



IIA OFFICE BEARERS

ORIENTATION HANDBOOK

4th Edition - July 2022

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CHAPTER-1

IIA PROFILE

INCEPTION & EVOLUTION:

In 1985, a group of committed young professionals joined forces and conceived the idea of an organization that can act as a catalyst for the promotion and growth for Micro, Small & Medium Enterprises. It was thus that, NAYE (National Alliance of Young Entrepreneurs) came into being in U.P. In July 1992, however, NAYE was renamed Indian Industries Association (IIA) with the roles and objectives of the organization further widened to suit the needs of changing socioeconomic environment.

IIA is an apex representative body of Micro, Small and Medium Enterprises (MSME) with its 40 Chapters in Uttar Pradesh, Uttarakhand and Delhi having a strong membership base of about 10000 Micro, Small and Medium Scale Units. Direct members of IIA also exist in other parts of the Country. Our motto is to create an enabling environment for the development of MSMEs in today's ever changing and extremely competitive industrial scenario. IIA has carved a niche for itself as a leading perpetrator and facilitator in the MSME circle while striving for their cause.

FORM OF ORGANIZATION:-

Indian Industries Association (IIA), a Non- Governmental Organization registered under the provisions of Societies Registration Act 1860 under the laws of [India], having its registered office at IIA Bhawan, Vibhuti Khand -Phase II, Gomti Nagar, Lucknow.

ACCREDITATION:

Indian Industries Association (IIA) was accredited by NABET (QCI) with GOLD GRADE in 2018. Though the accreditation scheme is on hold for the time being yet IIA is striving to improve its rating through regular internal assessment on all 34 parameters of performance stated in the BMO Accreditation scheme.

IIA have contributed a lot in designing the above BMO Accreditation Scheme by submitting its proposals and suggestions to NABET (QCI) at its inception.

REPRESENTATIONS:

IIA is an active member of more than 36 consultative committees/boards/expert groups formed by Govt. of India and the State Government. The important few are:

a) AT NATIONAL LEVEL

1. Has been Member of National Board for Micro, Small & Medium Enterprises (NBMSME)
2. Has been member of Prime Ministers MSME Task Force constituted in PMO in 2009-10.
3. Has been member of Working Groups constituted by the then Planning Commission, Govt. of India
4. Member of RBI Standing Advisory Committee on flow of credit to MSME
5. Member of RBI Working Group on Rehabilitation of Sick Units.
6. Member of Regional Advisory Committee on Direct & Indirect Taxes.
7. Member of Governing Board of QCI
8. Member of Regional Advisory Committee of NABARD.

b) AT STATE LEVEL

1. Minimum Wages Advisory Board
2. Committee for Selection of MSME for National Award
3. State & District Udyog Bandhu
4. Convener of Agro and Food Processing and Handicraft Task forces
5. Member of General Board of Science and Technology Council.
6. Advisory Board of Industry Institute Partnership Cell (IIPC)
7. Member of State Level Advisory Committee for Disaster Management.
8. Regional Tripartite Labour Standing Committee.
9. Advisory Committee for Environmental Information System Resource Partner (ENVIS-RP), CSIR
10. Member of UPERC State Advisory Committee
11. Member of State Level Standardization Committee
12. Member of State MSE Facilitation Council and Divisional Facilitation Councils.
13. Member of State Nodel Agency of Food Processing , Department of Horticulture & Food Processing Government of UP

IIA OFFICES

IIA Offices for day-to-day execution of works are located at National, State and District levels either in its own buildings or on rented premises. In Lucknow, Kanpur, Meerut, Saharanpur and Muzaffarnagar IIA have its own IIA buildings for Office working. Permanent Offices of IIA in rented buildings exists at Delhi, Unnao, Bareilly, Lucknow Chapter, Greater Noida and Moradabad

CHAPTER-2

(A) IIA VISION, MISSION, OBJECTIVES & GOALS

PREAMBLE

IIA Vision, Mission & Values Workshop was held at Shivgarh Resorts, Lucknow on 26th & 27th April 2011. The workshop was attended by 30 senior IIA Office Bearers including 14 Former President of IIA namely Shri Dinesh Singhal, Shri Sanjay Kaul, Shri V.K. Agarwal, Shri Ajay Kumar Gupta, Shri Pradeep Azad, Shri Ramji Suneja, Shri G.C. Chaturvedi, Shri Tarun Khetrpal, Shri Praveen Sadana, Shri Anil Gupta, Shri Jugal Kishore, Shri Pramod Miglani, Shri Manish Goel and Shri Sunil Vaish. Mr Arvind Kaul a renowned Management Consultant facilitated this workshop.

After two days of intense discussions / brainstorming, the participants decided the following Mission, Visions, Objectives and Values of Indian Industries Association (IIA), which was later approved by the Central Executive Committee for implementation. Today, we are following the path as decided in the workshop for deciding IIA goals and monitoring the progress.

The details of the Mission, Vision, Objectives and Values approved by CEC of IIA are given below-

IIA MISSION

- ❖ Advancement of Micro, Small and Medium Enterprises towards greater economic growth, competitiveness and dynamism.

IIA VISION

For the period July 2011 to June 2013:

S. No	Vision Statement decided and approved by CEC	Current status / action required as on 1 st July 2022
1.	Existing inactive chapters revived with support of Central office, resulting in membership growth of the Association. (Those that do not revive may be	<u>Achieved</u> , however it is a continuous process and IIA is monitoring this.

	closed).	
2.	Opening of new chapters to enhance the MSME membership.	<u>Achieved</u> , however it is a continuous process and IIA is monitoring this.
3	Proper co-ordination between chapter & central office in terms of effective participation of each chapter.	<u>Achieved</u> , however it is a continuous process and IIA is monitoring this.
4	Proper accounting system.	<u>Achieved</u>
5	Strong liaison with govt. especially on policy formulation, change & implementation.	<u>Achieved</u> , however it is a continuous process and IIA is monitoring this.

For the period July 2013 to June 2016:

S.No	Vision Statement decided and approved by CEC	Current status / action required as on 1 st July 2022
1	We shall have complete data bank useful for the industry at district & central levels.	<u>Partially achieved</u> , We have to improve & refresh MSME Knowledge Bank data.
2	We shall be in touch with MSME Associations of other States and sign MOUs with them.	<u>Partially achieved</u> , we made efforts to network with Associations of other states but have not succeeded yet.
3	Number of active chapters increased by 25 %.	<u>Partially achieved</u> , in short term it was achieved but year to year increment is not decided and monitored. The activeness of the chapters need more attention.
4	Basic infrastructure facility developed in all active chapters. (Strong secretariat, building.)	<u>Partially achieved, we need to strengthen IIA Chapter infrastructure.</u>
5	Strong panel of consultants of different fields made available at Central level.	Partially achieved , Consultants are there for few subjects
6	Expansion of Central Office building.	<u>Achieved</u>

7	Begin expansion of IIA to National level (start with neighbouring states).	<u>Partially achieved</u> , efforts were made but situation is stagnant for number of years.
8	Co-ordination with other State Industry Associations for sake of National level policy formulation / change.	<u>Partially achieved</u> , efforts were made but situation is stagnant for number of years.
9	A well-maintained office at Delhi	<u>Achieved</u>

For the period July 2016 to June 2021: -

S.No	Vision Statement decided and approved by CEC	Current status / action required as on 1 st July 2022
1	With strong data bank and smooth interaction between Chapter & Central Office, we are in position to help our members in promoting exports, provide inputs and finance on concessional rates and assist them in marketing on National & International Level.	<u>Achieved</u>
2	We are holding / organizing National / International level Trade Fairs.	<u>Partially achieved</u> , we have to work a lot to achieve this goal and hold on to it.
3	Growth of membership as well as no. of chapters increased by another 20%.	<u>Partially achieved</u> , in short term it was achieved but year to year increment is not decided and monitored.
4	Further expansion of IIA at National level.	<u>Not achieved</u>
5	Enrolment of members directly to central office from those districts where opening of chapter is not possible.	<u>Partially achieved</u> , concerted efforts are required to expand IIA services.
6	IIA would have at least 50,000 members throughout the country.	<u>Not achieved</u> , we have to revise the target
7	IIA would have MOU with at least 50 -70 Countries for global growth.	<u>Very little achieved</u> , we have to work hard on this goal.

For the period July 2021 to June 2026:

S.No	Vision Statement decided and approved by CEC	Current status / action required as on 1st July 2022
1	Creation of chapter in all districts having sufficient number of industries.	<u>Not achieved</u>
2	We shall have our presence in all the states of the country.	<u>Not achieved</u>
3	We shall have our representation in state & central level ministries concerned with industry.	<u>Partially achieved</u> , efforts are on.
4	Majority of our existing members shall have by then moved into the large-scale sector and IIA would start catering to the large-scale sector.	<u>Not achieved</u> , process is not initiated yet and data is not gathered as how may members have moved to Large Sector.

IIA OBJECTIVES

- ❖ IIA operates on the broad-based objective of fostering co-operation and support for the promotion of Micro, Small & Medium Scale Enterprises. IIA has worked consistently in creating an environment conducive to industrial growth in the region, disseminating valuable information on legal & technical aspects, latest development in industry & market, about latest Government policies, procedure and laws etc. apart from solving the teething problems of the industry.

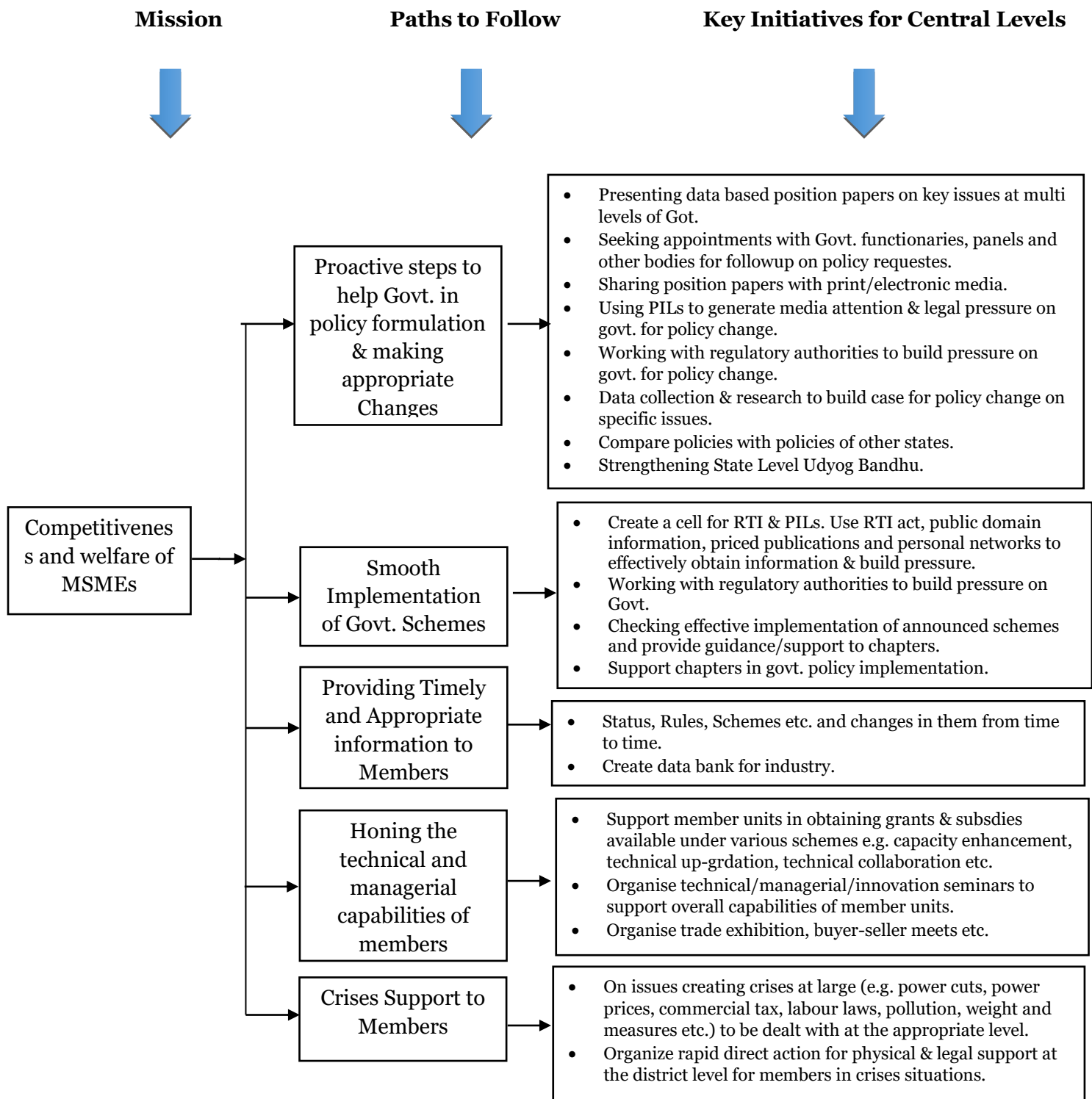
VALUES

- ❖ We shall not align with any political party.
- ❖ We shall not create ornamental posts to appease the individual.
- ❖ All the office bearers should be of clean image.
- ❖ Members representing non-manufacturing units shall not become the office bearers.
- ❖ We shall not support anti-social activities of any member.
- ❖ We will not do social club type activities.

Diagrammatic representation of IIA Mission-Vision of IIA

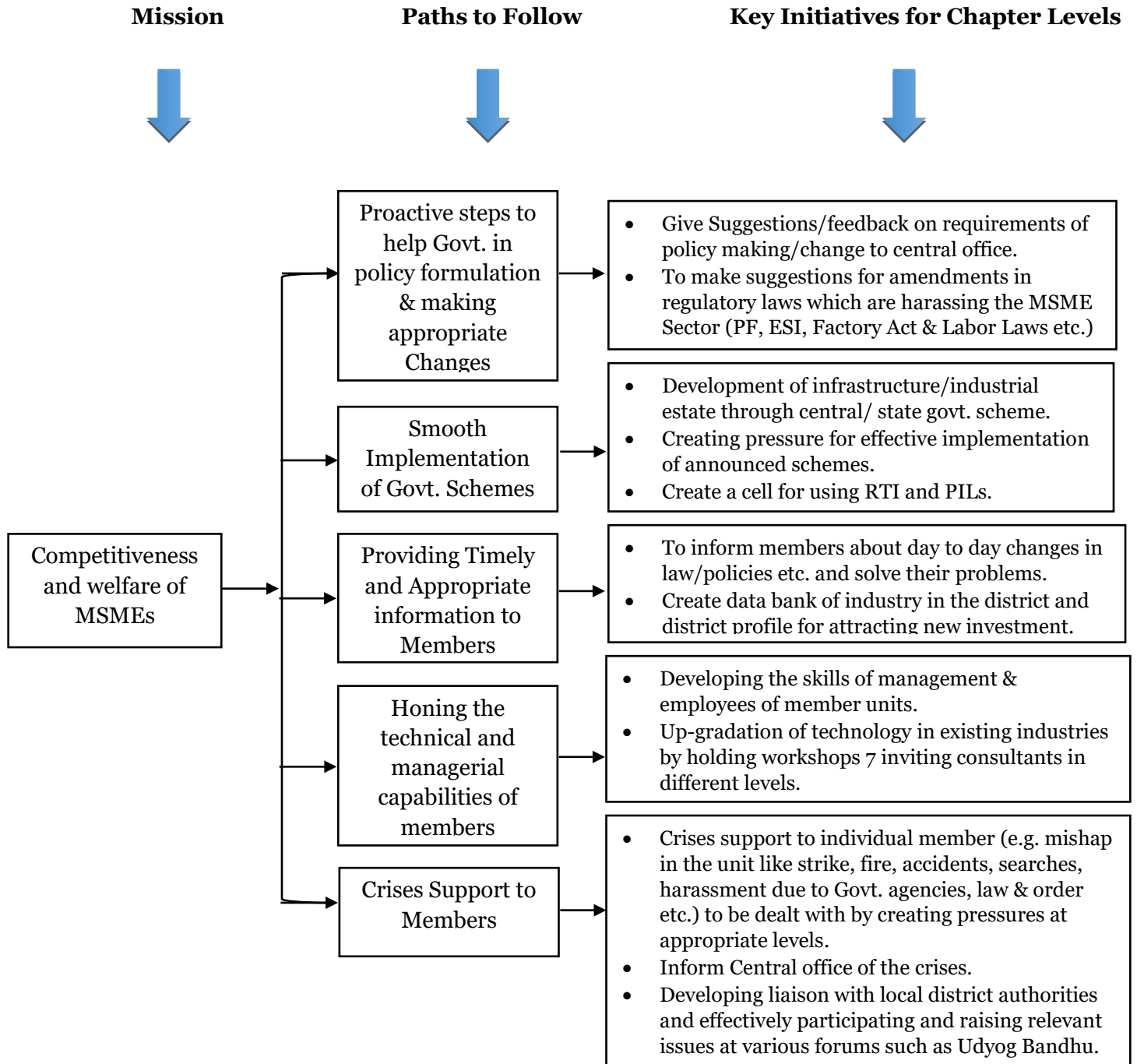
CENTRAL LEVEL-

MIND MAP OF MISSION-VISION OF IIA



CHAPTER LEVEL-

MIND MAP OF MISSION-VISION OF IIA



CHAPTER-2

(B) IIA ACCREDITATION SCORE, GAP AREAS AND AREAS OF IMPROVEMENTS

Assessment of IIA for its Accreditation was done by National Accreditation Board for Education and Training (NABET), Quality Council of India on 21st Nov 2017. IIA was assessed on 34 performance criteria's in 4 areas of performance i.e. Governance, Operations, Services and Performance Management & Review IIA got 70.76 % weight score and was accredited as "GOLD GRADE" BMO as per the details give below: -

Assessment Area	Total performance criteria's in Assessment Area	Minimum threshold score required	Maximum possible Score	IIA Score obtained weightage	Weightages	Weighted Score
Governance	7	9	28	24	25%	21.42
Operations	10	13	40	29	30%	21.75
Services	13	16	52	34	25%	16.34
Performance management & Review	4	2	16	9	20%	11.25
					Total	70.76

It was worth noting that 4 accreditation Grades were applicable in 2017 with the weighted Scored as under:-

Sno.	Grade	Weighted Score
1	Silver	40-59
2	Gold	60-79
3	Diamond	80-89
4	Platinum	90-100

It is clear from above scores that with little more efforts IIA would have qualified for DIAMOND Grade and we were preparing for it. However, the BMO Accreditation Scheme is on hold since 2018 and IIA is perusing with Ministry of MSME and QCI to revive it.

"STILL, IT IS IMPORTANT THAT IIA KEEP CONSTANT WATCH ON 34

ACCREDITATIONS CRITERIA'S AS ENCLOSED AT ANNEXURE-1, AND TARGET FOR 100% WEIGHTED SCORE. TILL QCI OR MINISTRY OF MSME REVIVE THE SCHEME IIA WILL HAVE INTERNAL ASSESSMENT DONE ANNUALLY THROUGH AN INDEPENDENT EXTERNAL ASSESSOR HIRED

As per 34 Accreditation Criteria's stated at Annexure-1, and the gap areas pointed out by the assessor in 2017/felt as on date, we in IIA have to strengthen in the following areas:-

Para meter S.no.	IIA Score optioned in 2017	Performance Criteria parameter for	Action to be taken
1	4/4	Nature & Accessibility of MDA/Bye Lawas and operational system	Appointments of Office Bearers and Executives to manage the State Level IIA Offices and Support Divisional/District or Local Chapter Chairmen in respective States. The State IIA Offices will report to IIA Head Office and all expenses of State Offices will be born by IIA Head Office. (This is required to be done in view of IIA expanding its activities to other States)
2	3/4	Vision & Mission	There is a need to revise the vision/Goals stated in the vision & mission of IIA and to translate these into achievable/action plan. A structured Mechanism to be developed for monitoring the action plans.
4	3/4	Leadership (President/Board/Office Bears/Committees)	Charter of duties of all Office Bearers and Committees are to be defined Clearly and implemented.
5	4/4	AGM	The Agenda & Minutes of AGM are to be uploaded on IIA Website.
6	4/4	Secretariate	IIA H.R. Policy is to Be implemented in totality
7	2/4	Delegation of Authority and Financial Power to Secretarial Staff	IIA got low score on this parameter mainly due to lack of delegation of financial powers to Secretarial staff. As such we have to delegate some financial powers to Secretarial Staff at HO & Chapter level.
9	3/4	Membership Retention and Growth	The data on dropping of Membership is to be maintained apart from new members.
10	2/4	Recruitment & Competency procedure	The process of recruitment and competence matrix is required to be defined and implemented.

11	1/4	Training of Secretarial Staff	IIA have to focus on Training of Secretarial Staff by preparing Annual training calendar.
12	3/4	Staff Appraisal System	A Documented System of Appraisal System including KRA's defined is to be implemented for all Secretarial Staff in IIA including Chapter Staff.
14	2/4	Annual Budget Planning & Review	Annual Budgeting process is to be Put in place after approval of CEC and monitored.
22	1/4	Training programmes for members on different areas (Skill Development etc.)	IIA Training Calendar for Members is to be prepared and implemented.
24	2/4	Public Support Schemes	IIA need to improve upon utilisation of Govt. Schemes meant of MSME's and document these action plans
25	3/4	Percentage of revenues earned from Services	In 2017, the percentage of revenue earned from IIA Services was 60% and from Membership, it was 40%. We have to maintain this ratio and improve a bit Service revenue.
27	2/4	Use of Media for advocacy	IIA have to document press releases including from IIA Chapters and Keep these in data bank.
28	3/4	Liaisons with Government and Other BMO's	Deficiency in Liaisons with other BMO's is to be overcome.
30	2/4	CSR Activities	IIA have to improve on this activity and keep records of the work done in CSR File.
31	2/4	Self-Assessment	Goals and action plans for IIA and Office Bearers are to be defined, monitored and documented
32	2/4	Continual Improvement	In 2017 assessment, it was observed, "No specific indicators are identified by IIA". IIA have to document and monitor continual improvement of its goals and achievements.

CHAPTER-3

ORGANIZATIONAL STRUCTURE & CODE OF CUNDUCT FOR OFFICE BEARERS

IIA Organizational Structure

As per needs of IIA activities, IIA Organizational Structure operates at two tiers. The tier-1 looks in to the matters at National, International and State levels whereas tier two looks at the matters at Divisional, Districts / Local area / Chapter levels. 21 Elected CEC Members elect the President every year, President in turn nominates team of IIA Office Bearers constituting Sr. Vice President, Vice Presidents, General Secretary, Secretaries, Treasurer and Chairpersons Subject Committees / Working Groups at National / State levels. President also nominates the Divisional Chairpersons, Divisional Secretary and Chapter Chairpersons / Conveners.

At District levels, a Chapter Chairperson appointed by the President operates through his team of office bearers. Divisional Chairman appointed by the President is responsible for coordinating the activities of district / local area Chapters in respective division.

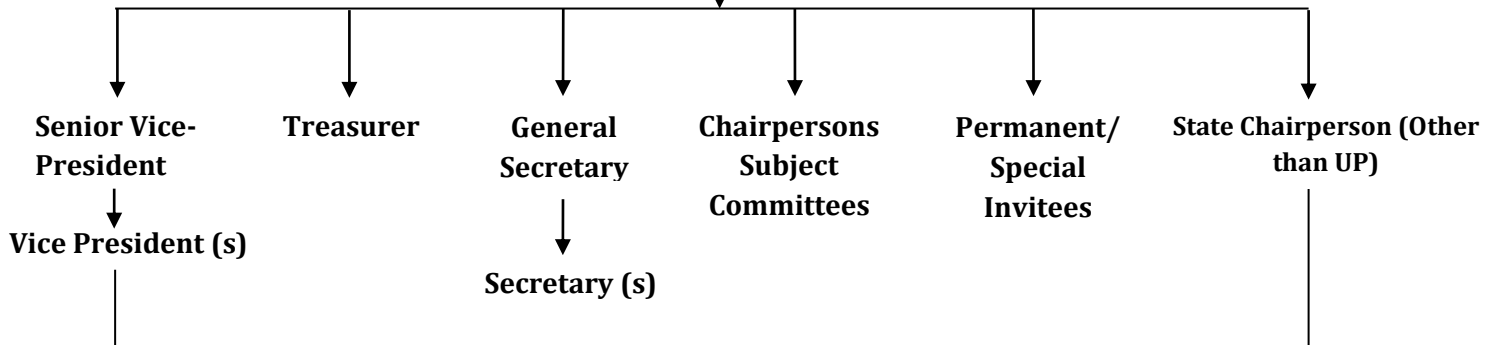
The Registered Head Office of the Association is based at Lucknow and for Cordination with Central Government, International Bodies and IIA Chapters in State other than U.P; IIA Delhi Office has been set up at Zhandewalan New Delhi. A full time Executive Director is looking after the day-to-day activities at Head Office and Delhi Office.

Unique to IIA, a forum for monthly interaction in the Chapter level and at the Registered Head Office & Delhi Office exists, which enables the members to exchange & gather valuable information. As a result of this organizational set up, IIA has developed a strong bond among members through belonging to a strong peer group resulting in a sense of security and self-confidence

IIA OPERATIONAL ORGANISATIONAL STRUCTURE

Tier-I (State/National/ International matters)

PRESIDENT

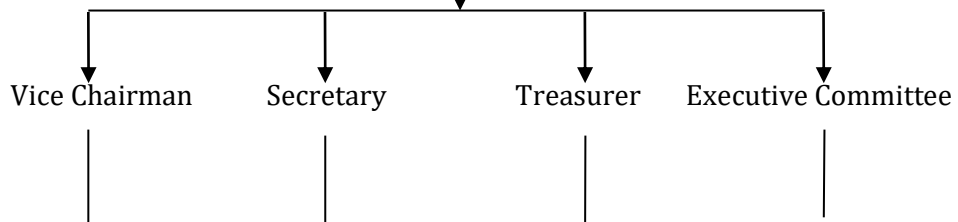


Secretariat at Reg.Head Office & Delhi Headed by full time Executive Director

Tier-II (Divisional / Chapter Matters)

Divisional Chairmen Regional Incharge

Chapter Chairmen



Secretariat at Chapter Level

CENTRAL EXECUTIVE COMMITTEE (CEC) –

Constitution of IIA CEC is as per CLAUSE 8 OF IIA Rules & Regulations. Please refer to IIA Rules & Regulations in Chapter-7 of this booklet

ELIGIBILITY, DUTIES & FUNCTIONS OF THE OFFICE BEARERS- as per CLAUSE 11 OF IIA R & R:

A) ELIGIBILITY:

All office bearers of the society including the President, District Chairman and Elected CEC Members must own a manufacturing unit.

B) PRESIDENT

The President shall be the head of the organization. The President shall preside over all the meetings of General Body. Central Executive Committee and such Committee of which he would be the Chairman. The President so elected shall nominate the office bearers, Chairman of sub-Committees, Local/ District Chapters as deemed necessary for the proper functioning of Association.

The President shall have power to call meeting of the CEC, to give Directions to the Secretariat and to interpret the policy of the organization and be its Chief Spokesman.

The President shall exercise the power of the CEC during the intervening period of two meetings. Such action by him shall be placed before the next CEC meeting and ratified.

The President shall have power to call for record from Secretariat and to do all such acts as may be necessary and in furtherance of the objectives of the society.

The Elected CEC Members will have power to impeach the President with a resolution passed by three fourth majority vote and to elect a new President in his place for the remaining tenure in a special CEC Meeting called by 1/3 Elected CEC Members.

C) SENIOR VICE-PRESIDENT

One Senior Vice-President may be nominated by the President whose duties and functions shall be assigned to him by the President from time to time.

D) VICE-PRESIDENT

As per requirement, Vice-President(s) shall be nominated by the President, whose duties and function shall be assigned by the President from time to time.

E) DIVISIONAL CHAIRMAN

Divisional Chairman Shall be nominated by the President for two or more District chapters, whose duties and functions shall be assigned by the President from time to time.

(Though not provided in IIA Rules & Regulations President IIA has appointed Divisional Secretaries in few Divisions to assist Divisional Chairman in managing IIA activities at Divisional levels.)

F) GENERAL SECRETARY

The General Secretary shall perform such functions as may be assigned to him by the President from time to time.

G) SECRETARY

As per requirement, Secretaries shall be nominated by the President who shall perform such functions as may be assigned by the President from time to time.

H) TREASURER

The Treasurer shall issue appropriate instructions to the Secretariat for the maintenance of accounts of Association in such a manner as may be desired by the CEC from time to time. The Treasurer shall also present the Annual Statement of Accounts of the Association with Auditors Report at the Annual General Meeting of the Association. The Treasurer would present a budget and have the same approved by CEC within three months prior to close of the year to cover the normal recurring expenses, capital expenditure and special activities for the following year.

Apart from above, President can nominate any officer or convener of the state or district as per requirements.

ORGANIZATIONAL STRUCTURE AT IIA CHAPTERS:

A) CHAPTER CHAIRMAN-

President IIA nominates the Chairman of IIA Chapter who is responsible for the overall functioning and activities of the chapter.

B) VICE CHAIRMAN-

Chapter Chairman shall nominate one or more Vice Chairman in the chapter who will perform such duties and functions as assigned by the chapter chairman.

C) CHAPTER SECRETARY-

Chapter Chairman shall nominate **ONE** Secretary of the Chapter who will perform such duties and functions as assigned by the chapter chairman.

D) CHAPTER TREASURER

Chapter Chairman shall nominate **ONE** Treasurer of the Chapter who will perform such duties and functions as assigned by the chapter chairman.

E) CHAPTER EXECUTIVE COMMITTEE-

Chapter Chairman will nominate the members of Executive Committee of the Chapter as per procedure to be framed by the CEC.

IMPORTANT NOTE-

- *It is observed that Chapter Chairman are creating other posts of office bearers such as Chapter Coordinator, Senior Vice Chairman and Joint Secretary etc. at Chapter level which are not as per rules and regulations of IIA nor are recommended by CEC.*
- *It is observed that Office Bearers are not writing correct designation in their communications at various places. It is desirable to use correct designation. In some Chapters, the Secretary uses General Secretary / Mahasachive designation, Chairman writes themselves as Adhyaksh / President. Chapter Chairmen should write Chairman only both in Hindi and English.*

CODE OF CONDUCT FOR IIA OFFICE BEARERS AS DECIDED BY CEC:

- आई.आई.ए. संस्था के धन का सदुपयोग करेंगे और इसका व्यक्तिगत उपयोग नहीं करेंगे। यदि पदाधिकारी आई.आई.ए. के कार्य से लखनऊ या कहीं और जाएंगे तो अपना खर्चा स्वयं वहन करेंगे अर्थात् जिला स्तरीय पदाधिकारी जिले से तथा प्रदेश स्तरीय पदाधिकारी प्रदेश से खर्चा नहीं लेंगे। इस बात को मीटिंग आदि में सदस्यों को समय-समय पर बताते भी रहेंगे जिससे अच्छी परम्परा का विकास हो तथा आई0आई0ए0 के सदस्य अपनी संस्था पर अधिक विश्वास रख सकें।
- आई.आई.ए. जिला पदाधिकारी जब केन्द्रीय कार्यकारिणी की मीटिंग या अन्य इस प्रकार की मीटिंग में आते हैं तो होटल की व्यवस्था केन्द्रीय कार्यालय द्वारा की जाती है। अन्य किन्हीं कारणों से आने पर हैड ऑफिस की ओर से किसी भी प्रकार की होटल आदि की व्यवस्था की अपेक्षा पदाधिकारी नहीं करेंगे।
- आई0आई0ए0 सदस्यों को सम्मान देंगे।
- आई0आई0ए0 की मीटिंगों में ड्रिंक्स इत्यादि के लिए एसोसिएशन का धन उपयोग नहीं करेंगे केवल आवश्यक खर्च ही एसोसिएशन के मद से करेंगे।
- कोई भी पद सम्भालने से पहले यह सुनिश्चित कर लेंगे कि इस पद से सम्बन्धित एसोसिएशन के कार्यों के लिए आवश्यक समय दे सकेंगे।
- आई0आई0ए0 सदस्यों, सम्बन्धित दूसरे पदाधिकारियों के साथ विभिन्न माध्यमों से यथा वीडियो कॉन्फ्रेंसिंग/व्हाट्सएप्प/ई-मेल/टेलीफोन द्वारा संवाद बनाये रखेंगे जिससे एकजुटता एवं सदभाव बना रहे।
- पूर्व एवं वरिष्ठ पदाधिकारियों का उचित मान-सम्मान करेंगे।
- अपने पद से सम्बन्धित गतिविधियों, कार्यक्रमों इत्यादि को चिन्हित करेंगे तथा उनका पूरी तरह से उत्तरदायित्व सम्भालेंगे।
- आई0आई0ए0 में किये जा रहे खर्चों एवं बैलेंस –सीट की जानकारी आम सदस्यों को प्रदान करेंगे।
- यदि चैप्टर मीटिंग में प्रदेश स्तरीय पदाधिकारी/पदाधिकारीगण आते हैं तो उन्हें पद की सीनियरिटी के अनुसार डायस पर स्थान दिया जायेगा। यह भी ध्यान रखा जाये कि वर्तमान पदाधिकारीगणों की उपेक्षा भी न हो।
- केन्द्रीय कार्यालय के पदाधिकारी समय-समय पर चैप्टर कार्यालयों का भ्रमण करेंगे।
- नये पदाधिकारियों का पुराने पदाधिकारी मार्गदर्शन एवं साथ देते रहेंगे।
- संचार हेतु ई-मेल का अधिक से अधिक उपयोग करेंगे।
- प्रदेश, राष्ट्रीय एवं अंतर्राष्ट्रीय स्तर के किसी भी कार्यालय से पत्र व्यवहार आई.आई.ए. के केन्द्रीय कार्यालय के माध्यम से ही किया जायेगा।
- डिवीजनल चेयरमैन, जिला स्तरीय चैप्टर कार्यालय का सैक्रेट्रिएट के रूप में पत्राचार इत्यादि के लिए प्रयोग कर सकते हैं। चैप्टर के कर्मचारियों को यदि आफिस से बाहर आई0आई0ए0 डिवीजन के कार्य के लिए भेजने की आवश्यकता हो तो चैप्टर चेयरमैन के साथ बातचीत कर ऐसा करना उचित होगा।
- चैप्टर एवं केन्द्रीय कार्यकारिणी समिति के सदस्य आई0आई0ए0 की सभी बैठकों में भाग अवश्य लेंगे। किन्ही विशेष परिस्थितियों में यदि ऐसा न कर पाये तो अपना प्रतिनिधि भेजना अवश्य सुनिश्चित करेंगे।

CHAPTER-4

(A) IIA MEMBERSHIP

Eligibility, Fee, Online Registration, Benefits, Code of Conduct, Termination

ELEGIBILITY (CLAUSE 5 of IIA R & R)

The Association shall admit ordinary/honorary/Associate/Affiliated/Institutional/ Corporate members from all or any of the following categories. However, the membership of the Association shall be subject to final approval by Central Executive Committee (CEC).

- (a) Any company/firm engaged in manufacturing, processing, and assembling activities and other industrial activities and commodities or any such products used by the common man/industries in India or in any other country.
- (b) Any company/firm/individual engaged in imparting services like consultancy and other professional services.
- (c) All individuals, organizations, or association engaged in promotion of industrial activities or services either in private or public sector, subject to prior approval of CEC at a regular meeting.
- (d) The CEC can also enroll as members such individuals who in opinion of CEC have contributed or are competent to contribute their services for the benefit and performance of the objective of the society. Such membership shall automatically terminate on the 30th day of June next after the date of nomination. However, the CEC in its discretion may by resolution, from year to year continue such membership for the ensuring year.
- (e) The CEC can also enroll life members as well as patrons of the society.

ADMISSION FEE AND SUBSCRIPTION (CLAUSE 6 of IIA R & R):

The Annual subscription and admission fees for membership of the Association shall be fixed by the CEC and the CEC may revise it from time to time.

IIA Membership Fee as on 10th August 2020 decided by CEC in the past.

The fee structure excluding of GST @ 18% is given below-

(a) For MSMEs

Admission Fee	Annual Subscription	Turnover
Rs. 600	Rs. 3,000	Upto Rs. 1 Crore
Rs. 600	Rs. 5,500	Rs. 1 Crore - 3 Crore
Rs. 600	Rs. 8,500	Above Rs. 3 Crore

(b) For all other organizations or association engaged in promotion of industrial activities or services either in private or public sector:

The fee structure excluding of GST @18% will be -
Admission fees- Rs. 2000/- , Annual Subscription- Rs. 20,000/-

(c) For MSME Members Sister concerns, IIA CEC 29th AGM held on 5-6 Aug 2021 at Jaipur decided to give 50% concession in Membership Fee.

ONLINE MEMBER'S REGISTRATION PROCESS ON MY IIA MOBILE APPLICATION:

IIA introduced and designed mobile application "My IIA" to enroll membership and provide various facilities in an easy way.

For IIA Members on My IIA kindly follow, given below step: -

1. Go to Play Store/Apple Store and Download My IIA.
2. Login with Mobile Number with an OTP.
3. Click on Become a Member Today tab on Home Page.
4. Fill GSTIN Number.
5. Fill details under Industry Products which includes Product Category, Sub-Category, Exporter, Classification, Enterprise Type, Annual Turnover, Major Products, Email, Website URL and Necessary documents (GST Certificate, ITR and Udyam Card)
6. After filling all details, click on Send to Review.
7. Member will see Pay Option if their Membership approved from the respective Chapter.
8. By clicking on Pay member will be redirected to the HDFC Online Payment Gateway.
9. After completing the payment step member will get their invoice on the screen, which can be downloaded and available on Payment History tab on Menu Bar.

Membership Application will be forwarded to the respective Chapter for Approval. For Membership Approval Chapter needs to be login through their respective Login by clicking on <https://iaa-admin.azurewebsites.net> and follow the given below steps: -

1. Click on left side Menu Bar.
2. Click on Approve Membership Tab.
3. Click on Eye Icon to view the details of Membership Application.
4. Click on Approve or Reject Button as per their Edibility depend upon their Documents uploaded on Application form.
5. After Approval Member will get the pay, option and which will be redirected to the HDFC online Payment Gateway.

For any Query regarding Membership, contact 8601855540

CORRECTION OF EXISTING MEMBERS DATA ONLINE

IIA Members can get correction on their member's data on My IIA by contacting the respective Chapters/IIA Head Office.

BENEFITS/SERVICES TO MEMBERS

प्रॉब्लम सोल्विंग	आई0आई0ए0 सदस्यों की उद्योगों से सम्बन्धित समस्याओं का समाधान करने में सभी स्तरों पर आई0आई0ए0 मदद करता है। इसके लिए आई0आई0ए0 एप पर ऑनलाइन सुविधा भी उपलब्ध है।
प्रश्नों के समाधान	आई0आई0ए0 सदस्यों के उद्यम से सम्बन्धित सभी प्रकार के प्रश्नों के विश्वसनीय और त्वरित उत्तर प्रदान करता है, जिन्हें आई0आई0ए0 एप पर ऑनलाइन भेजा जा सकता है।
विशेषज्ञ सलाहकार	आई0आई0ए0 द्वारा विभिन्न विषयों पर विशेषज्ञ सलाहकारों को चिन्हित किया गया है। इन सलाहकारों एवं सब्जेक्ट कमेटीयों के चेयरमैन की जानकारी आई0आई0ए0 वेबसाइट पर उपलब्ध है। आई0आई0ए0 सदस्य इन सलाहकारों से सीधे सम्पर्क स्थापित कर सकते हैं।
आई0आई0ए0 सहायता केन्द्र	आई0आई0ए0 द्वारा विभिन्न विषयों अथवा औद्योगिक सेक्टरों पर केन्द्रीय कार्यालय में सहायता केन्द्र स्थापित किये हैं जैसे जीईएम सहायता केन्द्र , रक्षा निर्माण एवं स्प्लाई सहायता केन्द्र एवं आयात/निर्यात सहायता केन्द्र इत्यादि।
व्यापार विकास सहायता	आई0आई0ए0 सदस्यों को आई0आई0ए0 की डायरेक्टरी के माध्यम से व्यापार को विकसित करने में सहायता प्रदान करता है। आई0आई0ए0 डायरेक्टरी प्रिन्टेड रूप में आई0आई0ए0 वेबसाइट पर तथा मोबाइल एप्लीकेशन के रूप में प्लेस्टोर से मोबाइल फोन पर इंस्टॉल की जा सकती है। राष्ट्रीय एवं अंतर्राष्ट्रीय प्रदर्शनियों, बॉयर सेलर मीट तथा अंतर्राष्ट्रीय सम्मेलनों के माध्यम से आई0आई0ए0 विकास में सहायता प्रदान करता है।
आई0आई0ए0 मार्ट	एम0एस0एम0ई0 उद्यम अपने आपको इस पोर्टल पर खरीददार या बिक्रेता के रूप में रजिस्टर कर सकते हैं तथा अपनी आवश्यकतानुसार किसी भी प्रोडक्ट को खरीद या बेच सकते हैं। जो कि आई0आई0ए0 एप पर उपलब्ध है।
आई0आई0ए0 माई एप	यह एप्लीकेशन गूगल प्ले एवं एप्पल स्टोर पर उपलब्ध है जिसे आसानी से डाउनलोड एवं इन्स्टाल किया जा सकता है। इस एप का मुख्य उद्देश्य अपने सदस्यों को एक सिंगल क्लिक पर सभी सुविधाएँ प्रदान करना है। सदस्य इस एप के माध्यम से अपनी सदस्यता जानकारी, उद्योग सम्बन्धी समस्याएँ अपलोड करना एवं इन्सुरेंस सम्बन्धित सभी जानकारी प्राप्त कर सकेंगे
आई0आई0ए0 एम्प्लॉयमेंट सर्विसेज	आई0आई0ए0 अपने मेम्बर्स को आई0आई0ए0 वेबसाइट के माध्यम से आवश्यकतानुसार कर्मचारी ढूँढने की सुविधा भी प्रदान करता है जिसके माध्यम से जॉब सीकर और एम्प्लोयेर आसानी से एक-दूसरे से सम्पर्क कर सकते हैं।
आई0आई0ए0 न्यूज मैगजीन	आई0आई0ए0 अपने सदस्यों को आई0आई0ए0 न्यूज पत्रिका निःशुल्क ई-मेल एवं व्हाट्सएप के माध्यम से हर माह प्रदान करता है। यह मैगजीन आई0आई0ए0 वेबसाइट पर भी उपलब्ध है जिसमें अनेक उपयोगी जानकारियाँ सदस्यों को प्राप्त होती हैं।
केन्द्र एवं राज्य सरकारों के साथ नीतिगत मुद्दों पर कार्यवाही	आई0आई0ए0 सदस्यों की प्रतिक्रिया के आधार पर राज्य और केंद्र सरकार के विभिन्न स्तरों पर एम0एस0एम0ई0 के उत्थान के लिए मुद्दों को तर्कसंगत तरीके से प्रस्तुत करता है एवं उनका समाधान करवाने का प्रयास करता है।
एम0एस0एम0ई0नॉलेज	आई0आई0ए0 तथा सिडबी के जॉइंट वेंचर के रूप में एम0एस0एम0ई0 नॉलेज बैंक की स्थापना 2003 में की गयी थी जिसका उद्देश्य एम0एस0एम0ई0 उद्यमियों को उद्यम स्थापित

बैंक	करने और चलाने के लिए आवश्यक सभी जानकारी प्रदान करना है। अधिक जानकारी आई०आई०ए० वेबसाइट www.iaaonline.in पर उपलब्ध है।
सर्टिफिकेट ऑफ ओरिजिन	आई०आई०ए० डी०जी०एफ०टी० भारत सरकार द्वारा अपने निर्यातक सदस्यों को सर्टिफिकेट ऑफ ओरिजिन जारी करने के लिए लखनऊ एवं दिल्ली में स्थित आई०आई०ए० कार्यालयों के माध्यम से अधिकृत है। यह सुविधा आई०आई०ए० अपने सदस्यों को रियायती दरों पर उपलब्ध करा रहा है।
प्रिविलेज कार्ड की सुविधा	आई०आई०ए० ने प्रतिष्ठित संगठनों के साथ आई०आई०ए० सदस्यों, उनके परिवार के सदस्यों और कर्मचारियों के लिए अनेक विशेष छूट प्रस्तावों पर समझौते किये हैं। सदस्य "आई०आई०ए० प्रिविलेज कार्ड" के माध्यम से इन ऑफरों का लाभ उठा सकते हैं।
प्रत्यक्ष लाभ	आई०आई०ए० सदस्यों के लिए अनेक प्रत्यक्ष लाभ योजनाएँ भी संचालित करता है जिसमें से मुख्य निम्नलिखित हैं: 1. समूह चिकित्सा स्वास्थ्य बीमा योजना, 2. प्रतिष्ठित अस्पतालों में छूट, 3. कम कीमत पर उत्कृष्ट ऑपरेटिव स्थितियों में नवीनीकृत कंप्यूटर, 4. होटलो में विशेष छूट, 5. पैथोलॉजी केन्द्रों में छूट इत्यादि।

CODE OF CONDUCT FOR IIA MEMBERS DECIDED BY CEC:

- अपने उत्पाद एवं सेवाओं की गुणवत्ता को निरन्तर बढ़ाने का प्रयास करेंगे।
- दूसरे आई०आई०ए० सदस्यों की सहायता के लिए सदैव तत्पर रहेंगे।
- अपनी समस्याओं के समाधान के लिए सर्वप्रथम सम्बन्धित चैप्टर को ही सम्पर्क करेंगे न की केन्द्रीय कार्यालय को।
- आई०आई०ए० पदाधिकारियों एवं आई०आई०ए० सदस्यों का उचित मान सम्मान करेंगे।
- आई०आई०ए० द्वारा आयोजित कार्यक्रमों में समय का विशेष ध्यान रखेंगे।
- आई०आई०ए० के उत्थान के लिए सदैव तत्पर रहें एवं आई०आई०ए० में लगाया गया समय अपने उद्योगों में लगाया गया समय ही समझेगे।

TERMINATION OF MEMBERSHIP (CLAUSE 7 of IIA R & R):

The membership may be terminated by the CEC in the following manner and on the happening of the following contingencies:

- (a) Death of the member.
- (b) Insanity of the member.
- (c) If the member has been declared insolvent.
- (d) If the member has been convicted in a criminal case by a court of law.
- (e) Resignation by the member: The resignation shall be in writing and will be submitted after paying all outstanding dues including subscription as on date of resignation.
- (f) The subscription of the member is due for 2 years or more, then the membership may also be terminated by CEC.
- (g) If the member is found working derogatory to the interest of the Association.

(B) FACILITATION CENTERS FOR IIA MEMBERS

FACILITATION CENTERS FOR THE BENEFIT OF IIA MEMBERS

1. IIA GeM Facilitation Center (IGFC):

Indian Industries Association (IIA) being an apex association for welfare and support of MSMEs feels an urgent need of technological up-gradation and modernization of administrative techniques, functioning and working methodology of the MSMEs.

During its efforts for up-liftment of MSMEs IIA finds that GeM Portal is very helpful in providing a level playing field to MSMEs to take part in Government Procurements and provides them a transparent and hassle-free environment for business transactions.

Keeping this in mind IIA is making constant efforts to spread awareness about GeM Portal and helping the MSMEs Entrepreneurs in their registration on GeM Portal and providing assistance and consultancy services regarding their Product Upload and other issues.

To streamline the efforts being made for assisting MSMEs for all of their issues regarding GeM IIA has established a “GeM Facilitation Centre” at its head office through a MoU with GeM SPV on 17th of July 2018.

IGFC’s Objective: To support and help the MSMEs for starting their business transactions through GeM Portal and provide them hand holding assistance in solving all of their issues and problems that come their way while working on GeM Portal.

GeM in brief:

Government e-Marketplace (GeM) is a one-stop portal to facilitate online procurement of common use Goods & Services required by various Government Departments / Organizations / PSUs. GeM aims to enhance transparency, efficiency and speed in public procurement. It provides the tools of e-bidding, reverse e-auction and demand aggregation to facilitate the government users achieve the best value for their money.

The purchases through GeM by Government users have been authorized and made mandatory by Ministry of Finance by adding a new Rule No. 149 in the General Financial Rules, 2017.

IGFC Services:

- To organise GeM Awareness and Training Programmes.
- To help the MSMEs for their registration and uploading of Products /Services on GeM Portal.
- To help the MSMEs in solving all of their issues and problems related with the sale of Products / Services to Govt. entities through GeM Portal.
- To organise Government to Business (G2B) Interactive Programmes and Events.
- To train the IIA Executives from all of the IIA Chapters as “Certified GeM Master Trainers” for resolving the issues and problems of MSMEs related with functional methodology and technological aspects of GeM Portal at district / regional levels.
- To organise workshops and seminars for creating awareness among the MSMEs regarding the GeM Portal and its working methodology.
- To provide support to GeM SPV in implementation of their campaigns and programmes for promotion of GeM Portal.
- To provide feedback to GeM SPV as per the survey and studies of MSMEs carried out by IIA as well as received from IIA Members.
- To work as a link between GeM SPV and MSMEs.

2. IIA Defence Production Facilitation Centre (IDPFC)

India is the world’s largest military hardware importer and among top five military spenders. To meet growing modernisation needs of Indian Armed Forces, the Ministry of Defence will need to acquire equipment worth over \$25,000 Crore by 2027. However, recent estimate shows that the current delivery capacity of the Defence industry sector in India is \$7,500-8,000 Crore annually.

This means the ratio of indigenous to imported equipment is stagnating at 30:70. To achieve the aspirational target of manufacturing 70 per cent of Defence equipment indigenously, it is needed to incentivise private enterprise for development of large-scale R&D and manufacturing capabilities. It is therefore necessary to increase the production level of defense manufacturing unit and establish new units for defense manufacturing to cater to the growing need of defense sector of India. We can also reverse the flow of trade: from being the largest importer of defense items to become the largest exporter of defense goods as well.

So to provide the needed thrust to the Defence Manufacturing in India the Hon’ble Union Finance Minister Mr Arun Jaitley announced setting up of two Defence Industrial Corridors in the country through his budget speech on February 1st 2018. Thereafter, Hon’ble Prime Minister Mr Narendra Modi during U.P. Investors Summit 2018 held in Lucknow on 21st February announced setting up of Defence Industrial Corridor in Bundelkhand region of Uttar Pradesh. The second Defence Corridor is being set up between Chennai and Bengaluru.

As per the announcement of Defence Production Corridor in U.P. (Bundelkhand) and Tamil Nadu (Chennai) and to support the Make in India campaign for defense manufacturing, it was proclaimed by the Government to provide the MSMEs all the needed support and assistance through different policies and incentives for active participation in Defence Production in India.

Defence production is a high tech and precision manufacturing activity. Stringent quality standards are also required to be maintained. MSME’s generally are not equipped to produce such products without

handholding services from Industry Associations and the Government. Indian Industries Association (IIA) therefore decided to set up “**IIA Defence Production Facilitation Centre**” (IDPFC) at its Head-Office at IIA Bhavan in Vibhuti Khand, Gomti Nagar, Lucknow for providing all the necessary support and assistance to MSMEs for defense manufacturing.

IDPFC will provide the following services to MSMEs:

- Organize Defence-Industry meets, seminars and conferences for facilitation of MSMEs.
- Provide the information and data related with Defence Manufacturing in India to MSMEs.
- Help the MSMEs by providing them handholding support for starting their manufacturing unit in the U.P Defence Corridor as well as for vendor registration with Defence PSUs and Indian Defence Organisations.
- Work as a link between MSME and Defence Organisations.
- Provide MSME all the necessary support for availing the incentives and subsidies announced by the Central and State Governments as and when required.
- Help in resolving their issues & problems.
- Provide feedback on policy issues to Defence Ministry Govt. of India and to the Defence Department of State Government and to get the timely response from them.
- Organise exhibitions of defense products & supplies as well as items required by Defence establishments for import substitutions.
- To constitute an “IIA Defence Production Committee” & maintain a separate directory of Defence Production Industries so that they are able to establish business links for mutual benefits as well as discuss common issues and problems for taking up with the Government through IIA at appropriate level. The Indian Defence Directory has been published online by IIA and can be accessed at <http://www.iaonline.in/defencedirectory.aspx>. Defence Industries can also register without any charge on this directory online through the web link: <http://www.iaonline.in/DefenceRegistrationpage.aspx>.

3. IIA Export- Import Facilitation Centre (EIFC)

(A) Introduction:

Export - Import Facilitation Centre (EIFC) is set up by Indian Industries Association (IIA) at IIA Bhawan Vibhuti Khand, Gomti Nagar, Lucknow for providing all the necessary support and assistance to MSMEs for promoting global trade.

(B) Main Objective: To promote global trade of IIA Members, Educate, and update and disseminate *vital information* related to international trade to IIA Members.

Sub Objective: To extend this facility to non-members also.

(C) Advisory / Support Services to be provided in areas of:

- **International marketing; Interpretation of Foreign Trade Policy; Customs; GST; RBI/FEMA; Insurance; Commercial Agreements; Joint ventures; Technology Transfer Agreements; Arbitration, etc.,**

(D) EIFC Free services to IIA Members

- Monthly EIFC Newsletter
- Provide useful and important information related to upcoming International Trade Fairs
- Provide Government Orders/notifications related to Export-Import.
- Replies to queries related to Import / Export
- Problem solving at Government level related to Import / Export.

- Representations to Government related to Import / Export policies.
- Issuance of Certificate of Origin at concessional rates.
- Exporter Directory on IIA website.
- Organise visits/participation in International Trade fairs and source Government support under relevant scheme.

(E) Paid services to in lieu of Membership fee of EIFC

- Provide useful and important information related to international trade, market survey, demands, etc., through tie up with Embassies / High Commissions / Associations / Chambers etc. from all over the world.
- Promotion of company and products in all countries of the world with recommendation to establish direct contact with our registered members.
- Advisory support services in all matters related to international marketing, Exports, Imports, DGFT, Customs, GST and RBI/FEMA.
- For International Companies doing business with India - to keep them updated with the recent changes in Govt. of India rules and regulations related to imports into India, like landed cost, rules and regulations governing imports and exports.
- Offer all qualified and duly checked foreign buyers' requirements for establishment of direct business with members. Thus, saving time to source genuine buyers.

(F) Membership for paid services at (E) above

- **Target Group:** Exporters, Importers, Manufacturers, Clearing and Forwarding Agents, Management Consultants, Banks, Legal Practitioners and International Companies doing / willing to do business in India etc.
- **Mode of Communication:** Through E-mails and Whatsapp.
- **Membership fee:** Will be decided by IIA Central Executive Committee shortly.

(G) Other activities/ services proposed to be taken up for Manufacturers/Exporters/Importers etc. on case to case bases at Extra Cost to be decided depending upon the quantum of work

- Export marketing and business promotion to Indian Companies
- Consultancy services related to imports, exports, DGFT, Customs, on annual retainer-ship basis or case-to-case basis.
- To offer guidance related to export pricing, documentation [country wise], custom formalities, shipping procedures, etc.,
- Liaison for opening Office/Warehouse/Godowns - Abroad.
- Develop; implement customized result-oriented marketing strategies for promotion of products in Specific Country/Area.
- Sourcing products new/second, raw materials for Imports of goods in to India.
- Joint venture, Technology Transfer, OEM contracts.
- Acquisition and mergers.
- Importer & Exporter Code Import Licenses, Advance License/ authorization IGCR & compliances, EPCG & compliances Negative List import licenses.
- Special sanction / duty benefits for Project Import.
- FTA benefits Custom Clearance as CHA SVB Registrations & subsequent compliances.
- Focus Market benefits.

CHAPTER-5

FACILITIES ON IIA WEBSITES & MOBILE APP

1. FACILITIES ON IIA WEBSITE (www.iiasonline.in)

- **IIA Operational Handbook:** IIA Complete Operational Handbook is available on IIA Website.
- **Organizational Structure:** IIA Office Bearers along with complete contact details & photograph.
- **Query:** Online queries system for IIA Members.
- **IIA Employment Services:** Free Placement Support to Job Seeker (upload Resume and Search Vacancies) as well as Members (Submit Manpower Requirement View Resumes)
- **Certificate of Origin:** Certificate of Origin at concessional rates.
- **Special Offers for Members:** Special Offers negotiated for IIA Members.
- **MSME News Updates:** Daily News update Flash related to Industries.
- **MSMEs Issues And Problems:** Online portal for Issues & Problems. (Shortly this facility will be available on “My IIA” Mobile App.
- **MSME Knowledge Bank:** Search the following information:
 - ✓ Laws, Acts, Rules & Regulations,
 - ✓ Notifications & Circulars
 - ✓ Various kinds of Reports
 - ✓ Project Profiles, etc.
- **IIA Newsletter:** Get Online Monthly Newsletter.
- **Trade Fair:** Get Online information of IIA Trade Fairs, National, International Trade Fairs and National Conferences
- **Events:** Get information of Upcoming and Organised Events.

- **IIA Chapter websites**
- **IIA Directory:** Online B2B and B2C & other facilities through IIA directory
- **Directory of Indian Defence Industries:** An online directory of Indian Defence Industries/Organizations/Support Organizations/Testing Labs
- **Important:** Important Information related to MSMEs
- **Notification & Circulars:** Easy access of important Notifications & Circulars of Center/State Government and Uttarakhand Government.
- **Migrant Labourers Data:** As per the MOU between IIA and Govt. of UP Migrant Labourer data of around 8 Lakhs is now available with IIA and can be accessed.
- **Networking:** Various MOUs signed with National and International Institutions/Organizations/PSUs can be accessed.

2. **FACILITIES ON “MyIIA” MOBILE APP**

○ **मेम्बरशिप-**

- आसानी से बिना ज्यादा समय लगाये नये सदस्य अपने मेम्बरशिप के लिए apply कर सकते हैं जिसके लिए उन्हें सिर्फ अपना GST डालना होगा और GST वेरिफिकेशन करते हुए डिटेल्स ऑटो फिल हो जाएँगी।
- ऑनलाइन गेटवे के माध्यम से सदस्य अपनी मेम्बरशिप renew कर सकता है।
- सदस्य इस मोबाइल एप्लीकेशन में मेम्बरशिप कार्ड जिसमें सदस्य की जोइनिंग डेट और वैलिडिटी के साथ साथ उद्योग का नाम, मेम्बर आईडी तथा अपनी प्रोफाइल को भी देख सकता है।
- सदस्य पेमेंट हिस्ट्री में जाकर एप के माध्यम से की गयी पेमेंट की इनवॉइस भी डाउनलोड कर सकते हैं।

○ **इंश्योरेंस-**

- सदस्य जिन्होंने आईआईए की ग्रुप हेल्थ इंश्योरेंस पालिसी ली हुई है की जानकारी भी अप्प के माध्यम से देख सकते हैं।

○ **इश्यूज एंड प्रॉब्लम-**

- इसके साथ आपके उद्योग से सम्बंधित समस्याएँ/issues अपने मोबाइल पर ही अपलोड कर आईआईए को भेज सकते हैं।
- इस पर आईआईए द्वारा की गयी कार्यवाही को भी real time basis पर देखा सकता है।
- आईआईए द्वारा की गयी कार्यवाही पर भी फीडबैक दिया जा सकता है।

○ **आईआईए मार्ट-**

- इस एप के माध्यम से सदस्य आईआईए द्वारा संचालित B2B पोर्टल IIA Mart की सुविधा का भी लाभ उठा सकेंगे
- आईआईए मार्ट सदस्य एवं गैर सदस्यों दोनों के लिए ही उपलब्ध है।
- 100+ से अधिक श्रेणियों में उत्पाद सर्च किये जा सकते हैं।
- सदस्य बड़ी आसानी से अपने उत्पाद और उत्पादों की फोटो के साथ manage लिस्ट में जाकर इस पर प्रोडक्ट enlist कर सकते हैं।

- सदस्य प्रोडक्ट लिस्टिंग में उनके उत्पादों के लिए आई हुई requirement को भी देख सकते हैं साथ ही उनका रिप्लाय भी दे सकते हैं।
- **Updates & Circulars-** MSME से संबंधित न्यूज़ एवं आवश्यक सरकारी notification भी उपलब्ध है।
- **ऑफर्स-** आईआईए सदस्यों हेतु विभिन्न इंडस्ट्री जैसे हॉस्पिटल्स, IT, होटल्स इत्यादि के साथ tie-up करके डिस्काउंटेड ऑफर्स भी इस एप पर उपलब्ध हैं।
- **चैटर लॉग इन पैनल-**
 - Chapter login में उपलब्ध डैशबोर्ड से चैटर अपने Active, Graced Period तथा expired मेम्बर्स का डाटा दिए गये नंबर पर क्लिक कर के आसानी से डाउनलोड कर सकते हैं।
 - चैटर अपने लेवल पर भी आवश्यक notification अपलोड कर सकते हैं।
 - चैटर द्वारा सदस्य की समस्याओं को इस लॉग इन पैनल पर अपलोड किया जा सकता है।
 - सदस्यों द्वारा मेम्बरशिप के लिए किये गये आवेदन को चैटर द्वारा Approve membership पर जाकर वेरिफिकेशन करने के बाद approve किया जायेगा।
 - चैटर सदस्यों की प्रोफाइल को भी अपडेट कर सकते हैं।
 - चैटर द्वारा रिकॉर्ड पेमेंट टैब के माध्यम से इनवॉइस भी जारी की जा सकती है।
 - चैटर अपने सदस्यों की पेमेंट हिस्ट्री भी निकाल सकते हैं तथा इनवॉइस का डाटा माह के अधर पर डाउनलोड भी कर सकते हैं।
 - यदि कोई सदस्य एप के माध्यम से अपनी मेम्बरशिप के लिए apply नहीं कर सकता तो चैटर इस लॉग इन पाने के माध्यम से मेम्बरशिप जेनरेट कर सकते हैं।

CHAPTER-6

OPERATIONAL GUIDELINES (FOR IIA CHAPTERS)

1.आई.आई.ए. चैप्टर प्रारम्भ करने के लिए दिशा निर्देश

- नया आई.आई.ए. चैप्टर सामान्यतः राज्य/जिला/लोकल स्तर पर प्रारम्भ किया जा सकता है तथा उन्हीं एरिया में प्रारम्भ किया जा सकता है जहाँ पूर्व में आई.आई.ए. चैप्टर स्थित नहीं है।
- नये चैप्टर को प्रारम्भ करने के इच्छुक उद्यमी को आई0आई0ए0 का सदस्य बनना अनिवार्य है जिसके लिए **"My IIA" Application** पर ऑनलाईन रजिस्ट्रेशन सुविधा उपलब्ध है। इसके लिए अपने मोबाइल फोन पर प्ले स्टोर/एप्पल स्टोर पर जाकर **"My IIA" App** को डाउनलोड कर लें। **My IIA** एप पर क्लिक करने पर अपना मोबाइल नम्बर इंटर करे जिस पर एक **OTP** आएगा। **OTP** डालने पर आई0आई0ए0 मेम्बरशिप फार्म भरकर सदस्यता ले सकते हैं। इस प्रक्रिया में किसी भी प्रकार की कठिनाई होने पर मो0न0 861855540 पर सम्पर्क कर सकते हैं।
- सदस्यता स्वीकृति होने पर सम्बन्धित उद्यमी को प्रारम्भ में अध्यक्ष द्वारा नये आई0आई0ए0 चैप्टर का कनविनर (Convener) नियुक्त किया जाएगा जिसकी सूचना जिलाधिकारी, महाप्रबन्धक जिला उद्योग केन्द्र को इस आशय से भेजी जाएगी कि वे आई0आई0ए0 कनविनर को उद्योगों से सम्बन्धित सभी बैठकों में आमंत्रित करें।
- आई0आई0ए0 के नये चैप्टर के कनविनर (Convener) की नियुक्ति के उपरान्त, कनविनर को आई0आई0ए0 से सम्बन्धित सम्पूर्ण लिट्रेचर एवं आवश्यक सूचनाएँ भेजी जाएगी तथा आई0आई0ए0 की केन्द्रीय कार्यकारिणी की बैठकों में भी आमंत्रित किया जाएगा।
- आई0आई0ए0 के नये चैप्टर के कनविनर के रूप में जब वे कम से कम 40/20 सदस्य बना लेंगे तथा नये सदस्यों से प्राप्त प्रवेश शुल्क एवं सदस्यता शुल्क आई0आई0ए0 केन्द्रीय कार्यालय को प्राप्त हो जाएगा तब आई0आई0ए0 के नये चैप्टर का विधिवत उद्घाटन किया जाएगा तथा चैप्टर के चेयरमैन की नियुक्ति आई0आई0ए0 अध्यक्ष द्वारा की जाएगी। सामान्यतः चैप्टर के कनविनर को ही आई0आई0ए0 अध्यक्ष द्वारा चैप्टर का प्रथम (Founder) चेयरमैन नियुक्त किया जाता है। जिसके लिए आवश्यक दिशा निर्देश आई.आई.ए. केन्द्रिय कार्यालय द्वारा प्रेषित किए जाएंगे।
- आई0आई0ए0 के नये चैप्टर का विधिवत उद्घाटन होने के उपरान्त चैप्टर की गतिविधियाँ चलाने हेतु सदस्यता शुल्क का अधिकतम भाग चैप्टर में ही रखा जाएगा और आई0आई0ए0 केन्द्रीय कार्यालय को केवल रु0 1100/- प्रति सदस्य प्रति वर्ष और सम्पूर्ण सदस्यता शुल्क पर जी0एस0टी0 देय होगा। जिसके लिए आवश्यक दिशा निर्देश आई0आई0ए0 केन्द्रिय कार्यालय द्वारा प्रेषित किये जाएंगे।

- आई0आई0ए0 के नये चैप्टर का विधिवत उद्घाटन होने के उपरान्त एवं चैप्टर के चेयरमैन की नियुक्ति होने पर, चेयरमैन चैप्टर कार्यकारिणी की नियुक्ति करेगे जिसमें आवश्यक रूप से एक सचिव तथा एक कोषाध्यक्ष की नियुक्ति की जाएगी। अध्यक्ष आई0आई0ए0 के अथारिटी लेटर के आधार पर चैप्टर के चेयरमैन द्वारा आई0आई0ए0 चैप्टर का एक्सपेन्डिचर एकाउण्ट, बैंक ऑफ बड़ोदा में खुलवाया जाएगा जिसका संचालन कम से कम दो पदाधिकारियों द्वारा किया जाएगा।
- चैप्टर का एक डिपॉजिट बैंक एकाउण्ट आई0आई0ए0 हैड ऑफिस में खोला/ चिन्हित किया जायेगा जिसमें चैप्टर में जो भी प्राप्तियाँ होगी जमा कि जाएगी। डिपॉजिट बैंक एकाउण्ट में जमा धनराशि की डिटेल् चैप्टर द्वारा हैड ऑफिस को दी जाएगी जिसके आधार पर हैड ऑफिस चैप्टर का अंश चैप्टर एक्सपेन्डिचर एकाउण्ट में ट्रॉसफर कर देगा।
- जिलास्तर पर सदस्यों की समस्याओं का निराकरण चैप्टर के पदाधिकारियों द्वारा अथवा चैप्टर कार्यालय में नियुक्ति कर्मचारियों द्वारा किया जाएगा। जिसके लिए आई0आई0ए0 बेवसाइट एवं **My IIA** एप पर ऑनलाईन सुविधा उपलब्ध है।
- मण्डल स्तर पर सदस्यों की समस्याओं के समाधान हेतु समस्याएँ चेयरमैन द्वारा मण्डलीय अध्यक्ष को प्रेषित की जाएगी तथा वे इनका समाधान मण्डल स्तर पर करवाने का प्रयास करेंगे।
- मण्डल स्तर पर जिन समस्याओं का समाधान नहीं हो पाता है उन्हें सम्बन्धित चैप्टर द्वारा आई0आई0ए0 केन्द्रीय कार्यालय को प्रदेश स्तर पर हल करने के लिए ऑनलाईन सिस्टम के माध्यम से भेजा जाएगा। जिसकी सूचना सम्बन्धित चैप्टर द्वारा मण्डलीय चेयरमैन को भी दी जाएगी।
- सदस्यों को समस्याओं के अतिरिक्त आई0आई0ए0 सदस्यों के विकास एवं जानकारी हेतु भी अनेक कार्यक्रम आयोजित करता है। कार्यक्रम चैप्टर स्तर पर एवं केन्द्रीय कार्यालय में आयोजित किये जाते हैं

2 चैप्टर मासिक रिपोर्ट

चैप्टर द्वारा की गयी गतिविधियों की मासिक रिपोर्ट निचे दिए गये "चैप्टर मासिक रिपोर्ट प्रोफोरमा" पर प्रत्येक माह की 5 तारीख तक विगत माह के लिए आईआईए हेड ऑफिस को ई मेल द्वारा उपलब्ध कराई जानी चाहिए। मासिक रिपोर्ट प्रोफोरमा की सॉफ्ट कॉपी आईआईए हेड ऑफिस द्वारा चैप्टर को उपलब्ध करा दी गयी है / करायी जाएगी।

Proforma for Chapter Monthly Report to be submitted in First week of every month for previous month			
REPORT FOR THE MONTH OF -----UP TO- ----(Day)/----(Month)/20----			
PART-A (Static Information to be filled first time. Required to be updated only when there is any change)			
1	Name of Chapter		
2	Name of Chapter Chairperson		
3	Chapter Office Space (Tick the relevant statement)	No Permanent Office Space	
		Chapter Chairman/other office bearer's office is used as chapter office	

		Chapter office is being run from rented premises (if yes, then the exact Sq. ft area)	
		Chapter office in IIA own Building	
4	Availability of Chapter office equipment's and Furniture	No Equipment's & Furniture available	
		(if available, mention the details and number as per Fixed Assets Register maintained in the Chapter)	
5	Chapter Office Staff	No Staff	
		Part time staff (Name(s) and date of Joining)	
		Full time staff (Name(s) and date of joining)	
6	E-mails & Mobile Numbers of key Chapter Office bearers	Divisional Chairperson	
		Chapter Chairperson	
		Chapter Secretary	
		Chapter Treasurer	
		Chapter Office	
7	Availability of permanent phone numbers for Chapter Office in the name of IIA	Landline	
		Mobile	
8	Monthly Reports	Are you submitting Chapter Monthly reports online / through Email / In hard Copies?	
9	Chapter Audited Balance Sheet submitted to H.O. (Give status of previous two years)	For F.Y. 2020-21 to 2021-22 (Please indicate yes / no for each year along with the date on which the balance sheet is submitted) - Please note the Balance Sheet is required to be submitted latest by 31st May each year.	FY2021----- FY2122-----
10	Chapter Bank Account Numbers	IIA (Chapter Name) deposit a/c No.	
		IIA Expenditure Account No.	
		If any Other A/c, give detail of bank and a/c No.	
11	Implementation of IIA Rules & regulations, Operational Guidelines, Mission and values	Whether IIA Rules & Regulations & Operational Guidelines are being implemented and Mission & values are adhered to?	
PART-B (To be filled every month at the time of submission of the report in first week of the month for previous month till last day of the month)			
1	Meeting Status	Number of Chapter Meetings organised since July 2022.	Executive Committee meetings= General Body Meetings=

		Number of Udyog Bandhu Meetings attended since July 2022 (along with the no. of issues resolved)	
		Any other meeting organised / attended during the month(Give Details)	
		No of Pending issues at Udyog bandhu as on date	
2	Membership & renewals	Membership as on date as per IIA Website/Mobile APP	
		Membership as on 1st July, 2022	
		Growth (in %age) Since July 2022	
		Membership renewals done since 1st July 2022 to till date	
		Membership due as shown on website/Mobile APP as on date but not renewed.	
3	Online system for issues and problems	Whether Issues & Problems online system designed for IIA Members being used by the Chapter and propagated to IIA members to use it?	Yes / No
		If yes, the Number of issues submitted online by Chapter Members during the month.	
		Number of issues solved at Chapter & H.O during the month	
		Number of issues pending for solution / action at Chapter level as on date	
		Number of issues of Chapter members pending for solution at IIA H.O as on date	
4	Chapter initiatives for Industrial development Activities	Workshops/seminars/conferences/exhibitions/etc. organised till date during this year starting July 2022. (to annex if list is large)	
		Workshops/seminars/conferences/exhibitions/any other event or programme organised during the month. (Annex report with photographs if any)	
		Industrial Development studies/Surveys conducted till date during the year starting July 2022.	
5	Other Chapter activities	Other Chapter activities held during the month (Annex report with photographs if required)	
6	Publications at chapter level	Newsletter/directory/any other publication.	
7	Press coverage	Press Coverage during the month (Attach the press clippings)	

3 चैप्टर बैंक अकाउंट संचालन एवं ट्रान्सफर ऑफ मनी:

- **CHAPTER DEPOSIT & EXPENDITURE BANK ACCOUNTS:**

The admission fee, Membership fee and all other receipts inclusive of the GST amount are to be deposited by each IIA Chapter in respective BOB “Deposit Account”. This Bank account is to be opened by IIA Head Office and Account Numbers will be provided to the Chapter alongwith the online facility to view the receipts and transfer for amounts.

On specific authorization and letter to Bank Manager from President IIA, every Chapter shall have to open an Expenditure Bank Account in nearest Bank of Baroda Branch, which will be jointly operated by the Treasurer and the Chairman/or Secretary of the Chapter, under intimation to the Head Office of IIA within 15 days of opening of the account giving the A/c number. Authorization of the President IIA will be for one year 1st July to 30th June. A fresh authorization has to be obtained by each IIA Chapter for operating the Expenditure Bank Account in the Chapter as soon as Chapter Chairman is nominated by the President IIA and the Secretary / Treasurer in the Chapter is changed. If at any stage, the President of the Association comes to the conclusion that the manner of operation of the bank account is prejudicial to the interest of the Association; the President will be entitled to get the bank account of the district chapter frozen. In such an event, the amount deposited in such bank account, shall be transferred to the central fund. In any case, no amount is to be deposited in the Chapter Expenditure Bank Account and there shall be no other bank account operative at the Chapter level.

- **TRANSFER OF IIA HEAD OFFICE AND CHAPTER SHARES:**

Out of the Membership fee deposited by the Chapter in respective BOB “Deposit Bank Account/Membership Fees Deposited online through IIA Payment Gateway by the Members”, IIA Head Office will retain Rs 1100/-per member + GST on the admission & annual membership fee + any other tax liability on the miscellaneous receipts and transfer the remaining amount in to the respective BOB “IIA Expenditure account” of the Chapter based on the statement of membership fee and miscellaneous receipts submitted by the Chapter to IIA Head Office. In case of a new Chapter where membership strength is less than 40 and Chapter is headed by the Convener, the membership fee and other miscellaneous receipts will be deposited in the respective Chapter BOB Bank Accounts / IIA Head Office Accounts. Any expenditure in such Chapters will be reimbursed by the Head Office on actual to the Chapter.

- **IIA FINANCIAL YEAR AND AUDITING OF CHAPTER ACCOUNTS:**

IIA Financial year is from 1 April to 31 March. The accounts of IIA Chapter are required to be audited by a qualified CA by 30th April and a copy of the audit report is required to be submitted to IIA Head Office latest by 31st May.

4. ACTIVITIES OF THE IIA CHAPTER- STATE / DISTRICT /LOCAL LEVEL:

- a) **Monthly, General Body Meeting:** Every Chapter shall hold monthly meeting of general body member on a pre fixed day, time and place every month. It is advisable to call a department head or a senior officer or a person who is connected or concerned with some aspect of Industrial growth activities e.g. Labour, Electricity, Industrial Department, Commercial Tax, Bank, SFC, Income Tax, Provident Fund, E.S.I., District Administration, Policy, etc. to the meeting as Chief Guest to address the members and to discuss their day to day problems. Such meetings should be

fixed at least 10-15 days in advance so that proper intimation is sent to all members and their problems/issues are collected in time. These meeting should preferably be held in the evening and can be followed by tea or dinner if budget permits. Telephone/SMS/e-Mails/whatsapp requests in addition to the notice for attending the meeting gives better results. Such efforts will induce a better understanding amongst the members & strengthen their faith and confidence in the Association and help in membership growth of the Chapter. A brief report of every meeting be sent to the IIA Head Office in monthly report as stated above. A copy of the monthly report should be mailed to Divisional Chairman also. Divisional Chairman should essentially be invited for General Body Meetings and made to sit on the dais.

- b) Meeting of Executive Committee :-** Meeting of Executive Committee (EC) should be held every month preferably in the week following General Body meeting in which past activities of the Chapter and of the EC can be reviewed and programme for the next meeting and other activities be drawn up.
- c) Minutes of the Meetings & Other Records :-** Proper minutes of the General Body and the Executive Committee meeting be maintained in a separate file or register and should be available for inspection by the Divisional Chairman/ Treasurer H.O/ General Secretary/ Sr. Vice President /President of IIA during their visit to the Chapter any time throughout the year. Besides a proper record of membership should be maintained **on IIA website / IIA Mobile App and updated from time to time with the help of IIA head Office.** If the directory is maintained properly, respective Chapters will be able to track the dues/ subscription/and arrears of the members online. Two separate master files are maintained of all the correspondence received/ made by the Chapter with outsiders, between the Chapter and the members and between the Chapter and IIA Head Office / CEC.
- The member's data on IIA website / IIA Mobile App should be checked at least once in a month for updation /correction.
- d) Developmental activities: -** IIA Chapters will organize developmental activities such as Workshops, Seminars, Symposiums, Exhibitions, Buyer Seller meets and any other activity, which is directly related to industry. Chapters will not indulge in any other activity, which is not related to industry unless approved by Central Executive Committee.

5. DAY TO DAY PROBLEMS OF IIA MEMBERS:

Chapters should invite problems from members and try to solve them by taking up with the concerned department either in writing or through delegation of members, or by referring them to District Udyog Bandhu industry problem redressal forum as the need may be or taking it up directly with the concerned department at district / chapter jurisdictional area. In case a problem is not solved at District forum, it may be forwarded to Mandaliya Commissioner Udyog Bandhu forum through Divisional Chairman IIA. Representations to the Central or State Governments will be made through the IIA Head Office only. Similarly, all representations to the State Udyog Bandhu forum, Corporations and Departments outside the district or Division will be routed through the IIA Head Office only. However where IIA State Chapters are formed and there is no district Chapter, the State Chapter may take up the problems at state level with intimation to IIA Delhi Office at info@iaaonline.in.

IMPORTANT NOTE

It is observed that few Chapters write letters to State and National authorities directly by passing IIA Head Office. Then they expect/ask IIA Head Office to follow up for solution of the problems. This practice is strictly prohibited. Any such correspondence will be viewed as will full dis-obeyance of the IIA CEC directives.

AN ONLINE SYSTEM FOR MEMBER'S ISSUES AND PROBLEMS SOLVING HAVE BEEN DEVELOPED AT IIA AS PER THE DETAILS GIVEN BELOW:

Member can post their Issues & problems, get updates/action taken and check the status of the Issues & problems on IIA website www.iaaonline.in. IIA Chapter & HO can also post Issues & problems received directly from the members, take actions and check the status on respective issues & problems. IIA chapters can forward issues & problems to Head Office which require action at state level or national level.

The system works at three different levels:

1. Members level
2. IIA Chapters Level
3. Head office Level

For posting issues & problems and other facilities click on “MSME’s ISSUE AND PROBLEM” on IIA Website home page.

In case of any difficulty in uploading issues & problems online and operating this online system contact at:-

Mobile No: 8601855542 or E-Mail at: admn@iaaonline.in; iaa@iaaonline.in

NOTE:- THIS FACILITY HAS ALSO BEEN CREATED ON IIA MOBILE APP “MY IIA” WHICH WILL BE FULLY OPERATIONAL SOON.

6. ATTENDING MEETING OF IIA CEC:

Meeting of Central Executive Committee (CEC) must be attended by the Chairman of the Chapter, who is also an ex-officio member of the CEC. Only under unavoidable circumstances, should he seek a leave of absence from the CEC in that case it is desirable that the Vice Chairperson / Secretary of the Chapter attends the CEC.

7. ROLE AND RESPONSIBILITIES OF DIVISIONAL CHAIRMAN AND HIS INTERACTION WITH THE CHAPTER:

One Divisional Chairman is nominated for a group of Chapters. Chapter Chairman must feel free to contact Divisional Chairman of his/her area for any problem/suggestion/assistance regarding working of the Chapter or for solving problem with Government Departments in his town and at Divisional Level. Chapter Chairman should also invite Divisional Chairman in important meetings, of Chapter. However, every Divisional Chairman is required to visit the Chapter at least once during the first quarter of the year i.e. July-Sept. and as and when he feels necessary for furthering the interest of the Association and the Chapter.

Divisional Chairman may use chapter office whenever he needs such help for preparing cases of the IIA members.

Divisional Chairman will attend all Mandaliya Udyog Bandhu forum Meetings and problems of IIA members not solved at this forum will be forwarded to IIA Head Office through respective Chapters.

Divisional Chairman will maintain liaison with all Divisional Level Officers of the Govt.

8. DRAFT AGNEDA FOR MONTHLY MEETINGS:

The agenda of the monthly meetings must broadly include of the following activities:-

- Self-introduction of the members (at least for first months).
- Proper welcome of Chief Guest/Speaker.
- Information received from CEC/IIA Head Office
- Information sent to CEC / IIA Head Office.

- Information on activities of the Chapter during past one month.
- Correspondence/details of interaction with Divisional Chairman incharge.

9. PROBLEM CONCERNING POLICY MATTERS:

Problems concerning Policy Matters on various subjects should be sent to the IIA Head Office from time to time through online system as stated at 5 above. IIA Chapter is also required to respond to the requests sent by the IIA Head Office for views on policy issues and Studies/Surveys conducted from time to time.

10. SPECIALIZATION IN VARIOUS SUBJECT:

Specialization in various subjects should be encouraged. Members can be identified who can give advice to other members on the subjects like Commercial Tax, Labour, Banking and specific Industry sector etc. Such pooling of resources and ideas will help the members and will increase their interest in the Association. Professionals in various field may also be enrolled as members and their help and views sought in the matter of solving individual problems as well as in making suggestions on policy issues for consideration by the IIA Head Office. It is recommended that Subject Committees in line with that of IIA Head Office are constituted at Chapter level also to establish a professional link.

11. OFFICE STAFF:

Appointment of Office Staff is a must for successful IIA Chapters. It is seen that those chapters who have the services of part time or full time staff member, have generally done well, as the availability of staff member helps in improving communication between Chapter and its members as also between the Chapter and the Head Office. With part time or permanent Staff at Chapters value added & revenue generating services, e.g. GeM Facilitation etc. can be initiated.

12. CHAPTER OFFICE:

IIA Chapter must have a permanent Chapter Office of its own or in rented premises.

13. DIRECTORY OF INDUSTRIES:

Directory of Industries in your District/Town should be prepared listing units working in your area, with details of their item of production and other relevant information. This list should contain the names of members as well as non-member units in your area. For preparing the directory, members' data available on IIA website can be used.

14. E-MAIL IDs FOR CHAPTERS:

Official E Mail IDs should be created for the chapter key Office Bearers and Chapter Office. These E-mail ID's should be handed over to new Office Bearers.

Email ID's should be communicated to IIA Head Office also.

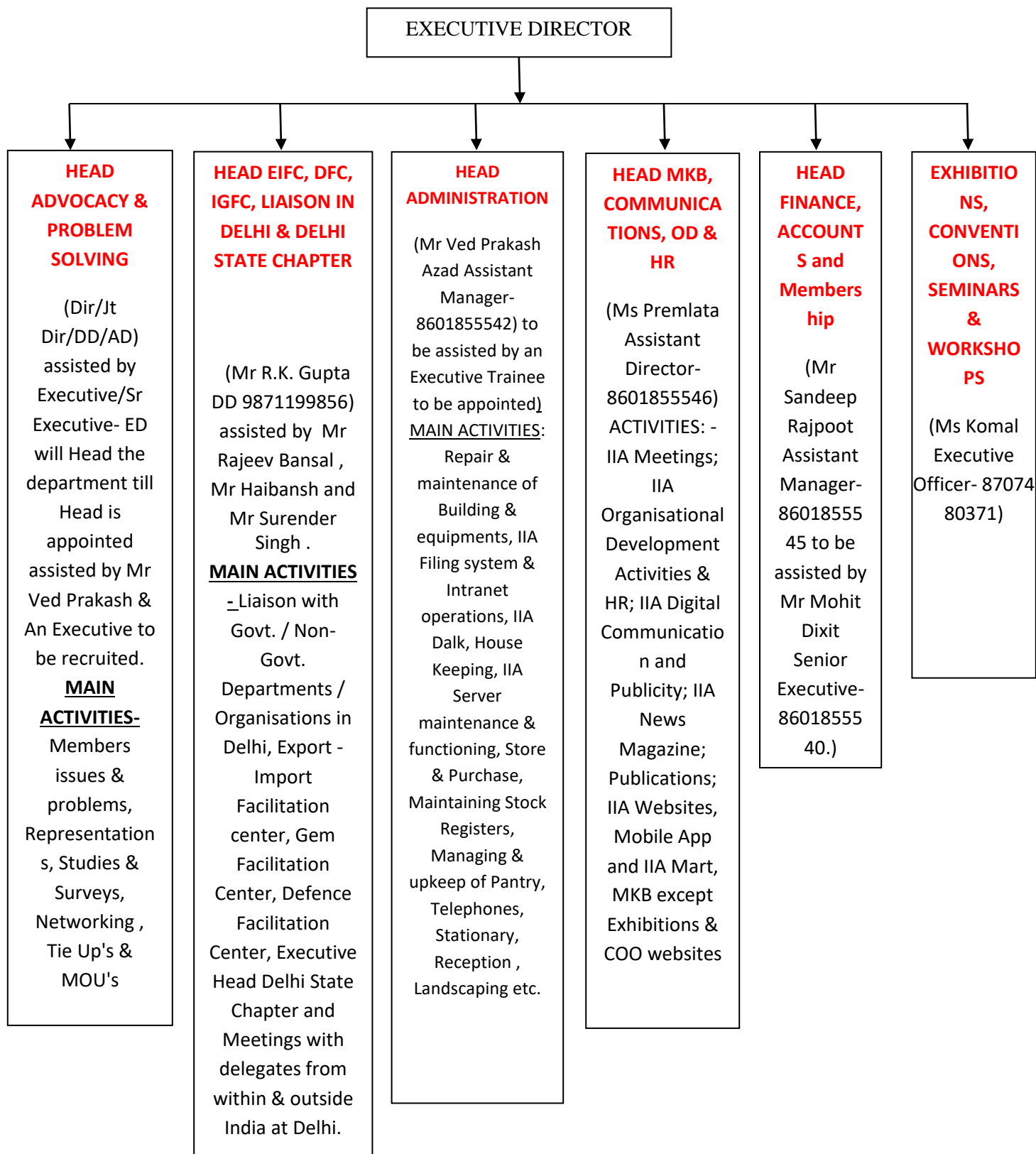
15. वाट्स-एप का उपयोग

विगत कुछ समय से वाट्स-एप का उपयोग आई0आई0ए0 में सुगम विचार-विमर्श एवं सूचनाओं के आदान-प्रदान के लिए किया जा रहा है। इसके लिए केन्द्रीय कार्यालय स्तर पर सी0ई0सी0 2022-23 ग्रुप बनाया गया है। इसी प्रकार प्रकार चैप्टर स्तर पर भी आफिस वियरर एवं सदस्यों के ग्रुप बनाए जाने चाहिए। परन्तु इन ग्रुपों में सोशल, पॉलिटिकल

एवं धार्मिक संदेश पूरी तरह वर्जित होने चाहिए। इनका उपयोग आईआईए की गतिविधियों और एमएसएमई से सम्बन्धित सूचनाओं के लिए ही होना चाहिए।

आईआईए सदस्यों के लिए सूचनाओं के आदान प्रदान के लिए आईआईए केन्द्रीय कार्यालय द्वारा Chapter Whatsapp Group (66) का भी उपयोग किया जा रहा है। आईआईए व्हाट्स-एप ब्रॉडकास्ट नंबर 7376616526 है जिसे हर चैप्टर स्तर पर सुनिश्चित कर ले की ये सभी आईआईए सदस्यों द्वारा अपने मोबाइल में सेव कर लिया जाये।

16. IIA HEAD OFFICE EXECUTIVE STRUCTURE



17. CHAPTER EXECUTIVES:

[A] Chapter Executives' Roles, Code of Conduct and Values

(As decided during Orientation Training Program held at IIA HO on 4th & 5th Sep. 2013)

Roles/Responsibilities

1. Handle IIA Members' Issues & Problems directly or with the help of Chapter/Divisional Office Bearers.
2. Organize Chapter meetings, record minutes and follow up for necessary actions.
3. Organize programs/events for the betterment of IIA Members.
4. Manage Chapter Accounts and files.
5. Liaisoning with District level Govt offices.
6. Letter drafting and mail writing.
7. Preparing summary & details and updation of members' Issues & Problems on IIA website, follow up with the government departments on the progress of I&P and sending reminders accordingly.
8. Disseminating important information to IIA Members through bulk mails/SMSs.
9. Handling communication received from IIA HO for necessary action and providing timely feedback to IIA Head Office.
10. Ensure implementation of IIA Rules & Regulations, Chapter operational guidelines, IIA Vision, Mission & Values taking support from the Chapter Office Bearers.
11. Maintain regular contact with the members in the chapter.
12. Ensure proper upkeep and discipline in the chapter office.
13. Plan daily/weekly/monthly activities and submit daily report through e-mails on a structured format to the Chairman, Divisional Chairman as well as other senior Office Bearers of the Chapter as will be desired by the Chapter Chairman.
14. Maintenance & updation of chapter websites with the help of IIA HO.
15. Ensure publication of Chapter news/report in IIA News Letter published from IIA HO.

Code of Conduct

1. Be courteous/well behaved with all concerned.
2. Be punctual, responsive and disciplined.
3. Adjust with the nature & priorities of the Chairman and senior Office Bearers of the chapter.
4. Be patient with members and office bearers.
5. Keep a positive & learning attitude always.
6. Be transparent and keep oneself away from alliances with different groups/parties.
7. Be committed to IIA's cause.
8. Should be ready to take initiatives.
9. Be clear about the job.

Values

1. Be honest & sincere.
2. Be truthful.
3. Be dutiful.
4. Be sensitive for members' problems.

18. CHECKLIST FOR IMPLEMENTATION OF CHAPTER OPERATIONAL GUIDELINES

- 1) **Monthly, General Body Meeting:** Whether the schedule for the whole year July to June end has been drawn and communicated to IIA Head Office for the current operational year. (Y/N)
- 2) **Online System of Issues and Problems:** Whether the chapter submits the problem of its members via online system to IIA Head Office and monitor it online. (Y/N)
- 3) **Chapter Members online details and system:** Whether the Chapter is updating IIA Members directory on the website / IIA Mobile App regularly and keeping it fresh. (Y/N)
- 4) **Membership fee online invoices and receipts:** Whether the Chapter is preparing online Membership fee invoices and issuing receipts thereon to the members for the fee received. (Y/N)
- 5) **Member awareness to use IIA Online facilities:** Whether the Chapter is organizing awareness campaign for the members of the Chapter to use online facilities provided for them on IIA website and IIA Mobile App. (Y/N)
- 6) **Accounting compliances:**
 - a) Chapter has adopted the Centralised accounting system and all transactions are done through the bank accounts opened for the purpose. (Y/N)
 - b) Chapter maintains financial documents such as Cash Book, Ledger, Balance sheets, details of Fixed Assets etc (Y/N)
 - c) Chapter have submitted Audit Report duly signed by the CA to IIA head Office for the previous financial year latest by 31st May of the following year. (Y/N)
 - d) Chapter has submitted details of fixed assets including trust deeds / lease documents to IIA Head Office. (Y/N),
- 7) **Duties of Divisional Chairman:** Whether Divisional Chairman attends all Mandaliya Udyog Bandhu forum Meetings. (Y/N)
- 8) **Online web System of Chapter Activities:** Chapter know about its login details on IIA website and is using all the facilities provided therein as well as is monitoring the progress through this system. (Y/N).
- 9) **Chapter Monthly Report:** Chapter monthly report is submitted regularly for the previous month by 5th day of the following month. (Y/N)
- 10) **IIA Accreditation Standards:** Chapter is aware of IIA Accreditation Standards as laid down by NABET QCI and is making efforts to comply with the standards. (Y/N)
- 11) **Code of Conduct:** Whether the Chapter Officials follow, the Code of Conduct prescribed in the Chapter operational guidelines. (Y/N)

19. CHECKLIST FOR IMPLEMENTATION OF IIA RULES & REGULATIONS

- 1) **IIA Objectives:** The Chapter is aware of the Objectives laid down in IIA Rules and Regulations. (Y/N)
- 2) **IIA Chapter Activities:** All the activities of the Chapter are carried out as per objectives stated in IIA Rule and Regulations.
- 3) **Admission and Membership Fee:** Chapter is charging the admission fee and Membership fee strictly as approved by the CEC. (Y/N)
- 4) **Roles and designations of Chapter Office Bearers:** Chapter Office bearers are using the correct designations as defined in IIA Rules and regulations and discharging their responsibilities accordingly. (Y/N)
- 5) **Paid up list for CEC Elections:** Chapter is aware about the rules & regulations for Election of CEC Member, eligibility of the chapter to gain / retain CEC seat in the election and that only those members will be eligible to contest / cast vote for CEC Election who have paid their membership fee till 31st March of the current year and there is no arrear of previous years fee. (Y/N)
- 6) **Executive Committee of Chapter:** The Chapter have constituted an Executive Committee and the committee meetings are held regularly. (Y/N)

20. IIA Chapter Evaluation and Performance Rating

Chapter name: _____

Evaluation Date: _____

Objective:-

IIA has unique two tier System for managing the affairs of the Association i.e. IIA Head Office and IIA Chapters. Though the infrastructure, manpower resources and Management Systems at IIA Head Office have stabilized to a reasonable extent, yet there are lots of variations at IIA Chapter levels. In order to increase the awareness and motivate IIA Chapters to follow the rules, regulations, systems and procedures of IIA, this system of “IIA Chapter Evaluation and Performance Rating” is being introduced. For facilitating IIA Chapters to improve the performance, one of the Senior Office Bearer from IIA Head Office will be nominated to monitor this system.

Chapter Evolution & Performance Criteria's and Corresponding weightage*

(*Weightage points indicated against each performance criteria and the performance criteria's may change in times to come depending upon the experience and will be rationalised / fine-tuned)

1. Chapter office space (Maximum Points-10)

- | | |
|--|-----|
| • No permanent office space | 0 |
| • Chapter Chairman/other office bearer's office is used as chapter office | 1 |
| • Chapter office is being run from rented premises with proper Rent agreement in the name of IIA. (Depending upon the area & action) | 2-8 |
| ▪ Upto 200 Sq ft area | 2 |
| ▪ 200 Sq ft to 300 Sq ft | 4 |
| ▪ 300 Sq ft to 400 Sq ft | 6 |
| ▪ > 400 Sq ft | 8 |

- Chapter office in IIA own Building with all documents Submitted to IIA H.O. (Depending upon the built up area & completion of all legal formalities as per IIA rules & regulation.) **8-10**
 - Office space + meeting hall 8
 - Office space + meeting hall + office bearers cabins 9
 - Office space + meeting hall + office bearers cabins + Library + open space for events 10

2. Chapter office Equipment's (Maximum point-10)

- No equipment **0**
- Equipment's & Furniture is Available (Depending upon the number and ideal requirements) **1-10**
 - 1 Table + 1 Chair + 1 Computer + 1 dedicated telephone 1
 - 2 Tables + 2 Chairs + 1 Computer + 1 dedicated telephone + Internet Connection 2
 - 2 Tables + 2 Chairs + 1 Computer + 1 dedicated telephone + Internet Connection 3
 - 2 Tables + 2 Chairs + 1 Computer + 1 dedicated telephone + Internet Connection+ Photocopier cum Scanner 4
 - 2 Tables + 2 Chairs + 1 Computer + 1 dedicated telephone + Internet Connection +Photocopier cum Scanner + Projector 5
 - 2 Tables + 2 Chairs + 2 Computer + 1 dedicated telephone + 1 Mobile Phone No. +Internet Connection + Photocopier cum Scanner + Projector 6
 - 3 Tables + 3 Chairs + 2 Computers +1 dedicated telephone + 1 Mobile Phone No. + Internet Connection + Photocopier cum Scanner + Projector 7
 - 3 Tables + 3 Chairs + 2 Computers + 2 dedicated telephone + 2 Mobile Phone No. + Internet Connection + Photocopier + Projector+ Scanner 8
 - 4 Tables + 4 Chairs + 3 Computers + 2 dedicated telephone + 3 Mobile Phone No. + Internet Connection + Photocopier + Projector + Scanner 9
 - >4 Tables + >4 Chairs + >3 Computer + 2 dedicated telephone + > 3 Mobile Phone No. + Internet Connection + Photocopier + Projector + Scanner 10

3. Availability of Chapter office Staff (Maximum Point-10)

- No Staff **0**
- Part Time Staff directly Or From Chairman's Or other Office Bearers own Office Working for IIA Chapter **1**
- Permanent full time office Staff is available (Depending upon the No's /Competencies/ capabilities) **2-10**
 - No. of employees –2 2
 - No. of employees –3 4
 - No. of employees –4 6
 - No. of employees –5 8
 - No. of employees –6 or > 6 10

4. Implementation of IIA Rules & Regulation and Chapter operational guidelines

(Maximum Point-20)

- IIA Rules & Regulation- maximum point-10 (Based on the Check list) **10**
- Chapter Operational Guidelines- max. point-10 (Based on the Check list) **10**

5. Implementation of Action Plan as Communicated by IIA Head Office & Response to Communication sent from IIA Head Office – Maximum point-10

- (1 point for every action plan implemented and reported back to IIA head Office)

6. Chapter initiatives for Industrial Development activities- max points-10

- Industrial Development Programs organized e.g. Workshops/Seminars/conference/Exhibitions – (0.5 point for each activity subject to maximum 5 points) **Max. 5**
- Industrial Development studies /Surveys Conducted & report prepared, Cluster Development activities etc. (1 point for each activity subject to maximum 5 points) **Max. 5**

7. Representation in District Industry bodies e.g. Udyog Bandhu, Departmental Meetings and issues / Problems of IIA members taken up -maximum Point-10

- (0.5 points for each issue / problem of IIA members solved subject to max. 10 points) **10**

8. Membership Growth at the end of the year(31st March) Compared to start of the year (1st April)

- Negative (-1) point for every 10% decline or part thereof **(-) 1to (-)10**
- Stagnant **0**
- Growth (1 Point for every 10 % growth or part thereof) **0 to 10**

9. Others – Maximum 10 Points.

- Attendance of Chapter Chairman in CEC Meeting – maximum 5
5 Points. (0.5 point for every attendance in CEC)
- Chapter EC Meetings & General Body Meetings – maximum 5
5 Points.
(0.20 point for each meeting upto maximum 25 meetings in a year)

Total Points Scored

/100

Evaluation by

Name : _____

Designation: _____

Signature : _____

CHAPTER-7

RULES & REGULATIONS OF INDIAN INDUSTRIES ASSOCIATION

1. **Name** : The name of the Association is Indian Industries Association
2. **Full Regd. Address** : IIA Bhawan, Vibhuti Khand, Phase-II, Gomti Nagar, Lucknow
3. **Territorial Limits** : The territorial limits of the Association shall be anywhere in India.
4. **Objective:** The aims and objects for which the society is established are as follows:-
 - I. To foster, to promote and to co-ordinate co-operation and movement for promotion of micro , small and medium sized enterprises, by pooling the creative genius of micro, small and medium sized enterprises at regional and national levels, and capabilities of governmental and non-governmental agencies engaged in development of micro, small and medium sized enterprises.
 - II. To examine handicaps of micro, small and medium enterprises and to suggest remedial measures for their removal.
 - III. To collect, to collate and to disseminate information on expertise, innovations and technology in sectors specifically relevant to micro, small and medium enterprises.
 - IV. To identify, to assess and to assist in attending to the social, economic, educational, technical, legal and other incidental needs of the micro, small and medium enterprises.
 - V. To encourage and to facilitate grater technical, industrial, social and economic co-operation and understanding between micro, small and medium enterprises of developed and developing countries in the context of the emerging new world economic order through transfer of technology and dissemination of industrial and technical information.
 - VI. To prepare and to publish papers, periodicals and reports in furtherance of co-operation and understanding on technical and other needs of micro, small and medium enterprises with a view to benefiting them.
 - VII. To organize Seminars, Conferences, Expert Group Meetings, Technology and Product Development Programmes etc., with a view to assisting the production/ quality/import/marketing/technical capabilities of micro, small and medium enterprises and to make representations to 'regional and national' bodies and agencies.
 - VIII. To enlist the services of experts, on suitable basis, for the benefit of members on matters relating to industry, commerce, trade and other incidental needs.

- IX. To mobilize public opinion on all problems pertaining to micro, small and medium enterprises and to undertake surveys and studies for the same.
- X. To promote regional and national chapters/committees, organizations at appropriate levels to promote the objectives and programmes of the society.
- XI. To work with institutions imparting technical training so that their training programmes remain in tune with the need and demand of industry to get quality work force.
- XII. To promote advancement of commercial and technical education, advertising and study of different branches of micro small and medium enterprises and to set up a foundation of endowment for encouraging research work.
- XIII. To collect, to formulate and to express views of members on connected matter at various regional and national forums with a view to securing their fullest support to the various suggestions contained therein.
- XIV. To create a comprehensive Database by establishing a well-equipped library and computerized information center with regard to micro, small and medium level enterprises.
- XV. To study cases that strain labour management relationship and to suggest ways and means for securing industrial peace and uninterrupted production.
- XVI. To form charitable trust(s) for the safe and proper custody, use and maintenance of the immovable property of the society.
- XVII. To accept, to receive, to purchase, to take on lease or hire, or to otherwise acquire any movable or immovable property or any rights or privileges necessary or convenient for the purpose, though fit or expedient.
- XVIII. To acquire by gift, purchase, exchange, lease, hire or otherwise, any land building, equipment or other properties for the furtherance of the objectives of the society and to construct or alter any building for the purpose.
- XIX. To invest surplus funds and to help investment of any funds from time to time in the modes of investments which are permissible in terms of Section 11(5) of the Income Tax Act., 1961 and subsequent amendments thereof.
- XX. To sell, to lease, to transfer, to exchange, to mortgage, to dispose off or to otherwise deal with any property belonging to the society provided that the said activities are not motivated by generation of commercial profit or gain but are only in the interest of the members and will further the objectives of the society. All funds, money or other securities thus to the objectives of the society and shall be applied or accumulated for the promotion of charitable purposes as stated in the Income Tax Act and shall not be used to declare dividends directly or indirectly.
- XXI. To accept grants and other financial assistance from government and non-governmental sources or private voluntary organizations-national, regional or international or to enter into any agreement with them with a view to promoting the objectives of the Society, provided that in respect of contribution from foreign sources, complete records shall be kept by the Society in accordance with prevailing laws, rules and regulations.
- XXII. To take loan/advances on such terms and conditions as may be necessary from time to time for purposes of running the Society.
- XXIII. The Society may receive contributions for advancement of the objectives of the Society. All such contributions shall be solely utilized and applied towards the promotion of its aims and objectives only as set forth in this memorandum of Association and no portion thereof shall be paid or

transferred directly or indirectly by way of dividends, bonus, profits or in any other manner whatsoever, to the present or past members of the Society or to any other person, though reimbursement of expenses incurred on activities pertaining to the Society duly authorized and evidenced by supporting vouchers would be permissible. Payment of a reasonable remuneration, taking into account the nature of services and the person's experience etc. would also be permissible to governing body member as the need may arise.

- XXIV. The income and property of the Society, whensoever derived, shall be applied solely towards the promotion of the objects of the Society as set forth in this Memorandum of Association, and no portion thereof shall be paid or transferred directly, or indirectly, by way of dividend, bonus, or otherwise by way of profit of the members of the Society, provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Society, or to any member of the Society, in return for any services actually rendered to the Society, or the payment of adequate compensation and proper rent for premises demised or let by any member to the Society, but no member of the Committee or Management of the Society or any office bearer of the Society shall be paid by way of fees, and that no remuneration or other benefit in money or money's worth shall be given by the Society, to any member of the Committee or management, except repayment of out of pocket expenses duly authorized and supported by proper vouchers.
- XXV. To carry on such activities of general public utility which do not involve any activity for profit by the Society. Any such activity undertaken by the Society shall be conducted on a 'no profit and no loss' basis and the incidental surplus, if any, shall be applied only for charitable purposes or to further the objects of the Society and shall not be distributed as dividend, profit, bonus or otherwise to the members.
- XXVI. To do all such other lawful acts and deeds as are incidental or conducive to the attainment of any or all of the objectives of the society.
- XXVII. To foster and to promote CO-operatives, Corporation, Consortium Bodies for financial assistance, Counseling services, Consultancies and any other institution for the requirements and benefit of micro, small and medium enterprises.
- XXVIII. To do anything this may be needed for any purpose for the general benefit of the micro, small and medium enterprises.
- XXIX. All the income, earnings, moveable, immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objects only as set for 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 Society or to any person claiming though any/one or more of the present and past members. No member of the society shall have any personal claim on any movable or immovable properties of the Society or shall make any profits, whatsoever, by virtue of his membership.

5. MEMBERSHIP:

The Association shall admit ordinary/honorary/Associate/Affiliated/Institutional/ Corporate members from all or any of the following categories. However, the membership of the Association shall be subject to final approval by Central Executive Committee (CEC).

- (a) Any company/firm engaged in manufacturing, processing, and assembling activities and other industrial activities and commodities or any such products used by the common man/industries in India or in any other country.

- (b) Any company/firm/individual engaged in imparting services like consultancy and other professional services.
- (c) All individuals, organizations, or association engaged in promotion of industrial activities or services either in private or public sector, subject to prior approval of CEC at a regular meeting.
- (d) The CEC can also enroll as members such individuals who in opinion of CEC have contributed or are competent to contribute their services for the benefit and performance of the objective of the society. Such membership shall automatically terminate on the 30th day of June next after the date of nomination. However the CEC in its discretion may by resolution, from year to year continue such membership for the ensuring year.
- (e) The CEC can also enroll life members as well as patrons of the society.

6. ADMISSION FEE AND SUBSCRIPTION:

The Annual subscription and admission fees for membership of the Association shall be fixed by the CEC and the CEC may revise it from time to time. The term of Association will start on 1st of July and will end on 30th June every year.

7. TERMINATION OF MEMBERSHIP:

The membership may be terminated by the CEC in the following manner and on the happening of the following contingencies:

- (C) Death of the member.
- (D) Insanity of the member.
- (E) If the member has been declared insolvent.
- (F) If the member has been convicted in a criminal case by a court of law.
- (G) Resignation by the member: The resignation shall be in writing and will be submitted after paying all outstanding dues including subscription as on date of resignation.
- (H) The subscription of the member is due for 2 years or more, then the membership may also be terminated by CEC.
- (I) If the member is found working derogatory to the interest of the Association.

8. CENTRAL EXECUTIVE COMMITTEE (CEC):

The CEC will be the governing body of the Association and shall comprise of-

- (a) Elected members up to 21 as per rules of the Association defined in the rules and regulations elsewhere.
- (b) All the office bearers of the society i.e. The President, Sr Vice President, Vice President(s) and General Secretary, Secretary(ies), Treasurer, Chairman of U.P. Sub-Committee(s) and Chairman of area/District Chapters.
- (c) The elected CEC member cannot hold any post of an office bearer other than that of the President as defined by the term "Office Bearer" elsewhere in Rules. This restriction would continue to apply even after his/her resignation for his her remaining tenure as Elected CEC Member
- (d) **The following will be permanent/special invitees to CEC Meeting:-**
 - I.** Past Presidents of the Society.
 - II.** Any person(s) invited by the President and/or CEC Member with a view to seek his/her opinion in the larger interests of the Society.

9. ELECTION OF CEC MEMBERS:

Prior to every election of CEC members, an election officer shall be nominated by the CEC who will be responsible to conduct the election of the members of CEC through postal ballots as per procedure and programme chalked out by the CEC in its regular meeting. All the eligible members will be allowed to participate in the election programme.

Electoral constituency for election of a CEC Member will be based on total number of eligible members divided by 21 and the eligible members shall be those whose chapter contribution has been received by IIA Central Office upto 31st March of respective year from the respective chapter verified by respective Chapter Chairperson. Any member who has not paid his subscription in full up to 31st March shall not be entitled to vote.

If more than required nominations are received from a chapter/area then election will be held in that particular chapter/area only for the final candidate under the supervision of Election Officer.

(For example if total number of paid members lists received in IIA head office is for say 4200 members then the Electoral Constituency for one CEC Member will be $4200/21=200$. In that case, if number of paid members in a Chapter exceeds 200 then more than one CEC member can be elected from that Chapter based on the whole number multiplier principle i.e. the 2nd CEC member will be entitled after the number of paid members exceeds 400 and so on. In case the number of paid members in a chapter is, less than 200 the Chapters will be clubbed area wise by the Election officer for election of CEC member from such Chapters. However, such clubbing will not be allowed with any chapter having paid membership of 200 or more.)

The ballot paper prepared after receiving nomination, their scrutiny and withdrawal shall be dispatched to the members at least fifteen days before the date of election. The decision of the Election Officer regarding acceptance of nominations for the membership of CEC, the preparation of voters list and the election results shall be final. The date of scrutiny and withdrawal of nomination shall be decided by the election officer. CEC shall consist of not more than 21 elected members out of which 1/3rd members shall retire every year by rotation. Thus, every elected CEC member shall have a term of 3 years.

9 (A). ELIGIBILITY FOR BECOMING A CEC MEMBER:

- I) Minimum 5 years of continuous IIA membership
- II) Must possess a valid MSME Entrepreneur Memorandum Part-II acknowledgement to be enclosed along with the nomination form.
- III) Must have been an Office bearer at Chapter level having an exposure of CEC meetings at Central level/Divisional level /Working group head at Central level.
- IV) Must have complete faith on IIA Constitution, Culture and values and is not indulged in any kind of anti IIA activities at any point of time.
- V) Employee other than Director in a Pvt. Ltd Company of a member enterprise will not be eligible for the election as CEC member of IIA.
- VI) Elected CEC member can be elected for maximum two terms. However, elected CEC Member will not be eligible for election for the consecutive term.
- VII) Elected CEC Member will lose his / her status as CEC Member for remaining tenure (subject to the approval of President) in case his / her attendance in CEC Meeting in a year is less than 50%. For such remaining tenure, CEC may nominate / elect another senior member from the respective area and the criteria of minimum attendance will apply to such nominated member also.

10. ELECTION OF PRESIDENT:

Election Officer shall call the meeting of the elected members of CEC within 15 days of CEC election to elect a President of the Association. Any member of the Association whose name appears on voting list shall qualify to be elected as President of the Association, but for not more than two consecutive terms.

11. ELIGIBILITY, DUTIES & FUNCTIONS OF THE OFFICE BEARERS:

A) ELIGIBILITY:

All office bearers of the society including the President, District Chairman and Elected CEC Members must own a manufacturing unit.

B) PRESIDENT

The President shall be the head of the organization. The President shall preside over all the meetings of General Body. Central Executive Committee and such Committee of which he would be the Chairman. The President so elected shall nominate the office bearers, Chairman of sub-Committees, Local/ District Chapters as deemed necessary for the proper functioning of Association.

The President shall have power to call meeting of the CEC, to give Directions to the Secretariat and to interpret the policy of the organization and be its Chief Spokesman.

The President shall exercise the power of the CEC during the intervening period of two meetings. Such action by him shall be placed before the next CEC meeting and ratified.

The President shall have power to call for record from Secretariat and to do all such acts as may be necessary and in furtherance of the objectives of the society.

The Elected CEC Members will have power to impeach the President with a resolution passed by three fourth majority vote and to elect a new President in his place for the remaining tenure in a special CEC Meeting called by 1/3 Elected CEC Members.

C) SENIOR VICE-PRESIDENT

One Senior Vice-President may be nominated by the President whose duties and functions shall be assigned to him by the President from time to time.

D) VICE-PRESIDENT

As per requirement, Vice-President(s) shall be nominated by the President, whose duties and function shall be assigned by the President from time to time.

E) DIVISIONAL CHAIRMAN

Divisional Chairman Shall be nominated by the President for two or more District chapters, whose duties and functions shall be assigned by the President from time to time.

F) GENERAL SECRETARY

The General Secretary shall perform such functions as may be assigned to him by the President from time to time.

G) SECRETARY

As per requirement, Secretaries shall be nominated by the President who shall perform such functions as may be assigned by the President from time to time.

H) TREASURER

The Treasurer shall issue appropriate instructions to the Secretariat for the maintenance of accounts of Association in such a manner as may be desired by the CEC from time to time. The Treasurer shall also present the Annual Statement of Accounts of the Association with Auditors Report at the Annual General Meeting of the Association. The Treasurer would present a budget and have the same approved by CEC within three months prior to close of the year to cover the normal recurring expenses, capital expenditure and special activities for the following year.

Apart from above, President can nominate any officer or convener of the state or district as per requirements

12. MEETINGS:

- (a) Seven days clear notice shall be required for holding an ordinary meeting of the general body. In the meeting of the general body, the quorum shall be 100 members, or 1/10th of the total membership, whichever is less.
- (b) Annual General Meeting of the Association shall be held every year on a notice of 14 days on such date as may be decided by the CEC. Normally, the annual general meeting shall be held in the month of July, in the event the annual meeting is not held for a period of 18 months from the holding of the last annual general meeting, the members of the association shall have the right to call for an annual general meeting. Such requisition for an annual general meeting shall be made by at least 25 members of the Association.
- (c) All members appearing on the rolls of the Association and whose membership has not been terminated shall be entitled to attend the annual general meeting. However, the members, whose dues are in arrears, shall not have the right to vote on any resolution.
- (d) The CEC will meet at least once in a quarter. Minimums 7 days clear notice shall be given to call such meeting. The quorum of the meeting shall be 7 members.

13. LOCAL/DISTRICT CHAPTER:

The Local Chapters may be set up by CEC area wise where a minimum membership of 20 is assured, with the following conditions:-

- (1) Each chapter shall contribute an amount in lump sum every year to CEC as decided by CEC from time to time.
- (2) The local chapter will have to perform some minimum activity every month as decided by the CEC of the Association and will send the report of the same to CEC.
- (3) The CEC will issue membership card and certificate to the District Chapter and membership card to the members.

OFFICERS AND EXECUTIVE COMMITTEE OF DISTRICT/LOCAL CHAPTERS CHAIRMAN (DISTRICT):

Chairman of the local chapter will nominate the members of executive committee of the chapter as per procedure to be framed by the CEC. However, the Chairman of the chapter shall be nominated by the President.

The Chairman of the District shall nominate one Secretary, one or more Vice-Chairman, one Treasurer and any other officer as required from time to time. They shall perform such duties and function as assigned to them by the Chairman of the District.

ACCOUNTS OF DISTRICT CHAPTER

- (a) Treasurer of the chapter shall be directly responsible for proper accounts for the receipts and expenses and the proper records thereof.
- (b) All the accounts shall be audited by the Auditor appointed by the Executive Committee.
- (c) The accounts in banks shall be operated by the treasurer and either of the Chairman or Secretary.
- (d) A list of members whose subscription in full is received by 31st Dec. should be sent to CEC every year in the month of January.

14. AMENDMENTS TO MEMORANDUM:

Whenever, it shall appear to the Central Executive Committee advisable to alter, extend or abridge such purpose or purposes for which the Association has been established or to amalgamate the Association either wholly or partially with any other Association, the CEC may submit a proposition to the members in a written or printed report and convene a special meeting for consideration thereof. But no such proposition shall be carried into effect unless such report shall have been delivered or sent by post to the members of the Association before the special meeting by the CEC for the consideration thereof and unless such proposition shall have been agreed and passed by the voting of 2/3 members present at a special meeting convened by the CEC at an interval of one month after the former meeting.

15. ACCOUNTS:

The Treasurer of the Association would arrange for maintenance of accounts, getting the same audited and presenting them before General Body duly adopted by CEC in time. The Financial year shall be from April to March.

All bank accounts whether Saving/Current/Overdraft or otherwise, would be operated, as per resolution passed by the CEC, from time to time and with such stipulation as may be prescribed normally jointly by at least 3 office bearers. There will be a separate account maintained by the District Chapter which will be operated by at least any two of the three office bearers of the chapter jointly. However, the bank account of the district chapter can only be opened on written authority by the President of the Association. If at any stage, the President of the Association comes to the conclusion that the manner of operation of the bank account is prejudicial to the interest of the Association; the President will be entitled to get the bank account of the district chapter freeze. In such an event, the amount deposited in such bank account, shall be transferred to the central fund. True accounts shall be kept of all sums of money received and expended by the society and by local/district chapter of the society separately. The matters in respect of which such receipt and expenditure takes place, and of the property, credits and liabilities of the society and subject to any reasonable restriction as to the time and manner of inspecting the same that may be imposed in accordance with the regulation of the society for the time being in force, the accounts shall be open for the inspection of the members. Once at least every year, the accounts of the society and of local/district chapters separately shall be examined and the correctness of the Balance sheet and the Income and Expenditure account ascertained by one or more properly qualified auditor or auditors.

16. AUDIT:

The auditor(s) appointed by CEC shall audit the accounts of the Association and furnish audit report to the treasurer and President. Chairman of District Chapter shall also appoint auditors separately, and get their accounts duly audited.

- 17. (a) The Association can sue through its President, who will be responsible for looking after or carrying on all legal cases, appoint advocates etc.

(b) Arbitration

Should any dispute arise between any member or members or a former member and the Association, which cannot be satisfactorily settled under the procedures already provided for such purpose, the matters in difference shall be settled by arbitration. Each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Only members of the Association (IIA) may be appointed as umpire or as arbitrators. The Decision arrived at by the arbitrators, or in the event of their disagreement, by the umpire, shall be final and binding on all parties.

18. RECORDS:

The General Secretary and Treasurer of the Association shall be responsible for the maintenance of all registers like register of membership, minute's book and book of account.

19. DISSOLUTION OF ASSOCIATION:

Not less than two third of the members of the Association may determine that it shall be dissolved and thereupon dissolve forthwith or at time then agreed upon and all necessary steps shall be taken for the disposal and settlement of the Property of the Association, its claims and liabilities, as may be decided by the CEC provided in the event of any dispute arising amongst the CEC or the members of the Association. The adjudgement of its affairs shall be referred to the principal court of original civil jurisdiction of Lucknow (U.P.) and the final decision shall be taken as per directions of the court. If on winding up or dissolution of the society, there shall remain, after settlement of all debts and liabilities, any property whatsoever, the same shall not be paid to or distributed amongst the members of the society but shall be given away to any charitable society or constitution promoting similar charitable objects.

20. MOVEABLE AND IMMOVABLE PROPERTIES:

In furtherance to its objects and activities defined hereinabove, the power to acquire, take on lease, rent or otherwise land and building and any other property movable and immovable which is required or conducive for the purpose of the Association shall vest in the Association.

All immovable properties of the Association shall vest in the Trust promoted by the Association and shall be held by them under the declaration of the trust subject to the power and provisions declared therein or contained in and concerning the same.

All movable properties shall vest with the Association to be administered as per directions of the CEC from time to time. The Association shall also be entitled to improve, manage and maintain all or any part of the property of the Association or such immovable properties as may be entrusted to the Association by the members. No member of the society shall have any personal claim on any movable assets or immovable assets or immovable properties by virtue of his membership. Such assets stated above, belonging to society can be let out with adequate compensation to society as stated in the Income Tax Act.

21. AMENDMENT OF RULES AND REGULATIONS:

These rules and regulations may be amended by a majority of two-third of the members of the Association present at a specially called General Body Meeting for the purpose.

22. The Association is authorized to initiate and to subject legal action on its own behalf or on behalf of its members, jointly or severally, in all courts established by law, whether on authorization by member or by an individual or by a group of individual.



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