

RAJENDRA SINHJI INSTITUTE**PUNE****SECTION - I****ORGANISATION****Introduction**

1. Rajendrasinhji Institute (RSI) Pune, situated at No 1 Ashoka Marg, Pune -411001, has been constructed and equipped with Govt funds to provide social, recreational and sports facilities to serving and ret'd Defence Services Offrs and their families, posted or residing at Pune and its nearby Cantts.

2. The Rules and Bye Laws have been operative wef 01 Aug 2005 and revised rules and Bye Laws have been approved by the Chief Patron on the recommendations of Mgt Committee.

Aim of the Institute

3. To provide social, recreational and sports facilities to members and their families primarily to those living in Pune and other satellite Cantts, in keeping with their social status.

Motto

4. The motto of the Institute shall be "COMRADESHIP AND HARMONY THROUGH SPORTS AND SOCIAL INTERACTION."

Chief Patron

5. The GOC-in-C Southern Comd will be the Chief Patron of the Institute.

Patron

6. The Chief of Staff Southern Comd will be the Patron of the Institute.

Chairman

7. One Serving Offr of the rk of Maj Gen to be nominated by Chief Patron.

Vice Chairman

8. One Serving Offr of the rk of Brig/Col, to be nominated by Chief Patron.

Membership

9. The membership of the Institute shall be on voluntary basis and will be of the following types :-

- (a) Service Member (Both active and Outstation)
- (b) Associate member.
- (c) Temp Member.
- (d) Hony Member.

Service members

10. The following will be eligible to become Service Members of the Institute subject to their paying a one time refundable entry fee and other prescribed subscriptions :-

- (a) All serving Regular offrs of Defence Services holding permt regular commission.
- (b) Widows of service officers retaining Govt Accn will be eligible to become Service Members till they retain Govt Accn in Pune or its satellite stns or remarry any person other than a service offr.
- (c) Service Membership of offrs on retirement will be terminated on the day he retires/is released from service.
- (d) Separated families residing in Pune and/ or other satellite stns. However, when an offr moves out of stn with his wife only and leaves behind his child/children, such child/children can not avail the membership facilities.
- (e) All serving officer of Defence Services including embodied officers of TA and GREF Officers posted to establishments located in Pune and its satellite cantonments.
- (f) Serving civilian Class I gazetted officers posted in units / establishments located at Pune and its satellite cantonments, subject to their being paid out of Defence budget/grants and being members of an Officers' Mess. The membership of such officers will have to be sponsored by the Officers Mess and will be subject to acceptance by the Management Committee of RSI.

Note. The term 'Family' would include dependent parents, unmarried daughters irrespective of age and sons up to the age of 25 years. A son/ daughter employed and a married daughter irrespective of age will be treated at par with other guests.

11. The applications of all serving offrs will be fwd after being duly countersigned by their Commanding offrs/section/branch heads.

12. Members mentioned at Para 10 (a) can retain their membership as outstation members on being posted out or shifting residence outside Pune by paying prescribed outstation membership subscription.

Associate Members

13. The following will be eligible to become Associate Members of the Institute subject to their paying one time non-refundable entry fee and other prescribed subscription and

having a house in his/spouse name in Pune. Associate Members will not have voting rights:-

- (a) All retd Commissioned Offrs of the Defence Services drawing pension.
- (b) Commissioned Offrs of Defence Services invalided out of service with pension.
- (c) Non pensioners of the following category will be eligible to become Associate members :-
 - (i) War/Battle Casualties.
 - (ii) Gallantry award winners.
- (d) In the event of demise of a member having Associate Membership, his widow can apply for transfer of his membership to her name without having to pay additional amount/deposit. However, the membership will be terminated in case the widow remarries.
- (e) All existing Retd Permanent Members will cease to be Permanent Members with imdt effect and their membership will be converted to Associate Membership.
- (f) Existing serving Permanent Members will be converted to Associate Members on retirement.

14. Blank.

Temp Members

- 15. (a) All serving officers otherwise qualified/eligible to become members, but not posted in Pune or other satellite stations, may during their visit to this station, avail the facilities of the Institute for a period not exceeding 90 days at a time by paying temporary membership subscription.
- (b) Retd offrs who have applied for Associate Membership of the Institute, if otherwise qualified / eligible to become members may be permitted to avail facilities in the Institute for a pd not exceeding 90 days at a time by paying three times Temp Membership fee. These facilities will be ex not more than three times. A ceiling on total number of Temp Members will be fixed by the Mgt Committee and approved by the Patron.

Honorary Members

- 16. At the discretion of the Chief Patron, Honorary membership may be extended to civilian dignitaries, persons of eminence and those Central Govt officials with whom Armed Forces interact in discharge of their duties.
- 17. Honorary membership will be for a period up to one year at a time. It may be extended for one yr twice at the sole discretion of Chief Patron in exceptional cases.
- 18. All facilities of the Institute will be entitled to such members as well as their dependents, as available to a station member, with payment of membership subscription.
- 19. They will abide by the Prohibition Laws of the State.
- 20. A special Honorary Membership card will be issued for identification.

Ceiling of Membership

21. Considering the str of members efficiently catered for in RSI complex and the anticipated membership in Stn, incl Temp Members, the Associate Membership is to be restricted to 3500. Thereafter, a waiting list to be maint and fresh membership be accorded with the approval of Patron. Associate membership of ret'd Air Force and Navy offrs will be rest'd to 9% and 6% respectively.

Affiliations

22. The RSI Pune is affiliated to all the other Institutes in various stns in Southern Comd. Offrs who are members of the affiliated Institutions will not be charged membership subscription of the RSI, Pune. Offrs who are paying membership subscription of the RSI, Pune may avail the facilities of outstation Institutes or vice versa. However the following rules will be enforced in respect of such offrs:-

- (a) All transactions will be carried out by electronic cards.
- (b) They are to bring the membership card from the above affiliated institutions for Iden and must report to the Secy on arr.
- (c) This concession is only for a pd of seven days at a time and max of 15 days once in three months.

Mgt Committee

23. The affairs of the Institute shall be managed by Mgt Committee, formed out of Service and Associate Members. It shall consist of the following :-

- (a) **Nominated Ex-Officio Members (with Voting Rights)**
 - (i) Chairman - Maj Gen.
 - (ii) Vice Chairman - Brig/Col.
 - (iii) Stn Cdr - Member.
 - (iv) DJAG - Chairman A S & D Sub Committee.
 - (v) Hony Secy - An offr to be nominated by the Chairman.

(b) **Co-opted Members (with no voting rights)**

- (i) CE Pune Zone /CWE Pune.
- (ii) Brig A Southern Comd.
- (iii) Brig OL, Southern Comd.
- (iv) Staff Surgeon, HQ Southern Comd.

(c) 05 Retired Offrs (Associate Members) to be nominated with voting rights.

24. In case of equal voting in the Mgt Committee meeting Patron will have a casting vote. Minutes of Mgt Committee meeting will be put up to Chief Patron for approval. Chief Patron, at his discretion, may approve/amend or dismiss the proceedings of the Mgt Committee meeting.

25. The Mgt committee constituted as above will function at the pleasure of Chief Patron who may dissolve the same for reconstitution or replace any of its members at any time.

26. The co-opted members are basically to advise the chairman on such matters as legal, Engineering, Medical/Hygiene and sanitation, Finance and for other activities, They will not have voting rights in the Committee.

27. The Nominated members not forming part of Mgt Committee may be requested to conduct activities such as Tennis, Squash, Swimming, Entertainment and Cultural activities Cards, Bar and Catering and will be elected on yearly basis for not more than two years.

28. Only that member will be permitted to stand for election to the committee who is not a defaulter in payment of his bills/dues.

Advisers of Management Committee

29. Chairman may appoint from amongst members, some advisers who have high repute in their field, to advise the Mgt Committee. They will be taken as co-opted members with no voting rights in managing Committee:-

- (a) Financial Adviser.
- (d) Engineer Adviser.
- (e) Medical Adviser.
- (f) Legal Adviser.

30. The Financial Adviser will not in any way be concerned with the firm of auditors who are approved to audit the accounts of the Institute.

31. A member of the Management Committee shall cease to be member of the committee in the under mentioned circumstances :-

- (a) If his membership of the Institute has been terminated.
- (b) On his retirement, release or removal from service.

(c) On the acceptance of his resignation or if he had been asked by competent superior authority to resign his commission.

32. The Mgt Committee will be responsible to the Chief Patron for the efficient admin of the RSI. In the absence of the Chairman, the Vice Chairman will preside and in his absence the next senior member/Chairman Sub Committee will preside.

33. The Mgt Committee shall be assisted by the following Sub Committees whose composition and charter of duties are given at Appendix `A` :-

- (a) Housing and Library Sub Committee.
- (b) Sports and Entertainment Sub Committee.
- (c) Finance Sub Committee.
- (d) Appointment, Screening and Disciplinary (AS&D) Sub Committee.
- (e) Catering and Bar Sub Committee.

34. The Chairman of the Sub Committees given in Rule 35 will be nominated by the Chairman from members of Mgt Committee. Other members will be taken in from the remaining members of the Mgt Committee or notified by Chairman Sub Committee from other members of the Institute.

35. Following Gallantry Award Winners will be given PRIORITY over other Offrs on waiting list for grant of Service/Associate Membership of the Institute :-

- (i) Param Vir Chakra (PVC).
- (ii) Maha Vir Chakra (MVC).
- (iii) Vir Chakra (Vrc).
- (iv) Ashok Chakra (AC).
- (v) Kirti Chakra (KC).
- (vi) Shaurya Chakra (SC).
- (vii) Sena Medal /Vayu Sena/Nau Sena (Gallantry).

36. Paras 36 to 39 - Blank.

SECTION-II

MEMBERSHIP AND SUBSCRIPTIONS

Application for Membership

40. Following membership application forms can be had from the RSI office, which will be returned after completion, for admission to membership :-

- (a) Service Members -Yellow form.
- (b) Associate Members-Red form.
- (b) Temp and Hony members -Green form.

41. In case of serving offrs, the form will be routed through their Commanding Offrs or Branch Heads. In the case of personnel of category under Rule 10 (b) a Service/Associate Member will have to propose and another to second the application. In the case of separated families it will be routed through the concerned Stn HQs.

Membership Cards

42. Once the Membership applied form has been approved by the Mgt Committee, members will collect their membership cards and their dependents cards from the Secy's Office.

Entry Fee, Subscription and Security Deposits

43. Members are required to pay non refundable entry fee, refundable security deposits and monthly subscriptions prescribed from time to time. Details regarding these are given in the General Bye Laws for Deposits and subscriptions.

Charging of Subscription

44. All subscriptions will be charged at full rates for period longer that 15 days unless specifically stated otherwise in the relevant Bye Laws. For period up to 15 days, half subscription will be charged.

Members' Family

45. All the facilities of Institute to which a member is entitled, will also be available to the members wife/husband and dependents as defined in Rule 10 unless specifically stated otherwise in the relevant Bye Laws.

Members' Guest

46. Members only may bring guests to the Institute of an appropriate status, on payment as laid down in General Bye laws and as stated hereinafter :-

(a) **On Normal Occasion.** Not more than six guests are permitted at a time. No particular guest is to be introduced in the RSI by one member more than four times in a month. To bring more guests prior permission from Honorary Secretary will be taken.

(b) **On Special Occasion.** The restriction on the number of guests and guest fees will be notified from time to time. The special entry pass is required to be obtained from the office for bringing Guest on Saturdays and day preceding holiday.

(c) **Guest Book.** All members must enter the particular of guests in the Guest Book provided at the entrance. This must be done right at the time of entering prior to availing any facility of the Institute.

(d) Children and dependents are not permitted to introduce guests in the Main Institute.

(e) Suspended/terminated RSI members are not permitted to be brought as guests.

(f) Special entry Pass is required for bringing Guest on Saturday and day preceding Holiday.

Admission

47. Right of admission is reserved. The management may deny admission to any guest without assigning any reasons thereof.

Absentee Members

48. (a) For Service Members only, subscription at the following rates will be levied.

(i) Absent 'Out of Stn' for two months and above - No subscription.

(ii) Absent 'Out of Stn' for more than a month – Half the rate per month, but less than two months.

(iii) Full subscription will be charged for absence less than one month.

(iv) The absence is to be calculated from the dates of billing for the month in vogue at RSI.

(b) Associate Member (Retd Offrs only) will be charged 50% of monthly subscription if going out stn / abroad for a duration of six months or more, on submission of a prior written request.

49. Blank.

Termination of Membership

50. The membership of the Institute shall stand terminated on account of any of the following reasons :-

- (a) Voluntary resignation by a letter addressed to the Chairman.
- (b) Member being adjudicated insolvent.
- (c) On his dismissed from the Armed Forces or any of the employment in the case of retired officers, or the fact of dismissal not having been disclosed while applying for membership on the recommendation of the Chairman AS & D Sub Committee.
- (d) On his being found guilty of an offence involving moral turpitude, misconduct, violation of rules or Bye Laws and for un-offr like conduct.
- (e) Any member found guilty of willful refusal or neglect to comply with Rules and Bye Laws of the RSI, or misconduct prejudicial to the other members of the RSI and on non payment of bills for four successive months.
- (f) At the discretion of the Management without assigning any reason, after seeking the prior approval of the Patron.

Suspension of Membership

51. In all cases of unbecoming conduct, violation of the Bye Laws, non payment of dues and allied lapses on the part of any member, the Chief Patron, without assigning any reasons shall have absolute powers to suspend him from RSI membership.

Resignation of Membership

52. Prior notice in writing to the Secretary giving the date of resignation is required from the member. He must pay all the amount due by him to the Institute at the time of his resignation.

Re-admission of Membership

53. (a) Re-admission of members, whose membership stands terminated for any reason, may be considered after a minimum lapse of one yr on specific recommendations of the Mgt Committee and acceptance by the Patron.
- (b) Individuals ceasing to be members for nonpayment of RSI bills, shall be considered for re-admission as members provided sums due from them to the Institute have been first paid.
- (c) The individuals shall be eligible for re-admission afresh as member only on payment of subscription fees prescribed in this regard.

54. Paras 54 to 56 - Blank.

SECTION-III

ADMINISTRATION

Annual Meeting

57. Annual meeting with a view to have an interaction of all the members with the Mgt Committee may be held once a yr. The meeting will not be a General Body Meeting. The aim of the annual meeting is to provide an opportunity to members to put across their views/ideas/suggestions for the improvement of the Institute. As annual meet is a forum for interaction, there will be no voting, The points from members will be called well in advance. The points of general nature will be included in the agenda of the meeting. Individual points will be settled by Hony Secy/ Secy. The state of accts, progress made by RSI during the year, other achievements, present activities and future plans will be discussed in the meeting.

Management Committee Meeting

58. The Mgt Committee should meet minimum once a quarter on any day fixed by the Chairman giving sufficient notice to the Committee Members. The Chairman may, however call for meeting at short notice to deliberate on issue of pressing/urgent nature. This meeting shall be presided over by Chairman and in his absence, by the Vice Chairman, In the absence of both, the meeting may appoint its own Chairman.

Powers for Framing Rules and Bye Laws

59. **Rules.** Chief Parton will have full powers to make amend, delete or add any rules. He may in so doing take into consideration the recommendations made by the Mgt Committee.

60. **Bye Laws.** Mgt Committee shall have full powers to make, delete, amend or add bye laws to the rules. For this one third majority of its members will be necessary. In so doing the Management Committee may take into consideration suggestions, if any made by the members of the Institute. These bye-laws may be revoked by the Chief Parton if required.

Powers of Office Bearers

61. (a) **Chief Patron.** Chief Patron shall be competent to ex all powers exercised by anybody / auth empowered under these rules. He shall be vested with the final decision making in all matters with overriding powers over the decisions of any body or auth under the Rules.

(b) **Patron.** To ex the powers vested in the Chief Patron on being delegated to do so. The Patron will invariably preside over the Annual Meeting.

(c) **Chairman.** Chairman, who will also be the Chairman of the Mgt committee, is empowered to take decisions on such matters as are, in his opinion, sufficiently urgent to warrant such a decision and which cannot await submission to the Mgt Committee. However all issues involving change in policy will not be implemented without the prior concurrence of the Chief Patron. The decision so taken will be ratified by the Mgt Committee and approved by the Chief Patron subsequently. These powers may be exercised by the Vice Chairman on delegation by the Chairman.

(d) **Hony Secy.**

- (i) He is empowered to take decisions on matters relating to routine admin of the RSI.
- (ii) He may issue disciplinary warnings to the staff, and inflict fines where necessary and inform the Chairman with reasons thereof. Where more severe disciplinary action is proposed, prior approval of Chairman A, S & D Committee will be obtained.
- (iii) He may bring to the notice of the members any impropriety in the nature of violation of rules or commonly accepted social norms.

62. The routine adm of the RSI and its sports facilities shall be conducted by the Hony Secy assisted by the Secy, Asst Secy, Accts Offr and other employed staff.

Financial Powers

63. (a) **Chief Patron.** Full powers.

(b) **Patron.** Rs. 10 Lacs per transaction.

(c) **Mgt Committee.** The Mgt Committee, as a body will formulate and approve the annual budget forecast and auth expdr. It may auth cumulative expdr / approval by Chief Patron. The Mgt Committee shall be competent to incur an expdr to the extent of Rs 2 lacs in one month.

(d) **Chairman.** The Chairman may auth expdr up to Rs 1 lac per transaction.

(e) **Vice Chairman.** The Vice Chairman may auth expdr up to a max of Rs 50,000/- per transaction.

(f) **Hony Secy.** The Hony Secy may incur expdr on the following items :-

- (i) Purchase of food stuffs, wines, soft drinks, tobacco as reqd from time to time.
- (ii) Placing of orders and payment bills in respect of cleaning materials, catering bills, electricity and water bills, maint of building, glassware, postage, servants, tele, guest rooms, Stationery etc.
- (iii) Misc expdr not covered in the budget not exceeding Rs 15,000/- per transaction subject to a max limit of Rs. 40,000/- per month.

(g) **Secy.** Misc petty expdr not exceeding Rs 10,000/- per transaction subject to a max of Rs 30,000/- in a month.

Losses

64. Power of writing off losses will be as follows :-

- (a) Chief Patron - Full powers.
- (b) Mgt Committee in cases not involving theft, fraud or neglect. upto Rs.20,000/-
- (c) Mgt Committee in all other cases upto Rs. 10,000/-

Employment of Staff

65. The Chairman will be the competent auth to auth emp of Permt staff reqd from time to time. As far as possible and practicable Ex-servicemen will be given preference. The actual selection, emp and appt of all paid permt staff will be carried out by the Chairman assisted by the Chairman of ASD Sub Committee. The Chairman may also in case of urgency, auth addl emp of temp / cas/ contractual staff for specific pd but not exceeding continuous emp of one month at a time.

Standing Orders For Institute Staff

66. The Hony Secretary will maintain SOPs for various activities and Standing Orders for every member of the permt staff. These standing orders will be duly approved by the Mgt Committee.

67. Paras 67 to 72 - Blank.

SECTION-IV

ACCOUNTS

General

73. The Mgt Committee shall cause accts to be kept of all sums of money received and expended by the Institute and of all matters in respect of which such receipt and expdr take place and of the assets, credits & liabilities of the Institute.

Maint of Accts

74. The system of accts will be simple and straight forward and the opening of a number of separate small funds will be avoided.

75. The general principles to be followed in the maint of accts are contained in "Notice and Instrs on the method of keeping the accts of Regtl Funds (India Print 1942)". All Preventions normally observed in regtl accts for the prevention of fraud will be strictly observed.

76. **Operating of Accts.** The Accts Offr will be the acct holder of the Institute. He will put up the monthly balance sheet to the Fin Sub Committee by 10th of next month. This will also show sundry debtors as per bill book. The fin Sub Committee shall put up the monthly balance sheet, with its recommendations, to Mgt Committee in the monthly meeting. The Vice Chairman will nominate the member to counter sign at the closure of every month.

77. The acct book shall be put up to the Chairman every quarter for his perusal.

78. The books of accounts shall be kept at the main office of the Institute or at such other place or places as the Management Committee thinks fit.

Procedure for Sale

79. The sale of liquor/eatables will be done through Smart Cards. Members will charge their cards with adequate amount prior to utilizing the facilities of the RSI.

80. **Debit Sale.** With the intro of smart cards, there will be no credit sale.

81. **Temp Smart Cards.** All transactions by Temp Members and occupants of guest rooms will be undertaken through temp Smart Cards.

Preparation and Payment of Bills

82. The period of acct for indl members and the RSI will be from 26th to 25th of the following month. The bills must be issued by 7th of the following month and settlement done by 20th of the month.

83. Full amount of bill, as shown, will be paid and no part payment will be accepted.

84. In case of failure to pay the bills for two consecutive months or if records show a members to be a habitual late payee, names of such members will be put up for display on the Notice Board as "DEFAULTERS", Such members will be debarred from using the credit or coupon Facilities.

Audit of Accts

85. The accts will be audited qtrly by a regtl audit board convened by HQ Southern Comd and every qtr by an approved firm of Chartered Accountants appointed by the Chief Patron on recommendations of the Mgt Committee.

Bankers

86. All funds of the RSI will be banked with a nationalized Bank as approved by the Magt Committee. All financial transactions with the bank will be under the joint signature of the Vice Chairmen and the Hony Secy and Secy or any two out of the three.

Investment of Funds

87. Not more than Rs 10,00,000/- will be maint as liquid cash in the acct at any time to meet the running expenses. All amounts in the excess of this figure will be invested in fixed deposits with a Nationalized Bank of public sector under taking at the discretion of the Mgt Committee. Cash in hand in closing month should not exceed Rs 5,000/-. Excess amount will be deposited in the bank before closing the cash book. Policy/instruction issued from time to time by AG's By Army HQ for the Mgt/investment of Regt funds, will be complied with.

Stock Taking / Condemnation/ Valuation/Svy Board

88. Monthly stock taking of the entire stock of consumable bar and catering items of the Institute will be carried by Catering and Bar Sub Committee. A proper record will be maintained of this.

89. An annual stock taking-cum-Svy-cum-valuation board will be conducted by the Housing Sub Committee to take stock of entire property of the Institute and also to survey the same for serviceability and value. The proceedings will be put up to the mgt Committee by 30 June each yr.

Insurance

90. All Institute property will be covered by insurance against fire risk and burglary and machinery break down where applicable. A Fidelity Bond for Rs 10,000/- only will be taken from the Wine Steward/NCO as a guarantee payable to the RSI in the event of any loss suffered in the bar stock. A similar fidelity bond of suitable amt as decided by the Mgt Committee will also be taken from the Secy. They will be reimbursed by the RSI for this policy.

91. Paras 91 to 92 - Blank.

SECTION V**RULES OF CODUCT****Treatment of Staff**

93. Members are requested to refrain from admonishing the Institute staff. Any complaint against the staff will be made to the Hony Secy or the Secy. Serious complaints should be followed up in writing as early as possible after the "incident" to the Chairman A, S & D Sub Committee. A complaint/suggestion book will be available for this purpose.

Tipping

94. Tipping the staff is strictly prohibited in the interest of the members. In case anyone wants to voluntarily contribute to staff gratuity funds he can do so otherwise.

Prohibition Rules

95. Members are expected to observe the Prohibition Rules as far as their civilian guests are concerned. These Rules are available with the permit issuing office, Pune.

Gambling

96. Gambling in any form whatsoever in the Institute premises is forbidden, except authorized games such as bridge, rummy and tombola.

Removal of Property and Periodicals

97. No items of the RSI property and periodicals will be removed from the premises without the permission of the Vice Chairman, Sports, Entertainment and Library Sub Committee and in his absence from the station, the Hony Secy.

Losses and Breakage

98. These will be charged as decided by the Mgt Committee. Willful breakage may be charged up to four times the cost of the articles.

Children

99. Children may be allowed in the RSI, except for specific functions where so stated in the monthly Pgme/notified on the Notice Board of RSI.

100. Parents are liable to make good any damage caused to the Institute property by their children.

Dogs and Pets

101. Dogs and other pets are not permitted in the Institute including the Multi Purpose Halls buildings complex.

Notices.

102. No member will display any notice in the Institute premises without the concurrence of the Hony Secy or the Executive Secy.

103. Paras 103 to 104 - B

SECTION – VI**CATERING****Gen**

105. Selection/Appt of catering contractor for RSI will be reviewed by Mgt Committee annually or as per the terms of the contract.

Sales Tax

106. Sales Tax and service charges are chargeable in accordance with Maharashtra State Govt Rules. This is payable by the members.

Parties

107. Parties may be held by members in the Institute complex as below:-

(a) Private dining parties of not more than 40 persons in the 'TRINCO' Restaurant (Blue & Brown Room).

(b) Parties of more than 40 persons in the Multi Purpose Hall Complex (MP Halls Complex).

108. Request for parties for more than 25 pers will be made to the Hony Secy in writing by Institute members by filling the specified application form. Details of menu and other arrangements like PA eqpt, music, decorations, layout reqd must be finalized at least a week in adv with the Hony Secy or in his absence with the Secy or Asst Secy. Pvt dining parties for 40 or less pers must be entered in the Party Register maint at the Institute.

109. Charges for reservations of parties and other details are given in the Bye Laws as under:-

(a) Bye Laws – Catering and Private party Booking at 'TRINCO' Restaurant.

(b) Bys Laws - MP Halls Booking for parties.

110. The member arranging the party will give the following undertaking -

(a) To pay service, catering and other charges as specified and adv payment as laid down.

(b) Neither to prepare snacks/food under his own arrangement in the Institute nor to bring these from outside.

(c) To make catering and drinks arrangements as specified and approved through the Institute.

(d) That no advertisement of any nature will appear anywhere regarding the function and that there will be no sale of invitation cards/tickets or collection of money at the Institute premises.

(e) To deposit the adv 100% of hire charges levied for party booking at the time of booking, to deposit 50% of estimated catering and other expenses in

adv a week before the due date of the function and the balance charges at least clear 2 days in adv of the date of the party.

(f) That the Institute rules and dress regulations as laid down will be followed by the member and invitees.

Standard of Catering

111. It will be the responsibility of the Secy to ensure that catering at all times is of a very high standard, hygienic and wholesome.

Rates of Catering

112. Rates of catering will be fixed/approved by the Mgt Committee which will be reviewed from time to time.

Complaints/Suggestions

113. Complaints/Suggestions from the members will be thoroughly examined by the Mgt Committee and any decisions arising there from will be communicated to the member concerned. A complaint/Suggestion book will be maintained by the Institute which will be put up to the Mgt Committee at its meeting.

114. Paras 114 to 115 - Blank.

SECTION – VII**GENERAL RULES****Opening and Closing Timings**

116. The main Institute will open for use by members from 1200 hours to 1430 hours and from 1830 hours to 2230 hours daily on all week days except on Tuesdays. On days preceding Sundays and holidays the timings of opening will be preponed by half an hour and closing timings delayed by half an hour. On nights, during which late night dances or other functions are in progress, the closing time may be extended. Hony Secy may however relax these timings on special occasions.

117. Timings of opening and closing in respect of sports facilities like Squash, Tennis, Swimming shall be as laid down in respective Bye laws from time to time

Bar Timing

118. Will be notified from time to time. Dry days will be observed in accordance with the policy of the State Govt.

Card Rooms

119. As per laid down timings in the relevant Bye laws.

Maint Day

120. The Institute will remain closed on every Tuesday for weekly maint and upkeep.

TRINCO Restaurant

121. The air conditioned dining rooms when not booked for private parties will be available to all members on first come first serve basis.

Booking of Multi Purpose Hall for Parties

122. By a formal application members may book the MP Halls for parties depending upon its avl on that date subject to the condition that all catering will be undertaken by the Institute itself or through an approved caterer. Only soft drinks will be permitted to be served during such parties. No hard liquor will be permitted to be served unless it is specifically confirmed that it is purely a party for defence services personnel, serving or / and retired.

Breakages

123. Members shall sign for and pay the full value of the articles of Institute property lost, broken or damaged by them, their family members or their guests. In case of willful damage, the amount to be charged to members shall be fixed by the Mgt Committee.

Loss of Property

124. The Institute will not be responsible for the loss of or damages to any articles which may be brought by members with them. In case these articles are found as unclaimed at the closing time these should be handed over to the Secy for safe keeping and return to rightful owners after proper identification.

Hygiene and Sanitation

125. The Hony Secretary, through the Executive Secy, Will ensure that the highest standard of hygiene and sanitation is maint in the Institute premises. Particular attention will be paid to the kitchen, preparation of food stuff, drinking water, cleanliness of toilets and swimming pool changing rooms. All staff handing food stuff and drinks will be medically examined once a month and a record kept to this effect by the Executive Secy.

Dress

126. Members and their guests using the RSI premises are expected to dress in accordance with prescribed dress as specified from time to time. The permissible dress for gents while vis RSI including the cinema auditorium is :-

- (a) Lounge suite/ Combination/ National dress : OR.
- (b) Shirt with necktie, trousers, shoes with socks: OR.
- (c) Shirts with open collar (tucked in), Bush shirt with open collar (Tucked in/Tucked out, T Shirts with collars, Trousers/ Jeans & shoes with socks (Wearing of Torn/Faded jeans not permitted).
- (d) Safari suite/Bush shirt, Trousers, Shoes with socks.

Note :-

1. Wearing of shirt without Collar, Sports shoes, chappals and sandals are strictly prohibited.
2. Prescribed dress may be mod/amended at the direction of the Chief Patron or as decided By the Mgt Committee.

Guest Rooms

127. A limited number of guest rooms are avl for use by members and other serving Armed Force personnel visiting Pune for short duration. A mix of deluxe double and single rooms. with varying charges are available on first come first allotted basis. These are only for casual occupancy and allottees may be asked to vacate the same at short notice. Preference will be first given to serving offrs and if otherwise available to other members and casual visitors.

128. For details regarding adv booking, payments and catering refer the relevant Bye/Laws.

Smoking

129. Smoking is prohibited in indoors/outdoors by the members, dependents, spouse, guests and staff. However, they may smoke in smoking Zone exclusively crated for the purpose. Defaulters shall be fined upto Rs-500/- for one breach by Secy RSI.

130. Blank.

SECTION-VIII**GENERAL RULES FOR SPORTS AND INDOOR GAMES**131. **Tombola**

- (a) Tombola is held as notified from time to time in the Institute programme.
- (b) All members and their dependents 16 years and above may participate. Guests may be allowed to participate.
- (c) For details refer the relevant Bye-Laws.

132. **Cards**

- (a) **General.** Card rooms are avl to members and their dependents who wish to play cards. Only bridge and rummy are permitted to be played in the specified rooms, Gambling in any form is strictly forbidden. Regular card members will be charged a monthly subscription.
- (b) **Bridge & Rummy.** For detail refer the relevant Bye –Laws

133. **Squash.** Two squash courts are avl for use by the members, their families and guests. For details refer the relevant Bye-Laws.

134. **Tennis.** Two tennis court (hard) are avl in the Institute complex for use by all members, their families. For details refer the relevant Bye Laws.

135. **Swimming Pool.** Mini Olympic size swimming pool is avl in the Institute premises for use by all members, their families and guests as per laid down Bye-laws. All attempts are made and precautions are taken to enforce safety requirements during the pool timings. All pool users are required to follow them strictly. Members should not leave their valuable unattended. No responsibility can be accepted by the Mgt in this respect. Dress regulations will be strictly followed. For details refers the Bye –Laws on the Subject.

136. Paras 136 to 138 - Blank.

LIST OF INSTITUTES : RECIPROCAL BASIS

1. DSOI, Bhopal
2. DSOI, Jhansi
3. Offrs' Institute, Jodhpur
4. Golden Katar Offrs' Institute, Ahmedabad.
5. Chinkara Offrs' Institute, Jaipur.
6. Offrs' Institute, Nasirabad.
7. Sarvatra Offrs' Institute, Dhrangadhra.
8. Army Offrs' Institute, Jamnagar.
9. DSOI, Udaipur.
10. AOI, Juhu and AOI, Colaba.
11. Temple Hill Institute, Deolali.
12. Sarath Institute, Ahmednagar.
13. Kamptee Club, Kamptee.
14. YSG (Youraj Fateh Singh Rao Gymkhana) Club, Baroda.
15. DSOI, Kolhapur
16. Parbat Ali Offrs Institute, Gandhinagar
17. RSI, Bangalore
18. RSI, Secunderabad
19. DOI, Cannanore
20. Pangode Club, Trivandrum
21. Meads Club, Belgaum
22. US Club, Colaba (Mumbai)
23. Shahbaar Offrs' Institute, Lucknow
24. Offrs' Institute, Gwalior
25. DSOI, Dhaula Kuan, New Delhi
26. DSOI, Chandigarh
27. DSOI, Gurgaon