



**INSTITUTE  
OF  
PUBLIC AUDITORS OF INDIA**

**MEMORANDUM AND RULES**

*August 2013*

## **INSTITUTE OF PUBLIC AUDITORS OF INDIA**

The Institute of Public Auditors of India is a body of professionals in the discipline of financial and performance auditing in the Government, public enterprises and public institutions, comprising mainly of the officers engaged in the audit of the Central and State Governments, public sector undertakings and autonomous bodies, and other bodies and institutions financed fully or partly by any Government of India. The Institute shall function under the overall guidance of the Comptroller and Auditor General of India, who will be the Patron of the Institute.

The Institute shall function as a society registered under the Societies Registration Act, XXI of 1860. All persons whose names are entered in the Register of Members at the time of registration of the Institute and have their names entered in the Register under the Rules and Regulations of the Institute, so long as they continue to have their names borne in the said Register, shall constitute a body corporate by the name of the Institute of Public Auditors of India and all such persons shall be known as Members of the Institute.

The Institute shall have perpetual succession and a Common Seal.

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**MEMORANDUM OF ASSOCIATION**  
**OF**  
**THE INSTITUTE OF PUBLIC AUDITORS OF INDIA**

**I. NAME**

The name of the Society shall be “The Institute of Public Auditors of India”, hereafter called the “Institute”.

**II. REGISTERED OFFICE**

The office of the Society shall remain in the National Capital Territory of Delhi and as at present, it will be at the following address:

Room No. 326,  
Office of the Director General of Audit,  
Central Revenues,  
Indraprastha Estate,  
New Delhi-110002

The Institute may constitute Regional Branches and Local Chapters in other places in the country as may be considered necessary by the Central Council, by absolute majority in voting, from time to time.

**III. Objects**

The aims and objects for which the Society is constituted are:

- (i) to advance the disciplines of public auditing, public finance, public sector accounting, and to foster financial control and accountability;
- (ii) to promote public education in the aforesaid disciplines;
- (iii) to contribute towards effective accounting and auditing arrangements in various areas of activities of Central and State Governments, public enterprises, public institutions, Government aided voluntary organizations, local bodies and authorities;
- (iv) to promote, plan, and assist actively, the concerned authorities towards establishment of sound systems of accounting, auditing and financial accountability in local bodies like Panchayati Raj Institutions, municipalities, etc. in the country;
- (v) to institute ex-officio memberships, honorary membership, associateships, fellowships, etc. for different categories of persons engaged in the specified disciplines;
- (vi) to bring out publications, journals, books, research papers, etc. on any subject connected with public auditing, accounting in public sector, public finance or any other allied subject;
- (vii) to undertake, organize, convene, conduct, hold, participate and facilitate studies, discussions, conferences, workshops, seminars, consultancy and research in matters relating to public auditing and to recommend, standards thereof;

- (viii) to promote the highest standards of professional competence and practice;
- (ix) to organize, finance and maintain schemes for studies and for conduct of professional examinations for the grant of diplomas, certificates and awards, subject to the regulations framed from time to time for the purpose; and to seek recognition for such examinations from appropriate authorities for the purpose of employment in Public Services and other organizations;
- (x) to undertake the founding, maintenance, aiding and endowment of prizes;
- (xi) to promote, compile and publish research studies and statistics;
- (xii) to furnish information to, and to facilitate the exchange of information and ideas amongst members by various means including publication of books, papers, journals, reports and proceedings, treatises or communications;
- (xiii) to establish and maintain a library or libraries;
- (xiv) to exercise professional supervision over the those members of the Institute who have obtained the certificate of practice from the Institute and to frame and establish rules for observance in all matters pertaining to professional practice by the members, and to establish professional standards to assist them;
- (xv) to collaborate and cooperate with other national or international professional associations or bodies, whether incorporated or not, whose objects are altogether, or in part, similar to those of the Institute;
- (xvi) to make grants, donations and subscriptions to other bodies whose objects are altogether or in part similar to those of the Institute; and
- (xvii)<sup>1</sup> *to undertake illustrative audit of accounts of any Central/ State Government Departments, Central/ State Public Sector Undertakings and any other Institution which can be categorized as a Public Fund on an agreed fee which may form the fund of the Institute to serve as a guide to future Public Auditors.*

#### **IV. MEANS TO ACHIEVE THE OBJECTS**

In furtherance of the aims and objects set out above and for achieving the same, the Institute shall have the following powers, viz.;

- (i) to accept gifts, grants, donations, bequests, subscriptions, endowments, movable or immovable property and/ or other assistance from any person, body corporate, Government or institution, within or outside the country and carry out any of the trusts attached thereon;
- (ii) to acquire, purchase, or take on lease or hire, on leave and licence or otherwise, temporarily or permanently, any movable or immovable property necessary or convenient for the furtherance of the objects of the Institute;
- (iii) to construct, maintain, alter, improve or develop any building or works necessary or convenient for the purposes of the Institute;
- (iv) to borrow and raise money with or without security or on the security by way of a mortgage, charge or hypothecation, or pledge over all or any of the movable or immovable properties belonging to the Institute or in any other

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<sup>1</sup> Added vide Central Council meeting held on 15<sup>th</sup> July 1999

manner and to pay interests, if any; for the furtherance of the objects of the Institute;

- (v) to sell, exchange or otherwise transfer or dispose of all or any property movable or immovable for the furtherance of the objects of the Institute;
- (vi) to formulate conditions of service for the staff of the Institute; and
- (vii) to do all such acts as are incidental or conducive to the attainment of all or any of the above objects.

#### **V. Incomes**

All incomes, earnings, movable and immovable properties of the Institute shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner, whatsoever, to the present or past members of the Institute or to any one or more of the personal claims on any movable or immovable properties of the Institute, or make any profits, whatsoever by virtue of his membership.

The Institute shall apply its income or accumulate it for application solely to the objects for which it is established.

#### **VI. The Institute is a Society under the Societies Registration Act XXI of 1860 (as applicable to the National Capital Territory of Delhi)**

The names, occupations and addresses of the first set of Members in the Central Council who shall be deemed to have been elected/ nominated and to whom the management of its affairs is entrusted as required under section 2 of the Societies Registration Act, 1860 as applicable to the National Capital Territory are given as below:

<b>Sl. No.</b>	<b>Name</b>	<b>Address</b>	<b>Occupation</b>	<b>Signature</b>
1.	Shri Dharam Vir	B.3.1. M.S. Flats, Sector XIII, R.K. Puram, New Delhi	Government Service	
2.	Shri Ramesh Chandra	265, Bashirat Ganj, Lucknow	Government Service	
3.	Shri B.P. Mathur	28, Jawahar Lal Nehru Road, Tagore Town, Allahabad	Government Service	
4.	Shri Samir Gupta	16/4B, Simlaipara Lane, Calcutta-700002	Government Service	
5.	Shri P.K. Lahiri	Block B, Flat 6 60/67 BT Road, Calcutta-700002	Government Service	
6.	Shri I.P. Singh	D-I/9, Rabindra Nagar, New Delhi-110003	Government Service	
7.	Shri T.S. Narasimhan	No.11, 1 <sup>st</sup> Cross Street, Ellamman Colony, Gopalapuram PO, Madras-86	Government Service	
8.	Shri B.M. Oza	28, Pathik Society, Ahmedabad-380013 (Gujarat)	Government Service	
9.	Shri Surinder Pal	C/o M/s Jati Ram Sita Ram Shahabad Markanda (distt. Kurukshetra, Haryana)	Government Service	
10.	Shri N.R. Rayalu	C/o Mr. V. Devanandam H.No. 46-	Government	



Sl. No.	Name	Address	Occupation	Signature
		19-4, Mandavaripeta, Dondaparathi, Visakhapatnam-530016	Service	
11.	Shri V. Ravindran	Elankath House, Elankom Gardens, Vellayambalam, Trivandrum-695010	Government Service	

**VII.** We the undersigned, are desirous of forming an Institute under the Societies Registration Act XXI of 1860 (Punjab Amendment Act, 1957) as extended to the NCT of Delhi and in pursuance of this Memorandum of Association put our hand and seal; this day of \_\_\_\_\_ 1995 at New Delhi.

Sl. No.	Name	Address	Occupation	Signature
1.	Shri Dharam Vir	B.3.1. M.S. Flats, Sector XIII, R.K. Puram, New Delhi	Government Service	
2.	Shri Ramesh Chandra	265, Bashirat Ganj, Lucknow	Government Service	
3.	Shri B.P. Mathur	28, Jawahar Lal Nehru Road, Tagore Town, Allahabad	Government Service	
4.	Shri Samir Gupta	16/4B, Simlaipara Lane, Calcutta- 700002	Government Service	
5.	Shri P.K. Lahiri	Block B, Flat 6 60/67 BT Road, Calcutta-700002	Government Service	
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9.	Shri Surinder Pal	C/o M/s Jati Ram Sita Ram Shahabad Markanda (distt. Kurukshetra, Haryana)	Government Service	
10.	Shri N.R. Rayalu	C/o Mr. V. Devanandam H.No. 46- 19-4, Mandavaripeta, Dondaparathi, Visakhapatnam-530016	Government Service	
11.	Shri V. Ravindran	Elankath House, Elankom Gardens, Vellayambalam, Trivandrum-695010	Government Service	

# RULES OF THE INSTITUTE OF PUBLIC AUDITORS OF INDIA

## 1. SHORT TITLE AND COMMENCEMENT

- (a) These Rules may be called the Institute of Public Auditors Rules, 1995.
- (b) They shall come into force from the date of registration of the Institute under the Societies Registration Act XXI of 1860 (Punjab Amendment Act, 1957) as extended to the National Capital Territory of Delhi.

## 2. DEFINITIONS

In these Rules, unless the context otherwise requires:

- (a) ‘Act’ means the Societies Registration Act XXI of 1860 (Punjab Amendment Act, 1957) as extended to the National Capital Territory of Delhi;
- (b) ‘Annual General Meeting’ means in the year of incorporation, the first meeting of the general body held after the registration of the Institute and in any other year, the first meeting of the general body, held on or after the first day of that financial year;
- (c) ‘Public Auditor’ means an Associate, Member or Fellow of the Institute;
- (d) ‘Business hours’ means the working hours of the office of the Institute;
- (e) ‘Certificate of Practice’ means a certificate granted to a member under these Regulations, entitling the holder to practice as a Public Auditor/ *Accountant*<sup>2</sup>;
- (f) ‘Financial year’ shall mean the accounting year of the Institute commencing on the first day of April and ending on the last day of March next year;
- (g) ‘Institute’ means the Institute of Public Auditors of India;
- (h) ‘Journal’ means the official Journal published by the Institute;
- (i) ‘Member’ means a member of the Institute and unless otherwise required by the context, shall include an honorary member, an associate member, an ex-officio member, or a fellow member of the Institute, admitted under the Rules and whose name is entered in the Register of members;
- (j) ‘Office’ means the Registered Office of the Institute;
- (k) ‘Registrar’ means the Registrar of Societies, New Delhi;
- (l) ‘Secretary’ means the Secretary of the Institute and includes any person acting as Secretary by the direction of the Central Council;
- (m) ‘Staff’ means the employees of the Institute engaged in education, training, research, consultancy or administration in the Institute or in its Regional Branches, Local Chapters or in any other unit of the Institute; and
- (n)<sup>3</sup> *‘Outside expert’ means an expert in a specific discipline and not a member of the Institute.*

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<sup>2</sup> Amended in AGM held on 26<sup>th</sup> October 2005

<sup>3</sup> Added vide AGM held on 26<sup>th</sup> October 2005

### **3. THE CENTRAL COUNCIL**

#### **3.01 Composition**

There shall be a Central Council of the Institute for the management of the affairs of the Institute. The Council shall consist of not more than 13 members as indicated below:

- (i) Representatives elected by secret ballot including postal ballot, where necessary, from amongst the eligible members of the Institute ..... ----- 7 (seven)
- (ii) Chairman of the Regional Branches/ Local Chapters to be represented on rotational basis in alphabetical order of the States ..... ----- not more than 4 (four)
- (iii) Members nominated by the Comptroller and Auditor General of India ..... ---- -- 2 (two)

Provided that in the case of election of Representatives under (i) above

- (a) No member shall be eligible for election or re-election to the Central Council unless he is a Fellow/ Member/ Member of the Institute and he is nominated by at least two other Fellow Members/ Members and such nominations are received by the Returning Officer appointed by the Council and within the time schedule notified by such officer.
- (b) Every candidate seeking election to the Central Council shall make a deposit of Rs.300 (Rupees Three Hundred only) or such other higher amount as the Council may by a Resolution in this behalf prescribe, and the amount of deposit will be refunded to him if he polls not less than one-tenth of the total votes cast.

#### **3.02 Office bearers**

##### *(i) Patron*

The Comptroller and Auditor General of India shall be the Patron of the Institute. The Patron will exercise such control on the affairs of the Institute as considered necessary by him for the furtherance of the objectives of the Institute. He will be entitled to issue appropriate general directions in this behalf and such directions shall be binding on the Institute.

##### *(ii) President*

The President of the Institute shall be elected by the Central Council from amongst the 7 elected representatives by secret ballot and shall hold office for a period of **three**<sup>4</sup> years. He shall exercise such powers and perform such duties as are conferred on him from time to time by the Central Council.

The President may direct any business to be brought before the Council or any committee of the Council for consideration.

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<sup>4</sup> Amended in AGM held on 26<sup>th</sup> October 2005

(iii) *Vice-President*

The Vice-President of the Institute shall be elected by the Central Council from amongst the 7 elected representatives by secret ballot and shall hold office for a period of **three**<sup>5</sup> years.

(iv) *Interim/ officiating arrangements*

If the office of the President is vacant by death, retirement, resignation or otherwise, or if for any reason he is unable to exercise his powers or duties of his office, the Vice-President shall act in his place, till a new President is elected. **He may be paid such remuneration as was being paid to the President**<sup>6</sup>.

The President or in his absence the Vice-President shall preside over the meetings of the Central Council and of the general body.

(v) *Treasurer*

The Treasurer of the Institute shall be elected by the Central Council from amongst the 7 elected representatives by secret ballot and shall hold office for a period of **three**<sup>7</sup> years.

The treasurer shall be in charge of the assets of the Institute and shall be responsible for rendering the audited annual accounts of the Central Council.

Proviso No person shall hold office as President/ Vice-President/ Treasurer for more than **one term of three years**<sup>8</sup> excluding the period served in casual vacancy, if any.

### **3.03 Operation of Bank Account**

The Treasurer, with the approval of the Executive Committee, may open one or more bank accounts in any nationalized scheduled bank to which all moneys received by, and on behalf of the Institute, shall be deposited. Any moneys upto an amount of **Rs.50,000.00**<sup>9</sup> (**Rupees Fifty Thousands only**) per transaction, required for the management of the day-to-day affairs of the Institute may be drawn from the above account by drawing cheques, signed jointly by the President and the Director (Admn.) of the Institute. Any moneys in excess of **Rs.50,000.00**<sup>10</sup> (**Rupees Fifty Thousands only**) per transaction, may be drawn from the above account by drawing cheques signed jointly by any two of the following:

- |                        |              |
|------------------------|--------------|
| 1. Treasurer,          | 2. Secretary |
| 3. Vice-President, and | 4. President |

### **3.04 Committees of the Council**

The Central Council shall constitute from amongst its members the following standing committees, viz.;

- (i) Executive Committee
- (ii) Disciplinary Committee

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<sup>5</sup> Amended vide AGM resolution dated 26<sup>th</sup> October 2005

<sup>6</sup> -do-

<sup>7</sup> -do-

<sup>8</sup> -do-

<sup>9</sup> Amended on 26<sup>th</sup> October 2005

<sup>10</sup> -do-

### **3.04.1 Executive Committee**

The Central Council may constitute an Executive Committee consisting of the following members to which the Council may delegate from time to time such of the powers, as it may deem fit, for the day to day administration of the Institute.

- (i) President
- (ii) Vice-President
- (iii) any one from the elected members, to be elected by the Council by a simple majority

Secretary of the Institute shall function as the Secretary of the Executive Committee and shall keep minutes of the meetings of the Committee.

### **3.04.2 Disciplinary Committees**

The Disciplinary Committee shall consist of the President, Vice-President and 3 other Members, one of whom shall be a member nominated by the C&AG and the other two elected by the Council. The Disciplinary Committee shall be responsible for considering all instances of reported misconduct by the members of the Institute, especially by those holding certificates of practice in accordance with the rules and procedure regulating the professional and moral conduct of the members of the Institute and make recommendations to the Central Council for appropriate action.

### **3.05 Term of office of the members of the Central Council**

The term of office of the elected members of the Central Council shall ordinarily be for a period of *three*<sup>11</sup> years from the date of its constitution. The members of the Central Council shall, however, be eligible for re-election.

### **3.06 Resignation of a member of the Council**

A member including office-bearers (other than the President) may resign his seat from the Central Council by giving a letter to that effect under his own hand addressed to the President for acceptance, and the resignation shall take effect from the date of such acceptance by the President. The President may resign from his office by giving a letter of resignation to the Vice-President, which shall be placed before the next meeting of the Central Council and on acceptance by the Central Council it shall become effective.

### **3.07 Casual Vacancy**

Any casual vacancy amongst the members of the Central Council arising from death, resignation or otherwise shall be filled in by nomination by the Central Council in its meeting and any member so nominated shall hold office for the unexpired portion of the term of the member in whose place he is nominated.

### **3.08 Meetings of the Central Council**

Meeting of the Central Council shall be held at the Institute premises or at a pre-determined place in New Delhi as decided by the President or in his absence by the Vice-President as and when necessary, subject to at least one meeting being held once in every three months and shall be convened by the Secretary with the approval of the President/ Vice-President.

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<sup>11</sup> Amended vide resolution passed in AGM on 26<sup>th</sup> October 2005

### **3.09 Notice**

Notice of at least 15 days shall be given to the members for convening the meeting of the Central Council provided that the required notice *period*<sup>12</sup> can be waived *in exceptional circumstances by the President if considered necessary by him in the exigencies of work*<sup>13</sup>.

### **3.10 Quorum**

The quorum for the meeting of the council shall be five or one third of the effective membership, whichever is less.

### **3.11 Adjourned meetings**

If there is no quorum at the expiration of fifteen minutes after the time fixed for the meeting, the meeting shall be adjourned to *another such time on the same day or*<sup>14</sup> such other date as the Chairman may fix. No quorum shall be necessary for a meeting held as above, after adjournment of an earlier meeting for want of quorum.

### **3.12 Travelling allowance**

Members of the Central Council will be paid daily allowance and travelling allowance for attending meetings of the Central Council at such rates as may be fixed by the Council from time to time. Members will not be eligible for any sitting fee for attending the meeting of the Council.

### **3.13 Chairman**

The President, or in his absence the Vice-President or in the absence of both, a member elected by the members present shall act as Chairman of the meeting.

### **3.14 Decision at meetings**

Question arising at meeting of the Central Council shall be decided by simple majority unless otherwise required by these regulations. In the event of equality of votes at the Central Council meetings, the Chairman shall have a Second or Casting vote.

### **3.15 Minutes**

The minutes of all proceedings of the Central Council and of its committees shall be entered in the Minutes Book and shall be signed by the Chairman of the meeting at which the proceedings were held, or by the Chairman of the next succeeding meeting and such minutes shall be evidence of the proceedings. The Minutes Books shall be kept at the registered office of the Institute and shall, during office hours, be open to inspection by any member free of charge.

### **3.16 Powers, Duties and Functions of the Central Council**

Subject to the control and direction of the general body, the Central Council shall be responsible for the management and administration of the affairs of the Institute, in accordance with the Rules and Regulations, for the furtherance of its objects and shall have all powers which may be necessary or expedient for the purpose; and more particularly,

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<sup>12</sup> Amended vide resolution passed in AGM on 26<sup>th</sup> October 2005

<sup>13</sup> -do-

<sup>14</sup> -do-

- (i) to manage and supervise the affairs of the Institute and its properties and to incur expenditure required for the purpose;
- (ii) to make rules and regulations for the proper conduct and functioning of the Institute;
- (iii) to receive grants, gifts, loans subscriptions, donations, frees and other charges or other financial contributions in cash and securities and of any property, either movable or immovable, from within the country or outside, subject to prevailing laws, and to invest and deal with funds and moneys of the Institute and to vary, alter or transfer such investments from time to time, including acquisition, purchase, sale, lease, hire or any other transaction of movable and immovable property in a manner most beneficial to the interest of the Institute;
- (iv) to approve the agenda for the Annual General Body Meeting;
- (v) to select and appoint such officers and staff as may be necessary for the efficient management of the affairs of the Institute and to regulate the conditions of their recruitment and service;
- (vi) to appoint committee or committees as and when necessary for dealing with matters connected with professional developments, and any advisory function, with such powers as the Council may deem fit, and to fix their terms of reference;
- (vii) to make, and from time to time, alter the regulations pertaining to the management of the Institute provided that the same shall not be inconsistent with the Memorandum of Association and the Articles of Association of the Institute.
- (viii) to delegate any of the powers (other than those to be exercised by the council in its meetings and by voting) of the Council to any office bearers, committees and employees of the Institute;
- (ix) to negotiate and enter into agreements and contracts on behalf of the Institute and to vary, rescind or amend such contracts in any manner and also to appoint a member to execute and register the documents;
- (x) to sue and defend all legal proceedings on behalf of the Institute;
- (xi) to prescribe syllabi and make regulations for the conduct of such examinations as may be deemed necessary and to award Certificates/ Diplomas to the successful candidates;
- (xii) to lay down the terms and conditions on which the candidates are to be selected for undergoing various development activities;
- (xiii) to admit, remove, suspend and expel a member (other than ex-officio/ nominated members) and to confer honorary membership to any person it may consider fit;
- (xiv) to prepare and execute detailed programmes for furtherance of the objects of the Institute;
- (xv) to fix, authorize, delegate or limit the powers of incurring financial expenditure to sub-committees, office bearers and employees of the Institute;
- (xvi) to form and supervise the functioning of the Regional Branches/ Local Chapters;

- (xvii) to recognize any Departmental Examination conducted by the CAG of India or the Central and State Governments or any other authority for the purpose of admission as Member of the Institute;
- (xviii) to prepare, approve and present to the General Body, the annual accounts report and audit statement of each year;
- (xix) to lay down the procedure for election of members to the Central Council, Regional Branches and Local Chapters;
- (xx) to do all other acts, deeds and things for the fulfillment, furtherance and the promotion of the interests of the Institute and its objects; and
- (xxi)<sup>15</sup> *to engage outside experts, who are not members of the Institute, for specific tasks and to advise/ assist in the assignments.*

#### **4. MEMBERSHIP**

##### **4.01 Register**

The Register of Members of the Institute shall be maintained in the Proforma prescribed for the purpose.

##### **4.02 Qualification for Members**

The following person or persons shall be eligible for being admitted as member of the Institute:

- (i) Any person who is or was employed as an officer in the Indian Audit and Accounts Service as a direct recruit and has rendered not less than five years service.  
Any officer who is promoted to the Indian Audit and Accounts Service from the date of his promotion.
- (ii) Any person who is or was employed as Accounts Officer or Audit Officer or in any equivalent or higher grade in the Indian Audit and Accounts Department and has rendered not less than 10 years in that grade; and has qualified an examination recognized by the Central Council.
- (iii) Any person who is or was employed as an officer of an established Accounts Service of the Government of India and has served at a level and drawn salary at a post equivalent to that of an Accountant General in the Indian Audit and Accounts Department.
- (iv) Any person who has been an associate members of the Institute for not less than five years.

##### **4.03 Qualification for Associate Members**

The following person or persons shall be eligible for being admitted as Associate Members of the Institute:

- (i) Any person who joins the Indian Audit and Accounts Service from the date of his joining.
- (ii) Any person who is or was employed as Accounts Officer or Audit Officer or in any equivalent or higher grade in the Indian Audit and Accounts

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<sup>15</sup> Added vide resolution passed in AGM dated 26<sup>th</sup> October 2005



Department and has rendered not less than **five years** in that grade **or** rendered ***continuous combined service of 15 years as AO and AAO*** and has qualified at an examination recognized by the Central Council shall be eligible for being admitted as Associate Member of the Institute<sup>16</sup>.

- (iii) Any person who qualifies himself at the final examination which may be conducted by the Institute by securing such percentage of marks as may be prescribed by the Institute, as a necessary qualification for becoming its member, in accordance with the rules and regulations, which may be framed by the Central Council from time to time.
- (iv) Any member of an established Accounts Service of the Government of India, who has put in ten years service.  
  
Any officer of the established Indian Revenue Service who has served at a level and drawn salary at a post equivalent to that of an Accountant General in the Indian Audit and Accounts Department.
- (v) Any person who has functioned in Audit, Accounts and Finance related area in a Public Sector Enterprise and has put in ten years service in an executive grade.
- (vi) Any person who has functioned at an academic or training institute of repute at a level not below the rank of a Professor/ Associate Professor in Accounts, Audit and Finance related area.

Provided that the Central Council may, in appropriate class or category of persons, relax the minimum qualifications and the period of experience in respect of the persons having the following qualifications:

Members of the

- (a) The Institute of Chartered Accountants of India;
- (b) The Institute of Costs and Works Accountants of India;
- (c) The Institute of Company Secretaries of India;
- (d) Institute of Chartered Financial Analysts;
- (e) MBAs in finance stream from an IIM or an equally reputed management institute with five years post qualification experience.

#### **4.04 Other Classes of Membership**

In addition to the Members and the Associate Members there shall be following classes of membership of the Institute designated respectively as ex-officio Members, Fellow Members and Honorary Members.

(i) *Ex-officio Members*

A person co-opted/ nominated to the Central Council by the Comptroller and Auditor General of India shall be deemed to be full-fledged member of the Institute so long as he continues to be the member of the Central Council.

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<sup>16</sup> Added as approved in 15<sup>th</sup> Annual General Meeting held on 20<sup>th</sup> September 2012.

(ii) *Fellow Members*

Any *life*<sup>17</sup> member *of the Institute*<sup>18</sup> with a standing of *three*<sup>19</sup> years shall be eligible for advancement to the Fellowship of the Institute and on *an*<sup>20</sup> application by such member, the Central Council *after considering the contribution made by the members to the objectives of the Institute*<sup>21</sup> may by a majority of three-fourths of the members present and voting admit him as Fellow of the Institute.

(iii) *Honorary Members*

The Central Council may by majority of three-fourths of the members present and voting confer honorary membership to the following persons:

- (a) a person who has distinguished himself in public auditing, accounting or financial management in the Central or State Governments; and
- (b) a person who has, in the opinion of the Central Council, made significant contribution towards the promotion of the objects and purposes for which the Institute is constituted.

#### **4.05 Voting Rights**

Each Member, Ex-Officio Member and Fellow Member of the Institute shall have the right to vote in the meetings of the General Body and the election of office bearers. The Associate Members and the Honorary Members shall not have the right to vote.

#### **4.06 Application for Membership**

- (i) Every person who desires to have his name entered in the Register of Members as a Member, Associate or Fellow shall submit to the Secretary an application in the prescribed form.
- (ii) The applicant shall furnish such particulars as the Secretary or the Central Council may at any time require from him for the purpose of considering his application.

#### **4.07 Terms of Elections of Members**

- (i) Elections of Members or Associate members or Fellow Members shall be the exclusive privilege of the Central Council. The Central Council shall, at its discretion and subject to the Rules and Regulations, determine as to the election of the applicant and its decision not to elect any applicant shall be final and the Central Council shall not be bound to give any reason for such decision.
- (ii) Every applicant shall, upon applying for Fellow membership, membership or associate membership, sign an undertaking to observe the provisions of the Rules and Regulations of the Institute and to adhere to the code of conduct and professional ethics laid down from time to time by the Institute.
- (iii) Every Member, Associate or Fellow shall, from time to time notify to the Secretary the address of his place of business or residence and such address shall be deemed to be his registered address.

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<sup>17</sup> Amended vide Central Council meeting dated 15<sup>th</sup> July 2002

<sup>18</sup> -do-

<sup>19</sup> -do-

<sup>20</sup> -do-

<sup>21</sup> -do-

#### **4.08 Entrance Fee**

Every person applying for membership/ *associate membership/ fellow membership*<sup>22</sup> of the Institute shall pay an entrance fee of Rs.250 (Rupees Two Hundred Fifty only) or such other fee as may be prescribed by the Central Council from time to time.

#### **4.09 Annual Subscription**

An Associate Member shall pay an annual membership fee of Rs.100 (Rupees One Hundred only). A Member shall pay an annual membership fee of Rs.150 (Rupees One Hundred Fifty only). A Fellow of the Institute shall pay an annual membership fee of Rs.200 (Rupees Two Hundred only). The Annual Membership fee shall become due as on 1<sup>st</sup> April in each year and shall be payable within three months from that date provided further that if any Associate Member pays a lumpsum of Rs.1,000 (Rupees One Thousand only) and a Member pays a lumpsum of Rs.1,500 (Rupees One Thousand Five Hundred only) and a Fellow pays a lumpsum of Rs.2,000 (Rupees Two Thousand only) at the time of admission to the membership or at any other future date, no further annual membership fee shall be payable by him.

*At the time of change of category of membership difference between the lumpsum subscription for the upgraded category and that for the existing category may be charged. Entrance fee need not be charged again*<sup>23</sup>.

#### **4.10 Certificate of Membership**

On an application for Membership being accepted by the Central Council, the applicant's name shall be entered in the Register of Members and a Certificate of Membership in the appropriate form shall be issued by the Central Council under the seal of the Institute. An applicant when so admitted may denote his membership as a Member/ Associate/ Fellow of the Institute by the use of the designation, "Member of the Institute of Public Auditors (MIPA)", "Associate Member of the Institute of Public Auditors (AMIPA)", or "Fellow of the Institute of the Public Auditors (FIPA)" as the case may be.

A member whose name has been removed from the Register under the regulations shall surrender forthwith the Certificate of Membership then held by him to the Secretary. Further, on such removal from the Register, such persons shall cease to be eligible to use the designation MIPA/ AMIPA/ FIPA forthwith.

#### **4.11 Cancellation of Membership**

Except in the case of Patron and Ex-officio members nominated by CAG, the non-payment of annual membership fee after the expiry of three months from the date on which it becomes due will render the name of the defaulter liable to be removed from the Register of Members. The Institute shall, however, issue a registered notice to the defaulter informing him of the proposal to remove his name from the Register and may also publish his name in the Journal, as and when published, though such intimation shall not be obligatory on the part of the Institute. Removal of the name of any person from the Register shall be communicated to him in writing by Registered Post to the address entered in the Register and also be published in the Journal as and when published.

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<sup>22</sup> Amended vide Central Council resolution dated 15<sup>th</sup> July 2002

<sup>23</sup> Amended vide Central Council meeting held on 15<sup>th</sup> July 2002

#### **4.12 Restoration of Membership**

- (i) A person whose name has been removed from the Register or stood removed from the Register of Members for non-payment of fee, may apply in the appropriate form to the Central Council for restoration of his name in the Register, if he is otherwise eligible for the membership of the Institute.
- (ii) Such person shall also pay to the Institute before such restoration,
  - (a) the restoration fee of Rs.250; and
  - (b) the admission fee and other dues, if any, the arrears of annual membership fee, due to the Institute for previous years, if any, and the annual membership fee for the year in which he seeks restoration, if any, subject to a maximum amount of Rupees four hundred only.
- (iii) on receipt of his application for restoration of his name in the Register and the dues, if any, as provided in sub-regulation (ii) the Central Council may restore his name in the Register from the date of removal or from such other date as it deems fit.
- (iv) on acceptance of application for restoration, the restoration of name in the Register shall be communicated in writing to the person concerned and may also be published in the Journal.

#### **4.13 Certificate of Practice**

- (a) A member of the Institute may apply to the Central Council in the appropriate form for the issue of a Certificate of Practice as a Public Auditor/ *Accountant*, anywhere in India, provided that if he has acquired membership of the Institute by virtue of holding a position under the Central or State Government or is in employment under any organization in the public or private sector, he should have resigned or retired from the said service or employment, as the case may be, at the time of submitting the application.
- (b) The Central Council may regulate the procedure, eligibility, initial and renewal fee and other conditions by making separate regulations in this regard.

#### **4.14 Cancellation of Certificate of Practice**

- (i) A certificate of Practice shall be cancelled permanently or for a specified period when:
  - (a) the name of the holder of the certificate is removed from the Register of Members; or
  - (b) the Central Council is satisfied that such certificate was issued on the basis of incorrect, misleading or false information provided by the applicant or by mistake or inadvertence on the part of the Central Council; or
  - (c) the member has ceased to practice and informs the Institute accordingly; or
  - (d) the member has not paid the annual certificate of practice fee within three months of the first day of April of that year.

- (e) the Central Council is satisfied that the member has resorted to unethical or immoral conduct or if any professional misconduct is established against him after due investigation.
- (f) the member has taken up employment under any organization in Government public or private sector.

Provided that before cancelling his certificate under clause (b), (d), (e) and (f) reasonable opportunity to explain his case shall be given to the member.

- (ii) The cancellation of a certificate shall be effective:
  - (a) in a case falling under clause (a) of sub-regulation (i) from the date on which and during the period for which the name of the holder of the certificate was removed from the Register of Members; and
  - (b) In any other case, from such date and for such period as the Central Council may determine.
- (iii) When a certificate is cancelled, the date from which and the period for which the certificate shall stand cancelled shall be communicated by the Institute in writing by registered post to the member concerned at the address entered in the Register and may also be published in the Journal.

#### **4.15 Restoration of Certificate of Practice**

- (i) A member whose Certificate of Practice has been cancelled may apply for its restoration if he is otherwise eligible for such restoration, by paying the arrears of the annual certificate fee for the previous years, if any, and the annual certificate fee for the year in which restored.
- (ii) The Central Council may, on receipt of such application and the dues, if any, restore the certificate of practice from the date of its cancellation or from such other date as it deems fit.
- (iii) On acceptance of the application for restoration, the restoration of Certificate of Practice shall be communicated in writing to the person concerned and may also be published in the Journal.

#### **4.16 Resignation**

If any member shall leave at or send by post to the office of the Institute a notice in writing signed by himself and addressed to Secretary stating that he wishes to resign as a member, he shall thereupon cease to be a member from the date when such notice has been received in the office, and accepted by the President.

#### **4.17 Cessation of Membership**

A member shall *ipso facto* cease to be a member of the Institute on his death, on his being adjudged by a court of competent jurisdiction as an insolvent, or of unsound mind; or on his conviction of an offence involving moral turpitude; or on his becoming permanently incapacitated from performing the functions of a member.

#### **4.18 Suspension and Expulsion**

If in the opinion of the Central Council, any member is or has been guilty of dishonorable or unprofessional conduct or of conduct prejudicially affecting the welfare of the Institute, he may be suspended from membership for such period as the Central Council may determine or may be expelled from membership. Such decision

shall be taken by the Central Council in its meeting, only after giving an opportunity to the affected member being present and heard in his defence. No member shall be suspended or required to resign his membership or be expelled from membership except by a resolution passed by not less than three-fourths of the members of the Central Council present and voting at the meeting. The ex-officio members nominated by the Comptroller & Auditor General of India shall not, however, be liable for any action under this clause, and the Institute shall have no authority to initiate any action under this clause against them. The Central council may, however, in any specific case, if required so, requested by a two-third majority to the Patron to withdraw his nomination and appoint another person in his place.

## **5. GENERAL BODY MEETINGS**

### **5.01 General Body**

The General Body of the Institute shall be composed of its members (including the Patron) – Honorary Members, Ex-officio Members, Members, Associate Members and Fellows Members.

### **5.02 Annual General Meeting**

#### *(i) Notice*

The annual general meeting shall be called by the President on or before the 30<sup>th</sup> September of every year after giving a notice of at least 21 days (date of notice and date of meeting excluded). The notice shall contain the date, time, place and general nature of business to be discussed in such meetings.

#### *(ii) The Central Council shall approve and arrange for the issue of agenda for each general meeting which shall include the following items to be transacted:*

- (a) Confirmation of the minutes of the last meeting;*
- (b) Consideration of the Annual Report and the audited Statements of Accounts for the year ended 31<sup>st</sup> March of that year;*
- (c) Appointment of auditors for the financial year commencing on the 1<sup>st</sup> April of the same year and fixation of their remuneration;*
- (d) **The budget estimates approved by the Central Council before commencement of the financial year to which the budget estimates relate and expenditure incurred accordingly. The budget so approved may be put up to the Annual General Body for information;**<sup>24</sup>*
- (e) Other business in the agenda; and*
- (f) Such other business as may be brought forward with the permission of the Chairman.*

#### *(iii) Chairman*

The President or in his absence the Vice-President and in the absence of both, one of the members elected by those present shall act as Chairman at the meeting.

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<sup>24</sup> Amended vide Central Council resolution dated 4<sup>th</sup> April 2002

(iv) *Quorum*

Fifty members or one-third of the total members of the Institute, (including the President) whichever is less, shall form a quorum. If there be no quorum, the meeting shall stand adjourned to the same time, the same day of the next week or such other date and time as may be decided by the Central council and notified. There shall be no requirement of quorum for the adjourned meeting.

**5.03 Extraordinary Meeting**

The Patron or the President may on his own accord or if requested to do so by requisition in writing by not less than one-fifth of the members shall by giving a notice of at least one month convene a special meeting of the general body within one calendar month of the receipt of the requisition at such time, date and place as he may deem fit. No business other than that stated in the notice shall be transacted in such meeting.

**5.04 Minutes**

The Institute may cause minutes of every General Meeting to be recorded within 30 days of conclusion of every such meeting in the book kept for the purpose with its pages consecutively numbered. Every page of the Minutes shall be initialed and the last page signed and dated by the Chairman of the said meeting within the aforesaid time limit or in the event of his death or inability, by a member of the Council duly authorized for the purpose. The Minutes Book shall be kept at the Registered Office and shall be open for inspection by any member during business hours.

**6. REGIONAL BRANCHES AND LOCAL CHAPTERS**

The Institute may have as many Regional Branches and Local Chapters as decided by the Central Council to be necessary to be established in the pursuit of the objects of the Institute. The Regional Branches shall have a Regional Council each, established on the pattern of the Central Council, the composition of which shall be determined by the Central Council. Each Regional Council shall also have a President, Vice-President and Treasurer elected by the members and Fellows of the Regional Council in the same manner as per the provisions applicable to the Central Council. The Central Council may issue detailed rules and regulations regarding the conduct of the affairs of the Regional Branches, election of members of the Regional Councils and office bearers, provisions regarding meetings, delegation of powers and responsibilities, etc. which shall be binding on the Regional Councils.

**7. SECRETARIAT**

**7.01 Appointment of Secretary**

The Council shall appoint a member of the Institute as Secretary, who shall hold office during its pleasure and who shall receive such remuneration as the Council may, from time to time, determine.

**7.02 Duties of the Secretary**

*The Secretary shall be responsible for all duties as assigned to him by the Central Council. He shall also attend all meetings of the Council and its Committees keep minutes of their proceedings and ensure that the applications for election to*

*membership and the recommendation are in the form prescribed and that all prescribed notices are duly sent to the members of the Council and Committees. The Secretary shall be authorized to sue and be sued on behalf of the Institute.*<sup>25</sup>

### **7.03 Staff**

The Council shall also appoint and pay such other staff as may, in their opinion, be required for the business of the Institute and may determine the terms and conditions of appointments of such staff. The Secretary shall have control over all staff of the Institute.

## **8. ACCOUNTS AND AUDIT**

### **8.01 Funds**

The income of the Institute will accrue primarily from entrance fee, annual membership fee, fee from issue of Certificate of Practice, donations, gifts, grants, publications, etc. and the same shall be utilized for the promotion of the objects of the Institute as contained in the Memorandum of Association.

### **8.02 Books of Accounts**

The Council shall cause proper books of accounts to be maintained and kept in respect of all sums of money received and expended by the Institute and the matters in respect of which the incomes and expenditures take place and of the assets and liabilities of the Institute.

After the expiration of each financial year, the income and expenditure account and a Balance Sheet shall be prepared in the manner prescribed by the Council. The financial year of the Institute shall be April to March each year.

### **8.03 Audit**

The Income and Expenditure Account and the Balance Sheet as approved by the Council in its meeting shall be audited by *a firm of Chartered Accountants to be appointed by the General Body in the AGM. The remuneration to be paid will also be fixed in the AGM*<sup>26</sup>.

### **8.04 Adoption of Audit Accounts**

Before the expiry of six months from the date of closing of the financial year, the annual accounts duly signed by the President, Secretary and the Treasurer of the Council together with the Audit Report thereon, shall be placed before the Annual General Meeting of the Institute, for adoption. An authenticated copy of the Annual Accounts and the Audit Report shall be filed with the Registrar of Societies. The Accounts shall also be open for inspection by members free of charge during business hours.

### **8.05 Financial Year**

The financial year of the Institute shall be from the first day of April to 31<sup>st</sup> of March of the following calendar year.

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<sup>25</sup> Amended vide resolution in AGM held on 26<sup>th</sup> October 2005

<sup>26</sup> Amended vide Central Council meeting dated 3<sup>rd</sup> January 2000



## **8.06 Budget**

The Budget of estimated receipts and expenditure shall be prepared every year and placed before the General Body before the commencement of the financial year.

## **9. AMENDMENT**

Any amendment in the Memorandum and Rules and Regulations will be carried out in accordance with section 12 and 12A of Societies Registration Act, 1860, as applicable to National Capital Territory of Delhi.

## **10. LEGAL PROCEEDINGS**

The society may sue and be sued in the name of the President/ Secretary as per the provisions laid down in Section 6, of the Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi.

## **11. DISSOLUTION**

If the society need to be dissolved, it shall be dissolved in accordance with the provisions laid down under section 13 and 14 of the Societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi.

## **12. ANNUAL LIST**

Once in every year, list of the members of the Council shall be filed with the Registrar of Societies as required under Section 4 of the Societies Registration Act of 1860 (Punjab Amendment Act, 1957) as extended to the National Capital Territory of Delhi.

The Council may prepare at least once in two years, a list of members of the Institute and circulate it to the members for reference.

## **13. THE SEAL**

The common Seal of the Institute shall not be affixed to any instrument except with authority of a resolution of the Council, and save as otherwise directed by the Council, by the President or in his absence, the Vice-President. Any document which bears the seal of the Institute shall be signed on behalf of the Society by the Secretary or a member of the Central Council authorized in this behalf by a resolution passed by the Central Council.

## **14. APPLICATION OF THE ACT**

All the provisions under all the sections of the Sections of the Societies Registration Act, 1860 as applicable to National Capital Territory of Delhi, shall apply to this society.

**15. ESSENTIAL CERTIFICATE**

Certified that this is the correct copy of the Rules and Regulations of the society.

**DHARAM VIR**  
**President**

**B.M. OZA**  
**Secretary**

**V. RAVINDRAN**  
**Treasurer**

# **Institute of Public Auditors of India**

Room No. 223, 2<sup>nd</sup> Floor, 'C' Wing, AGCR Building, I.P. Estate, New Delhi-110002

Ph.: 23702330, 23702290, 23702369 & 23454326 Fax: 23702295

E-mail: [ipai.hq@gmail.com](mailto:ipai.hq@gmail.com) Website: [www.ipaiindia.org](http://www.ipaiindia.org)

## **APPLICATION FOR MEMBERSHIP**

1. Name of Applicant	
2. Date of Birth	
3. Date of retirement	
4. Nationality	
5. Address: (Official)	
(Residential)	
6. (i) Telephone No. (Mobile as well as landline)	
(ii) E-mail ID:	
7. Academic Qualifications:	
8. Professional Qualifications:	
9. Class of Membership applied for:	<b>Member/Associate/ Fellow</b>
10(a) For IA&AS Officers, Please indicate: (i) Date of Joining IA&AS (DR) (ii) Date of promotion to IA&AS for Sr.AOs:	
10(b) For AOs/Sr.AOs in IA&AD, please indicate: (i) Name of the office: (ii) Year of passing SOG Examination (iii) Date of promotion as • AAO • AO/Sr.AO	
10(c) For Officers of an established Accounts Service of the Gol, please indicate: (i) Name of Service: (ii) Date of Joining Service	
10(d) For officers of Indian Revenue	

<p>Service, please indicate:</p> <p>(i) Name of the Stream, i.e., Income Tax or Excise &amp; Customs</p> <p>(ii) Date of Joining Service</p> <p>(iii) Date of taking over in a grade equivalent to that of an A.G. in the IA&amp;AD</p>	
<p>10(e) For officer of a PSU, please indicate:</p> <p>(i) Date of joining service in Finance, Accounts &amp; Audit Stream.</p> <p>(ii) Date of promotion to an Executive Grade</p>	
<p>10(f) If you are from Academic field or functioned as an academic or at a training institute of repute, please indicate:</p> <p>(i) Name of the institute</p> <p>(ii) Date of promotion as Associate Professor/ Professor in Accounts, Audit and Finance related areas</p>	
<p>11. In which activity of the Institute you may like to participate (according to your capabilities/ strength):</p>	<p>(a) Study Groups</p> <p>(b) Journal</p> <p>(c) Research Projects</p> <p>(d) Training</p> <p>(e) Consultancy</p> <p>(f) Any other activity</p>
<p>12. Please state your experience in specialised field of auditing, which in your opinion, may be useful to the Institute, e.g.</p>	<p>(a) Certification Audit</p> <p>(b) Government Accounting</p> <p>(c) Appropriation Audit</p> <p>(d) Works Audit</p> <p>(e) Performance Audit</p> <p>(f) Audit of Receipts</p> <p>(g) Training</p> <p>(h) Expenditure Audit in Specialised areas, like Railways, Defence Services, Posts &amp; Telecommunications, Development Expenditure, etc.</p>
<p>13. Amount of Subscription paid</p>	<p>Rs. _____ paid vide DD/Cheque No. _____</p> <p>Date-----</p> <p>Name of Bank:</p> <p><b><i>(For life member, one time subscription is</i></b></p>

<b>Rs.1,750 and for Associate member: one time subscription is Rs.1,250)</b>
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14. **Declaration:**

I hereby declare that the information given by me in this application is correct. I have read the Memorandum and Rules of the Institute (available on the website of the Institute- [www.ipaiindia.org](http://www.ipaiindia.org)) and I undertake to abide by these Rules and Regulations. I further undertake to adhere to the enclosed Code of Conduct and the Professional Ethics laid down by the Institute.

**Dated** .....

**Signature of the Applicant**

.....

**Instructions to the Applicants:**

1. Where the space provided is not adequate, you can furnish additional information on an attached sheet.
2. Payment of membership fee does not entitle the applicant to membership rights. Membership commences from the date of admission as a member by the Executive Committee in exercise of powers delegated by the Central Council.
3. Crossed multi city cheques/ demand drafts may please be drawn in favour of ***“Institute of Public Auditors of India, New Delhi”***.

## **Code of Ethics to be followed by Members of IPAI**

### **1. Preamble**

These code of ethics would be applicable to all members, existing or new, and will also be made an integral part of the membership applications to be signed by all members. Violations of these codes may lead to disciplinary actions resulting in expulsion from the membership of the Institute in extreme cases.

### **2. Basic Postulates**

The member will abide by the following fundamental principles, which will govern his relations with clients, Institution and others:

#### **Integrity:**

The member's behaviour should be straightforward, honest and sincere in his approach to work.

#### **Confidentiality:**

The member should respect the confidentiality of information acquired during the course of his assignment and should not disclose any such information to others without specific authority.

#### **Technical Standard:**

A member should carry out his given assignment in accordance with technical and professional standards relevant to that assignment.

#### **Ethical behaviour:**

A member should conduct himself in a manner consistent with the reputation of the Institute and refrain from any conduct, which might bring discredit to the Institute.

### **3. Specific Code of Ethics that will be binding on a member**

- (a) A person when he becomes a members of the Institute shall be bound by the Institute's Memorandum and Rules and regulations or orders issued from time to time.
- (b) A person when he becomes a member shall come within the administrative control of the Chapter of the State/ Region and shall keep in touch with the H.Qrs through his Chapter.
- (c) The Chapter/ H.Qrs will be assigning any project work received by it to a member who may be capable of doing justice to the work based on his abilities/ knowledge of the work. Decision of the President of the Chapter/ H.Qrs shall be final.
- (d) A member cannot solicit clients (authorities/ bodies/ organizations) for any projects/ works either directly or indirectly. If such a project/ work is under negotiation with any agency or has been offered to IPAI.
- (e) Projects, if any, comes to the knowledge of a member through the Chapter cannot be accepted by the member directly/ by any backdoor method.
- (f) A member after executing an assignment shall submit all the records generated during the project to the team leader who in turn will submit them to the chapter/ H.Qrs alongwith the study report. Institute or the client organization will have the ownership rights of such reports.
- (g) All the study reports, etc. are the property of the Institute and its contents cannot be used by any member in his individual capacity in any other study/ workshop/ seminar, etc.

**4. Misconduct**

A member who fails to observe the above Code of Ethics will be guilty of misconduct and shall be liable to disciplinary action on being reported by the chapter/ any member to the H.Qrs of the Institute. The Disciplinary Committee would be authorized to deliberate the case and recommend to the Central Council any action it deems fit to be taken in this regard. The decision of the Central Council will be final.

## **Rules for holding of Election of members of the Regional Councils and office bearers of Chapters**

Under the powers delegated to the Central Council under Rule 6 of the "Memorandum and Rules" of IPAI, the following Rules, to conduct the election of members of the Regional Councils and office bearers, meetings, etc., have been framed.

### **Regional Council**

**1.1 Composition :** There shall be a "Regional Council of each Chapter for the management of affairs of the Chapter. The council shall consist of not more than 9 members as indicated below:-

- (i) seven (7) representatives elected from amongst the eligible members of the Chapter concerned, whose names have been inscribed in the register of Members and who have paid their fees upto date .
- (ii) Two (2) Members nominated by the President/IPAI.

Provided that in the case of election of Representatives under (i) above:

- (a) No member shall be eligible for election or re-election to the Regional Council unless he is Fellow members/Member of the concerned chapter of the Institute and he is nominated by at least 2 other Fellow members/Members and such nominations are received by the Returning Officer appointed by Regional Council within time schedule notified by such Officer.
- (b) Every candidate seeking election to the Regional Council shall make a deposit of Rs.300/- (Rs. Three hundred only) or such higher amount as the Regional Council by a Resolution in this behalf prescribe and the amount of deposit shall be refunded to him if he polls not less than one tenth of the votes cast.

### **1.2 Office Bearers:**

- (i) **President :** The President of the Chapter shall be elected by the Regional Council from amongst its 9 members and shall hold office for a period of 3 years. He shall exercise such powers and perform such duties as are conferred on him from time to time by the Regional Council.
- (ii) **Vice President:** The Vice President of the Chapter shall be elected by the Regional Council from amongst its 9 representatives and shall hold office for a period of 3 years.
- (iii) **Interim/officiating arrangements:** If the office of the President is vacant by death, retirement, resignation or otherwise, or for any reason he is unable to exercise his powers or perform duties of his onffice, the Vice President shall act in his place, till a New President is elected. He may be paid such remuneration as was being paid to the President.



The President or in his absence Vice President shall preside over the meetings of regional Council and of the General body of the regional chapter.

- (iv) **Treasurer:** The Treasurer of the Chapter shall be elected by Regional Council from amongst its 9 representatives and shall hold office for a period of 3 years.

The Treasurer shall be incharge of the assets of the Chapter and shall be responsible for rendering the audited annual accounts of the Chapter to the Regional Council.

- (v) **Term of Office of the Members of Regional Council :** The terms of office of the elected members of the Regional Council shall, ordinarily, be for a period of 3 years from the date of its constitution. The members of the Regional Council shall be eligible for re-election. But no person shall hold office of the President/ Vice President/ Treasurer for more than one term of three years excluding the period served in casual vacancy, if any.

### **1.3 Casual Vacancy**

Any casual vacancy amongst the members of the Regional Council arising from death, resignation or otherwise shall be filled in by nomination by the Regional Council in its meeting and any member so nominated shall hold office for the unexpired portion of the term of the member in whose place he is nominated.

***Note: All other Rules for meetings, Quorum, travelling allowance of members of regional Council, etc will be as per Memorandum and Rules of IPAI***

