

**DEFENCE SERVICES OFFICERS INSTITUTE**  
**PALAM VIHAR, GURGAON, HARYANA**

**RULES**

**Name and Location**

1. The Institute is named the Defence Services Officers' Institute, Palam Vihar. It is located in Block H at Palam Vihar, Gurgaon, Haryana.

**Aim**

2. To provide the following :-

- (a) Social and recreational facilities to the officers of the Defence Services, both serving and retired, and their families who wish to be members.
- (b) Combined officer's mess facilities to them.

**Constitution**

3. The Institute is a proprietary institute of the Defence Services Officer's Welfare Fund, herein after referred to an Association, an association not for profit registered under the Societies Registration Act XXI of 1860 (Punjab Amendment) Act 1957, as extended to the Union Territory of Delhi.

**Institute Property**

4. DSOI Palam Vihar has been constructed through non-public funds on 1.18 acres of land. The land is on lease for 99 years from Ansal Properties & Infrastructure Limited.

5. **Facilities Created**

- (a) Three Restaurants (one multi cuisine restaurants to start with).
- (b) Three spacious Banquet halls.
- (c) An exclusive Presidential lounge.
- (d) SEAGRAM & DIAGEO Bars.
- (e) Mini Theatre.
- (f) Five Guest rooms.
- (g) Sports complex (Gym, Swimming Pool, Squash Court & Pool Tables).
- (h) Self service CSD with a duty free style liquor counter.
- (j) Shopping complex with ATM.
- (k) Under ground parking.
- (l) Car lift.

6. **Unique Facilities.**

- (a) Customised automation & own web page.
- (b) Car Lift
- (c) Central air conditioning.
- (d) 100% power backup.
- (e) Need based Electricity consumption.
- (f) Piped gas facility.
- (g) Garbage disposal system.
- (h) Storm water disposal.
- (j) Fire detection and cease system.

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

8. The members and Management Committee of the Institute shall hold all the Institute property in trust for the Association and shall be responsible for the maintenance, repair k land 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 building and layout shall be executed with the approval of the Chairman. Executive Council of the Association.

9. 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.

**Administrative Control**

10. The Institute shall be administered in accordance with the Rules made by the Executive Council on behalf of the Governing Body )(Chiefs of Staff Committee) of the Association. The management of the Institute shall be vested in the Management Committee. 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.

11. The Management Committee will ensure that the Institute shall be run on such sound business lines as to enable it to be self-sufficient financially.

12. The management Committee of the Institute may, from time to time, vary, revoke or add to the Bye-Laws and such alteration or revoking of or addition of the Bye-Laws shall be binding on the members. No Bye-Laws shall, however , be inconsistent with these Rules. Amendments to the Bye-Laws shall be carried out by the Management Committee by 2/3<sup>rd</sup> of its members as recommendation to the Association (Executive Council), who may or may not agree with such recommendation (s).

13. Permission of the Executive Council be taken prior to promulgation of such Bye-Laws/Amendments to the rules

**Patron-in-Chief**

14. The President of the Republic of India will be the Patron-in-Chief of the Institute, subject to his acceptance.

**Patrons**

15. The Defence Minister and the three Chiefs of Staff be ex- officio patrons during their term of office.

## Membership

16. The Institute shall consist of the following class of members :-

- (a) Honorary members.
- (b) Permanent members.
- (c) Temporary members.
- (d) Associate members.
- (e) Tenure members.

17. **Honorary Member's.** The Management Committee may, from time to time in very special cases, invite distinguished ladies & gentlemen to consider themselves honorary members of the Institute. Honorary members shall be entitled to all privileges of the Institute subject to such restrictions and regulations as may be prescribed in the Rules and Bye-laws of the Institute. Honorary members to be made with approval of Executive Council but in no case should exceed more than 3% of the total strength of permanent members. In case of existence of any waiting list the eligible distinguished persons can be given Temporary membership till requisite vacancy is created for grant of Honorary membership. The Honorary members will not have any voting rights.

18. **Permanent Members.** The initial membership strength of the Institute will be restricted to 2500 members with provision to increase 100 members every year subject to the approval of the Executive Council. The following categories of officers will be eligible to become permanent members of Institute :-

- (a) All serving officers of the Defence Services holding permanent regular commission.
- (b) Retired officers of the Defence Services drawing pension.
- (c) Officers of the Defence Services invalided out of service with pension.
- (d) Officers of the Defence Services who have served for a minimum period of five years and have been either release (SSC, EC, WCO, SCO, RCO, TA) or taken premature retirement (not in receipt of Govt pension) will be allotted 10% of the permanent membership.

19. The allotment of membership in succeeding years will be given as per the following priority and vacancy:-

- |  |   |     |
|--|---|-----|
| (a) Serving officers of Defence services holding permanent Regular Commission.                                 | - | 40% |
| (b) Serving officer of Defence services with less than five years service and not holding perm reg commission. | - | 5%  |
| (c) Retired officers of Defence services drawing pension.  | - | 45% |
| (d) Released/ Retired officers of Defence services not in receipt of pension.                                  | - | 8%  |
| (e) Widows as per above priority.  | - | 2%  |

20. **Temporary Members.** All eligible members till allotment of permanent membership will be granted temporary membership. The subscriptions for temporary members will be laid down by the Management Committee from time to time.

21. **Associate Members.** Civilians granted honorary commission in the Defence Services and other reputed civilian members subject to the approval of the governing body. The governing body has the right not to grant the membership or terminate the same due to the reason wherein the membership of a civilian person is not corresponding to the status of the Defence forces or reputation of the person becomes questionable or due to misconduct.

22. **Tenure Members.** Defence Services Officers posted at NCR DELHI' will be eligible to become tenure members during their stay.

### **Code of Conduct**

23. Being a defence services institute created through funding by the three services good behaviour and correct etiquette by all members is called for as would be generally expected in officers messes. It has therefore been endeavoured in the succeeding paragraphs to codify the 'Code of Conduct' for members so that the customs and traditions of the services are maintained and preserved.

#### 24. **Basic Code.**

- (a) Every member is expected at all times to ensure that the decorum, traditions, and etiquette of the institute are upheld.
- (b) No member is expected to behave in any manner which is against the interest of the institute, whether while using the institute or outside.
- (c) In case any member comes to know of any actions of any other member which are detrimental to the larger interests of the Institute, it is his duty to admonish such member and bring this to the notice of the Management Committee.
- (d) Using institute property with due care and regard for its maintenance and upkeep.
- (e) To totally eradicate "politics" from institute culture.
- (f) Don't criticize the institute for the 'Sake of Criticising' Take 'Pride' in your institute. Constructive suggestions are always welcome.

25. **Conduct in dealing with other members.** All members are required to maintain proper protocol and decorum while dealing with other members. The following actions are specifically prohibited :-

- (a) Raising voice while speaking to Fellow Members or their guests.
- (b) Using rude, impolite, threatening and unparliamentary language.
- (c) Involve in an assault or affray with any other member or guests.
- (d) Unsocial activities in public such as using of cell phones in the hearing of fellow members.
- (e) Rash driving, blowing of horn and improper parking. Pedestrians has a right of way in the institute premises.
- (f) Display due respect and regard particularly towards senior/elderly members and ladies.
- (g) Customary wishing should be encouraged amongst members.
- (h) While corresponding with the institute use courteous language.

26. **Action with dishonest intentions.** All members are required to be honest in all their dealings with institute, staff and other members. Tipping waiters and staff is strictly prohibited.

27. **Behavior with staff.** All members are required to maintain proper behavior and decorum while dealing with staff. The following are the common misdemeanors which should be avoided :-

- (a) Shouting at staff.
- (b) Mishandling and using physical force while dealing with staff.
- (c) Visiting areas which are out of bounds for the members like kitchen and service areas.

28. **Control over self.** It is beholden duty of all members to be in control of their faculties all the time. While partaking of alcohol and alcoholic drinks is not prohibited, however being inebriated or using rude and impolite language under the influence of liquor is against the Code of Conduct required of a member.

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39. **Dress Regulations.** Every member of the club is expected to dress himself with dignity and decorum in accordance with the Dress Regulation as was being followed in the respective officers' Mess's. However, following will be adhered to in different areas of the Institute.

(a) Restaurant and Bar

Attire not permitted.

- (i) Short
- (ii) Sports clothes / sports shoes / jogging shoes
- (iii) Chappals / Sandals
- (iv) T Shirts without collars.
- (v) Gown / Kaftan
- (vi) Jeans

(b) Banquet Halls.

(i) Private Parties. The member hosting the party will ensure that the guests are properly dressed as per the tradition of the three Services.

(ii) Official Functions. The dress code will be followed as per the Circular / Notice or the Invitation.

- (c) Pool Side. Smart Casuals | The main premises of the  
| Institute will not be used if a
- (d) Sports Arena. Sports dress / track suits | member or his guests is dressed  
as (a) above.

40. **Assault and Affray.** No member will get involved in an assault or affray with any other person in the premises of the institute. In case he is a witness to such an assault or affray between other members, it is his duty to intervene and bring proper decorum to the situation

41. **Admission of Members**

- (a) All those eligible for membership under Rule above can become members of the Institute subject to laid down rules and the approval of the Management Committee.
- (b) Officers whose services have been terminated for misconduct either administratively or as a result of a punishment awarded by Court Marshal, will not be considered for membership.
- (c) Serving Officers' application forms for membership will be countersigned by their officers commanding/head of departments, as the case may be. All other categories will have to be proposed and seconded by permanent members of the Institute (permanent member can sponsor only once).
- (d) **Permanent membership allotted to officers will be withdrawn should they seek release or premature retirement prior to completing pensionable service. Such officers would have to seek readmission to the Institute again.**

42. **Voting Rights.** Only the permanent members will exercise voting rights of the institute.

43. **Binding on Members.** Every members of DSOI Palam Vihar is bound by the rules and Bye-Laws of the Institute. 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 at their last known address / e mail, as provided.

44. **Termination of Membership.** A member's connection with the Institute shall stand terminated due to any of the following reasons :-

- (a) Voluntary resignation by a letter addressed to the Secretary of the Institute.
- (b) By his being adjudicated insolvent.
- (c) By his being dismissed / removed / compulsorily retired / resignation from the service for any misconduct from the Armed Forces, DRDO, DGQA, BRO or any other employment under the Central Govt or the fact of such dismissal / removal / compulsorily retired / resignation from the service not having been brought to light while applying for membership.
- (d) By his being found guilty by a competent Court/tribunal of a serious offence or grave misconduct, in the opinion of the Management Committee.
- (e) On removal of his name from the list of members due to failure to clear the Institute bills in time as per Rules and dishonouring of cheque due to insufficient funds more than once.
- (f) By expulsion by the Management Committee for violating any Rules or Bye-laws of the Institute.
- (g) Any members whose conduct as per code of conduct is considered inappropriate by a number of members / Management Committee and is such as to bring disrepute to the institute will be terminated at the sole and unmitigated discretion of the Management Committee by following the procedure as follows :-
  - (i) Issue of warning / show cause notice to the members followed by suspension of membership.
  - (ii) Case to be decided by the disciplinary Committee with regards to retention / termination of membership.
- (h) Misconduct by a guest of member would also be dealt in a similar manner as explained above.

45. Decision of Management Committee on termination of membership would be **final and binding.**

46. **Re-admission of Members.** Persons ceasing to be members by operation of clause (a) of Rule 44 shall be eligible for re-admission as members provided all sums due from them to the Institute have been paid first Persons ceasing to be members under the other clauses in Rule 44 shall be eligible for re-admission only after scrutiny and approved by the Management Committee.

47. **Resignation of Membership.** 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 pay all amounts due by him to the Institute at the time of his resignation.

#### **Membership Fee and Monthly Subscription**

48. Entrance Fee. To be paid to DSOWF : Rs 500/-

49. **Membership Fee (one time).**

- (a) Permanent Membership : Rs 10,000/- (Non Refundable)
- (b) Associate Membership : Rs 10,000/-(Non Refundable)
- (c) Temporary Membership : Rs 10,000/-(Non Refundable)
- (d) Tenure Membership : Rs 5,000/-(Refundable)

50. **Monthly Subscription.**

- (a) Membership Subscription : Rs 300/- )Payable Rs 1800/- for six months).
- (b) Catering/ Bar : As per consumption.
- (c) Sports Complex : Rs 100/-per person for each facility.  
(Gym, Swimming pool, Squash court, pool)
- (d) Card Room : Rs 150/- per person and Rs 200/- per couple.

51. **Guests.**

- (a) Single : Rs 50/-
- (b) Couple : Rs 100/-

(c) Proper guest card will be issued to a member and necessary records maint. A max of four guests are permitted at a time with ceiling of 20 during the complete month. Members are requested to avoid bringing guests on week end days.

52. **Dependants of Members.** Rs 25/- head will be charged as guest charges for parents and children above 25 years.

53. Any additional subscription / membership fee if required could be recommended by Management Committee for approval by EC.

## **Functioning of the Institute**

54. The Institute shall function on the outsourcing concept with most of the essential services viz, Security & Housekeeping, food & beverages, banqueting being outsourced. Certain essential staff to be employed ab-initio will be as follows :-

- (a) Secretary
- (b) Manager F&B Utilities.
- (c) Accounts and Office Supervisor.
- (d) Peon

55. However, under no circumstance permanent staff in the Institute would be increased to more than 18. Appointment of permanent staff would be on approval of Chairman EC. The Management Committee shall have powers to dismiss any employee of the Institute. The procedure for dismissal to be laid down in Institute bye-laws.

## **Management Committee**

56. Constitution. In order to continue with the implementation of balance projects the Institute shall function under the aegis and control of the Implementation Committee as per following details till 31 Mar 2010 :-

- (a) President - Maj Gen nominated by Chairman, Executive Council DSOWF.
- (b) One x Brig to be nominated by QMG.
- (c) One x Col & equivalent from each service.
- (d) One x rep of QMG.
- (e) Legal Advisor.

57. On completion of above period, the Management Committee will be constituted as under :-

- (a) **President.** Serving officer of the rank of Maj Gen or equivalent on two yrs rotation from three services.
- (b) **Members.**
  - (i) Two nominated serving officers of the rank of Lt Col / Col or equivalent from Army and one each from Air Force & Navy.
  - (ii) Two retired officer's wherein one will be elected by members and second nominated by the Management Committee.

58. **Rules for Nomination of Members.**

- (a) No member (serving or ret'd) will be nominated for more than two consecutive terms (each term of one year only).
- (b) Nominated members will attend the monthly meetings or as and when called for by the President. Lack response from the nominated members will render his nomination cancelled and new member will be nominated, by the Executive Council.
- (c) No member of the institute will in any way be connected with the firm of auditors who are approved to audit the accounts of the Institute.
- (d) A member of the Management Committee shall cease to be a 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 44.
  - (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.

59. **Meetings.** The Management Committee will meet once a month. The Committee, among other items of the agenda, will review and consider income and expenditure account of the previous month, and finally pass the accounts. The statement showing the income and expenditure accounts of the Institute for the preceding month shall be furnished by the secretary to each member of the management Committee for consideration at the monthly meetings.

60. **Duties.** The management Committee shall have the following duties :-

- (a) Generally to purchase, take on lease in exchange or hire or otherwise acquire for the purpose of the said Institute and movable property and in particular furniture, Institute and household effects, wines, tobaccos, stores, utensils, books newspaper, periodicals, musical instruments, fittings, apparatus, appliances and conveniences which the Committee may think necessary for the purpose of the Institute.
- (b) To make such arrangements for payment and discharge of all outstanding liabilities of the Institute as they may from time to time consider necessary including over draft from the bank (as an exception only).
- (c) To open banking account or accounts and to operate thereon. The Institute account/accounts will ordinarily be operated by the President and the Secretary jointly. There will be two signatures on the cheque. All receipts and payments will be by cheques only.

61. **Rules and bye-laws.** The Management Committee shall have powers from time to time to :-

- (a) Recommend amendment to the Bye-Laws (see Rule 9(a) for approval by EC and recommend amendments to the Rules 9(a) and Rule 45.
- (b) Make Bye-Laws not being inconsistent with those Rules and Bye-Laws or with any regulations or additions as may be determined upon at any meeting of the Committee for the management of the Institute and for the regularization of the entertainments and concerns of the Institute, as they shall think proper.
- (c)

- (d) The Management Committee will be empowered to suspend a member for infractions of the Rules and bye-Laws and disqualify him for using the Institute for any purpose.
- (e) All the Rules and Bye-Laws shall be displayed in a conspicuous place in the Institute.

### **Member's Annual Meeting**

62. A meeting of the Institute members to be known 'Members' Annual Meeting shall be held in the month of Dec each year or as soon thereafter as may be practicable.

63. The Management Committee shall fix a date for the Members' Annual Meeting and the same shall be notified to all members, as per the procedure to be laid down by the Management Committee in the Bye-Laws at least 21 days prior to date as fixed. Members desirous of placing points on the agenda shall submit the same, alongwith a brief, to the Secretary at list fifteen days prior to the date of 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 Management Committee with the approval of EC shall be the sole judge.
- (c) Being of a personal nature or casting undesirable aspersions on any officer member or staff of any other institute or body.

64. **Proceedings of Annual Meeting.** The proceedings of the Members Annual Meeting shall be for the following purposes :-

- (a) To receive the report of the Management Committee including the financial position.
- (b) To discuss the report.
- (c) To elect members to the Management Committee.
- (d) To transact/discuss any other business duly brought on the Agenda.

**Note.** The financial position of the Institute as referred to above shall be posted on the Notice Board at least 21 days prior to the date of the Members' Annual Meeting .

65. **Quorum at the Member's Annual Meeting.** Fifty members present in person shall be the quorum for the Annual General Body Meeting.

66. **Want of Quorum at Member's Annual Meeting.** If within half an hour of the time appointed for Members Annual Meeting, a quorum is not present, the meeting, if convened upon such requisition 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 at such adjourned meeting a quorum is not present, those member 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 Chairman 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 Member.

67. **Evidence of proceedings at the Annual Meeting.** At the Annual Members Meeting unless a poll is demanded by at least five members, a declaration by the Chairman that a resolution has been carried or carried by a particular majority or lost, or not carried by a particular majority and an entry to the 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.

68. **Poll.** 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 either at once or after an interval or adjournment or otherwise, and the result of the poll shall be deemed to be the resolution of the Meeting at which the poll was demanded.

69. **Adjournment of Member's Annual Meeting.** The Chairman of the 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. Any poll duly demanded on the election of the Chairman of the meeting or any question of adjournment shall be taken at the meeting.

70. **Adjournment of Poll.** 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.

### **Amendment of Rules and Bye-Laws**

71. These Rules may not be altered or added to except by the Governing Body of the Defence Services Officers' Welfare Fund.

72. When it is proposed to alter or rescind any of the Bye-Laws or to add thereto, a copy of the existing Rules and Bye-Laws (if any) and of the amendments and these will be considered at the meeting before the amendment of addition is decided, approval of the EC will be taken prior to the promulgation.

73. **Notice of Amendment by Members.** When a Committee member 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 Committing Meeting.

### **Accounts**

74. The Management Committee shall cause accounts to be kept of all sums 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.

75. **Books of Accounts.** The books of accounts shall be kept at the main office of the Institute or at such other place or place as the Committee think fit.

76. **Annual Accounts.** The Institute's financial year shall be from 01 Apr to 31 Mar each year or as determined by the Governing Body of the DSOWF from time to time.

77. **Auditing of Accounts.** Once at least in a year the accounts of the Institute shall be examined and the correctness of the income & expenditure account and balance sheet ascertained by one or more auditors. Tax exemption under the income tax clause will be initiated by the auditors and the same will be obtained by the Management Committee.

78. **Appointment of Auditors.** The auditor or auditors shall be appointed by the Executive Council of the DSOWF. Auditors' remunerations shall also be fixed by the Executive Council of the DSOWF.

79. **Remuneration of Auditors.** The remuneration of the auditors shall be fixed by the Executive Council.

80. **Duties of Auditors** 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 General Body Meeting at which the same are to be submitted and it shall be their duty to examine and to report to the Management Committee, with a copy to the Executive Council.

81. **Powers of Auditors**. 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.

82. **Closing of Accounts**. The annual Accounts of the Institute after audit will be passed by the Governing Body of the Association for information.

### **Financial Power of Various Committees**

83. The financial powers of various incumbents working for the Institute will be as under :-

<b>Ser No</b>	<b>Appointment</b>	<b>Single Transaction</b>	<b>Max in a month</b>
(a)	Executive Council	Beyond Rs 4 lac	Beyond Rs 20 lac
(b)	Management Committee	Rs 4 lac	Rs 20 lac
(c)	President*	Rs 1 lac	Rs 5 lac
(d)	Secretary	Rs 10,000/-	Rs 20,000/-

\* The above powers are in addition to standard monthly expenditure on outsourcing agencies and pay and allowances of staff.

84. **Copies of Rules and Bye-Laws**. A copy of the Rules and Bye-Laws made by the Committee shall be furnished to every member of the Institute. These rules are binding on all members and accordingly each member will certify acceptance of these rules in writing to Secy within 30 days. Should a member decline to accept these rules he can intimate the Secy to terminate his membership with refund of membership fee.

### **Review of Rules**

85. These rules may be reviewed after one year if necessary to factor in the experiences gained over the year.