

**BYE-LAWS
OF**

NRI SABHA PUNJAB (Duly approved by Chief Patron)

Under Rule 14 of Constitution of NRI Sabha Punjab

(A Society Registered with the approval of Government of Punjab, vide Registration No 1886 of 1997-98 dated 20th March 1998)

1. **Introduction.** Constitution of NRI Sabha Punjab clearly explains about the objectives of NRI Sabha.

- To work for the welfare and promotion of interests of NRIs in general and NRIs of Punjab in particular without any discrimination on grounds of caste, creed and religion.
- To work for the social welfare and economic development of Punjab and India with the participation of NRIs.
- To work for promotion of cultural and ethnic bonds of Punjabi NRIs, especially of the new generation.
- To work as a forum of NRIs of Punjab in Punjab and India.
- To create, promote or affiliate societies, trusts or companies and to acquire assets, raise loan and obtain donations and grants for activities pursuant to the above objectives.
- To act as an agency of State Government for promoting the welfare of NRIs of Punjab.
- To act as trustees of the properties of NRIs of Punjab who wish to entrust their property to the Sabha for such trusteeship.

To take special care of the NRIs who are members of the Sabha.

These bye-laws aim to achieve these objectives by making NRI Sabha Punjab a professionally organized service body with the involvement of the NRIs, their representatives and well-wishers in Punjab and the Government of Punjab through its Officers. In these Bye-laws wherever the word Government appears, it shall mean Government of Punjab in Department of NRI Affairs. In these Bye Laws the word 'He' includes all genders.

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2. Membership

(a) Definition of NRI. An Indian citizen who stays abroad for employment/ carrying on business or vocation outside India or stays abroad under circumstances indicating an intention for an uncertain duration of stay abroad is a non-resident. It will also include non-resident foreign citizens of Indian origin holding OCI Card or PIO Card issued by Government of India and Indian citizens having green card or otherwise the right of residence in a foreign country. The definition includes, for the purpose of membership, an ex-NRI residing in Punjab for more than nine months in a year.

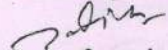
(b) Definition of Ex-NRI

- (i) Ex-NRI is a person who was an NRI at any time of his life in past.
- (ii) Ex-NRI shall be eligible to become member of NRI Sabha Punjab within 5 years of the day he steps in India and ceases his status of NRI.
- (iii) Ex-NRI must reside in India for more than nine months in a year.
- (iv) If any NRI returns to India after getting membership of NRI Sabha Punjab, he will automatically convert to Ex-NRI status for the purpose of being a Member of NRI Sabha.

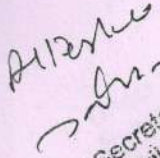
(c) Only NRIs and Ex-NRIs of Punjab shall be eligible to be members of the Sabha subject to eligibility conditions and terms of membership laid down in bye-laws.

3. Terms and Process of Membership.

(a) Terms of Membership. All eligible NRIs who apply for membership and are granted membership shall be enrolled as life time members.


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(b) **Eligibility.** The NRIs of Punjab covered under the definition of NRI shall be eligible to become members of the Sabha. The definition includes for the purpose of membership an ex-NRI residing in Punjab for more than nine months in a year.

(c) **Process of Membership** – NRIs shall apply for membership on a Prescribed Membership Form (**Specimen at Annexure I**) duly completed and signed alongwith following documents :-

- (i) Two Passport Size self-attested Photographs.
- (ii) One Photocopy of all pages used or containing any information of passport duly attested by the concerned NRI.
- (iii) Account Payee Cheque/DD payable at Jalandhar for the amount of membership fee in favour of NRI Sabha Punjab.
- (iv) NRIs who apply for membership at District Units their Cheque/DD shall be payable at the concerned district.
- (v) The membership form alongwith all complete documents will be scrutinized by the concerned authorized officer in Sabha and will be presented to President for approval. In case the post of President is vacant the final approval will be accorded by the Chairman or any officer authorized by the Chairman.
- (vi) The NRI Members shall be issued Photo Identity Cards under the signatures of the President or any other officer authorised by the President.
- (vii) If any facility exists, eligible NRI can apply online for membership by sending prescribed membership form electronically as mentioned above. Such NRI shall submit hard copies of documents by post/courier/by hand and his membership shall be subject to verification of documents.
- (viii) The validity for photo identity cards will be 5 years. The photo identity cards will be renewed after every 5 years. The Sabha will charge Rs 500/- per card to issue renewed card to the member. In case any member applying for duplicate identity card he will also pay Rs 500/- towards charges for issue of duplicate card.

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- (d) **Membership Fee.** - The membership fee will be such as determined with the approval of the Government. At present Life time membership fee will be Rs. 10000/-. In case both husband & wife becoming members, the membership fee for first member shall be Rs. 10000/- and for the later member fee shall be Rs 5000/-.

4. **Disqualification of membership.**

- (a) If any NRI at any point of time ceases or does not fulfill any eligibility condition to become member of NRI Sabha.
- (b) Any NRI declared convicted for more than 3 years by any court of law.
- (c) Any member of Sabha found indulging in any anti national act against the Union of India or any such activity by which such member deserves to be disqualified.
- (d) Any member or any NRI deported from any country at any point of time.
- (e) Any member or NRI facing permanent restriction on visiting any country.

5. **Termination of Membership & its Procedure.**

- (a) At any time if a member is found to be disqualified, his membership shall be terminated after giving a chance to explain his position within stipulated time. The President NRI Sabha shall be competent to pass orders in such cases and appeal against such orders may be filed before the Chairman of NRI Sabha whose decision shall be final. Notwithstanding anything contained in these Bye Laws, the Government may review and pass appropriate orders on any decision taken by the President or Chairman either Suo Moto or on a request made. The Membership fee once deposited shall not be refunded in any circumstances.

- (b) The Sabha shall publish the list of members every year and shall be placed on the notice board of central and district units and website of the Sabha.

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6. **Change in Membership Record.** For any change to be made in the particulars/address etc by the member in his membership record/Identity Card, a written request with proof shall be necessary. He shall also surrender his Old membership Identity Card to the NRI Sabha.

7. **Submission of Records of Membership of District Units to Central Sabha** The record of membership alongwith membership forms & proof of NRI shall be submitted by the District Unit to the Central Sabha on quarterly basis in a year commencing from January to March by 10th of next month.

8. **General Body Meeting.**

(a) **Convening of General Body Meeting** – General Body Meeting as per of the Constitution of the Sabha shall be called by fixing date, time and venue with the approval of Chief Patron. Meeting shall be called through a press notice which shall be given at least 30 days prior to the meeting. Press Notice shall be issued by the President or Chairman. The issues to be discussed may be briefly indicated in the notice and detailed agenda may be circulated to the members present before commencement of meeting. All decisions of the General Body shall be taken by simple majority. However, the Chairman with prior approval of Chief Patron can call Special General Body Meeting on request of President or suo moto as and when required with a prior notice of 7 days in a manner as prescribed.

(b) **Notice of General Body Meeting.**

(i) A Public notice shall be given in two leading newspapers i.e. one English & one Punjabi having electronic editions also.

(ii) A notice shall be displayed on notice board of Central Sabha and all the offices of Deputy Commissioners and District Courts.

(iii) A notice shall be uploaded on website of NRI Sabha.

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(c) **Quorum.** Quorum of General Body Meeting shall be 2/3 of the total membership. If in any General Body Meeting there is no Quorum, the meeting shall be adjourned for one hour. When a meeting has been so adjourned and the meeting held again after such adjournment the business may be transacted irrespective of any quorum. All decisions in the annual general body meetings as well as special general body meetings shall be taken by simple majority.

(d) **Observer.** Government may depute any officer as observer who will observe general body meeting and submit a report to the Government.

(e) **Proceedings of the General Body Meeting.** Proceedings of the general body meeting shall be recorded and submitted to the Chief Patron for his approval before actions are taken on decisions taken in the meeting.

9. **Convention.** A convention of members of all the bodies described in the constitution should be held before the annual general body meeting which may be held as Annual Convention of the Sabha preferably on Sunday or any date decided by Chairman with the approval from Chief Patron.

10. **Central Executive.**

With the prior approval of Chief Patron the President shall select a team of members for formation of Central Executive, the Central Executive shall consist of elected President and 30 members including all former Presidents of the Central Sabha, all Presidents of NRI Sabha District Units and the remaining members shall be nominated by the Central Sabha President. President shall be the head of the Executive Committee. The committee shall meet at least once in three months. The quorum of every Executive Committee meeting shall be one half of the total strength of members of Executive Committee. All decisions in the central executive will be taken with simple majority. In case of tie the President shall cast his vote.

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11. **Proceeding Register.** All the proceedings of the meeting i.e. Annual General Meetings, Executive Committee Meetings, Administrative Sub Committee Meetings shall be recorded in a register maintained for the purpose. A copy of the proceedings shall be circulated to all members within a period of 7 days from the date of meeting. One copy of the proceedings shall be displayed on notice board.

12. **District Units Executive.** District Units Executive Committee shall consist of President and 10 members. The District Unit Executive Committee shall be formed by the President of respective unit with the approval of District Chairman i.e. Deputy Commissioner of the District. The quorum of every Executive meeting shall be one half of the total strength of Executives. A copy of approved executive committee containing name, designation and contact numbers shall also be submitted to the Central Sabha within one month of its constitution.

13. **Presidents of Overseas Units, Overseas Directors & International Board of Governors.** - The Central Sabha may nominate Presidents of Overseas Units, Overseas Directors & International Board of Governors. These nominations should be made keeping in view the distribution of population of number of NRIs, place, jurisdiction at different places in different countries. The nominations shall be made by the President of Central Sabha with the approval of the Chief Patron.

14. **Formation of Administrative Sub Committee** - Out of the Executive Committee members, the President may constitute an Administrative Sub Committee of the Executive consisting of 7 members including President with the approval of Chairman for discharging day to day functions. The Administrative Sub Committee shall be competent to consider and pass routine expenses of the Sabha which shall be later on placed before the Executive Committee for confirmation. All decisions of Administrative Sub Committee shall be taken by majority. A register for record of Resolutions passed by the Administrative Sub Committee shall be maintained.

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a) **Formation of Sub Committees.** With a view to achieve objectives of NRI Sabha, the following Sub Committees may be constituted by the President with the approval of Chairman:

- (i) Grievances Redressal Committee,
- (ii) Media and Publicity/Publication Committee,
- (iii) Sports Committee,
- (iv) Investment Committee,
- (v) Cultural & Heritage Committee,
- (vi) Farmers Committee,
- (vii) Protocol Committee,

These Committees shall work under the overall supervision of the President.

15. **Appointment of Executive Director.** The Chairman may appoint any government/retired government officer as Executive Director of NRI Sabha Punjab as per the Constitution.

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16. **Election of President Central Sabha & Distt. Units -** The Chairman with prior approval of Chief Patron shall ensure to conduct timely elections. The process of elections should preferably commence three months prior to the completion of tenure of the President Central Sabha/District Units.

17. (1) For the election of President of Central Sabha/District units following officials shall be involved by the Chairman:

- (i) **Returning Officer.** - Returning Officer means an IAS/PCS Officer appointed by the Chairman to carry out the election of President NRI Sabha as per Constitution and these Bye-Laws in a fair and transparent manner.
- (ii) **Assistant Returning Officer.** - Assistant Returning Officer means an officer appointed by Returning Officer to assist the Returning Officer,
- (iii) **Electoral Registration Officer.** - Electoral Registration Officer (ERO) means Class I Government Officer appointed by the Chairman to prepare electoral roll and includes Assistant Electoral Registration Officer (AERO).
- (iv) **Presiding Officer.** - Presiding Officer means official appointed by the Returning Officer to assist him on conduct of election.

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(2) **Guidelines.** Guidelines for conduct of election for the post of President NRI Sabha Punjab are given below :-

(a) **Preparation of list of members and the electoral roll and their publication** -

The Electoral Registration Officer shall prepare a voter list of members of NRI Sabha Punjab 60 days before poll of President. In this list, names shall be entered in English and in ascending order of membership number. Each member shall be assigned a serial number. The voter list under the signatures of the Electoral Registration Officer shall be affixed on the Notice Board of the NRI's Sabha Punjab (Central Unit) and district units where NRI have filed their membership for NRI Sabha and Offices of Deputy Commissioners.


(b) If any member has any objection to any entry or omission in the list, he may apply in writing in a specified format available at ERO/AERO office to the respective ERO/AERO for correction or amendment of the list within 7 days of the affixation of the list.

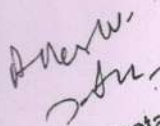
(c) The Electoral Registration Officer or AERO after hearing the member may either accept or reject the application as he thinks fit for reasons to be stated in writing. On the expiry of the above mentioned period of 7 days, the names of the members who disqualify shall be struck off from the list which shall be deemed to be draft electoral roll.

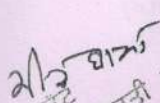
(d) After incorporating the corrections, alternations and additions, if any, as a result of the objection received and decisions taken in this regard, a final list of members shall be prepared and it shall be labeled and adopted as Electoral Roll for the purpose of Elections.

(e) Not later than 30 days before the day of the poll, a copy of the Electoral Roll, duly authenticated and signed by the Electoral Registration Officer under his seal, shall be sent to chairman NRI Sabha Punjab who shall cause it to be affixed on the Notice Boards and website of the NRI Sabha.

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- (f) Any member of Central Sabha who is eligible to contest the election of President as per the provisions of the Constitution of the Sabha shall fill the nomination papers as per specimen enclosed as **Annexure II** and shall be proposed by at least 10 NRI Members of Central Sabha/District Unit. The elected President shall submit an affidavit as per specimen enclosed as **Annexure III**.
- (g) The Returning Officer shall examine the nomination papers and shall decide all the objections which may be made or on his own motion after such inquiry, if any, he thinks fit and reject or accept any of the nomination paper by an order in writing on any of the following grounds:-
- (i) The candidate is not qualified or eligible to hold the post of President.
 - (ii) The proposer (s) is/are not qualified or eligible under the rules to make and propose the nomination.
 - (iii) That the signature of the candidate or his proposer on the nomination paper is not genuine.
 - (v) The number of proposers is less than 10.
- (h) The returning officer may permit correction of any clerical error in the Nomination papers to bring them into conformity with the corresponding entry in the electoral roll.
- (i) The election for President shall be held by secret ballot once in two years if unanimity in choice is lacking to stand for election.

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(j) The Presiding Officer shall immediately before the commencement of the poll, allow inspection of the ballot box to be used for poll, to the candidates who may be present at the place fixed for the poll and demonstrate to them that it is empty. The ballot box shall be properly sealed before the commencement of the poll. The interested candidates may put their seal also, if they so desire. After close of poll, the sealed ballot box shall remain in the personal custody of the Returning Officer, till the ballot box is opened for counting of votes.

(k) In case of any dispute arising during the election, these shall be decided on the same pattern as applicable in the Assembly Elections in accordance with the handbook for Returning Officers.

(l) Returning officer will conduct the election as per the Constitution of the Sabha and these bye-laws and wherever the Constitution or these bye laws are silent he will follow the procedure given under Hand Book for Returning officer for conducting elections followed during Assembly Elections.

(m) The Counting of votes shall take place within 24 hours after the close of poll. The Candidate or his Election Agent shall be allowed to watch the process of counting. Counting shall be done after shuffling the polled votes of all booths by the RO/ARO and result will be declared as per the schedule.

(n) The required staff shall be deployed by the Returning Officer. The election records shall remain in safe custody of Chairman for 2 years or till such time required.

(o) During elections, only Members of the Sabha and the officers/officials on duty shall be allowed to be present. Proper photography/ video of the election shall be got done by the Returning Officer.

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- (p) Voting on the basis of 'One person one vote'; shall be followed.
- (q) Proceedings of the election meeting shall be drawn and signed by the Returning Officer and submitted to the Chairman NRI Sabha Punjab.
- (r) For the conduct of election, any supplementary/clarificatory guidelines may be issued by the Chairman.
- (s) The particulars in respect of a voter as entered in the electoral roll are sometimes incorrectly printed or have become out of date e.g. regarding the exact age, name, parentage etc of the voter. The Presiding Officer should overlook mere clerical and printing errors in any entry relating to a voter provided that the Presiding Officer is otherwise satisfied about the identity of the person claiming to be the voter according to other particulars entered in electoral roll.
- (t) In order to avoid any impersonation, all the NRI members of Sabha coming to vote must bring their passport alongwith identity card issued by NRI Sabha Punjab as a proof of their identity. No other proof of identity will be accepted at the time of polling.

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18. Financial Powers

- (a) Financial Powers of Central Sabha. The President shall be competent to sanction expenditure upto Rs. 1.00 Lac per month. Approval of the Administrative Sub Committee shall be taken for expenditure from Rs. 1.00 Lac to Rs. 3.00 Lac per month. Beyond this and upto Rs. 5 lacs, the approval of Chairman shall be obtained. Beyond Rs. 5 lacs the approval of Government will be taken.

- (b) Financial Powers of District Units. In District Units, the President shall be competent to sanction expenditure up to Rs. 50,000/- per

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(b) Financial Powers of District Units. In District Units, the President shall be competent to sanction expenditure up to Rs. 50,000/- per month. The Executive Committee of Distt. Unit shall be competent to sanction expenditure up to Rs. 1.00 Lac per month. For any expenditure beyond Rs. 1.00 Lac per month the approval of District Chairman shall be obtained. Beyond Rs. 5 lacs the approval of the Government will be taken.

(c) Committed Liabilities. Apart from the above mentioned financial powers President can make payment of all the committed liabilities bills like salary, telephone bill, electricity bill, water & sewerage bill to ensure smooth and efficient functioning of the Sabha.

(d) Mode of Bank Operation - The Central Sabha or District Sabhas shall have their Bank Accounts in any scheduled Bank. For Central Sabha, the accounts shall be jointly operated by the President and the Executive Director as per the above financial limits. In case of non-availability of any of them, Chairman can nominate one member out of Administrative Sub Committee to sign the cheques jointly. For District Sabha the account shall be operated by the District President and one more persons nominated by District Chairman.

19. Year of Accounting - The Financial Year of accounting will be from 1st April to 31st March. The membership fee or any donation received in the office shall be deposited in the bank account on the same day or latest by next working day.

20. Monthly income and expenditure statement. Monthly income & expenditure statement shall be prepared by the Administrative Sub Committee and placed before the Executive Committee of Sabha by 10th of next month duly signed by the President. Similarly Distt. Unit Presidents shall send quarterly income and expenditure statement to the Central Sabha. Accounts of Central and District Sabhas shall be got audited yearly by a qualified Chartered Accountant appointed by the Chairman. The Chairman shall take appropriate action on any discrepancy in accounts and also inform the Government in this regard.

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21. Officers of Sabha and their Functioning:

(a) Office Hours

The Office hours of Central Sabha and District Units will be regulated from time to time by the Executive Committee. Normally the office hours will be as under :-

- (i) Monday to Friday from 10.00 A.M. to 5.00 P.M. (with lunch break from 2.00 P.M. to 2.30 P.M.).
- (ii) Saturdays from 10.00 A.M. to 2.00 P.M.
- (iii) The office of Sabhas will be closed on all Sundays and on such holidays as decided by the Executive Committee.

(b) Structure.

- (i) Structure of NRI Sabha Punjab Central Office Staff will be as per Annexure IV. It can be amended by the Executive Committee with prior approval of the Government.
- (ii) The structure of Staff of the NRI Sabha District Units will be as decided by the Deputy Commissioner-cum-Chairman of respective District Units.

(c) Appointment & Removal of Staff - Officers and employees of the Sabha shall be appointed and removed by the President in consultation with the Chairman. In absence of President officers and employees of Sabha can be appointed and removed by the Chairman.

(d) Emoluments to the Staff - The honorarium and other benefits to the officers/officials employed in the office of NRI Sabha shall be fixed or revised from time to time by the Executive Committee with the prior approval of the Government. These shall be paid on the last working day of the month or in first week of next month.

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(e) Leave :-

(i) Leave - The employees of Sabha will be entitled for 15 days casual leave in a calendar year.

(ii) Leave Sanctioning Authority. The leave sanctioning authority shall be the President and in his absence the Executive Director.

23. General :-

(i) If any doubt arises about these Bye Laws or if any clarification is required, the Government shall be the final authority to clarify them and its decision shall be final.

(ii) All matters to the Chief Patron shall be submitted through the Administrative Secretary of the Department of NRI Affairs, Government of Punjab.

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Under Secretary,
Punjab Civil Secretariat,
Chandigarh.

Handwritten signature
ਸੁਪਰਸੈਕਟਰ
ਪੰਜਾਬੀ ਭਾਰਤੀ ਮਾਮਲੇ

Handwritten signature
Under Secretary,
Punjab Civil Secretariat,
Chandigarh.
Deptt. of NRI Affairs

Handwritten signature
Principal Secretary,
Govt. of Punjab,
Deptt. of NRI Affairs



Annex - 1

	Rupees	Or Equivalent in Foreign Currency * Please Select Payment Mode <input type="checkbox"/> Account Transfer <input type="checkbox"/> Cheque <input type="checkbox"/> DD <input type="checkbox"/> Cash
1. Life Membership	10000	
2. Delegate Membership	1 Lac	
3. Director Membership	5 Lacs	

In case both Husband & Wife becoming Members then fee for the second shall be Rs. 5000/-
In addition fee for Membership Card is Rs. 500/- per card.

APPLICATION FORM FOR MEMBERSHIP

Attach two Photographs for I. Card
and office record of the Member

NRI SABHA PUNJAB JALANDHAR

(A Society registered with the approval of the Government of Punjab)

ਸੁਪਰਡੈਂਟ
ਪ੍ਰਵਾਸੀ ਭਾਰਤੀ ਮਾਮਲੇ

Under Secretary,
Punjab Civil Secretariat,
Chandigarh.

ABROAD		
NRI's Country	City	Nearest important City

IN PUNJAB		
NRI's Distt.	Tehsil	Village

FOREIGN ADDRESS OF NRI	
Name of NRI :	_____
Address Abroad :	_____
Telephone (Off.)	_____
(Resi.)	_____
Hand Phone :	_____
Fax :	_____
E-mail :	_____

NRI'S ADDRESS IN PUNJAB	
_____	_____
_____	_____
_____	_____
_____	_____
Contact No. (Mobile / Landline)	_____

D.O.B (dd/mm/yyyy) _____ Place of Birth _____

Present Occupation _____ for how many years settled abroad _____

Passport No. _____ Issued by _____ on _____

Enrolled by (optional) _____ I.D. _____ Receipt No. _____ Date _____

(Enter Person Name & Member I.D.)

Secretary,
Punjab,
NRI Affairs

Please obtain I. Card from the Central Office :-
NRI SABHA PUNJAB, DIVISIONAL COMMISSIONER'S OFFICE COMPLEX, JALANDHAR. Phone No.: (0) 0181-5057373 Telefax : 0181-5057376
E-mail : nrissabha@gmail.com Website : www.nrissabhapunjab.in

I am Willing / Unwilling to furnish my personal information to anyone even under RTI Act.

Under Secretary,
Punjab Civil Secretariat,
Chandigarh,
DEPT. of NRI Affairs

Signature of Applicant

Please send / bring your form along with Photocopy of the Passport showing personal particulars & visa page with Identity proof and membership fee directly or through authorised representative to the Central Office / District unit of the Sabha.

Principal
Govt. of
Dept.

NOMINATION PAPER
(See Rule 8(iii) of Constitution of NRI Sabha Punjab)

We hereby nominate below mentioned as a candidate for election of President of Central Executive of NRI Sabha Punjab in the year

Candidate's Name

Father/Husband's Name

His/Her Postal Address

His/Her name is entered at Ser No. of Central Sabha/District Unit

We declare that we are electors of the above Central/District Sabha and our names are entered in the electoral roll for that Central/District Sabha as indicated below and we append our signatures below in token of subscribing to this nomination

Particulars of the proposers and their signatures (minimum 10 proposers) :-

Member-ship No.	Name of Proposer	Address of Proposer	Country	Enrolled by		Signature
				Central Sabha	Distt. Unit	

Attn: Under Secretary, Punjab Civil Secretariat, Chandigarh.

I, the above mentioned candidate, assent to this nomination and hereby declare that I am eligible to become the President as per the provisions of the Constitution of the Sabha and the contents given are correct. In the event of my election, if any of the content is found concealed or wrong, I am liable to be convicted under the relevant provisions of the law.

I, the above mentioned candidate further assent to this nomination and hereby declare:-

- That I have completed _____ years of age.
- That I have not been deported or disenfranchised by any country.
- That I am not convicted in any criminal case in India or abroad.
- That I am neither member nor affiliated to any political party
- That I have carefully gone through the Bye Laws and Constitution of NRI Sabha Punjab and shall abide by them.
- That I have left lastly _____ country and am now residing in India.
- That I am an Ex-NRI. Documentary proof of being an NRI is enclosed. If elected, I undertake to stay at least 9 months in a year in Punjab.
- That I undertake to give affidavit on above lines.
- That the above facts are correct to be best of my knowledge and belief.

Date :

Signature of the Candidate

I have examined the nomination paper in accordance with Rule 14 of Constitution of NRI Sabha and accordingly accepted/rejected the same on the reason discussed below :-

[Signature]
Principal Secretary,
Govt. of Punjab,
Deptt. of NRI Affairs

Returning Officer

[Signature]
Under Secretary,
Punjab Civil Secretariat,
Chandigarh.
Deptt. of NRI Affairs

AFFIDAVIT

I, _____ son of _____ resident of _____

hereby solemnly affirm and declare I, the above mentioned candidate, assent to this nomination and hereby declare that I am eligible to become the President as per the provisions of the Constitution of the Sabha and the contents given are correct. In the event of my election, if any of the content is found concealed or wrong, I am liable to be convicted under the relevant provisions of the law.

I, the above mentioned candidate further assent to this nomination and hereby declare :-

- That I have completed _____ years of age.
- That I have not been deported or disenfranchised by any country.
- That I am not convicted in any criminal case in India or abroad.
- That I am neither member nor affiliated to any political party
- That I have carefully gone through the Bye Laws and the Constitution of NRI Sabha Punjab and shall abide them.
- That I have left lastly _____ country and am now residing in India.
- That I am an Ex-NRI. Documentary proof of being an NRI is enclosed. If elected, I undertake to stay at least 9 months in a year in Punjab.
- That the above facts are correct to be best of my knowledge and belief.

Attested
[Signature]
Under Secretary,
Punjab Civil Secretariat,
Chandigarh.

Verification

ਮੁਹਰਬੰਦ
ਪ੍ਰਮਾਣੀ ਭਾਰਤੀ ਮਾਮਲੇ ਵਿਭਾਗ

Verified that the above statement is correct and true to the best of my knowledge and belief.

Deponent

Deponent

[Signature]
Principal Secretary,
Govt. of Punjab,
Deptt. of NRI Affairs

[Signature]
Under Secretary,
Punjab Civil Secretariat,
Chandigarh.
Deptt. of NRI Affairs

STRUCTURE OF NRI SABHA STAFF

S. No.	Post	No. of Posts	Qualification
1.	Executive Director	1	Government/retired government officer.
2.	Law Officer	1	LL.B. in First Division from a recognized University (Candidates with LL.B. Degree by distance education are not allowed). Retired Dist. Attorney/Deputy District Attorney.
3.	Media Officer	1	Graduate in journalism or Post Graduate diploma in journalism.
4.	Assistant System Manager	1	BE/B.Tech in Computer Science or IT from recognized University.
5.	Revenue Officer	1	Retired DRO/Tehsildar having knowledge of revenue laws.
6.	Office Superintendent	1	Retired Superintendent Grade-I or II from any Government office.
7.	PA to Chairman	1	Retired P.A. from any Govt. Organisation or any person who is a graduate with proficiency in dictation of 80 wpm and typing speed of 30 wpm.
8.	PA to President	1	Retired P.A. from any Govt. organisation or any person who is graduate with proficiency in dictation of 80 wpm and typing speed of 30 wpm.
9.	System Analyst/Programmer	1	MCA/BCA from recognized University.
10.	Accountant	1	Graduate in Commerce. Knowledge of computer MS Office, knowledge of accounts & Tally software.
11.	*Clerks	3	Graduate having knowledge of computer.
12.	Receptionist	2	Graduate having computer knowledge. Should also know manual typing.
13.	Record Keeper	1	Matriculate or a retired Government Employee as Record Keeper or Clerk.
14.	Drivers	2	Preferably Matriculate having LTV driving licence.
15.	Peons	2	Minimum 8th Class pass.
16.	Chowkidar	1	Minimum 8th Class pass.
17.	Safai Karamchari	2	Minimum 8th Class pass.
18.	Gardner (Part Time)	1	Knowledge of gardening.

Attenu
20/12
Under Secretary,
Punjab Civil Secretariat,
Chandigarh.

ਮੁਖੀ ਕਮਰੇ
ਮੁਖੀ ਕਮਰੇ

[Signature]
Principal Secretary,
Govt. of Punjab,
Deptt. of NRI Affairs

[Signature]
Under Secretary,
Punjab Civil Secretariat,
Chandigarh.
ਮੁਖੀ ਕਮਰੇ