



# INDIAN PSYCHIATRIC SOCIETY

## CONSTITUTIONAL AMENDMENTS PASSED BY EGBM ON 10-08-2019 AT MYSORE.

PART I: Memorandum of the Society

PART II – Rules of the Society

PART III – Bye-Laws of the Society

Amend-ments	EXISTING IN THE CONSTITUTION	PASSED BY EGBM ON 10-08-2019
<b>1.</b>	<b>Part I – Article II – Sec 3:</b>	
	3. To promote prevention, control, treatment and relief of all-psychiatry disabilities.	3. To promote prevention, control, treatment, relief and awareness of all psychiatric disorders and disabilities.

Amend-ments	EXISTING IN THE CONSTITUTION	PASSED BY EGBM ON 10-08-2019
<b>2.</b>	<b>Part I – Article II – Sec 5:</b>	
	5. To promote research in the field of psychiatry and mental health.	5. To promote research in the field of psychiatry, mental health and allied fields.

Amend-ments	EXISTING IN THE CONSTITUTION	PASSED BY EGBM ON 10-08-2019
<b>3.</b>	<b>Part I – Article II – Sec 11 &amp; 12:</b>	
	11. Print, Publish, translate, sell, lend and distributes information whether in the form of periodical journal or books, monographs, treatises or pamphlets and distribute the same among its members/non-members. 12. Publish annual reports of the Society and from time to time special bulletin.	11. Print, Publish, translate, sell, lend and distribute information in form of periodical journal, special bulletin, books, monographs, treatises or pamphlets on paper or digitally and distribute the same among its members/non-members. 12. To publish Annual Report of the Society and present it at the Annual General Body Meeting.

Amend-ments	EXISTING IN THE CONSTITUTION	PASSED BY EGBM ON 10-08-2019
<b>4.</b>	<b>Part II – Article I – Sec 1 – C:</b>	
	1(c) "Member" shall be an inclusive term embracing Life Fellow, Fellow, Ordinary Member, Associate Member, Honorary Fellow, Corresponding Fellow and Corporate Member elected by Council of the Indian Psychiatric Society. Whenever the article "he" has been mentioned, it shall also include "she".	1(c) "Member" shall be an all-inclusive term embracing Life Fellow, Life Member, Life Associate Member, International Life Fellow, International Life Member and Honorary Fellow elected by Council of the Indian Psychiatric Society. Wherever the pronoun "he" has been mentioned, it shall also include "all genders".

Amend-ments	EXISTING IN THE CONSTITUTION	PASSED BY EGBM ON 10-08-2019
<b>5.</b>	<b>Part II – Article III – Sec 3:</b>	
	3 (a) The permanent office of the Society is Plot 43, Sector 55, Gurgaon, Haryana. 3 (b) The office of the President, Vice-President, General Secretary, Treasurer & Editor <i>shall</i> be located at their respective place of work	3 (a) The Permanent office of the Society is at Plot 43, Sector 55, Gurugram, Haryana. 3 (b) The offices of the President, Vice-President, Honorary General Secretary, Honorary Treasurer and Honorary Editor shall be located at their respective places of work or at the permanent office.

Amend-ments	EXISTING IN THE CONSTITUTION	PASSED BY EGBM ON 10-08-2019
<b>6.</b>	<b>Part II – Article V – Sec 5:</b>	
	5. There shall be seven classes of membership namely Life Fellows, Life Ordinary Members, Life Associate Members, Overseas Life Fellows, Overseas Life Ordinary Members, Honorary Fellows and Corporate Members. The membership status of a member shall be determined only by the Council of Indian Psychiatric Society.	5. There shall be six classes of membership namely Life Fellow, Life Member, Life Associate Member, International Life Fellow, International Life Member and Honorary Fellow. The membership status of a member shall be determined only by the Council of Indian Psychiatric Society. All reference hereinafter to Fellow or Ordinary Member or Associate Member will mean to be reference to Life Fellow or Life Member or Life Associate Member respectively. Except International Life Fellows, International Life Members and Honorary Fellows, all members shall be Indian Citizen and resident in India. All members should possess high ethical norms and standards.

Amend-ments	EXISTING IN THE CONSTITUTION	PASSED BY EGBM ON 10-08-2019
<b>7.</b>	<b>Part II – Article V – Sec 5 (c) :</b>	
	5(c) Ordinary Membership: Registered Medical practitioners under Schedule I or II or part II of Schedule III of Indian Medical Council Act (1956), or who have any other recognized medical qualification which is considered equivalent to the above by the Council of the Indian Psychiatric Society, who are actively engaged in the pursuit of the aims and objects of the Society shall be eligible for Ordinary Membership. Those who are eligible to be members can become Life Members by paying the prescribed subscription.	5(c) Life Member: Registered Medical practitioners under Schedule I or II or part II of Schedule III of Indian Medical Council Act (1956), or who have any other recognized medical qualification which is considered equivalent to the above by the Council of the Indian Psychiatric Society, who are actively engaged in the pursuit of the aims and objects of the Society shall be eligible for Life Ordinary Membership.

Amend-ments	EXISTING IN THE CONSTITUTION	PASSED BY EGBM ON 10-08-2019
<b>8.</b>	<b>Part II – Article V – Sec 5 (d) :</b>	
	<b>5 (d)</b> Associate Membership: Workers in allied fields of social, educational, psychological, legal and medical sciences who are interested in the aims and objects of the Society are eligible for Associate Membership. Those who are eligible to be Associate members can become Life Associate Members by paying the prescribed	5 (d) Life Associate Member: Professionals working in the allied fields of social, educational, psychological, legal and medical sciences who hold appropriate professional qualifications recognized by authorities established by Law and who are interested in the aims and objects of the Society are eligible for Life Associate Membership.

subscription.	
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Amend-ments	EXISTING IN THE CONSTITUTION	PASSED BY EGBM ON 10-08-2019
<b>9.</b>	<b>Part II – Article V – Sec 5 (e) :</b>	
	<p>5 (e) Overseas Fellowship : Registered Medical Practitioners under Schedule I or II or Part II of Schedule III of Indian Medical Council Act (1956), or who have any other recognized medical qualification which is considered equivalent to the above by the Council of the Indian Psychiatric Society, who have obtained a recognized postgraduate qualification in psychiatry and are engaged in whole-time practice in Psychiatry for more than 5 years after obtaining postgraduate qualification shall be eligible for Fellowship. (For the purpose of election to Fellowship, recognised post-graduate qualification in psychiatry will be when a candidate has undergone at least 2 years training in psychiatry and has obtained D.P.M. or M.D. (Psychiatry) or D.N.B. (Psychiatry) or MRC Psych. or Dip. Psych. from any university in India or any commonwealth country or any Royal College of U.K. and Ireland or is a Diplomat of American Board of Psychiatry and Neurology or any other post-graduate qualification of any other university or examining body considered equivalent to above by the Council provided a minimum of 2 years training in psychiatry has been undertaken by the candidate for that qualification) residing outside India including SAARC Countries.</p>	<p>5 (e) International Life Fellow : Registered Medical Practitioners under Schedule I or II or Part II of Schedule III of Indian Medical Council Act (1956), or who have any other recognized medical qualification which is considered equivalent to the above by the Council of the Indian Psychiatric Society and have obtained a recognized postgraduate qualification in psychiatry, residing outside India including SAARC countries or residing in India but is not an Indian citizen and are engaged in whole-time practice in Psychiatry for more than 5 years after obtaining postgraduate qualification shall be eligible for Life Fellowship. For the purpose of election to Life Fellowship, recognised post-graduate qualification in psychiatry will be when a candidate has undergone at least 2 years training in psychiatry and has obtained D.P.M. or M.D. (Psychiatry) or D.N.B. (Psychiatry) or MRC Psych. or Dip. Psych. from any university in India or any commonwealth country or any Royal College of U.K. and Ireland or is a Diplomat of American Board of Psychiatry and Neurology or any other post-graduate qualification of any other university or examining body considered equivalent to above by the Council provided a minimum of 2 years training in psychiatry has been undertaken by the candidate for that qualification.</p> <p>(Note – 1. Existing Overseas Life Fellows will be re-designated as International Life Fellows. 2. If any International Life Fellow, who is an Indian Citizen, relocates permanently to India, his membership may be converted to Life Fellows by the Executive Council, provided he has made a request to the Hon. Treasurer with a proof of address and a declaration for the purpose)</p>

Amend-ments	EXISTING IN THE CONSTITUTION	PASSED BY EGBM ON 10-08-2019
<b>10.</b>	<b>Part II – Article V – Sec 5 (f) :</b>	
	<p>5 (f) Overseas Ordinary Membership: Registered Medical practitioners under Schedule I or II or part II of Schedule III of Indian Medical Council Act (1956), or who have any other recognized medical qualification which is considered equivalent to the above by the Council of the Indian Psychiatric Society, who are actively engaged in the pursuit of the aims and objects of the Society shall be eligible for Ordinary Membership residing outside India including SAARC Countries.</p>	<p>5 (f) International Life Member: Registered Medical practitioners under Schedule I or II or part II of Schedule III of Indian Medical Council Act (1956), or who have any other recognized medical qualification which is considered equivalent to the above by the Council of the Indian Psychiatric Society, residing outside India including SAARC Countries or residing in India but not an Indian citizen, who are actively engaged in the pursuit of the aims and objects of the Society shall be eligible for International Life Membership. (Note – 1. Existing Overseas Life Ordinary Members will be re-designated as International Life Members. 2. If any International Member, who is an Indian Citizen,</p>

		relocates permanently to India, his membership may be converted in Life Member by the Executive Council, provided he has made a request to the Hon. Treasurer with a proof of address and a declaration for the purpose.)
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<b>Amend-ments</b>	<b>EXISTING IN THE CONSTITUTION</b>	<b>PASSED BY EGBM ON 10-08-2019</b>
<b>11.</b>	<b>Part II – Article VI – Sec 8:</b>	
	8. After a person is duly elected by the Council, The General Secretary shall send him a letter informing him of his election. He shall be required to pay his subscription and dues.	8. After a person is duly elected as a member by the Council, The Honorary General Secretary shall send him a letter informing him of his election.

<b>Amend-ments</b>	<b>EXISTING IN THE CONSTITUTION</b>	<b>PASSED BY EGBM ON 10-08-2019</b>
<b>12.</b>	<b>Part II – Article VI – Sec 10</b>	
	10. A Corresponding Fellow may be elected by the Council, after his name is proposed and seconded by two Fellows and he gives his consent in writing. The Fellow who proposes his name should furnish particulars regarding the candidate's academic qualifications, experience, a list of published papers and books, administrative ability and his significant contributions in the field of psychiatry and/or mental health.	10. An International Life Fellow or an International Life Member may be elected by the Council, after his name is proposed and seconded by two Life Fellows or International Life Fellows and he gives his consent in writing. The Life Fellow or the International Life Fellow who proposes his name should furnish particulars regarding the candidate's academic qualifications, experience, a list of published papers and books, administrative ability and his significant contributions in the field of psychiatry and/or mental health.

<b>Amend-ments</b>	<b>EXISTING IN THE CONSTITUTION</b>	<b>PASSED BY EGBM ON 10-08-2019</b>
<b>13.</b>	<b>Part II – Article VI – Sec 11:</b>	
	11. A person shall cease to be a member of the society if his name is removed from the register. The name of the person shall be removed from the register by the Council - a) on his death b) on his resignation. The resignation of any member from the Society shall be in writing addressed to the General Secretary and shall be accepted by the Council provided he has paid up all his dues to the Society, or c) if his subscriptions are in arrears for two years and he has not paid in spite of a final notice regarding his dues from the General Secretary or Honorary Treasurer.	11. A person shall cease to be a member of the society if his name is removed from the register. The name of the person shall be removed from the register by the Council a) on his death b) on his resignation. The resignation of any member from the Society shall be in writing addressed to the General Secretary and shall be accepted by the Council provided he has paid up all his dues to the Society, or c) All Annual Fellows, Annual Ordinary Members, Annual Associate Members shall upgrade their annual membership to Life membership for their respective categories on payment of their outstanding dues plus the prevailing subscription fee of the respective category. If the total outstanding amount is more than the current subscription fee of that category, then the total outstanding amount shall be considered to equal to the subscription fee, i.e. they shall have to pay the amount equal to double of the current subscription fee.

Amend-ments	EXISTING IN THE CONSTITUTION	PASSED BY EGBM ON 10-08-2019
14.	<b>Part II – Article VII – Section 12:</b>	
	<p>12. The membership of any member may be terminated for other reasons, which the Council may deem sufficient by votes of not less than two-thirds of the members thereof present at a special meeting called for this purpose or at the annual meeting or at the Annual General Meeting. The member concerned shall have a right to explain his conduct and the General Secretary shall acquaint all the members of the Council with his explanation. He shall have the right to appeal to the General Body, if he so desires, but in this case, he must inform the Honorary General Secretary of his desire to do so within a month of the receipt of the decision of the Council.</p>	<p>12. The membership of any member may be terminated for other reasons, which the Council may deem sufficient by votes of not less than two-thirds of the members thereof present at a special meeting called for this purpose or at the annual council meeting or at the Annual General Body Meeting. The member concerned shall have a right to explain his conduct and the General Secretary shall acquaint all the members of the Council with his explanation. He shall have the right to appeal to the General Body, if he so desires, but in this case, he must inform the Honorary General Secretary of his desire to do so within a month of the receipt of the decision of the Council.</p>

Amend-ments	EXISTING IN THE CONSTITUTION	PASSED BY EGBM ON 10-08-2019
15.	<b>Part II – Article IX – Sec 15 (a) :</b>	
	<p>15. Each member shall have the right:  (a) To attend the General Body Meeting of the Society and to vote on all issues excepting (i) election of office-bearers and council members, and (ii) amendments to the rules and byelaws which can be exercised only by the Fellows.</p>	<p>15. Each member shall have the right:  (a) To attend the General Body Meeting of the Society and only Life Fellows has the right to vote on issues.</p>

Amend-ments	EXISTING IN THE CONSTITUTION	PASSED BY EGBM ON 10-08-2019
16.	<b>Part II – Article XII Sec. 18:</b>	
	<p>18. All Members of the Society shall pay their annual membership subscriptions to the Treasurer of the Indian Psychiatric Society. The Zonal, State and the Local branches will have liberty to collect additional subscription and donation from their members, including Life Fellows, if it is so decided by the Zonal, State and /or local branch for the running and benefit of the branch.</p>	<p>18. The Zonal/State/Local Branches shall have liberty to collect additional subscription and donation from their members, including Life Fellows and all Life Members, if it is so decided by a resolution at the Zonal/State/Local Branch for the running and benefit of the Branch.</p>

Amend-ments	EXISTING IN THE CONSTITUTION	PASSED BY EGBM ON 10-08-2019
<b>17.</b>	<b>Part II – Article XVI – Sec 31:</b>	
	<p>31. The Council shall be composed of the following Members of the Society.</p> <p>(A) (i) The President  (ii) The Vice-President  (iii) The Hony. General Secretary  (iv) The Hony. Treasurer  (v) The Hony. Editor,  (vi) The Immediate Past-President,  (vii) The Immediate Past Hony. General Secretary,  viii) The Immediate Past Hony. Treasurer</p> <p>(B) Elected Members</p> <p>i) Two representatives from each of the five Zonal Branches.</p> <p>ii) Nine Direct Members (out of which one is reserved for defence personnel as per their recommendation), elected by the General Body of the Society at its Annual General Meeting of which two Lady members will be mandatory. If the stipulated number of Lady member do not contest or are not available, then the Executive Council will have the power to nominate required number of Lady member for a period of one year.</p>	<p>31. The Council shall be composed of the following Members of the Society.</p> <p>(A) Office Bearers  (i) The President  (ii) The Vice-President  (iii) The Hony. General Secretary  (iv) The Hony. Treasurer  (v) The Hony. Editor  (vi) The Immediate Past-President  (vii) The Immediate Past Hony. General Secretary  (viii) The Immediate Past Hony. Treasurer  (ix) The Immediate Past Hony. Editor  (B) Elected Members</p> <p>i) Nine Direct Members (out of which one is reserved for defense personnel as per their recommendation and two for Lady Members)</p> <p>ii) Two representatives from each of the five Zonal Branches.</p>

Amend-ments	EXISTING IN THE CONSTITUTION	PASSED BY EGBM ON 10-08-2019
<b>18.</b>	<b>PART III – Bye-Laws – Article II:</b>	
	<p><b>ARTICLE-II</b>  <b>Subscriptions</b></p> <p>2. For member residing in India:</p> <p>(a) The Application fee shall be Rs. 100/-  (b) The Subscription for various classes of membership shall be:</p> <p>i) Fellow:  Annual Rs. 800/-      Life - Rs. 8000/-</p> <p>ii) Ordinary Member:  Annual Rs. 500/-      Life - Rs. 5000/-</p> <p>iii) Associate Member :  Annual Rs. 500/-      Life - Rs. 5000/-</p> <p>iv) Corporate Member Rs.30000/-</p> <p>v) Fellow above the age of 65 - No fees</p> <p>3. For members residing overseas:  (a) Application fee shall be U.S. \$20/-</p>	<p><b>ARTICLE-II</b>  <b>Subscriptions</b></p> <p>2. For member other than International Life Fellow and International Life Member, the Subscription for various classes will be</p> <p>a) To be deleted  b) To be treated as a)</p> <p>i) Life Fellow – Rs. 17000/-  ii) Life Ordinary Member – Rs 11000/-  iii) Life Associate Member – Rs. 11000/-  iv) To be deleted  v) Upgrading Life Ordinary Member to Life Fellow – Rs. 6000/-</p> <p>3. For International Life Fellow, International Life Ordinary Member (now onwards treated as International Life member), the Subscription will be as follows.</p> <p>i) International Life Fellow – \$ 600 in equivalent Indian Rupees.  ii) International Life Member – \$ 500 in equivalent Indian Rupees.</p>

<p>(b) Subscription for various classes of membership shall be -</p> <p>i) Fellow &amp; Corresponding Fellow U.S. \$ 60/- \$.600/-</p> <p>ii) Ordinary Member U.S. \$50/- \$.500/-</p> <p>iii) Associate Member U.S. \$ 50/- \$. 500/-</p> <p>iv) Corporate Member U.S. \$ 200/- NA</p>	<p>iii) To be deleted</p> <p>iv) To be deleted</p> <p>(Three tier fees structure for International Members will be put forward in next AGBM)</p> <p>(The rate of subscription is subject to change from time to time after approval by the general body of the society)</p>
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Amendments	EXISTING IN THE CONSTITUTION	PASSED BY EGBM ON 10-08-2019
19.	<b>Part III – Article IV – Sec 10 (d) :</b>	
	10. Duties of the Zonal Representatives and Direct Council Members – <u>New Section</u>	10 (d) Zonal Representatives will co-ordinate between the National body and the Zonal Branches and will look after the entire activities of the concerned Zonal Branch as well as those of the State/Local branches falling under the concerned Zonal areas. Direct Council members will look after such duties as assigned to them by the Council.

Amendments	EXISTING IN THE CONSTITUTION	PASSED BY EGBM ON 10-08-2019
20.	<b>Part III – Article VI – Sec 12:</b>	
	12. Election for the vacancies occurring in post/posts of Vice-President (who will be the President Elect for the succeeding year). Honorary General Secretary, Honorary Treasurer, Honorary Editor and Direct Members of the Council shall be held on the day of Annual General Body Meeting. If, however, post of President falls vacant in a year because of any reason, election of President will also be held along with election of other office bearers mentioned earlier. No member will be allowed to contest for more than one post at the same time	12. Election for the vacancies occurring in post/posts of Vice-President (who will be the President Elect for the succeeding year). Honorary General Secretary, Honorary Treasurer, Honorary Editor and Direct Members of the Council shall be held according to the procedure as described below in this Article. The result of the election will be declared in the Annual General Body Meeting and the newly elected Office Bearers/ Direct Council Members will take their respective charges in the Post AGB Executive Council Meeting. If, however, post of President falls vacant in a year because of any reason, election of President will also be held along with election of other office bearers mentioned earlier. No member will be allowed to contest for more than one post at the same time.

Amendments	EXISTING IN THE CONSTITUTION	PASSED BY EGBM ON 10-08-2019
21.	<b>Part III – Article VI – Sec 20:</b>	
	20. (a) Any Fellow of the Society may be nominated for election to any of the posts of the Society, with posts of Vice-President cum President-elect, Honorary General Secretary, Honorary Treasurer, and Honorary Editor requiring additional qualification as given below, if his nomination is proposed by a Fellow and seconded by another Fellow, provided the Fellow so nominated has expressed his consent in writing to be nominated for the said post. (b) The person nominated for the post of Vice-	20. Any Life Fellow of the Society may be nominated for election to any of the posts of the Society, with additional criteria and requirements for the different posts as described in the following subsections, if his nomination is proposed by a Life Fellow and seconded by another Life Fellow, provided the Life Fellow so nominated has expressed his consent in writing to be nominated for the said post. (a) The Life Fellow nominated for the post of Vice-President-cum-President-elect must be a Life Fellow of the Society for at least 10 years and must have served for at least one full term of three years as a member of the Council.

<p>President-cum-President-elect must be a fellow of the Society for at least 10 years and must have served for at least one term as member of the Council.</p> <p>(c) The person nominated for the post of Honorary General Secretary, Honorary Treasurer, and Honorary Editor must be a Fellow of the Society for at least 5 years and must have served for at least one term as member of the Council.</p> <p>(d) All the Fellows signing the nomination papers including the nominated Life Fellow must have paid their annual subscription for the current year before filing of the concerned nomination papers and should have no dues of the Society outstanding against them.</p> <p>(e) Overseas fellows intending to contest for any post shall give in writing that they will stay in India during the tenure of the post to which they will be elected</p>	<p>(b) The Life Fellow nominated for the post of Honorary General Secretary, Honorary Treasurer and Honorary Editor must be a Life Fellow of the Society for at least 5 years and must have served for at least one full term of three years as a member of the Council.</p> <p>(c) To be deleted</p> <p>(d) To be deleted.</p> <p>(e) International Life Fellows shall not be eligible to be nominated for any elected post in the Council.</p> <p>(f) A Life Fellow who has served as the President of the Society cannot be nominated on any elected post of the Society at any level, i.e. including the Zonal/State/Local Branches. A Life Fellow, who has served on the post of Honorary General Secretary, Honorary Treasurer, or Direct Council Member for two terms, cannot be re-nominated again for the same post. A person, who has served on the post of Honorary Editor for three terms, cannot be re-nominated again for the same post.</p> <p>(g) Hon. General Secretary or Hon. Treasurer or Hon. Editor who desires to get nominated for the election of any other post of office bearer shall be eligible only after one year from the end of his current tenure as Hon. General Secretary or Hon. Treasurer or Hon. Editor.</p> <p>(h) If the audited accounts of any ANCIPS or any Mid-Term CME of the Society have not been submitted to the Council within one year of the conclusion of the event; the Chairperson, Secretary and Treasurer of the Organizing Committee of the event will not be eligible to hold any elected post of the Society for a period of three years and if Life Fellow is already elected, he shall be disqualified.</p>
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Amend-ments	EXISTING IN THE CONSTITUTION	PASSED BY EGBM ON 10-08-2019
25.	<b>Appendix III FINANCE CODE</b>	
	<p>1) Financial Transaction of the Office bearers:</p> <p>(a) Expenses of Hon. Gen. Secretary &amp; Hon. Treasurer:</p> <p>An Advance amount of Rs. 25,000/- shall be released by the Hon. Treasurer towards the expenses of the Hon. Gen. Secretary and Hon. Treasurer each, before obtaining the vouchers. If this advance amount has been exhausted and the necessary vouchers have also been produced for the same to the Hon. Treasurer, another Rs.25,000/- could be released as advance. Hon. Treasurer shall be empowered to release beyond the said Rs. 50,000/- only as advance after getting the approval of the council.</p> <p>The above advance need not include certain already planned expenses such as printing and postage of ballot papers, compilation of Member-</p>	<p>1. Financial transaction of the office bearers: Expenses of the Editor: The Editor should under usual circumstances try to generate funds by advertisement, donations, etc. in a way that the Journal's expenses are self-sufficient. Rupees Six lakhs will be released every year to the office of Hon. Editor. In case of further needs the Hon. Treasurer shall get the concurrence of the President &amp; Hon Gen. Secretary and all such expenses require to be brought to the notice of the Council.</p> <p>2. Reimbursement of Travel expenses All the office bearers and members of the Council shall be eligible for the flight fare (economy class) or 2 tier A/C train fare for attending the Council meetings other than the Annual meeting. If a Special Invitee wishes to claim TA, he is required to get the prior approval of the President.</p> <p>3. Periodical Revision of membership fees:</p>



ship directory & posting, for which amount, the concerned office bearer shall get the prior approval from the council itself.

(b) Expenses of the Editor:

The Editor's corpus fund shall not be utilised and only the interest accrued from this fund could be utilised towards the expenses of IJP. The Editor should, under usual circumstances, try to generate funds by advertisement in a way that the Journal is self-sufficient, but in case of emergency Rupees One lakh could be released for each issue of Journal, of which Rs. 50,000 shall be released first, and the next 50,000 shall be released by the Hon. Treasurer after obtaining necessary vouchers for the earlier installment.

(c) Expenses of the President & Vice President:

An advance amount of Rs. 5,000/- may be released to the office of the President and Vice President each, if this advance amount is exhausted and the necessary vouchers have been furnished, an additional advance of Rs. 5,000/- could be released upon request. However, the Hon. Treasurer shall get the prior approval of the council, if any additional advance was to be granted.

2) Advances & Grants permissible to the chair persons/conveners of committees and specialty sections.

The Hon. Treasurer shall release an advance amount of Rs. 5,000/- to the chairpersons of committees, specialty sections who had already informed the council about their proposed plan of action. After the execution of such plans of actions, the said chairperson shall submit the vouchers to the Hon. Treasurer, who shall keep the council informed of the same. Any excess amount spent by the chairperson could be reimbursed by the council subject to a maximum of Rs. 10,000/-. If however, the General body had already authorised such a plan of action/programme and expenditure, the council may grant the full amount of the additional expenses thus incurred.

Unspent balance amounts lying with the bearers, chairpersons/ conveners of committees and specialty sections, etc., shall be returned to the Hon. Treasurer.

3) Reimbursement of traveling expenses

All the Office-bearers and members of the Council shall be eligible for 2-tier A/C train fare to

Revision of membership fee for the various categories could be considered at the end of every three years. The council could offer its recommendations in this regard based on the Hon. Treasurer's report, for approval in the AGB.

4. Submission of accounts of Conferences/ National Mid-Term CME/ Other programmes of IPS:

The existing procedures for the accounts of the ANCIPS shall continue (Part -III, Article XIII,42). The same could be made applicable for the National Mid Term CME also. The Chair persons of the committees and Speciality sections shall submit the accounts of the programmes that they had conducted within three months after the completion of such programmes to the Hon. Treasurer.

5. Releasing/Advancing IPS Funds for extraordinary situations:

After getting the concurrence of the office bearers through E-mail, the President shall direct the Hon. Treasurer to release/advance funds for extraordinary/ priority situations. Such an action is to be ratified in the next Council meeting and AGB.

6. Payments towards the Income Tax, Registration Dept., WPA and other agencies:

The Hon. Treasurer shall make the necessary payments to the above after getting the concurrence of the President /Hon. Gen. Secretary. He shall inform the Council & AGB for the ratification of the action taken.

7. Funds towards the maintenance of the Head Quarters:

An amount of Rs. 1,00,000/- (One Lakh) could be released by the Hon. Treasurer on the advice of the President towards the maintenance repair works of the building. However, for major repair or construction works prior approval of the Council is needed. The necessary Electricity Charges, Property tax, water Sewage charges are to be paid by the Hon. Treasurer. The number of staffs for the Head Quarters and their salary shall be fixed by the Council and the AGB informed accordingly. Expenses towards the facilities such as furniture, Computer, & other articles, stationary, conduction of meetings, etc shall be Paid by the Hon. Treasurer with the concurrence of the President/Gen. Secretary.

8. Internal Audit:

Three of the Life Fellow members may be nominated at the AGB as internal auditors for each year. The Hon. Gen Secretary shall organise & arrange for their meetings, which should be held once or twice in a year at the Head Quarters. The office personnel of the Head Quarters and Hon. Treasurer shall provide the necessary documents for the scrutiny by the Internal Auditors. The Chair Person of the Finance Sub-Committee shall also be present. The following aspects require

and fro for attending Council meetings other than the annual Council meeting. If a special invitee wishes to claim TA, he is required to seek prior approval from President or General Secretary. The office bearers shall be eligible for to & fro airfare for attending emergency extraordinary Council meeting, if any held. The President and Secretary shall be eligible for actual travel expenses for attending IPS activities. However, their air travel expenses will require the approval of the E.G.

4) Advance amount to the organisers of conferences/ national mid-term CME. etc.

A maximum of Rs. 20,000/- could be released as advance amount to the organisers / conveyors of annual conferences, National Mid Term CME or other specified programmes approved by the AGM. Such advance amounts should be returned within 3 months from the date of completion of the above programmes. Any lapse of the organisers in this regard shall be brought to the notice of the council and AGB by the Hon. Treasurer.

5) Periodical Revision of membership Fees

Revision of membership fee for the various categories could be considered at the end of every five years. The council could offer its recommendations in this regard based on the Hon. Treasurer's report, for approval in the AGB.

6. Submission of accounts of conferences/national mid-term CME/other programme.

The existing procedures for the accounts of the ANCIPS shall continue (Part-III, Article XIII, 42). The same could be made applicable for the National Mid-Term CME also.

The audited statement of accounts of the Zonal branches shall be submitted to the Hon. Treasurer not later than 31st may each year (Unless the relevant clause in Part-II, Article XIII (24) is amended).

The chairpersons of the committees and Specialty sections shall submit the accounts of the programme that they had conducted within one month after the completion of such programmes. Also, they shall submit all the accounts within one month after the closure of each financial year.

7. Releasing/Advancing IPS Funds for extraordinary situations:

to be scrutinised and endorsed by one of the auditors:

(a). The vouchers towards the payments made to be countersigned .

(b) The entries in the Register maintained for the Cheques received (towards membership) and deposited to be countersigned after verifying the entries such as the Cheque No, date, Bank &Place, amount, source and Purpose .

(C) The entries in the Register for the Cash received and deposited to be countersigned. The source, purpose and the Name of the Bank & date deposited to be confirmed.

(d) The entries in the Register for the donations received from the Proceeds of Conferences, National Mid Term CME, etc. to be countersigned after verifying the particulars such as the Cheque No, date, Bank &Place, amount, source, Purpose and deductions made under 26 AS details.

(e) The entries for the expenses by Cheque to be countersigned after verifying cheque No, date, Bank details, Receiver and purpose. Verification also to be made for the entries for expenses by cash noting the purpose, date of issue, and the receiver.

(f) The entries in the Register for the Fixed Deposit Receipts mentioning the amount, date of deposit, maturity date, Renewal date, Bank details and source if needed, etc.to be verified.

(g) The entries in the Register for the donations received for each of the awards to be verified with regard to the donors, amount received, donor Cheque & Bank details, deposited Bank details, Renewals of the FD particulars, etc.

(h) Maintenance of the Receipt books to be verified

(i) Used and current Pass book entries to be verified

(j) Used & current cheque books to be verified

(k) Maintenance of the Application forms of the different category of members signed by the President, Hon. Gen. Secretary, and Hon. Treasurer to be verified

(l) Maintenance of the Membership Register mentioning their address, date of election, amount paid, category of membership, date of demise, etc. as updated every year to be verified.

(m) Maintenance of Registers for the Social Security Scheme with separate pages for each member, amounts paid by cheque (the Cheque No, date, Bank & Place, amount, source and Purpose, deposited date and Bank details), Cash receipt details, Bank deposit & Renewal of Fixed deposit details, amounts disbursed to the bereaved families, to be verified.

(n) The entries in the Register for the expenses of the Head Quarters to be counter signed.

(o) The entries in the Register for the disbursement of salaries of the staff of the Headquarters to be countersigned.

(p) To scrutinise documents and undertake other relevant assignments as directed by the Council.

9. Nothing mentioned in the Finance Code shall supersede the Constitution and Bye-Laws of IPS.

10. Necessary amendments should be made in the

<p>After getting the written concurrence of the office bearers, the President shall direct the Hon. Treasurer to release/advance funds for extraordinary/priority situations. Such an action to be ratified in the next council meeting and AGB.</p> <p>8. Proposed amendments in the Bye-Laws Keeping in view of the above guidelines laid down in the proposed "Finance Code" necessary amendments may be made in the Bye-laws.</p> <p>9. Accounts from Zonal branches: Delinking of the accounts of the Zonal branches from the IPS accounts may be considered after getting the concurrence of the Zonal branches. Necessary amendments to constitution may be made.</p>	Finance Code as resolved by the AGB.
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**Dr. Vinay Kumar**  
Hon. General Secretary  
Indian Psychiatric Society

Dated: 10<sup>th</sup> August 2019, Mysore