



**THE CONSTITUTION OF  
ODISHA SCHEDULED CASTE AND SCHEDULED TRIBE  
EMPLOYEES WELFARE CO-ORDINATION COUNCIL**



# Certificate of Registration of Societies

ACT XXI OF 1860

BBSR


No. 82-82 of 1922-1983

I hereby certify that Orissa Scheduled  
Caste & Scheduled Tribes Employees Welfare  
Coordination Council at P.O. Bhubaneswar District  
has this day been registered under the Societies  
Registration Act (No. XXI of 1860).

Given under my hand at Bhubaneswar

this 22nd day of December

One thousand nine hundred and eighty two.

  
29.12.83  
Addl. Registrar of Societies,

Orissa  
ADDL REGISTRAR OF SOCIETIES  
BHUBANESWAR



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## **THE CONSTITUTION OF THE ODISHA S.C. AND S.T. EMPLOYEES WELFARE COORDINATION COUNCIL**

**1. Name:-** The name of the Council shall be the “Odisha Scheduled Caste and Scheduled Tribe Employees Welfare Coordination Council”.

**2. Address:-** The Head-quarters of the State Council shall be located at the State Head-quarters of Odisha and the District and Block Head-quarters shall be the Head-quarters of the respective District and Block level Units.

**3. Aims and objectives:-** The State Council shall strive to:

(a) Promote diffusion of knowledge on socio-economic culture as well as being of educational, social, cultural and economical development activities of the members of its federal units in particular and the people of S.C. and S.T. in general.

(b) To give appropriate constitutional safeguards pertaining to service matters.

(c) To secure adequate representation to these classes at all levels.

(d) To develop literal and cultural activities among the S.C. and S.T. people for their all round development of knowledge and activities towards a drive of the socio-economic reformation in the society to remove the prevailing social stigmas and make it classless and casteless.

**4. Structure:** (i) The federal Council shall consist of all members comprising of all the federating units and life members.

(ii) The federating units shall consist of District level units including the Municipalities with a population of more than one lakh and Block level units including the Municipalities and N.A.Cs with their population of less than one lakh as declared by Government Municipalities eligible for district units shall enroll their direct membership.

(iii) There shall be an elected Executive body of each federating unit for each two financial years consisting of nine office bearers and thirty five, twenty five and fifteen Executive body members in State, District and Block level respectively.

(iv) The Council shall have its dignitary advisers with special knowledge, experiences and high intellect to aid and advise the Council at the time of its need. The advisers shall not exceed to one-fourth of the total members of the Executive body of the unit.



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(v) Any SC & ST employees' welfare organization with similar aims and objectives having minimum membership of 35, can be an affiliated unit to the State Council on application and on payment of an admission fee of Rs.1000/- (Rupees One Thousand) only and annual subscription of Rs.10,000/- (Rupees Ten Thousand) only.

If the activities of any representative of a unit is found prejudicial to the interest of the Council or is found guilty of misconduct, the Council can ask the unit to replace such person by any suitable member. If the majority of the members of the unit fail to respond to the advice of the Council, the Council reserves the right to call for explanation from the Executives of the unit and impose punishment as per the decision of the State Executive body of the Council.

(vi) There shall be an elected Auditor for every two years, who shall not be the member of the Executive Committee.

**5. Activities:** The Council shall :- (1) Determine its policies, programmes and pass its budget to promote the above objectives.

(2) Coordinate the activities and programme of the federating units and make available to the units aid, advice and experience with a view to maintaining and increasing the tempo of their activities.

(3) Arrange conferences, seminars, meetings, discussions etc. to coordinate activities, exchange experience and provide initiatives and guidance for activating, strengthening and bringing together to the federating units to a common platform.

(4) Stand and run libraries, social centres to activate the educational and humanitarian activities of the members in particular and the public in general.

(5) Collect, disseminate information regarding employment opportunities and also assist employed persons to improve their lots.

(6) Approach the appropriate authorities to protect the educational and employment opportunities provided by the Constitution and the laws enacted their under.

(7) Take appropriate constitutional measures to secure effective implementation of the constitutional safeguards.





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(8) Organise educational and cultural programmes, social get-together, tournaments, sports and other appropriate measures to promote communal harmony, social solidarity, national integrity and human dignity.

(9) Formulate and execute the schemes for the economic betterment of the members in particular and public in general.

The Council shall be free from political activities.

**6. Membership:-** (a) The employees belonging to the S.Cs and S.Ts may become the members of the Council.

(b) The members of the Council shall pay an annual subscription of Rs.100/- (Rupees One Hundred) only each year.

(c) There shall be life members on payment of Rs.20,000/- (Rupees Twenty Thousand) only at a time to the Council and the life members shall be eligible to participate as State Council Members at the time of election.

(d) If a member will be defaulter continuously for two years his membership shall be seized automatically and he will be re-admitted on payment of all dues.

(e) If any member directly or indirectly acts against the Council his membership shall be suspended by the Executive Committee and cancelled by the General body by a simple majority of the members present.

**7. General Body:-** (i) (a) The General body of the State Council shall consist of all State Executive body members, life members, two representatives from each District units i.e. President and General Secretary and the President of each Block Council.

The President and General Secretary of the affiliated units shall be the ex-officio members of the General Body of the State Council.

(b) The General Body of the District Council shall consist of all District Executive body members and five representatives from each Block Council including the Secretary and President.

(Three representatives shall be nominated by the Executive body of Block Council).

(c) The General body of the Block Council shall consist of the employees belonging to the S.C. and S.T. who have become the members of the Block Council.

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(d) The Executive Body members of the Council at different levels should be at least a member of the respective Council.

(ii) The General body of the Council shall meet at least once a year unless requisition is made earlier by one-fifth of the total membership.

(iii) The General body meeting of the State Council, District Council and Block Council convened by the Secretary General of the State, General Secretary of the District and Secretary of the Block respectively in consultation with the President with an advance notice of one month. One-tenth of the members shall form the quorum.

(iv) The members may call for any report from the Executive Committee on any matter relating to the objects of the Council by an advance motion of seven days.

(v) The members may intimate any proposal in its annual session on prior notice of three weeks.

The General body may be in resolution direct the Executive Committee for taking appropriate action and the direction of the General body shall be binding upon the Executive committee.

(vi) The Office Bearers and the members of the Executive Committee shall be responsible to the General Body.

(vii) The General body shall elect the members of the Executive Committee and the Office bearers in the Annual Session.

**8. Executive Committee:- (A)** The Executive Committee of the State, District and Block Council shall be formed as follows : -

Sl. No.	State Council	District Council	Block Council
1.	President	President	President
2.	Working President	Working President	Working President
3.	Secretary General	General Secretary	Secretary
4.	Addl. Secy. General	Addl. Gen. Secy.	Addl. Secretary
5.	General Secy. (Org)	Secy. (Orgn.)	Organisation Secy.



6.	General Secy. (Emp)	Secretary (Emp.)	Employment Secy.
7.	General Secy. (Cul)	Secretary (Cultural)	Cultural Secy.
8.	General Secy. (Fina)	Secretary (Finance)	Finance Secy.
9.	Addl. Gen. Secy. (Orgn. Emp. Cultural)	Addl. Secy (Orgn., Emp, Cultural)	Addl. Secy. (Orgn., Emp., Cultural)
10.	Thirty five elected members	Twenty five elected members	Fifteen elected members

11. The President and General Secretary of District Councils as well as the President of the Block Councils shall be the ex-officio members of the State Executive Committee. The President and General Secretary of Block Council shall be the Ex-Officio member of District Executive Committee.

12. If any vacancy occur due to resignation of any Office bearer or else, the Executive Committee shall nominate a suitable person from among the executive members to hold the Office till the next election of the Council taken place or assigns the function to other office bearer with approval of the working President of the State Council.

13. The Executive Committee shall meet at least once in every four months unless requisition is made earlier by one-sixth of its members.

14. One-sixth of the members shall form the quorum.

**(B)** Functions of the Office bearers in State Council as well as in District and Block Council: The functionaries shall act respectively as per the arrangement made under the Section8(A).

(1) (a) The President shall be the Head of the Federal Council and preside over the General body and executive body meetings. He shall exercise General supervision over the affairs of the Council and also see that the decision of the Federal Council are fully carried out.



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(b) The President may at his own discretion appoint one office Secretary and other staff on part time or full time basis and fix their remuneration in consultation with the Executive Body.

(c) The President may direct the Secretary General in the matter relating to the disposal of urgent/important matters.

(d) The President shall give his consent for summoning the General Body or Executive Body meetings of the Council.

(2) Working President : -

(i) He shall act as President and exercise all powers of the President in his absence.

(ii) He shall undertake and discharge all functions as allocated by the President and his own.

(iii) He shall approve the nomination of suitable persons to hold the office if any vacancy occurs due to resignation etc.

(3) (a). The Secretary General and in his absence the Addl. Secretary General shall remain in over all charge of Coordination, Correspondence, Accounts and convene meetings in its due course or any emergency General body meeting in consultation with the executive body and emergency executive body meeting in consultation with the President.

(b) He shall be the overall charge of the office and represent the Association.

(c) He shall remain in-charge of all the properties of the Council.

(d) He shall prepare the annual report on the activities of the Council. The expenditure statement and the Budget estimate of the Council shall be placed by him in the Annual General Body Meeting after approval of the Executive Committee.

(e) He shall have an entrust money of Rs.5000/- to meet the day to day expenditure of the Council and he can incur it on his own authority and beyond that up to Rs.10,000/- with approval of the President.

(f) He shall pass on the expenditure to the General Secretary finance in a quarterly statement supported by vouchers for scrutiny and records.

(4) General Secretary (Organisation) and in his absence the Addl. General Secretary shall remain in-charge of the Organisation of the Council and shall



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keep coordination and Correspondence with the District and Block Councils and other affiliated organisation and assist the Secretary General to ventilate the problems and part to the Organisation with the higher level.


(5) General Secretary (Employment) and in his absence the Addl. General Secretary shall remain in-charge of the employment problems of the S.C. and S.T. and shall keep Coordination and Correspondence with the District, Block Councils and affiliated organisations to ascertain the problems and assist the Secretary General to ventilate them for taking action with due procedure in higher level.

(6) General Secretary (Cultural) and in his absence the Addl. General Secretary shall remain in-charge of all the cultural programmes and its arrangements. He shall take initiative for publication of newspapers, magazines and other literature to educate and conscious the people against the socio-economic exploitation and superstition. He shall keep coordination and correspondence for the purpose with the District and block Councils and affiliated Organisation.

(7) General Secretary (Finance) shall receive and deposit the subscriptions and donations and keep correct accounts of the Council and take appropriate measure to increase the funds. He shall prepare the annual expenditure statement and budget estimate of the Council for placing the same in 1<sup>st</sup> instance executive body and the General Body. He shall remain in-charge of the collection of funds and keep correspondence with different units for the purpose. He shall remain in-charge of Joint Accounts Pass Book of the Council and withdraw up to Rs.10,000/- at a time on joint signatures of either any two of the President, Secretary General and General Secretary (Finance) to meet any unforeseen expenditure. Any withdrawal above Rs.10,000/- shall require approval of Executive Body.

8. Fund:- (i) The funds of the Council shall constitute all public donations, subscriptions, grants from gifts etc. (ii) The funds of the Council shall be deposited in any Nationalized Bank in Joint Accounts of the President, Secretary General and General Secretary (Finance). (iii) The income received by any of the subscriptions by the Federating units of the State Council shall be distributed between the next higher units of the Council in the ratio of 25/75 and likewise between various branches. (iv) The Accounts shall be audited internally by the elected auditors and in necessary cases by the qualified auditors in the manner prescribed under Rules.

**9. Amendments:-** The amendment to the constitution shall be made by the two third of the total membership of the Council.



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**10. Dissolution:-** Upon the Dissolution of the Council the property that means after satisfaction of all dues and liabilities will be handed over to a registered organisation of similar objects.

It is hereby certified that this is the true and original copy of the Rules and Regulations of the Odisha Scheduled Caste and Scheduled Tribe Employees Welfare Coordination Council.

  
President 27/11/23





# **ODISHA SCHEDULED CASTE AND SCHEDULED TRIBE EMPLOYEES WELFARE CO-ORDINATION COUNCIL**

Regd. No. 82/82 of 1982-83

Qr. No. H-43, Dharmavihar, Khandagiri, Bhubaneswar, Odisha-751030

Email ID: oscstewcc@gmail.com

*Ref. No.:*.....

*Date:*.....



## **Fund Flow Mechanism**

**Odisha SC and ST Employees Welfare  
Coordination Council  
Bhubaneswar**



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Ref. No.:.....26-A.....

Date:.....21.02.2025.....

Upon receipt of recommendations from the Finance Subcommittee, thereon suggestions put forth by the State Executive Body's virtual meeting dated 26.09.2024, and the State Executive Committee's meeting dated 29.09.2024, the State General Body in its meeting dated 09.02.2025 approved the recommendations on Fund Flow Mechanism of the Odisha SC & ST Employees Welfare Coordination Council with appropriate corrections/modifications as follows:

## **(A) Opening of Account**

- ❖ All funds must be deposited at the State Bank of India in joint accounts held by the President, Secretary, and Finance Secretary, subject to all these three joint account holders are to be from three different cadres services and preferably from three Departments.
- ❖ After getting approval and affiliation of the State Council with due procedure, the President, Secretary, and Finance Secretary of respective units are to take necessary steps to open an account in SBI only in their respective headquarters/nearest to their headquarters.
- ❖ Money can be withdrawn on joint signatures of either any two of the President, Secretary and Finance Secretary at the level of respective Units.
- ❖ The Finance Secretary of the respective Units shall inform the details of Account to State General Secy.(Fin).

## **(B) Expenditure and Withdrawal Limit**

- ❖ The Secretary and in his absence Additional Secretary shall remain in-charge of Accounts.
- ❖ The Secretary shall pass on the expenditure to the Finance Secretary in a quarterly statement supported by vouchers for scrutiny and records.
- ❖ The Finance Secretary at each level is responsible for maintaining a minimum balance of 25% of the cumulative funds received in their Council Account.





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- ❖ The entrust money, maximum expenditure and approval for withdrawal limits for various authorities at their respective Unit are clarified in following tabulated formats:

Entrust Money			
	State Council	District unit	Block Unit
Secretary	5000/-	2000/-	1000/-

Authority/Capacity of Maximum Expenditure			
	State Council	District unit	Block Unit
Secretary	Up to 5000/-	Up to 2000/-	Up to 1000/-
With Approval of President	Up to 10000/-	Up to 5000/-	Up to 3000/-
With approval of their respective E.B.	Above 10000/-	Above 5000/-	Above 3000/-

Approval for Withdrawal			
	State Council	District unit	Block Unit
Not necessary	Up to 5000/-	Up to 2000/-	Up to 1000/-
With only approval of President	Beyond 5000/- up to 10000/-	Beyond 2000/- up to 5000/-	Beyond 1000/- up to 3000/-
With only approval of their respective E.B.	Above 10000/-	Above 5000/-	Above 3000/-

## (C) Transactions:

- ❖ For transparency, no hard cash shall be collected from the members and donors.
- ❖ Funds are to be received through online mode only.
- ❖ As per State Council Notification, use of physical money receipts of Council is withdrawn.

*[Signature]*



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- ❖ Payment should be done through cheque.
- ❖ Officially no TA/DA is allowed in favour of any members.

## **(D) Approval of Financial Statement in Executive Body/Committee and General Body:**

Each Secretary at their respective level is to present the annual expenditure statement and budget estimate in their Annual General Body Meeting after securing approval from their respective Executive Body/Committee.

## **(E) Defining composition of Executive Body/Committee and General Body:**

### **➤ At Block/NAC Unit**

- (a) Executive Committee Composition: Executive Body (9+15)
- (b) General Body: All Members of Block/NAC Unit

### **➤ At Municipality Unit (in case of population is more than one lakh)**

- (a) Executive Committee Composition: Executive Body (9+25)
- (b) General Body: All Members of Municipality Unit

### **➤ At District Unit**

- (a) Executive Body Composition = 9+25
- (b) Executive Committee Composition = Executive Body (9+25) + President and Secretary of Block Unit = 34+2x no. of Block Units(B)=34+2xB
- (c) General Body = 35+5xB

### **➤ At State Level**

- (a) Executive Body Composition: 9+35=44
- (b) Executive Committee Composition = State EB (9+35) + President and Secretary of District/Municipality Unit + President of



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Block/NAC Unit = 44 + 2x no. of Districts(D)/Municipalities(M) Units + 1x

no. of Block(B)/NAC(N) Units = 44+2x(D+M)+ B+ N

(c) General Body = 45+2x(D+M)+ B+ N+2xA\*+L<sup>#</sup>

\* 2xA means President and Secretary of Affiliated Units.

<sup>#</sup>No. of Lifetime Members.

## **(F) Procedure for sharing of funds from lower unit to higher unit**

**(a) Procedure from Block Unit to District Unit:** The 3<sup>rd</sup>/last Executive Committee meeting of block units is generally held in the month of July and the General Body meeting is in the month of October. In case of Block Units, the period from **01<sup>st</sup>, July - 30<sup>th</sup>, June** is considered as the Block Council Year.

- **The Block Unit** should place their expenditures statement of their preceding Block Council Year i.e. **01<sup>st</sup>, July - 30<sup>th</sup>, June** in the annual general body meeting in the month of October, after approval of their executive committee in the month of July.
- **The Block Unit** shall transfer 25 per cent of the cumulative fund received in their Account during their Block Council Year **01<sup>st</sup>, July - 30<sup>th</sup>, June** to the District Council immediately after approval in their general body meeting in the month of October.

**(b) Procedure from District/NAC/Municipality like Units to State Council:** The 3<sup>rd</sup>/last Executive Committee meeting of district units is generally held in the month of August and the General Body meeting is in the month of November. In the case of District like Units, the period from **01<sup>st</sup>, August - 31<sup>st</sup>, July** is considered as the District Council Year.

- **The District Unit** should place their expenditures statement of their preceding District Council Year i.e. **01<sup>st</sup>, August - 31<sup>st</sup>, July** in the annual general body meeting in the month of November, after approval of their executive committee in the month of August.
- **The District Unit** shall transfer 25 per cent of the cumulative fund received in their Account during their District Council Year **01<sup>st</sup>, August**





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– **31<sup>st</sup> July** to the State Council immediately after approval in their general body meeting in the month of November.

(c) **Procedure for sharing of fund from State Council to lower units, where and whenever necessary:** The 3<sup>rd</sup>/last Executive Committee meeting of the State Council is generally held in the month of September and the General Body meeting is held in the month of December. For the State Council, the period from **01<sup>st</sup> September – 31<sup>st</sup> August** is considered as the State Council Year.

- **The State Council** should place its annual expenditures statement of its preceding State Council Year i.e. **01<sup>st</sup> September – 31<sup>st</sup> August** in its annual general body meeting in the month of December, after approval in the State executive committee in the month of September.
- **The State Council** shall transfer a share of funds received in their Account during their preceding State Council Year i.e. **01<sup>st</sup> September – 31<sup>st</sup> August** to its lower units **where and whenever necessary** as per decisions in its State EB/EC/GB Meeting.

## **(G) Role of Auditors:**

- ❖ Utmost priority should be given to elect the Auditor from another different cadre, most possibly from Auditor Services Cadre.
- ❖ Audits are to be held regularly immediately before each Executive Committee Meeting and General Body Meeting.
- ❖ After the general body meeting of the Block Unit and before the general body meeting of the District Unit as per the calendar of the Federal Council, the District Auditor is to review the audits and sharing of finance of the Block Units before the District General Body Meeting is held.
- ❖ After the general body meeting of the District Unit and before the general body meeting of the State Council as per the calendar of the Federal Council, the State Auditor is empowered to form a team of Auditors belonging to Secretariat Cadre. The State Auditor with team



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members are to review the audits and sharing of finance of the District/Municipality/NAC Units before the State General Body Meeting held.

- ❖ The State Auditor is to review the audit of other affiliated organisations undertaken by the State Council before the State General Body Meeting held.
- ❖ The Auditors are to place annual audit reports in the Annual General Body Meeting of their respective Units.
- ❖ Auditors at each level are responsible for confirming the transfer of 25% of cumulative funds from lower unit to higher unit in the respective Council Year of their Units.
- ❖ Opening Auditors Whatsapp Group: The State Auditor is to enlist and open a Whatsapp group of Auditors of all Units and take online review meetings with them at least once a month.
- ❖ Failure to comply or financial discrepancies should be reported to the District/State Auditor/President/Secretary/Executive Body for taking necessary steps for withholding their affiliation.

## **(H) Others:**

- Advice/consultation/help of State Bank of India is to be taken whenever required for ease of financial matters.
- SB collect link may be opened at every level with consultation of the State Executive Body/Coordination Team.

## **(I) Conclusion:**

- The Fund Flow Mechanism is formulated for transparency, effective management and ease of fund flow among different units of Federal Council.
- The recommendations on Fund Flow Mechanism may be reviewed after implementation for one year (i.e. before the Annual State General Body Meeting, 2025-26).



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- After implementation for one year, the State Executive Body should submit a report to the State Executive Committee/General Body on its merits/demerits for further necessary rectification/modification.

It is certified that this is the true copy of the Fund Flow Mechanism of the Odisha SC & ST Employees Welfare Coordination Council.

(Dhananjay Hembram)

**President**

**Odisha SC & ST EWC Council**





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## **CLARIFICATION/ GUIDELINES**

All the members of the Federal Council are to abide by the guidelines and thereon clarifications issued by the State General Body in its Meeting dated 09.02.2025 as follows:

(i) **Regarding participation in the meeting:** The Body advises its members not to be absent in official meetings of Council, unless there is an emergency. It is requested all the members to inform the President/Secretary General, if anybody is unable to attend due to emergency. If any Executive Member remains absent in the meetings of SEC (including SGB) two times consecutively without intimating the President/Secretary General and fails to support Council both physically and financially, the SEC/SGB may call for his/her resignation in the Committee/Body Meeting. If such types of irregularities happen, as per section 8.(A)(12) of the bylaws, upon the advice of the Committee, he/she will be replaced with approval of the President/working President of the State Council.

(ii) **Dedication of Executives:** Keeping the activities pending by the Executives, it impresses bad outcomes and creates obstruction in development of our Council. The Committee advises the Executives to work with dedication and spare at least one hour a day for Council.

(iii) **Discipline and Coordination:** Discipline and coordination are some of the key factors to be abided by all the members of Council at each level in its every meeting.

(iv) **Clarification regarding membership of semi-Govt./central Govt./public sector/private sector employees:** As per section 6 of the bylaws, the employees belonging to the S.Cs and S.Ts on annual subscription may become the members of the Council. Further, as per section 5(v) of the bylaws, any SC & ST employees' welfare organization with similar aims and objectives having minimum membership of 35 can be an affiliated unit to the State Council on application and on payment of an admission fee and annual subscription fees. Hence, it is clarified and decided that SC & ST employees' welfare organizations not only of regular State Govt. employees but also of other semi-Govt./central Govt./public sector/private sector employees can also take affiliations of the State Council under section 5(v) of the bylaws. The State Govt. Employees and the employees of the organisations undertaken by the Government of Odisha, who are abided by the ORV Act having a unique Employee ID/ HRMS ID number, are only allowed to obtain direct membership under section 6 of the bylaws, until further decided in this regard.

(v) **MEMBERSHIP DRIVE:** Pending registration for amended by-law, the annual membership fees @Rs.100/- is to be continued as per the Council Notice No.01 dated 21.08.2023.



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(vi) **Membership of Council at different levels:** W.r.t. section 7 (c) and (d) of the bylaws, it has been clarified that a member of the higher unit automatically becomes the member of the lower units, but not vice versa. In the present scenario of the Federal Council, it is required to have a central online database of all members of the state for the first instance. Hence, memberships are to be only undertaken by the State Council through the present SBI e-collect method only as per Council Notice No.127 dated 17.08.2024, till further decision.

(vii) **Formation of Municipality Units:** As per section 4(ii) of the bylaws, the members are clarified and advised to form Municipal Corporation/Municipality Units (if population more than one lakh)(Executive Committee consisting of 9+25 members, 1 independent auditor), and Municipality/NAC Units (if population less than one lakh)(Executive Committee consisting of 9+15 members, 1 independent auditor) and enroll direct affiliation to the State Council.

(viii) **Cadre of Executives:** It has been observed, the State Council was dormant due to lack of active participation/transfer/retirement of Executives during the last decades. The Body feels that more active involvement of headquarter based members in the State Executive Body is required. Hence, a member of the State Executive Body should be only from State Cadre and HoD Cadre services preferably residing in the State headquarter.

The members of the District/Block Executive Body should be active dedicated headquarter based members preferably from district cadre services.

Utmost care should be taken to include employees from different Cadres and Departments in the Executive Body.

(ix) **Procedure for approval to federating units:** The District/Block Units are to be formed under direct observation of the State Council and the affiliated District Unit only can take necessary steps to form their Block Units. The District/Block formation applications are to be submitted to the State Council for necessary approval. The Secretary General/Gen. Secy.(org.) shall take necessary steps immediately to put forth the applications received from different federating units and reports of observers for approval of their committees in the meetings of the State Executive Body in regular intervals preferably twice a month. In this regard, one-fifth of the members shall form the quorum. Upon advice of the Executive Body, the committee of the concerned unit shall get approval and the same shall be communicated to the President/Secretary of the concerned unit.

The State Executive Body can approve the newly formed committees, if all the 9 office bearers each belong to separate cadres/departments. Upon obtaining consent of the State Executive Committee on the applications received from District/Block Committees pending for approval, the State Executive Body can allow approval by way of one time relaxation. Utmost care should be taken to elect the Auditor from a separate cadre/department preferably from Auditor Service Cadre.



# ODISHA SCHEDULED CASTE AND SCHEDULED TRIBE EMPLOYEES WELFARE CO-ORDINATION COUNCIL

Regd. No. 82/82 of 1982-83

Qr. No. H-43, Dharmavihar, Khandagiri, Bhubaneswar, Odisha-751030

Email ID: oscstewcc@gmail.com

Ref. No.:.....

Date:.....

(x) **Engine of Federal Council:** The Odisha Secretariat SC & ST Employees Welfare Coordination Council (i.e one of the organizations affiliated to State Council vide No.01 dt.08.04.2010) is declared to act as the engine of the Federal Council.

(xi) **Unified Letter pads and stamps:** 50 numbers of Letterpads and one set of stamps are to be issued to the District/Block Councils free of cost with their approval letter. All the Units of the Federal Council are to use authentic unified logos, letter pads and stamps supplied by the State Council.

(xii) **WITHDRAWAL OF OFFLINE MODE PAYMENT:** As per Council Notice No.127 dated 17.08.2024 and further as per guideline of Fund Flow Mechanism, receipts through offline mode are banned in all units of Federal Council.

(xiii) **Decision of Executive Body:** Any decision to be taken either at state/district/block level with the approval of the respective Executive Body only, with a quorum of at least one-fifth of the members of the respective executive body.

(xiv) **Implementation of calendar:-** Federating units of the Council are to hold meetings of the Executive Body/Committee/General Body as per Calendar of the Federal Council.

(xv) **Activity/Progress Report:** All the structural affiliated units are to submit their Progress Reports as well as proposals at least 15 days before each SECM/GBM. All the other affiliated organisations are to submit their Activity Reports at least 15 days before each SGBM, in order to consolidate them and place the same in the SGBM.

(Ananta Kishore Majhi)  
Secretary General

(Dhananjay Hembram)  
President