

# INDIAN PSYCHIATRIC SOCIETY

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## 'SOCIAL SECURITY SCHEME - IPS'

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### "SOCIAL SECURITY SCHEME - IPS" CONSTITUTION WITH RULES AND BYE-LAWS

#### 01. TITLE :

The scheme shall be known as 'SOCIAL SECURITY SCHEME' of Indian Psychiatric Society & will be treated as a mutual benefit scheme. 'He' includes 'She' in the text that follows. The Life Member means either of the gender.

#### 02. REGISTRATION :

- (a) The scheme shall be registered separately with the Registrar of Societies/Charity Commissioner as permissible by law falling in the area of IPS.
- (b) The scheme is promoted by IPS with its Head Quarter anywhere in India and shall be registered at the place of its Head Quarter. i.e at the place of Hon. Secretary of the scheme. For all legal disputes, the jurisdiction shall be restricted to the Courts of the place of registration. It shall function as an activity of IPS and managed on behalf of IPS by a Managing Committee selected/ nominated/ elected by 'SOCIAL SECURITY SCHEME IPS' AGBM as per Rules & Bye-laws of the scheme. IPS shall have supervisory control over the scheme.

#### 03. COMMENCEMENT OF THE SCHEME:

The scheme shall be started with effect from 19<sup>th</sup> January 2010 and will be operative with minimum strength of 50 members of the scheme. Financial year of the scheme shall be same as that of IPS.

#### 04. AIMS AND OBJECTIVES OF THE SCHEME:

The scheme shall provide financial assistance to the nominee of a member of this scheme in the event of his death or to a member of the scheme who is unable to earn livelihood, on his request, as per the criteria mentioned in the constitution.

#### 05. ELIGIBILITY OF THE MEMBERS:

- (a) Any Life Fellow / Life Ordinary Member of IPS & resident in India, is eligible to become a member of this scheme till 30<sup>th</sup> September 2010 as the founder member of the scheme. From 1<sup>st</sup> October 2010 Life Fellow / Life Ordinary Member of IPS only up to the age of 60 years will be eligible. Life Fellow / Life Ordinary Member of IPS above the age of 60 years will not be eligible to enroll himself as a member of the scheme after 30<sup>th</sup> September 2010.

The members registered till 30<sup>th</sup> September 2010 will be called as the "FOUNDER MEMBERS."

- (b) Register of members of 'SOCIAL SECURITY SCHEME IPS' shall be maintained at the Head Quarter of the scheme.

#### 06. MEMBERS OBLIGATIONS:

##### (a) Admission Subscription :

Any Life Fellow / Life Ordinary Member of IPS willing to become a member of this scheme shall



be admitted on payment of one time admission subscription as per scale below.

**Admission Subscriptions : Life Fellow / Life Ordinary Members of IPS:**

below the age of 30 years	Rs. 1000/-
below the age of 35 years but above 30 years	Rs. 2000/-
below the age of 40 years but above 35 years	Rs. 3000/-
below the age of 45 years but above 40 years	Rs. 4000/-
below the age of 50 years but above 45 years	Rs. 5000/-
below the age of 55 years but above 50 years	Rs. 6000/-
below the age of 60 years but above 55 years	Rs. 7000/-
above the age of 60 years	Rs. 8000/-

**Members above the age of 60 years are eligible up to 30.09.2010 only**

**(b) ANNUAL MEMBERSHIP SUBSCRIPTION:**

Every member of the scheme shall pay Rs. 200/- as annual membership subscription.

**(c) ADVANCE DEATH FRATERNITY CONTRIBUTION (A D.F.C.):**

Every member shall pay initially Rs. 2,000/- as ADVANCE D.F.C. along with the admission subscription & membership subscription, which will be adjusted Rs. 500/- per death of a member during the year and/or any member unable to earn livelihood and/or any member after attaining the age of 80 years and/or voluntary retirement after completion of 25 years of membership. However the scheme will have the right to ask additional amount of ADVANCE D.F.C., if necessary. At the beginning of the next year, the amount utilized during the preceding year as D.F.C. will be collected from the member to make ADVANCE D.F.C. amount to Rs. 2,000/-

The D.F.C. amount in credit to a member in the account shall be refunded to a member either on termination or discontinuation of membership from the scheme or after the period of 25 years of continuous membership of the scheme or after attaining the age of 80 years or after the death, whichever is earlier.

**(d) DEATH FRATERNITY CONTRIBUTION (D.F.C.)**

Every member of the scheme shall contribute D.F.C. of Rs. 500/- in the event of each death of a member for continuous period of 25 years from the date of joining the scheme or till the members attains the age of 80 years. If a member pays his D.F.C. every year, continuously for 25 years of his membership or till the member attains the age of 80 years, he shall not be required to pay such contribution any further.

In such case the member shall not be required to pay annual membership subscription also. But he shall remain a member of the scheme and the issuance scheme shall bear the liability for his contribution to D.F.C.

**(e) ENROLLMENT OF MEMBERS:**

The eligible members shall submit their applications on the prescribed Performa meant for the purpose (as provided in the Constitution) along with necessary documents & Demand Draft/Core banking Cheque/Local cheque for the admission subscription, membership subscription and advance D.F.C. drawn in favor of the 'SOCIAL SECURITY SCHEME IPS'. The Member will have to submit attested photocopy of Birth Date Certificate and Life Fellow / Life Ordinary Membership number of IPS or Certificate of IPS or any relevant document towards Life Fellow / Life Ordinary Membership of IPS.

**07. MEMBERS' DISQUALIFICATION:**

01. If a member fails to pay his D.F.C. within 45 days of the demand made by the office, he shall be treated as a defaulter and he shall pay an extra amount of Rs. 200/- per month or part thereof. If the default continues beyond the period of 90 days, then a notice by Registered A.D./ Speed Post shall be issued to such a member at his expenses and if such a member does not pay the demanded amount within 30 days of the issued of such notice, then his membership shall stand terminated forthwith and his remaining advance D.F.C. shall be refunded after adjusting the amount due from him, including the postal charges.



02. If a member furnishes any wrongful information in his application form or at any time during his membership term by which he violates any provision of this Scheme and thus tries to obtain any undue benefit under this Scheme, then after giving him an opportunity of being heard before the Managing Committee and if his explanation is not found satisfactory, the Managing Committee of the Scheme shall have the right to terminate the membership of the member concerned. He shall not be eligible for further enrollment as a member in the Scheme in future.
03. After termination of the membership under 07(01.) a member can rejoin the Scheme within 6 months of termination date, even though he has crossed the age limit, as a new member by paying subscriptions as stipulated for a new member of the Scheme. After 6 months of termination date, the advantage of age limit provision of the scheme can not be availed by the member & thus he cannot become the member of the scheme after crossing the age of 60 years.
04. If any member, at any time, for any reason ceases to be a member of IPS, his membership of the scheme shall automatically cease, but if such a member receives his membership of IPS within a period of one year, he can get his membership of the scheme revived on payment of Rs. 1000/- and arrears of demand, if any. If he does not get his membership revived within the above mentioned stipulated period he will be treated as a voluntarily retired member and he will be given such benefits as per Clause 08 of this scheme. Then if he wishes, he can join the scheme as per the criteria for new member only, without availing the benefit of age limit provision of the scheme.

#### **08. REFUND ON DISCONTINUATION OF MEMBERSHIP FROM THE SCHEME:**

If any member voluntarily retires as a member, he shall get refund of his admission subscription as under, in addition to remaining amount of Advance DFC in his account.

- |                                |      |
|--------------------------------|------|
| 1. If he retires within 03 yrs | 50%  |
| 2. If he retires after 04 yrs. | 100% |

**NO INTEREST IS PAYABLE ON ANY ACCOUNT TO A MEMBER**

#### **09. MEMBERS' RIGHT:**

1. On receipt of the information from the nominee and/or responsible person of the family of a member that a member has become permanently physically disable, thereby rendering him unfit to practice the profession or after attaining the age of 80 years with minimum membership of 5 years of the scheme shall have an option of voluntary retirement from the scheme. In this event he shall get the refund of his entire admission subscription & also contribution equal to last D.F.C. amount paid and his membership shall stand terminated.
2. On receipt of the information from a nominee about the death of a member, his nominee shall be paid Fraternity Contribution (**Rs. 500/- X number of members of the scheme on the date of death**). Amount shall be paid within 45 days after receiving the information with following documents.

##### **Attested Photocopy of,**

- A. Death Certificate of Member
- B. Original membership certificate of 'SOCIAL SECURITY SCHEME IPS' (Optional)
- C. Receipt of last DFC paid (Optional)

Only Founder Members' nominees are eligible for DFC at any time on their demise. If the death of a founder member occurring within a year of becoming a member then his nominee will get 50% of the admission subscriptions paid by him to the scheme in addition to other benefits. If the death of a member (except Founder Members) occur within a year, after the enrollment of him in the scheme, then the nominee will get 50% of the admission subscriptions paid by the member to the scheme along with remaining amount of advance DFC in his account, but he will not be entitled to get other benefit like DFC amount. After completion of one year of the membership of the scheme, if death occurs, then his nominee will get the DFC amount plus remaining balance of Advance DFC in his name with the scheme minus bank commission.

3. Due to any reason, except death of the nominee, if a member desirous to change the name of the nominee, he should apply to the scheme along with the original certificate of SOCIAL



SECURITY SCHEME IPS issued by the scheme and the fees of Rs. 100/- for the same. If the death of the nominee occurs then the member will not have to pay any charge to change the name of the nominee, but will have to apply with the copy of death certificate of nominee along with the original certificate of SOCIAL SECURITY SCHEME IPS. The office will issue the fresh certificate with new name of nominee after completing the procedure of entry about new nominee.

#### 4. **Survival Benefit:**

If a member of the scheme has completed the continuous membership of 25 years or a member unable to earn livelihood or after attaining the age of 80 years or voluntary retirement after completion of 25 years membership and if he wishes to have the survival benefit, will receive balance amount of advance DFC along with an amount equal to last DFC paid. After receiving the survival benefit (on the date of receiving his application by the office), his membership of the scheme will get terminated.

### 10. **MANAGEMENT OF THE SCHEME:**

- A The scheme shall be managed by the managing committee duly nominated/ selected / elected by the AGBM of the scheme.
- B The Managing Committee shall consist of:
  1. President of IPS (President of the Scheme) Ex- Officio
  2. Vice President of IPS Ex- Officio
  3. Hon. Gen. Secretary of IPS Ex- Officio
  4. Hon. Treasurer of IPS Ex- Officio
  5. Chairperson of the Scheme.
  6. Vice Chairperson of the Scheme
  7. Hon. Secretary of the Scheme.
  8. Hon. Treasurer of the Scheme.
  9. Hon. Joint Secretary of the Scheme.
  10. Hon. Joint Treasurer of the Scheme.
  11. Members from each zone as per scale below:
 

Scheme Membership strength up to 50 members	1
Scheme Membership above 50 for every	

100 members (i.e.51-150 members and so on) 1

Zonal Members will be elected among the members present in the AGBM of the Scheme.

The managing committee members, except No. 1, 2, 3 & 4, must be the members of the scheme. No.1 to 10 are the office bearers. The tenure of office bearers, except No. 1,2,3 & 4, shall be 2 years and members from the zone shall be of 3 years. The tenure of office bearers No. 1, 2, 3 & 4 will be equivalent to their tenure in IPS.

The Retiring members are eligible for re-election/nomination/selection.

### 11. **ELECTION:**

Election of managing committee will be held at the AGBM of the scheme as per the tenure of office bearers and members from each zone. The Hon. Secretary of the scheme who shall act as an Election Officer will issue the election notice to the members of the scheme. Election notice with nomination form should reach 60 days before the date of AGBM of the scheme. Before 30 days of the date of AGBM of the scheme, the nomination form should reach to the Chairperson of the scheme who shall act as Returning Officer, by Registered Post/Speed Post in stipulated time. The Chairperson (Returning Officer) along with another two members of the scheme will scrutinize the nomination forms. The Chairperson (Returning Officer) will inform the scrutiny report to all the candidates. Last date of withdrawal of Nominations will be prior to the time of AGBM of the scheme. Those who are interested to withdraw should give in writing about their withdrawal of nominations to the Chairperson (Returning Officer). If required, election will be held at AGBM of the scheme by secret ballot papers.

### 12. **ANNUAL GENERAL BODY MEETING (AGBM):**

1. The annual general body meeting shall consist of all the members of this scheme and Ex-Officio members of the managing committee of the scheme. It shall be deciding body in the management of the scheme. Ordinarily it shall meet once every year and shall coincide with the annual conference of the IPS.
2. Notice for such an annual general body meeting shall be minimum of 30 days.



3. It shall receive the annual activity and financial report. Any resolution, comments, suggestions and recommendations received shall be placed before the AGBM of the scheme for approval. After their approval; they shall be placed before the AGBM of IPS for ratification.
4. No T.A./D.A. will be paid to members for attending the AGBM of the scheme.

#### **Model Agenda of AGBM**

Meeting called to order  
 Welcome by Chairperson  
 Obituaries  
 Report of Hon. Secretary of the Scheme  
 Report of Hon. Treasurer of the Scheme  
 Report of Auditor with Audited Statement of Accounts & Report  
 Resolution, Suggestion, Recommendation from the Managing Committee of the Scheme  
 Resolution, Suggestion, Recommendation from the members of the scheme.  
 Remarks by Hon. General Sec. IPS  
 Remarks by President, IPS  
 Election, if required  
 Any other business with the permission of the Chairperson.  
 Thanks  
 Meeting adjournment

#### **13. QUORUM:**

The quorum at the AGBM or GBM shall be 20% or 25 members whichever is less. A non-quorum meeting shall be adjourned for 10 minutes & subsequently non-quorum meeting shall transact the same business on agenda. The decision shall be taken with a simple majority.

#### **14. GENERAL BODY MEETING (GBM) FOR CONSTITUTIONAL AMENDMENTS:**

Notice for such GBM to deliberate on the constitutional amendments shall be minimum of 45 clear days. Agenda shall include the original articles of the constitution as existing in the constitution and the proposed amendments if there of. Quorum for such a meeting shall be of minimum 25 members. Non-quorum meeting shall not transact any business pertaining to any Constitutional

Amendments. The decision of such a GBM shall be taken by 2/3 majority of the members present. Constitutional Amendments meeting shall discuss only that business which has appeared on the agenda. No T.A./D.A. will be given to any member to attend the GBM.

#### **15. REQUISITION MEETING:**

A general body meeting can be requisitioned through signatures of minimum 50% or 50 members whichever is less of the Scheme. Such a requisition meeting shall be called by the Hon. Secretary of the scheme at his place within a stipulated period of 45 days from the day on which the notice is received.

Requisition meeting shall have a Quorum of minimum 50% of requisite members & minimum 50 members. A non-Quorum meeting shall not transact any business and shall automatically stand dissolved. A requisition meeting shall not be requisitioned again for the same (meaning) agenda for a period of next six months from the date of the said meeting held. Decision for requisition meeting shall be taken by ¾ majority of the members present at the meeting. No T.A./D.A. will be given to any member to attend the requisition meeting.

#### **16. EMERGENCY EXTRA ORDINARY GENERAL BODY MEETING:**

Chairperson in consultation with the Hon. Secretary, can convene an emergency meeting of the scheme to transact any emergency business. Minimum clear 10 days notice shall be given to members for such a meeting.

#### **17. MANAGING COMMITTEE MEETINGS:**

It shall meet at least twice in a year out of which one meeting will be at the venue of Mid-Term CME of IPS and the other will be as the PRE-AGBM at the same venue of ANCIPS/AGBM of IPS. No T.A./D.A. will be given to any office bearer or member to attend the Managing Committee Meetings. The Managing Committee is not empowered to spend more than Rs. 25,000/- or 10% whichever is higher over the budgeted expenditure. The report of the managing committee shall be forwarded to the AGBM of the scheme for approval & the same shall be forwarded to the Hon. Gen. Sec. of IPS to present before the AGBM of IPS for ratification.



## **18. FUNCTIONS OF THE MANAGING COMMITTEE:**

1. It shall supervise the day to day functioning of the scheme & its office.
2. It shall supervise the receipts, disbursements and investments of the funds of the scheme and as per guidelines laid down by the Managing Committee of the scheme.
3. It shall consider the membership applications, cases of disqualification, retirements, termination, readmission, survival benefit etc.  
It shall submit the activity and financial report as well as periodical statement of accounts forwarding to the AGBM of scheme for approval & the same shall be forwarded to the Hon. Gen. Sec. of IPS for ratification.
4. It shall look into any dispute that may arise and recommended various actions required thereon, to the AGBM of the scheme.
5. It shall be empowered to sanction staff for the office of the scheme and to fix their remuneration and other conditions of service.
6. Quorum of a meeting of Managing Committee shall be 20% members of the Managing Committee.
7. If the managing committee has decided/received any resolution to present before the AGBM of the scheme then it should be taken on the agenda for its discussion/approval/ratification.

## **19. DUTIES OF OFFICE BEARERS:**

### **A. Chairperson:**

The Chairperson shall guide the day to day functioning of the scheme and Chair the meetings of the Office Bearers, the Managing Committee, the AGBM, the GBMs' & any other kind of meeting of the scheme.

### **B. Vice Chairperson:**

Vice Chairperson shall help and assist the Chairperson of the scheme in all the routine work and perform his duties in his absence.

### **C. Hon. Secretary:**

1. Hon. Secretary shall maintain the register of the members of the scheme.
2. Hon. Secretary shall be in charge of office and supervise the day to day functioning.

He shall implement the decisions arrive at the meeting of the scheme.

3. He shall be responsible to maintain all the records pertaining to membership fund collection as well as all other records.
4. He shall be responsible for all the correspondences.
5. He shall be responsible for all the notices and maintaining the records of meetings & shall forward the same to Hon. General Secretary of IPS
6. He shall be responsible for preparing the periodical as well as Annual Reports of activities and presenting before the managing committee and AGBM of the scheme & shall forward the same to the Hon. Gen. Sec. of IPS for ratification.
7. He shall be responsible for preparing the Financial Report and Balance Sheet etc. with the help of the Hon. Treasurer.
8. With the help of the Hon. Treasurer, he will have to invest the funds, as per the directives of the Managing Committee of the Scheme.
9. He shall be responsible for preparing a report on any dispute and to propose the case as per decision of the Managing Committee.

### **D. Hon. Treasurer:**

1. Hon. Treasurer shall be responsible to maintain day to day accounts & issue receipts & disburse all the payments approved by the Managing Committee of the scheme.
2. He shall be responsible for preparing the quarterly/yearly statement of accounts and present the same to the managing committee of the scheme & shall forward the same to the Hon. Gen. Sec. of IPS for its ratification.
3. He shall be responsible to present the statement of Accounts duly audited in the meeting of the managing committee, AGBM of the scheme. The same shall be forwarded to the Hon. Gen. Sec. of IPS for its ratification.



**E. Hon. Joint Secretary:**

Hon. Joint Secretary shall help and assist the Hon. Secretary of the scheme in all the routine work and perform his duties in his absence.

**F. Hon. Joint Treasurer:**

Hon. Joint Treasurer shall help and assist the Hon. Treasurer of the scheme in all the routine work and perform his duties in his absence.

**20. MANAGEMENT OF FUNDS:**

1. **Operation of Accounts:** All accounts of the scheme shall be operated in the Nationalized-Scheduled Banks in the name of the Scheme and shall be operated jointly by either of any two from the following:

Chairperson, Hon. Secretary, Hon. Treasurer, Hon. Jt. Secretary & Hon. Jt. Treasurer of the Managing Committee of the Scheme.

2. Financial year of the scheme shall be same as that of IPS.
3. The managing committee shall approve the accounts, submitted by Hon. Treasurer duly audited by the Chartered Accountant approved by the AGBM of the Scheme.
4. Audited statement of accounts of the scheme passed by the Managing Committee and AGBM of the scheme will be forwarded to the Hon. Gen. Sec. of IPS for its ratification.
5. **Funds :**

**CORPUS FUND:** The amount of admission subscriptions will be deposited to Corpus Fund.

The Corpus Fund shall be used as per the constitution only & under the resolution of the managing committee in anticipation of approval by the AGBM of the scheme.

6. **Fund expenses :**

The annual subscription shall be used for day to day functioning of the scheme.

7. **Investment :**

All investment of the funds of the scheme shall be made as per guidelines and recommendations of the Managing Committee and AGBM of the scheme in Nationalized-Scheduled Bank/Securities of the Govt. of India. Hon. Sec. will take care of Investments decided by the Managing Committee of the Scheme.

Separate Accounts of Funds shall be maintained for Advance D.F.C. and Corpus Fund and it shall be invested in Nationalized- Scheduled Bank/Securities of the Govt. of India as per the decision of managing committee of the scheme.

**21. AUDITOR :**

The Managing Committee shall recommend the name of the Auditor, with the remuneration, to the AGBM of the scheme for appointment.

**22. LEGAL ADVISOR:**

The managing committee shall recommend the name of the Legal Advisor, with the remuneration, to the AGBM of the scheme for appointment.

**23. AMENDMENTS TO THE CONSTITUTION RULES & BYE LAWS OF THE SCHEME:**

The managing committee shall circulate, any amendment received from the members or recommendation of the managing committee before the due date i.e. at least four months in advance of AGBM of the scheme to all concerned. The same shall be discussed with the recommendations of the managing committee in the AGBM of the scheme.

**24. MISCELLANEOUS:**

1. Every member shall specify only one nominee for obtaining benefit under the scheme.
2. If nominee is not available then legal heir will get the amount. Legal heir means nominated heir, natural heirs like spouse/s, sons and daughters and in the absence of them, the heir under any legal succession acts or any customary succession.
3. Any income derived from the property of the scheme shall be utilized only for the objects of the scheme.

**25. TRIBUNAL:**

In case of dispute, the President of IPS shall institute a TRIBUNAL of THREE members of the Scheme.

**26. DISSOLUTION:**

If it has become impossible to carry out the objectives of this scheme, in an Extra-Ordinary General Body Meeting of the members of the Scheme, conveyed by the Chairperson and Hon.



Secretary and attended by 75% members enrolled on the scheme as on the day of the notice, decided by the votes of  $\frac{3}{4}$  of the members who were present in the said meeting, the scheme shall stand dissolved subject to ratification by the Exe. Council & AGBM of the IPS and another such Extra Ordinary General Body Meeting of the members of the scheme shall thereupon decide the final disbursement of the corpus fund and other funds after meeting the liabilities, debts and recovering the assets, keeping in view of the objectives of the scheme that is mutual benefit and charitable purpose of the members concerned. The decision taken by the Extra-Ordinary General Body Meeting shall be final, legal and non-negotiable.

The Executive Council Meeting met on 16<sup>th</sup> January 2010 at Jaipur, has undergone detailed discussion on the draft Constitution & Rules and Bye-Laws of 'SOCIAL SECURITY SCHEME IPS'. Then it has adopted the same as 'Constitution & Rules and Bye-Laws of 'SOCIAL SECURITY SCHEME IPS' & decided to circulate the same to the members of IPS.

The Annual General Body Meeting met on 19<sup>th</sup> January 2010 at Jaipur, has undergone detailed

discussion on the draft Constitution & Rules and Bye-Laws of 'SOCIAL SECURITY SCHEME IPS'. Then it has adopted the same as 'Constitution & Rules and Bye-Laws of 'SOCIAL SECURITY SCHEME IPS' & decided to circulate the same to the members of IPS.

The Executive Council Meeting met on 17<sup>th</sup> April 2010 at Causerina Hall, India Habitat Center, New Delhi has undergone discussion on the Constitution & Rules and Bye-Laws of 'SOCIAL SECURITY SCHEME IPS'. And Nominated the Managing Committee of 'SOCIAL SECURITY SCHEME IPS', nominated Dr. Mukesh P. Jagiwala as the Hon. Secretary & Dr. Kishor Gujar as the Hon. Treasurer. Dr. Mukesh P. Jagiwala was asked to appoint Hon. Joint Secretary. He suggested the name of Dr. Kaushik Gupte which was accepted by the Executive Council Members and decided to start & enrolling the members of the scheme by circulating the same to the members of IPS along with its Application Form. The Ceremonial launching function of the scheme will be during the IPS National Mid-Term CME 2010 going to be held at Aurangabad in August.

