

2025 - 2026



IIA OFFICE BEARERS

ORIENTATION HANDBOOK

आईआईए सदस्यों
का यही संकल्प
उद्योग बढ़ाएंगे
विकसित भारत बनायेंगे

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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 49 Chapters in Uttar Pradesh, Uttarakhand and Delhi having a strong membership base of about 15000 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:

IIA Representations-

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, Chaubeypur and Muzafarnagar 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, Barabanki, Moradabad, Dehradun and Arunachal Pradesh.

IIA has its virtual office to provide Secretariat support to remaining chapters.

CHAPTER - 2

IIA VISION, MISSION, OBJECTIVES & GOALS

PREAMBLE

On completion of 25 years of IIA's existence and support to MSMEs, a need was felt to review IIA's Vision, Mission & Values keeping in view the rapidly changing industrial environment and increased strength of IIA. With the support of ZDHSEQUA(German Partnership programme for Indian MSMEs), a comprehensive exercise to define IIA's vision, mission and values was initiated in Sep 2010 when first workshop was held in Meerut with CEC members. Mr. Arvind Kaul, a reputed Management Consultant alongwith his team were engaged to facilitate the exercise. In this workshop, the basic parameter for Vision and Mission of an organization was discussed.

A more comprehensive exercise to brainstorm and crystallize the VISION MISSION & VALUES of IIA was then held on 26-27 April 2011 at Shivgarh resort, Lucknow. The workshop was attended by the 7 Former Presidents, President, Sr. Vice President and General Secretary of IIA apart from around 35 select CEC Members. The draft of VISION MISSION & VALUES of IIA was worked out in this workshop which was presented in the 185th CEC meeting held on 20th May 2011.

Thereafter, the draft was circulated to CEC members for their final comments and discussed in Annual General Meeting of IIA held in Mussoorie on 18th July 2011.

IIA VISION For the period July 2021 to June 2026:

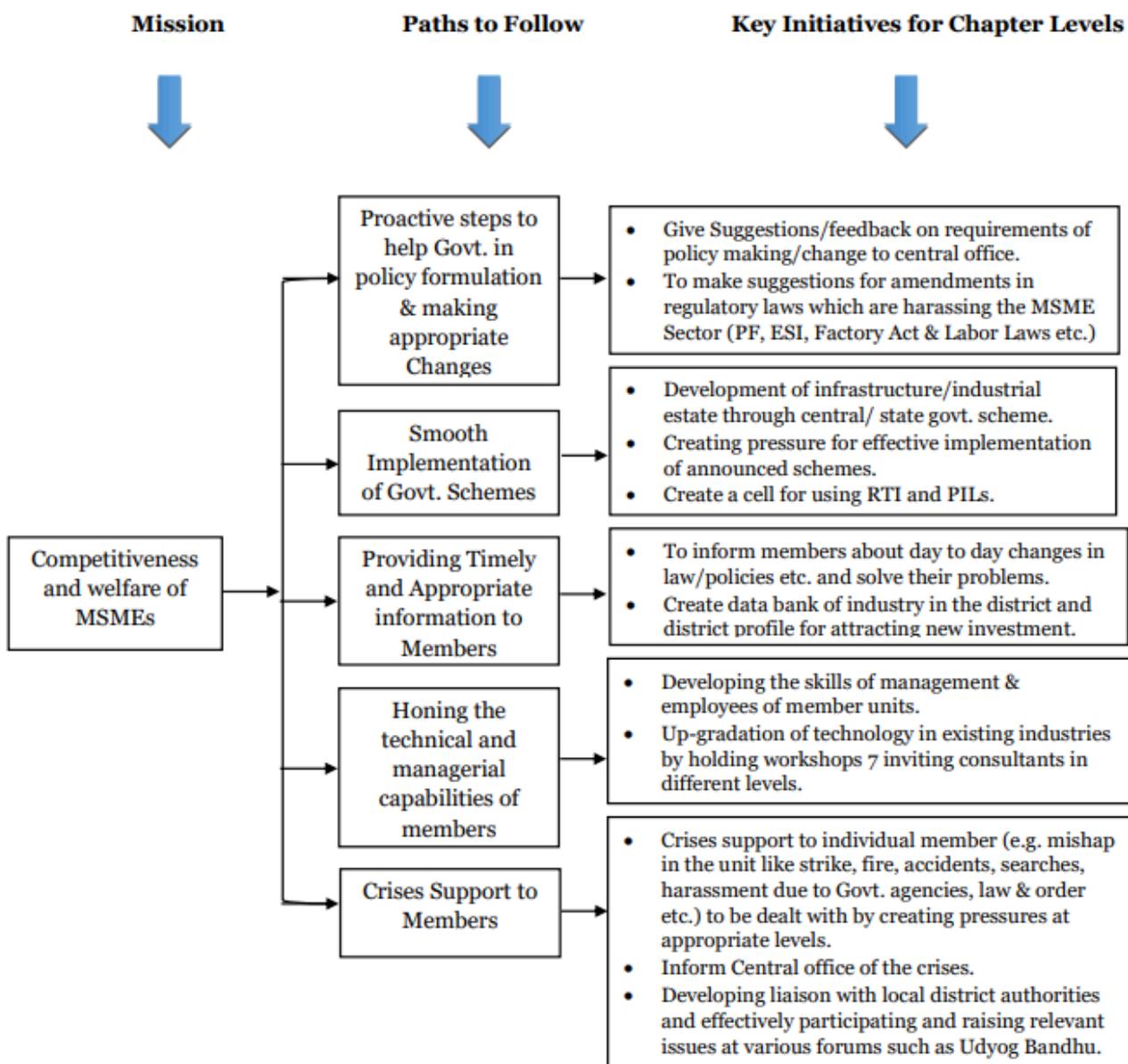
S.No	Vision Statement decided and approved	Current status / action required
1	Creation of chapter in all districts having sufficient number of industries.	<u>Not achieved</u>
2	We shall have our presence in all the states of the country.	<u>Very little achieved</u>
3	We shall have our representation 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 as yet and data is not gathered as how may members have moved to Large Sector.

STATUS OF IIA'S VISION FOR THE PERIOD JULY 2011 TO JUNE 2021 CAN BE SEEN FROM THE QR CODE GIVEN BELOW

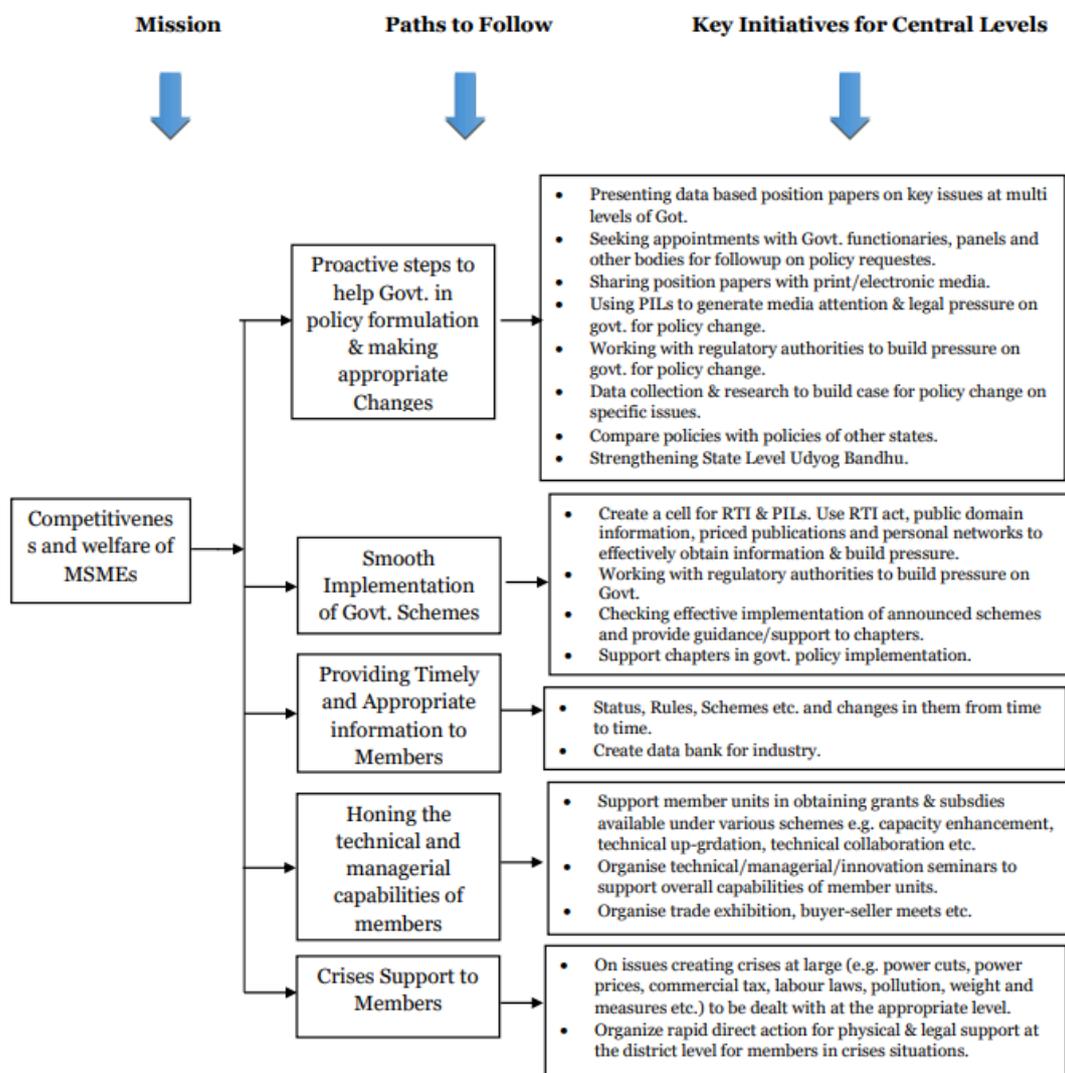


MIND MAP OF MISSION-VISION OF IIA

CHAPTER LEVEL



MIND MAP OF MISSION-VISION OF IIA CENTRAL LEVEL



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.

IIA GOALS 2025-26

1	Empowering members for their business growth, and for adopting cleaner production and processes
2	Increase in IIA Membership to 20000 by 30th June 2026
3	Expansion of IIA activities to minimum 8 New States (5 in North East, Chhattisgarh, Haryana, and Bihar and Strengthen IIA in Delhi and Uttrakhand State and in HO membership
4	Organise Expos-2025-26 to cover different Sectors including Green Energy, Food Processing, Building Materials, Electricals, Engineering, Franchisee Shows etc at different locations
5	Organize visits / meetings of minimum 5 IIA Business Delegations with foreign countries / organizations for MSME Business exchange
6	Organise minimum 3 B-2-B and B-2-C Meetings and International Conclaves and work towards Local to Global
7	Organise minimum 7 Vendor development programme with Govt. Departments / PSU's to facilitating purchases from MSME's
8	Organise National and State level MSME Udyami Mahasammelan
9	Organise minimum 25 Webinars, produce videos on MSME topics based on specific needs of MSMEs and upgrade IIA Website
10	Strengthen and facilitate system of Manthan and Business meetings at all Chapters so that at least 8 Manthan meetings and two Business Meeting are organized in each Chapter.
11	Strengthen IIA Export Facilitation Center so that minimum 40 Members are enrolled and provided tailored service in each quarter.
12	Strengthen IIA Employment Services to facilitate IIA Members to hire manpower as per their requirements.
13	Strengthen Senior Expert Services and create reservoir of technical consultants for at least 6 lines of product for the benefit of existing and new entrepreneur members.

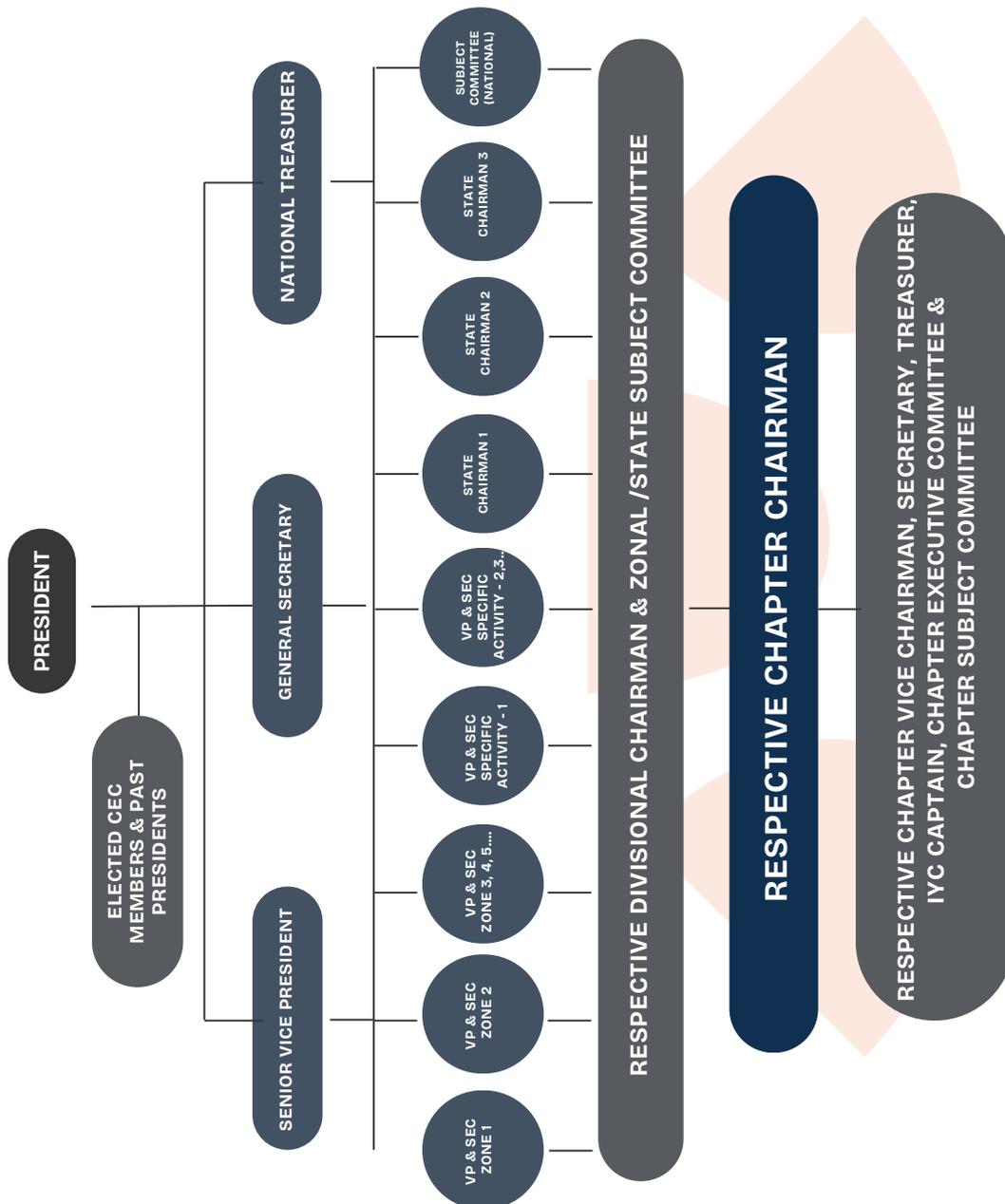
IIA GOALS 2025-26

14	Facilitate establishment of at least 5 CFC's in Industrial Areas
15	Strengthen A-20 activities and organize at least 6 activities jointly with the member MSME Associations
16	Empower IIA COB- Vice President, Secretary and Divisional level structure and launch of New Chapters in the Divisions so that maximum Districts are covered
17	Policy Reforms and Strengthen Intervention for MSME's (PRIME) and Promote RAMP
18	Executing MOU's and making them effective with existing MOU's also to connect MSME Industries with services and Academia.
19	Developing Best Practices for members on 1) Power and Energy Consumption, Energy Audit, 2) Water Consumption and Discharge, 3) Raw Material Development, 4) Skill Development, 5) Adoption of Digital Skills by MSME 6) Alternate Fuel Development, etc
20	Developing Reservoir of Techno – Commercial Consultants in 6 Streams

CHAPTER - 3

ORGANIZATIONAL STRUCTURE, ROLES & RESPONSIBILITIES, CODE OF CONDUCT FOR OFFICE BEARERS

IIA OPERATIONAL ORGANIZATIONAL STRUCTURE



IMPORTANT NOTE-

- It is observed that Chapter Chairmen are creating other post's 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.

IIA OFFICE BEARERS – MAIN ROLES, RESPONSIBILITIES, AUTHORITIES & REPORTING STRUCTURE

S.NO	POST	ROLE	RESPONSIBILITIES	AUTHORITY	REPORTING
1	National President	Head of the IIA; represents the association at the highest level. (Chief representative and authority of IIA.)	<ul style="list-style-type: none"> -Represent IIA Nationally and Internationally. -Spearhead policy advocacy and national-level engagements with government and industry bodies. -Preside over National Executive Committee and General Body Meetings. -Provide strategic vision and leadership across all levels. 	<ul style="list-style-type: none"> -Final decision-maker on major matters with CEC ratification. -Appoint National Committees and Special Delegates. -Final authority in all IIA matters; can delegate responsibilities as required. -Signs MoUs and key communications on behalf of IIA. 	Reports to General Body of IIA). All National, Zonal, and State-level office bearers reports to the President.
2	Senior Vice President	Second-in-command acts as National President in absence.	<ul style="list-style-type: none"> -Coordinate major national events. -Lead special initiatives and missions. -Assist the President in all functions and officiate in his absence. -Monitor State & zonal-level performance and cross-zonal coordination. 	<ul style="list-style-type: none"> Authorized to take decisions in the absence of the President. -Coordinates National programs with zonal & State heads. 	<ul style="list-style-type: none"> Reports to the National President. -Receives Reports From: Vice Presidents and designated National Committees.
3	General Secretary	Key administrative head at the national level and central communication node.	<ul style="list-style-type: none"> -Implement CEC decisions. -Supervise National Secretariat operations and internal communications. -Ensure timely communication across the organization. -Maintain official records and proceedings. 	<ul style="list-style-type: none"> Signatory authority for communications and representations. -Authorized to issue circulars, notices, and minutes. 	<ul style="list-style-type: none"> Reports to the National President and Receives Reports From: State , Zonal and Divisional Secretaries, National Committee Coordinators/ Chairpersons.

S.NO	POST	ROLE	RESPONSIBILITIES	AUTHORITY	REPORTING
4	National Treasurer	Chief Custodian of national finances.	-Maintain and audit national accounts. -Present periodic financial reports to CEC & General Body. -Monitor audit and statutory compliance. -Advise on budgeting and financial planning.	-Compulsory Authorized signatory for payments in addition of either the General Secretary or the President	Reports to the National President. Receives Reports From: Chapter Treasurers.
5. (a)	Vice President (Zone)	Head of a Zone (group of divisions in one or more states).	Execute national policies at zonal level. Supervise Divisional Chairmen and ensure Chapter coordination.	Can call Zonal Meetings and recommend actions within the Zone. -Approve new chapter formation; recommend policy actions to national level.	Reports to the National President and SrVP. -Receives Reports From: Divisional Chairmen and Chapter Chairmen.
5. (b)	Vice President (Specific IIA Activity)	Head of the activity in IIA	Plan calendar of the activity / actions to be taken at various levels including at National, State , Zones, Divisions and Chapter levels. Communicate these plans / actions to State / Zonal Heads. Supervise implementation of the activity at all levels	Can call State / Zonal Meetings and recommend actions within the State /Zone.	Reports to the National President and SrVP. -Receives Reports From: State & Zonal Heads.
6. (a)	Secretary (Zone)	Administrative support to Zonal VP.	Facilitate communication between zones, divisions and Chapters. Maintain zonal records and reports. -Coordinate meetings, ensure reporting from divisions and chapters.	Authorized to circulate decisions and minutes within the Zone and to Head Office.	Reports to Zonal Vice President. -Receives Reports From: Divisional Secretaries and Chapter Secretaries.
6. (b)	Secretary (Specific IIA Activity)	Administrative support to VP (Specific Activity).	Facilitate communication between State and Zonal heads. Maintain activity records and reports. -Coordinate meetings, ensure reporting from State and Zonal heads related to specific activity.	Authorized to circulate decisions and minutes within the States, Zones and to Head Office.	Reports to Vice President (Specific Activity). -Receives Reports From: State and Zonal Secretaries.

S.NO	POST	ROLE	RESPONSIBILITIES	AUTHORITY	REPORTING
7	State Chairman (For states where member base is low)	Head of the IIA in a specific state.	Promote IIA activities across districts. Liaise with State Government and Industry Departments. -Organize state-level events, meetings, and representation.	Represent IIA at State Government forums.	Reports to National President / Sr VP and respective Zonal VP.
8	State Secretary	Administrative head at state level.	-Coordinate with chapters and divisions. -Maintain state-level documentation.	Represent IIA at State Government forums along with State Chairman.	Reports to State Chairman.
9	State Treasurer	State-level finance in-charge.	Maintain records of state income and expenses.	-Compulsory Authorized signatory for payments along with either of the State Secretary or State Chairman.	Reports to State Chairman and National Treasurer.
10. (a)	Divisional Chairman	Supervisor of chapters within a division.	-Guide and review functioning of Chapters in the division. -Monitor membership growth and program implementation -Organize divisional-level events, meetings, and representation.	Recommend new chapter formation.	Reports to Zonal VP / State Chairman (as applicable). Receives Reports From: Chapter Chairmen.
10. (b)	Divisional Secretary	Communication and documentation support.	Maintain divisional data and meeting records.	Authorized to circulate decisions and minutes within the Division and to zonal / specific activity Secretary.	Divisional Chairman. Receives Reports From: Chapter Secretaries.
11	District/ Area Chapter Chairman	Head of a local chapter (District Unit).	-Membership drive and member engagement. -Organize chapter meetings, events seminars, and activities. -Act as first point of contact for MSMEs in the district. -Represent IIA locally and coordinate with industry and administration.	Approve local representations and coordinate with District Administration.	Reports to Divisional Chairman. Receives Reports From: Chapter Secretary, Treasurer, and Committee Conveners.

S.NO	POST	ROLE	RESPONSIBILITIES	AUTHORITY	REPORTING
12	Chapter Vice Chairman	-Support the Chapter Chairman	Share leadership and operational responsibilities at the chapter level with the Chapter Chairman.	Exercise authorities of the Chapter Chairman in his absence	Reports to Chapter Chairman.
13	Chapter Secretary	Operational head of the chapter.	Maintain member records, minutes, correspondence. Responsible for overall Chapter administration.	Coordinate with district administration along with Chapter Chairman.	Reports to Chapter Chairman. Receives Reports From: Committee Members.
14	Chapter Treasurer	Custodian of chapter finances.	Maintain proper records of collections, donations, and local expenses.	-Compulsory Authorized signatory for payments along with either of the Chapter secretary or Chapter Chairman.	Reports to Chapter Chairman and State/National Treasurer (as required).

Accountability Principles

- Monthly/Quarterly Reporting: All levels report upwards on member engagement, finances, and programs.
- Annual Review: Performance reviews at all levels by immediate higher authority.
- Transparency: Financial and activity reports must be documented and shared at each level.
- Digital Reporting System (suggested): Use a centralized MIS or portal for standardized reporting and communication.

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

- आईआई.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 आई० आई०ए० के सदस्य अपनी संस्था पर अधिक विश्वास रख सकें।
- आईआई.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।
- आई०आई० सदस्यों को सम्मान देंगे।
- आई०आई०ए० 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।
- आई०आई०ए० सदस्यों, सम्बन्धित दूसरे पदाधिकारियों के साथ विभिन्न माध्यमों से यथा वीडियो कॉन्फरेसिंग/ व्हाट्सएप/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, कार्यकमी इत्यादि को चिन्हित करेंगे तथा उनका पूरी तरह से उत्तरदायित्व सम्भालेंगे।
- आई०आई०ए० में किये जा रहे खर्चा 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 जावेगा। **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 आई०आई०ए० 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 आई०आई०ए० की सभी बैठकों में भाग अवश्य लेंगे। किन्हीं विशेष परिस्थितियों में यदि ऐसा न कर पाये तो अपना प्रतिनिधि भेजना अवश्य सुनिश्चित करेंगे।**

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 समझेगें।

CHAPTER - 4

(A) IIA MEMBERSHIP

Eligibility, Fee, Online Registration, Benefits

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 and 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 or 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 14th October 2023 decided in 296th CEC in the past.

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

(a) FOR MSME's

Admission Fee	Annual Subscription	Turnover
Rs. 1000	Rs. 4,000	Upto Rs. 1 Crore
Rs. 1000	Rs. 7,000	Rs. 1 Crore - 3 Crore
Rs. 1000	Rs. 10,000	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. 25,000/-

- (c)** For MSME 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 a 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 also 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://iia-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 Elibility 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

<p>प्रॉब्लम सोल्विंग एवं प्रश्नों का समाधान</p>	<p>आई०आई०ए० सदस्यों की उद्योगों से सम्बन्धित समस्याओं एवं उनके प्रश्नों का समाधान करने में सभी स्तरों पर आई०आई०ए० मदद करता है। इसके लिए आई०आई०ए० वेबसाइट अथवा मोबाइल ऐप पर ऑनलाइन सुविधा उपलब्ध है।</p>
<p>केन्द्र एवं राज्य सरकारों के साथ नीतिगत मुद्दों पर कार्यवाही</p>	<p>आई०आई०ए० सदस्यों की प्रतिक्रिया के आधार पर राज्य और केंद्र सरकार के विभिन्न स्तरों पर एम०एस०एम०ई० के उत्थान के लिए मुद्दों को तर्कसंगत तरीके से प्रस्तुत करता है एवं उनका समाधान करवाने का प्रयास करता है।</p>
<p>एम०एस०एम०ई०नों लेज बैंक</p>	<p>आई०आई०ए० तथा सिडबी के जॉइंट वेंचर के रूप में एम०एस०एम०ई० नॉलेज बैंक की स्थापना 2003 में की गयी थी जिसका उद्देश्य एम०एस०एम०ई० उद्यमियों को उद्यम स्थापित करने और चलाने के लिए आवश्यक सभी जानकारियों प्रदान करना है। अधिक जानकारी आई०आई०ए० वेबसाइट www.iiasonline.in पर उपलब्ध है।</p>
<p>आई० आई०ए० सहायता केन्द्र</p>	<p>आई०आई०ए० द्वारा विभिन्न विषयों अथवा औद्योगिक सेक्टरों पर केन्द्रीय कार्यालय में सहायता केन्द्र स्थापित किये है जैसे जीईएम सहायता केन्द्र रक्षा निर्माण एवं सप्लाय सहायता केन्द्र एवं 1. आयात/निर्यात सहायता केन्द्र 2. Defence Production Facilitation Center 3. Zero Defect Zero Effect ZED 4. IIA Employment Services इत्यादि।</p>
<p>व्यापार विकास सहायता</p>	<p>आई०आई०ए० सदस्यों को आई०आई०ए० की डायरेक्टरी के माध्यम से व्यापार को विकसित करने में सहायता प्रदान करता है। आई० आई०ए० डायरेक्टरी प्रिन्टेड रूप में आई०आई०ए० वेबसाइट पर तथा मोबाइल एप्लीकेशन के रूप में प्लेस्टोर से मोबाइल फोन पर इंस्टॉल की जा सकती है। इसके अतिरिक्त आईआईए मोबाइल ऐप My IIA पर आईआईए मार्ट की सुविधा भी उपलब्ध है जिसमें एम०एस०एम०ई० उद्यमी बिक्रेता के रूप में रजिस्टर कर सकते है तथा अपनी आवश्यकतानुसार किसी भी प्रोडक्ट की खरीद या बेच सकते है। राष्ट्रीय एवं अंतर्राष्ट्रीय प्रदर्शनियो, बॉयर सेलर मीट तथा अंतर्राष्ट्रीय सम्मेलनों के माध्यम से आई०आई०ए० व्यापार संबर्धन में सहायता प्रदान करता है।</p>
<p>IIA Website एवं My IIA App</p>	<p>IIA Website एवं आईआईए मोबाइल ऐप पर सदस्यों को अनेक online सुविधाओं प्रदान करने के अतिरिक्त महत्वपूर्ण जानकारियां उपलब्ध कराइ जाती है।</p>
<p>आई०आई०ए० न्यूज मैगजीन</p>	<p>आई०आई०ए० अपने सदस्यों को आई०आई०ए० न्यूज पत्रिका निःशुल्क ई-मेल एवं व्हाट्सऐप के माध्यम से हर माह प्रदान करता है। यह मैगजीन आई०आई०ए० वेबसाइट पर भी उपलब्ध है जिसमें अनेक उपयोगी जानकारियाँ सदस्यों को प्राप्त होती है।</p>
<p>आईआईए वर्चुअल एमएसएमई हेल्प सेण्टर एवं आईआईए टोल्लफ्री नंबर</p>	<p>IIA Virtual MSME Help Centre प्रत्येक कार्य दिवस पर दो से तीन बजे तक खुला रहता है इसके अतिरिक्त टोल फ्री नंबर की सुविधा भी सदस्यों को उपलब्ध है इन दोनों सुविधाओं के माध्यम से सदस्य अपनी शिकायतों का तुरंत समाधान प्राप्त कर सकते हैं</p>

<p>सर्टिफिकेट ऑफओरिजिन</p>	<p>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।</p>
<p>विशेषज्ञ सलाहकार</p>	<p>आई०आई०ए० द्वारा विभिन्न विषयों पर विशेषज्ञ सलाहकारों को चिन्हित किया गया है। इन सलाहकारों एवं सब्जेक्ट कमेटीयों के चेयरमैनो की जानकारी आई०आई०ए० वेबसाइट पर उपलब्ध है। आई०आई०ए० सदस्य इन सलाहकारों से सीधे सम्पर्क स्थापित कर सकते हैं।</p>
<p>Direct बेनेफिट्स स्कीम के लिए प्रिविलेज कार्ड की सुविधा</p>	<p>आई०आई०ए० ने प्रतिष्ठित संगठनों के साथ आई०आई०ए० सदस्यों, उनके परिवार के सदस्यों और कर्मचारियों के लिए अनेक विशेष छूट प्रस्तावों पर समझौते किये है। सदस्य "आई०आई०ए० प्रिविलेज कार्ड" के माध्यम से इन ऑफरों का लाभ उठा सकते हैं। इन डायरेक्ट बेनिफिट योजनाओं में</p> <ol style="list-style-type: none"> 1. कार एवं अन्य वाहन खरीद पर डिस्काउंट 2. समूह चिकित्सा स्वास्थ्य बीमा योजना 3. प्रतिष्ठित अस्पतालों होटलो पैथोलॉजी केन्द्रों में छूट इत्यादि।

(B) FACILITATION CENTERS FOR IIA MEMBERS

FACILITATION CENTERS AT IIA HO FOR THE BENEFIT OF IIA MEMBERS

1. IIA Export Facilitation Centre (IEFC)

(A) Introduction:

Export Facilitation Centre (EFC) 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, 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) Free Services to IIA Members & IEFC Members

- Assistance in representing Exporters / Importers problems at Government Levels.
- Policy interventions / representations to Government on behalf of Members.
- Issuance of Certificate of origin.
- Replies to queries related to Export/Import.
- Export/Import Related Government Circulars (Through WhatsApp).

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

- Help assistance for obtaining IEC code from DGFT
- Explore Business Opportunities worldwide
- Lead Generation: Max 15 HSN Code same industry per membership and 10-20 leads
- Trade Information: Quantitative/Qualitative data on export import provided.
- Information about international Exhibition/Event/Seminars through e-mails and whatsapp.
- Industry specific Government Schemes (in detail) and Industry specific govt. Circulars provided on time.
- Facilitate participation in International Exhibitions/Events/Seminars and also facilitate in utilization of incentives under government schemes for participation.
- Market Analysis: Target market, Trade Barriers, Regulation, Market Value.
- Business Opportunity: Identify potential trade opportunities worldwide.
- Support for drafting communications.

(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.

2. MSME Sustainable (ZED) Certification

MSME Sustainable (ZED) Certification is an extensive drive to create awareness amongst MSMEs about Zero Defect Zero Effect (ZED) practices and motivate & incentivise them for ZED Certification while also encouraging them to become MSME Champions. Through the journey of ZED Certification, MSMEs can reduce wastage substantially, increase productivity, enhance environmental consciousness, save energy, optimally use natural resources, expand their markets, etc. MSMEs will also be motivated to adopt best practices in work culture, standardisation of products, processes, systems etc. in order to enhance their global competitiveness and sustainability.

MSME Sustainable (ZED) Certification can be attained in THREE Levels after registering and taking the ZED Pledge:

ZED Pledge

- Certification Level 1: BRONZE
- Certification Level 2: SILVER
- Certification Level 3: GOLD

How to Register and apply for ZED Certification:-

- Official website of ZED is <https://zed.msme.gov.in/>
- Download ZED MSME Mobile app from google play store or Apple Store
- For ZED Registration, applicant must keep the following ready:
 - Udyam Registration Number of the Enterprise.
 - The Mobile Number that is associated with the Udyam Registration.
 - Valid Email ID
 - GSTIN Number
- After registration, ZED ID and login password will be sent on the Email ID provided. Post Application the member needs to apply for Bronze/Silver/Gold Category from the address of the registered Unit/Factory then the applicant can proceed for further process. MSMEs will be eligible for the following incentives:
- Joining reward of Rs. 10,000/- for ZED Certification
- Apply for Bronze certification, Silver Certificate or Gold Certificate by applying Joining Reward (By applying Joining reward the bronze certificate charges no cost).
- Submit Basic information and Documents.
- Assessor will verify the information and documents submitted by the applicant. After successful verification, a certificate and report will be provided to applicant and will be updated on the ZED MSME App.

Role of Indian Industries Association (IIA) in ZED Certification

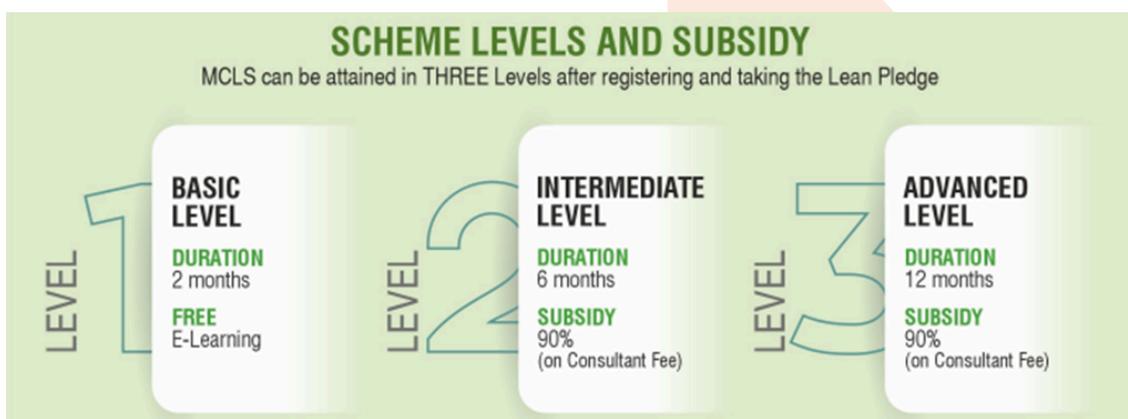
Indian Industries Associations (IIA) acts as a single point to all MSME for smooth ZED Certification. A trained ZED Facilitator is sent by IIA to Member unit/Company who ensures ZED Certification within 24 hours. The facilitator provided by IIA takes care of procedure filling, saving entrepreneurs from the cumbersome task of filling & uploading of photographs and documents.

Under this scheme, MSME's will be getting bronze certification free of cost. However, for Silver & Gold certification a fee of Rs. 40,000 & Rs. 90,000 respectively is applicable Subsidy as per the following structure, on the cost of certification: (i) Micro Enterprises: 80%, (ii) Small Enterprises: 60%, (iii) Medium Enterprises: 50%. There will be 100% subsidy for the MSMEs owned by Women Entrepreneurs.

For any help from IIA, you may contact Ms. Shubhangi Sinha on Mob: 8601855570 or you may contact on tollfree no. 18003095455 or you may join IIA Virtual MSME Help Center which is available from 2 PM to 3 PM (Joining ID- 7376616526, Passcode- MYIIA).

3. MSME COMPETITIVE (LEAN) SCHEME

Lean Manufacturing or Lean Production, which is often known simply as LEAN, is a production practice that considers the expenditure of resources for any goal, other than the creation of value for the end customer, to be wasteful, and thus, a target for elimination. Lean manufacturing includes a set of principles that lean thinkers use to achieve improvements in productivity, quality, and lead-time by eliminating waste. The goal is to provide the customer with a defect free product or service when it is needed and, in the quantity, it is needed. MSME Competitive (Lean) Scheme can be attained in THREE Levels after registering and taking the Lean Pledge:



Additional Incentives

- Additional 5% GoI contribution shall be given to the MSMEs registering through Industry Association/ OEM SFURTI Clusters; Woman, SC/ST owned
- NER Located
- ₹ 5000/ per MSME shall be given to OEM/Association after completing all stages of lean intervention

How to Register for LEAN Scheme:-

1. To register log on to, <https://lean.msme.gov.in/>
2. The Udyam Registration Number of the Enterprise.
3. The Mobile Number that is associated with the Udyam Registration.
4. Verifying Udyam details.
5. Fill Unit owner details & Unit Coordinator details.
6. Fill the details related to implementing agency & Association details.
7. Upload the gate entry photograph of unit with time stamp, Latitude & longitude embedded on it
8. Go through the LEAN Pledge and then click on the check box to accept and continue.

9. Then complete the basic, Intermediate & advance module.
10. After completing the training process the applicant will receive the certificate.

Role of Indian Industries Association (IIA) in MSME Competitive LEAN Scheme

Indian Industries Association (IIA) acts as a single point to MSME for smooth LEAN scheme certification process. IIA Executive at central office, Lucknow Ms. Shubhangi Sinha (Mob: 8601855570) is the contact person for applying for MSME Competitive LEAN Scheme or you may also register your LEAN related queries on IIA tollfree no. 18003095455 (10AM-6PM on all working days) and IIA Virtual MSME Help Center (IVMHC) which is available from 2 PM to 3 PM (Zoom ID- 7376616526, Passcode- MYIIA).

4. IIA Employment Services for Job Seekers and Employers

Indian Industries Association launches IIA Employment Services which is a dedicated platform of the Indian Industries Association to connect MSME employers with job seekers. It offers guided support throughout the recruitment process, making hiring and job searching simple and efficient. The service allows hassle-free job postings, especially for IIA members, helping them find the right candidates. Job seekers can explore opportunities across various industries and sectors. With easy access and expert support, IIA Employment Services is a valuable resource for both employers and job seekers aiming for growth and success.

Applying for IIA Employment Services is a simple and convenient process for both job seekers and employers. Interested users can visit the official IIA website and click on the "Apply Now" button under the employment services section. Job seekers can fill in their personal details, qualifications, and job preferences to get connected with suitable opportunities. Similarly, employers can select the employer option and submit their company and job requirement details to receive assistance in finding the right candidates. The IIA team offers guided support to ensure a smooth and efficient recruitment process for all.

Apart from Above the Services of IIA GeM Facilitation Center (IGFC) and IIA Defence Facilitation Center (IDFC) are also available for Members of IIA For Details Scan QR Code given below



CHAPTER - 5

FACILITIES ON IIA WEBSITES & MOBILE APP

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

- **IIA Orientation Handbook:** IIA Complete Orientation Handbook is available on IIA Website.
- **Organizational Structure:** IIA Office Bearers alongwith 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 Uttrakhand Government.
- **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 है 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 जिसमे 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 है।

○ इंश्योरेंस-

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

○ इश्यूज एंड प्रॉब्लम-

- इसके साथ आपके उद्योग से सम्बंधित समस्याएँ/issues अपने मोबाइल पर ही अपलोड कर आईआईए को भेज सकते है।
- 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 है।
- सदस्य बड़ी आसानी से अपने उत्पाद और उत्पादों की फोटो के साथ manage लिस्ट में जाकर इस पर प्रोडक्ट enlist कर सकते है।
- सदस्य प्रोडक्ट लिस्टिंग में उनके उत्पादों के लिए आई हुई requirement को भी देख सकते है साथ ही उनका रिप्लाय भी दे सकते है।

○ Updates & Circulars- MSME से संबधित 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 है।

○ चैप्टर लॉग इन पैनल-

- Chapter login में उपलब्ध डैशबोर्ड से चैप्टर अपने Active, Graced Period तथा expired मेम्बर्स का डाटा दिए गये नंबर पर क्लिक कर के आसानी से डाउनलोड कर सकते है।
- चैप्टर अपने लेवल पर भी आवश्यक notification अपलोड कर सकते है।
- चैप्टर द्वारा सदस्य की समस्याओ को इस लॉग इन पैनल पर अपलोड किया जा सकता है।
- सदस्यों द्वारा मेम्बरशिप के लिए किये गये आवेदन को चैप्टर द्वारा Approve membership पर जाकर वेरिफिकेशन करने के बाद approve किया जायेगा।
- चैप्टर सदस्यों की प्रोफाइल को भी अपडेट कर सकते है।
- चैप्टर द्वारा रिकॉर्ड पेमेंट टैब के माध्यम से इनवॉइस भी जारी की जा सकती है।
- चैप्टर अपने सदस्यों की पेमेंट हिस्ट्री भी निकाल सकते है तथा इनवॉइस का डाटा माह के अधर पर डाउनलोड भी कर सकते है।
- यदि कोई सदस्य एप के माध्यम से अपनी मेम्बरशिप के लिए apply नहीं कर सकता तो चैप्टर इस लॉग इन पाने के माध्यम से मेम्बरशिप जेनेरेट कर सकते है।

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 आई०आई०ए० 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 आई०आई०ए० मेम्बरशिप फार्म भरकर सदस्यता ले सकते हैं। इस प्रक्रिया में किसी भी प्रकार की कठिनाई होने पर मो०न० 861855540 पर सम्पर्क कर सकते हैं।
- सदस्यता स्वीकृति होने पर सम्बन्धित उद्यमी को प्रारम्भ में अध्यक्ष द्वारा नये आई०आई०ए० चैप्टर का कनविनर (**Convener**) नियुक्त किया जाएगा जिसकी सूचना जिलाधिकारी, महाप्रबन्धक जिला उद्योग केन्द्र को इस आशय से भेजी जाएगी कि वे आई०आई०ए० कनविनर को उद्योगों से सम्बन्धित सभी बैठकों में आमंत्रित करें।
- आई०आई०ए० के नये चैप्टर के कनविनर (**Convener**) की नियुक्ति के उपरान्त, कनविनर को आई०आई०ए० से सम्बन्धित सम्पूर्ण लिट्रेचर एवं आवश्यक सूचनाएँ भेजी जाएगी तथा आई०आई०ए० की केन्द्रीय कार्यकारिणी की बैठकों में भी आमंत्रित किया जाएगा
- आई०आई०ए० 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 आई०आई०ए० केन्द्रीय कार्यालय को प्राप्त हो जाएगा तब आई०आई०ए० के नये चैप्टर का विधिवत उद्घाटन किया जाएगा तथा चैप्टर के चेयरमैन की नियुक्ति आई०आई०ए० अध्यक्ष द्वारा की जाएगी। सामान्यतः चैप्टर के कनविनर को ही आई०आई०ए० 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।
- आई०आई०ए० के नये चैप्टर का विधिवत उद्घाटन होने के उपरान्त चैप्टर की गतिविधियों बलाने हेतु सदस्यता शुल्क का अधिकतम भाग चैप्टर में ही रखा जाएगा और आई०आई०ए० केन्द्रीय कार्यालय को केवल रू **1500/-** प्रति सदस्य प्रति वर्ष और सम्पूर्ण सदस्यता शुल्क पर जी०एस०टी० देय होगा। जिसके लिए आवश्यक दिशा निर्देश आई०आई०ए० केन्द्रिय कार्यालय द्वारा प्रेषित किये जाएंगे।
- आई०आई०ए० के नये चैप्टर का विधिवत उद्घाटन होने के उपरान्त एवं चैप्टर के चेयरमैन की नियुक्ति होने पर, चेयरमैन चैप्टर कार्यकारिणी की नियुक्ति करेंगे जिसमें आवश्यक रूप से एक सचिव तथा एक कोषाध्यक्ष की नियुक्ति की जाएगी। अध्यक्ष आई०आई०ए० के अथारिटी लेटर के आधार पर चैप्टर के चेयरमैन द्वारा आई०आई०ए० 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 आई०आई०ए० हैड ऑफिस में खोला / चिन्हित किया जायेगा जिसमें चैप्टर में जो भी प्राप्तियों होंगी 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 आई०आई०ए० वेबसाइट 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।
- सदस्यों को समस्याओं के अतिरिक्त आई०आई०ए० सदस्यों के विकास एवं जानकारी हेतु भी अनेक कार्यक्रम आयोजित करता है। कार्यक्रम चैप्टर स्तर पर एवं केन्द्रीय कार्यालय में आयोजित किये जाते हैं।

- मंडल स्तर पर जिन समस्याओं का समाधान नहीं हो पता है उन्हें संबंधित मंडलीय अध्यक्ष द्वारा ए केंद्र कार्यालय को संबंधित जोन के पदाधिकारी के माध्यम से प्रदेश स्तर पर हल करने के लिए ऑनलाइन सिस्टम के माध्यम से भेजा जाएगा। प्रदेश स्तर की समस्याओं को केंद्र कार्यालय प्रदेश कार्यालय द्वारा संबंधित विभागों को समाधान हेतु भेजा जाएगा। राष्ट्रीय स्तर की समस्याओं का समाधान आई आई ए केंद्र कार्यालय द्वारा कराया जाएगा।

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।

<u>Proforma for Chapter Monthly Report to be submitted in First week of every month for previous month</u>			
REPORT FOR THE MONTH OF _____			
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 relevent statement)	No of 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 equipments and Furniture	No Equipments & 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 & Moblie Numbers of key Chapter Office bearers	Divisional Chairperson	
		Chapter Chairperson	
		Chapter Secretary	

6	E-mails & Mobile Numbers of key Chapter Office bearers	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	
9	Chapter Audited Balance Sheet submitted to H.O. (Give status of previous five years till F.Y 2024-25)	Please indicate yes / no for each year alongwith 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.	
10	Chapter Bank Account Numbers	Indian Industries Association <u>Chapter Name</u> 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 April 2023.	
		Number of Udyog Bandhu Meetings attended since April 2023	
		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	
		Membership as on date	
		Growth (in %age)	
		Membership renewals done since 1st April 2024 to till date	

2	Membership & renewals	Membership due as shown on website 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 propogated to IIA members to use it?	
		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/etcorganised till date during this year starting July 2023. (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 2023.	
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)	

Any other matter you would like to share with IIA H.O /CEC for the development of your Chapter and IIA Members

Date:

भवदीय

आई०आई०ए० _____

3. चैप्टर बैंक अकाउंट संचालन एवं ट्रान्सफर ऑफ़ 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 1500/-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 1April 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 dias.

- (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 Workshop's, 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.

If issue /problem is not solved at Divisional level, it will be forwarded by Divisional level, it will be forwarded by Divisional Chairman to V.P/Secretary IIA of the representative zone/ State Chairman for further action at state level.

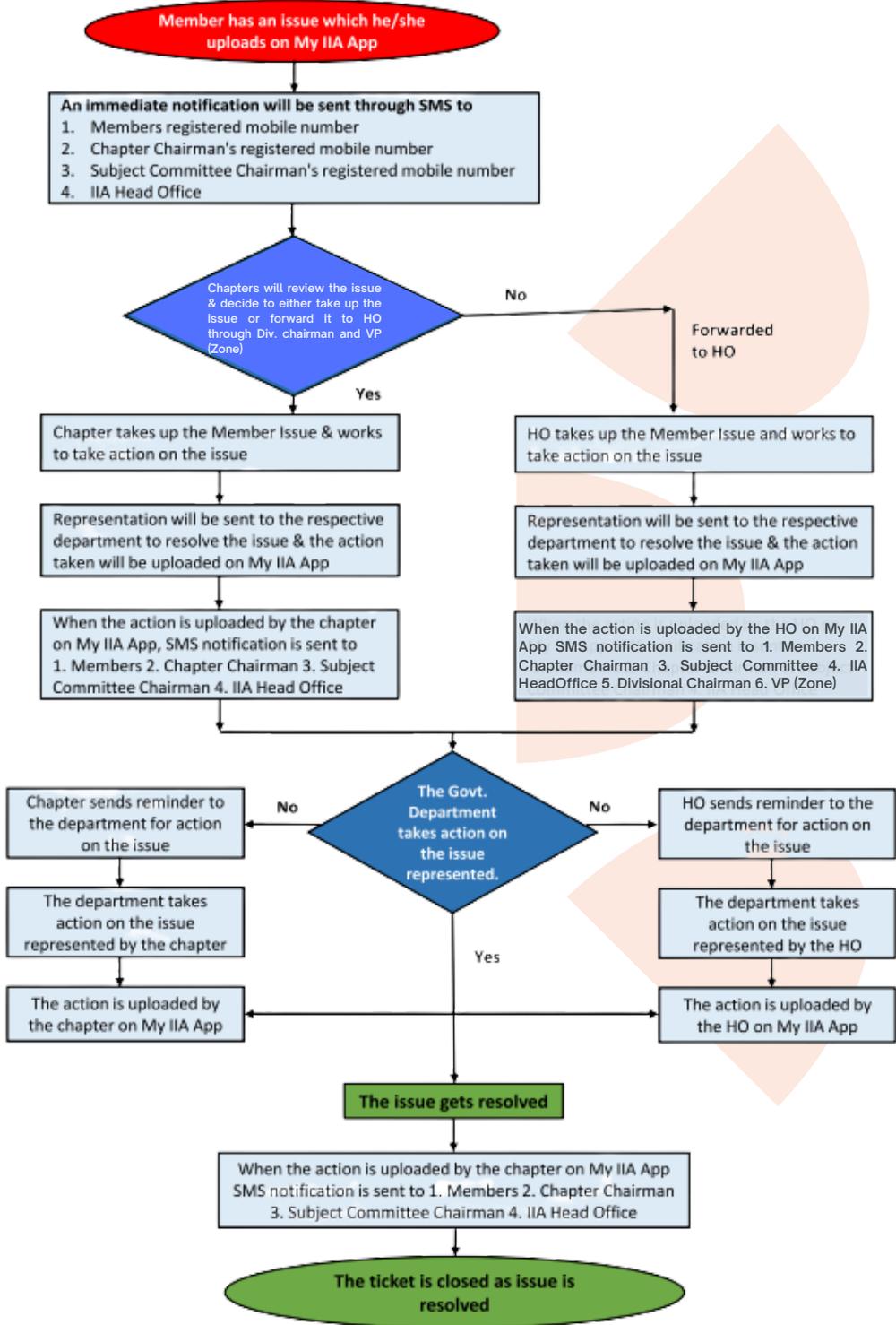
Representations to the Central or State Governments will be made by the IIA Head Office only. Similarly, all representations to the State Udyog Bandhu forum, Corporations and Departments outside the district or Division will be routed through the IIA Head Office only. However where IIA State Chapters 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@iiaonline.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.

Issues and Problems Flowchart

Whenever an IIA member encounters a government policy issue or operational issues/ problem related to various or a particular government department they can submit the Issues/ problem online to IIA. Here's how the submission and resolution of Issues/ problem typically takes place:



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. DRAFT AGENDA FOR MONTHLY MEETINGS:

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

- Self introduction of the members (atleast 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.

8. 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.

9. 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.

10. 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.

11. CHAPTER OFFICE:

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

12. 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.

13. 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.

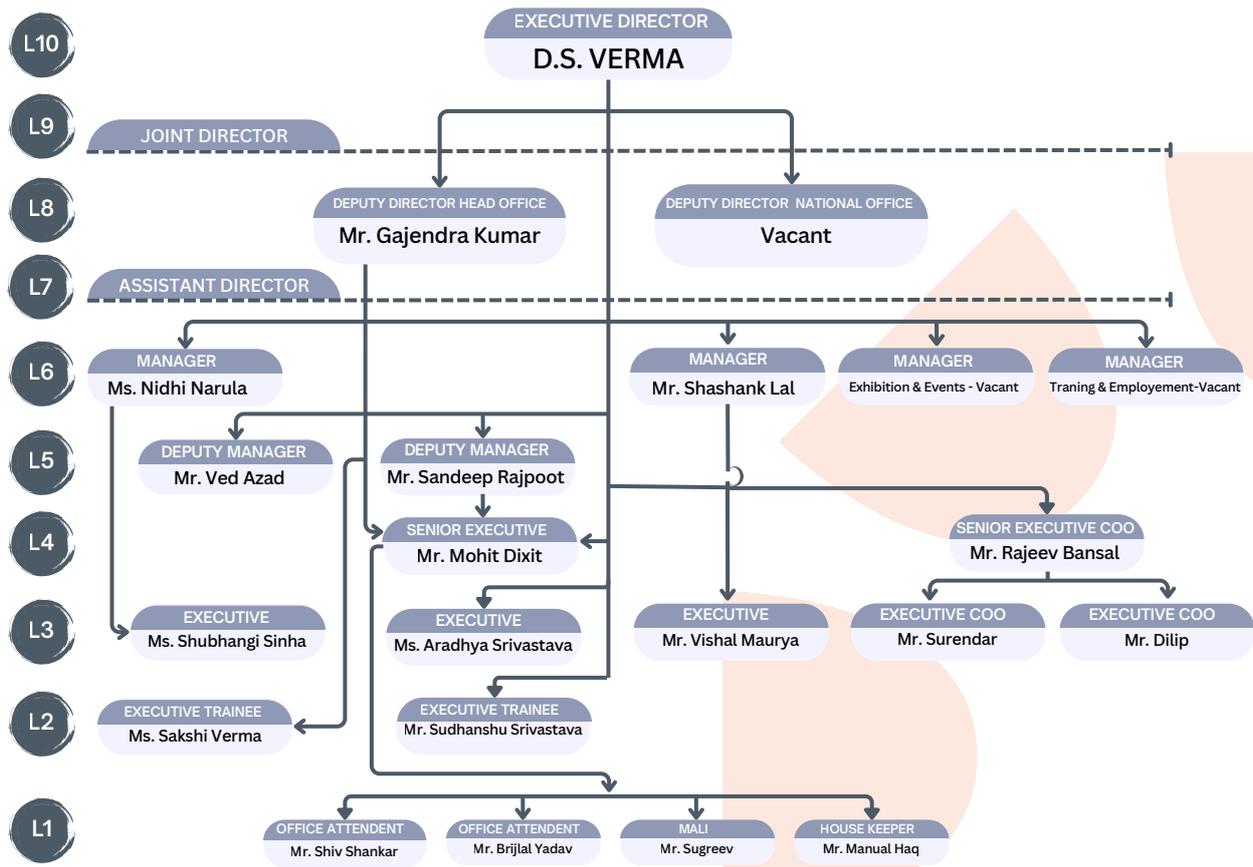
Email ID's should be communicated to IIA Head Office also.

14. वाट्स एप का उपयोग

विगत कुछ समय से वाट्स एप का उपयोग आई०आई०ए० में सुगम विचार-विमर्श एवं सूचनाओं के आदान-प्रदान के लिए किया जा रहा है। इसके लिए केन्द्रीय कार्यालय स्तर पर सी०ई०सी० 2024-25 ग्रुप बनाया गया है। इसी प्रकार प्रकाश 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 आई०आई०ए० की गतिविधियों और एम०एस०एम०ई० 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 (40) का भी उपयोग किया जा रहा है। आईआईए व्हाट्स एप ब्रोडकास्ट नंबर 8601855541 है जिसे हर चैप्टर स्तर पर सुनिश्चित कर ले की ये सभी आईआईए सदस्यों द्वारा अपने मोबाइल में सेव कर लिया जाये।

15. IIA HEAD OFFICE EXECUTIVE STRUCTURE FOR CHAPTER INTERACTIONS



IIA Head Office Executives and their Key Responsibilities.

Name	Contact Details	Key Responsibilities
D.S. Verma, Executive Director	8601855544; ed@iiaonline.in	Chief Executive
Gajendra Kumar, Deputy Director	9918600984 ddho1@iiaonline.in	Policy Research & Representation
Nidhi Narula Manager	8601855546; mkb@iiaonline.in	HR & Organisational Development
Shashank Lal Manager	9219979056 exim@iiaonline.in	Export Facilitation Center
Ved Azad, Assistant Manager	8601855542 admin@iiaonline.in	Issues & Problem and Certificate Of Origin
Sandeep Rajpoot, Assistant Manager	8601855540; finance@iiaonline.in	Finance
Rajiv Bansal, Senior Executive Officer	9219979055; iiaconationaloffice@gmail.co	Certificate Of Origin
Mohit Dixit, Senior Executive Officer	8601855545; accounts@iiaonline.in	Accounts & Administration
Aradhya Srivastava, Executive Officer	8601855543; mkt@iiaonline.in	IIA Events & Programms, Digital Marketing, SES & MKB
Shubhangi Sinha, Executive Officer	8601855570; msmesupport@iiaonline.in	IIA Newsletter, GeM, ZED, LEAN and Nivesh Mitra
Vishal Maurya, Executive Officer	9219979058, exim2@iiaonline.in	Export Facilitation Center
Sudhanshu Srivastava, Executive Trainee	9219979053, eac@iiaonline.in	IIA Employment Services & ZED Certifications
Sakshi Verma, Executive Trainee	9250447601	IIA Communications

16. 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.

17. 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 also 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:**
 - Chapter has adopted the Centralised accounting system and all transactions are done through the bank accounts opened for the purpose. (Y/N)
 - Chapter maintains financial documents such as Cash Book, Ledger, Balance sheets, details of Fixed Assets etc (Y/N)
 - 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)
 - 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)

18. 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)

19. IIA Chapter Evaluation and Performance Rating

Chapter name: _____

Evaluation Date: _____

Objective:-

IIA has unique two tier System for managing the affairs of the Association ie. 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 : _____

Agenda for MANTHAN Breakfast Meeting

Let's talk business

MANTHAN: Meeting of Aspirants (IIA Members) for
Nurturing Togetherness for
Hassle-Free Atmosphere & Novelty

Date :

Time : 08:00 AM to 09:30 AM

SN	Agenda Points	Time	Duration	Facilitators
1	Meet & greet	08:00 AM – 08:10 AM	10 Min	All Participants
2	Session-1 Introduction & B2B Networking	08:10 AM – 08:25 AM	15 Min	All Participants
3	Session-2 Presentation / Discussion on MSME related topics e.g: International Businesses	08:25 AM – 08:40 AM	15 Min	Chapter Chairman
4	Session-3 A Knowledge capsule about IIA and how it can help in business promotion	08:40 AM – 08:45 AM	5 Min	COB / ECEC / Past Chapter Chairman
5	Session-4 Presentation by interested IIA members on his business / products / services with nominal fee	08:45 AM – 09:00 AM	15 Min	IIA members
6	Session-5 Presentation by guest speaker (A Successful entrepreneur who has graduated from Small to Medium or Medium to Large scale industry, minimum turnover Rs. 200 Crore)	09:00 AM – 09:15 AM	15 Min	Guest Speaker
7	Discussion on Members' Issues & Problems	09:15 AM – 09:20 AM	05 Min	All Participants
8	Any Other Points and Q&A Session	09:20 AM – 09:25 AM	10 Min	All Participants
9	Vote of Thanks & National Anthem	09:25 AM – 09:30 AM	05 Min	All Participants
10	Networking Breakfast	09:30 AM onwards		

"Commitment for a bigger cause, bigger than one self"

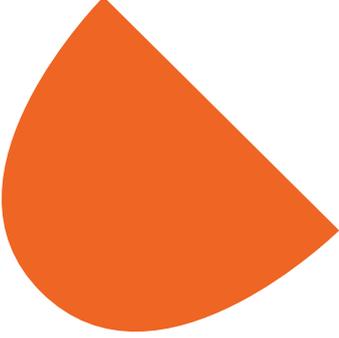
Standard Operating Procedures of IIA

S.NO.	DETAIL OF SOP'S	SCANNER
1	SOP'S FOR PRESIDENT'S OFFICIAL VISIT TO IIA CHAPTERS	
2	SOPS FOR MANTHAN MEETING	
3	ESTABLISHING IIA YOUNGPRENEUR CELL (IYC) AT IIA CHAPTERS LEVEL	
4	SOP'S OF IIA FOR ACCOUNTS & FINANCE	
5	SOP'S FOR CEC MEETINGS AT IIA CHAPTERS	

RULES & REGULATIONS OF INDIAN INDUSTRIES ASSOCIATION

- **Name:** The name of the Association is Indian Industries Association
- **Full Regd. Address:** IIA Bhawan, Vibhuti Khand, Phase-II, Gomti Nagar, Lucknow
- **Territorial Limits:** The territorial limits of the Association shall be anywhere in India.







Let's Work Together!

● Head Office

IIA Bhawan, Vibhuti Khand,
Gomtinagar, Lucknow- 226010, Uttar
Pradesh, India

● National Office

Thakkar Bapa Smarak Sadan, Dr.
Ambedkar Marg, Link Road, Jhandewalan,
New Delhi- 110055, India

● Contact Us

Toll free No.: 18003095455

IIA Virtual MSME Help Center

Zoom ID: 7376616526

Passcode: MYIIA

(2PM - 3PM, All working days)