director Rajya Sainik Board, Punjab (Ex-officio Member).
 - (vii) Vice Chairman of Managing Committee (Elected Member).
 - (viii) Brig A, HQ Western Command – (Ex-officio Member and Secretary).
 - (ix) Secretary DSOI Chandigarh -In Attendance.

36. **Meeting of Governing Body.** The Governing Body shall meet minimum once in a year or as required.

37. **Quorum of the Governing Body.** At the meeting of the Governing Body, five members including President and Vice President shall form the quorum. Each member of the Body shall have one vote and in the event of equality of votes, the President shall have the second or casting vote.

38. **Responsibilities of Governing Body.** Governing Body of the Institute is responsible to ensure that the Institute is administered in accordance with the Rules and Bye-laws. The Governing Body is also responsible to:-

- (a) Frame Initial Rules according to which the Institute will be administered and to get the same approved by the Patron and Patron-in-Chief of the Institute.
- (b) Recommend necessary modifications, amendments, additions and deletions to the Rules if required and get the same approved by the Patron of the Institute.
- (c) Approve Bye-Laws framed by the Managing Committee of the Institute.

- (d) Amend, modify, add, delete any Bye – Law for the time being in force on recommendations of the Managing Committee of the Institute or on their own.
- (e) Exercise its financial powers according to Rule 75.
- (f) Approve annual budget of the Institute prepared by the Managing Committee.

Managing Committee

39. The affairs of the Institute shall be managed by a Committee consisting of a Chairman and members who shall be nominated and elected as under:-

- (a) **Chairman** - Maj Gen to be nominated by HQ Western Command.
- (b) **Vice Chairman** - To be elected by members of the Institute.
- (c) **Members.**
 - (i) Station Commander Chandimandir/Chandigarh. (Ex-officio member).
 - (ii) Representative of AF Station Chandigarh.
 - (iii) ACE (Wks) of HQ Western Command (Ex-officio member).
 - (iv) Director Resettlement Western Zone (Ex-officio member).
 - (v) Commander TA Group (Ex-officio member).
 - (vi) Deputy Director General NCC Punjab, Haryana and Himachal Pradesh (Ex-officio member).
 - (vii) Managing Director Punjab Ex Servicemen Corporation (PESCO) (Ex-officio member).
 - (viii) Three serving officers nominated by HQ Western Command.
 - (ix) **Elected Members** Five Retired officers (Heads of the five sub committees of the Institute)
 - (x) **Institute Secretary** - Retired officer (in attendance).

Note. Vice Chairman and elected members of the Managing Committee shall be elected by ballot voting by the members alongwith the Annual General Body Meeting. Managing Committee will hold office for two years.

40. (a) In addition to the above, the Chairman may co-opt in the Managing and Sub-Committees, one member each to advise him on the following:-
- (i) Financial matters.
 - (ii) Engineering matters.
 - (iii) Medical hygiene and sanitation matters.
 - (iv) Legal matters.
 - (v) Sports matters such as tennis, squash, swimming and so on.
 - (vi) Cultural and welfare activities.
 - (vii) Any other area of activity considered necessary.
- (b) The members co-opted, vide Para (a) above, will not have any voting rights within the Managing Committee.
- (c) Only those permanent/Institutional members will be permitted to stand for election or to vote at the General Body Meeting who are not defaulters under Rule 24 and who have cleared their dues.
- (d) The adviser on financial matters will not in any way be connected with the firm of auditors who are approved to audit the accounts of the Institute.
- (e) No member will be eligible for election for more than three terms of two years each. Any member, who has been elected as member to any appointment i.e. Vice Chairman/ Sub Committee of the Management Committee for one term, will not be eligible to contest election for any appointment of the Management Committee for the next term. No member will be eligible for being a committee member, elected or nominated, for the next term as well as cumulatively for more than three terms. No member will be eligible for being a committee member, elected or nominated who is in litigation with DSOI, Chandigarh. A member will be eligible for being a member, elected or nominated only if he has been a member of DSOI, Chandigarh continuously for the last five years. However, in exceptional cases this clause can be waived off by the Patron in case of a particular nominated Committee member on account of his exceptional dedication or devotion to duty or in the interests of the Institute.
- (f) A member of the Managing Committee or Sub Committee shall cease to be member of the Committee in the under mentioned circumstances:-
- (i) If his membership of the Institute is terminated or being a member of the Institute becomes ineligible to be a permanent member under Rule 17.
 - (ii) On his retirement, release or removal from service.
 - (iii) On the acceptance of his resignation or if he had been asked by the competent superior authority to resign his commission.

(iv) In case the Vice Chairman or an elected member of the Managing/Sub Committee is not available to undertake routine work due to any reasons, President Governing Body on recommendation of Managing Committee may remove such a member from his elected appointment and nominate an alternate member (Retired Officer) in his place for the remaining tenure i.e. till the next elections. A show cause notice will be issued to this effect where applicable and the reply considered before such a removal. If a show cause notice remains unanswered for a duration of clear 30 days then non-reply may be construed as indifference for further proceedings.

(g) A serving officer nominated against the quota of a serving officer will cease to be a member of the Committee if he has retired or resigned or is transferred from Chandigarh and his relief will be nominated by HQ Western Command.

Sub-Committees.

41. (a) The Secretary of the Institute will act as the Secretary at the Managing Committee Meetings and the Sub-Committee Meetings.

(b) The Managing Committee will comprise of the following Sub-Committees:-

- (i) Finance Sub-Committee.
- (ii) Housing, Area Development and Garden Sub-Committee.
- (iii) Sports, Entertainment and Library Sub-Committee.
- (iv) Bar, Appointment, Screening and Disciplinary Sub-Committee.
- (v) Catering and General Service Sub-Committee.

(c) Each Sub-Committee will consist of the three member's, i.e. one serving and two retired officers. Of the two retired officers, one will be an elected member and the other retired officer will be nominated by HQ Western Comd on recommendations of the Managing Committee. The portfolio of the elected members will be based on the appointment for which the member has stood for the elections. The elected members will be the head of their respective Sub Committees.

Appointment of Institute Secretary.

42. The Management Committee shall appoint a Secretary of the Institute. The Institute Secretary shall be selected from a suitable retired defence services officer below the age of 60 years. The Institute Secretary shall normally hold office for a tenure of two years and in special cases may be granted one extension upto two years by the Governing Body. Any officer who has held the office of Institute Secretary for one tenure shall not be appointed as Institute Secretary again for a second tenure. An Institute Secretary selected from a retired defence services officer shall be a paid executive of the Institute. He will also act as the Secretary at Managing Committee and Sub Committee Meetings held by the Chairman and Vice Chairman respectively.

Duties of the Institute Secretary.

- 43 (a) Coordinate all functions organized in the Institute.
- (b) Handle all correspondence and documents related to the Institute.
- (c) As executive of the Institute, he will be in-charge of administration, routine functioning of the Institute, discipline of staff, and upkeep of property and would be answerable to the Managing Committee.
- (d) He will be responsible for handling of day to day accounts subject to weekly scrutiny by the Finance Sub Committee as per its charter of duties.

Procedure for Election of Members of the Managing Committee.

44. Eligibility conditions for members contesting elections and the procedure for election will be as laid down in the Bye Laws.

Quorum at the Managing Committee Meeting

45. At any meeting of the Managing Committee, nine shall form the quorum. Each member of the Committee shall have one vote and in the event of equality of votes, the Chairman shall have a second or casting vote in addition. Votes by proxy shall not be admissible at any meeting of the Committee.

Officiating Chairman of the Managing Committee.

46. If Chairman of the Managing Committee is out of station, another Maj Gen/ Brig will be appointed to officiate as Chairman for the duration of his absence by HQ Western Command.

Meetings of the Managing Committee

47. The Managing Committee shall normally meet once a month. The Committee, among other items of the agenda, will review and consider income and expenditure account of the previous month.

Rules and Bye-Laws

48. (a) Rules of the Institute shall be initially framed by the Governing Body and approved by the Patron and Patron-in-Chief of the Institute. The Governing Body or the Managing Committee may recommend additions, alternations, deletions, modifications to Rules if necessary for approval of the Patron.
- (b) Bye-Laws will be framed by the Managing Committee and approved by the Governing Body of the Institute. Any modifications, amendments, additions, deletions to the Bye-Laws will be recommended by the Managing Committee to the Governing Body of the Institute for approval.
- (c) All the Rules and Bye-laws shall be displayed in a conspicuous place in the Institute.

Powers and Duties

49. The Managing Committee shall exercise the powers as laid down by these Articles of Association or Rules or as authorized to be done by the Governing Body or by the General Body Meeting from time to time.

50. The Managing Committee shall have the following duties:-

(a) To take over the assets and liabilities, documents and records of the Defence Services Officers Institute (Chandigarh).

(b) Generally to purchase, take on lease in exchange or hire or otherwise acquire for the purpose of the said Institute any movable property and in particular furniture, household effects, wines, tobaccos, stores, utensils, books, newspapers, periodicals, musical instruments, fittings, apparatus, appliances and conveniences which the Committee may think necessary for the purpose of the Institute and to sell or dispose of the same and any right or privileges which the said Committee may think necessary for the purpose of the business of the said Institute.

(c) To make such arrangements for payment and discharge of all outstanding liabilities of the Institute as they may from time to time consider necessary.

(d) To open banking account or accounts and to operate thereon and for such purpose to empower a member or members of the Institute or the Institute Secretary to operate thereon on behalf of the Institute. The Institute account /accounts will ordinarily be operated by the Institute Secretary and the OIC Institute jointly subject to the approval of the Chairman.

(e) To enter into such contracts and do all such acts and things as they think expedient for the purpose of the Institute and subject to the regulations contained in these Rules, to dispose of the funds of the Institute or promotion of the objects there of and to invest the funds in such securities as they may think fit.

(f) To over see the day to day functioning of all aspects of the Institute.

(g) Concerning the Rules and Bye-Laws, see Rules 12 (a) and Rule 48.

Violation of Rules and Bye Laws and Conduct of Members.

51. In case the conduct of member either within the Institute or outside is injurious to the character and interests of the institute and also if violation of Rules & Bye Laws have been committed the Bar, Appointment, Screening & Discipline Sub Committee will recommend suspension/termination of membership of such defaulting member(s) to the Management Committee. A show cause notice will be served to such defaulting member(s). The Management Committee meeting will be empowered to suspend such member(s) if in the opinion of two third members of the committee, the reply to the show cause notice (or in case of no response to the notice within the prescribed time frame) is not satisfactory. The suspension shall be on approval by Chairman Management Committee/President Governing Body depending upon the gravity of offence/circumstances.

52. Blank

Monthly Accounts

53. The statement showing the income and expenditure account of the Institute for the preceding month shall be furnished by the Secretary to each member of the Management Committee via e-mail for consideration at the monthly meetings as specified in Rule 47 above.

Annual General Body Meeting.

54. A meeting of the Institute members to be known as the “Annual General Body Meeting” shall be held in the **month of Mar each year**. The Managing Committee shall conduct the business of the Annual General Body Meeting and the President of the Governing Body shall preside over the meeting.

Notice of Annual General Body Meeting

55. The Managing Committee shall fix a date for the Annual General Body Meeting and the same shall be notified to all members, as per the procedure to be laid down by the Managing Committee in the Bye Laws at least 28 days prior to date as fixed. Members desirous of placing points on the agenda shall submit the same, along with a brief, to the Secretary at least 15 days prior to the date of meeting, and the final agenda for the meeting, as approved by the Managing Committee, shall be posted on the Institute Notice Board at least 7 days prior to the date of the Meeting. The Managing Committee may withhold inclusion of a point on the agenda for any of the following reasons:

- (a) Security.
- (b) Not being in the interest of general discipline or being in violation of normal service decorum, of which the Managing Committee shall be the sole judge.
- (c) Being of a personal nature or casting undesirable aspersions on any officer member or members of the Committee or staff or any other institutes body.

Proceedings of the Annual General Body Meeting.

56. The proceedings of the Annual General Body Meeting shall be for the following purpose:-

- (a) To receive the report of the Managing Committee including the financial position.
- (b) To discuss this report.
- (c) To pass accounts of the preceding financial year. The balance sheet should contain a summary of the assets, liabilities and property of the Institute.

- (d) To elect members to the Managing Committee.
- (e) To transact/ discuss any other notice duly brought on the Agenda.

Note: - The financial position of the Institute as referred to above shall be displayed on the Institute Notice Board at least seven days prior to the date of the Annual General Body Meeting.

Quorum of Member Annual General Body Meeting

57. Fifty members present in person shall be the quorum for the Annual General Body Meeting.

Want of Quorum at Annual General Body Meeting

58. If within half an hour of the time appointed for the Annual General Body Meeting, a quorum is not present, the meeting, if convened upon such requisitioned as aforesaid, shall be dissolved. But in any other case it shall stand adjourned to the same day in the next week at the same time and place and if such adjourned meeting a quorum is not present, those members who are present shall be a quorum and may transact the business for which the meeting was called. Every question submitted to the meeting, shall be decided in the first instance by the usual show of hands. Each member is entitled to a vote and in the case of equality of votes the President Governing Body shall, both on a show of hands and at a poll have a casting vote in addition to the vote to which he is entitled as a Member.

Evidence of Proceedings at the Annual General Body Meeting

59. At the Annual General Body Meeting, unless a poll is demanded by at least twenty five members, a declaration by the Chairman that a resolution has been carried or carried by particular majority and an entry to that effect in the book of proceedings of the Institute shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour or against such resolution.

Poll

60. If a poll is demanded as aforesaid, it shall be taken in such manner and at such time and place as the Chairman of the Meeting directs and either at once or after an interval or adjournment or otherwise, and result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

Adjournment of Annual General Body Meeting

61. The Chairman of the Annual General Body Meeting may, with the consent of the meeting, adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished from the meeting at which the adjournment took place.

Adjournment of Poll

62. The adjournment of poll shall not prevent the continuance of the meeting for the transaction of any business other than the question on which the poll has been demanded.

Extra Ordinary General Meeting

63. Patron of the Institute on his own or on recommendations of the Governing Body may call an Extra Ordinary General Meeting. Notice of such calls and the object thereof shall be sent to each member of the Institute seven days before the meeting.

Amendment of Rule and Bye-Laws

64. (a) These Rules will not be altered or added to, except on recommendation of the Governing Body of the Defence Services Officers' Institutes (Chandigarh) and approval of the Patron of the Institute.

(b) When it is proposed to alter or rescind any of the Rules or Bye-Laws or to add thereto, a copy of the existing Rules and Bye-Laws (if any) and of the amendments proposed shall be sent to the members of the Managing Committee for comments and these will be considered at the meeting before the amendment or addition is sent to the Governing Body for approval.

Notice of Amendment by Members

65. When any member of the Managing Committee wishes to propose any alteration in the Rules and Bye-Laws of the Institute, he shall intimate the fact to the Secretary forwarding at the same time a copy of the amendment proposed at-least 10 days before the date fixed for the committee meeting.

Accounts

66. The Managing Committee shall cause accounts to be kept of all sum of money received and expended by the Institute and of all matters in respect of which such receipt and expenditure take place and of the assets, credits and liabilities of the Institute.

Books of Accounts

67. The books of accounts shall be kept at the main office of the Institute or at such other place or places as the Committee thinks fit.

Annual Accounts

68. (a) At the Annual General Body Meeting the Committee shall lay before the members income and expenditure account and balance sheet containing a summary of assets and liabilities of the Institute made up to the last day of the preceding financial year. Copies of such accounts, balance sheets and reports shall be exhibited on the Institute Notice Board at least seven days before the date of the meeting.

(b) The Institute's financial year shall be from 01 Apr to 31 Mar each year or as decided by the Governing Body of the Institute from time to time.

Auditing of Accounts

69. Once at least in a year the accounts of the Institute shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more auditors.

Appointment of Auditors.

70. The auditor or auditors shall be appointed by the Managing Committee. Auditor's remunerations shall also be fixed by the Managing Committee.

Duties of Auditors.

71. The auditors shall be supplied with copies of the income and expenditure account and balance sheet, intended to be laid before the Institute in the Annual General Body Meeting at which the same are to be submitted and it shall be their duty to examine the same with the accounts and vouchers relating thereto and to report to the Managing Committee.

Powers of Auditors

72. Auditors shall, at all reasonable times have access to the books and accounts and related documents of the Institute and they may in relation thereto examine the Committee or the office of the Institute.

Closing of Accounts

73. The Balance sheet and Income and Expenditure Account shall be approved by the Managing Committee before they are signed on behalf of the Managing Committee and submitted to the auditors for their report thereon and forwarding the same to the Governing Body of the Institute.

Investment of Funds

74. The Managing Committee of the Institute at any of its meetings may decide by quorum and invest wisely the funds of the Institute in fixed deposits in nationalized banks/suitable financial institutions. If at any stage, it is learnt that a particular financial institute is not doing well/has problems immediate action to withdraw invested funds must be taken.

Financial Powers.

- 75 (a) The Managing Committee of the Institute will make the budget for the financial year based on the anticipated income and planned expenditure. The budget shall be approved by the Governing Body. Financial powers of various appointments shall be as under:-

<u>Ser. No</u>	<u>Appointment</u>	<u>Financial Powers</u>		
		<u>Not Approved in Budget</u>	<u>Single Transaction Approved in Budget</u>	<u>Maximum (In a Year) Not Approved in Budget</u>
(a)	Secretary of the Institute	Rs 5,000/-	Rs 10,000/-	Rs 1 Lakh
(b)	Vice Chairman	Rs 20,000/-	Rs 50,000/-	Rs 3 Lakhs
(c)	Chairman of the Managing Committee	Rs 75,000/-	Rs 5 Lakhs	Rs 5 Lakhs
(d)	President of the Governing Body	Rs 1.5 lakhs	Rs 15 Lakhs	Rs 10 Lakhs
(e)	Patron	Expenditure beyond the power of President, Governing Body.		

Note: The Powers of (a),(b),(c) and (d) above can be revised by the Governing Body and approved by the Patron.

- (b) **Powers to Write Off:** Powers to write off stores purchased from DSOI funds/loss not due to theft, fraud or gross neglect:-

<u>Ser No</u>	<u>Appointment</u>	<u>Amount per Transaction (in Rupees)</u>
(i)	Patron	Amount beyond the power of President Governing Body
(ii)	President	Rs 25,000/- not exceeding Rs 1.5 Lakhs per quarter
(iii)	Chairman	Rs 10,000/- not exceeding Rs 50,000/- per quarter
(iv)	Vice Chairman	Rs 5,000/- not exceeding Rs 25,000/- per quarter
(v)	Secretary	Rs 2,500/- not exceeding Rs 10,000/- per quarter

Note: The Powers of appointments specified at ser (ii), (ii), (iii), (iv) and (v) above can be revised by the Governing Body and approved by the Patron.

- (c) **Powers to Write Off:** Powers to write off stores purchased from DSOI funds/loss due to theft, fraud or gross neglect:-

<u>Ser No</u>	<u>Appointment</u>	<u>Amount per Transaction (in Rupees)</u>
(i)	Patron	Powers beyond the power of President Governing Body
(ii)	President	Rs 1 Lakh
(iii)	Chairman	Rs 25,000/-
(iv)	Vice Chairman	--
(v)	Secretary	--

Note: The Powers of appointments specified at ser (ii), (iii), (iv) and (v) above can be revised by the Governing Body and approved by the Patron.

Copies of Rules and Bye-Laws.

76. A copy of the Rules and Bye-Laws made by the committee shall be furnished to every member of the Institute on payment.

Arbitration.

77. That in case of any dispute arising between the member(s) and the Institute/ Managing Committee shall be referred to arbitration and the sole arbitrator shall be appointed by the President Governing Body whose decision shall be final and binding. The Arbitration and Conciliation Act 1996 shall apply for arbitration proceedings.

Courts Jurisdiction.

78. That in case of any dispute arising out of or in relation to Defence Service Officer' Institute (Chandigarh) the same shall be decided by the courts of Union Territory Chandigarh having territorial jurisdiction and Punjab and Haryana High Court Chandigarh.

Terms and Conditions of Employees.

79. (a) Managing Committee will appoint employees as deemed necessary for smooth and efficient running of the Institute.
- (b) The casual staff such as runners, Gardener's, waiters etc will be appointed by the Managing Committee on Adhoc basis(out sourced) on the terms and conditions approved by the Chairman.
- (c) The Contractual Staff will be selected by the Board of Officers constituted by the Chairman, Managing Committee.
- (d) Eligibility conditions for the appointment of contractual staff will be as under:-
- (i) Minimum qualification/criteria laid down by Secretary of the Institute and approved by the Chairman Managing Committee.
 - (ii) The person bears good moral conduct, duly certified by the Class one Gazetted Officer.
 - (iii) No criminal case is pending or has not been previously convicted by a criminal court on court-martial for offences involving indecency, moral turpitude, fraud, theft, dishonesty, financial irregularities or misappropriation or services have been administratively terminated for afore stated acts/omissions/offences.

(e) The employment with the Institute is purely adhoc or contractual in nature between the employee and Managing Committee of the Institute, strictly as per the terms and conditions laid down in the appointment letter and no employee will claim any lien over the appointment for regularization or absorption of appointment/ employment.

(f) The services of the employee shall automatically stand terminated on the date of conclusion of terms of engagement or contract and no separate notice will be issued in this regard.

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BYE-LAWS

DEFENCE SERVICES OFFICERS' INSTITUTE (CHANDIGARH)**BYE-LAWS****Definition.**

1. The term members as used in these Bye Laws include permanent, associate, honorary, institutional and temporary members unless otherwise expressly stated.

Working Days.

2. The Institute will remain open on all days of the week except Tuesday or any other day as specified by the Management and three national holidays (26 Jan, 15 Aug and 02 Oct).

Notices.

3. All notices intended for the Notice Board of the Institute must be sent to the Institute Secretary for approval and initialed by him before being placed on the Notice Board. Notices will not ordinarily be left on the board for more than a week. Notice from members will be charged Rs 200/- limited upto A4 Paper Size.

Bye Law 04: Annual / Monthly Subscription.

4. The following rates of subscription shall be applicable w.e.f 01 Apr 2020:-

(a) Annual Subscription for Members Aged Upto 90 Yrs.

(i)	Subscription (250 x 12)	Rs.3000/- (excl GST)
(ii)	Development Charges (150 x 12)	Rs.1800/-
(iii)	Staff Welfare Fund	Rs.50/- (once annually)
(iv)	Festival Allowance	Rs.50/- (once annually)
(v)	Gratuity Fund (50 x 12)	Rs.600/-
(vi)	Total	Rs.5,500/-
(vii)	Note: GST as applicable will be charged extra.	

(b) Monthly subscription in respect of Temporary Members will be 150 % of the subscription payable by permanent members. GST as applicable will be charged extra from time to time.

(c) Annual Subs for Members Aged above 90 years - Nil.

(d) **Annual Subs for Gallantry Award Winners (All Chakra Series - PVC, MVC, VrC, AC, KC & SC), War Widows and Widows of Gallantry Award Winners.** Gallantry Award winners (All Chakra Series PVC, MVC, VrC, AC, KC & SC) and widows of Gallantry Award winners will not be charged any membership fee, security deposit and annual subscription.

(e) Subscription from Institutional Members (Ref DSOI Rule 18) = Rs 50/- per month (including GST).

Note: The issue pertaining to refund of Annual Subscription to Institutional Members as a Permanent Members (who are also Institutional Members by virtue of they being posted in the Chandigarh under the territorial jurisdiction of Western Command) will not be charged/refunded (if charged) the Annual Subscription of DSOI as per the existing Bye Law-04 (Monthly Subscription). The refund will be for the Financial Year (FY 2016-17) and subsequent years only. In addition, the Permanent Membership Smart Cards (Self, Spouse and Dependents) will be withdrawn and the Permanent Membership of the individual will remain suspended till such time he/she is an Institutional Member.

(f) Annual Subscription will not be charged to the War Widows. Widows of Officers will be charged only 50% of the subscription will not.

(g) **Annual Subscription-Life Members.** Annual Subscription will not be charged to existing Life Members.

Institute Bills

5. **Disputed Debits** If a member disputes any debiting of his account, he/she must produce evidence in support of his/her claim within 90 days of the transaction. After 90 days the Debiting would be considered undisputed.

6. **Dishonored Cheques** A member whose cheque is dishonored for want of funds in his bank will be fined Rs.500/- for the first time and suspension of membership for three months for defaulting the second time. The member will be show caused as to why his membership should not be terminated if he defaults for the third time.

Payments

7. The Institute will not be responsible for any payment made to other than the cashier of the Institute. Official receipt will invariably be obtained for any payments made to the cashier. Payments will be accepted only through local cheques/drafts/ credit/debit cards for sums exceeding Rs 1000/-. For sum lower than Rs 1000/- cash may be accepted for transaction in any one day.

Institute staff

8. Members, their guests and dependants shall not abuse any of the Institute staff or use violence whatsoever against any person/members of the staff. In the event of the member having any occasion to find fault with any person of the staff of the Institute, a report of the case should be made in writing to the Institute Secretary on the next working day or enter the same in the Suggestion / Complaint Book. The Institute Secretary may either deal with the case or refer it to relevant Sub-Committee as may be found necessary.

9. The Institute staff will not be sent on any errand or with messages or otherwise withdrawn from the general service of the Institute by any member, dependent or guest.

Tipping of Staff.

10. No member shall give any money by way of tip(s) or gratuity to any Institute staff. All institute staff are forbidden to solicit or accept gratuities. Central Tip Boxes are placed at the Reception & both Bars where desirous members can put the tip. The money collected will be equally distributed amongst the staff.

Breakages.

11. Full value will be charged for all breakages of the Institute property by members, their guests and dependents. However, if in the opinion of the Management, the breakages were willful, the member may be required to pay up to six times the value of the article.

Suggestions and Complaints.

12. Suggestions and complaints, if any, will be entered in the respective suggestions/complaints books kept for this purpose at the reception.

13. The suggestions/ complaints of members will be examined by the Managing Committee/Sub Committee and disposed of accordingly. Wives and dependents are, however, not permitted to enter any suggestions or complaints in the suggestions/complaints books. This may be done only by the members themselves. If a member feels that this suggestion/complaint has not been adequately redressed, he may refer the matter in writing to the Managing Committee directly.

Magazines and Newspapers

14. Magazines and Newspapers shall not be taken away or mutilated by members, their guests and dependents. Upto a maximum of double the cost as penalty may be charged in addition to disciplinary action for each infringement of this bye-law.

Property of the Institute.

15. Property of the Institute such as furniture, cutlery, crockery or other equipment will not be issued to any member or to any organization outside the institute premises.

16. **Restriction on use of institute (DSOI Chandigarh).**

(a) Pets are not allowed in the premises of the DSOI Chandigarh.

(b) Member's Domestic and Private Servants, Car Drivers, Gunman, Attendant, Maids etc of the members are not permitted in DSOI Chandigarh beyond the parking area. In case of infringement the concerned member will be liable for disciplinary action.

Smoking.

17. Smoking is not permitted in the entire premises of the institute including open area and grounds.

Guests.

18. **Guests.**

(a) Accompanied guests can be brought to the institute as stipulated in Rule 34, Members bringing guests to the institute shall ensure that particulars of the guests are entered in the Guest Register kept at the reception office. A sum of Rs 50/- (incl GST as applicable) per day per guest will be paid by the members bringing the guests. Guest Slip will be given which is to be retained till the end of the visit to the Institute.

(b) Guest charges will be levied separately for availing of sports facilities.

(c) Under the Excise Law, civilian guests cannot be entertained with alcoholic drinks. Children above 12 years of age will be charged full guest charges and will be counted against the monthly guests limit as laid down.

19. Non members attending reception and parties of which any part of the institute has been specifically reserved are not considered as guests for the purpose of Institute Rules and these Bye-Laws. Reciprocal Members and Guests attending party in party venue desire to use other facilities of the institute, i.e. Bar, Restaurant etc need to sign/be signed as guests.

20. Every guest shall invariably be accompanied by the member or his/her spouse.

21. The number of guests allowed on special functions will be restricted as per notice issued from time to time. Guest fees will also be separately specified for such occasions.

Failure to sign in Guest Register.

22. If a member fails to sign in the Guest Register on his own, and if detected by the institute management, such a member is liable to be charged Rs.500/- per guest as a penalty in addition to the guest fees as admissible.

Reception and Private Parties

23. Any member of the Institute may organize a private party in the Institute. Decorum of the Institute shall be maintained in such parties. Members organizing the party are responsible for the conduct of their guests who shall abide by the Rules and Bye – Laws of the Institute.

24. Any Reception or Private Party will not cause any inconvenience or hindrance to the normal functioning of the institute and its members. Use of loud speakers and orchestra inside the institute premises at high volume is not permitted. Only soft garden music audible in the marriage “Pandal” area upto 2200 hours with prior permission from DC, UT Chandigarh will be allowed.

Hiring Charges for Reception and Private Parties

25. The following rates will be charged for using facilities of the DSOI for private parties by the members, within the institute hours. The charges for waiters are additional:-

<u>Ser No</u>	<u>Location</u>	<u>Rates (Rs)</u>
<u>Marriage Area</u>		
(a)	<u>Marriage Area Lawn (For Marriage Related Function)</u>	
(i)	Reciprocal Members (Blood relatives, i.e. Son, daughter, grandson and granddaughter only)	50,000/-
(ii)	Rental for military personal (i.e. Non Members) (Blood relatives, i.e. Son, daughter, grandson and granddaughter only)	75,000/-
(iii)	Generator Charges per function Night / Day	7,000/- / 5,000/-
(iv)	Sekhon Banquet Hall (Non –Refundable)	5,000/-
(v)	Mango Grove	2,500/-
(vi)	Area Cleaning Charges	2,500/-
<u>Note:</u>		
1. Marriage booking will be accepted subject to approval of Vice Chairman.		
2. Member who is using the marriage area Lawn is required to obtain permit for Liquor/DJ. The same will be submitted to DSOI office 24 hrs in advance. In absence of permit/permits, no consumption of Liquor or use of DJ will be permitted. A penalty of Rs 10,000/- per permit would be imposed and ex-post-facto sanction will be obtained if situation so demands.		
3. Marriage Lawn Area can be rented at 50% concession to the Gallantry Award Winners.		
<u>Party Venues</u>		
(b)	<u>Marriage Lawn for Party (Other than Marriage related function)</u>	
(i)	Max 150 x Pers only	5,000/-
(ii)	Rs. 100/-per head above 150 x Person	
(iii)	Area Cleaning Charges	2,500/-

	(iv)	Note: Booking can be done only when all other party venues are already booked and only one week prior to the event.	
(c)	<u>Sekhon Banquet Hall</u>		
	(i)	Max 100 x pers only	5,000/-
	(ii)	Rs 100/- Per head above 100 x Person (Limited to 120 x Pers only)	
(d)	<u>Vatika</u>		
	(i)	Upto 50 x Pers	1,700/-
	(ii)	50 to 100 x Pers only (Rs.20/- per pers extra)	2,700/-
	(iii)	More than 100 x Pers (Max permitted 125 x Pers only) (Rs.20/- per pers extra)	3,200/-
(e)	<u>Vikrant Party Room</u>		
	(i)	Max 15 x Pers only	500/-
	(ii)	Rs 100/- Per head above 15 x Pers (Limited to 20 x pers only)	
(f)	<u>Salaria Party Room</u>		
	(i)	Max 30 x Pers only	1,500/-
	(ii)	Rs 40/- per head above 30 x pers (Limited to 35 x pers only)	
(g)	<u>Roof Top Open Air Party Venue</u>		
	(i)	Max 50 x Pers only	2,500/-
	(ii)	50 to 75 x Pers (Limited to 75 x Pers only)	3,500/-
(h)	<u>Heritage Gazebo (including Lawn)</u>		
	(i)	Max 80 x Pers only Note:- (Capacity: Max 30 only in Heritage Gazebo and balance in Lawn)	6,000/-
	(ii)	Rs 40/- per guest above 80 x Pers (Limited to 110 x Pers only)	7,000/-

	(iii)	Mango Grove (Extra Charge, if booked with Heritage Gazebo)	2,500/-
	(iv)	Mango Grove (Independent) for 25 x Pers (Rs.100/- per head over and above 25 Pars) (Limited to 40 Pers)	2,500/-
(j)	<u>Kitty Party</u>		
	(i)	Upto 20 pers	500/-
	(ii)	Rs 20/- per head above 20 x pers	
Note:- Hiring of one bar waiter is mandatory. Additional waiter's charges as applicable			
(k)	<u>Guest Rooms</u>		
	<u>\$ Satluj & Beas Guest Rooms</u>		
	(i)	Members	Rs.1,000/-
	(ii)	Guests/ Dependents	Rs.1,500/-
	<u>\$ Ravi Guest Room</u>		
	(i)	Members	Rs. 1,500/-
	(ii)	Guests/ Dependents (a) Rent (a) Incidental	Rs.2,000/-
\$ Laundry and Electricity charges will be levied extra in case of Guest Rooms (Satluj, Beas & Ravi)			
(l)	<u>Hiring of space – Rentals for Advertisement</u>		
	<u>Any stall (Non Event Days including Tambola)</u>		
	(i)	Small Size (Approx - 25 Sqm)	30,000/- (Minimum)
	(ii)	Big Size (Approx- 50 Sqm)	50,000/- (Minimum)
Note:- GST Extra as applicable.			

(m) **Electricity Charges.** Electricity Charges will be levied as under:-

(i) The under-mentioned load in terms of wattage and units of various electricity items will be considered as given below:-

<u>Ser No</u>	<u>Name of Item</u>	<u>Kw (per hr)</u>	<u>Units (per hr)</u>
(aa)	10 Larries	½	½
(ab)	10 Niwar Larries	½	½
(ac)	Halogen Lt -1	500w	½
(ad)	Sodium Vapour Lt -1	500w	½
(ae)	Chandelier – 1	500w	½
(af)	(aaa) DJ without Floor	2 ½	2 ½
	(aab) DJ with Floor	8	8

(ii) The Charges will be as per the prevailing commercial rate per unit for a minimum period of five hours.

(iii) Members booking Urmao Banquet Hall, Vatika, Roof Top and Heritage Gazebo Lawn will give a requisition of items to be installed at the time of booking the facility.

Note: Above rates will be subject to revision from time to time by the Management Committee after approval of the President, Governing Body.

(n) **Cancellation Charges**

(i) **Party Venues/ Guest Rooms**

(aa)	Less than 02 working days	Nil refund
(ab)	More than 02 and less than 04 working days	30% refund
(ac)	More than 04 and less than 07 working days	50% refund
(ad)	More than 07 working days	Full refund

(ii) **Marriage Area (Including Mango Grove Area)**

(aa)	More than 03 months	10%
(ab)	Between 2-3 Months	25%
(ac)	Between 1-2 months	50%
(ad)	less than 01 month	100%

Proxy Booking of Party Venues by Members

26. The member is not allowed to 'Proxy Sponsor' any party (in the party venues of institute/DSOI Chandigarh) for any civilian other than blood relative (dependent – Ref Rule 34) on his behalf. In case it is noticed that any member has 'Proxy Sponsored' party, a 'Show Cause' notice will be served to the member and he/she be suspended for three months.

27. Blank.

28. Blank.

Use of Institute Premises

29. Institute premises will not be used by any member for any purpose other than the objects for which the institute has been established.

30. Blank.

Dependents

31. (a) Member's unmarried daughter / divorced daughter / widowed daughter /daughter-in-law financially dependent irrespective of age and having Indian Citizenship will be considered as dependent till her marriage / re -marriage. The applicant will certify the single status and Indian Citizenship of such daughter/ daughter-in-law in initial application form through an affidavit on non judicial stamp paper and subsequently in the month of April every year. Her children, however will not be eligible as dependents. Member's son, under the age of 25 years and financially dependent on the member will be considered as dependant for the purpose of these laws.

(b) All dependents using the Institute must be in the possession of identification card obtainable from the Institute Secretary. This card will be issued on a written application from the member concerned. This card should be produced whenever requested by the Institute staff. In case the card is lost, a duplicate card can be obtained on payment of **Rs.500/-**.

(c) Dependants, other than spouse are not allowed to bring any guest to the institute (Refer Bye Law 20).

(d) Dependents under the age of 16 years are not permitted to enter certain areas as specified from time to time.

Dress Regulations

32. All members and their dependents will ensure that proper decorum with regard to wearing of dress in the Institute is always maintained. Under-mentioned dress code will be strictly followed:-

- (a) **Institute.** Institute dress code:-
- (i) Shirt Full/Half Sleeves, tucked in Trousers.
 - (i) Collar T-Shirt (Tucked In).
 - (iii) Bush Shirt regular pattern only (Tucked In optional).
 - (iv) Lounge Suit/ Combination/ Blazer/ Pullover/Nehru Jacket/ Jodhpuri Coat with Trouser.
 - (v) Jeans (No torn/frayed Jeans).
 - (vi) Leather Shoes with socks.
- (b) **Polo Bar** Same as above.
- (c) **National Dress.** National dress for males include black Achkan with white churidar pyjama; or cream achkan with cream churidar pyjama; or black short buttoned up coat (Jodhpuri) with black/ white/ cream trousers; or cream short buttoned up coat (Jodhpuri) with cream trousers. When wearing National dress oxford pattern shoes will be worn. Females will wear sober coloured saree, with closed footwear. (Authority: Ceremonial & Welfare Dte/CW-1, Adjutant General's Branch, Integrated Headquarters of MoD (Army) letter No B/42901/AG/CW-1 dated 10 Apr 2018)
- (d) Wearing of Patka by Sikh boys under 16 years of age is permitted. Wearing of turban by sikh gentlemen with trimmed beard and shorn hair will not be insisted upon, they may use the DSOI without head gear.
- (e) Improperly dressed members and their guest shall be requested to leave the institute and will not be served at the DSOI besides being fined Rs.500/- per defecting person.
- (f) The guest attended party venue are required to adhere to the dress regulations. The DSOI member, host of the party, having guests not adhering to the dress regulations will be fined as per Bye law 32 (d) above. A show cause notice to the member will be given and action to suspend membership for 3 to 6 months will be taken.

33. Blank.

34 Sports kit may be worn for sports activities in the sports area only, within the timings specified for these activities.

35. For marriage functions dress as per customs/traditions (as per religion) will be permitted within the specified areas. Members attending marriage function would require to adhere to the laid down dress regulation when entering the institute. Governing Body may lay down more stringent Dress regulations for any specific area of the Institute.

Parking of Vehicles

36. Members will park Cars/Scooters in the proper areas specified for the purpose. Members will invariably obtain the car parking **stickers from the Reception. The cost of each sticker is Rs. 25/-**. Parking on Eastern side of parking area is exclusively for cars having DSOI Stickers. **All other vehicles will parked on the Western side only.**

37. The members/ dependents shall be liable to pay the following penal charges in case of incorrect parking/parking in the “no parking area” specified as such :-

- | | | | |
|-----|----------------------|---|---------|
| (a) | Motor Car | - | Rs 50/- |
| (b) | Motor Cycle/ Scooter | - | Rs 25/- |

38. Although limited numbers of security guards are deployed in the Institute premises, the Institute shall not be held responsible for loss of any vehicle or any belongings/fitments either kept inside or fitted in the vehicle.

Procedure for Notification to All Members Regarding Fixation of Date of Annual General Meeting

39. A notice fixing the date of Annual General Body Meeting on the Notice Board of the Institute will be sufficient compliance of intimating the date of the Meeting in terms of Rule 55 of Rules of Defence Service Officers' Institute (Chandigarh).

Conduct of Elections.

40. A detailed SOP on schedule and conduct of elections during the Annual General Body Meeting duly approved by the Management Committee exists. Elections will be conducted as per SOP.

Authority to Frame Rules For Games and Sports

41. The Sports member or any other member in charge of an activity is empowered to make rules for the running of various games or activities. These rules are to be approved by the Sub – Committee.

Institute Hours

42. Institute and its office shall open/close on all working days as per following timings:-

Sr No	Location		Summer (w.e.f 16 Mar)	Winter (w.e.f 16 Nov)
(a)	Office	On all working days	1000h-1800h	1000h-1800h
		Sunday	1000h-1700h	1000h-1700h
		Lunch Break	1400h-1430h	1400h-1430h
(b)	Bar	Morning (Last drink at 1415h)	1200h-1430h	1200h-1430h
		Evening (Summer: Last drink at 2215h)	1930h-2230h	1900h-2200h
		Evening (Winter: Last drink at 2145h)		

(c)	Restaurant	Morning (Last order at 1430)	1200h-1500h	1200h-1500h
		Evening (Summer: Last order at 2230h)	1930h-2300h	1900h-2230h
		Evening (Winter: Last order at 2200h)		
(d)	Card Room		1400h-2200h	1330h-2130h
(e)	Party Bookings (At Reception Only)	Morning	1100h-1330h	1100h-1330h
		Evening	1600h-2200h	1600h-2200h
(f)	Gymnasium	Morning (1000h to 1100h Ladies only)	0600h-1100h	0600h-1100h
		Evening (1630h to 1730 h Ladies only)	1630h-2030h	1630h-2030h

(g) During Institute functions, the Management Committee may close any portion of the institute for such time as they deem expedient.

(h) A late fee of Rs 500/- per hour per member shall be charged for using the Institute after closing hours on days other than the day when an Institute function is organised. **The late fee charges for all parties venues will be Rs. 1500/- for the first hour & Rs. 2000/- for the next hr will be charged from the member who has booked the venue.** However the institute will not remain open beyond the timings laid down by the UT Administration.

(j) The Institute will be closed on all Tuesdays except for the Marriage Lawn Area, if booked. In addition, one of the indoor party venues can be booked on Tuesday.

Smart Card

43. (i) All members will be issued with a Smart Card by the Institute. Spouses of the members and dependent children will also be issued Smart Card. The Smart Card will have a photograph of the member/dependent and will be provided at a cost of Rs 150/- each. All members/dependents should carry their Smart Card and should produce whenever asked for by any appointment of the Institute.

(ii) **Loss of Smart Card.** Any loss or misplacement of smart card will be reported to the management immediately by the member. Fresh card will be issued to the member / his dependent(s) on a written request from the member on payment of Rs 500/-.

44. Smart Cards of all dependents should be revalidated every year, normally during the month of January.

Consumption of Private Supplies.

45. Consumption of private supplies is not permitted in the Institute.

Lunch/Dinner Parties

46. (a) Any member ordering a lunch or dinner party and afterwards canceling it in less than 12 hours of the appointed time shall pay full charge for the lunch or dinner.
- (b) Lunch/dinner parties cannot be arranged in the Institute unless at-least 24 hours notice is given to the Secretary or Steward in writing.
- (c) A member booking a party will pay the estimated cost of catering and bar as per the menu/drinks order 72h prior to the function. This is over and above above the booking charges. Non clearance of bills after the party would invite blocking of Smart Cards, if the credit balance is below the billing amount.

Fixation of Rates for Caterers.

47. (a) Rates for meals & snacks to be served by caterer will be as per rates fixed by agreement between the caterer & DSOI Management Committee.
- (b) Revision to any rates will be as per agreement.
- (c) Electricity charges will be as per sub meter and all incidental charges levied by Electricity department will also be paid by the caterer on pro-rata basis.
- (d) Gas consumption charges will be paid as per the actuals by the caterer.

Sports and Games

48. **Cards and Mahajong Room.** A specially constructed and furnished pre-fabricated hall on the ground floor has been earmarked as Card/ Mahajong Room. Playing cards will be provided by the Institute. Cards will be changed once every two months or as and when required at the discretion of the Institute Secretary. The charges will be as under:-

(a) **Card Room.**

(i)	Single Member	-	Rs 250/- (Monthly)
(ii)	Single Member	-	Rs 2750/- (Annually)
(iii)	Casual	-	Rs 50/- (Per day)
(iv)	Guest	-	Rs 150/- (Per day)

(b) **Gym.**

(i)	Single Member & Per Dependent	-	Rs 400/- (Monthly)
(ii)	Single Member & Per Dependent	-	Rs 4400/- (Annually)
(iii)	Non Dependent	-	Rs 800/- (Monthly)
(iv)	Daily Charge	-	Rs 75/- (per day)

Note: The above rates will be subject to revision from time to time by the Managing Committee after approval of the President Governing Body.

Reciprocal Membership with KOI Chandimandir and other Institutes in the Country.

49. There will be Reciprocal Membership between DSOI (Chandigarh) and KOM&I Chandimandir/ DSOI, Panchkula and other Clubs/ Institutes in the country on the following terms and conditions:-

(a) **Reciprocal Membership with KOM&I Chandimandir and DSOI, Panchkula Only.** These Institutes being co-located in the Tricity will have the following arrangement to facilitate the smooth availing of services by the members of these three Institutes:-

(i) The members and their dependents are not required to pay Reciprocal Charges.

(ii) The member is permitted to bring a maximum of twelve guests in a month (other than non dependent family members) with a cap of not more than six guests during one visit on week days and not exceeding four on weekends/ Institute functions by paying the existing guest charges of the Institute. The dependents other than spouse are not permitted to bring in guests.

(iii) The members can book marriage area/party venues/ guest rooms as per guidelines laid by the Institutes from time to time.

(iv) All facilities are open to Reciprocal Members including booking of all venues.

(b) **For other Reciprocal Institutes & Clubs in the Country.**

(i) All facilities will be extended to members of the Reciprocal Institutes, his/her spouse and dependents when accompanying the member. However, Reciprocal Members cannot "sign in" guests (except for his/her spouse & dependent members).

(ii) **Entry Fee.** Entry of full details in the register at the entrance is obligatory. Spouse, Dependent Children and Parents accompanying with the member will be treated as guests and charged Guest Charges as per existing Rules and Bye-Laws of DSOI Chandigarh.

(iii) Reciprocal Membership will be regulated as per MOU of each case.

(c) The Reciprocal Members are responsible for appropriate status and conduct of their guests in the Institute (including dress regulations).

(d) All Reciprocal Members would need to buy Casual Cards from Reception by paying applicable Reciprocal Charges (less KOM&I Chandimandir and DSOI Panchkula). Casual Cards will be issued on first come first serve basis. The card will be valid for the day and can be used after charging.

(e) In addition, Rs.200/- or the revised rate (whichever is more) will be deposited as 'Security Money' for each Casual Card by the Reciprocal Members at Reception. The Security money will be refunded at the time of return of Casual Card at Reception.

Conduct of Members

50. The conduct of Members inside and outside the Institute should be in keeping with the decorum and traditions of services. No member should air his personal views and perceptions through press, particularly if it is likely to compromise the image of the Institute. The press briefs should be released through the official spokesperson on approval of the chairman. Disregard for these ethics, resulting in compromising the Institute image in any manner, what so ever, will be viewed seriously. The management may suspend or terminate membership of an individual, if it thinks, it is necessary in the over all interest of the Institute.

Automation

51. The institute has been networked for e-billing. Bars and all catering pts are connected through wireless network. Members have been provided facilities to view their bills and payments, by logging on to the website www.dsoichandigarh.com. The procedure for billing within the premises is as follows:-

(a) **Smart Card**. Cards will be issued by the Institute on payment. Members utilising DSOI facilities have to bring their cards. Any **loss or misplacement** will be reported to the Institute immediately and fresh cards will be issued on payments of penalty as per SOP.

(b) **Reception**. Members will present Smart cards at the reception on arrival. The card will be flashed over the card reader and the details of the member will be displayed on the electronic display. Reception clerk will unlock the card for using it at various counters.

(c) **Bar**. Members will present their cards to the Barman while ordering drinks. The Barman will login in to their accounts and bill the member for their drinks. A receipt will be given to the member for each transaction.

(d) **Catering Counter**. Member will give their cards to the Manager while placing the orders. The Manager will prepare the bill, login in to the account of the member and debit the required amount for items consumed. The card will be returned along with the bill.

52. **Damage of Institute Property**.

(a) **Damage to property (including Crockery, furniture etc)**. Willful damage to DSOI property will be charged from the concerned member at a rate not exceeding four times the cost of its repair or replacement. Accidental damage shall be made good by members at actual cost.

(b) **Breakages.** Damages to property and breakages of glasses/crockery caused by members or by their dependents/ guests will be charged to the member concerned.

53. **Carriage of Fire Arms.** Carriage, show or display, use of fire arms, sharp edge weapons of any make or size, sticks etc, are forbidden inside the premises of DSOI by any member, his dependents or guests. Infringement of this Rule /Bye law will constitute a serious violation of the Rules & Bye Laws which in addition to reporting of the matter to the local police/administration the membership of the member shall be liable to be terminated without Show Cause Notice under Rule 24 and /or under Rule 50 or 51/ Bye Law 50 as the case may be.

54. **Gambling/ Betting.** Gambling/Betting of any kind within the premises of the institute including guest rooms by or amongst the member or their dependents/ guests is not permitted. Organised games in the party room involving exchange of money may be permitted with prior knowledge of the institute secy. However centrally organised Tambola and card games in the card room within the specified Rules shall be permitted.

55. **Operation /Shifting of DSOI Property.** Members, their dependent or guests shall not operate TVs, ACs or any installed electric/ electronic appliances or they shall shift/ remove any furniture or any other property of the institute by themselves.

56. **Bringing of eatable/liquor to Institute.** No outside eatable/liquor will be brought to the institute & consumed. Eatable prepared by the institute may be carried outside the institute. However carriage of liquor/beer is strictly prohibited. Under no circumstances will full bottle of liquor except beer (seal opened) be issued to any member for consumption within the Institute.

57. **Library.** Newspaper, magazines & books are available in library for the member & their dependents within the library. No magazines/ periodicals/ newspaper will be carried by the member or their dependents outside the Library. Books may be got issued through the librarian for return within stipulated period. Penalty for any loss/damage of borrowed books will be levied which may be equivalent to twice the cost of the book. The extent of penal deduction shall rest with the management.

58. **Guest Room** Guest Room will be booked by members only for themselves or for their bonafide guests. Booking will be done and Guest Room allotted on first come-first serve basis. Guest are not permitted to carry away /mutilate /destroy any movable or immovable assets provided in the guest rooms. Members will be charged the cost of damage as well as penalty, which would be decided by the management as per the gravity of damage. No betting/gambling or any illegal activity which may bring ill repute to the Institute by the members or his guest allotted the Guest rooms. Member officers will be penalised for any infringement. The penal deduction shall depend upon the gravity of the offence and the extent of penal deduction levied by the management shall be final & binding. All members/guests shall abide by the SOP kept in the Guest Rooms. Guest Rooms can be booked for maximum of 03 days in a month

59. **Loss of Personal Belonging.** Members are responsible for all personal belonging incl cell phones etc brought to the institute premises. The management /staff of DSOI shall not be held responsible in any way for any loss of pers belonging of members, their dependent or guest within the institute premises or in their cars parked in car park.

60. **Potted Plants, Saplings and Seedlings.** Members are not permitted to take flowers, potted plants or seedlings from the gardens/ any part of institute on their own or from the gardener. The availability of surplus plants saplings /seedlings etc when available for sale to members, will be promulgated from time to time on the notice board. Penalty, depending upon the nature of violation will be levied by the institute management and the decision of the management will be final & binding on the defaulting member. However, in no way the penalty shall exceed twice the actual cost of infringement.

61. **Foul / Intemperate Language / Behavior.** Foul / Intemperate Language / behaviour by members, their dependents or their guest is not permitted in the Institute. If objected to, by other members penalty as per Bye Law- may be imposed and the member shall be asked by the management to kindly leave the Institute.

62. **Making of Allegation.** Any Members who makes allegations against Patron, President Governing Body, Chairman, Vice Chairman and Members of Governing Body and Management Committee of DSOI, Sector 36-C, Chandigarh would be required to submit sworn Affidavit stating that in case allegations made are proved false, he will be liable to Legal and Disciplinary action. The submission of sworn Affidavit, duly sworn in front of Judicial Magistrate is mandatory and should accompany the letter of Allegation/Complaint be it of administrative nature or pertaining to financial aspects.

63. **DSOI Staff.** DSOI will employ essential minimum staff for efficient running of the institute. The DSOI Staff is 'On Roll' and 'Outsourced'. The staff as far as possible will be outsourced and shall wk under the direct supervision of the Secretary of the institute. Any staff found to be indisciplined, not suitable to the functioning of the institute will be terminated/ replaced on order of Secretary DSOI. Only those staff whose police verification has been done shall be employed in DSOI as per rule and appointment letter.

64. **Gym.** The facility of gym room is open to all members and their dependents in addition to non-dependent members whenever permitted as per prevalent charges. No item/ equipment shall be removed from the gym. All electronic run gym equipment will be switched off after use. For any damage to the equipment, the management may levy penal deduction amounting to the extent of repair of the equipment or as considered necessary to make good the loss partially or wholly. The extent of penal deduction shall rest with the management.

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