

**PROPOSED AMENDMENTS TO BYE LAWS : AVI (CLUB)**

S No	Existing	Proposed Amendment	Explanatory Notes
	Arun Vihar Institute (Club)	Army Veterans Institute (Club)	
	<b><u>General</u></b>		
1	Army Vihar institute (Club) Bye Laws 2018 should be read in conjunction with Army Veterans institute (Club) Rule 2018	Army Veterans institute (Club) Bye Laws <b>2024</b> should be read in conjunction with Army Veterans institute (Club) Rule <b>2024</b>	
2 (a)	<b>AVI (Club) Timings</b> (a) The Institute timings will be as under:- (i) 01 April to 31 Oct -1000 h to 2300 h (ii) 01 Nov to 31 Mar - 1000 h to 2300 h	(i) 01 April to 31 Oct -1100 h to 2230 h (ii) 01 Nov to 31 Mar - 1100 h to 2230 h	
3.3	Not existing	<b><u>Employment of Staff.</u> The employees including GMA will have to stagger timings as per the requirement of the Club.</b>	
5.2	Every application shall be entered into a candidate book to be kept by the Gen Manager Administration separate books will be maintained for each category of membership.	Every application shall be entered in to separate folder kept by the GMA. Separate record will be maintained for each category of membership.	
7	<b><u>DEPENDENT MEMBERSHIP</u></b> Dependent children shall be entitled to avail all facilities, which the member is entitled, without any additional charge; however the facilities for which the member pays additional fee shall be levied for dependent children as well. The following is denied to the dependent children	<b><u>DEPENDENT CHILDREN</u></b> Dependent children shall be entitled to avail all facilities, which the member is entitled, without any additional charge; however the facilities for which the member pays additional fee shall be levied for dependent children as well. The following is denied to the dependent <b><u>children below 21 years of age</u></b>	
7.3	Signing of credit chits.(Even when permitted for Members)	To be deleted	
9	<b><u>Use of Coupons.</u></b> To be used only in case of Software failure / on functions days	<b><u>Use of Coupons/ Chits</u></b> May be used only in case of Software failure / on functions days, mainly New Year Eve Function.	

11 **RATES OF SUBSCRIPTION**

TYPE	PERMANENT MEMBER	PERMANENT OUTSTATION	ASSOCIATE INCL DEPENDENT	ASSOCIATE OUTSTATION INCL DEPENDENT	TENURE	PERMANENT	PERMANENT OUTSTATION MEMBER	ASSOCIATE MEMBER INCL DEPENDENT	ASSOCIATE OUTSTATION INCL DEPENDENT	TENURE
Entrance	10000		20000		5000	<b>15000</b>		<b>25000</b>		<b>10000</b>
Security	7500		7500		7500	7500		7500		7500
Annul Subscription	3000	1500	4200	2100	4200	4200	2100	6000	3000	6000
One time Conversion Charges from Associate to Permanent								<b>10000</b>		

11.1 **SPORTS & RECREATION - to be decided by MCM from time to time & later to be ratified by OGM**

Facility	Rate	Rate
Gym	Single Rs.500/- Per Month Couple Rs.750/- Per Month	
Billiard	Rs.400/- Per Month Rs.50/- Per Hour	To be decided by the MC from time to time and later to be ratified by the OGM
Card Room	Single Rs.300/- Per Month Couple Rs.400- Per Month	
Tennis /Badminton	Rs.200/- Per Month	

**GST Charge Extra**

13.1

**The list of Reciprocal Clubs to be displayed on a Notice Board and on website for the benefit of Members**

15

**ADMISSION AND RE-ADMISSION OF MEMBERS.** No person shall be granted membership, (except honorary membership), unless he is eligible and found suitable for grant of admission by the management committee, he has signed the Register of Members and agrees to abide by rules, regulations and bye-laws of the AVI (Club) and decisions of the management committee meeting and that of general body meeting. Persons ceasing to be members by operation of clause 20.1 and 20.2 of Rule 20 shall be eligible for re-admission provided all sums due from them to the Institute (Club) have first been paid. Those who have been declared solvent should have been cleared by the relevant court(s) from insolvency prior to re-admission. Persons ceasing to be members by operating of clause 20.4 of Rule 20, shall be eligible for re-admission provided sums due from them, including interest as laid down have first been paid and he applies within 3 months of termination of membership. In addition, such member will have to pay laid down re- admission fee to the Institute (Club). Persons ceasing to be members under other clauses of Rule 20 shall not be eligible for re-admission as members of the Institute (Club). However the General Body may readmit a member in very special circumstances.

**ADMISSION AND RE-ADMISSION OF MEMBERS.** No person shall be granted membership, (**except honorary membership**), unless he is eligible and found suitable for grant of admission by the Screening committee, he has signed the Register of Members and agrees to abide by rules, regulations and bye-laws of the AVI (Club) and decisions of the management committee meeting and that of general body meeting. **MC reserves the right to terminate the Membership of an ineligible candidate / member in case the same has been granted erroneously even in the past.** Persons ceasing to be members by operation of clause 20.1 and 20.2 of Rule 20 shall be eligible for re-admission provided all sums due from them to the Institute (Club) have first been paid. Persons ceasing to be members by operating of clause 20.4 of Rule 20, shall be eligible for re-admission provided sums due from them, including interest as laid down have first been paid. In addition, such member will have to pay laid down re-admission fee to the Institute (Club). Persons ceasing to be members under other clauses of Rule 20 shall not be eligible for re-admission as members of the Institute (Club). However the General Body may readmit a member in very special circumstances

17	<p><b><u>NON PAYMENT OF BILLS.</u></b> Any member who does not pay his bill within 60 days of its presentation will be sent a letter through a courier, at his cost, at his last known address as per records of the Institute (Club). <u>If the member fails to pay the bill within the stipulated period, his name will be put in the defaulter's list on the Institute (Club) notice board. After 30 days of this, he will cease to be a member of the Institute (Club) and will not be eligible to make use of the club till the time, the dues are paid and the management committee approves his re-admission under Rule 22.</u> Members who do not pay their bills by due date will be charged <u>interest at @ 2%</u> per month from the date of issue of the bill. Once the bill has been dispatched, it will be considered as presented.</p>	<p><b><u>NON PAYMENT OF BILLS.</u></b> Any member who does not pay his bill within <b>90</b> days of its presentation will be sent a letter through a courier, at his cost, at his last known address as per records of the Institute (Club). Members who do not pay their bills by due date will be charged @ Rs.100/- per month from the date of issue of the bill. Once the bill has been dispatched, it will be considered as presented.</p>	
18	<p><b><u>Notice.</u></b> In all cases where it is necessary to give notice to members under any of these Rules and Bye-laws it shall be sufficient that such notice be sent or posted to their last known address, save as otherwise provided. Notice, if sent by registered post / courier cost will be borne by AVI (Club)</p>	<p><b><u>Notice.</u></b> In all cases where it is necessary to give notice to members under any of these Rules and Bye- laws it shall be sufficient that such notice be sent or posted to their last known address, save as otherwise provided. Notice, if sent by registered post / courier cost / <b><u>mail</u></b> will be borne by AVI (Club)</p>	
19	<p><b><u>DISHONOURING OF CHEQUES</u></b> Members whose cheques, deposited with the AVI (Club) against payment of bills, are dishonoured due to any of the following reasons, will be given notice by registered post/ courier, at their expense, to clear the bills by cash/ draft along with a <b>penalty</b> of Rs 250/- within 15 days of the issue of notice, failing which their membership will be terminated and amount including interest and cost of notice etc recovered from security deposit:-</p>	<p><b><u>DISHONOURING OF CHEQUES.</u></b> Members whose cheques, deposited with the AVI (Club) against payment of bills, <b>if</b> are dishonoured due to any of the reasons, will be given notice by registered post/ courier, at their expense, to clear the bills by cash/ draft along with a <b>recovery</b> of bank charges within 15 days of the issue of notice, failing which their membership will be terminated and amount including interest and cost of notice etc recovered from security deposit:-</p>	

20	<u><b>SUGGESTIONS / COMPLAINTS</b></u>	<u><b>SUGGESTIONS AND COMPLAINTS</b></u>	
20.2	<p>The suggestions / complaints of members will be examined by the management committee / Sub Committee for suitable action. <u>Dependents of the members, are however, not permitted to enter any suggestions or complaints in the suggestion / complaint books.</u> In case of separated families; the spouse of the member staying in Noida, would be considered as active member and entitled to enter suggestion or complaint in the suggestion / complaint book. <u>If a member feels that his / her complaint has not been adequately redressed, he/ she may refer the matter in writing to the management committee. Decision of the management committee on complaints / suggestions will be conveyed to the member by the gen manager administration within one week.</u></p>	<p>The suggestions / complaints of members will be examined by the management committee / Sub Committee for suitable action. In case of separated families; the spouse of the member staying in Noida, would be considered as active member and entitled to enter suggestion or complaint in the suggestion / complaint book.</p>	
21.7	<p>Disposal of case or issue of written warning / censure (reprimand / severe reprimand) by the President on recommendation of the management committee.</p>	<p>Disposal of case or issue of written warning by the President on recommendation of the Disciplinary committee.</p>	
21.8	<p>Disciplinary action by management committee up to suspension of membership for a period not exceeding <b>6</b> months only by a 2/3<sup>rd</sup> majority of management committee. Suspension beyond <b>six</b> months may be imposed by the management committee in extreme cases. This, however shall require ratification by the general body by simple majority in the following meeting. The award of management committee shall continue to be implemented, till the general body meeting is held.</p>	<p>For 6 Months read 3 Months</p>	

21.11	If the complaint is against the management committee member the general body may nominate an	If the complaint is against the management committee member then <b><u>President in consultation with management committee can deal with the case as deemed necessary.</u></b>	
21.12 to 21.21	The Enquiry Committee may issue show cause Notice	To be deleted	
22	<b><u>DISCIPLINE OF MEMBER (S) OF MANAGEMENT COMMITTEE</u></b> The management committee by a 2-3rd majority may refer the case of a member of the management committee to the disciplinary sub committee, should he persistently act as an obstructionist towards the smooth functioning of the Management Committee. In case suspension / expulsion of the member is recommended by the disciplinary sub committee, the President may call an Extra Ordinary General Body Meeting to decide the issue (Rule 89.5 refer).	<b><u>DISCIPLINE OF MEMBER (S) OF MANAGEMENT COMMITTEE</u></b> The management committee by a <b><u>unanimous decision</u></b> may refer the case of a member of the management committee to the <b>Disciplinary Sub Committee</b> , should he persistently act as an obstructionist towards the smooth functioning of the Management Committee. In case suspension / expulsion of the member is recommended by the MCM. The President may call an Extra Ordinary General Body Meeting to decide the issue (Rule 89.5 refer).	
23	<b><u>NO CONFIDENCE MOTION (Refer Rule 89.6 to 89.6.3)</u></b> If the management committee decides with a <u>simple majority</u> of in favour of No Confidence Motion against the President and or Vice President, the gen manager adm shall call an E O G M within <b><u>25</u></b> days of passing of such a motion to decide the case. The E O G M may hear both the parties and call for documents if any and may take any of the following actions.	Bye Laws 23 deleted being duplicate with AVI (Club) Rule 89.6	

24	<p><b><u>IMPEACHMENT PROCEEDING (Refer Rule 92)</u></b> Whenever the E O G M is called to impeach the President and or Vice President or whole of the management committee, by minimum of <b><u>50</u></b> members in writing or <b><u>four</u></b> members of the management committee through a no confidence motion, the general body shall initiate impeachment proceedings against the alleged office bearer(s) of the AVI (Club) and proceed as given under:-</p>	Bye Laws 24 to be deleted being duplicate with Rule 92	
24.1	Nominate a presiding officer to preside over the EOGM.	<b><u>Select</u></b> a Presiding officer to preside over the EOGM and <b><u>conduct the proceedings</u></b>	
25	<b><u>GUESTS.</u></b> Members are eligible to bring guests to the Institute. The members will ensure that not more than 6 a total of 12 guests in a month are brought to the Institute. Same guest will not be brought more than twice in a week even if the host is different. Not more than six guests will be brought at any one time	<b><u>GUESTS.</u></b> Members are eligible to bring guests to the Institute. The members will ensure that not more than <b><u>6 out of a</u></b> total of 12 guests in a month are brought to the Institute. Same guest will not be brought more than <b><u>twice in a month</u></b> even if the host is different. Not more than six guests will be brought at any one time.	
26.1&2	<b><u>Guest Charges</u></b>	Guests charge will by decided by the MC from time to time	
29.2	Cards will be provided and will remain institute property after use. cards, will be changed as and when necessary at the discretion of the gen manager adm. / card member. Old cards will be sold to the members at the rate fixed by the management committee from time to time.	Cards will be provided and will remain institute property after use. cards, will be changed as and when necessary at the discretion of the Gen Manager Adm. / <b><u>Sports Coordinator</u></b> . Old cards will be sold to the members at the rate fixed by the management committee from time to time.	
30.2	<b><u>RUMMY.</u></b> Rummy will be played as per rummy rules drafted by cards room committee as amended from time to time.	Charge as decided by MC from time to time	

33	<u>Tambola</u>	Day / Timings/ cost of tickets to be decided by the Management Committee	
		Children below 15 years of age are Not permitted to play Tambola	
		Guest of members may play Tambola, provided Bye Laws 25 in respect of Guest is observed	This is a need to specify to avoid unnecessary arguments As such, members bring their guests for Tambola. The same is being specified.
36	<u>Note</u> Appropriation of money, approved in the budget for a particular head to another will be made without approval of the General Body.	<u>Note Re –appropriation</u> of money, approved in the budget for a particular head to another will be made without approval of the General Body	
37.1	<u>LOCAL PURCHASE</u> All the purchases will be made through a purchase committee nominated by the President if a single item / transaction exceeds Rs.10,000/-. All such purchases will be approved by the management committee. The purchase committee will comprise the property member and two other members including the concerned member dealing with the subject	<u>LOCAL PURCHASE</u> All the purchases will be made through a purchase committee nominated by the President if a single item / transaction exceeds <u>Rs.20,000/-</u> . All such purchases will be approved by the President, through a noting sheet initiated by the GMA/ Concerned coordinator. The purchase committee headed by Vice President will comprise the property member and two other members including the concerned member dealing with the subject	
37.2	Quotations will be sought for purchase of single item / execution of work where the value exceeds Rs10,000/-	Quotations will be sought for purchase of single item / execution of work where the value exceeds <u>Rs.20,000/-</u>	
38.3	<u>PURCHASE PROCEDURE.</u> Purchase committee will obtain three detailed quotations for the item to be purchased if value exceeds Rs.10,000/- ,giving details of the company and model/ specification required. (where applicable).	<u>PURCHASE PROCEDURE.</u> Purchase committee will obtain three detailed quotations for the item to be purchased if value exceeds <u>Rs.20,000/-</u> , giving details of the company and model/ specification required. (where applicable).	
38.7	Payment through cheque will be made once all formalities are completed the and stores taken on ledger charge.	Payment through cheque / <u>Bank Transfer</u> will be made once all formalities are completed and the stores taken on ledger charge.	

38.8	Items costing less than Rs.10,000/- can be purchased after due approval without obtaining 3 quotations. However, bill for the same will be obtained and signed by the concerned member in addition to the gen manager adm./ finance member	Items costing less than <b>Rs.20,000/-</b> can be purchased after due approval without obtaining 3 quotations. However, bill for the same will be obtained and signed by the concerned member in addition to the gen manager adm./ finance member	
39	<b><u>BOOKS OF ACCOUNTS</u></b>		
39.15	The entries in the books will be initiated by the gen manager adm authenticated by the coordinator / member of concerned sub committee and approved by the Vice President. The books will be perused by the president once a week.	The entries in the books will be initiated by the gen manager adm authenticated by the coordinator / member of concerned sub committee and approved by the Vice President. The books will be perused by the President periodically.	
39.16		<b>FD REGISTER BE KEPT AND SHOWN TO VICE PRESIDENT EVERY MONTH AND TO PRESIDENT PERIODICALLY OR AS AND WHEN THERE ARE CHANGES IN FD REGISTER.</b>	
40	<b><u>MONTHLY INCOME / EXPENDITURE STATEMENT.</u></b> The statement will be presented by the finance member during the monthly meetings and accounts approved by the MCM (Para 46 of Rules also refers) Total income / expenditure for previous month will be published in monthly programme with details of expenditure exceeding Rs.50,000/- on single item purchase.	<b><u>MONTHLY INCOME / EXPENDITURE STATEMENT.</u></b> The statement will be presented by the finance member during the monthly meetings and accounts approved by the MCM (Para 46 of Rules also refers) Total income / expenditure for previous month will be published in monthly programme with details of expenditure.	
42	<b><u>CONCLUSION / OPERATION OF CONTRACTS</u></b>		
	<u>PAN</u>	<b><u>PAN / CIN / TIN Whichever is applicable</u></b>	
	(Replace Sales Tax / Service Tax with GST wherever appearing in Text)	To be removed	

42.3	A Sub Committee will be constituted for conclusion of contracts empanelment who will submit its recommendations to the Management Committee for approval.	A Sub Committee will be constituted <b><u>LESS CATERING COORDINATOR</u></b> for conclusion of contracts who will submit its recommendations to the President for approval.	
42.5	No automatic Re – newel of contracts will be made.	<b>EXTENSION OF CONTRACT MAY BE RESORTED TO FOR A PERIOD OF THREE (3) MONTHS AND IN EXCEPTIONAL CASES NOT MORE THAN 06 (SIX) MONTHS</b>	
43	<b><u>INVESTMENTS.</u></b> Investments of funds will be made with Nationalized Banks only at competitive rates. Floating amount will be kept to the minimum so as to obtain maximum interest.	<b><u>INVESTMENTS.</u></b> Investments of funds will be made with Nationalized Banks only at competitive rates. Floating amount will be kept to the minimum so as to obtain maximum interest. <b><u>A SEPARATE REGISTER FOR FD WILL BE MAINTAINED.</u></b>	
44	<b>SUBSIDISED FUNCTIONS FOLLOWING RATES</b>		
44.2	<b><u>Kitty parties (Ladies)</u></b> Once in a month during morning (before 2 PM)	<b>KITTY PARTIES (LADIES) ONCE IN A MONTH DURING MORNING (BEFORE 2 PM). IF GENTS ATTEND THEY WILL BE CHARGED AT NORMAL RATES.</b>	
45	<b><u>NON AVAILING – CLUB FACILITIES</u></b>	<b><u>AVAILING OF CLUB FACILITIES</u></b>	
46	<b><u>DECENTRALISATION OF FINANCIAL POWERS</u></b> The Management Committee by 2/3rd majority of total members may delegate financial powers vested in it to individual Elected Members of the Management Committee. The members other than President and Vice President may sanction expenditure within the power vested in him for meeting expenses concerning his charge of duties only. The individual financial power is as under, which will be ratified in the MCM if deemed appropriate.	<b><u>DECENTRALISATION OF FINANCIAL POWERS</u></b> All expenditure will be approved by the President, on the recommendations of Vice President. The Finance member will check the financial viability on Minutes Sheet, initiated by concerned member / GMA.	

47	<p><b><u>INSTITUTE PROPERTY.</u></b> No articles of Institute Property such as furniture, cutlery, crockery or other equipment will go out of club premises except for repairs and that too on proper gate pass.</p>	<p><b><u>INSTITUTE PROPERTY.</u></b> No articles of Institute Property such as furniture, cutlery, crockery or other equipment will go out of club premises except for repairs and that too on proper gate pass. <b>ANY DEVIATION FROM THE ABOVE SHOULD BE ONLY FOR THE OFFICIAL FUNCTION, WHICH MAY BE AT THE DISCRETION OF THE CLUB MANAGEMENT THAT TOO ON REASONABLE RATES</b></p>	
49	<p><b><u>NOTICES.</u></b> All notices intended for the Notice Board of the Institute must be sent to the Gen Manager Adm for approval and initialled by him before being placed on the Notice Board. Notices will not ordinarily be left on the Board for more than a week. Notices from non members will be charged <b><u>Rs.50/-</u></b> each notice, Gen Manager Adm's decision in such matters will be final. Notices for political or religious matters or using offensive language will not be displayed.</p>	<p><b><u>NOTICES.</u></b> All notices intended for the Notice Board of the Institute must be sent to the Gen Manager Adm for approval and initialled by him before being placed on the Notice Board. Notices will not ordinarily be left on the Board for more than a week. Notices from member and non members will be charged Which may be at the discretion of the Club Management at the reasonable rates i.e @ of <b><u>Rs.500/-</u></b> for each notice for a week, Gen Manager Adm' s decision in such matters will be final. Notices for political or religious matters or using offensive language will not be displayed.</p>	
53.5	<p>Chappals and Slippers and Sports Shoes are not permitted. Sandals with Back strap permitted.</p>	<p>Chappals and Slippers and Sports Shoes are not permitted. sandals with <b><u>BACK STRAP &amp; FRONT COVERING HIDING THE FINGERS SNEAKERS ARE PERMITTED.</u></b></p>	
58	<p><b><u>Booking of Club on Tuesday and AVI (Club) Holiday.</u></b> Member booking the AVI (Club) premises on Tuesday (Closed day) and AVI (Club) holidays will be charged 10% extra for all services.</p>	<p><b><u>Booking of Club on Tuesday and AVI (Club) Holiday.</u></b> Member booking the AVI (Club) will book premises Main Lawn, Banquet Hall and Tarmac area only on Tuesday (Closed day) and AVI (Club) holidays will be charged 10% extra for all services.</p>	
61.2	<p>Party Room/ Small Lawn will be booked only for small private parties / Regimental get-togethers (Total strength shall not exceed 30 for party room).</p>	<p>Party Room/ Small Lawn will be booked only for Small private parties / Regimental get-togethers.</p>	

62.2	Cancellation between 1 to 2 weeks prior to the function 20%	To be deleted	
62.4	Cancellation between 3 to 7 days prior to the function 50%	Cancellation between 3 days to 2 weeks prior to the function <b><u>20%</u></b>	
62.5	Cancellation between 72 hrs days (including adv for food and decoration) 100%	Cancellation between 72 hrs (including adv for food and decoration) <b><u>25%</u></b> . Actual expenditure of Tentage, Decoration and Catering will be borne by member.	
62.6	<b><u>Above charges are applicable for transfer also</u></b>	Above charges are applicable for change <b><u>of venue/ date</u></b> <b><u>President has discretional powers to reduce / wave off the deduction charges.</u></b>	
63	<b><u>PAYMENT FOR FUNCTIONS.</u></b> All booking charges including approximate contractors bills shall be paid seven days in advance of the function Cheque given by a member shall be deposited in the bank for credit. The Gen Manager Adm shall ensure that the bank account of the club has been credited with the amount. In case of default, the member is required to deposit complete amount in cash at least 24 hours before the function.	<b><u>PAYMENT FOR FUNCTIONS.</u></b> All booking charges including approximate contractors bills shall be paid by Cheque / Credit Card/ Debit Card/ Cash / UPI/ Paytm / QR code etc <b><u>at least</u></b> seven days in advance of the function Cheque given by a member shall be deposited in the bank for credit. The Gen Manager Adm shall ensure that the bank account of the club has been credited with the amount. In case of default, the member is required to deposit complete amount in cash at least 24 hours before the function.	
64.2	No member can be coopted on the Management Committee for more than two terms of one year each.	<b><u>To be deleted</u></b>	
68.2	Comparison of Income / Expenditure under all major heads during last 4 years with major expenditure above Rs.50,000/- per item / project.	Comparison of Income / Expenditure under all major heads during preceding year with major expenditure above <b><u>Rs.1,00,000/-</u></b> per item / project. Comparison of Income / Expenditure under all major heads during last one year with major expenditure above <b><u>Rs.1,00,000/-</u></b> per items / project.	
69. (I)	Not Existing	Act as approving Authority in respect of all the decisions by the Management Committee	Being overall responsible needs to be the approving authority in respect of all the decisions of the AVI (Club)

72. (j)	He shall ensure proper quarterly audit of the accounts by Board of officers.	He shall ensure proper <b>Reconciliation</b> and quarterly audit of the account by the Board of members	Internal audit needs to be carried out, once reconciliation of the account has been completed
79.3	<b><u>Add New Para</u></b>	<b>FIRE SAFETY CERTIFICATE WILL BE OBTAINED BY GMA ALONGWITH SECURITY MEMBER</b>	
83.4	(i) Gen Manager Adm 40 to 65 years. (ii) Officer Manager -do- (iii) Supervisor 30 to 60 years (iv) Other Staff 21 to 58 years	(i) Gen Manager Adm Up to 65 only if a retired person is employed, otherwise upto 60 years (ii) Officer Manager Up to 60 year (v) Supervisor 35 to 60 years (iii) Other Staff 21 to 58 years	
86	<b><u>Duties of Manager Hospitality</u></b>	<b><u>Duties of I/c Reception</u></b>	
99 (b)	The appointment of GMA and Office Manager shall be ratified by the Management Committee.	The appointment of GMA and Office Manager shall be ratified by President.	



77.1 (d)	To ensure that tenders are floated at least 10 weeks before the expiry of the existing contract.	To ensure that tenders are floated at least 10 weeks before the expiry of the existing contract.	
77.2 (b)	To obtain quotation (minimum three) from suppliers/ contractors when purchase exceeds Rs.10000/-	To obtain quotation (minimum three) from suppliers/ contractors when purchase exceeds <b><u>Rs.20000/-</u></b>	
79.3	Add new para	<b>FIRE SAFETY CERTIFICATE WILL BE OBTAINED BY GMA ALONGWITH SECURITY MEMBER</b>	
83.4	Gen Manager Adm 40 to 65 years	Gen Manager Adm Up to 65 years only if a retired person is employed	
	Officer Manager -do-	Officer Manager Up to 60	
	Supervisor 30 to 60 years	Supervisor 30 to 60 years	
	Other Staff 21 to 58 years	Other Staff 21 to 58 years	
		<b>Note - Variation of age is at the discretion of Management</b>	
86	<b><u>DUTIES OF MANAGER HOSPITALITY</u></b>	<b><u>DUTIES OF I/C RECEPTION</u></b>	