

भारत स्काउट और गाइड, उ० प्र०



डा० प्रभात कुमार, आई० ए० एस० (से० नि०)

प्रादेशिक मुख्यायुक्त

भारत स्काउट और गाइड उ० प्र०

पत्रांक C.G. 105/172/2022-23

दिनांक 30-4-2022

Sub : Recognition of University as Education District under Rule 90 of National Headquarters, Bharat Scouts & Guides

Dear Sir,

You may be aware that Bharat Scouts & Guides, U.P. is a voluntary, non political Organization under the patronage of Honorable Governor of Uttar Pradesh.

The objective of Bharat Scouts & Guides is to develop youth of this country physically, mentally, intellectually, socially, spiritually and emotionally and inculcate in them, the spirit of national unity and integrity. As per the instructions of National Headquarters, Bharat Scouts and Guides New Delhi, Bharat Scouts and Guides U.P. has decided to recognize your university as one of the districts for carrying out activities of Rovering / Rangering in the university and all its affiliated institutions so that the university gets sufficient autonomy in its functioning, independent of the district unit of the revenue district where the university is situated. Needless to mention that university shall be given an affiliation as district by the Bharat Scouts & Guides, Uttar Pradesh.

Under the instructions of Honorable Governor, the Director, Department of Higher Education has already written to you regarding development of Rovering/Rangering Program vide Letter No Degree vikas/135023/2021-22 dated 15th Dec 2021. I have also written a detailed letter for institutionalizing various activities of rovering/rangering vide my letter C.G. 105/1680/2020-21 dated 22nd March 2021.

Since it has been decided to constitute university as a district as per Rule No. 90 of National Headquarters, Bharat Scouts & Guides, New Delhi, the sharing of Fee (Rs. 50/- per student per annum) among different bodies shall be as follows:-

- | | | |
|--|---|-----|
| 1. Residential University/College | - | 50% |
| 2. University as District | - | 20% |
| 3. State Association, Bharat Scouts & Guides, U.P. | - | 30% |

"NIRMAL HINDON" Initiative :
www.nirmalhindon@in

आओ मिलकर हिंडन को निर्मल और अद्विष्ट बनाये !



सम्बद्ध, भारत स्काउट और गाइड राष्ट्रीय प्रधान केन्द्र : महात्मा गाँधी मार्ग, इन्दिराप्रस्थ इस्टेट, नई दिल्ली
रजिस्ट्रेशन संख्या एस0 462/1950-1951

प्रादेशिक प्रधान कार्यालय : स्काउट भवन, गोल मार्केट, मदानगर, लखनऊ -226006

E-mail : upscoutsguides@yahoo.com, Website : www.bsgup.org, Ph. NO 0522-2332928

In view of the above, to constitute the university as a district and to carry out the activities as per the Rules, the following Ad hoc Committee shall be constituted by The Vice Chancellor :-

1. Vice Chancellor - President
2. Registrar - Secretary
3. Principal/Dean (Male) nominated by Vice Chancellor - Member
4. Principal/Dean (Female) nominated by Vice Chancellor - Member
5. The Assistant State Organizing Commissioner(Scout/Guide) of Bharat Scouts & Guides, U.P. of the Division concerned -Ex officio member

The function of the Ad hoc Committee shall be to recommend the names for the following positions in the university district to the State Association for approval :-

1. President - Vice Chancellor
2. District Chief Commissioner - Principal of any College situated in the university Headquarter District or Dean of university in the case of residential university.
3. District Commissioner(Rover) - Dean / Any person not below rank of Professor (Male)
4. District Commissioner (Ranger) - Dean / Any person not below rank of Professor (Female)
5. District Secretary - Registrar / Deputy Registrar of the university

After the recommendations are sent to the State Headquarters, Bharat Scouts & Guides, U.P., Gole Market, Mahanagar, Lucknow, formal warrants/letters for their appointments shall be issued and affiliation to the University shall be granted. After affiliation and constitution of District Association, further action shall be taken as per Bharat Scout & Guide Rules, Chapter V of the rules book. A copy of District model By Laws is enclosed for your ready reference. The formal application format for affiliation is also enclosed.

Assistant State Organizing Commissioner **Mr./Mr.**

Mobile Number has been instructed to contact and liaise with you for further necessary action in this regard.

पत्रिका: - सी.जी.-105/172/2022-23

दिनांक - 30.4.2022

I shall be grateful if you could kindly take immediate steps to constitute the university District Organization in your university, under intimation to the undersigned.

Should you have any query, please do not hesitate to contact me.

With regards,

(Dr. Prabhat Kumar)
State Chief Commissioner
Bharat Scouts & Guides, U.P.

Enclosed: As above

To,
The Honorable Vice Chancellor

Copy to the following for kind information and necessary action :-

1. Chief National Commissioner, Bharat Scouts & Guides, National Headquarters, New Delhi.
2. Director Education (Higher Education), U.P., Prayagraj.
3. Registrars, All universities, U.P.
4. All State Commissioners, Bharat Scouts & Guides, U.P.
5. State Treasurer, Bharat Scouts & Guides, U.P.
6. State Secretary, Bharat Scouts & Guides, U.P.
7. State Organizing/Training Commissioner (Scout/Guide), Bharat Scouts & Guides, U.P.
8. All Assistant State Organizing Commissioners, (Scout/Guide), Bharat Scouts & Guides, U.P.

(Dr. Prabhat Kumar)
State Chief Commissioner
Bharat Scouts & Guides, U.P.

**Chief Commissioner
Bharat Scouts & Guides
Uttar Pradesh, Lucknow**

CHAPTER-V

DISTRICT ASSOCIATIONS

- 89. There shall be a District Association in each Revenue District /Educational District in the State with a minimum census of 1000 in both the Wings or with minimum 30 Groups.**
- 90. University will be treated as District Association for Rovers and Rangers**
Provided further, the National Association may also constitute or register the District Association/Auxiliary Unit for the organisation having their structure in two or more states under one administrative control.
91. The District Association shall be registered with the State Association and on such registration; the State Association shall issue a charter signed by the State Chief Commissioner and State Secretary by virtue of such a Charter the District Association shall function as such.
92. The District Association shall confirm and adhere to the Aims, Policies, Rules and Organisation and also the Priorities of the State in achieving the National and State Targets.
93. The District Association shall pay such Annual Registration Fee and such Annual Individual Registration Fee as may be fixed by the State Executive Committee from time to time; the payment shall be accompanied by the census figures and Audited Statement of Accounts. In default of this and of any such payment within a period of twelve months after the closure of the financial year of which the fees are due, the office bearers and elected representatives of the District Association in the State Council and in the State Executive Committee shall not be entitled to attend, participate, vote at or stand for any election held for State Council and the State Executive Committee till such dues are paid.
- 94. Membership :**
The Membership of the District Association is open to citizens of India residing in the district who subscribe to the Fundamentals,

which includes Purpose, Principles, the Methods, the Promise and the Law.

Provided, a citizen of any other nationality residing for the time being in India may be admitted as a member on the recommendation of the District Chief Commissioner and with the approval of the State Chief Commissioner.

Provided, further, that such person pledges to abide by the Scout or Guide Promise as hereunder:

“On my honour I promise that I will do my best to do my duty to God* and India To help other people and To obey the Scout or Guide Law.

Note: 14 *The word "Dharma" may be substituted for the word 'God' if so desired.

95. The members of the District Association shall consist of:

(95.1) General Member,

(95.2) Life Member

(95.3) Special Member

(95.4) General Members:

Beneficiaries i.e. Bunnies;

(95.4.1) Cubs/Bulbuls;Scouts/Guides;Rovers/Rangers;

(95.4.2) Auxiliary Scouts/Guides;Auxiliary Rovers/Rangers;

(95.4.3) Air Scouts/Guides;Air Rovers/Rangers;

(95.4.4) Sea Scouts/ Guides; Sea Rovers/Rangers;Grameen Rovers/Rangers;Venture Scouts/Guides;

(95.4.5) Scouts/ Guides/ Rovers/ Rangers of Extension Branches registered as such.

(95.5) Adult Leaders/Volunteers

(95.5.1) Adult Resources

(95.5.2) Scouters, Guiders;

(95.5.3) Trainers who hold valid honourable charge.

(95.6) Office bearers

(95.6.1) Commissioners who hold valid warrants and

(95.6.2) Other functionaries.

Note:15 All the Cubs, Bulbuls, Scouts, Guides, Rovers, Rangers, Venture Club Members shall be treated as Scout/Guide under training and shall not be treated as Member of the District Association.

Provided further, if Local Association is functioning in the District, General member shall not be the member of the District Association.

(95.7) Life Members: are those who are admitted as such by the District Executive Committee and who have paid Life Membership Fee as prescribed.

(95.8) Special Members: are those who are admitted as such by the District Executive Committee for their meritorious Contribution to the Movement.

96. Termination of Membership:

(96.1) If any member is found guilty of criminal offence, involving moral turpitude, his/ her membership shall be terminated and any award/privilege shall be withdrawn.

(96.2) If any member of **any unit/ association/ district council or state council/ national council** while supporting any other Organization is found indulging in activities detrimental to the interests of the Movement or bring disrepute to the organization by way of writings in publications/media or confirmed propaganda against the interests of the Movement/Organization shall be liable to be terminated from the organization provided, due enquiry takes place and due opportunity is given, to the person(s) to be heard.

(96.3) If any member of the Bharat Scouts & Guides is found to be a member of any parallel organization working in the name of Scouting and Guiding or is found aiding and abetting the activities of such an organization, his/her membership of the Bharat Scouts and Guides will be terminated.

(96.4) If the member or office bearer of any association or council violates any provision(s) of the Code of Conduct as approved and revised periodically by National Executive Committee.

97. District Council:

The District Council shall consist of:

- (97.1) The President;
- (97.2) One or more, but not more than six Vice Presidents;
- (97.3) District Chief Commissioner;
- (97.4) Assistant State Commissioner in charge of the District;
- (97.5) **District Commissioners of Cub, Scout, Rover and Adult Resources;**
- (97.6) **District Commissioner of Bulbul, Guide, Ranger and Adult Resources;**
- (97.7) **District Commissioners(Headquarters)**
- (97.8) Assistant State Organising Commissioner of Scouts and Guides of the Division
- (97.9) District Treasurer;
- (97.10) District Secretary;
- (97.11) Joint District Secretary;
- (97.12) All Assistant District Commissioners of Scouts and Guides;
- (97.13) District Organising Commissioner of Scouts;
- (97.14) District Organising Commissioner of Guides;
- (97.15) District Training Commissioner of Scouts;
- (97.16) District Training Commissioner of Guides;
- (97.17) Leader Trainers of Scouts residing in the District;
- (97.18) Leader Trainers of Guides residing in the District;
- (97.19) Assistant Leader Trainers of Scouts residing in the District;
- (97.20) Assistant Leader Trainers of Guides residing in the District;
- (97.21) All the Local Association Secretaries and Jt. Secretaries
- (97.22) Three representatives of Training Counsellors of Scout Wing;
- (97.23) Three representatives of Training Counsellors of Guide Wing;
- (97.24) **All the Group Leaders of Group consisting of all the three sections and having minimum census of 60 members**

inclusive of Cubs, Scouts, Rovers or Bulbuls, Guides & Rangers as the case may be if there is no Local Association, In case of Local Association, three Group Scouters and three Group Guiders representing each section shall be the members. Provided, however, no Local Association shall have more than **12** members in all in the District Council.

(97.25) Members elected by the Life Members of the District Association from among themselves at the rate of one for every ten life members but not more than ten members out of whom at least three shall be women;

(97.26) The Bharat Scouts and Guides Fellows who are residing within the territorial jurisdiction of the District Association;

(97.28) **All the National Adult Awardees** of the Bharat Scouts and Guides who are residing within the jurisdiction of the District Association

(97.29) Two young leaders below the age of **29 years** co-opted by the President from among the members of the **District Youth Committee** on recommendation of District Chief Commissioner, one of whom shall be a woman.

Note:15 Provided, any member of the District Council who is a member by virtue of office shall cease to be a member of the council when he/she ceases to hold such office

98. Term of the District Council:

The District Council shall continue for five years from the date of its first meeting in which the new council is constituted.

Provided, the term may be extended under exceptional circumstances, to be specifically recorded in writing, for not more than six months, by the State Chief Commissioner on the recommendation (to be justified in writing) of the District Executive Committee by a simple majority decision at a special meeting of the District Executive Committee where at least 50% members of the Executive Committee are present.

Provided, further, that if any District Association does not hold the

meeting of the District Council during the period of its normal duration or extended period, the District Council shall stand dissolved, on the expiry of the normal duration or extended duration, as the case may be, and State Chief Commissioner shall appoint an Administrator to take over the functions of running the affairs of the District Association. All the warranted office bearers of the District Association shall cease to function as such from the date of appointment of the Administrator and their warrants of Appointment will be deemed to have become void. The Administrator so appointed by the State Chief Commissioner shall convene the District Council meeting with the help of the District Secretary and/ or any other suitable person/persons within ninety days for conducting the election.

99. The Powers and Functions of the District Council:

- (99.1) to elect, when due, the President, Vice presidents and the members of the District Executive Committee in accordance with the Rules and Bye-Laws of the District Association;
- (99.2) to consider and approve Annual Report and Annual Audited Statement of Accounts and the Annual Balance Sheet and send copies of the same to the State Headquarters immediately after the meeting;
- (99.3) to approve the Budget of the District Association;
- (99.4) subject to the approval of the State Chief Commissioner to lay down the Bye-Laws of the District Association **based on the Model Bye Laws of the State Association** and to make addition, deletions, amendments and alterations there of;
- (99.5) to implement the policies and programmes with regards to training of Scouts and Guides;
- (99.6) to uphold and promote the Aims and Object of the Bharat Scouts and Guides and promote co-operation between Local Associations and other organizations with similar Aims and Object in the District in order to achieve the National and State Targets;

- (99.7) to collect census and Individual Registration Fees and to send the same to the State Association by 31st March each year;
- (99.8) to consider and approve the Annual Programmes;
- (99.9) to appoint Auditors and fix remuneration when due;

100. Meetings of the District Council:

(100.1) Ordinary Annual Meeting :

- (100.1.1) The District Council shall ordinarily meet once in every year but not later than 31st July in consultation with the President and with senior **Vice President in the absence of the President.**
- (100.1.2) Notice of such meeting with time, date and place be sent to all members not less than fifteen days before the date of the meeting and the agenda shall be sent not less than seven days before the date of the meeting. Notice of this meeting shall be sent to State Headquarters for information;
Provided further, due to any emergency situation like Covid-19 pandemic, virtual meeting of the District Council can be organised with a 7 days notice.
- (100.1.3) Notice of resolutions duly proposed and seconded and subjects for the consideration of the District Council shall reach the District Secretary not less than 10 days before the date of the meeting; such resolutions and subjects shall be communicated to the members of the District Council not less than five days before the date of the meeting;
- (100.1.4) Quorum for the meeting shall be one-tenth of the total number of members of the District Council;
- (100.1.5) All questions before the District Council shall be decided by a simple majority of votes. In case of equality of votes, the Chairman of the meeting shall have a casting vote in addition to his own vote;
- (100.2) The President shall preside over the meetings

of the District Council; in the absence of the President, one of the Vice-Presidents, senior by age, shall preside. In the absence of the President and the Vice Presidents one of the members elected by the District Council shall preside.

(100.3) Business to be Transacted at the Ordinary Annual Meeting:

At the Ordinary Annual Meeting, the following business shall be transacted:

- (100.3.1) Confirmation of the Minutes of the previous meeting;
- (100.3.2) Business Arising;
- (100.3.3) Consideration and adoption of the Annual report;
- (100.3.4) Consideration and adoption of the Audited Annual Statement of Accounts and Annual Balance Sheet;
- (100.3.5) Consideration and approval of the Budget;
- (100.3.6) Consideration of the resolutions or subjects of which due notice has been given;
- (100.3.7) Consideration of such matters as have been tabled by the District Executive Committee and included in the Agenda;
- (100.3.8) Consideration of matters not included in the Agenda but which are brought before the Council with the permission of the President; and
- (100.3.9) Election of office bearers when due.

(100.4) Adjourned Ordinary Annual Meeting:

If within half an hour after the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned for one hour from the appointed time to be held at the same place and such adjourned meeting, notwithstanding want of quorum, the members present may transact the business tabled for the meeting, but no other business.

(100.5) Special Meeting:

- (100.5.1) Special meeting of the District Council may be

convened either by the **District Chief Commissioner** or the District Executive Committee in consultation with the President of the District Council for transaction of specified business. Notice of this meeting shall be sent to the State Headquarters for deputing the concerned representatives of the State Association;

- (100.5.2) A Special Meeting shall be convened on receipt of a written requisition by at least one fourth of the members of the District Council for the transaction of the business specified in the requisition;
- (100.5.3) Notice of a special meeting with time, date and place and agenda shall be sent to the members not less than **7** days before the meeting
- (100.5.4) The quorum for any special meeting shall be one-fifth of the members or forty members of the District Council.
- (100.6) Failure to adhere to the rules in regard to holding of district council, **the State Chief Commissioner may dissolve or take appropriate action as deemed fit.**

101. Office Bearers and Officers of the District Association:

The Office Bearers and Officers of the District Association shall be:

- (101.1) The President;
- (101.2) One or more, but not more than six Vice Presidents;
- (101.3) District Chief Commissioner;
- (101.4) Assistant State Commissioner in charge of the District;
- (101.5) **District Commissioners of Cub, Scout, Rover and Adult Resources;**
- (101.6) **District Commissioner of Bulbul, Guide, Ranger and Adult Resources;**
- (101.7) **District Commissioners (Headquarters)**
- (101.8) Assistant State Organising Commissioner of Scouts and Guides of the Division

- (101.9) District Treasurer;
- (101.10) District Secretary;
- (101.11) Joint District Secretary;
- (101.12) All Assistant District Commissioners of Scouts and Guides;
- (101.13) District Organising Commissioner of Scouts;
- (101.14) District Organising Commissioner of Guides;
- (101.15) District Training Commissioner of Scouts;
- (101.16) District Training Commissioner of Guides;
- (101.17) Leader Trainers of Scouts residing in the District;
- (101.18) Leader Trainers of Guides residing in the District;
- (101.19) Assistant Leader Trainers of Scouts residing in the District;
- (101.20) Assistant Leader Trainers of Guides residing in the District;
- (101.21) Training Counsellor**
- (101.22) District Quartermaster

102. Board of Patron's

There shall be a Board of Patron's for the District Association.

District Magistrate /District Collector/Dy. Commissioner may be invited to be the Patron and other well-wishers may be as Vice Patron. In the case of overseas District, the Ambassador of India shall be invited to be the Patron of overseas District Association.

103. The President:

- (103.1) The President shall be elected by the District Council from among the **Indian citizen residing in the district.** However, in case, of large urban area, persons residing in the city or suburban shall be eligible to be elected as President.

Further provided that the District Magistrate or Collector or Dy. Commissioner or Divisional Railway Manager (for Railway) if not a Patron may be nominated as President.

Note:16 Wherever, restrictions of residence of a particular office bearer is reflected in the Rules, the following rider can be

inserted. “However, in case of large urban areas persons residing in the city or suburban shall be eligible for that particular office”.

- (103.2) The President shall hold office for five years or for the duration of the District council as the case may be. Provided, however, he/she shall continue to hold office until his/her successor is elected.
- (103.3) In the event of a vacancy in the office of the President, the Vice President, senior by age, shall act as the President until a new President is elected for the remainder of the term.
- (103.4) The President shall preside over the meetings of the District Council.
- (103.5) If the same person is nominated for the same office for the third and or any other consecutive term, he/she shall be declared elected by simple majority.

104. The Vice Presidents:

- (104.1) There shall be one or more, but not more than six Vice Presidents out of whom three shall be women. In case, no nominations received from women, the vacancies will be filled by men and vice versa.

Provided further, the District President in consultation with the Board of Patron's may invite the Education /Sports/Panchayat department officials to be the Vice President.

Provided further, the President of the District Association may nominate Honorary Vice President who can contribute for the development of the District Association.

- (104.2) The Vice President shall be elected by the District Council from among the members of the District Association.
- (104.3) The Vice President shall hold office for a period of five years or for the duration of the District Council, as the case may be.
- (104.4) When the President is not present, one of the

Vice-Presidents, senior by age present, may preside over the Ordinary and Special meeting of the District council.

- (104.5) If the same person is nominated for the same office for the third and or any other consecutive term, he/she shall be declared elected by simple majority.

105. The District Chief Commissioner:

- (105.1) There shall be a District Chief Commissioner appointed by the **State Chief Commissioner from the Dy. Director of Public Instruction or Head of the Education Department or Head of the Sports Department or Head of the department (for Railway) from the particular area/district.**

Provided further, The State Chief Commissioner in consultation with the State Executive Committee may appoint any other person as District Chief Commissioner who subscribes to the aims and policy of the association.

- (105.2) The District Chief Commissioner shall hold office for not more than five years or for the duration of the District Council (as the case may be) provided, however, he/she shall continue to hold office until his/her successor is appointed .
- (105.3) In the event of a vacancy in the office of the District Chief Commissioner, the District Commissioner senior by service shall act as District Chief Commissioner until new District Chief Commissioner is appointed for the remainder of the term. The newly appointed District Chief Commissioner will be issued a warrant by the State Chief Commissioner soon after the appointment.

106. Functions of the District Chief Commissioner:

- (106.1) to preside over all the meeting of the District Executive Committee and such other committees of which he/she is the Chairman;
- (106.2) to recommend to the State Chief Commissioner for the appointment of **District Commissioners;**

- (106.3) to recommend to the Executive Committee the appointment of District Secretary/Jt. Secretary, Assistant District Secretary, as the case may be.
- (106.4) to sanction expenditure within the Budget and in special cases in excess of the Budget subject to such limits as may be laid down by the District Executive Committee and subject to ratification by District Executive Committee and District Council at the next meeting.

107. The District Commissioner of Cub, Scout, Rover & Adult Resources and The District Commissioner of Bulbul, Guide, Ranger & Adult Resources

- (107.1) The four District Commissioners of Cub, Scout, Rover & Adult Resources and four District Commissioners of Bulbul, Guide, Ranger and Adult Resources shall be appointed by the State Chief Commissioner on the recommendation of the District Chief Commissioner.**

The State Chief Commissioner shall issue warrant of the District Commissioners for not more than **five years** or co-terminus with the term of the District Council.

- (107.2) When the office of the District Commissioner falls vacant, the District Chief Commissioner shall recommend suitable name immediately in accordance with the Rule
- (107.3) and till a new District Commissioner is appointed, the District Chief Commissioner will take charge.
- (107.4) The District Commissioners shall undergo Commissioners Training organised at **State** or **National level** within a period of one year from date of appointment.

108. Functions:

The District Commissioners in respect of their respective **section** shall:

- (108.1) work for welfare and progress of the Movement and uphold and promote the Aims and Objects, the Rules and the Bye - Laws of the District Association;

- (108.2) encourage and ensure the formation of Local Associations and secure their registration with the State Association;
- (108.3) encourage and secure that all eligible adult leaders establish their Units and secure the registration with the State Association;.
- (108.4) test or arrange to test the wearer of any Proficiency Badge as to his or her knowledge with power to withdraw the Badge if he or she is not up to the mark;
- (108.5) grant permits for camps to the Scouts and Guides for the District;
- (108.6) supervise all camps held in the District;
- (108.7) appoint Training Counsellors on the recommendations of the District Training Commissioner;
- (108.8) be responsible to achieve the National/State Targets and State priorities with the District

109. The District Commissioners (Headquarters):

The **District Commissioners (Headquarters)** not more than four for each of the Scout and Guide Wing shall be appointed for the **specific purpose** by the State Chief Commissioner on the recommendation of the District Chief Commissioner for a period co-terminus with the District Council.

110. The Assistant District Commissioners of Scouts and Guides:

- (110.1) The Assistant District Commissioners in the ratio of one for every **15-20 units in each section with** a maximum of twenty and a minimum of three Assistant District Commissioners for each Wing shall be appointed on the recommendation of the District Chief Commissioner for a period of not more than five years at a time by the State Chief Commissioner for specific purpose.
- (110.2) The functions of the Assistant District Commissioner shall be to aid and assist concerned District Commissioners in the area of job assigned to them.

111. The District Treasurer:

(111.1) The District Treasurer shall be appointed by the District Chief Commissioner on the recommendation of the District Executive Committee and can be removed by a resolution of the District Executive Committee.

(111.2) The term of the District Treasurer shall be Co-terminous with the term of the District Executive Committee. Provided, however, he/she shall continue to hold office until his/her successor is appointed.

(111.3) In the event of a vacancy in the office of the District Treasurer, a person appointed by the District Chief Commissioner shall perform the functions of the District Treasurer and matter may be brought to the notice of District Executive Committee in its next meeting

(111.4) The functions of the District Treasurer shall be:

(111.4.1) to receive all money on behalf of the District Association and to be responsible to the District Chief Commissioner and the District Council for the proper expenditure and maintenance of funds and accounts of the District Association and to remit all money of the Association in Banks, as decided by the District Executive Committee to the respective accounts and to pay money on proper sanction;

(111.4.2) to arrange for the presentation of the Annual Audited Statement of Accounts and the Annual Balance Sheet of the Association; and

(111.4.3) to formulate the Budget for approval of the District Executive Committee and the District Council;

(111.5) The office of the District Treasurer shall not be combined with any other offices in the District Association.

112.The District Secretary, the Joint District Secretary and the Assistant District Secretary:

- (112.1) The District Secretary and the Joint District Secretary, honorary or stipendiary, one of whom shall be a woman, shall be appointed by the **District Chief Commissioner in consultation with the District Executive Committee** and if stipendiary in accordance with the Service Rules or the terms and conditions contained in the appointment as the case may be.

The Assistant District Secretary, honorary or stipendiary shall be appointed by the District Chief Commissioner in consultation with the District Executive Committee or in accordance with the Service Rules or the terms and conditions contained in the appointment as the case may be. The Assistant District Secretary, honorary or stipendiary may be appointed by the **District Chief Commissioner in consultation with the District Executive Committee or in accordance with the Service Rules or the terms and conditions contained in the appointment as the case may be for specific purpose.**

- (112.2) All Secretaries shall undergo the Secretaries **course organised at state or national level** within a year after appointment.

113. Functions:

- (113.1) The District Secretary and the Joint District Secretary shall be the Secretary and the Joint Secretary of the District Council, the District Executive Committee and all Committees unless otherwise provided.
- (113.2) The District Secretary and the Joint District Secretary shall be responsible for the due and efficient administration of the District Association and monitor the progress in achieving the National/State Targets and priorities of the State.
- (113.3) The District Secretary shall appoint salaried members of the Staff in accordance with the Service Rules subject to the approval of the District Chief Commissioner.
- (113.4) District Secretary shall be in charge of the day to day

administration and shall be responsible for the secretarial work of the District Association.

(113.5) The District Secretary shall keep and maintain registers, books, papers and records of the District Association.

(113.6) The District Secretary shall prepare the annual reports and census of Scouts and Guides.

(113.7) The District Secretary shall be in charge of all the correspondence and communications of the District Association.

(113.8) The District Secretary shall prepare the agenda for the meeting of the District Council, the District Executive Committee and other Committees in consultation with the President of the Council or the Chairperson of the concerned Committee and issue notices of the meetings, if he/she fails to call meetings of the District Council and District Executive Committee as provided in the Rules, the **District Chief Commissioners** jointly or separately may issue such notices and hold such meetings and conduct business according to the Agenda.

(113.9) The District Secretary may advise, aid and assist the Local Association in administrative and concerned matters.

(113.10) The District Secretary shall be the Editor and Publisher of the official organ and other journal and pamphlets of the District Association unless otherwise provided.

(113.11) The Joint Secretary shall help and assist the District Secretary in all his/her work and in particular he or she is to be responsible for his/her work in respect of the Wing to which he or she belongs.

114. The District Secretary and the Joint District Secretary and Assistant Secretaries, if honorary, shall be appointed for not more than five years at a time co-terminous with the term of the District Council.

115. The District Organising Commissioner of Scouts and the District Organising Commissioner of Guides:

(115.1) District Organising Commissioner of Scouts and District Organising Commissioner of Guides shall be appointed by the State Chief Commissioner in consultation with the **District Chief Commissioner**. After appointment, District Organising Commissioner shall undergo an Organisers' course organised at **state or national level** as early as possible as but not later than two years.

116. The functions of the District Organising Commissioners shall be:

- (116.1) to be responsible to the organization of the Movement at the District and Local Level in respect of their respective Wings;
- (116.2) to organize social services at District and Local Levels for their respective Wings;
- (116.3) to organize the District and Local Level Rallies, Seminars in co-ordination with the concerned District Training Commissioner;
- (116..4) to identify needs in relation to Boy/Girl programme and to advise and to help in Training Activities of Adults;
- (116..5) to plan, direct and supervise the work of the Scouters/ Guiders and concerned Training Counsellors;
- (116..6) to be responsible for the preparation and implementation of the programmes of work and activities in connection with the development, organization and supervision of the respective Wing under the direction of the concerned District Commissioner in achieving the National / State Targets and State Priorities.
- (116..7) to grant permission for Camps for Scouts and Guides as the case may be.

117. The District Training Commissioner of Scouts and the District Training Commissioner of Guides:

- (117.1) One District Training Commissioner for the Scout Wing and another for the Guide Wing shall be appointed by the State Chief Commissioner in consultation with the

concerned District Commissioner (Adult Resources) and State Training Commissioner. The District Training Commissioner should be a Leader Trainer or Assistant Leader Trainer. In the absence of the Leader Trainer or the Assistant Leader Trainer in the District, a senior HWB holder may be appointed as District Training Commissioner who shall be deputed for training for ALT/LT as early as possible.

Provided further, in case of non-availability of eligible candidate, the State Chief Commissioner may consider any other trainer or Himalaya Wood Badge holder of the state for such appointment till the eligible person is available.

118. The functions of the District Training Commissioners shall be:

- (118.1) to plan, implement and evaluate Adult Leader Training in the District under the guidance of the State Training Commissioner and in consultation with the **concerned District Commissioner (Adult Resources)** and be responsible to achieve National/State Targets
- (118.2) to keep himself/herself updated and provide opportunities to Unit Leaders for progressive and ongoing Training;
- (118.3) to be responsible for self-training, informal training and formal training up to Basic Courses and offer personal support to promote opportunities for training assignments and studies for further advancement of Unit Leaders;
- (118.4) to recommend to the State Training Commissioner eligible persons for issue of H.W.B. Parchments in accordance with provisions made in the Scheme of Training.
- (118.5) to recommend to the concern **District Commissioner (Adult Resources)** suitable persons for appointment as Training Counsellors and
- (118.6) to plan, direct and guide Training Counsellors in their

work and to coordinate in achieving the National Targets and State Priorities.

119. The Training Counsellors of Scouts and Guides:

(119.1) Training Counsellors of Scouts and Guides may be appointed by the **concerned District Commissioners(Adult Resources)** on the recommendation of the District Training Commissioner concerned for a particular area. The Training Counsellor should preferably be a H.W.B. Holder/Senior Scouter/Guider in the ratio of 15 to 20 units of each section.

120.Functions:

- (120.1) to be responsible to give personal support, self training, informal training to the Unit Leaders of the area;
- (120.2) to advise, aid and help in the activities of the Units of the area;
- (120.3) to help Unit Leaders for their personal development and progress of their units;
- (120.4) to report to the concerned Assistant District Commissioner of area;
- (120.5) to report to the District Training Commissioner and District Organising Commissioner relating to their areas of work in respect of those units in the area; and
- (120.6) to help the Unit Leaders in arranging Badge Instructors and Badge Examiners as per the decision taken by the Badge Committee.

121. The District Executive Committee:

The District Executive Committee shall consist of:

- (121.1) One or more, but not more than six Vice Presidents;**
- (121.2) District Chief Commissioner;
- (121.3) Assistant State Commissioner in charge of the District;
- (121.4) District Commissioners of Cubs, Scouts, Rovers and Adult Resources;**
- (121.5) District Commissioner of Bulbuls, Guides, Rangers and Adult Resources;**

(121.6) District Commissioners (Headquarters)

(121.7) Assistant State Organising Commissioner of Scouts and Guides of the Division

(121.8) District Treasurer;

(121.9) District Secretary;

(121.10) Joint District Secretary;

(121.11) All Assistant District Commissioners of Scouts and Guides;

(121.12) District Organising Commissioner of Scouts;

(121.13) District Organising Commissioner of Guides;

(121.14) District Training Commissioner of Scouts;

(121.15) District Training Commissioner of Guides;

(121.16) Leader Trainers of Scouts residing in the District;

(121.17) Leader Trainers of Guides residing in the District;

(121.18) Assistant Leader Trainers of Scouts residing in the District;

(121.19) Assistant Leader Trainers of Guides residing in the District;

Provided further, if no ALT/LT available, all the HWB holders of both the wings shall be nominated. In case of absence of HWB holders, the District Chief Commissioner may nominate two Scouters and Two Guiders as the case may be.

(121.20) One member elected by the Life Members of the **District Association** from among themselves;

(121.21) **The Chairperson and the co-chairperson of the District Youth Committee**

(121.22) **Two members from Community Scouts and Guides may be nominated by the District Chief Commissioner and one of whom shall be woman.**

122. The Term of the District Executive Committee:

The term of the District Executive Committee shall be co-terminous with the term of the District Council.

Provided, any member of the District Executive committee who

is a member by virtue of his/her office shall cease to be a member of the District Executive Committee when he/she ceases to hold such office.

Provided, further, that the District Executive Committee shall have power to act notwithstanding any vacancy in the membership thereof. The District Chief Commissioner shall be the Chairman of the District Executive Committee and the District Secretary shall be the Secretary of the District Executive Committee.

123. Powers and Functions of the District Executive Committee:

Powers and functions of the District Executive Committee shall be:

- (123.1) to form and re-form Local Association subject to the approval of the State Association,
- (123.2) to secure registration and renewal of Local Associations with the State Association,
- (123.3) to control and administer the funds and properties of the District Association,
- (123.4) to convene the meeting of the District Council;
- (123.5) to recommend to the District Council for consideration and approval and adoption of the Budget, the Annual Audited Statement of Accounts, the Annual Balance Sheet and Annual Report;
- (123.6) to recommend Scouters and Guiders and other in the District for Awards as per Rules;
- (123.7) to initiate and promote all activities necessary for achieving the National Targets and State priorities;
- (123.8) to secure registration of Scout and Guide Groups with the State Association on receipt of applications through proper channel;
- (123.9) to deal with all other matters connected with the District Association;
- (123.10) to recommend to the District Council the Bye-Laws framed, and any addition, deletion and amendment or alteration of bye-Laws;

- (123.11) to collect and submit census and Individual Registration Fees to the State Association by 31st March;
- (123.12) to advise and coordinate the programmes and activities of the Local Associations and Groups and enforce observance of the Aims and Objects, Aims, Policy, Rules and Organisation;
- (123.13) to determine the membership of a person;
- (123.14) on the recommendation of the District Chief Commissioner to appoint Trustees of whom State Secretary, District Chief Commissioner, One of the **District Commissioners** of Scouts and **one of the District Commissioner** of Guides shall be ex-officio members and three other Trustees from among the members of the District Association, who will hold office for a period of 5 years, in whom shall vest, the whole or part of the properties movable and immovable of the District Association
- (123.15) To recommend name of the Trainers or Scouter/Guider for the State Council if required.

124. Meetings of the District Executive Committee:

- (124.1) The District Executive Committee shall meet at least once in every six months and as often as may be decided by the Chairman.
- (124.2) The quorum for the meeting of the District Executive Committee shall be six members of whom three shall be elected members.
- (124.3) If within half an hour after the time appointed for the meeting the quorum is not present, the meeting shall stand adjourned for one hour from the appointed time to be held at the same place and at such adjourned meeting, notwithstanding want of quorum, the members present may transact the business tabled for the meeting but not other business.
- (124.4) Notice of the meeting with time, date and place and the Agenda shall be sent to the members not less than 10 days before the date of the meeting. Notice of this

meeting shall be sent to State Headquarters for information and for deputing the concerned representatives of the State Headquarters.

Provided further, due to any emergency situation like Covid-19 pandemic, virtual meeting of the District Executive Committee can be organised with a 3 days notice.

- (124.5) The District Chief Commissioner shall preside over the meeting of the District Executive Committee. In his/her absence the District Commissioner senior by service shall preside. In the absence of any District Commissioner, one of the members, present and elected shall preside.

125. The District Badge Committee:

- (125.1) There shall be a District Badge Committee for Scout Wing and the District Badge Committee for the Guide Wing in the District Association appointed by the District Executive Committee.
- (125.2) The District Badge Committee of Scouts shall consist of District Commissioners of Scout Wing, District Org. Commissioner of Scout and three LT/ALT/HWB holders representing each section as may be nominated by the District Chief Commissioner in consultation with the District Trg. Commissioner. The District Org. Commissioner shall be the Badge Secretary, and in his absence, one of the members as may be nominated by the Chairperson shall be the Badge Secretary and District Commissioner senior by experience shall be the Chairperson of the Committee.**
- (125.3) The District Badge Committee of Guide shall consist of District Commissioners of Guide Wing, District Org. Commissioner of Guide and three LT/ALT/HWB holders representing each section as may be nominated by the District Chief Commissioner in consultation with the District Trg. Commissioner. The District Org.

Commissioner shall be the Badge Secretary, and in his/her absence, one of the members as may be nominated by the chairperson shall be the Badge Secretary and District Commissioner senior by experience shall be the Chairperson of the Committee.

- (125.4) The Badge Committee should ordinarily meet once in every three months and as and when necessary. The meeting will be convened by the Badge Secretary.

126. Duties and Functions of the Badge Committee:

- (126.1) to recommend suitable persons as Instructors and Examiners of various Proficiency Badges and Dwitiya, Tiritiya and Chaturtha Charan for Cubs; Rajat Pankh, Swarna Pankh and Heerak Pankh for Bulbuls; Dwitiya Sopan and Tiritiya Sopan for Scouts and Guides; Nipun for Rovers and Rangers Tests in the District;
- (126.2) to make necessary arrangements for Training and Testing
- (126.3) to appoint a member of the Badge Committee who would arrange to obtain the badges from the State Headquarters and issue them as per requirements on production of the certificates of the Badge Examiners.

127. The District Finance Committee:

The District Finance Committee shall consist of District Chief Commissioner, District Commissioners, District Treasurer, District Secretary, Joint District Secretary **and four members as may be nominated by the District Chief Commissioner in consultation with the President from among the Financial Experts.**

128. District Adult Resources Management Committee:

- (128.1) There shall be a District Level Adult Resources Management Committee appointed by the District Chief Commissioner to give recommendation periodically to District Council and District Executive Committee about the all round development and management of Adult Resources in the movement.

- (128.2) The District Adult Resources Management Committee shall consist of District Commissioners for Cub, Scout, Rovers, Bulbul, Guide & Ranger, Adult Resources, two Assistant District Commissioners, District Org. Commissioner & District Trg. Commissioner of Scouts and Guides and other members as nominated by the District Chief Commissioner. The senior most DTC (S) or (G) shall be the Secretary and senior by experience District Commissioner for Adult Resources shall be the Chairperson and other as Co-Chairperson**

129. The District Programme Committee:

- (129.1) There shall be a District Programme Committee of both the wings chaired by the senior by experience District Commissioner of any section. All the District Commissioners, District Commissioners (Headquarters), ADCs, DOCs, ASOCs and Training Counsellors, Trainers & HWB holders shall be the members. The District Org. Commissioner senior by age shall be the convenor of the committee.**
- (129.2) The District Programme Committee shall meet in the month of July annually to prepare the Target of the District Association and the programme based on the National, State and District Targets as may be fixed by the National/State/District Executive Committee**
- (129.3) The District Programme Committee shall also review the programme based on achievement of the Target.**

130. The District Training Committee:

- (130.1) There shall be a District Training Committee of both the wings chaired by the District Commissioner for Adult Resources senior by age and other shall be the Co-Chairperson. The District Training Commissioner senior by age shall be the Secretary of the Committee. DTCs, ADCs, Trainers & HWB holders and Trg. Counsellors shall be the members.**

(130.2) The District Training Committee shall meet in the month of July to prepare the Target of the District Association and the Training Programme based on the National, State and District Target fixed and approved by the National/State/District Executive Committee

(130.3) The District Training Committee shall also review the training plan based on achievement of the target.

131. The District Youth Committee:

The District Youth Committee consists of representative of Rovers, Rangers & warranted young adult leaders registered in the Units affiliated through the Local/District Association i.e. two each from a Local Association, one of whom shall be a woman.

Provided further, if there is no Local Association, one young representative from each registered Unit, shall represent his/her Unit in the Committee.

(131.1) The Chairperson and Co-Chairperson one of whom shall be a woman may be nominated by the District Chief Commissioner.

(131.2) This Committee shall function co-terminus with District Council.

(131.3) The Youth Committee shall make recommendations to the District Programme Committee in respect with new activities to be conducted.

(131.4) Two of the members from the Youth Committee one of whom shall be a woman, shall be co-opted by the District Chief Commissioner in all the committees where no provision is given in the rules.

Note:17 The age of members of the Youth Committee should be between 16 to 29 years.

132. District Community Development Committee:

There shall be a District Community Development Committee. Chairman & Vice Chairman shall be nominated by the District Chief Commissioner.

(132.1) The committee shall consist of District Commissioner of

Scouts, District Commissioner of Guides, the District Organising Commissioner of Scouts, the District Organising Commissioner of Guides, District Secretary and four members recommended by the District Executive Committee of whom one shall be a Scouter and one shall be a Guider and District Secretary shall be the Convenor of the Committee.

133. Function of the Committee:

- (133.1) To ensure the way and means in regards to the Project Planning and its implementation.**
- (133.2) To ensure and provide the resources required for the Community Development Project in the District.**
- (133.3) To achieve the National and State Targets related to services based on Govt. Targets.**
- (133.4) To ensure participation of District in PMSC and Upa-Rashtrapati Award Competition or any other C.D. Project.**

भारत स्काउट और गाइड उत्तर प्रदेश

प्रादेशिक मुख्यालय : महानगर, लखनऊ

जिला सम्बद्धता हेतु आवेदन

❖ नाम जिला संस्था भारत स्काउट और गाइड उ0प्र0

विश्वविद्यालय जिला संस्थाविश्वविद्यालय

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एतद् द्वारा यह घोषणा की जाती है कि भारत स्काउट और गाइड उ०प्र० के पत्रांक C.G-105/172/ 2022-23 दि० 30/4/2022 द्वारा संस्था के नियम-90 के अंतरगत अधिसूचित विश्वविद्यालय जिला संस्था विश्वविद्यालय के सम्बन्ध मे उपर्युक्त प्रविष्टियां नियमानुसार है। विश्वविद्यालय जिला संस्था द्वारा प्रादेशिक मुख्यालय , भारत स्काउट और गाइड ,उ०प्र० से सम्बद्धता हेतु शुल्क रु 5000/- पांच हजार जमा किया जा रहा है।

यह भी उद्घोषित किया जाता है कि विश्वविद्यालय जिला संस्था भारत स्काउट और गाइड द्वारा अधिनियम एवं समय समय पर परिवर्तित /परिवर्द्धित नीति एवं नियमो को पूर्ण रूप से लागू करने के लिए आबद्ध होगी।

जिला संस्था

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