



# INDIAN INDUSTRIES ASSOCIATION

An Apex Body of Micro, Small and Medium Enterprises

Edition- September 2018

## IIA OFFICE BEARER ORIENTATION TRAINING HANDBOOK

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# CHAPTER-1

# IIA PROFILE

## **INCEPTION & EVOLUTION:**

In 1985, a group of committed young professionals joined forces and conceived the idea of an organization that can act as a catalyst for the promotion and growth for Micro, Small & Medium Enterprises. It was thus that, NAYE (National Alliance of Young Entrepreneurs) came into being in U.P. In July 1992, however, NAYE was renamed Indian Industries Association (IIA) with the roles and objectives of the organization further widened to suit the needs of changing socioeconomic environment.

Today IIA is an apex representative body of Micro, Small and Medium Enterprises (MSME) with its 37 chapters in Uttar Pradesh, Uttarakhand and Delhi (as on 4<sup>th</sup> Sept 2018) having a strong membership base of about 7651 Micro, Small and Medium Scale Units. Direct members of IIA also exist in other parts of the Country. Our motto is to create an enabling environment for the development of MSMEs in today's ever changing and extremely competitive industrial scenario. IIA has carved a niche for itself as a leading perpetrator and facilitator in the MSME circle while striving for their cause.

## **FORM OF ORGANIZATION:-**

Indian Industries Association (IIA), a Non- Governmental Organization registered under the provisions of Societies Registration Act 1860 under the laws of [India], having its registered office at IIA Bhawan, Vibhuti Khand -Phase II, Gomti Nagar, Lucknow.

## **ACCREDITATION:**

Indian Industries Association (IIA) is an accredited BMO from NABET (QCI) with GOLD GRADE.

## **REPRESENTATIONS:**

IIA is an active member of more than 36 consultative committees/boards/expert groups formed by Govt. of India and the State Government. The important few are:

### **(a) AT NATIONAL LEVEL**

- Member of National Board for Micro, Small & Medium Enterprises (NBMSME)
- Has been member of Prime Ministers MSME Task Force constituted in PMO in 2009-10.
- Has been member of Working Groups constituted by the then Planning Commission, Govt. of India

- Member of RBI Standing Advisory Committee on flow of credit to MSME
- Member of RBI Working Group on Rehabilitation of Sick Units.
- Member of Regional Advisory Committee on CBIC & CBDT
- Member Governing Board of QCI

**(b) AT STATE LEVEL**

- All industry related committee/bodies of Govt. of Uttar Pradesh
- Minimum Wages Advisory Board
- Committee for Selection of MSME for National Award
- Udyog Bandhu at all levels.
- Has been Convener of Agro and Food Processing and Handicraft Task forces

# CHAPTER-2

## IIA VISION, MISSION, OBJECTIVES & GOALS

### PREAMBLE

IIA Vision, Mission & Values Workshop was held at Shivgarh Resorts, Lucknow on 26<sup>th</sup> & 27<sup>th</sup> April 2011. The workshop was attended by 30 senior IIA Office Bearers including 13 Former President of IIA (as on date 4<sup>th</sup> September 2018) namely Shri Dinesh Singhal, Shri Sanjay Kaul, Shri V.K.Agarwal, Shri Ajay Kumar Gupta, Shri Pradeep Azad, Shri Ramji Suneja, Shri G.C.Chaturvedi, Shri Tarun Khetrapal, Shri Praveen Sadana, Shri Anil Gupta, Shri Jugal Kishore, Shri Pramod Miglani and Shri Manish Goel. The present President IIA Shri Sunil Vaish was also the participant of this workshop. Mr Arvind Kaul a renowned Management Consultant facilitated this workshop.

After two days of intense discussions / brainstorming the participants decided the following Mission, Visions, Objectives and Values of Indian Industries Association (IIA) which was later approved by the Central Executive Committee for implementation. Today, we are following the path as decided in the workshop.

### IIA MISSION

- ❖ Advancement of Micro, Small and Medium Enterprises towards greater economic growth, competitiveness and dynamism.

### IIA VISION

#### **For the period July 2011 to June 2013:**

- ✓ Existing inactive chapters revived with support of Central office, resulting in membership growth of the Association. (Those that do not revive may be closed).
- ✓ Opening of new chapters to enhance the MSME membership.
- ✓ Proper co-ordination between chapter & central office in terms of effective participation of each chapter.
- ✓ Proper accounting system.
- ✓ Strong liaison with govt. especially on policy formulation, change & implementation.

#### **For the period July 2013 to June 2016:**

- ✓ We shall have complete data bank useful for the industry at district & central levels.
- ✓ We shall be in touch with MSME Associations of other States and sign MOU's with them.

- ✓ Number of active chapters increased by 25 %.
- ✓ Basic infrastructure facility developed in all active chapters. (Strong secretariat, building.)
- ✓ Strong panel of consultants of different fields made available at Central level.
- ✓ Expansion of Central Office building.
- ✓ Begin expansion of IIA to National level (start with neighbouring states).
- ✓ Co-ordination with other State Industry Associations for sake of National level policy formulation / change.
- ✓ A well maintained office at Delhi

**For the period July 2016 to June 2021:-**

- ✓ With strong data bank and smooth interaction between Chapter & Central Office, we are in position to help our members in promoting exports, provide inputs and finance on concessional rates and assist them in marketing on National & International Level.
- ✓ We are holding / organizing National / International level Trade Fairs.
- ✓ Growth of membership as well as no. of chapters increased by another 20%.
- ✓ Further expansion of IIA at National level.
- ✓ Enrolment of members directly to central office from those districts where opening of chapter is not possible.
- ✓ IIA would have at least 50,000 members throughout the country.
- ✓ IIA would have MOU with at least 50 -70 Countries for global growth.

**For the period July 2021 to June 2026:**

- ✓ Creation of chapter in all districts having sufficient number of industries.
- ✓ We shall have our presence in all the states of the country.
- ✓ We shall have our representation in state & central level ministries concerned with industry.
- ✓ Majority of our existing members shall have by then moved into the large scale sector and IIA would start catering to the large scale sector.

**IIA OBJECTIVES**

- ❖ IIA operates on the broad based objective of fostering co-operation and support for the promotion of Micro, Small & Medium Scale Enterprises. IIA has worked consistently in creating an environment conducive to industrial growth in the region, disseminating valuable information on legal & technical aspects, latest development in industry & market, about latest Government policies, procedure and laws etc. apart from solving the teething problems of the Industry.

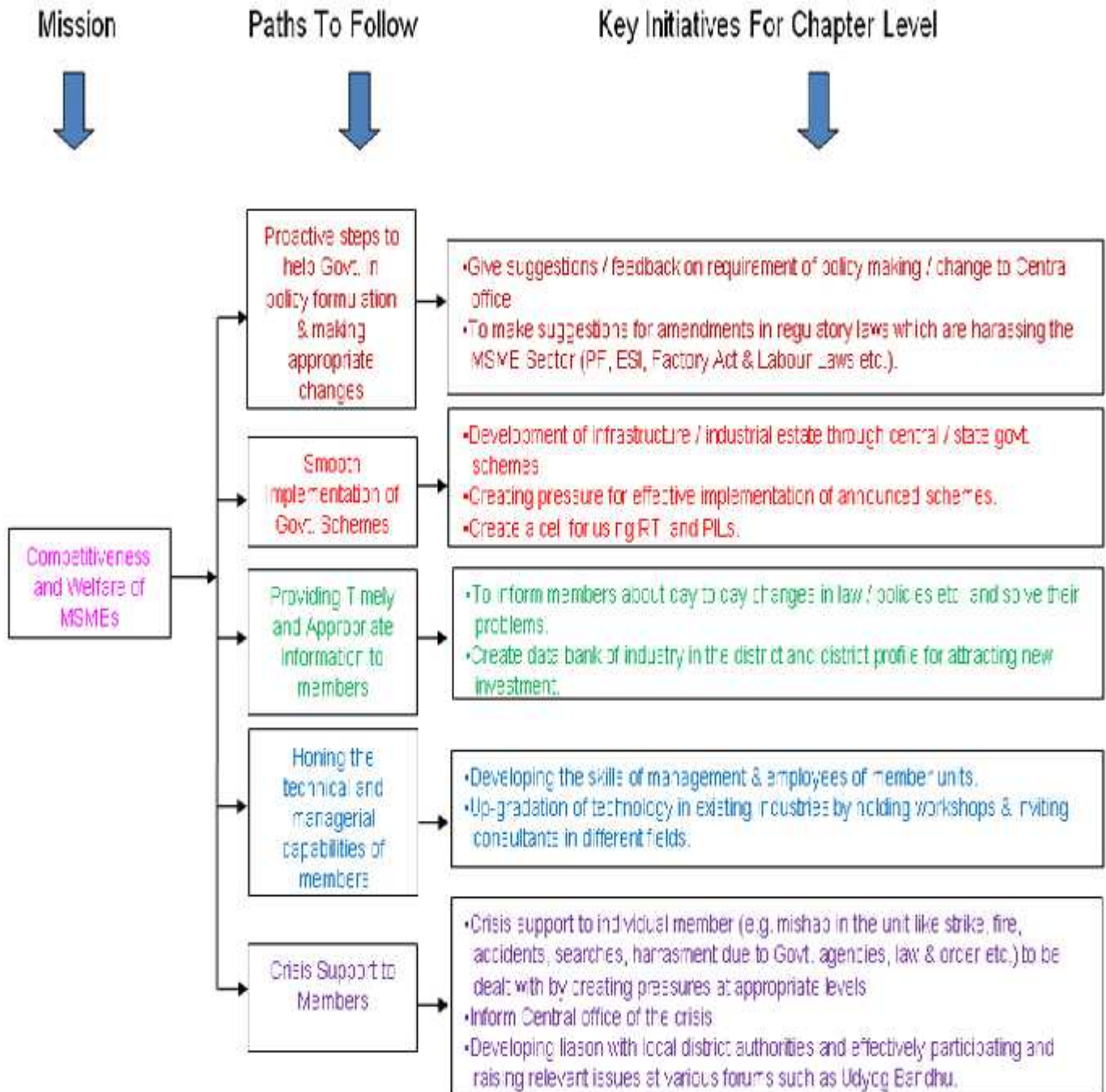
**VALUES**

- ❖ We shall not align with any political party.
- ❖ We shall not create ornamental posts to appease the individual.
- ❖ All the office bearers should be of clean image.
- ❖ Members representing non manufacturing units shall not become the office bearers.
- ❖ We shall not support anti-social activities of any member.
- ❖ We will not do social club type activities.

# Diagrammatic representation of IIA Mission-Vision of IIA

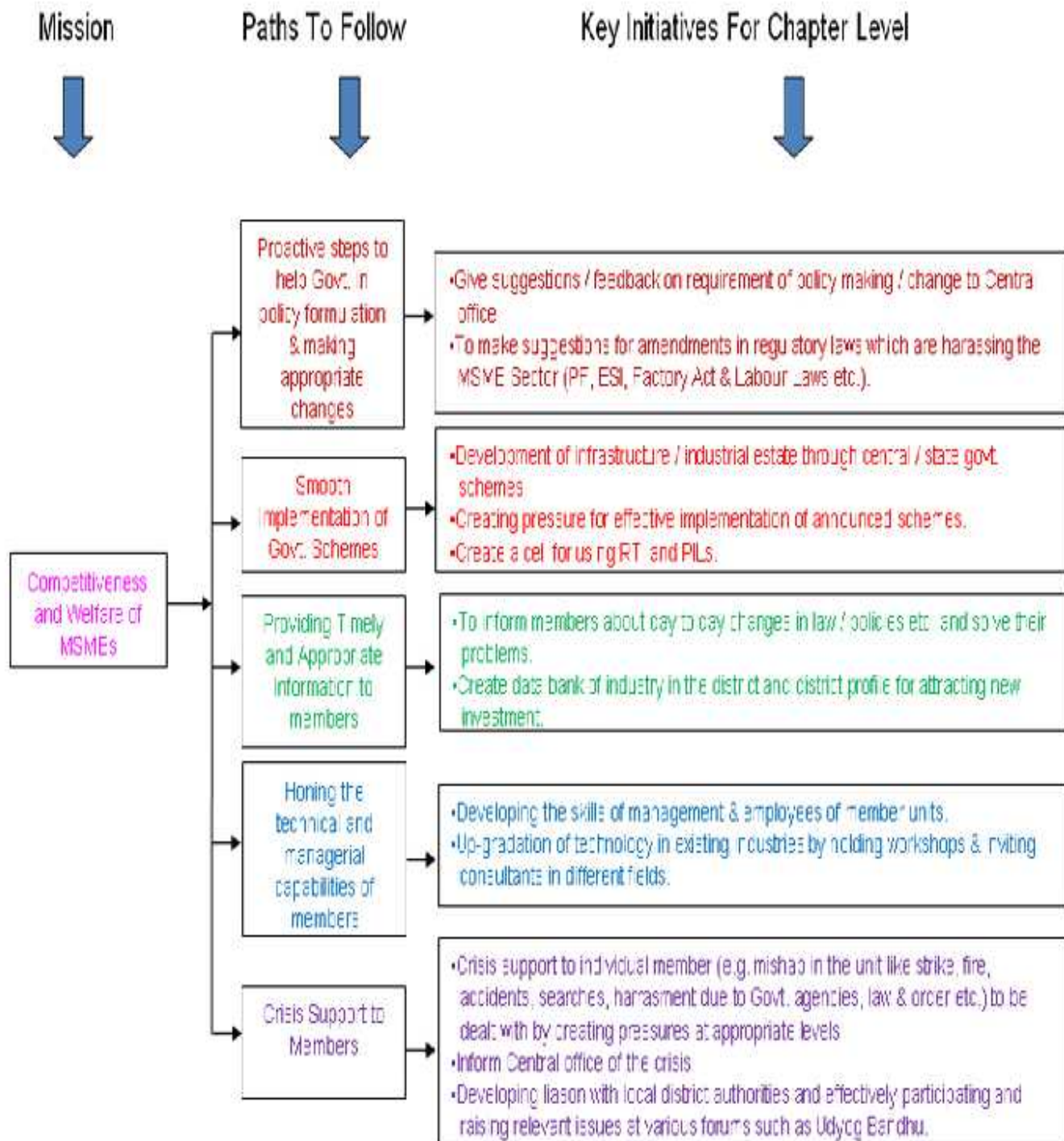
## CENTRAL LEVEL:

### MIND MAP OF MISSION – VISION OF IIA



**CHAPTER LEVEL:**

**MIND MAP OF MISSION – VISION OF IIA**



## आई0आई0ए0 के वर्ष 2018-19 (जुलाई 2018 से जून 2019 तक) के लक्ष्य:

1. आई0आई0ए0 की वर्तमान में सदस्य संख्या को कम से कम 10 हजार से अधिक करना ।
2. चैप्टर एवं केन्द्रीय कार्यालय स्तर पर सदस्यों की समस्याओं एवं जिज्ञासाओं का समाधान  
चैप्टर एवं केन्द्रीय कार्यालय स्तर पर सदस्यों की समस्याओं एवं जिज्ञासाओं का समाधान इस प्रकार से करना कि समस्या ग्रस्त सदस्य को कम से कम प्रत्येक 15 दिन में एक बार चैप्टर/केन्द्रीय कार्यालय स्तर से समस्या पर कृत कार्यवाही की सूचना प्रदान की जाये। सदस्यों की समस्याओं/जिज्ञासाओं के समाधान के लिये आई0आई0ए0 केन्द्रीय कार्यालय एवं प्रत्येक चैप्टर स्तर पर पदाधिकारियों एवं कर्मचारियों के नाम व पते बेवसाइट पर उपलब्ध रहेगे।  
यह भी प्रयास किया जायेगा कि सदस्य की समस्या की प्राप्ति एवं उस पर की गई विभिन्न कार्यवाही की सूचना एसएमएस एलर्ट से प्रदान करने का सिस्टम लागू किया जाये।
3. आई0आई0ए0 एम0एस0एम0ई0 डाटा सेन्टर को सुदृढ करना जिसमें निम्नलिखित सूचनाएँ उपलब्ध होगी:-
  - एम0एस0एम0ई0 से सम्बन्धित सभी राज्यों एवं भारत सरकार के विभिन्न मंत्रालयों द्वारा जारी नीतियाँ और योजनाएँ।
  - एम0एस0एम0ई0 से सम्बन्धित केन्द्र और राज्य सरकारों तथा अन्य संस्थाओं द्वारा समय-समय पर जारी नोटिफिकेशंस, सर्कुलर्स और शासनादेश।
  - सदस्यों एवं अन्य एम0एस0एम0ई0 उद्यमियों द्वारा समय-समय पर पूछे गये प्रश्नों एवं उनके उत्तरों का डाटाबेस।
  - आई0आई0ए0 की केन्द्रीय कार्यकारिणी समिति, आमसभा एवं सब्जेक्ट कमेटियों की मीटिंगों के एजेण्डा एवं कार्यवृत्त।
  - आई0आई0ए0 की रिसर्च एवं स्टडीज रिपोर्ट्स।
  - आई0आई0ए0 न्यूज लैटर ।
  - आई0आई0ए0 लाइब्रेरी में उपलब्ध किताबे एवं अन्य पाठ्य सामग्री।
4. आई0आई0ए0 सदस्यों पदाधिकारियों एवं कर्मचारियों के लिये वार्षिक ट्रेनिंग कलेण्डर का निर्धारण एवं क्रियान्वयन:  
कुछ कार्यक्रम जिनके बारे में विस्तृत विवरण तैयार किया जा रहा है अथवा कर लिया गया है वे निम्नलिखित हैं:-
  1. डिजीटल मार्केटिंग (27-31 जुलाई 2018 पहला कार्यक्रम लखनऊ में, आगे के कार्यक्रमों की रूपरेखा, सारणी एवं स्थान पर आवश्यकतानुसार निर्णय लिया जायेगा)
  2. साइबर क्राइम जागरूकता कार्यक्रम जिसमें कॉरपोरेट फ्राड, बैंकिंग फ्राड, साइबर सिक्योरिटी एवं ई-मेल फ्राड इत्यादि शामिल होंगे। यह जागरूकता कार्यक्रम उ0प्र0 पुलिस में एस0टी0एफ0 की साइबर क्राइम शाखा के साथ मिलकर आयोजित करने की योजना बनाई जा रही है।
  3. औद्योगिक सुरक्षा एवं बचाव के कार्यक्रम।
  4. आई0आई0ए0 के नवनियुक्त पदाधिकारियों के लिये जागरूकता कार्यशाला
  5. आई0आई0ए0 कर्मचारियों के लिये जागरूकता एवं दक्षता कार्यशाला



उपरोक्त कार्यक्रमों के अतिरिक्त भी नीड बेस्ड कार्यक्रम आयोजित किये जायेंगे।

5. इण्डिया फूड टैक-2019 तथा इण्डिया सोलर सम्मिट 2019 का आयोजन फरवरी 2019 में किया जाना।
6. आई0आई0ए0 की गतिविधियों एवं सेवाओं पर आधारित मोबाइल एप्लीकेशन का निर्माण एवं संचालन।
7. एम0एस0एम0ई0 से सम्बन्धित विभिन्न मुद्दों/सुविधाओं के लिये फ़ैसिलिटेशन सेन्टर की स्थापना एवं उसका प्रभावी क्रियान्वयन।(वर्तमान में GeM पोर्टल सुविधा केन्द्र एवं यू0पी0 डिफेन्स प्रोडक्शन सुविधा केन्द्र स्थापित कर लिये गये है तथा आयात/निर्यात सुविधा केन्द्र के बारे में योजना बनाये जाने का प्रस्ताव है)
8. आई0आई0ए0की एक््रीडिटेशन का नवीनीकरण एवं ग्रेड में सुधार। इसके साथ-साथ आई0आई0ए0 चैप्टरों के लिये आन्तरिक एक््रीडिटेशन की प्रक्रिया को प्रारम्भ करना जिसके अन्तर्गत आई0आई0ए0 चैप्टरों को सिल्वर, गोल्ड, डायमण्ड एवं प्लेटिनम ग्रेड प्रदान किये जाएंगे।
9. आई0आई0ए0 की सब्जेक्ट कमेटियो को केन्द्रीय कार्यालय में प्रभावी बनाना और आई0आई0ए0 के प्रमुख चैप्टरों में भी इसी प्रकार की सब्जेक्ट कमेटियों का सृजन कर उन्हें प्रभावी बनाना।

# CHAPTER-3

## ORGANIZATIONAL STRUCTURE, OFFICE BEARERS & CODE OF CUNDUCT FOR OFFICE BEARERS

### IIA Organizational Structure

As per needs of IIA activities, IIA Organizational Structure operates at two tiers. The tier-1 looks in to the matters at State, National and International levels whereas tier two looks at the matters at Divisional, Districts and Local area levels. 21 Elected CEC Members elect the President every year, who in turn nominates his own team constituting Sr. Vice President, Vice Presidents, General Secretary, Secretaries, Treasurer and Chairpersons Subject Committees / Working Groups at State levels. President also nominates the Divisional Chairpersons and Chapter Chairpersons.

At District levels a Chapter Chairperson appointed by the President operates through his team of office bearers. Divisional Chairman appointed by the President is responsible for coordinating the activities of number of districts in respective division.

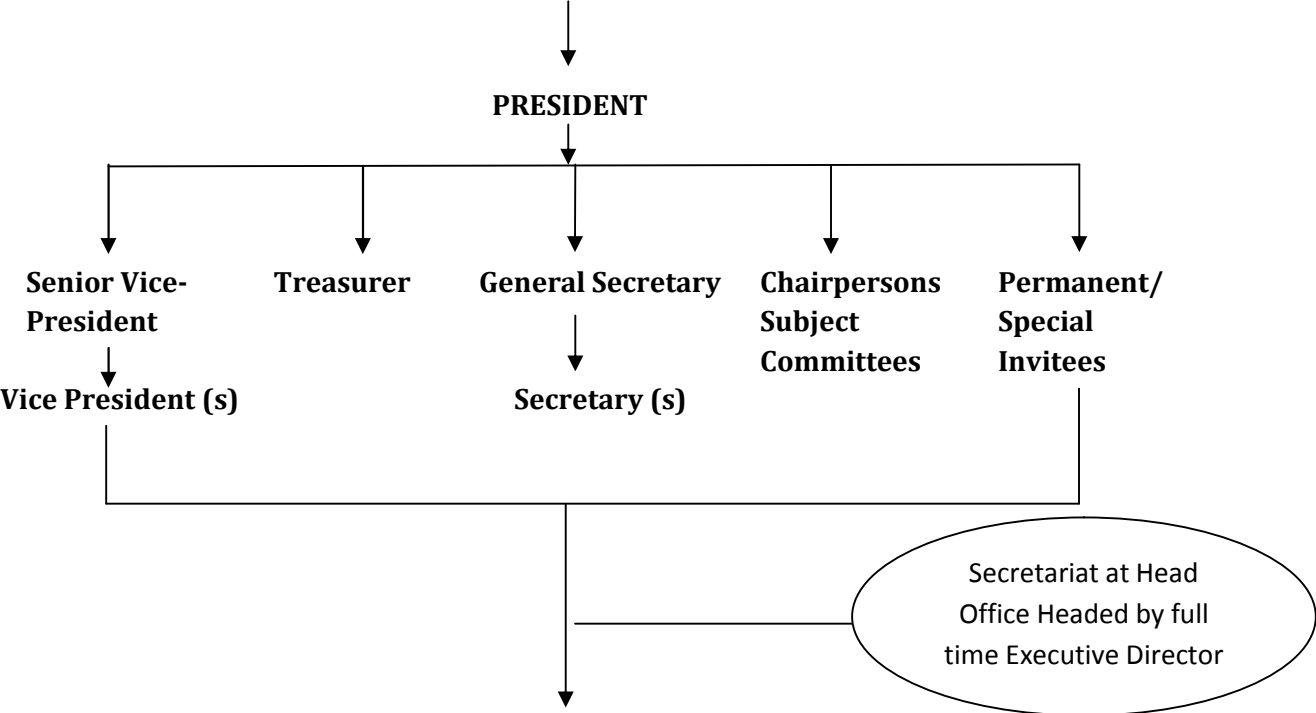
The Head Office of the association is based at Lucknow is headed by a full time Executive Director. At National level IIA has setup a liaison office in Delhi. The activities of the liaison office in Delhi are also administered from the Head Office in Lucknow.

Unique to IIA, a forum for monthly interaction in the district and at the Central Office exists, which enables the members to exchange & gather valuable information. As a result of this organizational set up, IIA has developed a strong bond among members through belonging to a strong peer group resulting in a sense of security and self confidence

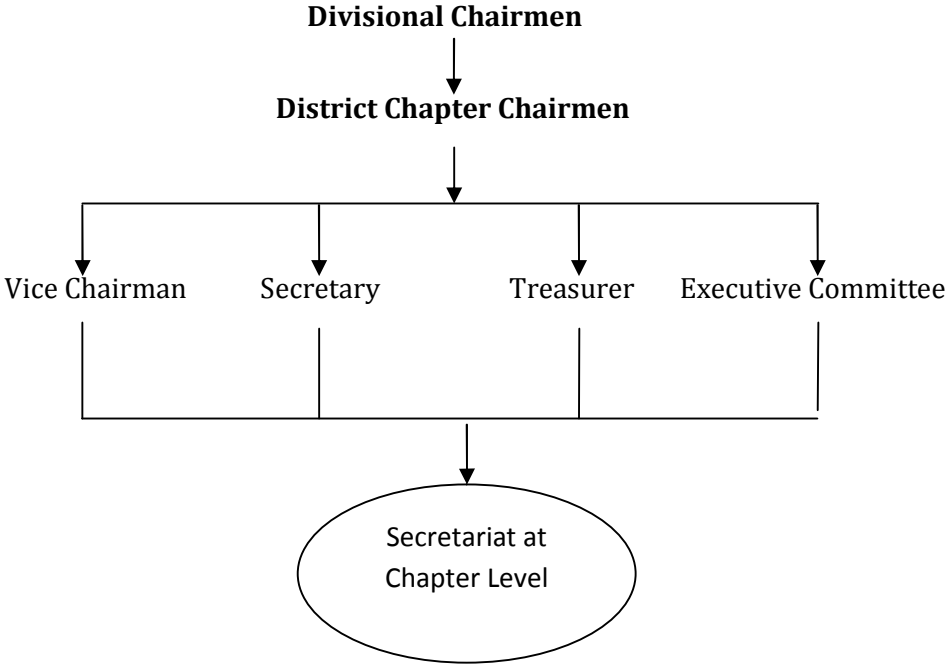
**ORGANISATIONAL STRUCTURE**

**Tier-I (State/National/ International matters)**

Central Executive Committee (CEC) (21 Elected Members)



**Tier-II (Divisional / District /Local area Matters)**



## **CENTRAL EXECUTIVE COMMITTEE (CEC) -CLAUSE 8 OF IIA R & R:**

The CEC will be the governing body of the Association and shall comprise of:-

- (a) Elected members up to 21 as per rules of the Association defined in the rules and regulations elsewhere.
- (b) All the office bearers of the society i.e. The President, Sr Vice President, Vice President(s) and General Secretary, Secretary(s), Treasurer, Chairman of U.P. Sub-Committee(s) and Chairman of area/District Chapters.
- (c) The elected CEC member cannot hold any post of an office bearer other than that of the President as defined by the term "Office Bearer" elsewhere in Rules. This restriction would continue to apply even after his/her resignation for his her remaining tenure as Elected CEC Member
- (d) **The following will be permanent/special invitees to CEC Meeting:-**
  - I. Past Presidents of the Society.
  - II. Any person(s) invited by the President and/or CEC Member with a view to seek his/her opinion in the larger interests of the Society.

## **ELECTION OF CEC MEMBERS- CLAUSE 9 OF IIA R & R:**

Prior to every election of CEC members, an election officer shall be nominated by the CEC who will be responsible to conduct the election of the members of CEC through postal ballots as per procedure and programme chalked out by the CEC in its regular meeting. All the eligible members will be allowed to participate in the election programme.

Electoral constituency for election of a CEC Member will be based on total number of eligible members divided by 21 and the eligible members shall be those whose chapter contribution has been received by IIA Central Office upto 31<sup>st</sup> March of respective year from the respective chapter verified by respective Chapter Chairperson. Any member who has not paid his subscription in full up to 31<sup>st</sup> March shall not be entitled to vote.

If more than required nominations are received from a chapter/area then election will be held in that particular chapter/area only for the final candidate under the supervision of Election Officer.

(For example if total number of paid members lists received in IIA head office is for say 4200 members then the Electoral Constituency for one CEC Member will be  $4200/21=200$ . In that case if number of paid members in a Chapter exceeds 200 then more than one CEC member can be elected from that Chapter based on the whole number multiplier principle i.e the 2<sup>nd</sup> CEC member will be entitled after the number of paid members exceeds 400 and so on. In case the number of paid members in a chapter is less than 200 the Chapters will be clubbed area wise by the Election officer for election of CEC member from such Chapters. However such clubbing will not be allowed with any chapter having paid membership of 200 or more.)

The ballot paper prepared after receiving nomination, their scrutiny and withdrawal shall be dispatched to the members at least fifteen days before the date of election. The decision of the Election Officer regarding acceptance of nominations for the membership of CEC, the preparation of voters list and the election results shall be final. The date of scrutiny and withdrawal of nomination shall be decided by the election officer. CEC shall consist of not more than 21 elected members out of which 1/3<sup>rd</sup> members shall retire every year by rotation. Thus every elected CEC member shall have a term of 3 years.

## **ELIGIBILITY FOR BECOMING A CEC MEMBER - CLAUSE 9 (A) OF IIA R & R:**

- I) Minimum 5 years of continuous IIA membership
- II) Must possess a valid MSME Entrepreneur Memorandum Part-II acknowledgement to be enclosed along with the nomination form.
- III) Must have been an Office bearer at Chapter level having an exposure of CEC meetings at Central level/Divisional level /Working group head at Central level.
- IV) Must have complete faith on IIA Constitution, Culture and values and is not indulged in any kind of anti IIA activities at any point of time.
- V) Employee other than Director in a Pvt. Ltd Company of a member enterprise will not be eligible for the election as CEC member of IIA.
- VI) Elected CEC member can be elected for maximum two terms. However elected CEC Member will not be eligible for election for the consecutive term.
- VII) Elected CEC Member will lose his / her status as CEC Member for remaining tenure (subject to the approval of President) in case his / her attendance in CEC Meeting in a year is less than 50%. For such remaining tenure, CEC may nominate / elect another senior member from the respective area and the criteria of minimum attendance will apply to such nominated member also.

## **ELECTION OF PRESIDENT- CLAUSE 10 OF IIA R & R:**

Election Officer shall call the meeting of the elected members of CEC within 15 days of CEC election to elect a President of the Association. Any member of the Association whose name appears on voting list shall qualify to be elected as President of the Association, but for not more than two consecutive terms.

## **ELIGIBILITY, DUTIES & FUNCTIONS OF THE OFFICE BEARERS- CLAUSE 11 OF IIA R & R:**

### **A) ELIGIBILITY:**

All office bearers of the society including the President, District Chairman and Elected CEC Members must own a manufacturing unit.

### **B) PRESIDENT**

The President shall be the head of the organization. The President shall preside over all the meetings of General Body. Central Executive Committee and such Committee of which he would be the Chairman. The President so elected shall nominate the office bearers, Chairman of sub-Committees, Local/ District Chapters as deemed necessary for the proper functioning of Association.

The President shall have power to call meeting of the CEC, to give Directions to the Secretariat and to interpret the policy of the organization and be its Chief Spokesman.

The President shall exercise the power of the CEC during the intervening period of two meetings. Such action by him shall be placed before the next CEC meeting and ratified.

The President shall have power to call for record from Secretariat and to do all such acts as may be necessary and in furtherance of the objectives of the society.

The Elected CEC Members will have power to impeach the President with a resolution passed by three fourth majority vote and to elect a new President in his place for the remaining tenure in a special CEC Meeting called by 1/3 Elected CEC Members.

**C) SENIOR VICE-PRESIDENT**

One Senior Vice-President may be nominated by the President whose duties and functions shall be assigned to him by the President from time to time.

**D) VICE-PRESIDENT**

As per requirement, Vice-President(s) shall be nominated by the President, whose duties and function shall be assigned by the President from time to time.

**E) DIVISIONAL CHAIRMAN**

Divisional Chairman Shall be nominated by the President for two or more District chapters, whose duties and functions shall be assigned by the President from time to time.

(Though not provided in IIA Rules & Regulations President IIA has appointed Divisional Secretaries in few Divisions to assist Divisional Chairman in managing IIA activities at Divisional levels.)

**F) GENERAL SECRETARY**

The General Secretary shall perform such functions as may be assigned to him by the President from time to time.

**G) SECRETARY**

As per requirement, Secretaries shall be nominated by the President who shall perform such functions as may be assigned by the President from time to time.

**H) TREASURER**

The Treasurer shall issue appropriate instructions to the Secretariat for the maintenance of accounts of Association in such a manner as may be desired by the CEC from time to time. The Treasurer shall also present the Annual Statement of Accounts of the Association with Auditors Report at the Annual General Meeting of the Association. The Treasurer would present a budget and have the same approved by CEC within three months prior to close of the year to cover the normal recurring expenses, capital expenditure and special activities for the following year.

Apart from above President can nominate any officer or convener of the state or district as per requirements.

**ORGANIZATIONAL STRUCTURE AT LOCAL/DISTRICT CHAPTER:**

**A) CHAPTER CHAIRMAN-**

President IIA nominates the Chairman of IIA Chapter who is responsible for the overall functioning and activities of the chapter.

**B) VICE CHAIRMAN-**

Chapter Chairman shall nominate one or more Vice Chairman in the chapter who will perform such duties and functions as assigned by the chapter chairman.

**C) CHAPTER SECRETARY-**

Chapter Chairman shall nominate **ONE** Secretary of the Chapter who will perform such duties and functions as assigned by the chapter chairman.

**D) CHAPTER TREASURER**

Chapter Chairman shall nominate **ONE** Treasurer of the Chapter who will perform such duties and functions as assigned by the chapter chairman.

**E) CHAPTER EXECUTIVE COMMITTEE-**

Chapter Chairman will nominate the members of Executive Committee of the Chapter as per procedure to be framed by the CEC.

**NOTE-**

- It is observed that Chapter Chairman are creating other post's of office bearers such as Chapter Coordinator and Joint Secretary etc at Chapter level which are not as per rules and regulations of IIA non are recommended by CEC.
- It is observed that Office Bearers are not writing correct designation in their communications at various places. It is desirable to use correct designation.

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

- आई.आई.ए. संस्था के धन का सदुपयोग करेंगे और इसका व्यक्तिगत उपयोग नहीं करेंगे। यदि पदाधिकारी आई.आई.ए. के कार्य से लखनऊ या कहीं और जाएंगे तो अपना खर्चा स्वयं वहन करेंगे अर्थात् जिला स्तरीय पदाधिकारी जिले से तथा प्रदेश स्तरीय पदाधिकारी प्रदेश से खर्चा नहीं लेंगे। इस बात को मीटिंग आदि में सदस्यों को समय-समय पर बताते भी रहेंगे जिससे अच्छी परम्परा का विकास हो तथा आई0आई0ए0 के सदस्य अपनी संस्था पर अधिक विश्वास रख सकें।
- आई.आई.ए. जिला पदाधिकारी जब केन्द्रीय कार्यकारिणी की मीटिंग या अन्य इस प्रकार की मीटिंग में आते हैं तो होटल की व्यवस्था केन्द्रीय कार्यालय द्वारा की जाती है। अन्य किन्हीं कारणों से आने पर हैड ऑफिस की ओर से किसी भी प्रकार की होटल आदि की व्यवस्था की अपेक्षा पदाधिकारी नहीं करेंगे।
- आई0आई0ए0 सदस्यों को सम्मान देंगे।
- आई0आई0ए0 की मीटिंगों में ड्रिंक्स इत्यादि के लिए एसोसिएशन का धन उपयोग नहीं करेंगे केवल आवश्यक खर्चे ही एसोसिएशन के मद से करेंगे।
- कोई भी पद सम्भालने से पहले यह सुनिश्चित कर लेंगे कि इस पद से सम्बन्धित एसोसिएशन के कार्यों के लिए आवश्यक समय दे सकेंगे।
- आई0आई0ए0 सदस्यों, सम्बन्धित दूसरे पदाधिकारियों के साथ विभिन्न माध्यमों से यथा ई-मेल/टेलीफोन द्वारा संवाद बनाये रखेंगे जिससे एकजुटता एवं सदभाव बना रहे।
- पूर्व एवं वरिष्ठ पदाधिकारियों का उचित मान-सम्मान करेंगे।

- अपने पद से सम्बन्धित गतिविधियों, कार्यक्रमों इत्यादि को चिन्हित करेंगे तथा उनका पूरी तरह से उत्तरदायित्व सम्भालेंगे।
- आई0आई0ए0 में किये जा रहे खर्चों एवं बैलेंस –सीट की जानकारी आम सदस्यों को प्रदान करेंगे।
- यदि चैप्टर मीटिंग में प्रदेश स्तरीय पदाधिकारी/पदाधिकारीगण आते हैं तो उन्हें पद की सीनियरिटी के अनुसार डायस पर स्थान दिया जायेगा। ; g Hkh /; ku j [kk tk; sfd oržku i nkf/kdkjhx. kka dh mi §kk Hkh u gkA
- केन्द्रीय कार्यालय के पदाधिकारी समय-समय पर चैप्टर कार्यालयों का भ्रमण करेंगे।
- नये पदाधिकारियों का पुराने पदाधिकारी मार्गदर्शन एवं साथ देते रहेंगे।
- संचार हेतु ई-मेल का अधिक से अधिक उपयोग करेंगे।
- प्रदेश, राष्ट्रीय एवं अंतर्राष्ट्रीय स्तर के किसी भी कार्यालय से पत्र व्यवहार आई.आई.ए. के केन्द्रीय कार्यालय के माध्यम से ही किया जायेगा।
- डिजीजनल चेयरमैन, जिला स्तरीय चैप्टर कार्यालय का सैक्रेट्रिएट के रूप में i =kpkj bR; kfn ds fy, प्रयोग कर सकते हैं। pSVj ds de;pkfj; ka dks ; fn vkfQI I s ckgj vkbDvkbD, 0 fMoh'tu ds dk; Z ds fy, Hkstus dh vko"; drk gks rks pSVj ps; jeŭ ds I kFk ckrphr dj , d k djuk mfpr gksxkA
- pSVj ,o dŭnh; dk; Zdkfj.kh I fefr ds I nL; vkbDvkbD, 0 dh I Hkh cBdks ea Hkx vo"; yxkA fdUgh fo"ksk ifjLFkfr; ka ea ; fn , d k u dj ik; s rks viuk ifrfuf/k Hkstuk vo"; I fuf'pr djskA



# CHAPTER-4

## IIA MEMBERSHIP

### **ELEGIBILITY (CLAUSE 5 of IIA R & R)**

The Association shall admit ordinary/honorary/Associate/Affiliated/Institutional/ Corporate members from all or any of the following categories. However, the membership of the Association shall be subject to final approval by Central Executive Committee (CEC).

- (a) Any company/firm engaged in manufacturing and processing and assembling activities and other industrial activities and commodities or any such products used by the common man/industries in India or in any other country.
- (b) Any company/firm/individual engaged in imparting services like consultancy and other professional services.
- (c) All individuals or organizations or association engaged in promotion of industrial activities or services either in private or public sector, subject to prior approval of CEC at a regular meeting.
- (d) The CEC can also enroll as members such individuals who in opinion of CEC have contributed or are competent to contribute their services for the benefit and performance of the objective of the society. Such membership shall automatically terminate on the 30<sup>th</sup> day of June next after the date of nomination. However the CEC in its discretion may by resolution, from year to year continue such membership for the ensuring year.
- (e) The CEC can also enroll life members as well as patrons of the society.

### **ADMISSION FEE AND SUBSCRIPTION (CLAUSE 6 of IIA R & R):**

The Annual subscription and admission fees for membership of the Association shall be fixed by the CEC and the CEC may revise it from time to time.

#### **IIA Membership Fee as on 7th Sept 2018 decided by CEC in the past.**

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

##### **(a) For MSMEs**

<b>Admission Fee</b>	<b>Annual Subscription</b>	<b>Turnover</b>
Rs. 600	Rs. 3,000	Upto Rs. 1 Crore
Rs. 600	Rs. 5,500	Rs. 1 Crore - 3 Crore
Rs. 600	Rs. 8,500	Above Rs. 3 Crore

(Note: IIA CEC in its meeting held on 1<sup>st</sup> Aug. 2018 at GOA have decided to launch a special Membership drive till 30<sup>th</sup> Nov. 2018 where in the admission fee for new members enrolled will be exempted.)

##### **(b) For all other organizations or association engaged in promotion of industrial activities or services either in private or public sector:**

The fee structure excluding of GST @18% will be:-

Admission fees- Rs. 2000/- , Annual Subscription- Rs. 20,000/-

## **TERMINATION OF MEMBERSHIP (CLAUSE 7 of IIA R & R):**

The membership may be terminated by the CEC in the following manner and on the happening of the following contingencies:

- (a) Death of the member.
- (b) Insanity of the member.
- (c) If the member has been declared insolvent.
- (d) If the member has been convicted in a criminal case by a court of law.
- (e) Resignation by the member: The resignation shall be in writing and will be submitted after paying all outstanding dues including subscription as on date of resignation.
- (f) The subscription of the member is due for 2 years or more, then the membership may also be terminated by CEC.
- (g) If the member is found working derogatory to the interest of the Association.

## **CODE OF CONDUCT FOR IIA MEMBERS DECIDED BY CEC:**

- अपने उत्पाद एवं सेवाओं की गुणवत्ता को निरन्तर बढ़ाने का प्रयास करेंगे।
- दूसरे आई0आई0ए0 सदस्यों की सहायता के लिए सदैव तत्पर रहेंगे।
- अपनी समस्याओं के समाधान के लिए सर्वप्रथम सम्बन्धित चैप्टर को ही सम्पर्क करेंगे न की केन्द्रीय कार्यालय को।
- आई0आई0ए0 पदाधिकारियों एवं आई0आई0ए0 सदस्यों का उचित मान सम्मान करेंगे।
- आई0आई0ए0 द्वारा आयोजित कार्यक्रमों में समय का विशेष ध्यान रखेंगे।
- आई0आई0ए0 के उत्थान के लिए सदैव तत्पर रहें एवं आई0आई0ए0 में लगाया गया समय अपने उद्योगों में लगाया गया समय ही समझेगे।

## **BENEFITS & SUPPORT TO MEMBERS**

- एम् एस एम् ई नॉलेज बैंक – आईआईए तथा सिडबी के जॉइंट वेंचर के रूप में एम0एस0 एम0 ई0 नॉलेज बैंक की स्थापना 2003 में की गयी थी जिसका उद्देश्य एम0एस0एम0ई0 उद्यमियों को उद्यम स्थापित करने और चलाने के लिए आवश्यक सभी जानकारियों प्रदान करना है। अधिक जानकारी आई0आई0ए0 वेबसाइट [www.iaonline.in](http://www.iaonline.in) पर उपलब्ध है।
- बाये सेल डेस्क – एम् एस एम् ई उद्यम अपने आप को इस पोर्टल पर खरीददार या बिक्रेता के रूप में रजिस्टर कर सकते हैं तथा अपनी आवश्यकतानुसार किसी भी प्रोडक्ट को खरीद या बेच सकते हैं।
- प्रॉब्लम सोल्विंग– आई0आई0ए0 सभी स्तरों पर आई0आई0ए0 सदस्यों की समस्याओं का समाधान करने में मदद करता है। इसके लिए आई0आई0ए0 वेब साइट पर ऑनलाइन सुविधा भी उपलब्ध है।
- प्रश्नों के समाधान– आईआईए सदस्यों के उद्यम से सम्बन्धित सभी प्रकार के प्रश्नों के विश्वसनीय और त्वरित उत्तर प्रदान करता है, जिन्हें आई0आई0ए0 वेबसाइट पर ऑनलाइन भेजा जा सकता है।
- व्यापार विकास सहायता– आई0आई0ए0 सदस्यों को आई0आई0ए0 की डायरेक्टरी और वेबपेज के माध्यम से व्यापार को विकसित करने में सहायता प्रदान करता है। आई0आई0ए0 डायरेक्टरी प्रिन्टेड रूप में आई0आई0ए0 वेबसाइट पर

तथा मोबाइल एप्लीकेशन के रूप में प्लेस्टोर से मोबाइल फोन पर इंस्टॉल की जा सकती है। राष्ट्रीय एवं अंतर्राष्ट्रीय प्रदर्शनियो, बॉयर सेलर मीट तथा अंतर्राष्ट्रीय सम्मेलनों के मध्यम से आई0आई0ए0 विकास में सहायता प्रदान करता है ।

- आईआईए न्यूज मैगजीन— आईआईए अपने सदस्यों को आई0आई0ए0 न्यूज पत्रिका निःशुल्क हर माह प्रदान करता है। यह मैगजीन आई0आई0ए0 बेवसाइट पर भी उपलब्ध है जिसमें अनेक उपयोगी जानकारियों सदस्यों को प्राप्त होती है।
- केन्द्र एवं राज्य सरकारों के साथ नीतिगत के मुद्दों पर कार्यवाही— आई0आई0ए0 सदस्यों की प्रतिक्रिया के आधार पर राज्य और केंद्र सरकार के विभिन्न स्तरों पर एम0एस0एम0ई0 के उत्थान के लिए मुद्दों को तर्कसंगत तरीके से प्रस्तुत करता है एवं उनका समाधान करवाने का प्रयास करता है।
- आई0आई0ए0 एम्प्लॉयमेंट सर्विसेज— आई0आई0ए0 अपने मेम्बर्स को आई0आई0ए0 बेवसाइट के माध्यम से आवश्यकतानुसार कर्मचारी ढूढने की सुविधा भी प्रदान करता है जिसके माध्यम से जॉब सीकर और एम्प्लोयेर आसानी से एक-दूसरे से सम्पर्क कर सकते हैं । यह सुविधा जॉब सीकर के लिए बिलकुल निःशुल्क है।
- सर्टिफिकेट ऑफ ओरिजिन— आई0आई0ए0 डी0जी0एफ0टी0 भारत सरकार द्वारा अपने निर्यातक सदस्यों को सर्टिफिकेट ऑफ ओरिजिन जारी करने के लिए लखनऊ एवं दिल्ली में स्थित आई0आई0ए0 कार्यालयों के माध्यम से अधिकृत है। यह सुविधा आई0आई0ए0 अपने सदस्यों को रियायती दरों पर उपलब्ध करा रहा है।
- प्रिविलेज कार्ड की सुविधा— आईआईए ने प्रतिष्ठित संगठनों के साथ आईआईए सदस्यों, उनके परिवार के सदस्यों और कर्मचारियों के लिए अनेक विशेष छूट प्रस्तावों पर समझौते किये हैं । सदस्य “आईआईए प्रिविलेज कार्ड” के माध्यम से इन ऑफरों का लाभ उठा सकते हैं।
- प्रत्यक्ष लाभ – आई0आई0ए0 सदस्यों के लिए अनेक प्रत्यक्ष लाभ योजनों भी संचालित करता है जिसमें से मुख्य निम्नलिखित हैं:
  - ✓ समूह चिकित्सा स्वास्थ्य बीमा योजना।
  - ✓ प्रतिष्ठित अस्पतालों में छूट।
  - ✓ कम कीमत पर उत्कृष्ट ऑपरेटिव स्थितियों में नवीनीकृत कंप्यूटर।
  - ✓ होटलो में विशेष छूट।
  - ✓ पैथोलॉजी केन्द्रों में छूट।
- विशेषज्ञ सलाहकार –आई0आई0ए0 द्वारा विभिन्न विषयों पर विशेषज्ञ सलाहकारों को चिन्हित किया गया है। इन सलाहकारों एवं सब्जेक्ट कमेटीयों के चेयरमैनो की जानकारी आई0आई0ए0 बेवसाइट पर उपलब्ध है। आई0आई0ए0 सदस्य इन सलाहकारों से सीधे सम्पर्क स्थापित कर सकते हैं।
- आई0आई0ए0 सहायता केन्द्र –आई0आई0ए0 द्वारा विभिन्न विषयों अथवा औद्योगिक सेक्टरों पर केन्द्रीय कार्यालय में सहायता केन्द्र स्थापित किये हैं जैसे GeM सहायता केन्द्र , रक्षा निर्माण एवं सप्लाई सहायता केन्द्र एवं आयात/निर्यात सहायता केन्द्र इत्यादि।
- आई0आई0ए0 मेम्बर किट – नये आई0आई0ए0 मेम्बर को आई0आई0ए0 मेम्बर किट दी जाएगी जिसमें आई0आई0ए0 हैड आफिस द्वारा मेम्बर सर्टिफिकेट, प्रिविलेज कार्ड, आई0आई0ए0 बैजेज, कार स्टीकर, मेम्बर प्लेट प्रदान किया जाएगा।

# ONLINE MEMBER REGISTRATION:

← → ↻ Not secure | ia.ptpl.co.in/MembershipRegistration.aspx ☆

About IIA | MSME Knowledge Bank | Certificate Of Origin | Membership | IIA Directory | Notification & Circular | Media Center | Org. Structure | Career | Events | Feedback

## MEMBERSHIP REGISTRATION

Name of Unit \*

GSTIN

Select Photo  No file chosen

Industry Status \*

Public Limited  Private Limited  Partnership  Proprietorship  Registered Society  Trust  Other

Address (Factory/Enterprise) : \*

Country \* State \* District \* Tehsil

India Select Select

Block City Pincode \*

Select chapter where your enterprise is located. \*

Select (Whenever IIA Chapter do not exists, membership will be with IIA Head Office directly)

Telephone No. (Office) Mobile No. \*

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Email Address \* Website URL

(MO) / (MR) / (Proprietor / Partner) / as the case may be : \*

Name	Designation	DOB	Date of Anniversary	
<input type="text" value="Member Name"/>	<input type="text" value="Designation"/>	<input type="text" value="DOB"/>	<input type="text" value="Date of Anniversary"/>	<input type="button" value="Add"/>

Product Category Product Sub Category

Select

Major Products / Services

Annual Turnover \* Classification \*

Select Select Classification

Enterprise Type \* Applicant Name \*

Select type

Select signature  No file chosen



**\* Note -1 (Product Categories )**

COSMETIC & PERFUMES	CHEMICAL & PETROLEUM	CEMENT & CEMENT PRODUCTS	BUILDING & CONSTRUCTION MATERIALS
BICYCLES / RICKSHAW & COMPONENTS	AUTOMOBILE & AUTO PARTS	AGRO CHEMICAL & FERTILISERS	AGRO & FOOD PROCESSING
AGRICULTURE IMPLEMENTS & MACHINERY	SOAP & DETERGENT	SPORTS GOODS	TEXTILE & GARMENTS
WOOD & WOOD PRODUCTS	ELECTRICAL & ELECTRONICS	ENGINEERING COMPONENTS & SUPPLIES	FOOTWEAR & LEATHER
FURNITURE & FURNISHINGS	GEMS & JEWELRY	GLASS & CERAMICS	HANDICRAFT & GIFTS
HOUSEHOLD ITEMS	INFORMATION TECHNOLOGY & TELECOM PRODUCTS	MACHINERY EQUIPMENTS	METALS
MUSICAL INSTRUMENTS	PACKAGING	PAINTS & VARNISHES	PAPER, PRINTING & PUBLISHING
SCIENTIFIC INSTRUMENTS & SUPPLIES	PHARMACEUTICAL & MEDICAL PRODUCTS	PLASTIC & PLASTIC PRODUCTS	RUBBER & RUBBER PRODUCTS
SERVICES (PI-Specify) .....		Any other (PI-Specify) .....	

**\*\* Note -2 (Membership Eligibility)**

The Association shall admit ordinary/honorary/Associate/Affiliated/Institutional/ Corporate members from all or any of the following categories. However, the membership of the Association shall be subject to final approval by Central Executive Committee (CEC).

(a) Any company/firm engaged in manufacturing and processing and assembling activities and other industrial activities and commodities or any such products used by the common man/industries in India or in any other country.

(b) Any company/firm/individual engaged in imparting services like consultancy and other professional services.

(c) All individuals or organizations or association engaged in promotion of industrial activities or services either in private or public sector, subject to prior approval of CEC at a regular meeting.

(d) The CEC can also enroll as members such individuals who in opinion of CEC have contributed or are competent to contribute their services for the benefit and performance of the objective of the society. Such membership shall automatically terminate on the 30<sup>th</sup> day of June next after the date of nomination. However the CEC in its discretion may by resolution, from year to year continue such membership for the ensuing year.

(e) The CEC can also enroll life members as well as patrons of the society.

**ADMISSION & SUBSCRIPTION FEE (1) For MSMEs**

The fee structure for above (a) & (b) points excluding of GST 18% is given below:

Turnover	Admission Fees (Rs.)	Annual Fee (Rs.)
Upto 1 Crore	Rs. 600 (Exempted upto Nov. 2018)	3000
Rs. 1 Crore – 3 Crore	-do-	5500
Above 3 Crore	-do-	8500

**2) Other than MSMEs As at (c) above**

(All individuals or organizations or association engaged in promotion of industrial activities or services either in private or public sector)

The fee structure excluding of GST @ 18% will be: Admission fees- Rs. 2000/- ,Annual Subscription- Rs. 20,000/-

**\*\*\*Note-3**

IIA Rules and Regulations are available on IIA website at : [http://www.iiaindia.org/iaa\\_files/IIA%20Rules%20&%20Regulations.pdf](http://www.iiaindia.org/iaa_files/IIA%20Rules%20&%20Regulations.pdf)

**HOW TO BECOME A MEMBER**

The membership form may be filled and routed through IIA Chapter Chairman wherever IIA Chapter exists. From other areas the membership form along with requisite fee is to be submitted to the IIA Head Office or State offices. For Corporate Member/Institutional Member as at 2 above the Membership Forms are to be submitted to the IIA Head Office only at the following address:-

**Contact us**

<b>Head Office</b>	<b>Delhi Liaison Office</b>
Indian Industries Association (IIA) IIA Bhawar, Vibhuti Khand, Gomi Nagar, Lucknow – 226010 Phone:-91-522-2720090 / 4069548 Email: <a href="mailto:ed@iaonline.in">ed@iaonline.in</a> , <a href="mailto:admin@iaonline.in">admin@iaonline.in</a>	(1) Indian Industries Association RZA-71, Road No.2, Mahtpalpur Extension New Delhi-110037 Phone:-011-43888666; Email: <a href="mailto:ed@iaonline.in">ed@iaonline.in</a>
	(2) Indian Industries Association 241, Anarkali Complex Jhandewalan Extension Near Videocon Tower New Delhi-110055 Phone:-09350226225; Email: <a href="mailto:ed@iaonline.in">ed@iaonline.in</a>

## **CORRECTION OF MEMBERS DATA ONLINE**

IIA Members can correct their members data on IIA website through members login facilities provided on home page of the website.

## **NEW FACILITATION CENTERS AT IIA HO FOR THE BENEFIT OF IIA MEMBERS**

### **1. IIA GeM Facilitation Center (IGFC):**

Indian Industries Association (IIA) being an apex association for welfare and support of MSMEs feels an urgent need of technological up-gradation and modernization of administrative techniques, functioning and working methodology of the MSMEs.

During its efforts for up-liftment of MSMEs IIA finds that GeM Portal is very helpful in providing a level playing field to MSMEs to take part in Government Procurements and provides them a transparent and hassle free environment for business transactions.

Keeping this in mind IIA is making constant efforts to spread awareness about GeM Portal and helping the MSMEs Entrepreneurs in their registration on GeM Portal and providing assistance and consultancy services regarding their Product Upload and other issues.

To streamline the efforts being made for assisting MSMEs for all of their issues regarding GeM IIA has established a “GeM Facilitation Centre” at its head office through a MoU with GeM SPV on 17th of July 2018.

**IGFC’s Objective :** To support and help the MSMEs for starting their business transactions through GeM Portal and provide them hand holding assistance in solving all of their issues and problems that come their way while working on GeM Portal.

### **GeM in brief :**

Government e-Marketplace (GeM) is a one stop portal to facilitate online procurement of common use Goods & Services required by various Government Departments / Organizations / PSUs. GeM aims to enhance transparency, efficiency and speed in public procurement. It provides the tools of e-bidding, reverse e-auction and demand aggregation to facilitate the government users achieve the best value for their money.

The purchases through GeM by Government users have been authorized and made mandatory by Ministry of Finance by adding a new Rule No. 149 in the General Financial Rules, 2017.

### **IGFC Services :**

- To organise GeM Awareness and Training Programmes.
- To help the MSMEs for their registration and uploading of Products /Services on GeM Portal.

- To help the MSMEs in solving all of their issues and problems related with the sale of Products / Services to Govt. entities through GeM Portal.
- To organise Government to Business (G2B) Interactive Programmes and Events.
- To train the IIA Executives from all of the IIA Chapters as “Certified GeM Master Trainers” for resolving the issues and problems of MSMEs related with functional methodology and technological aspects of GeM Portal at district / regional levels.
- To organise workshops and seminars for creating awareness among the MSMEs regarding the GeM Portal and its working methodology.
- To provide support to GeM SPV in implementation of their campaigns and programmes for promotion of GeM Portal.
- To provide feedback to GeM SPV as per the survey and studies of MSMEs carried out by IIA as well as received from IIA Members.
- To work as a link between GeM SPV and MSMEs.

## **2. IIA Defence Production Facilitation Centre (IDPFC)**

India is the world’s largest military hardware importer and among top five military spenders. To meet growing modernisation needs of Indian Armed Forces, the Ministry of Defence will need to acquire equipment worth over \$25,000 Crore by 2027. However, recent estimate shows that the current delivery capacity of the Defence industry sector in India is \$7,500-8,000 Crore annually.

This means the ratio of indigenous to imported equipment is stagnating at 30:70. To achieve the aspirational target of manufacturing 70 per cent of Defence equipment indigenously, it is needed to incentivise private enterprise for development of large scale R&D and manufacturing capabilities. It is therefore necessary to increase the production level of defence manufacturing unit and establish new units for defence manufacturing to cater to the growing need of defence sector of India. We can also reverse the flow of trade: from being the largest importer of defence items to become the largest exporter of defence goods as well.

So to provide the needed thrust to the Defence Manufacturing in India the Hon’ble Union Finance Minister Mr Arun Jaitley announced setting up of two Defence Industrial Corridors in the country through his budget speech on February 1st 2018. Thereafter, Hon’ble Prime Minister Mr Narendra Modi during U.P. Investors Summit 2018 held in Lucknow on 21st February announced setting up of Defence Industrial Corridor in Bundelkhand region of Uttar Pradesh. The second Defence Corridor is being set up between Chennai and Bengaluru.

As per the announcement of Defence Production Corridor in U.P. (Bundelkhand) and Tamil Nadu (Chennai) and to support the Make in India campaign for defence manufacturing, it was proclaimed by the Government to provide the MSMEs all the needed support and assistance through different policies and incentives for active participation in Defence Production in India.

Defence production is a high tech and precision manufacturing activity. Stringent quality standards are also required to be maintained. MSME’s generally are not equipped to produce such products without



handholding services from Industry Associations and the Government. Indian Industries Association (IIA) therefore decided to set up “**IIA Defence Production Facilitation Centre**” (IDPFC) at its Head-Office at IIA Bhavan in Vibhuti Khand, Gomti Nagar, Lucknow for providing all the necessary support and assistance to MSMEs for defence manufacturing.

**IDPFC will provide the following services to MSMEs :**

- Organise Defence-Industry meets, seminars and conferences for facilitation of MSMEs.
- Provide the information and data related with Defence Manufacturing in India to MSMEs.
- Help the MSMEs by providing them handholding support for starting their manufacturing unit in the U.P Defence Corridor as well as for vendor registration with Defence PSUs and Indian Defence Organisations.
- Work as a link between MSME and Defence Organisations.
- Provide MSME all the necessary support for availing the incentives and subsidies announced by the Central and State Governments as and when required.
- Help in resolving their issues & problems.
- Provide feedback on policy issues to Defence Ministry Govt. of India and to the Defence Department of State Government and to get the timely response from them.
- Organise exhibitions of defence products & supplies as well as items required by Defence establishments for import substitutions.
- To constitute an “IIA Defence Production Committee” & maintain a separate directory of Defence Production Industries so that they are able to establish business links for mutual benefits as well as discuss common issues and problems for taking up with the Government through IIA at appropriate level.

**ONLINE FACILITY FOR IIA MEMBERS TO REGISTER ISSUES AND PROBLEMS AND MONITOR TE PROGRESS**

Through the member login facility provided on IIA website, IIA members can upload their issues and problems which they intend to get solved through IIA.

# CHAPTER-5

# FACILITIES ON IIA

# WEBSITE

- **Membership:** Online Facility of IIA Membership Registration.
- **Organizational Structure:** IIA Office Bearers alongwith complete contact details & photograph.
- **Query:** Online queries system for IIA Members.
- **Buy Sell Desk:** Online Locate Buyer & Seller and Register as Buyer & Seller.
- **IIA Employment Services:** Free Placement Support to Job Seeker (upload Resume and Search Vacancies) as well as Members (Submit Manpower Requirement View Resumes)
- **Certificate of Origin:** Certificate of Origin at concessional rates.
- **Special Offers for Members:** Special Offers negotiated for IIA Members.
- **MSME News Updates:** Daily News update Flash related to Industries.
- **MSMEs Issues And Problems:** Online portal for Issues & Problems.
- **MSME Knowledge Bank:** Search the following information:
  - ✓ Laws, Acts, Rules & Regulations,
  - ✓ Notifications & Circulars
  - ✓ Various kinds of Reports
  - ✓ Project Profiles, etc.
- **IIA Newsletter:** Get Online Monthly Newsletter.
- **Trade Fair:** Get Online information of IIA Trade Fairs, National, International Trade Fairs and National Conferences
- **Events:** Get information Upcoming and Organised Events.
- **IIA Chapter websites**
- **MSME Product Finder:** One page website @ Rs 3000/- for 15 years or Rs 500 per year.
- **IIA Directory:** Online B2B and B2C & other facilities through IIA directory
- **Important:** Important Information related to MSMEs

# CHAPTER-6

## IIA FUTURE PLANS

### IIA FUTURE PLANS

#### AT HEAD OFFICE

➤ **IIA Promotion and Branding including Chapter support**

An exclusive cell for promotion and branding of IIA is being set up at IIA with the objective to increase membership as well as support IIA Chapters to carry IIA services to the members.

➤ **Programme & Export facilitation Cell**

A programme & Export facilitation cell is being set up at IIA head Office with the objective to organize Exhibitions, Conferences, Workshops, and Symposiums at different locations where IIA Chapters are located. This cell will also facilitate Export / Import activities of IIA members.

➤ **Setting up of MSME Product Display facilities at IIA head Office**

This facility is being planned to be set up at IIA head Office for the benefit of IIA members and MSMEs in general.

➤ **Development of E-Data Centre & Networking with Chapters.**

MSMEs in India do not get reliable and updated information on Rules and Regulations, Acts & Procedures, Technologies, Materials, Machinery & Equipments, Govt. Notifications & Orders etc. As such there is a need for an E-Data Center to be set up and made operational. IIA have decided to set up such MSME E- Data Center at its Head Office at Lucknow.

➤ **Strengthening National Liaison Office.**

Following National & International Activities are proposed to be taken up from IIA National Liaison Office in Delhi:-

#### AT NATIONAL LEVEL

1. Advocacy & inputs to various Central Govt. Ministries & Departments including those indirectly linked with MSMEs for their program, policies & Schemes.
2. Coordination with state governments (excluding UP) by providing inputs for policies & programs related to MSMEs.
3. Organizing an Annual “India –International MSME Partnership Summit & Expo” in New Delhi inviting Ministers of Trade & Industries from across the globe, Central/ State ministers & Bureaucrats , MSME associations & bodies from across the globe to interact & forge

“PARTNERSHIPS” with each other. The Expo will have participation from MSMEs from all states of India & from across the globe.

4. Provide Secretarial Services to proposed “National MSME Associations Forum”.
5. Represent actively on National MSME forums / bodies e.g. National Board of MSME, QCI Governing Board etc.

#### **AT INTERNATIONAL LEVEL-**

1. Coordinating with Ministry of Commerce & Industry to take up some of their schemes & programs meant for International Cooperation & Export promotion.
2. Interacting with embassies & International developmental agencies like World Bank, International Finance Corporate (IFC), UNDP, ILO, UNIDO etc presenting them with the Indian MSME perspective from time to time and also provide inputs on their schemes & programs.
3. Cooperation & Partnership, MOUs with Chamber of Commerce, Industry bodies & MSME associations from across the globe.
4. Inviting & hosting International leaders & trade delegations from across the globe & coordinating interactions / visits to IIA Chapters of these International trade delegations.
5. Facilitating IIA delegation to International conferences & exhibitions & helping IIA members to showcase their products / services across the globe in various exhibitions, fairs & expos.
6. Plan opening of IIA offices (or representative office on reciprocal basic) across the globe starting from SAC and ASEAN Countries.
7. Setting up an International MSME support & facilitation centre to help foreign MSME’s who requires information, facilitation, match making & incidental services in India.

# CHAPTER-7

## OPERATIONAL GUIDELINES (FOR IIA CHAPTERS)

### 1. आई.आई.ए. चैप्टर प्रारम्भ करने के लिए दिशा निर्देश

- नया आई.आई.ए. चैप्टर सामान्यतः जिला स्तर पर प्रारम्भ किया जा सकता है तथा उन्ही जिलों में प्रारम्भ किया जा सकता है जहाँ पूर्व में आई.आई.ए. चैप्टर स्थित नहीं है।
- नये चैप्टर को प्रारम्भ करने के इच्छुक उद्यमी को आई0आई0ए0 का सदस्य बनना अनिवार्य है जिसके लिए आई.आई.ए. वेबसाइट [www.iaonline.in](http://www.iaonline.in) पर ऑनलाईन रजिस्ट्रेशन सुविधा उपलब्ध है। इसके लिए होम पेज पर अथवा लिंक पर क्लिक कर प्रक्रिया पूर्ण कर सकते हैं। यदि ऑनलाईन पंजीकरण में असुविधा हो तो ऑफलाईन सदस्यता फार्म आई0आई0ए0 केन्द्रीय कार्यालय से प्राप्त कर प्रवेश शुल्क एवं सदस्यता शुल्क सहित आई0आई0ए0 केन्द्रीय कार्यालय, लखनऊ में जमा कराना आवश्यक है।
- सदस्यता स्वीकृति होने पर सम्बन्धित उद्यमी को प्रारम्भ में अध्यक्ष द्वारा नये आई0आई0ए0 चैप्टर का कनविनर (Convener) नियुक्त किया जाएगा जिसकी सूचना जिलाधिकारी, महाप्रबन्धक जिला उद्योग केन्द्र को इस आशय से भेजी जाएगी कि वे आई0आई0ए0 कनविनर को उद्योगों से सम्बन्धित सभी बैठकों में आमंत्रित करें।
- आई0आई0ए0 के नये चैप्टर के कनविनर (Convener) की नियुक्ति के उपरान्त, कनविनर को आई0आई0ए0 से सम्बन्धित सम्पूर्ण लिट्रेचर एवं आवश्यक सूचनाएँ भेजी जाएगी तथा आई0आई0ए0 की केन्द्रीय कार्यकारिणी की बैठकों में भी आमंत्रित किया जाएगा
- आई0आई0ए0 के नये चैप्टर के कनविनर के रूप में जब वे कम से कम 40 सदस्य बना लेंगे तथा नये सदस्यों से प्राप्त प्रवेश शुल्क एवं सदस्यता शुल्क आई0आई0ए0 केन्द्रीय कार्यालय को प्राप्त हो जाएगा तब आई0आई0ए0 के नये चैप्टर का विधिवत उद्घाटन किया जाएगा तथा चैप्टर के चेयरमैन की नियुक्ति आई0आई0ए0 अध्यक्ष द्वारा की जाएगी। सामान्यतः चैप्टर के कनविनर को ही आई0आई0ए0 अध्यक्ष द्वारा चैप्टर का प्रथम (Founder) चेयरमैन नियुक्त किया जाता है। जिसके लिए आवश्यक दिशा निर्देश आई.आई.ए. केन्द्रिय कार्यालय द्वारा प्रेषित किए जाएंगे।
- आई0आई0ए0 के नये चैप्टर का विधिवत उद्घाटन होने के उपरान्त चैप्टर की गतिविधियाँ चलाने हेतु सदस्यता शुल्क का अधिकतम भाग चैप्टर में ही रखा जाएगा और आई0आई0ए0 केन्द्रीय कार्यालय को केवल ₹0 1100/- प्रति सदस्य प्रति वर्ष और सम्पूर्ण सदस्यता शुल्क पर जी0एस0टी0 देय होगा। जिसके लिए आवश्यक दिशा निर्देश आई0आई0ए0 केन्द्रिय कार्यालय द्वारा प्रेषित किये जाएंगे।
- आई0आई0ए0 के नये चैप्टर का विधिवत उद्घाटन होने के उपरान्त एवं चैप्टर के चेयरमैन की नियुक्ति होने पर, चेयरमैन चैप्टर कार्यकारिणी की नियुक्ति करेंगे जिसमें आवश्यक रूप से एक सचिव तथा एक कोषाध्यक्ष की

नियुक्ति की जाएगी। अध्यक्ष आई0आई0ए0 के अथारिटी लेटर के आधार पर चैप्टर के चेयरमैन द्वारा आई0आई0ए0 चैप्टर का एक्सपेन्डिचर एकाउण्ट, बैंक ऑफ बड़ोदा में खुलवाया जाएगा जिसका संचालन कम से कम दो पदाधिकारियों द्वारा किया जाएगा।

- चैप्टर का एक डिपॉजिट बैंक एकाउण्ट आई0आई0ए0 हैड ऑफिस में खाला/ चिन्हित किया जायेगा जिसमें चैप्टर में जो भी प्राप्तियाँ होगी जमा कि जाँएगी। डिपॉजिट बैंक एकाउण्ट में जमा धनराशि की डिटेल् चैप्टर द्वारा हैड ऑफिस को दी जाएगी जिसके आधार पर हैड ऑफिस चैप्टर का अंश चैप्टर एक्सपेन्डिचर एकाउण्ट में ट्रॉसफर कर देगा।
- जिलास्तर पर सदस्यों की समस्याओं का निराकरण चैप्टर के पदाधिकारियों द्वारा अथवा चैप्टर कार्यालय में नियुक्ति कर्मचारियों द्वारा किया जाएगा। जिसके लिए आई0आई0ए0 वेबसाइट पर ऑनलाईन सुविधा उपलब्ध है।
- मण्डल स्तर पर सदस्यों की समस्याओं के समाधान हेतु समस्याए चेयरमैन द्वारा मण्डलीय अध्यक्ष को प्रेषित की जाएगी तथा वे इनका समाधान मण्डल स्तर पर करवाने का प्रयास करेंगे।
- मण्डल स्तर पर जिन समस्याओं का समाधान नहीं हो पाता है उन्हें सम्बन्धित चैप्टर द्वारा आई0आई0ए0 केन्द्रीय कार्यालय को प्रदेश स्तर पर हल करने के लिए ऑनलाईन सिस्टम के माध्यम से भेजा जाएगा।
- सदस्यों को समस्याओं के अतिरिक्त आई0आई0ए0 सदस्यों के विकास एवं जानकारी हेतु भी अनेक कार्यक्रम आयोजित करता है। कार्यक्रम चैप्टर स्तर पर एवं केन्द्रीय कार्यालय में आयोजित किये जाते हैं।

#### 1. चैप्टर मासिक रिपोर्ट

चैप्टर द्वारा की गयी गतिविधियों की मासिक रिपोर्ट निचे दिए गये "चैप्टर मासिक रिपोर्ट प्रोफोरमा" पर प्रत्येक माह की 5 तारीख तक विगत माह के लिए आईआईए हेड ऑफिस को ई मेल द्वारा उपलब्ध कराई जानी चाहिए। मासिक रिपोर्ट प्रोफोरमा की सॉफ्ट कॉपी आईआईए हेड ऑफिस द्वारा चैप्टर को उपलब्ध करा दी गयी है / करायी जाएगी ।

<b>Proforma for Chapter Monthly Report to be submitted in First week of every month for previous month</b>		
REPORT FOR THE MONTH OF -----UP TO- ----(Day)/----(Month)/20----		
<b>PART-A ( Static Information to be filled first time. Required to be updated only when there is any change)</b>		
1	<b>Name of Chapter</b>	
2	<b>Name of Chapter Chairperson</b>	
3	<b>Chapter Office Space (Tick the relevent statement)</b>	No Permanent Office Space
		Chapter Chairman/other office bearer's office is used as chapter office
		Chapter office is being run from rented premises (if yes, then the exact Sq. ft area)
		Chapter office in IIA own Building

4	<b>Availability of Chapter office equipments and Furniture</b>	No Equipments & Furniture available	
		(if available, mention the details and number as per Fixed Assets Register maintained in the Chapter)	
5	<b>Chapter Office Staff</b>	No Staff	
		Part time staff (Name(s) and date of Joining)	
		Full time staff (Name(s) and date of joining)	
6	<b>E-mails &amp; Moblie Numbers of key Chapter Office bearers</b>	Divisional Chairperson	
		Chapter Chairperson	
		Chapter Secretary	
		Chapter Treasurer	
		Chapter Office	
7	<b>Avaialbility of permanent phone numbers for Chapter Office in the name of IIA</b>	Landline	
		Mobile	
8	<b>Monthly Reports</b>	Are you submitting Chapter Monthly reports online / through Email / In hard Copies ?	
9	<b>Chapter Audited Balance Sheet submitted to H.O. (Give status of previous five years till F.Y 2017-18)</b>	For F.Y. 2012-13 to 2017-18 ( Please indicate yes / no for each year alongwith the date on which the balance sheet is submitted)- Please note the Balance Sheet is required to be submitted latest by 31st May each year.	FY12-13:----- --- FY13-14:----- ----- FY14-15:-- ----- FY 15-16:----- FY16-17:----- --- FY17-18:----- -----
10	<b>Chapter Bank Account Numbers</b>	IIA Membership Subscription a/c No.	
		IIA Expenditure Account No.	
		If any Other A/c, give detail of bank and a/c No.	
11	<b>Implementation of IIA Rules &amp; regulations, Operational Guidelines, Misson and values</b>	Whether IIA Rules & Regulations & Operational Guidelines are being implemented and Mission & values are adhared to?	
<b>PART-B ( To be filled every month at the time of submission of the report in first week of the month for previous month till last day of the month)</b>			
1	<b>Meeting Status</b>	Number of Chapter Meetings organised since July 2017.	Executive Committee meetings=
			General Body Meetings=

		Number of Udyog Bandhu Meetings attended since July 2017 (along with the no. of issues resolved)	
		Any other meeting organised / attended during the month(Give Details)	
		No of Pending issues at Udyog bandhu as on date	
2	<b>Memembership &amp; renewals</b>	Membership as on date as per IIA Website	
		Membership as on 1st April, 2018	
		Growth (in %age)	
		Membership renewals done since 1st April 2018 to till date	
		Membership due as shown on website as on date but not renewed.	
3	<b>Online system for issues and problems</b>	Whether Issues & Problems online system designed IIA Members being used by the Chapter and propogated to IIA members to use it?	Yes / No
		If yes, the Number of issues submitted online by Chapter Members during the month.	
		Number of issues solved at Chapter & H.O during the month	
		Number of issues pending for solution / action at Chapter level as on date	
		Number of issues of Chapter members pending for solution at IIA H.O as on date	
4	<b>Chapter initiatives for Industrial development Activities</b>	Workshops/seminars/conferences/exhibitions/etc organised till date during this year starting July 2018. ( to annex if list is large)	
		Workshops/seminars/conferences/exhibitions/any other event or programme organised during the month. ( Annesx report with photographs if any)	
		Industrial Development studies/Surveys conducted till date during the year starting July 2017.	
5	<b>Other Chapter activities</b>	Other Chapter activities held during the month ( Annex report with photographs if required)	
6	<b>Publications at chapter level</b>	Newsletter/directory/any other publication.	
7	<b>Press coverage</b>	Press Coverage during the month ( Attach the press clippings)	



## 2. चैप्टर बैंक अकाउंट संचालन एवं ट्रान्सफर ऑफ मनी:

### • **CHAPTER DEPOSIT & EXPENDITURE BANK ACCOUNTS:**

The Admission fee, Membership fee and all other receipts inclusive of the GST amount are to be deposited by each IIA Chapter in respective BOB “Deposit Account”. This Bank account is to be opened by IIA Head Office and Account Numbers will be provided to the Chapter alongwith the online facility to view the receipts and transfer for amounts.

On specific authorization and letter to Bank Manager from President IIA, every Chapter shall have to open an Expenditure Bank Account in nearest Bank of Baroda Branch, which will be jointly operated by the Treasurer and the Chairman/or Secretary of the Chapter, under intimation to the Head Office of IIA within 15 days of opening of the account giving the A/c number. Authorization of the President IIA will be for one year 1st July to 30th June. A fresh authorization has to be obtained by each IIA Chapter for operating the Expenditure Bank Account in the Chapter as soon as Chapter Chairman is nominated by the President IIA and the Secretary / Treasurer in the Chapter is changed. If at any stage, the President of the Association comes to the conclusion that the manner of operation of the bank account is prejudicial to the interest of the Association; the President will be entitled to get the bank account of the district chapter freeze. In such an event, the amount deposited in such bank account, shall be transferred to the central fund. In any case no amount is to be deposited in the Chapter Expenditure Bank Account and there shall be no other bank account operative at the Chapter level.

### • **TRANSFER OF IIA HEAD OFFICE AND CHAPTER SHARES:**

Out of the Membership fee deposited by the Chapter in respective BOB “Deposit Bank Account”, IIA Head Office will retain Rs 1100/-per member + GST on the admission & annual membership fee + any other tax liability on the miscellaneous receipts and transfer the remaining amount in to the respective BOB “IIA Expenditure account” of the Chapter based on the statement of membership fee and miscellaneous receipts submitted by the Chapter to IIA Head Office. In case of a new Chapter where membership strength is less than 40 and Chapter is headed by the Convener, the membership fee and other miscellaneous receipts will be deposited in the respective Chapter BOB Bank Accounts / IIA Head Office Accounts. Any expenditure in such Chapters will be reimbursed by the Head Office on actual to the Chapter.

### • **IIA FINANCIAL YEAR AND AUDITING OF CHAPTER ACCOUNTS:**

IIA Financial year is from 1April to 31 March. The accounts of IIA Chapter are required to be audited by a qualified CA by 30th April and a copy of the audit report is required to be submitted to IIA Head Office latest by 31st May.

## 4. ACTIVITIES OF THE DISTRICT/LOCAL CHAPTER:

- a) **Monthly, General Body Meeting:** Every Chapter shall hold monthly meeting of general body member on a pre fixed day, time and place every month. It is advisable to call a department head or a senior officer or a person who is connected or concerned with some aspect of Industrial growth activities e.g. Labour, Electricity, Industrial Department, Commercial Tax, Bank, SFC, Income Tax, Provident Fund, E.S.I., District Administration, Policy, etc. to the meeting as Chief Guest to address the members and to discuss their day to day problems. Such meetings should be fixed at least 10-15 days in advance so that proper intimation is sent to all members and their problems/issues are collected in time. These meeting should preferably be held in the evening and can be followed by tea or dinner if budget permits. Telephone/SMS/e-Mails requests in addition to the notice for attending the meeting gives better results. Such efforts will induce a better understanding amongst the members & strengthen their faith and confidence in the Association and help in membership growth of the Chapter. A brief report of every meeting be sent to the IIA

Head Office in monthly report as stated above. A copy of the monthly report should be mailed to also. Divisional Chairman should essentially be invited for General Body Meetings and made to sit on the dias.

- b) Meeting of Executive Committee :-** Meeting of Executive Committee (EC) should be held every month preferably in the week following General Body meeting in which past activities of the Chapter and of the EC can be reviewed and programme for the next meeting and other activities be drawn up.
- c) Minutes of the Meetings & Other Records :-** Proper minutes of the General Body and the Executive Committee meeting be maintained in a separate file or register and should be available for inspection by the Divisional Chairman/ General Secretary/ Sr. Vice President /President of IIA during their visit to the Chapter any time throughout the year. Besides a proper record of membership should be maintained **on IIA website and updated from time to time with the help of IIA head Office.** If the directory is maintained properly, respective Chapters will be able to track the dues/ subscription/and arrears of the members online. Two separate master files are maintained of all the correspondence received made by the Chapter with outsiders, between the Chapter and the members and between the Chapter and IIA Head Office / CEC.

The member's data on IIA website should be checked at least once in a month for updation /correction.

- d) Developmental activities: -** District Chapters will organize developmental activities such as Workshop's, Seminars, Symposiums, Exhibitions, Buyer Seller meets and any other activity which is directly related to industry. Chapters will not indulge in any other activity which is not related to industry unless approved by Central Executive Committee.

## **5. ELIGIBILITY OF IIA MEMBERS TO PARTICIPATE IN CEC ELECTION AND FOR VOTING:**

For participating in IIA CEC Election Process, the eligible members shall be those whose chapter contribution has been received by IIA Central Office upto 31<sup>st</sup> March of the respective year from the respective chapter verified by respective Chapter Chairperson. Any member who has not paid his subscription in full upto 31<sup>st</sup> March shall not be entitled to vote.

## **6. DAY TO DAY PROBLEMS OF IIA MEMBERS:**

Chapters should invite problems from members and try to solve them by taking up with the concerned department either in writing or through delegation of members, or by referring them to District Udyog Bandhu industry problem redressal forum as the need may be. In case a problem is not solved at District forum, it may be forwarded to Mandaliya Commissioner Udyog Bandhu forum through Divisional Chairman IIA. Representations to the Central or State Government will be made through the IIA Head Office only. Similarly all representations to the State Udyog Bandhu forum, Corporations and Departments outside the district or Division will be routed through the IIA Head Office only.

### **NOTE**

It is observed that few Chapters write letters to State and National authorities directly bypassing IIA Head Office. Then they expect/ask IIA Head Office to follow up for solution of the problems. This practice is strictly prohibited. Any such correspondence will be viewed as will full dis-obeyence of the IIA CEC directives.

**AN ONLINE SYSTEM FOR MEMBER'S ISSUES AND PROBLEMS SOLVING HAVE BEEN DEVELOPED AT IIA AS PER THE DETAILS GIVEN BELOW:**

Member can post their Issues & problems, get updates/action taken and check the status of the Issues & problems on this portal. IIA Chapter & HO can also post Issues & problems received directly from the members, take actions and check the status on respective issues & problems. IIA chapters can forward issues & problems to Head Office which require action at state level or national level.

The system works at three different levels:

1. Members level
2. IIA Chapters Level
3. Head office Level

For posting issues & problems and other facilities click on “ MSME’s ISSUE AND PROBLEM” on IIA Website home page.

Indian Industries Association (A GOLD rated association by NABET, CCI & member of National Board of MSME)

REGISTER | LOGIN | Check Approval Status | CONTACT US | QUERY

**INDIAN INDUSTRIES ASSOCIATION**  
AN APEX BODY OF MICRO, SMALL & MEDIUM ENTERPRISES  
(IN THE SERVICE OF MSME SINCE 1985)

About IIA | MGME Knowledge Bank | Certificate Of Origin | Membership | IIA Directory | Notification & Circular | Media Center | Org. Structure | Career | Events | Feedback

MSME'S ISSUE AND PROBLEM  
IIA REPRESENTATION  
TRADE FAIRS  
SPECIAL OFFER FOR MEMBERS  
GST (Helpline & Discussion Forum)  
BUY SELL DESK  
INTERNATIONAL AFFAIRS COMMITTEE  
MSME PRODUCTS HINDER  
IIA EMPLOYMENT SERVICE

MSME News Updates

Is Public Procurement helping UP increase manufacturing base? 30

New page opens as under for login by all three levels:

**1. At member level:** →

Go to member login and fill the following details:

**User Name:** Email id of member as in the member detail in IIA Directory on IIA website. (If two e-mail ID's are listed , keep only one otherwise this log in facility will not work)

**Password:** Member id of member

Click on **Log in**

**2. At Chapter Level:** →

Click on **Chapter Login**

**Enter** email id and password as communicated by IIA Head Office.

**At Head Office Level:** →

Click on **Head Office login**

## Level-1: Member level

After login the Member will see the following page on IIA website:

The screenshot displays the IIA Member Dashboard. At the top left is the IIA logo with the tagline "AN APEX BODY OF MICRO, SMALL & MEDIUM ENTERPRISES". At the top right, the user is identified as "Amit Bansal (Member)". The dashboard features a sidebar menu on the left with the following items: Dashboard, Profile, Issues And Problem, Post Issues, List Issues, and Product Buy/Sell. The main content area shows a "Dashboard" header and a "Back" button. Below this are five issue category cards: TOTAL ISSUES, RESOLVED ISSUES, ACTIVE ISSUES, REJECTED ISSUES, and WAITING ISSUES. Each card displays a count of 0. A tooltip labeled "Example tile shortcut" is positioned over the RESOLVED ISSUES card. Three orange arrows point from the sidebar menu items "Issues And Problem", "Post Issues", and "List Issues" to their respective categories in the dashboard.

Category	Count
TOTAL ISSUES	0
RESOLVED ISSUES	0
ACTIVE ISSUES	0
REJECTED ISSUES	0
WAITING ISSUES	0

When member Click on **Post Issues** Tab new page will open:

The screenshot shows a web interface for posting issues. At the top left is the logo of AN APEX BODY OF MICRO, SMALL & MEDIUM ENTERPRISES. At the top right is a user profile button labeled 'Amal Boreal (Member)'. The main content area is titled 'Post Your Issues' and contains the following fields:

- Department:** A dropdown menu with 'Select Department' selected.
- Union Department:** A text input field.
- Issue Level:** A dropdown menu with 'Chapter' selected.
- Have you earlier submitted issue & / problem on the same subject:** A dropdown menu with 'No' selected.
- Subject:** A large text area for entering the issue details.
- Rich Editor:** A toolbar with options for Paragraph, Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, and Undo/Redo.
- Upload File:** A section with a 'Choose File' button and an 'Upload' button. The text below reads 'Upload File (Maximum 10MB Allowed Format: pdf, ppt, jpg, png, doc)'.
- Post Issue:** A green button at the bottom right, highlighted with a red arrow.

After filling all required information in the above image click on **Post Issue** Tab. Now Issue of member has been posted.

After that system generated No reply email go to the member as well as respective chapter to which he / she is attached for further action on it.

Now member can see the issue in the List of Issues by clicking on **List Issues** tab.

## Level-2: Chapter level

After clicking on Chapter Login, new page will open :

Here chapter can login by using their email id and password (For any difficulty in log in contact 8601855570 / 8601855546).

Chapter dash board will appear as under:

	0-15 Days	16-30 Days	31-45 Days	More Than 45 Days
Number of Issues	0	0	0	4

	Active	Solved	Rejected	Total
Number of Issues	4	0	0	12
Return back to members				10
Waiting				

	Active	Solved	Rejected	Total
Number of Issues	1	0	25	12
				41

Issues & Problems posted by members will appear in the **waiting list** of Chapter dash board as above. After looking into the Issues & Problems uploaded by the member, chapter may seek additional information from the member, take action if problem pertains to district / divisional level, upload the action documents for record & member information, forward the issue / problem to IIA Head Office if it pertains to State / National level, wherein as well as change the status (**resolved, rejected, return back to member and active**) by clicking on **View** tab or can forwarded to IIA HO with their remarks by clicking on **Forward** tab.

Issue Id	Date	Chapter	Department	Unit	Contact Person	Mobile	Subject	Status	Action
1605970395	21/09/2017	Lipin	GGI	Aditya Techno Products Pvt. Ltd	Satendra Singh Parihar	9011935791	Excess input and less output blockage of Funds	Waiting	<a href="#">View</a> <a href="#">Forward</a>

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

After taking above actions by IIA chapter, email will go to respective Member and Chapter / Head office (in case of Issues forwarded to IIA HO).

After that issue will show in the following heads and level at Chapter login:

1. If I&P is active at chapter level then will see in I&P (Ageing Analysis) and I&P (Status)
2. If I&P is forwarded to IIA HO then will see in I&P forwarded to Head office level.





ISSUES AND PROBLEMS (AGING ANALYSIS)



	0-16 Days	16-30 Days	31-45 Days	More Than 46 Days
Number of Issues	0	0	0	0

ISSUES AND PROBLEMS (STATUS)



	Active	Solved	Rejected	Total
Number of Issues			1	1
Return back to members				1
Waiting				1

ISSUES AND PROBLEMS FORWARD TO DIVISION LEVEL

	Active	Solved	Rejected	Total
Number of Issues				

ISSUES AND PROBLEMS FORWARD TO HEAD OFFICE LEVEL



	Active	Solved	Rejected	Total
Number of Issues				

Chapter can also post the issues received offline from members as well as policy issues if any by clicking on **Post issue** tab

The dashboard displays the following statistics:

- TOTAL MEMBERS FOUND: 322
- TOTAL ACTIVE MEMBERS: 190
- TOTAL PAID MEMBERS: 64
- TOTAL UNPAID MEMBERS: 134
- TOTAL INACTIVE MEMBERS: 0
- TOTAL DELETED MEMBERS: 124

**ISSUES AND PROBLEMS (AGEING ANALYSIS)**

	0-15 Days	16-30 Days	31-45 Days	More than 45 Days
Number of Issues	0	0	0	0

**ISSUES AND PROBLEMS (STATUS)**

	Active	Solved	Rejected	Total
Number of Issues	1	0	0	1
Return back to members	0	0	0	0
Waiting	1	0	0	1

Chapter can see all active, solved, rejected and total issues & problems at chapter level as well as can also see all active, solved, rejected and total issues which chapter has forwarded to IIA Head office on chapter dashboard .

Chapter can take an action, put remark, upload Documents and change status on the active issues by clicking on **View** Tab of the particular issues.

The 'List Issues' table contains the following data:

Issue Id	Date	Chapter	Department	Unit	Contact Person	Mobile	Subject	Status	Action
IP270040	18/08/2014	Lucknow	UI/SDC	MONICA PRODUCTS	Sureka Bhalra Chaur Bhalra	9839064067	The Super Milk Products	Active	View Forward
IP270257	28/06/2015	Lucknow	Chief Minister's Office & Chief Secretary, I.P.	MONICA PRODUCTS	Sureka Bhalra Chaur Bhalra	9839064067	Representation from IIA for NVIP	Active	View Forward
IP270271	30/09/2015	Lucknow	Export Promotion Bureau I.P.	NONA PRIVATE LIMITED	Man Mohan Agarwal	8417008200	Non Receipt of MDV Claim for the year 2014-15 from Export Promotion Bureau Ultra Pradesh	Active	View Forward
IP270603	01/06/2015	Lucknow	Agriculture Department	MONICA PRODUCTS	Sureka Bhalra Chaur Bhalra	9839064067	Extension of tenure provided by AICIS more than 10 years old	Active	View Forward

After clicking on **View** tab:

The screenshot shows a web form titled "File Action". It contains several sections for data entry:

- Action taken:** A large empty text area.
- Remarks:** A large empty text area.
- Status:** A dropdown menu with "Select Status" as the current selection.
- Action level:** A section with a file upload instruction: "Upload File(Max size: 20MB, Allowed Format:- pdf, jpeg, jpg, png, docx)". Below it is a "Choose File" button and a text input field showing "No file chosen". A green "Upload" button is also present.
- Receipt no. letter:** A section with a file upload instruction: "Upload File(Max size: 20MB, Allowed Format:- pdf, jpeg, jpg, png, docx)". Below it is a "Choose File" button and a text input field showing "No file chosen". A green "Upload" button is also present.
- Summary Letter:** A section with a file upload instruction: "Upload File(Max size: 20MB, Allowed Format:- pdf, jpeg, jpg, png, docx)". Below it is a "Choose File" button and a text input field showing "No file chosen". A green "Upload" button is also present.

At the bottom center of the form is a blue "Submit" button.

## **7. ATTENDING MEETING OF IIA CEC:**

Meeting of Central Executive Committee (CEC) must be attended by the Chairman of the Chapter, who is also an ex-officio member of the CEC. Only under unavoidable circumstances, should he seek a leave of absence from the CEC in that case it is desirable that the Vice Chairperson / Secretary of the Chapter attends the CEC .

## **8. ROLE AND RESPONSIBILITIES OF DIVISIONAL CHAIRMAN AND HIS INTERACTION WITH THE CHAPTER:**

One Divisional Chairman is nominated for a group of Chapters. Chapter Chairman must feel free to contact Divisional Chairman of his/her area for any problem/suggestion/assistance regarding working of the Chapter or for solving problem with Government Departments in his town and at Divisional Level. Chapter Chairman should also invite Divisional Chairman in important meetings, of Chapter. However, every Divisional Chairman is required to visit the Chapter atleast once during the first quarter of the year i.e. July-Sept. and as and when he feels necessary for furthering the interest of the Association and the Chapter.

Divisional Chairman may use chapter office whenever he needs such help for preparing cases of the IIA members.

Divisional Chairman will attend all Mandaliya Udyog Bandhu forum Meetings and problems of IIA members not solved at this forum will be forwarded to IIA Head Office through respective Chapters.

Divisional Chairman will maintain liason with all Divisional Level Officers of the Govt.

## **9. DRAFT AGNEDA FOR MONTHLY MEETINGS:**

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

- Self introduction of the members (atleast for first months).
- Proper welcome of Chief Guest/Speaker.
- Information received from CEC/IIA Head Office
- Information sent to CEC / IIA Head Office.
- Information on activities of the Chapter during past one month.
- Correspondence/details of interaction with Divisional Chairman incharge.

## **10. PROBLEM CONCERNING POLICY MATTERS:**

Problems concerning Policy Matters on various subjects should be sent to the IIA Head Office from time to time through online system as stated at 8 above. IIA Chapter is also required to respond to the requests sent by the IIA Head Office for views on policy issues and Studies/Surveys conducted from time to time.

## **11. SPECIALIZATION IN VARIOUS SUBJECT:**

Specialization in various subjects should be encouraged. Members can be identified who can give advice to other members on the subjects like Commercial Tax, Labour, Banking etc. Such pooling of resources and ideas will help the members and also increase their interest in the Association. Professionals in various field can also be enrolled as members and their help and views sought in the matter of solving individual problems as well as in making suggestions on policy issues for consideration by the IIA Head Office. It is recommended that Subject Committees in line with that of IIA Head Office are constituted at Chapter level also to establish a professional link.

## **12. OFFICE STAFF:**

Appointment of Office Staff is a must for successful IIA Chapters. It is seen that those chapters who have the services of part time or full time staff member, have generally done well, as the availability of staff member helps in improving communication between Chapter and its members as also between the Chapter and the Head Office. With part time or permanent Staff at Chapters value added & revenue generating services e.g. GeM Facilitation etc. can be initiated.

## **13. CHAPTER OFFICE:**

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

## **14. DIRECTORY OF INDUSTRIES:**

Directory of Industries in your District/Town should be prepared listing units working in your area, with details of their item of production and other relevant information. This list should contain the names of members as well as non-member units in your area. For preparing the directory, members data available on IIA website should be used.

## **15. E MAIL IDs FOR CHAPTERS:**

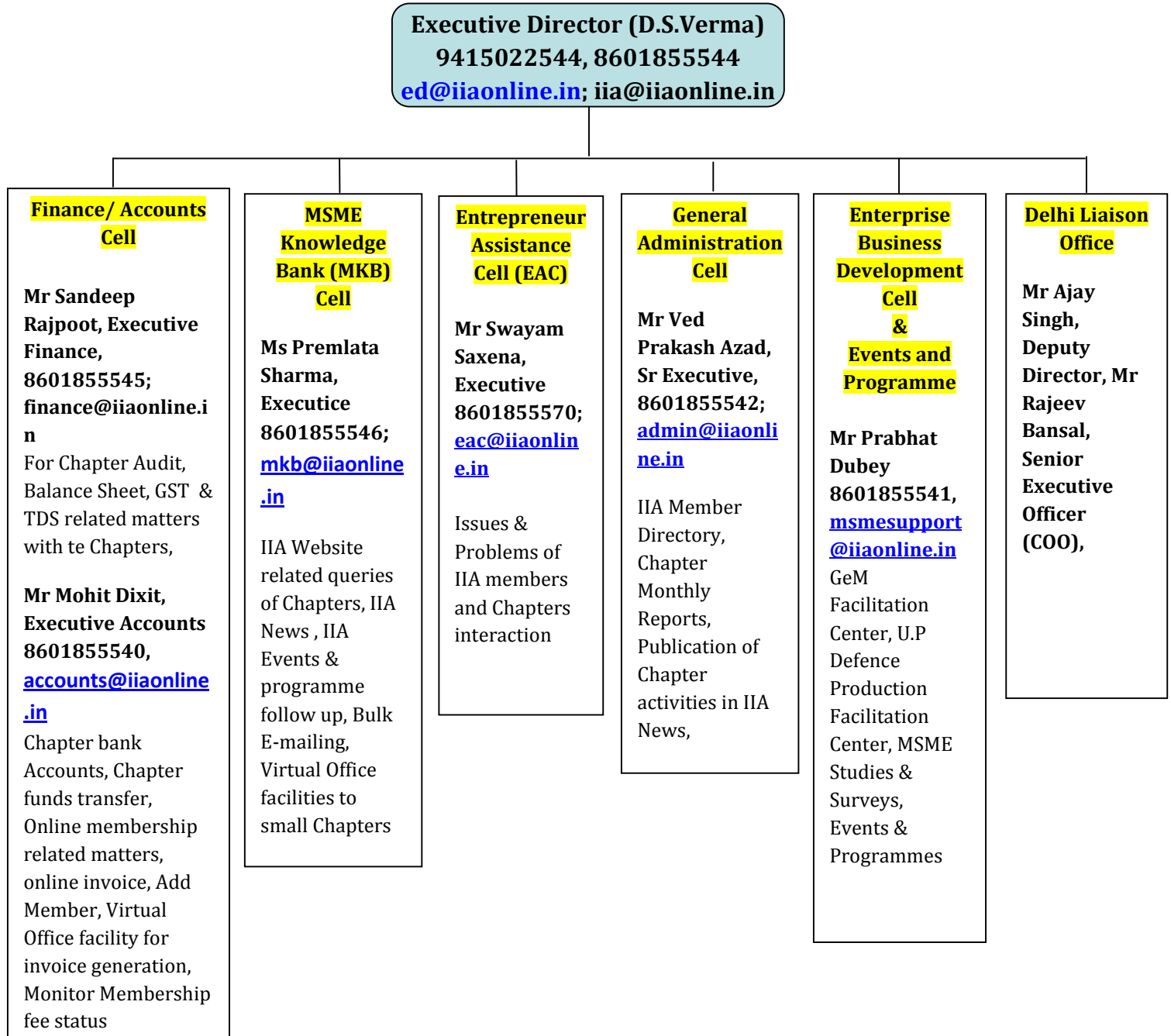
Official E Mail IDs should be created for the chapter key Office Bearers and Chapter Office. These E-mail ID's should be handed over to new Office Bearers.

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

## 16. okVt &, lk dk mi ; ksx

विगत कुछ समय से वाट्स-एप का उपयोग आई0आई0ए0 में सुगम विचार-विमर्श एवं सूचनाओं के आदान-प्रदान के लिए किया जा रहा है। इसके लिए केन्द्रीय कार्यालय स्तर पर सी0ई0सी0 2018-19 गुप बनाया गया है। इसी प्रकार प्रकार चैप्टर स्तर पर भी आफिस वियरर एवं सदस्यों के गुप बनाए जाने चाहिए। परन्तु इन गुपों में सोशल, पॉलिटिकल एवं धार्मिक संदेश पूरी तरह वर्जित होने चाहिए। इनका उपयोग आई0आई0ए0 की गतिविधियों और एम0एस0एम0ई0 से सम्बन्धित सूचनाओं के लिए ही होना चाहिए।

## 17. IIA HEAD OFFICE EXECUTIVE STRUCTURE FOR CHAPTER INTERACTIONS



## **18. CHAPTER EXECUTIVES:**

### **[A] Chapter Executives' Roles, Code of Conduct and Values**

**(As decided during Orientation Training Program held at IIA HO on 4<sup>th</sup> & 5<sup>th</sup> Sep. 2013)**

#### **Roles/Responsibilities**

1. Handle IIA Members' Issues & Problems directly or with the help of Chapter/Divisional Office Bearers.
2. Organize Chapter meetings, record minutes and follow up for necessary actions.
3. Organize programs/events for the betterment of IIA Members.
4. Manage Chapter Accounts and files.
5. Liaisoning with District level Govt offices.
6. Letter drafting and mail writing.
7. Preparing summary & details and updation of members' Issues & Problems on IIA website, follow up with the government departments on the progress of I&P and sending reminders accordingly.
8. Disseminating important information to IIA Members through bulk mails/SMSs.
9. Handling communication received from IIA HO for necessary action and providing timely feedback to IIA Head Office.
10. Ensure implementation of IIA Rules & Regulations, Chapter operational guidelines, IIA Vision, Mission & Values taking support from the Chapter Office Bearers.
11. Maintain regular contact with the members in the chapter.
12. Ensure proper upkeep and discipline in the chapter office.
13. Plan daily/weekly/monthly activities and submit daily report through e-mails on a structured format to the Chairman, Divisional Chairman as well as other senior Office Bearers of the Chapter as will be desired by the Chapter Chairman.
14. Maintenance & updation of chapter websites with the help of IIA HO.
15. Ensure publication of Chapter news/report in IIA News Letter published from IIA HO.

#### **Code of Conduct**

1. Be courteous/well behaved with all concerned.
2. Be punctual, responsive and disciplined.
3. Adjust with the nature & priorities of the Chairman and senior Office Bearers of the chapter.
4. Be patient with members and office bearers.
5. Keep a positive & learning attitude always.
6. Be transparent and keep oneself away from alliances with different groups/parties.
7. Be committed to IIA's cause.
8. Should be ready to take initiatives.
9. Be clear about the job.

#### **Values**

1. Be honest & sincere.
2. Be truthful.
3. Be dutiful.
4. Be sensitive for members' problems.

**[B] Suggestions made by the Chapter Executives during their Training Programme held on 4<sup>th</sup> & 5<sup>th</sup> Sep 2013 at IIA HO for proper functioning of the Chapter.**

1. IIA Chapter Executives need to be made well equipped and trained to use the technology.
2. Office structure alongwith the pay scale of the executives/staff at Chapter level should be worked out.
3. Employee ID card should be provided to all the Chapter Executives for better identification.
4. Dress code for all Chapter Executives should be worked out.
5. IIA executives/staff should be provided with CUG numbers for better coordination among them.
6. Appointment letters should be provided to IIA Chapter Executives.
7. IIA may implement social security measures e.g. ESI and EPF for the executives/staff of IIA.
8. IIA HO should provide annual holiday list to all IIA Chapters as is observed in IIA HO.
9. IIA Chapter Executives should be provided orientation training by IIA HO after joining IIA and regular refresher training programs should be organized atleast once in a year.
10. Roles and responsibilities of Chapter Executives should be made clear at the time of joining.
11. Executives/staff designation should be made uniform in all IIA Chapters as well as at IIA HO.
12. Each IIA Chapter should have own office with competitive staff.
13. For field work, there should be additional support staff.
14. Chapter Executives are required to visit various Office Bearers' places which consume lot of time and efforts. As such it is proposed that Office Bearers may schedule their visits to Chapter Office so that the executive is able to discuss and show details to them and take action in the office in their presence.
15. At times executives receive different directives for the same task from different Office Bearers. It also happens that there are too many Office Bearers who desire that executives should listen to them only. In such situations the executives get confused and work output suffers as well as the executive remain de-motivated.
16. Office working hours need to be defined.
17. IIA may have HR Policy in place for its employees including recruitment, appraisal etc.

## **19. CHECKLIST FOR IMPLEMENTATION OF CHAPTER OPERATIONAL GUIDELINES**

- 1) **Monthly, General Body Meeting:** Whether the schedule for the whole year July to June end has been drawn and communicated to IIA Head Office for the current operational year . (Y/N)
- 2) **Online System of Issues and Problems:** Whether the chapter submits the problem of its members via online system to IIA Head Office and also monitor it online. (Y/N)
- 3) **Chapter Members online details and system:** Whether the Chapter is updating IIA Members directory on the website regularly and keeping it fresh. (Y/N)
- 4) **Membership fee online invoices and receipts:** Whether the Chapter is preparing online Membership fee invoices and issuing receipts thereon to the members for the fee received. (Y/N)
- 5) **Member awareness to use IIA Online facilities:** Whether the Chapter is organizing awareness campaign for the members of the Chapter to use online facilities provided for them on IIA website. (Y/N)
- 6) **Accounting compliances:**
  - a) Chapter has adopted the Centralised accounting system and all transactions are done through the bank accounts opened for the purpose. (Y/N)
  - b) Chapter maintains financial documents such as Cash Book, Ledger, Balance sheets, details of Fixed Assets etc (Y/N)
  - c) Chapter have submitted Audit Report duly signed by the CA to IIA head Office for the previous financial year latest by 31<sup>st</sup> May of the following year. (Y/N)
  - d) Chapter has submitted details of Fixed assets including trust deeds / lease documents to IIA Head Office. (Y/N),
- 7) **Duties of Divisional Chairman:** Whether Divisional Chairman attends all Mandaliya Udyog Bandhu forum Meetings. (Y/N)
- 8) **Online web System of Chapter Activities:** Chapter know about its login details on IIA website and is using all the facilities provided therein as well as is monitoring the progress through this system. (Y/N).
- 9) **Chapter Monthly Report:** Chapter monthly report is submitted regularly for the previous month by 5<sup>th</sup> day of the following month. (Y/N)
- 10) **IIA Accreditation Standards:** Chapter is aware of IIA Accreditation Standards as laid down by NABET QCI and is making efforts to comply with the standards. (Y/N)
- 11) **Code of Conduct:** Whether the Chapter Officials follow the Code of Conduct prescribed in the Chapter operational guidelines. (Y/N)



## **20. CHECKLIST FOR IMPLEMENTATION OF IIA RULES & REGULATIONS**

- 1) **IIA Objectives:** The Chapter is aware of the Objectives laid down in IIA Rules and Regulations. (Y/N)
- 2) **IIA Chapter Activities:** All the activities of the Chapter are carried out as per objectives stated in IIA Rule and Regulations.
- 3) **Admission and Membership Fee:** Chapter is charging the admission fee and Membership fee strictly as approved by the CEC. (Y/N)
- 4) **Roles and designations of Chapter Office Bearers:** Chapter Office bearers are using the correct designations as defined in IIA Rules and regulations and discharging their responsibilities accordingly. (Y/N)
- 5) **Paid up list for CEC Elections:** Chapter is aware about the rules & regulations for Election of CEC Member, eligibility of the chapter to gain / retain CEC seat in the election and that only those members will be eligible to contest / cast vote for CEC Election who have paid their membership fee till 31<sup>st</sup> March of the current year and there is no arrear of previous years fee. (Y/N)
- 6) **Executive Committee of Chapter:** The Chapter have constituted an Executive Committee and the committee meetings are held regularly. (Y/N)

## 21. IIA Chapter Evaluation and Performance Rating

Chapter name: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

### Objective:-

IIA has unique two tier System for managing the affairs of the Association ie. IIA Head Office and IIA Chapters. Though the infrastructure, manpower resources and Management Systems at IIA Head Office have stabilized to a reasonable extent yet there are lots of variations at IIA Chapter levels. In order to increase the awareness and motivate IIA Chapters to follow the rules, regulations , systems and procedures of IIA, this system of “IIA Chapter Evaluation and Performance Rating” is being introduced. For facilitating IIA Chapters to improve the performance, one of the Senior Office Bearer from IIA Head Office will be nominated to monitor this system.

### Chapter Evolution & Performance Criteria’s and Corresponding weightage\*

(\*Weightage points indicated against each performance criteria and the performance criteria’s may change in times to come depending upon the experience and will be rationalised / fine tuned)

#### 1. Chapter office space (Maximum Points-10)

- No permanent office space 0
- Chapter Chairman/other office bearer’s office is used as chapter office 1
- Chapter office is being run from rented premises with proper Rent agreement in the name of IIA . (Depending upon the area & action) 2-8
  - Upto 200 Sq ft area 2
  - 200 Sq ft to 300 Sq ft 4
  - 300 Sq ft to 400 Sq ft 6
  - > 400 Sq ft 8
- Chapter office in IIA own Building with all documents Submitted to IIA H.O. (Depending upon the built up area & completion of all legal formalities as per IIA rules & regulation.) 8-10
  - Office space + meeting hall 8
  - Office space + meeting hall + office bearers cabins 9
  - Office space + meeting hall + office bearers cabins + Library + open space for events 10

#### 2. Chapter office Equipments (Maximum point-10)

- No equipment 0
- Equipments & Furniture is Available (Depending upon the number and ideal requirements) 1-10
  - 1 Table + 1 Chair + 1 Computer + 1 dedicated telephone 1
  - 2 Tables + 2 Chairs + 1 Computer + 1 dedicated telephone + Internet Connection 2
  - 2 Tables + 2 Chairs + 1 Computer + 1 dedicated telephone + Internet Connection 3
  - 2 Tables + 2 Chairs + 1 Computer + 1 dedicated telephone + Internet Connection+ Photocopier cum Scanner 4
  - 2 Tables + 2 Chairs + 1 Computer + 1 dedicated telephone + 5

- Internet Connection +Photocopier cum Scanner + Projector
- 2 Tables + 2 Chairs + 2 Computer + 1 dedicated telephone + 1 Mobile Phone No. +Internet Connection + Photocopier cum Scanner + Projector 6
- 3 Tables + 3 Chairs + 2 Computers +1 dedicated telephone + 1 Mobile Phone No. + Internet Connection + Photocopier cum Scanner + Projector 7
- 3 Tables + 3 Chairs + 2 Computers + 2 dedicated telephone + 2 Mobile Phone No. + Internet Connection + Photocopier + Projector+ Scanner 8
- 4 Tables + 4 Chairs + 3 Computers + 2 dedicated telephone + 3 Mobile Phone No. + Internet Connection + Photocopier + Projector + Scanner 9
- >4 Tables + >4 Chairs + >3 Computer + 2 dedicated telephone + > 3 Mobile Phone No. + Internet Connection + Photocopier + Projector + Scanner 10

**3. Availability of Chapter office Staff ( Maximum Point-10)**

- No Staff 0
- Part Time Staff directly Or From Chairman’s Or other Office Bearers own Office Working for IIA Chapter 1
- Permanent full time office Staff is available (Depending upon the No’s /Competencies/ capabilities) 2-10
  - No. of employees –2 2
  - No. of employees –3 4
  - No. of employees –4 6
  - No. of employees –5 8
  - No. of employees –6 or > 6 10

**4. Implementation of IIA Rules & Regulation and Chapter operational guidelines (Maximum Point-20)**

- IIA Rules & Regulation- maximum point-10 (Based on the Check list) 10
- Chapter Operational Guidelines- max. point-10 (Based on the Check list) 10

**5. Implementation of Action Plan as Communicated by IIA Head Office & Response to Communication sent from IIA Head Office – Maximum point-10**

- (1 point for every action plan implemented and reported back to IIA head Office)

**6. Chapter initiatives for Industrial Development activities- max points-10**

- Industrial Development Programs organized e.g. Workshops/Seminars/conference/Exhibitions – (0.5 point for each activity subject to maximum 5 points) Max. 5
- Industrial Development studies /Surveys Conducted & report prepared, Cluster Development activities etc. (1 point for each activity subject to maximum 5 points) Max. 5

**7. Representation in District Industry bodies e.g. Udyog Bandhu, Departmental Meetings and issues / Problems of IIA members taken up -maximum Point-10**

- (0.5 points for each issue / problem of IIA members solved subject to max. 10 points) **10**

**8. Membership Growth at the end of the year( 31st March) Compared to start of the year (1st April)**

- Negative (-1) point for every 10% decline or part thereof **(-) 1to (-)10**
- Stagnant **0**
- Growth (1 Point for every 10 % growth or part thereof) **0 to 10**

**9. Others - Maximum 10 Points.**

- Attendance of Chapter Chairman in CEC Meeting – maximum 5   
5 Points. (0.5 point for every attendance in CEC)
- Chapter EC Meetings & General Body Meetings – maximum 5   
5 Points.  
(0.20 point for each meeting upto maximum 25 meetings in a year)

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**Total Points Scored**

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/100

**Evaluation by**

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

Signature : \_\_\_\_\_

**RULES &  
REGULATIONS  
of  
INDIAN INDUSTRIES  
ASSOCIATION**



# RULES AND REGULATIONS



OF

## INDIAN INDUSTRIES ASSOCIATION

1. **Name** : The name of the Association is Indian Industries Association
2. **Full Regd. Address** : IIA Bhawan, Vibhuti Khand, Phase-II, Gomti Nagar, Lucknow
3. **Territorial Limits** : The territorial limits of the Association shall be any where in India.
4. **Objective:** The aims and objects for which the society is established are as follows:-
  - I. To foster, to promote and to co-ordinate co-operation and movement for promotion of micro , small and medium sized enterprises, by pooling the creative genius of micro, small and medium sized enterprises at regional and national levels, and capabilities of governmental and non-governmental agencies engaged in development of micro, small and medium sized enterprises.
  - II. To examine handicaps of micro, small and medium enterprises and to suggest remedial measures for their removal.
  - III. To collect, to collate and to disseminate information on expertise, innovations and technology in sectors specifically relevant to micro, small and medium enterprises.
  - IV. To identify, to assess and to assist in attending to the social, economic, educational, technical, legal and other incidental needs of the micro, small and medium enterprises.
  - V. To encourage and to facilitate grater technical, industrial, social and economic co-operation and understanding between micro, small and medium enterprises of developed and developing countries in the context of the emerging new world economic order through transfer of technology and dissemination of industrial and technical information.
  - VI. To prepare and to publish papers, periodicals and reports in furtherance of co-operation and understanding on technical and other needs of micro, small and medium enterprises with a view to benefiting them.
  - VII. To organize Seminars, Conferences, Expert Group Meetings, Technology and Product Development Programmes etc, with a view to assisting the production/ quality/import/marketing/technical capabilities of micro, small and medium enterprises and to make representations to 'regional and national' bodies and agencies.
  - VIII. To enlist the services of experts, on suitable basis, for the benefit of members on matters relating to industry, commerce, trade and other incidental needs.
  - IX. To mobilize public opinion on all problems pertaining to micro, small and medium enterprises and to undertake surveys and studies for the same.
  - X. To promote regional and national chapters/committees, organizations at appropriate levels to promote the objectives and programmes of the society.
  - XI. To work with institutions imparting technical training so that their training programmes remain in tune with the need and demand of industry to get quality work-force.

- XII. To promote advancement of commercial and technical education, advertising and study of different branches of micro small and medium enterprises and to set up a foundation of endowment for encouraging research work.
- XIII. To collect, to formulate and to express views of members on connected matter at various regional and national forums with a view to securing their fullest support to the various suggestions contained therein.
- XIV. To create a comprehensive Data-Base by establishing a well equipped library and computerized information center with regard to micro, small and medium level enterprises.
- XV. To study cases that strain labour management relationship and to suggest ways and means for securing industrial peace and uninterrupted production.
- XVI. To form charitable trust(s) for the safe and proper custody, use and maintenance of the immovable property of the society.
- XVII. To accept, to receive, to purchase, to take on lease or hire, or to otherwise acquire any movable or immovable property or any rights or privileges necessary or convenient for the purpose, though fit or expedient.
- XVIII. To acquire by gift, purchase, exchange, lease, hire or otherwise, any land building, equipment or other properties for the furtherance of the objectives of the society and to construct or alter any building for the purpose.
- XIX. To invest surplus funds and to help investment of any funds from time to time in the modes of investments which are permissible in terms of Section 11(5) of the Income Tax Act., 1961 and subsequent amendments thereof.
- XX. To sell, to lease, to transfer, to exchange, to mortgage, to dispose off or to otherwise deal with any property belonging to the society provided that the said activities are not motivated by generation of commercial profit or gain but are only in the interest of the members and will further the objectives of the society. All funds, money or other securities thus to the objectives of the society and shall be applied or accumulated for the promotion of charitable purposes as stated in the Income Tax Act and shall not be used to declare dividends directly or indirectly.
- XXI. To accept grants and other financial assistance from government and non-governmental sources or private voluntary organizations-national, regional or international or to enter into any agreement with them with a view to promoting the objectives of the Society, provided that in respect of contribution from foreign sources, complete records shall be kept by the Society in accordance with prevailing laws, rules and regulations.
- XXII. To take loan/advances on such terms and conditions as may be necessary from time to time for purposes of running the Society.
- XXIII. The Society may receive contributions for advancement of the objectives of the Society. All such contributions shall be solely utilized and applied towards the promotion of its aims and objectives only as set forth in this memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any other manner whatsoever, to the present or past members of the Society or to any other person, though reimbursement of expenses incurred on activities pertaining to the Society duly authorized and evidenced by supporting vouchers would be permissible. Payment of a reasonable remuneration, taking into account the nature of services and the person's experience etc. would also be permissible to governing body member as the need may arise.

- XXIV. The income and property of the Society, whensoever derived, shall be applied solely towards the promotion of the objects of the Society as set forth in this Memorandum of Association, and no portion thereof shall be paid or transferred directly, or indirectly, by way of dividend, bonus, or otherwise by way of profit of the members of the Society, provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Society, or to any member of the Society, in return for any services actually rendered to the Society, or the payment of adequate compensation and proper rent for premises demised or let by any member to the Society, but no member of the Committee or Management of the Society or any office bearer of the Society shall be paid by way of fees, and that no remuneration or other benefit in money or money's worth shall be given by the Society, to any member of the Committee or management, except repayment of out of pocket expenses duly authorized and supported by proper vouchers.
- XXV. To carry on such activities of general public utility which do not involve any activity for profit by the Society. Any such activity undertaken by the Society shall be conducted on a 'no profit and no loss' basis and the incidental surplus, if any, shall be applied only for charitable purposes or to further the objects of the Society and shall not be distributed as dividend, profit, bonus or otherwise to the members.
- XXVI. To do all such other lawful acts and deeds as are incidental or conducive to the attainment of any or all of the objectives of the society.
- XXVII. To foster and to promote CO-operatives, Corporation, Consortium Bodies for financial assistance, Counseling services, Consultancies and any other institution for the requirements and benefit of micro, small and medium enterprises.
- XXVIII. To do anything this may be needed for any purpose for the general benefit of the micro, small and medium enterprises.
- XXIX. All the income, earnings, moveable, immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objects only as set for in the memorandum of Association and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the Society or to any person claiming though any/one or more of the present and past members. No member of the society shall have any personal claim on any movable or immovable properties of the Society or shall make any profits, whatsoever, by virtue of his membership.

## **5. MEMBERSHIP:**

The Association shall admit ordinary/honorary/Associate/Affiliated/Institutional/ Corporate members from all or any of the following categories. However, the membership of the Association shall be subject to final approval by Central Executive Committee (CEC).

- (a) Any company/firm engaged in manufacturing and processing and assembling activities and other industrial activities and commodities or any such products used by the common man/industries in India or in any other country.
- (b) Any company/firm/individual engaged in imparting services like consultancy and other professional services.
- (c) All individuals or organizations or association engaged in promotion of industrial activities or services either in private or public sector, subject to prior approval of CEC at a regular meeting.
- (d) The CEC can also enroll as members such individuals who in opinion of CEC have contributed or are competent to contribute their services for the benefit and performance of the objective of the



society. Such membership shall automatically terminate on the 30<sup>th</sup> day of June next after the date of nomination. However the CEC in its discretion may by resolution, from year to year continue such membership for the ensuing year.

- (e) The CEC can also enroll life members as well as patrons of the society.

#### **6. ADMISSION FEE AND SUBSCRIPTION:**

The Annual subscription and admission fees for membership of the Association shall be fixed by the CEC and the CEC may revise it from time to time. The term of Association will start on 1<sup>st</sup> of July and will end on 30<sup>th</sup> June every year.

#### **7. TERMINATION OF MEMBERSHIP:**

The membership may be terminated by the CEC in the following manner and on the happening of the following contingencies:

- (h) Death of the member.
- (i) Insanity of the member.
- (j) If the member has been declared insolvent.
- (k) If the member has been convicted in a criminal case by a court of law.
- (l) Resignation by the member: The resignation shall be in writing and will be submitted after paying all outstanding dues including subscription as on date of resignation.
- (m) The subscription of the member is due for 2 years or more, then the membership may also be terminated by CEC.
- (n) If the member is found working derogatory to the interest of the Association.

#### **8. CENTRAL EXECUTIVE COMMITTEE (CEC):**

The CEC will be the governing body of the Association and shall comprise of:-

- (e) Elected members up to 21 as per rules of the Association defined in the rules and regulations elsewhere.
- (f) All the office bearers of the society i.e. The President, Sr Vice President, Vice President(s) and General Secretary, Secretary(ies), Treasurer, Chairman of U.P. Sub-Committee(s) and Chairman of area/District Chapters.
- (g) The elected CEC member cannot hold any post of an office bearer other than that of the President as defined by the term "Office Bearer" elsewhere in Rules. This restriction would continue to apply even after his/her resignation for his her remaining tenure as Elected CEC Member
- (h) **The following will be permanent/special invitees to CEC Meeting:-**

**III.** Past Presidents of the Society.

**IV.** Any person(s) invited by the President and/or CEC Member with a view to seek his/her opinion in the larger interests of the Society.

## **9. ELECTION OF CEC MEMBERS:**

Prior to every election of CEC members, an election officer shall be nominated by the CEC who will be responsible to conduct the election of the members of CEC through postal ballots as per procedure and programme chalked out by the CEC in its regular meeting. All the eligible members will be allowed to participate in the election programme.

Electoral constituency for election of a CEC Member will be based on total number of eligible members divided by 21 and the eligible members shall be those whose chapter contribution has been received by IIA Central Office upto 31<sup>st</sup> March of respective year from the respective chapter verified by respective Chapter Chairperson. Any member who has not paid his subscription in full up to 31<sup>st</sup> March shall not be entitled to vote.

If more than required nominations are received from a chapter/area then election will be held in that particular chapter/area only for the final candidate under the supervision of Election Officer.

(For example if total number of paid members lists received in IIA head office is for say 4200 members then the Electoral Constituency for one CEC Member will be  $4200/21=200$ . In that case if number of paid members in a Chapter exceeds 200 then more than one CEC member can be elected from that Chapter based on the whole number multiplier principle i.e the 2<sup>nd</sup> CEC member will be entitled after the number of paid members exceeds 400 and so on. In case the number of paid members in a chapter is less than 200 the Chapters will be clubbed area wise by the Election officer for election of CEC member from such Chapters. However such clubbing will not be allowed with any chapter having paid membership of 200 or more.)

The ballot paper prepared after receiving nomination, their scrutiny and withdrawal shall be dispatched to the members at least fifteen days before the date of election. The decision of the Election Officer regarding acceptance of nominations for the membership of CEC, the preparation of voters list and the election results shall be final. The date of scrutiny and withdrawal of nomination shall be decided by the election officer. CEC shall consist of not more than 21 elected members out of which 1/3<sup>rd</sup> members shall retire every year by rotation. Thus every elected CEC member shall have a term of 3 years.

### **9 (A). ELIGIBILITY FOR BECOMING A CEC MEMBER:**

- VIII) Minimum 5 years of continuous IIA membership
- IX) Must possess a valid MSME Entrepreneur Memorandum Part-II acknowledgement to be enclosed along with the nomination form.
- X) Must have been an Office bearer at Chapter level having an exposure of CEC meetings at Central level/Divisional level /Working group head at Central level.
- XI) Must have complete faith on IIA Constitution, Culture and values and is not indulged in any kind of anti IIA activities at any point of time.
- XII) Employee other than Director in a Pvt. Ltd Company of a member enterprise will not be eligible for the election as CEC member of IIA.
- XIII) Elected CEC member can be elected for maximum two terms. However elected CEC Member will not be eligible for election for the consecutive term.
- XIV) Elected CEC Member will lose his / her status as CEC Member for remaining tenure (subject to the approval of President) in case his / her attendance in CEC Meeting in a year is less than 50%. For such remaining tenure, CEC may nominate / elect another senior member from the respective area and the criteria of minimum attendance will apply to such nominated member also.

## **10. ELECTION OF PRESIDENT:**

Election Officer shall call the meeting of the elected members of CEC within 15 days of CEC election to elect a President of the Association. Any member of the Association whose name appears on voting list shall qualify to be elected as President of the Association, but for not more than two consecutive terms.

## **11. ELIGIBILITY, DUTIES & FUNCTIONS OF THE OFFICE BEARERS:**

### **A) ELIGIBILITY:**

All office bearers of the society including the President, District Chairman and Elected CEC Members must own a manufacturing unit.

### **B) PRESIDENT**

The President shall be the head of the organization. The President shall preside over all the meetings of General Body. Central Executive Committee and such Committee of which he would be the Chairman. The President so elected shall nominate the office bearers, Chairman of sub-Committees, Local/ District Chapters as deemed necessary for the proper functioning of Association.

The President shall have power to call meeting of the CEC, to give Directions to the Secretariat and to interpret the policy of the organization and be its Chief Spokesman.

The President shall exercise the power of the CEC during the intervening period of two meetings. Such action by him shall be placed before the next CEC meeting and ratified.

The President shall have power to call for record from Secretariat and to do all such acts as may be necessary and in furtherance of the objectives of the society.

The Elected CEC Members will have power to impeach the President with a resolution passed by three fourth majority vote and to elect a new President in his place for the remaining tenure in a special CEC Meeting called by 1/3 Elected CEC Members.

### **C) SENIOR VICE-PRESIDENT**

One Senior Vice-President may be nominated by the President whose duties and functions shall be assigned to him by the President from time to time.

### **D) VICE-PRESIDENT**

As per requirement, Vice-President(s) shall be nominated by the President, whose duties and function shall be assigned by the President from time to time.

### **E) DIVISIONAL CHAIRMAN**

Divisional Chairman Shall be nominated by the President for two or more District chapters, whose duties and functions shall be assigned by the President from time to time.

### **F) GENERAL SECRETARY**

The General Secretary shall perform such functions as may be assigned to him by the President from time to time.

### **G) SECRETARY**

As per requirement, Secretaries shall be nominated by the President who shall perform such functions as may be assigned by the President from time to time.

## **H) TREASURER**

The Treasurer shall issue appropriate instructions to the Secretariat for the maintenance of accounts of Association in such a manner as may be desired by the CEC from time to time. The Treasurer shall also present the Annual Statement of Accounts of the Association with Auditors Report at the Annual General Meeting of the Association. The Treasurer would present a budget and have the same approved by CEC within three months prior to close of the year to cover the normal recurring expenses, capital expenditure and special activities for the following year.

Apart from above President can nominate any officer or convener of the state or district as per requirements

## **12. MEETINGS:**

- (a) Seven days clear notice shall be required for holding an ordinary meeting of the general body. In the meeting of the general body, the quorum shall be 100 members, or 1/10<sup>th</sup> of the total membership, whichever is less.
- (b) Annual General Meeting of the Association shall be held every year on a notice of 14 days on such date as may be decided by the CEC. Normally, the annual general meeting shall be held in the month of July, in the event the annual meeting is not held for a period of 18 months from the holding of the last annual general meeting, the members of the association shall have the right to call for an annual general meeting. Such requisition for an annual general meeting shall be made by at least 25 members of the Association.
- (c) All members appearing on the rolls of the Association and whose membership has not been terminated shall be entitled to attend the annual general meeting. However, the members, whose dues are in arrears, shall not have the right to vote on any resolution.
- (d) The CEC will meet at least once in a quarter. Minimums 7 days clear notice shall be given to call such meeting. The quorum of the meeting shall be 7 members.

## **13. LOCAL/DISTRICT CHAPTER:**

The Local Chapters may be set up by CEC area wise where a minimum membership of 20 is assured, with the following conditions:-

- (1) Each chapter shall contribute an amount in lump sum every year to CEC as decided by CEC from time to time.
- (2) The local chapter will have to perform some minimum activity every month as decided by the CEC of the Association and will send the report of the same to CEC.
- (3) The CEC will issue membership card and certificate to the District Chapter and membership card to the members.

### **OFFICERS AND EXECUTIVE COMMITTEE OF DISTRICT/LOCAL CHAPTERS CHAIRMAN (DISTRICT):**

Chairman of the local chapter will nominate the members of executive committee of the chapter as per procedure to be framed by the CEC. However, the Chairman of the chapter shall be nominated by the President.

The Chairman of the District shall nominate one Secretary, one or more Vice-Chairman, one Treasurer and any other officer as required from time to time. They shall perform such duties and function as assigned to them by the Chairman of the District.

## **ACCOUNTS OF DISTRICT CHAPTER**

- (a) Treasurer of the chapter shall be directly responsible for proper accounts for the receipts and expenses and the proper records thereof.
- (b) All the accounts shall be audited by the Auditor appointed by the Executive Committee.
- (c) The accounts in banks shall be operated by the treasurer and either of the Chairman or Secretary.
- (d) A list of members whose subscription in full is received by 31<sup>st</sup> Dec. should be sent to CEC every year in the month of January.

## **14. AMENDMENTS TO MEMORANDUM:**

Whenever, it shall appear to the Central Executive Committee advisable to alter, extend or abridge such purpose or purposes for which the Association has been established or to amalgamate the Association either wholly or partially with any other Association, the CEC may submit a proposition to the members in a written or printed report and convene a special meeting for consideration thereof. But no such proposition shall be carried into effect unless such report shall have been delivered or sent by post to the members of the Association before the special meeting by the CEC for the consideration thereof and unless such proposition shall have been agreed and passed by the voting of 2/3 members present at a special meeting convened by the CEC at an interval of one month after the former meeting.

## **15. ACCOUNTS:**

The Treasurer of the Association would arrange for maintenance of accounts, getting the same audited and presenting them before General Body duly adopted by CEC in time. The Financial year shall be from April to March.

All bank accounts whether Saving/Current/Overdraft or otherwise, would be operated, as per resolution passed by the CEC, from time to time and with such stipulation as may be prescribed normally jointly by at least 3 office bearers. There will be a separate account maintained by the District Chapter which will be operated by at least any two of the three office bearers of the chapter jointly. However, the bank account of the district chapter can only be opened on written authority by the President of the Association. If at any stage, the President of the Association comes to the conclusion that the manner of operation of the bank account is prejudicial to the interest of the Association; the President will be entitled to get the bank account of the district chapter freeze. In such an event, the amount deposited in such bank account, shall be transferred to the central fund. True accounts shall be kept of all sums of money received and expended by the society and by local/district chapter of the society separately. The matters in respect of which such receipt and expenditure takes place, and of the property, credits and liabilities of the society and subject to any reasonable restriction as to the time and manner of inspecting the same that may be imposed in accordance with the regulation of the society for the time being in force, the accounts shall be open for the inspection of the members. Once at least every year, the accounts of the society and of local/district chapters separately shall be examined and the correctness of the Balance sheet and the Income and Expenditure account ascertained by one or more properly qualified auditor or auditors.

## **16. AUDIT:**

The auditor(s) appointed by CEC shall audit the accounts of the Association and furnish audit report to the treasurer and President. Chairman of District Chapter shall also appoint auditors separately, and get their accounts duly audited.

- 17. (a) The Association can sue through its President, who will be responsible for looking after or carrying on all legal cases, appoint advocates etc

**(b) Arbitration**

Should any dispute arise between any member or members or a former member and the Association, which cannot be satisfactorily settled under the procedures already provided for such purpose, the matters in difference shall be settled by arbitration. Each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Only members of the Association (IIA) may be appointed as umpire or as arbitrators. The Decision arrived at by the arbitrators, or in the event of their disagreement, by the umpire, shall be final and binding on all parties.

**18. RECORDS:**

The General Secretary and Treasurer of the Association shall be responsible for the maintenance of all registers like register of membership, minute's book and book of account.

**19. DISSOLUTION OF ASSOCIATION:**

Not less than two third of the members of the Association may determine that it shall be dissolved and thereupon dissolve forthwith or at time then agreed upon and all necessary steps shall be taken for the disposal and settlement of the Property of the Association, its claims and liabilities, as may be decided by the CEC provided in the event of any dispute arising amongst the CEC or the members of the Association. The adjudgement of its affairs shall be referred to the principal court of original civil jurisdiction of Lucknow (U.P.) and the final decision shall be taken as per directions of the court. If on winding up or dissolution of the society, there shall remain, after settlement of all debts and liabilities, any property whatsoever, the same shall not be paid to or distributed amongst the members of the society but shall be given away to any charitable society or constitution promoting similar charitable objects.

**20. MOVEABLE AND IMMOVABLE PROPERTIES:**

In furtherance to its objects and activities defined hereinabove, the power to acquire, take on lease, rent or otherwise land and building and any other property movable and immovable which is required or conducive for the purpose of the Association shall vest in the Association.

All immovable properties of the Association shall vest in the Trust promoted by the Association and shall be held by them under the declaration of the trust subject to the power and provisions declared therein or contained in and concerning the same.

All movable properties shall vest with the Association to be administered as per directions of the CEC from time to time. The Association shall also be entitled to improve, manage and maintain all or any part of the property of the Association or such immovable properties as may be entrusted to the Association by the members. No member of the society shall have any personal claim on any movable assets or immovable assets or immovable properties by virtue of his membership. Such assets stated above, belonging to society can be let out with adequate compensation to society as stated in the Income Tax Act.

**21. AMENDMENT OF RULES AND REGULATIONS:**

These rules and regulations may be amended by a majority of two-third of the members of the Association present at a specially called General Body Meeting for the purpose.

**22.** The Association is authorized to initiate and to subject legal action on its own behalf or on behalf of its members, jointly or severally, in all courts established by law, whether on authorization by member or by an individual or by a group of individual.