



MEMORANDUM OF ASSOCIATION
Of
NATIONAL ASSOCIATION OF
FIRE OFFICERS

(REGISTRATION NO.: S-35438 OF 1999
UNDER SOCIETIES REGISTRATION ACT XXI OF 1860)

NAME OF THE ASSOCIATION :

The name of the association shall be “**NATIONAL ASSOCIATION OF THE OFFICERS**”.

OFFICE :

The registered office of the Association shall be at C-4-E/284/11 Janakpuri, New Delhi- 110 058, or such other place in the National Capital Territory of Delhi, as the Managing Committee of the Association may decide.

AIMS AND OBJECTIVES :

The main aims and objectives of the Association are as follows :

- (i) To promote and foster a spirit of better Understanding, friendliness and unity among the Fire Officers in Govt., Public and Private Sector fire service organisation in India.
- (ii) To serve as a forum for exchange of information on matters of technical and service interest with a view to achieve higher standards of professionalism.
- (iii) To organize Seminars, Conferences, Training Programmes etc. to promote technical knowledge and professional competency in fire protection engineering among the Fire Officers, and also for creating greater fire safety consciousness among various sections of the public.
- (iv) To identify service and professional problems/bottlenecks commonly affecting the progress, development and well being of the fire services and to render all possible assistance in resolving such issues.
- (v) To serve as forum for safeguarding the legitimate functional authority, status and privileges of the Fire Officers with a view to improve their conditions of service, professional standards, working condition, monetary benefits, and for ensuring maintenance of proper standards of health and safety.
- (vi) To actively follow-up and render assistance in the process of speedy implementation in the process of speedy implementation of the recommendations of the Standing

Fire Advisory Council, Govt. of India, or other authorities for bringing about uniformity and improvements in the organizational standards, professional efficiency etc. of Fire Officers all over the country.

- (vii) To organize and promote welfare activities for the fire service personnel in general, and for Fire Officers in particular.
- (viii) To maintain liaison and cordial relations with other national and international professional bodies having similar or allied aims and objectives.
4. All the income, earnings, movable and immovable properties of the Association shall be solely utilized and applied towards the promotion of its aims and objectives only as set forth in the Memorandum of Association, and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner, whatsoever to the present or past members of the Association, or make any profit, whatsoever, by virtue of his membership.
5. **GOVERNING BODY OF THE ASSOCIATION:**
The names, addresses, occupations and designations of the Managing Committee, to whom the management of the Association is entrusted as required under, Section 2 of the Societies Registration Act 1860 are as given in Annexure 'A'.
6. **PERSONS DESIROUS TO FORM ASSOCIATION:**
We, the undersigned officers from the Fire Services in India, are desirous of forming a "National Association of Fire Officers" under the Societies Registration Act No. xxi of 1860, in pursuance of this Memorandum of Association : (Names, addresses and signatures of 52 Fire Officers from 11 States duly attested given in Original, Duplicate and Office Copy of Memorandum).

CERTIFICATE

Certified that this is a true and correct copy of the Memorandum of Association of
'NATIONAL ASSOCIATION OF FIRE OFFICERS'

(sd/-)
PRESIDENT
(G.B.MENON)

(sd/-)
GENERAL SECRETARY
(V.JAGDISH)

(sd/-)
TREASURER
(S.B.KAMDI)

The following persons witness and identify the signatures:

1. Sd/-
2. Sd/-

ANNEXURE – ‘A’

SL. NO.	NAME & DESIGNATION (IN THE COMMITTEE)	RESIDENTIAL ADDRESS	ORGANISATION ADDRESS
1.	SHRI G.B. MENON PRESIDENT	“NANDAVANAN” 1 ST Floor, No. 33/2965-A Vennala High School Road, Vennala Cochin 682 028	Former Fire Adviser, Govt. of India,
2.	Dr. P. K. JOHN VICE-PRESIDENT	Director, Directorate of Fire & Emergency Services, Govt. Of Goa, St. Inez, Panaji 403 001, Goa	Director, Directorate of Fire & Emergency Services, Govt. Of Goa, St. Inez, Panaji 403 001, Goa
3.	SHRI V. JAGDISH GERNERAL SECRETARY	305 B Fertilizernagar Township PO Fertilizernagar Dist. Voadodara 391 750	Fire Marshal GSFC Ltd. P.O. Fertilizernagar Dist. Voadodara 391 750
4.	SHRI S. B. BHAMBURE JT. SECRETARY	Dy. CFO, Mumbai Fire Brigade Sub Fire Brigade HQ Rs. Marol, Mumbai 400 059	Dy. CFO, Mumbai Fire Brigade Sub Fire Brigade HQ Rs. Marol, Mumbai 400 059
5.	SHRI A. Y. GADADE JT. SECRETARY	Divisional Fire Officer, Mumbai Fire Brigade Andheri Fire Station S.V.Road, Andheri (W) Mumbai 400 059.	Divisional Fire Officer, Mumbai Fire Brigade Andheri Fire Station S.V.Road, Andheri (W) Mumbai 400 059.
6.	SHRI S. B. KAMDI TREASURER	401-A Fertilizernagar Township PO Fertilizernagar Dist. Voadodara 391 750	Fire Officer GSFC Ltd. P.O. Fertilizernagar Dist. Voadodara 391 750
7.	SHRI N. K. BISHNOI MEMBER	B-9 Hariba Park Diwalipura, Old Parada Road Vadodara 390 015	Director, GEB Sardar Patel Vidyut Bhavan, Race Course, Vadodara 390 007
8.	SHRI C. L. CHAKRABORTY MEMBER	ONGC Staff Qtrs. Khambat, P.O. Kansari Gujarat – 388 360.	AFO - ONGC cAMBAY Khambat, P.O. Kansari Gujarat – 388 360.
9.	SHRI V. SURESH BABU MEMBER	Sr. Manager (Fire Service) Air Port Authority of India Cochin Air Port Cochin – 683 111	Sr. Manager (Fire Service) Air Port Authority of India Cochin Air Port Cochin – 683 111
10.	SHRI M. S. NANODKAR MEMBER	Sr. Station Officer C/o. HQRs., Goa Fire & Emergency Service St. Inez, Panji - 403 001. Goa.	Sr. Station Officer C/o. HQRs., Goa Fire & Emergency Service St. Inez, Panji - 403 001.Goa.

SL. NO.	NAME & DESIGNATION (IN THE COMMITTEE)	RESIDENTIAL ADDRESS	ORGANISATION ADDRESS
11.	SHRI S. N. MEHAR MEMBER	Sirapeth Telipura Nagpur – 400 009.	C.F.O. Nagpur Municipal Fire Brigade Civil Fire Station, HQRs., Civil Lines Nagpur- 440 001.
12.	SHRI R. BANERJEE MEMBER	C-1/17, AAI Residential Complex, Gurgaon Road, New Delhi- 110 037.	Asst. Director (Fire) Fire Training School (IAD) Airports Authority of India, Gurgaon Road, New Delhi – 110 035
13.	SHRI L. N. RAUT MEMBER	Chief Fire Officer Pune Municipal Fire Brigade Mahatma Phule Peth Pune-1	Chief Fire Officer Pune Municipal Fire Brigade Mahatma Phule Peth Pune-1
14.	SHRI H. S. RAWAT MEMBER	D-33 INA Colony New Delhi 110 023.	Addl. General Manager (Fire), AAI (NAD) D-33 INA Colony New Delhi 110 023.
15.	SHRI C. LAXMI PRASAD MEMBER	Dy. Fire Officer Andra Pradesh Fire Services C/o Office of DFO, Gowliguda Hyderabad – 500 005.	Dy. Fire Officer Andra Pradesh Fire Services C/o Office of DFO, Gowliguda Hyderabad – 500 005.
16.	SHRI UDAY K. TATKARE MEMBER	Station Officer, Mumbai Fire Brigade Bandra Fire Station KC Marg, SV Road jn., Nr. Mahim Flyover Bridge Reclamation, Bandra (W) Mumbai 5	Station Officer, Mumbai Fire Brigade Bandra Fire Station KC Marg, SV Road jn., Nr. Mahim Flyover Bridge Reclamation, Bandra (W) Mumbai 5



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1. NAME OF THE ASSOCIATION :

The name of the association shall be “**NATIONAL ASSOCIATION OF THE OFFICERS**”.

2. OFFICE :

- (a) The registered office of the Association shall be at C-4-E/284/11 Janakpuri, New Delhi- 110 058, or such other place in the National Capital Territory of Delhi, as the Managing Committee of the Association may decide.
- (b) Commensurate with the countrywide growth of the membership base of the Association, for purposes of facilitation the functional efficiency of the organisation and for maintaining better report with the members, Regional Chapters of the Association shall be formed with offices located in metropolitan cities or any other suitable centres as decided by the Managing Committee. For the same purpose, when considered appropriate, Group Centres shall also start operating at selected State capitals or other suitable cities as decided by the Managing Committee.
- (c) The organizational as well as procedural details for the functioning of the Regional/Group Centres shall be formulated as and when necessary.

3. MEMBERSHIP :

(a) **Eligibility :**

Any professional Fire Officer of the rank of Sub Officer and above, or equivalent supervisory level officer, who is serving in any Central, State, Local Authority, Industrial or such other Public or Private sector fire service organisation is eligible to become a member of the Association. Retired Fire Officers of the same status are also eligible for membership. However, the Managing Committee of the Association will be ultimate authority to decide about the eligibility of members.

(b) Categories of Membership :

There shall be two categories of membership, who shall have identical privileges of membership, including the right to vote.

- (i) Ordinary Members, who pay up their subscriptions on an yearly basis, and
- (ii) Life Members, who elect to pay up their membership subscription for ten years in a lump sum, or an amount of Rs. 1500/- whichever is greater.

(c) Entrance Fee :

All categories of members shall pay an amount of Rs. 25/- as entrance fee at the time of enrolment/re-enrolment.

(d) Annual Subscription :

The annual subscription for ordinary member shall be Rs. 100/- or such other amount as decided by the Managing Committee from time to time.

(e) Membership Termination :

Managing Committee can terminate the membership under the following conditions:

- (i) If a member to pay this annual subscription for more than two years continuously.
- (ii) If member willfully indulges in activities prejudicial to the aims and objectives of the Association, or is convicted of a criminal offence involving moral turpitude.
- (iii) If a member tenders his resignation from the membership and the resignation has been accepted by the Managing Committee.
- (iv) A member, upon ceasing to be a member of the Association shall forfeit all rights and claims on the Association and its assets whatsoever.

(f) Re-admission :

An individual whose membership has been terminated on account of reasons stated under 3(e) (i) and (iii) above, can be re-admitted as a fresh member after payment of all arrears of subscription, entrance fee and other dues, if any, subject to the approval of the Managing Committee.

(g) Membership Register :

the Secretary shall maintain an up-to-date Register of all members with full particulars. The Register shall be open to inspection by any member of the Association.

4. ANNUAL GENERAL BODY MEETING OF THE ASSOCIATION :

(a) The General Body of the Association shall consist of ordinary members as well as life members on the rolls of the Association.

(b) The annual General Body meeting shall be held every year during April / May on such dates and at a place as decided by the Managing Committee. A minimum 40 day notice period to be reckoned from the date of issue of the letter. The meeting notice for the Annual General Meeting shall be issued by General Secretary and accompanied by the Agenda Points for the meeting, Audited Annual Statement of Accounts of the Association, General Secretary's Annual Report, if any, and any other relevant documents as considered necessary.

- (c) The President of the Association shall preside over all General Meetings and in his absence the Vice President, shall preside.
- (d) An extraordinary General Body meeting may be convened at short notice of not less than 20 days, if so decided by the Managing Committee, or if requisitioned by at least 20% of the total nos. of members on the rolls of the Association.
- (e) One third of the total no. of members on the rolls of the Association shall form a quorum for General Body Meeting. If a quorum is not present, the meeting shall be dissolved and the General Meeting shall stand adjourned to a date, time and place, with at least 30 days gap, as fixed by the President. Notices for the adjourned meeting shall once again be issued to all the members within 48 hours of the adjournment. In such adjourned meetings the members present shall form a quorum. Non receipt of notice of a meeting due to postal failure shall not invalidate the proceedings of the meeting.
- (f) The decision of a General Body Meeting shall be ascertained by a show of hands, unless after the show of hands voting to be adopted at the meeting shall be at the discretion of the Chairman, and a declaration by him as to the results shall be accepted as final.
- (g) Each member shall cast only one vote.
- (h) In case of equality of votes, the Chairman shall have a casting vote.
- (i) The President/Chairman at any meeting shall have the right to interpret Rules, and his decision shall be final and binding on all members.
- (j) **In the Annual General Body Meeting the following business shall be transacted:**
 - (i) To receive and adopt reports of the Managing Committee on the audited income and expenditure statements and the balance sheets.
 - (ii) To elect members and office bearers of the Managing Committee, if such election is due.
 - (iii) To appoint Auditor for carrying out the annual audit of the Association's accouts.
 - (iv) To appoint a Legal Advisor, as and when necessary.
 - (v) To consider any other business for which due notice has been given to the General Secretary at least 7 days before the General Body Meeting.
 - (vi) To consider any other matter permitted by the President.

5. GOVERNING BODY – POWERS AND DUTIES :

- (a) The Governing Body of the Association shall be called "Managing Committee" and its members and office bearers shall be elected by the General body of the Association during its Annual General Meetings.

- (b) The Managing Committee of the Association shall consist of the following officers:
- (i) President
 - (ii) Vice-President
 - (iii) General Secretary
 - (iv) Jt. Secretary
 - (v) Treasure
 - (vi) Ten Members representing :
 - One each from any two out of the four Metropolitan Fire Services, i.e. Mumbai, Calcutta, Delhi and Chennai (by turns) (2)
 - Four from Govt. Fire Services (Central / State U/T) (4)
 - Four from other Fire Services (4)
- (c) The tenure of the bearers of the Managing Committee shall be for year or until a new Managing Committee is elected.
- (d) The General Secretary and, in his absence, the Jt. Secretary, shall convene the meeting of the Managing Committee atleast once in four months, or when so desired by the President, or whenever requisitioned by atleast six or more members of the Managing Committee.
- (e) A notice of 30 days shall be given to members for an ordinary meeting of the Managing Committee and 15 days notice for specially requisitioned meetings.
- (f) The constitution of the Managing Committee shall be such that not more than one third of the Committee shall be elected from members who are retired Fire Officers.
- (g) The Managing Committee shall exercise full powers and authority to do all acts, matters, things and deeds which may be necessary or expedient for the purposes of managing the affairs of the Association and in particular, the following :
- i. To carry out the aims and objectives of the Association specified in the Memorandum of Association.
 - ii. To make, repeal, amend maintain and notify all necessary Rules and Regulation shall remain in force until altered or repealed by the General Body in accordance with Rule No. 14 of these Rules and Regulations.
 - iii. To prohibit any act or practice by any member which, in the opinion of the Managing Committee is detrimental to the interests and objectives of the Association, and to deal with such member in such manner as it may think proper.

- iv. To consider and deal with all representations at its meetings.
 - v. To decide all questions of eligibility of persons nominated or elected as members of the Managing Committee.
 - vi. To inflict penalties on any member or any person for infringement of the Rules of the Association.
 - vii. To appoint an Advisory Committee of members of the Managing Committee and to delegate all or any of its powers to such Committee and to appoint any sub Committee as may be found necessary from time to time.
 - viii. To enlist by co-option for any special purpose the services of any person, in furtherance of the aims and objectives of the Association.
 - ix. To make, endorse, negotiate and open account or accounts in the name of the Association and to empower the General Secretary and the Treasurer to operate the same jointly.
 - x. To get the accounts of the Association audited and to get the Balance Sheet and Income and Expenditure Statements prepared by the Auditor authorized by the Association and to place them in Annual General Body Meetings for approval.
 - xi. To do all such other things as may be necessary for the general welfare, interest and conduct of the Association.
- (h) The decision of the Managing Committee, for furtherance of the aims and objectives of the Association, shall be final and binding on the members of the Association.
- (i) The list of Managing Committee members shall be submitted to the concerned Registrar of Societies every year.

6. FILLING UP CASUAL VACANCIES IN THE MANAGING COMMITTEE :

The Managing Committee shall have the powers to fill up any casual vacancy in the Committee until the next general election.

7. POWERS AND DUTIES OF THE OFFICE BEARERS :

(a) President :

To preside over all meetings of the General Body and the Managing Committee of the Association, to conduct business in an orderly manner in the meetings and convene special meetings, whenever necessary, of the General Body and the Managing Committee of the Association. The President shall have the right to exercise his casting vote in case of equality of votes in a meeting. He may in writing delegate any of his powers to the Vice President or any other member of the Managing Committee.

(b) Vice President :

The vice President shall assist the President in the discharge of his functions. In the absence or inability of the President, the Vice President shall perform the duties of the President, and if a vacancy occurs in the office of the President, the Vice President shall at once assume all duties and responsibilities of the President until next General election of the Managing Committee.

(c) General Secretary :

The General Secretary shall carry on correspondence for and on behalf of the Association and give effect to the resolutions of the General Body and Managing Committee meetings. He shall also be responsible for the maintenance of other records or registers as well as the custody of all papers and movable and immovable property of the Association. He shall convene the meetings of the Association. He shall convene the meetings of the Association, issue notices for the same, and record minutes of the proceedings of such meetings, communicate information among the members. The General Secretary shall also assume other duties as delegated by the President or the Managing Committee.

(d) Joint Secretary :

The Joint Secretary shall assist the Secretary in his duties and functions. In the absence of the General Secretary he shall perform the duties of the General Secretary.

(e) Treasurer :

The treasurer shall maintain and supervise the funds of the Association and advise the Managing Committee on its financial position and policy. He shall receive all subscriptions and moneys due to the Association as also, the donations and grants made to the Association, and keep a regular account of receipts and disbursements. He shall also submit to the Managing Committee periodical financial statements, annual statements of receipts and expenditure, the Balance Sheet and the budget estimates. He shall also be responsible for preparing the accounts for the purpose of getting the same audited. He shall also place the audited accounts before the Managing Committee and General Body of approval.

8. ELECTION AND ITS METHOD :

- (a) All members shall be entitled to participate in the proceedings of the General Body Meeting.
- (b) Every member shall have the right to elect or get elected to any of the posts of the office bearers under these Rules and Regulation. A member unable to remain present at the General Body Meeting shall have the right to vote by proxy, which should be duly authorised in writing.
- (c) One member will have only one vote for the election of each post of the office bearers.

- (d) All office bearers of the Managing Committee shall be elected by the General Body of the Association.
- (e) The voting shall be by show of hands. Voting by secret Ballot or Poll shall be allowed if demanded by the President or atleast 2/3rd majority of members present in the General Body Meeting.

9. FINANCIAL YEAR :

For the purpose of Audit and General Body Meetings, the financial year of the Association shall be from 1st April to 31st March every year.

10. AUDIT OF ACCOUNTS :

- (a) The Association shall make provision for the annual audit of the accounts of the Association by the competent Auditors appointed by General Body / Managing Committee in accordance with the rules as prescribed in Societies Registration Act, 1860.
- (b) The books of the accounts of the Association shall be open to inspection by any member during the office hours of the Association on working days.

11. OPERATION OF BANK ACCOUNTS :

- (a) The President and the General Secretary or, in the latter's absence, the Jt. Secretary, can jointly execute financial or legal documents for and on behalf of the Association.
- (b) The cheques of the Association can be signed jointly by General Secretary or Jt. Secretary and the Treasurer.
- (c) The General Secretary / Joint Secretary and the Treasurer shall have the powers to incur expenditures for the day to day functioning of Association. A sanction of the General Body or the Managing Committee shall be necessary for incurring other expenditures from Association Funds.

12. QUORUM FOR MANAGING COMMITTEE MEETINGS :

- (a) One third of the total number of members of the Managing Committee shall form a quorum at every Managing Committee. No quorum shall be necessary for an adjourned meeting.
- (b) Any important matter which comes up for discussion shall cease to be a member thereof, if he absents himself from three consecutive meeting without duly obtaining the leave of absence from the Managing Committee.
- (c) Any member of the Managing Committee shall cease to be a member thereof, if he absents himself from three consecutive meetings without duly obtaining the leave of absence from the Managing Committee.

13. FORMATION OF SUB-COMMITTEE :

The General Body or Managing Committee of the Association shall have the authority to form Sub-Committee of members and other persons for any special purpose in accordance with Rule No. 5 (g) (vii) of these Rules and Regulations.

14. AMENDMENTS :

Any Amendment in the Memorandum Of Association or Rules and Regulations will be carried out in accordance with procedure laid down under section 12 and 12-A of the Societies Registration Act 1860

15. LEGAL PROCEEDINGS :

The Association may sue or be sued in the name of the President / General Secretary as per provisions laid down under Section 6 of the SOCIETIES REGISTRATION ACT 1860, as applicable to the National Capital Territory of Delhi.

16. DISSOLUTION OF THE ASSOCIATION :

The Association shall be dissolved voluntarily by a majority of 3/4th votes of members of the Association on its rolls at a Special / Extra ordinary General Body Meeting called for the purpose with a notice of atleast 40 days. In the event of dissolution, the funds and the assets of the Association, after meeting all the liabilities, shall be disposed of in accordance with the decision of the General Body.

“NATIONAL ASSOCIATION OF FIRE OFFICERS”

(sd/-)
PRESIDENT
(G.B.MENON)

(sd/-)
GENERAL SECRETARY
(V.JAGDISH)

(sd/-)
TREASURER
(S.B.KAMDI)

The following persons witness and identify the signatures:

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