

NAVAL OFFICERS' INSTITUTE KOCHI



RULES AND BYE LAWS **2023**



NAVAL OFFICERS' INSTITUTE
KOCHI -682004

RULES AND BYE LAWS
2023

(i)

PREAMBLE

1. The Naval Officers' Institute is an extension of the Southern Naval Command Officers' Mess. However, for efficient administration and smooth functioning, the Institute shall have an autonomous status under an elected Management Committee as per Rules 1 and 2 of the Institute or as directed by Headquarters, Southern Naval Command.
2. These rules have been formulated and passed by the General Body and approved by HQSNC. The rules control and regulate the conduct and efficient running of the Institute.
3. The rules shall be applicable to all serving Defence officers posted at Kochi Naval Area, members of the Institute as well as those who are permitted to utilize the Institute facilities as non-members
4. No rule may be altered, cancelled or adopted except by direction of HQSNC or during General Body Meeting, subject to over-riding approval of the President/HQSNC. In the event of any ambiguity arising in the interpretation of any rule, the interpretation of the Management Committee shall be valid till the rule is amended by the General Body/HQSNC.
5. In case of any ambiguity, the orders of the HQSNC/higher authority shall be made applicable and the anomaly brought to the notice of the appropriate authority for further action.
6. Rules and Bye laws was originally published in 2018, several changes in rules and regulations have been implemented as decided during the general body meeting. The changes have been incorporated in the present version.
7. All members of the Institute and Committee are to read the rules and sign the Master Copy held with the Secretary of the Institute, in token of having read and understood the same. In case a member fails to sign the Master Copy within one month of becoming a member, it shall be presumed that the individual has read and understood all the rules and regulations. All members are to acquaint themselves with the rules at the earliest opportunity. A soft copy of the rules may be given to any full member free of cost by E-Mail.

Kochi
Jan 23

(Yogesh Chandra Pandey)
Commodore
Chairman

Approved

(J Singh)
Rear Admiral
Chief of Staff
Southern Naval Command

Jan 23

Status

1. The Naval Officers' Institute is an extension of the Southern Naval Command Officers Mess. However for efficient administration and smooth functioning, the Institute shall have an autonomous Status under an elected Management Committee as per rules 1 to 7 of the Institute or as directed by the Headquarters, Southern Naval Command.
2. The Naval Officers' Institute (short title Institute) was set up as a welfare measure for the serving and retired Naval Officers in Kochi Naval Area. Over the years, the Institute has also extended its facilities to the selected civilian population of Kochi on tenure/term basis in order to increase the interaction between the service and the civilian population at Kochi.

Object

3. To provide welfare, sports and recreational facilities mainly for the officers of the Navy (including officers of the Army and the Air Force) on active service and those placed on the retired list (with pension) in and around Kochi Area. The term 'Kochi area' appearing in these rules is defined as the area within 40 km by road from the Naval Officers' Institute.

Correspondence

4. All correspondence pertaining to the institute is to be addressed to:-

The Honorary Secretary
Naval Officers' Institute
Katari Bagh
Kochi-682004

5. Members may address the correspondence direct to the Chairman on matters pertaining to policy or of serious and urgent nature.

INDEX TO RULES

<u>Rule</u>	<u>Description</u>	<u>Page No.</u>
Rule No.1	Patron-in-Chief and President	1
Rule No.2	Management Committee	1
Rule No.3	Financial Powers	8
Rule No.4	Meetings	8
Rule No.5	Membership	10
Rule No.6	Procedure for Selection of Members	15
Rule No.7	Institute Property	20
Rule No.8	Suggestions/ Complaints	20
Rule No.9	General	20
Rule No.10	Accounts and Audits	21
Rule No.11	Settlement of Bills	22
Rule No.12	Institute Facilities	23
Rule No.13	Discipline	24
Rule No.14	Guests	25
Rule No.15	Security	26

RULE 1**Patron-In-Chief and President**

1.1 **Patron-in-Chief.** The Institute shall function under the patronage of the Flag Officer Commanding-in-Chief, Southern Naval Command.

1.2 **President.** The Chief of Staff, HQSNC shall be the ex-officio President of the Institute. He shall have authority over all matters of the Institute. His decisions shall be final and binding.

RULE 2**Management Committee**

2.1 **Role.** The day to day running of the Institute shall be managed by a Management Committee.

2.2 The constitution of the committee shall be as follows:-

2.2.1	Chairman	
2.2.2	Honorary Secretary	
2.2.3	Catering Member	
2.2.4	Wine Member	
2.2.5	Entertainment Member	
2.2.6	Sports Member	
2.2.7	Library Member	
2.2.8	IT Member	
2.2.9	Maintenance Member	- GE (NW)
2.2.10	Treasurer	- LOGO Venduruthy
2.2.11	Property Member	- EXO Venduruthy
2.2.12	Legal Adviser	- AJA HQSNC
2.2.13	Works & Infrastructure member	- SO (Works) HQSNC
2.2.14	Medical member	- SHO
2.2.15	Activity member	- EXO Garuda
2.2.16	Any co-opted member	

2.3 Commodore Superintendent of NAY(Kochi) will be the Ex-officio Chairman of the NOI. All other members could be of any rank but junior to the 'Chairman'. During the absence of Chairman on temporary duty, leave etc Deputy Superintendent of NAY(K) will officiate as Chairman NOI.

2.4 Hon. Secretary and members at serials 2.2.3 to 2.2.8 and 2.2.16 are elected members and shall be elected by General Body during AGM. Serials 2.2.9 to 2.2.15 are ex-officio members as directed by HQSNC.

2.5 All the Management Committee members have essentially to be full members who are serving Defence officers. The voting rights during AGM rest only with serving Defence officers who are full members.

2.6 Chairman has the discretion to terminate the tenure of an elected committee member in the interest of the Institute. He may co-opt another member in lieu to ensure seamless continuation of activities assigned by HQSNC. However, in all such cases he shall have the approval of the President. Should any Management Committee member resign during the tenure, the chairman and committee may co-opt any full member to fill the vacancy. The committee may co-opt members/ ladies on advisory capacity for specific purposes as necessary.

2.7 **Management Committee Meeting.** The Management Committee shall meet at least once in a month to discuss various issues regarding functioning and future plans of the Institute. At least six members including the Chairman shall form a quorum Management Committee meeting.

2.8 **Duties of Management Committee.** Duties of the Management Committee are as follows:-

2.8.1 The Committee shall exercise all such powers as authorized by Headquarters Southern Naval Command and the General Body. The Management Committee is not empowered to change or invalidate any rule once ratified and promulgated by the 'General Body'. The power to alter or invalidate rules rests with either Patron-in-Chief or General Body itself.

2.8.2 To review and make Bye-Laws, consistent with these rules as deemed advisable for the internal economy, efficient management and furtherance of the Institute. Such Bye-laws made, altered, or cancelled shall be immediately posted to the members of the Institute for information and guidance.

2.8.3 All such bye-laws shall only be adopted by the sanction of a majority of the committee and shall remain in force unless cancelled or altered at a General Body Meeting.

2.8.4 Regularly review the income and expenditure of the Institute. Ensure proper utilization of funds by optimal allocation for various activities of the Institute.

2.8.5 To examine and approve the audited accounts of the previous financial year prior to placing the said accounts before the Annual General Body Meeting.

2.8.6 To manage day to day affairs of the Institute. To process the applications received for membership of the Institute as per rules in force.

2.8.7 To ensure discipline among the contractor and NOI staff as well as the members and to ensure the smooth conduct of various functions/events at the Institute.

2.9 **Powers and Authority of Management Committee.**

2.9.1 **Chairman.** He is empowered to take decisions which are in the best interest of the Institute. He shall exercise veto power whenever he is not convinced

with the appropriateness of any decision taken by the Management Committee. However, in all such cases he shall have to appraise the President.

2.9.2 **The Management Committee.**

2.9.2.1 The Management Committee shall exercise all such powers as may be exercised by the Institute as per these Rules and Bye Laws of the Institute.

2.9.2.2 The Management Committee can invalidate any act of the earlier Management Committee. However, all such act by the committee shall have to be ratified without any liability to the committee.

2.9.2.3 The Management Committee may appoint from members of the institute, Captains/Secretaries/Members, to be in-charge for various games and activities for a tenure of one year or less.

2.10 **Responsibilities of Management Committee.**

2.10.1 The **Chairman** shall have the overall responsibility of efficient running of the Institute and the Management Committee. He shall preside over all the Management Committee meetings.

2.10.1.1 He is empowered to make decisions on such matters that in his opinion are sufficiently urgent to call for the use of his powers without convening a special Management Committee Meeting.

2.10.1.2 He is responsible for satisfactory conduct by the members in the Institute according to the Defence Service Regulations.

2.10.2 The **Honorary Secretary** shall be responsible for:-

2.10.2.1 The day to day running of the Institute.

2.10.2.2 Arranging periodic Management Committee Meetings and General Body Meetings making Agenda and recording minutes thereof with the help of Manager.

2.10.2.3 Dealing with the routine correspondence concerning the members of the Institute with the help of the Manager.

2.10.2.4 Control of the Service and civilian staff of the Institute. Appointment, discharge, discipline and control of institute staff under the direction of Chairman/President.

2.10.2.5 Informing the Chairman immediately of any irregularity or discrepancies observed/discovered.

2.10.3 The **Honorary Treasurer** shall be responsible for:-

2.10.3.1 Supervising the accounts of the receipts/ payments and disbursement of funds.

2.10.3.2 Furnishing a statement of income and expenditure of the Institute to the Management Committee every month for perusal and approval.

2.10.3.3 Furnishing a complete balance sheet and an extract showing the financial position of the Institute accounts to the committee after quarterly audit.

2.10.3.4 Rendering advice to the Management Committee on financial matters pertaining to the Institute.

2.10.4 The **Entertainment Member** shall be responsible for:-

2.10.4.1 Coordinating and organising various social functions of the Institute.

2.10.4.2 Drawing up a monthly programme of entertainment including Institute Dance Night duly approved by the Management Committee. The approved programme shall be displayed on the Institute notice board for the guidance of the members.

2.10.4.3 The storage, upkeep and maintenance of musical instruments etc. belonging to the Institute.

2.10.4.4 Ensuring that tambola is conducted in accordance with the current bye-law.

2.10.5 The **Maintenance Member** shall be responsible for:-

2.10.5.1 Personally supervising the general condition of Institute building and ensure that it is in good state at all time.

2.10.5.2 Ensuring cleanliness of the area within the Institute compound.

2.10.5.3 Arranging renovations and modifications, of the Institute and its Furniture, in accordance with the instructions of the Chairman.

2.10.5.4 Ensuring availability of firefighting equipment in the Institute.

2.10.5.5 Maintaining constant liaison with MES authorities for various E&M and B&R repairs/maintenance of Holiday Home and Institute buildings.

2.10.5.6 Accounting for all MES Property.

2.10.6 The **Wine Member** shall be responsible for :-

2.10.6.1 The provision of drinks, tobacco and small eats in the Institute and proper accounting thereof.

2.10.6.2 Accounting of crockery and cutlery supplied to the wine account and accounting of glasses.

2.10.6.3 Maintenance of daily sale and stock ledger.

2.10.6.4 Physical check on last day of each month of the stock balance and updating stock ledger. Also conduct of surprise check of wine held by barman for correctness and endorse the same in the daily sale and stock ledger.

2.10.6.5 Ensuring proper maintenance of documents such as the Empty bottle record register, Wine cellar stock register and members' daily running account book.

2.10.6.6 Ensuring regular turnover of wines, minerals, tobacco etc to avoid spoilage in storage.

2.10.6.7 Arranging disposal of empty bottles, containers and packing material by auction and maintaining a record of the same.

2.10.6.8 Informing the Chairman and Honorary Secretary immediately if any irregularity or discrepancy in bar stock or account is discovered.

2.10.6.9 Ensuring monthly medical examination of all bearers and maintaining records.

2.10.7 The **Library member** shall be responsible for:-

2.10.7.1 Managing the Institute Library in accordance with the by-laws framed from time to time.

2.10.7.2 Ensuring the conduct of Library in accordance with the decisions of the Management Committee.

2.10.7.3 Obtain feedback from the members and follow up suggestions to decide on the changes necessary in the book/ periodicals.

2.10.7.4 Ensuring general upkeep of the library infrastructure.

2.10.7.5 Undertake atleast two surprise checks in a month and endorse the same in the Library Feedback Register to ensure that the availability of the requisite number of books and periodicals are maintained.

2.10.8 The **Sports Member** shall be responsible for :-

2.10.8.1 Organising all outdoor and indoor games.

2.10.8.2 Storage Upkeep and repair of sports gear, sport fields and premises.

2.10.8.3 Maintenance of a register of members playing such games as are provided for in the bye-laws. This register is to be produced to the Institute Office on the last day of each month.

2.10.8.4 Plan and co-ordinate all sporting events like NOI Golf cup and TECRIGS meet, and other events planned by the Management Committee on popular demand.

2.10.9 The **Catering Member** shall be responsible for :-

2.10.9.1 The catering arrangements at the Institute.

2.10.9.2 Provisioning and accounting of all property items provided to the catering department/ contractor.

2.10.9.3 Ensure hygiene at the Kitchen and restaurant is of the highest order. Also ensuring that all food handlers are medically examined once a month and record of the same is maintained.

2.10.9.4 Co-ordinate Hygiene rounds.

2.10.9.5 Ensure periodical (Quarterly) review the menu of the caterer in accordance with the feedbacks received from the members.

2.10.9.6 Regular food tasting of the staff lunch and dinner.

2.10.9.7 Surprise check once in a week of the Quality of service and items being served by the caterer and endorse the same in the Catering feedback register. Random check on the quantity of the food items being served at the Institute and home delivery packs are to be checked and endorsed in the register.

2.10.9.8 Check for quality and hygiene of NOI shopping complex shops serving/ stocking food items.

2.10.9.9 Prepare menu in consultation with the caterer for official functions and parties organized by the Institute.

2.10.9.10 Liaise and ensure quality of food items provided by other vendors as and when contracted by the Institute.

2.10.9.11 Plan and execute periodical theme dinner nights at the Institute

2.10.10 The **Property Member** shall be responsible for the safe custody of all Institute property, its accounting and maintenance. Maintain property fund account and ledgers as laid down in the rules. Muster the property once a quarter and recommend write off if any items are unserviceable/BER and initiate replacement as required. Maintain an album of photographs of the Silver items.

2.10.11 The **Legal Adviser** shall be responsible for advising the Management Committee on all legal issues and attending court on behalf of the Institute when necessary.

2.10.12 The **Works & Infrastructure Member** shall advise, plan and prepare the Works related cases of the Institute. He is responsible for the follow up of all Works under progress at the Institute.

2.10.13 The **Medical Member** shall be responsible for :-

2.10.13.1 Take periodic sanitation rounds and ensure the timely medical of all food handlers, civilian bearers and wine handlers with the help of Catering Member, NOI.

2.10.13.2 Project and advice on infrastructure projects necessary to maintain high standards of hygiene at the Institute.

2.10.13.3 Respond and take remedial actions on observations on hygiene with the help of the Catering Member, NOI

2.10.13.4 Advise the Management Committee as an expert on the subject matter of hygiene.

2.10.14 The **Activity Member** shall be responsible:-

2.10.14.1 To the Chairman for overall co-ordination of events and activities of the Institute.

2.10.14.2 Oversee the sports member on sports activities and entertainment member on activities related to dance nights, theme nights etc., conducted at the Institute.

2.10.14.3 Prepare a quarterly forecast of events and submit it to the Management Committee for approval.

2.10.15 The **IT Member** shall be responsible for:-

2.10.15.1 Function as advisor on all IT related matters.

2.10.15.2 Co-ordinate smooth functioning of institute's accounting software systems and its upgrades.

2.10.15.3 Assist Hon. Secretary in generating bill details/ emails from accounting software for sending to members as and when required.

2.10.15.4 Update IT related issues to the staff for efficient functioning of institute's day to day activities.

2.10.15.5 Take steps to enhance IT facilities of NOI such as creation and hosting of website, upgradation of billing software, enhancement of IT infrastructure etc.

2.10.15.6 Coordinate CSAT audits and their timely reports.

2.10.16 **Manager**

2.10.16.1 The Management Committee may appoint a paid Manager as per current NPF regulations who may be permitted to sit in during the deliberations of the Management Committee though he shall not be entitled to vote.

2.10.16.2 The service terms and conditions of the Manager shall be laid down by the Management Committee subject to any amendments which the General Body may wish to make.

2.10.16.3 In addition to the day-to-day running of the Institute, his duties shall include a measure of responsibility for the accuracy of the institute accounts, charge of Institute property, cleanliness of its premises, the supervision of its staff, and the implementation of rules of the Institute. Upkeep of the Institute and advice Honorary Secretary/ Chairman regarding improvement.

2.10.16.4 Upkeep of Holiday Home (No.2KB).

2.10.16.5 The Manager will carry out duties as instructed by the chairman or the committee.

RULE 3

Financial Powers (Amended vide NO 02/S/2019 & SNCGO 01/2022 dated 05 Jan 22)

Financial powers of Hon .Secretary, Chairman, President and Patron is as follows:-

- | | | |
|-------------------|---|---|
| (a) Hon Secretary | - | (i) Rs.10000/- max can be delegated by Chairman for recurring expenditure.

(ii)Rs. 3000/- max can be delegated by Chairman for non recurring expenditure |
| (b) Chairman | - | (i) Payment against stock received from CSD/INCS/ URC for the purpose of subsequent sale
- (ii)Recurring payments to contracted Vendors/shop towards credit sales.
- (iii) Monthly salaries/allowances to permanent/ contractual employees.
- (iv)Other expenditure /purchase –Rs.3,00,000/- per transactions. |
| (c) President/COS | - | Rs. 50,00,000/- |
| (d) Patron | - | Full powers |

RULE 4

Meetings

4.1 **Annual General Body Meeting.** The Annual General Body Meetings shall normally be held in August every year under the Chairmanship of the President. The following business shall be transacted in such meetings:-

4.1.1 Read and confirm the minutes of the last General Body Meeting and of any Extra Ordinary General Body Meeting which may have since been held.

4.1.2 Review financial report for the period after last Annual General Body Meeting.

4.1.3 Place before the meeting any resolution by a permanent member or by the Management Committee provided that a copy of such resolution duly seconded has been furnished 15 days prior to the date of the meeting. A copy of such proposed resolutions shall be noted in the agenda duly posted in a prominent place in the Institute.

4.1.4 Elect members of the Management Committee.

4.1.5 A minimum of 10 days notice shall be given to the members about convening the meeting.

4.2 **Extra Ordinary General Body Meeting.** An Extra ordinary General Body Meeting (EGM) may be called for any reason deemed necessary by the Management Committee or President. EGM shall be called upon only if there is any matter which requires urgent attention or ratification of the General Body.

4.3 **Management Committee meeting.** The Management Committee will meet at NOI every month (first Friday of the month). The following business shall be transacted at such meetings:

4.3.1 Review of points discussed in the previous meetings.

4.3.2 Each Management Committee member submits issues and way ahead pertaining to their area of responsibility.

4.3.3 Finalise programme calendar for the next month.

4.4 At the Annual or extra ordinary General Body meetings, the President shall have powers to adjourn the meeting to another day to be fixed for the purpose of considering such proposition as may remain undetermined or any new proposition then made or for which the requisite notice may not have been given.

4.5 **Quorum.** Quorum at meeting shall be as follows: -

4.5.1 For annual General Body Meeting half the strength of full members, present in station, including the Management Committee shall form a quorum.

4.5.2 At extra-ordinary meetings fifty full members including the Management Committee shall form a Quorum.

4.5.3 At Management Committee meetings not less than six members including the Chairman shall form a Quorum.

4.5.4 If a Quorum at any meeting is not present, the meeting shall stand adjourned for one week or as directed by the President and if at such adjourned meeting a Quorum is still not present then those full members who are present

shall form a Quorum and may transact the business for which the meeting has been called.

RULE 5

Membership

5.1 Primarily, the members of the Institute shall be serving and retired Defence officers (drawing regular pension only). Membership shall be compulsory for all Defence Serving officers borne on permanent duty with effect from the date of reporting on board Ships/establishments based at Kochi area under the administrative control of Headquarters, Southern Naval Command and such officers shall be full members.

5.2 Membership may be offered to Class I Defence Civilian Employees, Class I Central/State government officers and officers of PSUs at the discretion of the Management Committee. However, in all such cases President's or Patron-in-Chief's approval is mandatory.

5.3 A limited number of civilian members may be admitted to the Institute at the discretion of the Management Committee. This category of members shall not exceed 10% of the full members under Rule 5.1. However, the said percentage can be exceeded under special consideration by President or Patron-in-Chief.

5.4 No foreign nationals including those of Indian Origin or those individuals whose spouses hold foreign nationality shall be permitted to be member of the Institute. However, foreign officers undergoing training or on deputation at Naval ships/ establishment at Kochi may be accorded full membership for the period of training/deputation only.

5.5 Membership of the Institute shall be granted under the following categories:-

5.5.1 Full Member	Serving Defence Officers
5.5.2 Associate Member (Def)	Retired Defence Officers
5.5.3 Ex Officio Member	Class I Government/SSC Officers
5.5.4 Associate Member (Civ)	Civilians
5.5.5 Honorary Member	Dignitaries at Kochi
5.5.6 Temporary Member	Visiting Officers(Ty duty/ leave/visiting ship)
5.5.7 One-Day Member	All retired officers visiting NOI and non-member serving officers
5.5.8 Associate member (Civilian)-Sports facility	EX-NEPTA civilian members

5.6 **Membership Cards**. All permanent members and their dependents shall be issued smart card based membership cards at a nominal fee of Rs.100/-. Membership cards to associate members shall be issued for self, wife and children (unmarried up to

25yrs of age). The cards are to be surrendered on termination of membership. In case of loss of membership card, a duplicate card shall be issued on written request from the member for which Rs.100/-shall be charged.

5.7 **Full member.**

5.7.1 **Eligibility.** All commissioned officers of the Navy, Army and Air Force posted and serving at Units in Kochi under the administrative control of HQSNC for whom this membership is compulsory with effect from the date of reporting to Units at Kochi. Indian Coast Guard officers serving at CG Units in Kochi, all serving Naval officers on deputation to Indian Coast Guard based at Kochi and Defence services officers serving in NCC units at Kochi CNAI Alway may also be granted full membership on request.

5.7.2 **Privileges and Facilities.** The full members shall have the voting rights and right to move resolutions at the AGM/ EGM. Full members may be permitted on request, to retain the membership of Institute in case they move out of Kochi on transfer and their families are still residing in Kochi. Full members can be elected/ nominated as member of Management Committee.

5.8 **Associate member (Defence).**

5.8.1 **Eligibility.** Retired commissioned officers drawing regular pension (for the service rendered as an officer) and residing at Kochi area (within 40 Kms by road from the Institute). The members are required to provide proof of residence in Kochi area anytime the Institute may ask for it and failing which the membership of the retired officers will be terminated.

5.8.2 **Widows/ Widower of full and Defence Associate Members.** This membership shall be withdrawn on the remarriage of the widow/widower. The membership is valid only for the period of residence at Kochi area.

5.8.3 Full time NCC Class I officers paid from Defence estimates and based at Kochi area, for the period of their appointment.

5.8.4 Class I officers paid from Defence Services estimate.

5.8.5 Civilians granted Honorary Commission.

5.8.6 **Privileges and Facilities.** The Defence Associate Members may attend but shall not have the voting rights and right to move resolutions at the AGM / EGM. These members may forward in writing any proposal addressed to the Honorary Secretary for consideration. Chairman may at his discretion take up these issues as deemed fit.

Note: - All retired short service commissioned officers are to be admitted as Ex-Officio (Associate member Class I Government/ SSC officers) only (Rule 5.9 refers).

5.9 **Ex Officio (Associate member Class I Government/SSC Officers).**

5.9.1 **Eligibility.** Class I Central/ State Government Civilian Officers posted to Kochi on tenure basis, released short service commissioned officers and other retired officers who are not eligible for regular pension (for service rendered as an officer). The membership is valid for a year only and has to be renewed thereafter for each subsequent year by submitting a fresh application form along with all relevant documents.

5.9.2 **Privileges.** These members may attend the Annual/ Extraordinary/ General Body meeting but shall not have voting rights, rights to propose any resolution and propose or second selection of Management Committee members.

5.10 **Associate Member (Civilian).**

5.10.1 **Eligibility.** Any person, single or married, over 25 years of age, who is well received in Society and is permanently residing within Kochi may apply for civilian membership. The membership is valid for a year only and has to be renewed thereafter for each subsequent year by submitting a fresh application form along with all relevant documents.

5.10.2 Civilian associate members shall be restricted to a maximum of 10% of the full members or at the discretion of the President/ Patron-in-Chief under special circumstances only. An admitted civilian member shall not lose his membership if the strength of full member falls. However, new members may not be admitted till such time the number of civil associate members falls below 10% of full members.

5.10.3 The Institute and the President of the institute reserve the right to withdraw such membership at any time without assigning any reasons whatsoever.

5.10.4 **Facilities and Privileges.** Civilian Associate Members are eligible to use the general facilities of the institute. These members may attend the Annual/ Extraordinary/ General Body Meeting but shall not have voting rights, rights to propose any resolution and propose or second selection of Management Committee members. Sons and daughters of civilian associate members shall be deemed as guests on attaining 25 years of age. Civilian associate members shall not entertain more than 12 guests in a month. However, the same guest is not to be entertained in different occasion within the same month. This category of members is not permitted to entertain guests at NOI on Saturdays.

5.11 **Honorary Members.**

5.11.1 **Eligibility.** Honorary Membership for life shall be offered to COAS, CNS and CAS on retirement and Ex Patron-in-Chiefs of the Institute residing in Kochi Area. The Management Committee may invite any person, who in the opinion of the Management Committee had rendered distinguished or valuable service to Society or to the Institute, to become honorary member for a specified period as it may deem fit. At the discretion of the Management Committee or as per directive of higher authorities, temporary Honorary Membership may be offered to visiting dignitaries for the duration of visit.

5.11.2 **Privileges.** Honorary members are eligible to use the facilities of the institute. These members may attend the Annual / Extraordinary/ General Body Meeting but shall not have voting rights and rights to propose any resolution and propose or second selection of Management Committee members. All honorary members (other than visiting dignitaries) are eligible to use NOI facilities on cash coupon only.

5.12 **Temporary Members.**

5.12.1 **Eligibility.** Civilian class I Gazetted Officers working under the Ministry of Defence when visiting Kochi on the recommendation of the unit commanders, to which they shall remain attached during the duty period, all commissioned officers borne on board naval ships/ aircraft visiting Kochi, all commissioned officers of the Armed Forces of India on active list and who are not resident in Kochi when visiting Kochi on duty or leave and sons (over 25 years of age)/ Parents/ married daughters of serving Defence Services Officers posted at Kochi.

Note 1:- Such Membership shall be subject to approval by the Management Committee and under no circumstances shall be extended beyond three months. For Ships undergoing refit at Kochi and the period exceeding 03 months required to take full membership.

Note 2:- Cash coupons will be issued to Temporary members only on producing the Temporary membership card issued by the NOI office signed by the Hon. Secretary or give an undertaking at the reception with details of purpose of visit to Kochi.

5.12.2 **Privileges.** Temporary members are eligible to use the facilities of the Institute on cash coupons only and shall not entertain any guests in the Institute. In order to entertain guests, Temporary members are to register and pay as a One-Day-Member (Rule 5.13)

5.12.3 Temporary members are not eligible to attend the Annual/ Extraordinary/ General Body Meeting.

5.13 **One-Day Membership.**

5.13.1 **Eligibility.** Retired Defence services officers (non-members), non-full member Indian Coast Guard officers serving in CG Units at Kochi, Naval Officers on deputation to Indian Coast Guard and NCC units based at Kochi and non-member serving officers.

5.13.2 The non-refundable entry charges for one-day membership for an individual is Rs.100/- (reviewed periodically by the Management Committee). One-day membership is extended to one individual with spouse and children below 25yrs only and complementary guests are strictly not permitted. If the individual intends to entertain guests, each guest would be charged Rs.100/- additionally (non-refundable). The number of guest being entertained by a one-day member shall not exceed five on a day and an individual is permitted to avail one-day membership maximum for two days in a month (the individual has to sign

an undertaking at the reception prior availing this facility). The decision to permit/deny one-day membership rests with the Institute and staff on duty. No explanation, whatsoever, will be rendered to such members on facilities extended/denied at NOI as per the management's decision.

5.13.3 Credit facility is not extended for one-day members. The amount for membership has to be paid in cash only at the reception. Over and above the membership charges cash coupons are to be purchased for utility of permitted facilities at the Institute.

5.13.4 One-day membership is not permitted on occasions when NOI is conducting any organized function viz., Valentine's day, Diwali Dhamaka, Holi etc. The individuals are bound by Institute rules and regulations.

5.14 **Associate Member(Civilian)-Sports facility-Ex-NEPTA-Civilian Member.**

5.14.1 As per directives of HQSNC Civilian members of NEPTA who are not paid from Defence Service estimate are to be converted to membership of NOI is Associate Member (Civilian)- Sports facility w.e.f 01 Jan 18.

5.14.2 **Facilities.** Ex NEPTA civilian members are permitted to use NOI sports facilities only. Bar, catering facilities at NOI is not admissible to these members. They are permitted to use facilities of Restaurant only at NEPTA against cash coupons and entry to the premises is restricted only on golfing days and for the forenoon sessions only.

5.14.3 **Selection.** Chairman NGC will forward applications of eligible NEPTA civilian members duly attested. These application is to be vetted by Hon. Secretary and forward to President for approval through Chairman.

5.14.4 **Duration.** This membership shall be valid for one year and renewable annually Renewal form is to be submitted duly recommend by Chairman, NGC.

5.14.5 **Subscription.** In addition to annual subscription of NEPTA the following subscription towards service charge of NOI is to be paid annually:-

(a)	Administrative charge	:	Rs. 500.00
(b)	Total		<u>Rs. 500.00</u>

5.15 **Affiliation to other Clubs.** The Naval Officers' Institute may offer or accept affiliation with other Institutions and clubs in India only. The decision of affiliation can be taken by the 'Management Committee' subject to approval of the President and ratification by the 'General Body' in next AGM/EGM. Name of such Institutions shall be posted on the main notice board. The members of affiliated Institutions/Clubs shall be extended temporary membership of NOI during their visit to Kochi. These members are not permitted on occasions when NOI is conducting organized functions. Affiliation to other Institutions/ clubs may be withdrawn by the Management Committee depending on prevailing circumstances and orders from the command.

RULE 6**Procedure for Selection of Members****6.1 General.**

6.1.1 All serving Defence officers eligible to become full members, i.a.w. Rule 5.1, shall automatically become members of the Institute on reporting at Kochi Naval Area. They have to collect the requisite form from NOI office, and submit it post filling up the necessary details (including a copy of the reporting Gx for reference) for allotment of membership number and card. There is no limit on number of full members admissible.

6.1.2 All categories of members except the Full members shall apply on application form specimens placed at **Appendix 'A' to 'C'**.

6.1.3 There is no limit on number of Defence associate members admissible to Institute.

6.1.4 Number of Civilian Associate member admissible is restricted to 10% of the strength of full members. This figure may be altered at the discretion of the President or Patron.

6.1.5 Number of temporary members admissible shall be at the discretion of the Management Committee.

6.1.6 Applications of personnel desirous of membership (except commissioned officers of the Indian Armed Forces) shall be scrutinized and approved by the Management Committee. The Management Committee is empowered to reject any application without assigning any reason.

6.2 Selection of Civilian Associate Members.

6.2.1 Number of Civilian Associate Members shall be restricted to a maximum of 10% of the strength of full members.

6.2.2 An admitted Civilian Associate member shall not lose his membership if the strength of full members falls. However, new members may not be admitted till such time the number of Civilian Associate Members reaches the requisite 10% of full member.

6.2.3 Persons eligible for civilian membership shall be proposed by a full member and seconded by two members of the Institute of which at least one must be full member.

6.2.4 Members of Management Committee shall not propose or second applicants for new membership.

6.2.5 All proposers and seconding members shall be responsible for the conduct of the member whom they have proposed or seconded.

6.2.6 All applications for Civilian Associate Members shall be vetted and countersigned by Honorary Secretary and placed before the Management Committee as its first meeting after receipt of the application.

6.2.7 The applications are to undergo scrutiny of the Management Committee and the approved applicants name is to be displayed at the Institute's main notice board for atleast 30 days. Full members should be permitted to register their comments in writing regarding the applicants during this display period. These observations are to be addressed to the Chairman and will be considered confidential. If there are no adverse comments the Management Committee or a team of atleast three Management Committee members formed by the Chairman is to interview the applicant on a suitable date at NOI. Subsequently, the Hon. Secretary is to collate all the relevant proceedings of the screening and submit a file with relevant noting of approval/ denial of membership to Chairman for approval of President/ Patron.

6.2.8 The widow/ widower of the deceased civilian associate member may apply for transfer of the membership in her/ his name at the earliest opportunity. However, approval of transfer of membership is at the discretion of Management Committee. Such membership shall stand terminated on remarriage.

6.2.9 An entrance fee shall be charged to civil associate members at the time of enrolment and during annual renewals as indicated in the rules.

6.3 **Duration of Membership.**

6.3.1 **Full Member.** This membership shall be valid for the entire duration of the stay of the member in Kochi.

6.3.2 **Associate Member (Defence).** This membership shall be valid for the entire duration of the stay of the member in Kochi.

6.3.3 **Ex Officio Member (Class I Central and State Government officers not paid from defence estimate/ released SSC Officers).** This membership shall be valid for Class I Central and State Government officers not paid from defence estimates for a period not exceeding three years or the period of tenure at Kochi whichever is lesser and subsequently this period may be extended by one year at the discretion of the Management Committee. Duration for other members viz; released SSC officers, is one year and is to be renewed annually. The onus of renewal lies with the members and any member failing to renew his membership within one month of being due for renewal forfeits his membership and renewal privilege. Such members will need to reapply for new membership with relevant documents and justification.

6.3.3.1 **Released SSC Officers.** Membership card to Released SSC officers will be issued with validity of 05 years from date of issue. However, the members are to submit (online or in person) self-declaration of residential address along with Rs.2000/- as yearly renewal fee without fail. Inability to meet this annual requirement beyond the month of due date, will entail loss of membership. After completion of 05 years of membership, the member is to apply for renewal of membership along with residential proof on the prescribed forms.

6.3.4 **Associate Member (Civilian).** The duration of Civilian membership is one year at the end of which fresh admittance may be granted at the discretion of the management after the member has applied afresh. Procedure for re-admittance is not completely as per new civilian membership Rule 6.2 but the Management Committee reserves the right to initiate complete procedure applicable for new applicant for renewal also. The onus of filing up the renewal form along with necessary documents lies with the member and renewal form has to be submitted prior to termination of current membership. Management Committee under its discretionary powers may accept a delay of one month for submission of renewal forms. Any delay exceeding one month automatically forfeits the membership of the individual and the individual is required to apply afresh iaw the availability of vacancy (10 % of full members) for new membership.

6.3.4.1 **Minimum number of visits.** Associate member (civilian) shall visit and utilise the institute facilities at least 15 times a year subject to a minimum of three times a quarter, failing which their membership is liable to be terminated, exception being to those members who intimate their inability in writing to the Hon. Secretary due to ill health/ outstation/ out of the country etc.

6.3.5 **Honorary member.** The duration of the membership shall be as decided by the Management Committee.

6.3.6 **Temporary Member.** The duration shall be as follows:-

6.3.6.1 Civilian Class I Gazatted Officers working under the Ministry of Defence for the duration of temporary duty.

6.3.6.2 Sons (over 25 years of age) and married daughter of serving Defence Services Officers posted in Kochi – for one year at a time. The Membership may be renewed every year.

6.3.6.3 House Guests of full members and Defence Associate Members – For a period of one month.

6.3.7 **One-day Members.** Validity of the membership will be from the time of application to the closure of Institute on the same day (tentatively 2300hrs).

6.4 **Discontinuation of Membership.**

6.4.1 On out of station transfer of a full member or on completion of duration vide rule 6.3 for other category of members unless extension has been granted by the Management Committee. When a member, other than full member serves a notice to the effect that he/she desires to terminate the membership.

6.4.2 **Termination.** The Management Committee is empowered to terminate the membership of any member other than a full member, during active membership period, for any of the following reasons :-

6.4.2.1 For non-payment of bills or dues within the stipulated period of three months. Non-utilisation of Institute facilities for a period more than three months.

6.4.2.2 Is adjudged bankrupt or insolvent or dismissed from public service or is convicted of a Criminal Offense involving moral turpitude or expelled from any other club or if found guilty by a competent tribunal of an offense which in the opinion of the Management Committee involves misconduct. However, in the event by due process of law or withdrawal of the insolvency or bankrupted order, the Management Committee shall have the power of absolute discretion to reinstate the said member.

6.4.2.3 If, in the opinion of the Management Committee, the member is guilty of conduct unbecoming of an officer and a gentleman/ lady in the institute or elsewhere.

6.4.2.4 If at any time it is found that the information submitted by the member is false or intentionally misleading.

6.4.2.5 Failure to intimate details of spouse or self availing foreign nationality.

6.4.2.6 If foreign nationals were entertained by the member at the Institute premises without security clearance by IHQ/HQSNC.

6.4.2.7 For violation of any rule of NOI.

6.5 Member subject to the provision to rules 6.4. shall be served with a show cause notice to explain why his membership should not be terminated. If the Management Committee deem it necessary, a personal hearing may be given. Such member shall not use the Institute facilities until his case is decided/ disposed by the Management Committee. The Management Committee of the Institute reserves the right to terminate the membership of any member of the Institute for reasons of security without requiring the said member to be given a show cause notice. Denial of renewal of membership is not governed only by this rule but rests as a discretionary power of the Management Committee. The Institute/ Management Committee is not bound to explain the reasons, in writing or verbal, for any denial of renewal of applications.

6.6 **Disqualification/Termination of Defence officers.** The membership of a full member/ Defence officer shall be terminated upon his dismissal from respective service. Service officers, who are dismissed or discharged from their respective service as a result of disciplinary / administrative action against them, shall not be granted membership of the Institute. This disqualification is equally applicable in respect of their widows/ widowers/ dependents.

6.7 **Privileges to Family Members.**

6.7.1 The spouse, unmarried dependent children and dependent parents shall enjoy the same privileges as of the member without payment of any additional entrance fee or subscriptions.

6.7.2 The unmarried dependent sons, on attaining age of 25 years, shall cease to enjoy automatic privileges and shall seek Temporary membership of the Institute.

6.7.3 They shall not be entitled to vote or hold any office in the Management Committee.

6.7.4 Members may deny such privileges to their families by conveying such prohibition to the Honorary Secretary in writing.

6.7.5 Only a member and his spouse shall be entitled to sign for liquor.

6.7.6 All dependents must carry the Dependent cards with them whenever they visit the Institute.

6.7.7 Dependent children are neither entitled to entertain guests nor consume alcoholic drinks in the Institute

6.8 **Transfer of Members.** All members who are transferred out/ discontinuing their membership are to complete their outgoing formalities and clear all the dues. The commanding officers of ships/ establishments are requested to ensure that the Institute is included in the outgoing/ incoming routine of their officers.

6.9 **Membership Fee/ Deposit/ Subscriptions.** The details of fee/ deposit/ subscriptions and other dues to the Institute from the members are as shown in the table below. Non-refundable entrance fee and refundable security deposit shall be paid at the time of obtaining admittance. Monthly subscriptions shall be paid regularly before 15th of the following month. The subscription and the sports fee (if applicable) shall be billed along with the monthly bill which is required to be paid by 15th of the following month.

MONTHLY SUBSCRIPTION WEF APR 21				
	FULL MEMBERS (SERVICE OFFICERS)	ASSOCIATE MEMBERS		
		RETD OFFICERS	CENTRAL /STATE GOVT, CLASS 1 & EX SSC OFFICERS	CIVILIAN MEMBERS
Entrance Fee	NIL	NIL	RS.2000/- per year	RS.25,000/- per year
Refundable Deposit	RS.1000/-	RS.3500/-	RS.8,000/-	RS.25,000/-
MONTHLY SUBSCRIPTION				
General Subscription + *Nautica(20)	330	380	380	1380
Gratuity	15	15	15	50
Library	30	30	30	130
Entertainment	70	70	70	200
Sports	30	30	30	70
Birdies Sub	15	15	15	50
Breakage Charges	10	10	10	20
TOTAL	500	550	550	1900

*Rs.20/- pm charged from all members across the board as approved during AGM held on 06/10/16.

6.10 **Sports Fee.** This fee is chargeable to those members only who utilise the Squash/ Tennis facilities and is over and above the sports subscription. The details of the charge each for Tennis / Squash are as below: -

Category	Rate per head	Remarks
Full / Associate member	Rs.100/- per month	-
Ty members (with One Day membership)	Rs.50/- per day	Not more than 03 days in a month
Guest	Rs.100/-per month	

6.11 Guests are allowed for various sports for which a separate charge of Rs.50/- per game shall be charged. Guests shall be allowed to play for not more than 03 days consecutively in a month and not more than 30 days in a year (same guest).

6.12 Non members are to take ONE DAY membership @Rs.100/- per day to avail sports facilities on cash payment from Reception prior to sports events. One-day membership is permitted only for two days in a month.

RULE 7**Institute Property.**

7.1 All permanent items purchased are to be taken on charge in a Property ledger under various sections viz. Furniture, furnishing, crockery, cutlery, general stores etc.

7.2 Property of any description shall not be removed from the Institute premises without permission of the Chairman/ Hon. Secretary.

7.3 Any damage to institute property shall be made good by the individual causing it. The Management Committee is empowered to waive or reduce recovery of damages, if the circumstances so warrant.

7.4 If in the opinion of the Management Committee, the damage is due to reasons other than accidental, an amount up to six times the replacement value may be charged as decided upon by the Management Committee.

7.5 Members are responsible for damages caused by their guests.

RULE 8**Suggestions/ Complaints.**

8.1 A suggestion book shall be available with the receptionist/ manager. It is to be seen by the Secretary daily and put up to the chairman once a fortnight.

8.2 Suggestions/ Complaints of a disciplinary nature against any member of the institute should be addressed to the Chairman. Suggestion/ complaints of any other nature should be addressed to the Management Committee Member concerned or to the Honorary Secretary.

8.3 Complaints of a disciplinary nature against any member of the Institute staff should be addressed to the Honorary Secretary.

8.4 Members shall not in any way manhandle or use physical force on any member of the institute staff.

RULE 9**General.**

9.1 **Pets.** Dogs and other pet animals are not permitted in the Institute premises.

9.2 **Notices.** All members are expected to read the notices on the Institute Notice Board. All notices in connection with the Institute shall be issued under the signature of Chairman/ Hon. Secretary. Members wishing to place a notice shall obtain prior permission of the Hon. Secretary. All such notices will be signed and dated by the Hon. Secretary before being displayed, and will be removed from the notice board by the Manager within 07 days of being displayed. A nominal charge of Rs.50/- per day for A4

size posters and Rs. 100/- per day for A3 size posters will be levied for all commercial notice except where additional special commissions are being offered to Institute members.

9.3 **Honorarium/ Festival Gifts/ EPF.**

9.3.1 All payments to civilian staff on account of honorarium are to be recorded in muster roll and register. Any amount received from civilian staff as deposits or security is also to be entered in a register for this purpose. The civilian staff shall be paid for the period he was actually present and performed the duty assigned to him.

9.3.2 No member or visitor shall give any money, present, fee or tips directly to any of the Institute staff. Any staff who shall receive anything from a member or visitor or from a tradesman under any pretext whatsoever, shall be liable to immediate dismissal. Festival gift money shall be collected through the Institute bill at Rs.30/- per month from Full members, Rs.30/- from Defence Associate Members and Rs.40/- per month from Ex officio Members and Rs.70/- from Civilian members. Collection thus made shall be distributed before Christmas and Vishu or as desired by Management Committee. Share shall be on the basis of salary drawn on first December.

9.3.3 **Employees Provident Fund.** This shall be applicable to Institute staff as per instructions contained in the Employees Provident Funds Scheme of 1952 amended from time to time.

9.3.4 **Loan from EPF.** The Management Committee may on receipt of an application for loan from the Employees Provident Fund consider and forward the application to the authorities for payment of loan.

9.4 Medical Examination of the civilian staff of the Institute shall be carried out by the PMO, INS Venduruthy once a month and recorded in a register maintained for the purpose.

9.5 The Institute shall not be responsible for any property left behind by members or visitors on or in any part of the Institute premises. Property of members found on the Institute premises shall be notified on the notice board and if unclaimed within 30 days, shall be sold by the Management Committee and the proceeds shall be placed to the credit of the Institute Funds.

9.6 In case of any dispute between members and Institute regarding any matter related to Institute affair including grant of membership, termination of membership, duration of membership, expulsion of members, security deposit, entrance fee, monthly subscription and monthly bills, the court at Ernakulam will have the jurisdiction.

RULE 10

Accounts and Audits.

10.1 The accounts shall be maintained by the Treasurer. Accounts is to be closed half yearly on 30 June and 31December and audited by auditors appointed by Headquarters, Southern Naval Command.

10.2 **Credit Facilities.** Full and Associate Members may sign credit chits for their purchases. Temporary, Honorary and One-day members shall be required to buy Cash coupons before any purchases are made in accordance with the bye-laws. Temporary members are required to produce their identity/ membership card while purchasing cash coupons. Guests shall not be permitted to buy cash coupons nor may they sign for any purchases. No member is permitted to purchase spirits in bottles and all consumption of liquor shall be restricted to the institute premises.

10.3 **Subscription Recoverable from Officer's Families.** Subscription shall be charged to the families of permanent members who continue to reside in Kochi on transfer of the officer and who wish to make use of the Institute. Normal charges for the facilities actually made use of and for purchase made from the Institute would be levied. In order to safeguard the interest of the Institute, an undertaking shall be obtained from the members concerned that they shall honour chits etc. signed by their families. The officer shall intimate his family's residential address and forwarding address along with the undertaking. It shall be the responsibility of the member's family to collect the bills and settle them by due dates.

10.4 In case both husband and wife qualify for full membership of the Institute, only one subscription shall be recovered from such couples.

RULE 11

Settlement of Bills.

11.1 Bills fall due for payment in the following month of which the bill has been made. For example, the bills for the month of June are due for payment in July. The billing cycle is from 1st of a month to last day of the month.

11.2 Monthly bills are uploaded in NOI website by first week of the month and settle the bill in full by the fifteenth day of following month. Additionally, message will also be sent to the members on their registered mobile number. The onus of ensuring that the bill is cleared rests with the member; non-receipt of bill shall not be accepted as an excuse. **The bills may be cleared through Website or by Cash\Cheque/NEFT/POS machine(Debit/Credit card). If the bill is not paid by 15th of following month a fine of Rs.100/- per month will be charged along with next month bill.**

11.3 If a bill is not paid by the twentieth day of the month in which it falls due, it shall be included as arrears in the next bill and the member's credit facility shall be stopped.

11.4 If the bill is still not paid by the first week of the month following that in which it fell due, the member's name shall be displayed on the Institute Notice Board.

11.5 Part payment of bills is not acceptable.

11.6 The Institute may inform the appropriate superior officer if the bill of a full member remains unpaid for more than one month.

11.7 It shall be the duty of every member, to ascertain whether he is in debt to the Institute and to clear such debt before proceeding on transfer/ ty duty/leave etc. The non-presentation of a bill to a member shall not relieve him from the penalties of non-payment.

11.8 Bills of a member shall be rounded off to the nearest rupee.

11.9 Bills are to be settled by cheque drawn in favour of Naval Officers' Institute Kochi. Bills can also be settled by cash or through NEFT/debit/ credit card swiping facility available at NOI during office working hours.

11.10 Outstation cheques shall not be accepted towards settlements of bills.

11.11 For incoming/ outgoing members no charges will be levied if the period does not exceed 10 days of the billing cycle. Full subscription will be charged if period exceeds 10 days.

11.12 If the absence of the full member due to official reasons like Ty duty/ hospitalization/ Sick/ maternity leave (Annual/casual leave is not to be considered as official absence) exceeding 03 months and in addition, there has been no transaction/ availing of facilities at the NOI during this period, then subscription may be suspended for the period of absence on a written request from the full member with relevant documents.

11.13 **Settlement of Party Bills**

11.13.1 **Official function through Public Fund.** Credit facility may be extended for not exceeding six month period with the names of officers attending such functions available with NOI. The responsibility to clear the bills within six months rested with CO/HoD of the unit requisitioning the booking. AIP of Chairman, NOI for credit facility is to be obtained on file along with copy of Admin Orders prior to such events. If the bill is not cleared within six months the matter is to be reported to HQSNC for further directives.

11.13.2 **Semi official/private function.** No credit facility is to be extended. The amount is to be paid in advance from the NPF of the respective units/contribution from attendees.

RULE 12 **Institute Facilities.**

12.1 Institute basically offers in house facilities like catering, bar, library, cold storage, ice cream parlor, Bakery, Trim Crew, Ayurveda Spa, TT room, Party Halls, Holiday Home and sports facilities like Squash, Lawn tennis, TT etc.

12.2 Availability of these facilities shall depend upon the type of membership as described in these rules.

12.3 The Institute shall remain open on all days other than Tuesdays, if Institute is to be closed on any other day due to specific reasons it would be notified through the monthly calendar and/or through notice board/SMS. The extension facility at Birdies/ Eagles will be closed on every Mondays.

12.4 The selling price of wine, mineral and tobacco shall be fixed from time to time including profit and the rate list shall be available with the head barman. No member is permitted to purchase Spirits in bottles and all consumption of liquor shall be restricted to the institute premises

12.5 All members are permitted to avail credit facilities except for temporary/ Honorary/ One-day members.

12.6 All temporary members/personnel staying at Holiday Homes are permitted to avail the facilities of the Institute on cash coupons only. The cash coupon booklets for wine are priced at Rs.50/- but contains coupons for Rs. 45/- (Rs.5/- being service charges) and for catering the booklets are priced at Rs.100/- but contains coupon for Rs.90/- (Rs.10/- being service charges).

12.7 Cars and scooters are to be parked in the parking places provided for the purpose. Vehicles are not to be parked at the entrance of the Institute. The tyres of vehicles parked in places other than provided for the purpose are liable to be deflated in addition to disciplinary action against the offender, as deemed fit.

12.8 Telephones provided at the Institute are primarily meant for official purposes. Members of Institute may however use the telephones but the calls are to be restricted to a maximum duration of three minutes. The Manager/ Floor Manager may politely inform a user that the stipulated 03 minutes are over.

12.9 As the Captain's Cabin is a no mobile no television zone, members are advised to restrain from speaking loudly.

12.10 Poop Deck is the only permitted smoking zone at NOI. All other places at NOI are non-smoking zones.

12.11 Crèche facility at NOI is for children below four years only. The facility is for members only and the member is to legibly enter the details of membership along with contact details while availing the crèche facility.

12.12 All major areas of the NOI is under CCTV surveillance with all activities being monitored.

RULE 13

Discipline.

13.1 The Secretary in particular and Management Committee in general are responsible to the Chairman to ensure maintenance of discipline and observance of service customs and traditions in the Institute.

13.2 Maintenance of proper decorum and customary service etiquette is the duty of all members. Ladies are to be accorded due courtesy and respect.

13.3 Infringement of rules by a member shall be dealt with by the Management Committee which shall take such action as the circumstances warrant including, if necessary, reporting the matter to the offender's superiors.

13.4 Continued infringement of any Rule or Rules by any member shall attract initiation of disciplinary action against the member.

13.5 Any member or candidate for membership shall ipso facto be bound by the Rules and Bye-laws of the Institute. No plea for not having seen a copy of the same, shall be tenable. A soft copy of the rules may be given to any full member free of cost by E-Mail.

13.6 Any act of indiscipline or misconduct on part of staff and employees of the Institute shall be dealt with appropriately, the details regarding action to be taken and powers of punishment are detailed in Bye Laws of the Institute.

RULE 14

Guests.

14.1 Guests comprise of all persons other than members of the Institute. A guest charge shall be levied on relatives and friends.

14.2 Members admitted to the Institute under rules 5.7, 5.8, 5.9, 5.10 and 5.11 may introduce friends/ relatives as guests during club hours on days specified against each membership type, excluding those whose membership has been terminated under Rule 6.4.2.

14.3 Temporary Members (admitted to the Institute under rule 5.12), and affiliated members (rule 5.14) are not permitted to entertain guests in the Institute.

14.4 Members are not permitted to entertain guests of foreign origin or citizen of foreign nation, even if the guest is of Indian origin but citizen of other country. Such guests can only be permitted with security clearance and permission of IHQ/HQSNC.

14.5 Members shall be responsible for the conduct of their guests and may be denied entry in the Institute premises or may be asked to leave the premises of NOI if he or she is found guilty by competent tribunal of an offence which in the opinion of the Management Committee involves gross misconduct. In the opinion of the Management Committee, the person is guilty of conduct unbecoming of an officer and a gentleman/ lady in the Naval Officers' Institute or elsewhere, or his application for membership has been rejected earlier on disciplinary grounds or conduct unbecoming of a gentleman/ lady.

14.6 All members entertaining guests at the Institute are to enter their particulars in the register kept for that purpose. A nominal amount of Rs. 50/- shall be charged per guest from Civilian Associate Members and Rs. 20/- from Full, Defence Associate, Class I Civilian Gazetted Officer, and Honorary Members. However, for tambola days and organised function days, the guests charges will be as per the bye laws, or as decided by the Management Committee.

14.7 Civilian Government employees below the status of Class I Gazetted rank and personnel whose membership has been terminated are not eligible to be entertained as guests.

14.8 Under no circumstances, shall any guests be permitted to order or pay for any services.

14.9 The Management Committee may make bye-laws for the restriction of guests and visitors from time to time as they may consider or deem fit.

RULE 15

Security.

15.1 **Foreign Nationals**. No foreign nationals are to be invited as guests without security clearance and permission of IHQ/ HQSNC.

15.2 No classified signals are to be placed on the Institute notice board.

15.3 Members should refrain from discussing classified matters especially in the presence of civilians or over the telephone.

15.4 All major thefts occurred are to be reported by the Manager/ Hon. Secretary to the Police for immediate investigations. The Secretary is to keep the Chairman informed of all theft cases/ any incidents of serious nature.

15.5 Random check of membership cards is to be carried out by the staff (Manager/ Floor Manager/ Bar in- Charge).

15.6 All rooms not in use are to be kept locked. Prior to closing down of the Institute after all members have left, the duty staff is to take security rounds and ensure that the premises are well secured.

To

Date:

The Honorary Secretary
Naval Officers Institute
Katari Bagh
Kochi – 682004

MEMBERSHIP OF NOI KOCHI

Dear Sir,

1. I am writing to you to express my willingness/ desire to obtain membership at your Institute. Towards the same I state that, I will abide by all the rules and regulations of the Institute and I undertake to clear all dues well in time by a local cheque/ credit card/ online/E payment.

2. Further, I state that I along with my dependent members/ guests, will be fully aware of the dress code and maintain the code of conduct at all times at the Institute. I understand that the decisions taken by the Management Committee of the Institute will be final and obeyed by me. My Bio-Data and particulars of my family are enclosed herewith.

3. It is therefore requested that, the grant of membership to the undersigned may be considered accordingly.

Yours Sincerely

- Enclosure.**
1. Biodata
 2. Proof of local address
 3. Letter from employer
 4. Copy of PAN
 5. Copy of Adhar / Election ID
 6. One Stamp size photograph

From:-

Name :

Desig :

Address :
(A copy of Aadhar card/passport only to be submitted for address proof)

E- Mail Address :

Mobile No. :

Alternate No. :

NAVAL OFFICERS' INSTITUTE, KOCHI



APPLICATION FOR GRANT OF MEMBERSHIP (To Civilian Associate Member)

BIODATA AND PARTICULARS

Only latest
coloured
passport
photograph to
be affixed

1. **FULL NAME** :
(IN BLOCK CAPITALS)
2. **FATHER'S NAME** :
3. **NATIONALITY** :
4. **DATE & PLACE OF BIRTH** :
5. **EDUCATIONAL QUALIFICATION** :
6. **PROFESSIONAL QUALIFICATION** :
7. **SCHOOL/ SCHOOLS STUDIED** :
8. **COLLEGE / COLLEGES STUDIED** :
9. **OCCUPATION** :
10. **NATURE OF PROFESSION / BUSINESS** :
11. **DATE OF ENTRY INTO PROFESSION** :
12. **DESIGNATION/STATUS IN ORGANISATION/ FIRM / BUSINESS** :
(Copy of company certificate to be submitted for proof)
13. **FIRM / ORGANISATION WORKING FOR (BUSINESS FIELD)** :
14. **ANNUAL INCOME/ TURN OVER** :
(A copy of income tax return to be enclosed)

15. OFFICIAL ADDRESS WITH CONTACT DETAILS :

16. PRESENT ADDRESS WITH CONTACT DETAILS :
(Address proof required)

17. PERMANENT ADDRESS WITH EMAIL ID AND MOBILE NO. :
(A copy of Aadhar card/ passport/ voter ID only to be submitted)

18. ALTERNATE PHONE NO. :

19. PAN DETAILS :
(Copy required)

20. AADHAR CARD NO. :

21. HOBBIES :

22. INTERESTS :

23. SPORTS ACTIVITY AND LEVEL OF PARTICIPATION :

24. NAME AND ADDRESS WITH CONTACT NO. OF TWO EMINENT PERSONS KNOWN IN KOCHI (FURNISHING FAKE INFORMATION WOULD RESULT IN PERMANENT CANCELLATION OF MEMBERSHIP)

(A)

(B)

25. RANK, NAME, MEMBERSHIP NO. AND SIGNATURE OF TWO FULL MEMBERS OF NOI KOCHI SPONSORING

(A)

(B)

26. **MARRIED / SINGLE** :

(A) DATE OF MARRIAGE :

(B) SPOUSE IN STATION OR NOT :

27. **PARTICULARS OF FAMILY** :

(A) **SPOUSE** NAME :

AGE & DOB :

NATIONALITY :

QUALIFICATION :

INTEREST :

HOBBIES :

PROFESSION :

CONTACT NO. :

(B) **DEPENDENT CHILDREN**

(I) NAME :

AGE& DOB :

QUALIFICATION :

NATIONALITY :

WHETHER RESIDING
WITH THE MEMBER :

HOBBIES :

(II) NAME :

AGE & DOB :

QUALIFICATION :

NATIONALITY :

WHETHER RESIDING WITH THE MEMBER :

HOBBIES :

28. **WHETHER MEMBERSHIP OF NOI WAS GRANTED IN THE PAST** : YES/ NO
(If YES reason for discontinuation and details of old membership)

29. **NAME OF OTHER CLUB/ INSTITUTION WHERE MEMBERSHIP CURRENTLY HELD**
(FURNISH DETAILS)

30. **ANY OTHER RELEVANT INFORMATION**

SIGNATURE(DATE)

COST OF APPLICATION– RS.500/-

-II-

UNDERTAKING BY THE APPLICANT FOR MEMBERSHIP AT NOI (KOCHI)

I understand that the membership granted to me is for a period of one year on temporary basis and re-admission shall be at the sole discretion of the NOI management and I shall abide by their final decision. I also understand that I shall have no claims or rights for continued membership on expiry of the specified term of membership or shifting of my residence out of Kochi during the period of my membership.

SIGNATURE (DATE)

1. Application received on :
 2. Interview held on :
 3. Amount received & date :
 4. Approved by Chairman on :
 5. Approval of Chairman/President/Patron on :
 6. Final Approval :
- Membership No. :
- Membership w.e.f :
- Expiry on :
7. Intimation sent to the member by phone/
Email/ letter by the NOI& date :

- Hon. Secretary, NOI (Kochi)

-II-

Chairman / President / Patron-in-Chief

Appendix B

To,

Date:

The Honorary Secretary
Naval Officers Institute
Katari Bagh
Kochi – 682004

MEMBERSHIP OF NOI KOCHI

Dear Sir,

1. I am writing to you to express my willingness/ desire to obtain membership at your Institute. Towards the same I state that, I will abide by all the rules and regulations of the Institute and I undertake to clear all dues well in time by a local cheque/ credit card.

2. Further, I state that I along with my dependent members/ guests, will be fully aware of the dress code and maintain the code of conduct at all times at the Institute. I understand that the decisions taken by the Management Committee of the Institute will be final and obeyed by me. My Bio-Data, copy of PPO, two passport size photographs and particulars of my family are enclosed herewith.

3. It is therefore requested that, the grant of membership to the undersigned may be considered accordingly.

Yours Sincerely

- Enclosure.**
1. Biodata
 2. Copy of PPO
 3. Proof of local address
 4. Copy of PAN
 5. Copy of Adhar / Election ID
 6. Copy of appointment letter (for Govt.civ. gazetted officer)
 7. One Stamp size photograph

From:-

Name :

Desig :

Address :
(Photocopy of retired officers ID card to be submitted as address proof)

E- Mail Address :

Mobile No. :

Alternate No. :

NAVAL OFFICERS' INSTITUTE, KOCHI



APPLICATION FOR GRANT OF MEMBERSHIP
(To Defence Associate Member & Civ. Class 1 State/ Central /Govt.
Officers paid from Defence Estimates)

BIO DATA AND PARTICULARS

1. FULL NAME (IN BLOCK CAPITALS):
2. FATHER'S NAME :
3. DATE & PLACE OF BIRTH :
4. EDUCATIONAL QUALIFICATION :
5. PROFESSIONAL QUALIFICATION :
6. OCCUPATION / APPOINTMENT :
7. DESIGNATION :
(Copy of company certificate to be submitted for proof)
8. BASIC PAY & GRADE PAY
(for Class 1 Govt. Official only)
9. FIRM / COMPANY / EMPLOYER :
10. LIKELY DATE OF RETIREMENT :
11. OFFICIAL ADDRESS WITH CONTACT DETAILS :
12. PRESENT ADDRESS WITH CONTACT DETAILS :
(Proof of address in Ernakulam district (or could be Greater Kochi as and when it is formalized))
13. PERMANENT ADDRESS WITH CONTACT DETAILS :
(A copy of Aadhar card/ passport/voter ID Only to be submitted)
14. PAN DETAILS :

Only latest
coloured
passport
photograph to
be affixed

15. AADHAR CARD NO. :

16. HOBBIES :

17. INTERESTS :

18. SPORTS ACTIVITY AND LEVEL OF PARTICIPATION :

19. RANK, NAME , MEMBERSHIP NO. AND SIGNATURE OF TWO FULL MEMBERS OF NOI KOCHI SPONSORING

(A)

(B)

20. PARTICULARS OF FAMILY :

(A) SPOUSE NAME :

AGE & DATE OF BIRTH :

QUALIFICATION :

INTEREST :

HOBBIES :

PROFESSION :

CONTACT NO. :

(B) DEPENDENT CHILDREN

(I). NAME :

AGE & DATE OF BIRTH :

QUALIFICATION :

WHETHER RESIDING WITH THE MEMBERS :

HOBBIES :

2. NAME :
- AGE & DATE OF BIRTH :
- QUALIFICATION :
- WHETHER RESIDING WITH THE MEMBERS :
- HOBBIES :

21. NAME OF OTHER CLUB/ INSTITUTION WHERE MEMBERSHIP CURRENTLY HELD (FURNISH DETAILS)

22. ANY OTHER RELEVANT INFORMATION

SIGNATURE (DATE)

-II-

UNDERTAKING BY THE APPLICANT FOR MEMBERSHIP AT NOI (KOCHI)

I hereby undertake to intimate the Naval Officers' Institute at the earliest in case of change of my residence out of Kochi and all the decisions, whatsoever, shall be at the sole discretion of the NOI management and I shall abide by their decision. I also understand that I shall have no claims or rights on termination of the membership due to any disciplinary action/ non-payment of bills on expiry of any such specified term of membership or on shifting of my residence out of Kochi during the period of my membership

SIGNATURE (DATE)

1. Application received on :
 2. Amount received & date :
 3. Approved by Management Committee on :
 4. Final Approval :
- Membership No. :
- Membership w.e.f :
5. Intimation sent to the member by phone/
Email/ letter by the NOI & date :

Honorary Secretary, NOI (Kochi)

-II-

Chairman / President / Patron-in-Chief

To,

Date:

The Honorary Secretary
Naval Officers Institute
Katari Bagh
Kochi – 682004

MEMBERSHIP OF NOI KOCHI

Dear Sir,

1. I am writing to you to express my willingness/ desire to obtain membership at your Institute. Towards the same I state that, I will abide by all the rules and regulations of the Institute and I undertake to clear all dues well in time by a local cheque/ credit card.
2. Further, I state that I along with my dependent members/ guests will be fully aware of the dress code and maintain the code of conduct at all times at the Institute. I understand that the decisions taken by the Management Committee of the Institute will be final and obeyed by me. My Bio-Data, two passport size photographs, copy of retired officer ID (for retired SSC officers), certificate from Head of the Department (for Class I Govt. Officers) and particulars of my family are enclosed herewith.
3. It is therefore requested that, the grant of membership to the undersigned may be considered accordingly.

Yours Sincerely

- Enclosure.**
1. Biodata
 2. Copy of retired officers ID
 3. Certificate from HOD
 4. Proof of local address
 5. Copy of Adhar / Election ID
 6. Copy of PAN
 7. One Stamp size photograph

From:-

Name :

Desig :

Address :
(A copy of Aadhar
card/passport only
to be submitted for
address proof)

E- Mail Address :

Mobile No. :

Alternate No. :

NAVAL OFFICERS' INSTITUTE, KOCHI**APPLICATION FOR GRANT OF MEMBERSHIP**
(To Ex Officio Member)**BIO DATA AND PARTICULARS**

1. FULL NAME :
(IN BLOCK CAPITALS)
2. FATHER'S NAME :
3. DATE & PLACE OF BIRTH :
4. NATIONALITY :
5. EDUCATIONAL QUALIFICATION :
6. PROFESSIONAL QUALIFICATION :
7. OCCUPATION / APPOINTMENT :
8. APPOINTMENT DATE :
9. LIKELY DATE OF DEMITTING OFFICE :
10. LIKELY DATE OF RETIREMENT :
11. DESIGNATION :
(Copy of company certificate to be submitted for proof)
12. BASIC PAY AND GRADE PAY :
13. FIRM / COMPANY / EMPLOYER :
14. OFFICIAL ADDRESS WITH CONTACT DETAILS :
15. PRESENT ADDRESS WITH CONTACT DETAILS(Address proof required) :
16. PERMANENT ADDRESS WITH CONTACT DETAILS :
(A copy of Aadhar card/ passport/voter ID only to be submitted)
17. PAN DETAILS :

Only latest
coloured
passport
photograph to
be affixed

18. AADHAR CARD NO. :

19. HOBBIES :

20. INTERESTS

21. SPORTS ACTIVITY AND LEVEL OF PARTICIPATION :

22. NAME AND ADDRESS WITH CONTACT NO. OF TWO EMINENT PERSONS KNOWN IN KOCHI (FURNISHING FAKE INFORMATION WOULD RESULT IN PERMANENT CANCELLATION OF MEMBERSHIP)

(A)

(B)

23. RANK, NAME , MEMBERSHIP NO. AND SIGNATURE OF TWO FULL MEMBERS OF NOI KOCHI SPONSORING

(A)

(B)

24. PARTICULARS OF FAMILY :

(A) <u>SPOUSE</u>	NAME	:
	AGE & DATE OF BIRTH	:
	NATIONALITY	:
	QUALIFICATION	:
	INTEREST	:
	HOBBIES	:
	PROFESSION	:
	CONTACT NO.	:

(B) DEPENDENT CHILDREN

- (I) NAME :
- AGE & DATE OF BIRTH :
- NATIONALITY :
- QUALIFICATION :
- WHETHER RESIDING WITH THE MEMBERS :
- HOBBIES :
- (II) NAME :
- AGE & DATE OF BIRTH :
- NATIONALITY :
- QUALIFICATION :
- WHETHER RESIDING WITH THE MEMBERS :
- HOBBIES :

25. NAME OF OTHER CLUBS / INSTITUTION WHERE MEMBERSHIP CURRENTLY HELD(FURNISH DETAILS)

26. ANY OTHER RELEVANT INFORMATION

SIGNATURE (DATE)

-II-

UNDERTAKING BY THE APPLICANT FOR MEMBERSHIP AT NOI (KOCHI)

I understand that the membership granted to me is for a period of one year on temporary basis and re-admission shall be at the sole discretion of the NOI management and I shall abide by their final decision. I also understand that I shall have no claims or rights for continued membership on expiry of the specified term of membership or shifting of my residence out of Kochi during the period of my membership.

SIGNATURE (DATE)

1. Application received on :
 2. Amount received :
 3. Approved for Management Committee on :
 4. Approval of Chairman/President/Patron on :
 - 5 . Name on Main Notice Board –
 - Displayed on :
 - Removed on :
 6. Introductory Cocktails Party on :
 7. Final Approval :
- Membership No. :
 Membership w.e.f :
 Expiry on :

Honorary Secretary

-II-

Chairman / President / Patron-in-Chief

NAVAL OFFICERS' INSTITUTE

KATARI BAGH, NAVAL BASE
KOCHI

BYE LAWS

INDEX

<u>BYE LAW</u>	<u>DESCRIPTION</u>	<u>PAGE NO.</u>
Bye Law No.1	Timings	1
Bye Law No.2	Dress Code	2
Bye Law No.3	Tambola	2
Bye Law No.4	Sports complex (Indoor)	5
Bye Law No.5	Sports complex (Outdoor)	6
Bye Law No.6	Private and Official Functions/ Entertainment	7
Bye Law No.7	Blank	10
Bye Law No.8	Accounts and Audits	10
Bye Law No.9	Civilian Staff	11
Bye Law No.10	Library/ Reading Room	13
Bye Law No. 11	Miscellaneous	15
Bye Law No. 12	Holiday Home	16
Bye Law No. 13	Birdies/ Eagles	18
Bye Law No. 14	Nautica (Discotheque)	19

BYE LAW 1**Institute Timing****1.1 Working hours:-**

1.1.1 **Office**:- All working days - 0900h-1300h
and 1400h-1700h
Saturdays - 0900h-1300h
Sundays - Closed.

1.1.2 **Library**:- All days except Tuesdays - 1000h-1400h
and 1800h-2200h
Tuesdays - Closed

1.1.3 **Shopping Complex & Barbershop**. Remain open on all days unless notified.

1.1.4 **NOI Bar and Catering**. The catering and bar services will be available as per following time schedule. All Tuesdays NOI bar and catering services will remain closed.

	<u>Bar</u>	<u>Catering</u>
Normal working days except Tuesdays	1245-1425 1900-2200	1300-1430 1930-2230
Fridays and days preceding Holidays	1245-1415 1900-2230	1300-1430 1930-2300
Saturdays/ Sundays & SNC Holidays	1230-1430 1900-2230	1300-1500 1930-2300

1.1.5 **Birdies/Eagles**. The catering and bar service timings for Birdies/Eagles is as follows. All Mondays Birdies/Eagles bar and catering will remain closed.

	<u>Bar</u>	<u>Catering</u>
Normal working days except Sundays & Tuesdays	1900-2200	1930-2230
Sundays	1900-2230	1930-2300
Tuesdays	1230-1430 1900-2200	1230-1430 1900-2230

1.2 The last order of catering shall be accepted 30 minutes prior to the closing time of the Institute.

1.3 A bell shall be sounded 15 minutes prior to bar closing. No drinks shall be served after bar is closed. Members are to vacate the bars by 1430/1500/2230/2300 as applicable.

1.4 Members are to vacate the Institute within 15 minutes of the closing time mentioned above.

BYE LAW 2**Dress Code****2.1 Gents.**

2.1.1 Up to 2000 h:-

2.1.1.1 T-shirt without collar, soft sole shoes (sneakers) and sandals with back strap.

2.1.1.2 8/8A/10A and their equivalent.

2.1.1.3 Sports rig(except in Captain's Cabin & Upper Deck)

2.1.2 After 2000 h:-

2.1.2.1 Shirt/ T-Shirt with collar and tucked in at the waist, full buttoned Bush shirt (not short kurtas but short shirts) untucked and trousers/ jeans and Leather shoes (with lace) with socks.

2.1.2.2 6B/ equivalent.

Note:-

(i) Tattered, torn, faded, frayed jeans / clothes are not permitted at any time.

(ii) The above dress regulations are applicable to boys above 15 years of age as well.

(iii) At Captain's Cabin Jeans, soft sole shoes are not permitted under all circumstances. Permitted rig at Captain's cabin are service Uniforms, formal shirt/ T-shirt (with collar) tucked in with a formal trouser, leather belt and leather shoes.

2.2 Ladies.

2.2.1 While no specific dress regulations have been laid down, ladies are to be appropriately dressed.

BYE LAW 3**Tambola****3.1 Tambola General Orders:-**

3.1.1 **Schedule.** Tambola shall generally be played on Sundays from 1130h to 1330h and Wednesdays from 1930h to 2200h. The schedule shall be promulgated in the monthly calendar. Each session shall comprise of around five

houses. The entertainment member shall be responsible for its conduct. However any member who has a flair for calling numbers and is willing to do may be entrusted with the actual conduct of a house.

3.1.2 **Eligibility.** All members of the Institute and their guests are eligible to play tambola. However, only full and associate members shall be eligible for Snow- ball prize. Guests of members are also not eligible for snow ball. Children below the age of 10 years are not permitted to play.

3.1.3 **Sale of Ticket.** Tickets shall be sold in serial order against cash only @Rs.10/- per ticket. Tickets once sold shall not be refunded. Members are to check their tickets for printing errors erroneous tickets may be exchanged prior to commencement of the game.

3.1.4 There shall be no limit to the number of tickets that a player may use in any particular game. The member who sells tickets and conducts a particular game shall be responsible for the complete accounting and sale of tickets for that game. Two free tickets each shall be given to the person who sells the tickets and calls the house.

3.1.5 **Lucky Tickets.** Three lucky tickets will be drawn from the tickets of last house of the previous session prior to commencement of each session of Tambola. Winners will be entitled to two each free ticket for all houses of the session. Tickets that do not bear legibly written name in full shall be considered invalid. Members absent at the time of draw for availing the free ticket shall lose their chance of a free ticket, such ticket shall not be issued to anyone else. One ticket will be drawn from the tickets of the pervious house during a session. Winner will be entitled to two free ticket each for the next house.

3.2 **Kitty.** 15% of the total collection of the house rounded to the next higher full rupee shall be deducted towards tambola expenses, jackpot / snowball. This amount shall be handed over to the manager at the close of the session. The manager shall be responsible for maintaining and auditing of the tambola account.

3.3 **Prizes.** Snow ball will be of Rs.2000/- in 50 counts going up by one number and Rs.50/- after every session till won. The snow ball counts shall be announced at the commencement of each tambola session. Once the Snowball, is won, the count will be reduced by 5 counts and prize money again reduced to Rs.2000/-. The count for snowball will again go up for each session by one count and prize money by Rs.100/- from the next session. Other prizes are at the discretion of the caller, in keeping with the total collection from sale of tickets.

3.4 **General Rules.**

3.4.1 The winner of a snow ball shall not be eligible to a "Full House" on the winning ticket.

3.4.2 A member who is calling is not permitted to play his own ticket(s). He may hand it over to other participants.

3.4.3 Participating members are not permitted to stand near the caller and check their numbers against the check board.

3.4.4 Numbers shall not be repeated on request of any participant. Strict silence shall be maintained during the game.

3.5 **Conduct of Game.**

3.5.1 **Checking of Numbers.** The caller of the first house is to check the number against the check board before the commencement of the game.

3.5.2 **Picking of counts.** All numbers shall be kept in a case/bag. Only one number shall be picked at a time and announced. Should a number drop accidentally on the floor, it shall be called before proceeding with the next number.

3.5.3 **Calling of numbers.** Each number shall be called twice. One of these calls may be in the slang of the game e.g. Me and You; Three and two; Thirty two. A number shall be considered completed only when called out twice.

3.6 **Claiming of Prizes.**

3.6.1 The winner must call out for his prize loud enough to be heard by the caller. The call must be made soon after the announcement of the relevant number and in any case before completion of the subsequent number.

3.6.2 All claimants of prizes must present their tickets before the commencement of the checking. Claims after the commencement of checking shall not be entertained. Decision of the caller will be final.

3.7 **Irregular of Bogey Claims.** A call/ claim shall be considered irregular or bogey under the following cases:-

3.7.1 If the prize is claimed on a number subsequent to the one on which an individual has completed his house / line etc.

3.7.2 If the ticket is of a different colour to the one in play.

3.7.3 When it does not have the number/ numbers called or it does not conform to the particular prize in a game in play.

3.7.4 When the claimant has not struck all the numbers as required for the particular prize, or has struck more than the required number.

3.7.5 Decision of the caller will be final.

3.8 **Children's Tambola.** Shall normally be scheduled once a month for children below the age of 15 years. One ticket per child per game shall be issued free of cost. The winner of a house/ line etc. shall be given prizes such as ice- cream/ soft drinks. No cash prize is permitted.

3.9 **Disputes.** Any dispute on prize or any other matter connected with tambola shall be referred to the Management Committee provided such dispute / complaints have been made in writing and handed over to the entertainment member within an hour of its occurrence.

BYE LAW 4**Sports Complex (Indoor)****4.1 Squash.**

4.1.1 The Officers Institute provides squash court facility to its members and their families. Guests may also utilise this facility, provided they are accompanied by the concerned member, in accordance with the Institute rules.

4.1.2 Courts may be reserved exclusively for conducting of Command/ Navy/ Service championship with the approval of the Chairman/ HQSNC.

4.1.3 **Court Timings.** The squash Court shall remain open on all days except Sundays and other holiday as indicated below:-

<u>Time</u>	<u>Remarks</u>
0600h to 0900h	For members/families
1600h to 1700h	For families
1700h to 2000h	For members only

4.1.4 Players fee.

<u>Category</u>	<u>Rate per head</u>	<u>Remarks</u>
Full / Associate member	Rs.100/- per month	-
Ty members (with One Day membership)	Rs.50/- per day	Not more than 03 days in a month
Guest	Rs.100/-per month	

4.1.5 Members and their families may use the squash court beyond the times mentioned above and on Sundays/ holidays by drawing the court key from the Institute receptionist. It shall however be the responsibility of the concerned member to ensure that all doors / windows have been locked properly, lights/ fans switched off and furniture if taken out of the court kept back inside prior to looking the court and returning the keys to the receptionist. The court keys are to be returned to the receptionist personally by the member who had drawn it. The concerned member is also to fill up the squash court key register maintained by the receptionist prior to drawing the keys.

4.1.6 Members are to take every precaution to ensure that the court flooring is not damaged. Only shoes with rubber soles are permitted in the court.

4.1.7 Players are expected to bring their own ball. However, these may be provided by the institute for which each playing member shall be charged Rs.100/- per month or as revised from time to time. The maximum permissible institute sponsored ball shall not exceed 03 balls per week.

4.1.8 Booking.

4.1.8.1 The court can be booked by any member by duly filling up the booking register at the court indicating the desired time slot. Advance booking shall be restricted to within 48 hours only.

4.1.8.2 Members are to ensure that the court is not booked by them as a matter of routine. Once the court is booked for a particular time slot, the concerned member should be present well on time. In case a member fails to turn up for his/ her game within five minutes of the appropriate time, his/ her time slot may be used by any other member waiting at the court.

4.1.8.3 The playing time slot shall be of 30 minutes duration, that is, 1600h to 1630h, 1630h to 1700h and so on. Members are to leave the court once their 30 minutes slot is over. However, in case there is no member waiting for the game, one may continue playing beyond the 30minutes slot.

BYE LAW 5

Sports Complex (Outdoor)

5.1 **Tennis.**

5.1.1 Two Tennis courts at the Sports Complex shall be used for recreational/ training purposes by all members and their families.

5.1.2 Courts may be reserved exclusively for conducting of Command/ Navy/ Services championships with the approval of the Chairman/ HQSNC.

5.1.3 **Tennis Balls.** Players are expected to bring their own ball. However, these may be provided by the institute for which each playing member shall be charged Rs.100/- per month or as revised from time to time. The maximum permissible institute sponsored ball shall not exceed three balls per week.

Time	Remarks
0600h to 0900h	For members/families
1600h to 1700h	For families
1700h to 2000h	For members only

5.1.4 **Players fee.**

Category	Rate per head	Remarks
Full / Associate member	Rs.100/- per month	-
Ty members (with One Day membership)	Rs.50/- per day	Not more than 03 days in a month
Guest	Rs.100/-per month	

5.1.5 **Ball Picker Boys.** It is the responsibility of the players to arrange and pay for ball pickers. The Institute does not provide other facilities like wet towels etc.

BYE LAW 6**Private and Official Function / Entertainment**

6.1 One or more members may reserve such part of the Institute premises as may be approved by the Management Committee for the purpose of conducting private entertainment. The request for such requirement is to be made on the prescribed form. Only on approval of the same by Hon. Secretary, based on availability of manpower and resources etc the member may indicate his requirement of catering/ wine etc. Private parties on the days of Tambola and organized Institute entertainment shall not be allowed.

6.1.1 **Party Area.** May be booked for parties/ reception at least 72 hours/ 15 days (for reception) in advance as per rule 6.1 above. The charges shall be as follows if the strength exceeds 20.

PRIVATE / OFFICIAL PARTY BOOKING CHARGES - NOI PREMISES 01 W.E.F
AUG 18

Ser	Venue	Facilities Provided	Non AC			AC		
			Full Member	Associate Member Defence & Ex Officio	ACM	Full Member	Associate Member Defence & Ex Officio	ACM
1	High Tide Banquet Hall (60 Persons)	Renovated / decorated with new sofas and teapoy	2000.00	3990.00	6650.00			
2	<u>Main Foyer</u>							
	(a) For PLD only	(i) Holy stoned bar (ii) Snacks service (iii) Four tables (iv) 20 chairs	290.00	440.00	740.00	1760.00	1900.00	2200.00
	(b) For meetings 1000-1230 / 1500-1800 only (Official/ NWWA function will be charged at Full Member Rate)	(i) Holy stoned bar (ii) Catering service as required (iii) 20 tables (iv) 80 chairs	440.00	740.00	1180.00	1900.00	2200.00	2640.00
	(c) For marriage reception from 1830-2200hrs on club holidays	(i) Holy stoned bar (ii) Catering counter (iii) 20 tables (iv) 80 chairs	880.00	2200.00	3660.00	3660.00	5880.00	7310.00
	(d) Official lunch / dinner as ordered by HQSNC	(i) Bar service (ii) Catering service (iii) Tables (iv) Chairs as required	2000.00			3330.00		
	(e) Main foyer Tuesdays					3660.00	5990.00	9320.00
	(f) Nautica	Discotheque/DJ				1330.00+ DJ Charge	2660.00+ DJ Charge	10650.+ DJ Charge
3	Roadstead				1590.00	3330.00	5320.00	
4	Dance Floor (Half)		740.00	1460.00	3990.00			
	Dance Floor (Full)		1460.00	2930.00	6650.00			
	Dance Floor Tuesdays		2660.00	5320.00	10650.00			

Ser	Venue	Facilities Provided	Non AC			AC		
			Full Member	Associate Member Defence & Ex Officio	ACM	Full Member	Associate Member Defence & Ex Officio	ACM
5	Birdies	(a) Ten chairs (b) Two tables (c) Common bar counter				1100.00	3650.00	4390.00
6	Eagles					1460.00	4390.00	8790.00
7	Birdies & Eagles (on Mondays only)	All existing facilities including restaurant				3330.00	10650.00	19960.00
8	Creche	(Tuesday only)	2660.00	3990.00	7990.00			
9	Oasis	Covered area	800.00	1600.00	3200.00			

Note 1:- Party booking charges for Command functions and official parties i.e. Unit Anniversary, ships function and farewell parties on retirement/ transfer of officers may be exempted.

Note 2:- For Parties organised on Club Holidays, Bearer Charges of Rs.400/- per Bearer will be levied in addition to Party Booking Charges. If illumination is requested and approved additional electricity charges commensurate with the consumption will be levied

6.1.2 Hiring of NOI Lawn for Marriage Receptions

6.1.2.1 The lawns of NOI will be provided on hire to serving /retired Armed Forces officers who are NOI members for hosting wedding receptions, which shall be restricted to the following occasions(SNCGO no.07/2018 dated 27 Apr 18 refers):-

- (a) Self-marriage.
- (b) Marriage of own children.
- (c) Marriage of blood brother/ sister.

6.1.2.2 This facility is not to be utilised for the wedding reception of any other relatives/ cousins and is also not being provided to civilian NOI members i.e. **ONLY serving/ retired Armed Forces members would be eligible.**

6.1.2.3 The facility can be hired on all days of the week, except when the same is not available due to official engagements, which shall take precedence without exception.

6.1.2.4 The following procedure will be adhered to for the purpose:-

- (a) Booking will be undertaken on a first-come-first-serve basis, on receipt of a written application, as per

format placed at **Appendix D**. The application is to be countersigned by the Commanding Officer/ Unit Head / Secretary NFKC or equivalent, who is to certify that he has satisfied himself that the applicant's request for holding the wedding reception at NOI is in conformity with one of the occasions listed at para 6.1.2.1 above.

(b) The booking charges for holding the wedding reception at NOI lawns will be Rs.10,000/- (which amount may be revised from time to time). This amount is to be used for the maintenance and upkeep of the NOI Lawns only. In addition, a Refundable Security Deposit of Rs.10,000/- is also to be paid, to cater to any breakages/ damages incurred during the reception. Both these amounts are to be paid in advance for the booking to be confirmed.

(c) If the booking is cancelled subsequently by the applicant for any reason, prior to the wedding reception, the Booking Charges will be forfeited as given in the attached Application Form, but the Refundable Security Deposit shall be returned in full.

(d) Only the Lawn Area will be provided for wedding receptions. All other facilities of NOI will continue to function normally for other members. On those days that the NOI is closed, the Hard Stand (with additional charge) may also be utilised for the Function.

(e) The timings for such marriage receptions shall be from 1900h to 2230 h which may be amended from time to time.

(f) The NOI Caterer is to be utilized for the services, if feasible and available. Alternatively, the applicant may utilise the services of any of the NOI empanelled caterers. The cost of manpower/ waiters for serving etc is to be paid directly to the caterers.

(g) The applicant is fully responsible to identify and make all other arrangements for the wedding reception such as hiring of chairs, tables, stage, lighting, decorations etc and Bearers to serve liquor (which will be provided by NOI). Secretary NOI is to provide a panel of Vendors for the same.

(h) The applicant is also responsible to ensure setting up of a partition, either in the form of kanats or some similar arrangement, between the marriage reception area and the main NOI, and shall also ensure that loud music is not played during the reception, so that NOI members are not inconvenienced.

(j) A member booking the NOI lawns for the Wedding Reception is also responsible to ensure that no other disturbance is caused to the regular members utilising other facilities of the NOI. In this regard, the decision/ ruling of the NOI will be final and binding on the member hosting the reception.

6.1.2.5 NOI is to demand extra liquor for such functions from INCS, for which approval of CSO(P&A)/ HQSNC is to be obtained, as hitherto.

6.2 **Functions.** Organised functions shall be conducted in the Institute, dates and type of function would be decided by the Management Committee. All such functions shall require the approval of the Chairman on file keeping the President informed. Official functions/ parties organized by units are permitted against Admin Orders issued by HQSNC only. All organized official functions for which payments will be through CDA are to be included in the admin order and Budgetary Quotes for the same will be issued only against Admin order references. Post function the responsibility for clearance of bill through CDA rests with the unit heads organizing the function. A copy of the CRVs are to be sent to the NOI for record.

6.3 Members are not permitted to reposition or conjoin tables to facilitate impromptu group get-togethers. The party halls are specifically designed for catering of such needs. Members are to book party halls for get-togethers through NOI office if strength exceeds 20.

BYE LAW 7

Blank

BYE LAW 8

Accounts and Audits

8.1 All accounting is to be done as per the relevant laid down instructions of the institute. In this connection NO(SPL) 02/19 is relevant.

8.2 **Bank Account.**

8.2.1 All transactions of the Institute shall be through bank in a combined account.

8.2.2 Bank account shall be operated jointly by the Chairman, Hon. Secretary and Treasurer.

8.2.3 Cash in hand should not exceed Rs.10,000/- at any one time plus receipts after 1500 hours.

8.3 **Fixed Deposits.** The excess fund not required for anticipated expenditure to be invested through SNC/CRF and the proof to be produced for the audit verification. The

Treasurer is to take timely action to invest to avoid loss of interest and to ensure maximum benefits to the fund.

8.4 **Audit.**

8.4.1 The Institute accounts shall be audited half yearly ending Jun and Dec by a Board of Officers appointed by HQSNC. The Secretary is to ensure full co-operation to the audit board to complete the audit expeditiously.

8.4.2 HQSNC may order audit for any special reason or specific purpose.

8.4.3 Balance sheet together with audit report and reply to observations raised are to be put up to the Chairman for approval and onward dispatch to HQSNC.

8.5 **Depreciation.** The following depreciation shall be applicable on the Institute property (per quarter) :-

<u>Ser</u>	<u>Item</u>	<u>Depreciation (%)</u>
(a)	Permanent stores/furniture and fittings including electrical fittings	10%per annum or 2.5% per quarter
(b)	Steel furniture/equipment and appliances	5% per annum or 1.25% per quarter
(c)	Linen	40% per annum or 10% per quarter
(d)	Cutlery	10%per annum or 2.5% per quarter
(e)	Consumable stores including sports goods, books, glassware and crockery	No depreciation. Book value to be retained till such Items are rendered unserviceable when these are to be taken off ledger charge
(f)	Plastic moulded items	20%per annum or 5% per quarter
(g)	Valuable items like precious metal & silver etc	No depreciation
(h)	Vehicles	20%per annum or 5% per quarter
(j)	Buildings	As per prevailing MES rates
(k)	Rubber items	20% per annum
(l)	Items not covered above	CFA to decide at induction stage

BYE LAW 9

Civilian Staff

9.1 The Secretary may employ as per existing NPF rules the following category of staff after approval of the Management Committee:-

- | | |
|---------------------------------|-------------------------------------|
| (a) Manager | (b) Floor Manager |
| (c) Accountant | (d) Billing/Computer clerk/ Cashier |
| (e) Receptionist | (f) Creche-in-Charge |
| (g) Office Assistant/ Messenger | (h) Bar-in-charge |
| (j) Bar Bearers | (k) Galley Boys |
| (l) Cooks | (m) Waiters |
| (n) Gardeners | (p) Labours/ Safaiwalas |

9.2 A master record shall be maintained for all permanent, semi-permanent and casual staff. Their monthly/ daily payments shall be entered in the Civilian Staff Salaries Register.

9.3 All civilian staff shall be paid from appropriate funds of the section with which they are attached for duties.

9.4 Honorarium for the civilian staff is subject to the approval of the Chairman on recommendation of the Secretary.

9.5 **Accommodation.** No claim for accommodation for civilian staff shall be entertained. The Institute shall provide only one changing / rest room (with limited facilities for relaxing between working hours)

9.6 **Routine.** The civilian staff are to follow the routine of the departments to which they are attached to for duty. The working routine and timings are as follows:-

Ser	Trade	Timings			Remarks
		Mon to Fri	Sat	Sun	
(a)	Manager	0900-1330 1400-1730	0900-1400	Off	Supervise morning cleanship
(b)	Floor Manager	1830-2300	1230-1500 1830-2300	1230-1500 1830-2300	Tuesday off
(c)	Office staff	0900-1330 1400-1730	0900-1330	Off	
(d)	Bearers	1230-1500 1830-2330	1230-1530 1830-2330	1230-1530 1830-2330	One hour cleanship on all working days Tuesday off
(e)	Sports staff	0600-1000 1600-2100	0600-1000 1600-2100	0600-1000 1600-2100	Tuesday off
(f)	Mali	0800-1230 1500-1830	0800-1230 1500-1830	0800-1230 1500-1830	Tuesday off
(g)	Safaiwala	0900-1330 1400-1730	0900-1330 1400-1730	0900-1330 1400-1730	Tuesday off
(h)	Librarian	1000-1400 1800-2200	1000-1400 1800-2200	1000-1400 1800-2200	Tuesday off

9.7 **Disciplinary Cases.** In the event of misconduct, Indiscipline or breach of rules/ by-laws on part of an employee/ staff. The Hon. Secretary shall investigate the case and can award punishment i.a.w. Byelaw 9.11.1. If secretary feels that the offence is grave and needs attention of the chairman, he shall put forth the investigation report to chairman for perusal and decision. The chairman can award punishment i.a.w. rule 9.11.2.

9.8 **Termination of Service.** Any employee/staff whose performance is observed to be unsatisfactory, his services are liable to be terminated on a notice of one month or with immediate effect by paying him wages of one month in lieu. Hon. Secretary shall hire/

recruit personnel for replacement of terminated/ retired or resigned employees pertaining to bearers, safaiwalas and malis.

9.9 **Employment.**

9.9.1 A civilian below 18 years of age shall not be employed to work in the Institute other than as ball pickers for tennis (to be directly employed by the players).

9.9.2 Antecedents of all civilian staff are to be verified prior to employing them and passes as per current HQSNC regulations are to be obtained. Manager is responsible for ensuring that all personnel employed at NOI are in possession of valid passes.

9.10 **Leave.** Civilian employees shall be eligible for the following leave only:-

- | | | | |
|-----|---------------|---|---------------------|
| (a) | Earned Leave | - | 20 days |
| (b) | Casual Leave | - | 08 days |
| (c) | Holidays | - | 08 days |
| (d) | Medical leave | - | 10 days at half pay |

9.11 **Power of punishment.**

9.11.1 The Secretary may punish the defaulter amongst the civilian staff with extra work for minor offences.

9.11.2 All major offences committed by the civilian staff are to be reported to the Chairman for appropriate action.

9.11.3 Serious offences are to be reported to the NPM(HQSNC)/Civil Police after taking approval of the Chairman.

BYE LAW 10

Library / Reading Room

10.1 The Institute has a library for which the Hon. Secretary may employ a Librarian.

10.2 All members can use the library for reading purpose during the library hours and no charges shall be levied for this purpose.

10.3 The library primarily holds fiction novels and also has a children's section. Besides, the library also subscribes to a variety of newspapers, magazines and periodicals which are not to be taken out of the library.

10.4 **Dress Code.** As promulgated in bye laws of the Institute.

10.5 **Library Timings.** All days (Tuesday closed): 1000h -1400h & 1800h -2200h

10.6 Dependent member may be required to prove their identity if a necessity arises.

10.7 **Issue of Books.**

10.7.1 A book shall be issued for a period of 15 days initially. The book can be reissued if brought back physically. In case books are not returned, a fine of Rs.1/- per day shall be charged.

10.7.2 Comics shall be issued for five days. Rs.1/- per day shall be charged as fine in case of non return of comics within stipulated time.

10.7.3 Reference books and newspapers/ current magazines shall not be issued under any circumstances.

10.7.4 Members are permitted to get only 03 books issued at a time.

10.7.5 Members are requested not to take any book which is torn or with pages missing. While returning the books, if any damage to the book is noticed, the member shall have to pay for the full cost of the book and a fine of Rs.50/-.

10.7.6 A guest of any member is not entitled for issue of books.

10.7.7 Old magazine shall be sold through bids to the highest bidder. Minimum bid will be 20% of the original cost.

10.7.8 Dependant member may be required to prove their identity if a necessity arises.

10.7.9 Drinks and eatables are not permitted inside the library.

10.7.10 Members are requested to give their suggestion/ complaints to the librarian (in complaint/ suggestions books).

10.7.11 Members are requested to maintain complete silence inside the library and adhere to dress regulations.

10.8 **Late Fee/ Other Charges.**

10.8.1 **Late Fee.** Members holding books for more than 15 days shall be charges late fee at the rate of Rs.1/- per day per book from 16th day of drawl of book upto the 24th day, both days inclusive.

10.8.2 **Loss of Books.** Books remaining overdue after the 24th day shall be treated as lost and the member shall be charged 50% additional on the original cost of the book.

10.8.3 **Damaged Book.** Books which have been damaged by a member shall be charged at the replacement value as assessed from time to time and a fine of Rs.50/- per book. The original value of the new books are in most cases written on the title pages of the book and against the entry in the library register.

10.8.4 **Auctions of Magazines / Periodicals.** Magazines which need not be retained for reference purposes would be disposed off once the new edition arrives by auction to members. Bids for Magazines/ periodicals covering subscription period of six month shall be accepted, that is, from the first issue of month of Jan and Jul respectively. Auction bids amounting to not less than 20% of the cost of the Magazines/ periodicals are to be put up in a sealed box maintained by the librarian for this purpose. The auction bids shall remain open from 16 to 31 Jan and 16 to 31 Jul for each half of the year. The highest bids shall be accepted. The money as per the bids would be recovered through the Institute bill in advance.

10.8.5 Members to whom magazines/ periodicals have been auctioned are to collect the appropriate issues(s) of the concerned magazine once the next issues have been received by the library. In case of such a member proceeding on leave, he may instruct the librarian to retain the concerned magazines on his behalf. In the event of a transfer of the member out of station, the member may apply for cancellation of the deal. In which case the balance amount shall be refunded.

10.8.6 Magazines/ periodicals for which there are no bidders, would be sold to the members at 20% of its cost. The magazines which remain unsold even after four new issues have arrived shall be donated to INHS Sanjivani or disposed off as directed by the Library Member.

10.8.7 **Suggestion Book.** Suggestions from all members regarding the purchase of books and / or regarding the administration of the library are always welcome. Members may write down their suggestion in the register maintained by the librarian.

10.9 Members are requested to give their suggestion/ complaints to the librarian (in complaint/ suggestions books).

BYE LAW 11

Miscellaneous

11.1 **Children** Although children are permitted in the Institute during Institute hours, the parents are responsible to ensure that their children do not cause any inconvenience to other members and hamper normal activities. Besides parents are also responsible for the safety of their children and ensure that no damage/loss is caused to the Institute property by their children. Children below the age of 15 years and unaccompanied by parents are not permitted in Institute after 2000 hours, except during organised children's functions.

11.2 **Servants.** The personal servants of members are not permitted in Institute premises. Ayaas are not to be brought into the Institute.

11.3 **Smoking.** Smoking is not permitted in the Institute premises with an exception of poop deck declared as smokers corner.

11.4 **Garden.** Members are not permitted to remove/ pluck any plants from the Institute premises.

11.5 Temporary Loan of Property.

11.5.1 The officers Institute shall not normally issue any property items on loan. However, under special circumstances with the prior approval of the Hon. Secretary items may be issued. However, a nominal rent of Rs.1/- for cutlery, crockery, glass and Re 5/- for chairs/ Teapoys per unit per day shall be levied.

11.5.2 Damage/ loss of the items shall be made good by the borrower. The manpower for collection/ returning of items in clean condition shall be the responsibility of the borrower.

BYE LAW 12

Holiday Home

12. With a view to ensure smooth and efficient management of Holiday Home, Naval Officers' Institute , Kochi the following guide lines are issued:-

12.1 **Sanction.** Sanction of the Flag Officer Commanding-in-Chief, Southern Naval Command has been accorded vide WK/0236 dated 22 Aug 97 for permanent re-appropriation of building No 02 Katari Bagh, Naval Base, Kochi without cost into officers Institute.

12.2 **Management.** Management of the Holiday Home will be under the control of Chairman / NOI and day to day running of the Holiday Home shall be the responsibility of Hon. Secretary, NOI, Kochi.

12.3 **Holiday Home.** The Holiday Home consists of three in number independent double bed AC rooms with attached bath, a common AC living cum dining space and kitchen. The living cum dining area is common to all occupants. It shall be the responsibility of the occupants to ensure that the Holiday Home is maintained at high standard as it reflects the image of the Southern Naval Command.

12.4 **Booking.** Units/ Department of HQSNC and Members of NOI can provisionally book not more than two rooms at a time for a maximum of four days for their bonafide use, two months in advance on first come first serve basis. Confirmation of the booking in respect of room No 01& 03 to be obtained seven days prior to occupation and room No 02, twenty four hours prior to occupation. However, in all cases confirmed booking may be cancelled as desired by HQSNC to meet urgent official commitments of the Navy. Subject to availability of accommodation, provisional booking can be made by affiliated clubs by Fax / email for use by members of such clubs. Outstation Naval Officers and retired officers may book Holiday Home through a NOI member only. Members booking rooms not for their bonafide use but for outstation serving officers, retired officers or civilian friends tariff applicable to status of occupants shall be payable.

12.5 **Booking procedure.** Members are to fill up the requisition form and submit to the NOI office with advance amount of Rs.1000/-.

12.6 Tariff

<u>Ser</u>	<u>Category of members</u>	<u>RENT PER DAY</u>				
		<u>TULIP</u>	<u>JASMINE</u>	<u>ORCHID</u>	<u>QUAY SIDE</u>	
		<u>(Room No 01)</u>	<u>(Room No 02)</u>	<u>(Room No.3)</u>	<u>Room No.4</u>	<u>Room No.5</u>
1	Service Officers, dependents & parents	1000.00	1300.00	1300.00	1000.00	1000.00
2	Retired Officers	1000.00	1300.00	1300.00	1000.00	1000.00
3	Central/ State Govt. Class 1 officers / Ex officio members	1300.00	1600.00	1600.00	1300.00	1300.00
4	ACM/Civilian guests of member	2000.00	2400.00	2400.00	2000.00	2000.00

Note:- Additional bed will be charged @Rs.300/- per day. Under no circumstance not more than three adult members shall be permitted to occupy in each rooms.

12.7 **Wine & Catering.** Members / guests occupying rooms at holiday home are permitted to use the wine and catering facilities of NOI against credit / cash coupon as permissible. Serving of liquor in Holiday Home is strictly prohibited. Member / guest must adhere to the dress regulations while visiting NOI.

12.8 **Check In Check Out.** Check in (0900hrs) and check out is 24 hours basis as per booking proforma.

12.9 **Usage.** In addition to room tariff members will be charged for the following:-

- (a) Additional bed @ Rs.100/- per day
- (b) Toiletries Rs.50/-
- (c) Tea/ Coffee/ Milk/ Soft Drinks/ Mineral Water etc. as per actuals.
- (d) Laundry charges
- (e) Damages if any as appropriate

12.10 Drivers, servants, pet animals etc are not permitted into holiday home.

12.11 **Change of linen.** Fresh washed and ironed linen will be provided on alternate days.

12.12 **Care Taker.** Services of care taker/ room attendant shall be available to occupants from 0600-2300 hrs on all days.

12.13 **Inappropriate occupation.** Any member / guest found staying in holiday home inappropriately or with an intention to indulge into an activity not in a manner be-fitting to the decorum of the Institute shall be evicted without notice besides appropriate disciplinary action will be initiated for the misconduct against the member who has booked the rooms.

12.14 **Settlement of bills.** Bills will be prepared in the name of the Unit/ Department/ member booking the accommodation. The settlement of the bill while check out will be the responsibility of the member alone.

12.15 **Cancellation of booking.**

- (a) If the booking is cancelled more than 48 hours prior to check in, 10% of the room charge against number of days of booking will be charged.
- (b) If the booking is cancelled within 48 hours prior to check in, 50% of the room charge against number of days of booking will be charged.
- (c) If the booking not cancelled / not occupied by the member, the actual room rent against number of days of booking will be charged.

12.16 It shall be the responsibility of every member utilising the holiday home facility to ensure that the facility is maintained on a high standard as it show cases the image of the Institute and Southern Naval Command as a whole.

BYE LAW 13

Birdies Restaurant and Bar.

13.1 Management of the Birdies Bar & restaurant at NEPTA will function as an extension of the NOI and will be restricted for use to NOI members and families.

13.2 **Service Officer (On permanent duty).** All billing, liquor as well as catering will be through NOI. Officers are requested to write their Name and personal number or NOI membership number clearly on the bar / catering chits to facilitate correct billing.

13.3 **Officers on Ty duty.** All officers on temporary duty can avail the facilities on cash coupon. Officers are requested to write the chits and attach the coupon with it. Coupon shall be available with the bar tender.

13.4 **Civilian NEPTA Members only.** Civilians who are members of NEPTA only may use the facilities of the restaurant against cash coupons and entry to the premises is restricted only on Golfing days and for the forenoon sessions only.

13.5 **Subscription.** All NOI members (Full / Asso Def/ Ex Officio / ACM) will be charged a sum of Rs.15/15/25/50 per month respectively as Birdies Restaurant and bar subscription through NOI bills.

13.6 **Booking of Eagles/ Birdies Restaurant for Parties.** Members of NOI can book the restaurant for personal parties on payment of booking charges as per Rule 6.1.1 . The booking forms are available with NOI office.

13.7 **Catering.** Credit facility will be available and members will be billed monthly.

13.8 **Guests.** Members entertaining guest at the restaurant shall be charged Rs.50.00 / Rs.20.00 per guest from civilian/ other members.

Note:- All members using the Birdies are requested to enter their guest details in the register kept with the bar tender / restaurant manager.

BYE LAW 14**Nautica (Discotheque)**

14.1 Nautica will be operational for all members/ dependents as per following days:-

- (a) Wednesdays - Ladies only
- (b) Fridays & Saturdays - For all members

14.2 **Timing.** 2000 to 2300 hrs

14.3 **Party Booking.** The Nautica will be available to members for party booking on all other days from 2000 to 2300 hrs with a minimum notice of one week to arrange DJ services. Booking charges will be as decided by the Management Committee (for three hrs) in addition to the DJ charges of Rs.2,000.00(For three hrs). The rates are revised periodically.

14.4 **Dress code.** Members are to adhere to the club rig. While jeans with collared T-shirts are permitted in the Discotheque for men, the ladies are to be appropriately dressed as per the club regulations.

14.5 **Etiquette and Decorum.** Members are to strictly adhere to the decorum of the NOI. Further, they have to refrain from intimate and violent dancing. Self-discipline is the best regulation. Misconduct would lead to termination of membership apart from other disciplinary actions.

14.6 **Drinks/Cocktails/Mocktails/ Snacks.** Drinks/Cocktails/Mocktails/ Snacks will not be permitted inside Nautica.

14.7 **Smoking.** Nautica is "NO SMOKING" zone.

14.8 **Entry free.** Rs.20.00 is included in the monthly subscriptions across the board from all members as approved in the AGM held on 06 Oct 16.

14.9 **Entry Restriction.** As the discotheque can accommodate a limited number of members, entry is to be restricted when the number of persons inside the discotheque reaches 40. Floor Manager is to restrict the entry accordingly. In case of difficulty he should inform to senior most officer present in Nautica for adherence.

14.10 **DJ Hiring charges.** A resident DJ is to be hired with charges at Rs.2,000.00 per three hours.

14.11 **Electronic Surveillance** . A CCTV camera has been installed to serve as a deterrent and avoid disciplinary issues. However, security of the recorded video is to be ensured by the Hon. Secretary to avoid embarrassment.

14.12 **Fire safety.** Two serviceable fire extinguishers are to be placed inside Nautica as a precautionary measure.

NAVAL OFFICERS' INSTITUTE , KOCHI

APPLICATION FORM: BOOKING FOR MARRIAGE RECEPTION

1. Personal Details:

(a) Name: _____ Rank: _____ P.No. _____

(b) NOI Membership No. _____ Ship/ Unit: _____

(c) Residential Address: _____

(d) Tel/ Mobile No. : (R) _____ (Mob) _____

(O) _____

(e) E-Mail _____

2. Party Details:

(a) Name of Bride/ Bridegroom : _____

(b) Relationship with Bride/ Bridegroom: _____
(self/son/daughter/blood brother/sister only)

(c) Date of Reception: _____

(d) Strength: _____ (Members.....) (Non members.....)

Date:

Signature:

3. Certified that the relationship of Applicant with the Bride/Bridegroom is as indicated above

Head of Unit/Secy NFKC/Eqvt

4. Recommended / Not Recommended (with reason): _____

Hon. Secretary, NOI (Koc)

5. Approved/ Not Approved:

Chairman, NOI(Koc)

INSTRUCTION FOR HOSTING MARRIAGE RECEPTION: NOI KOCHI

1. **Dress Code**: Kindly ensure strict adherence to NOI regulations.
2. **Music**: Only soft music/ service is allowed.
3. **Liquor**: Outside liquor is not permitted.
4. **Catering**: Services of only the NOI Caterer/ NOI Empanelled Caterer are to be utilised.
5. **Damages**: Damages of any sort during the party/ function will be borne by the host.
6. **Foreigner Guests**: Foreigners will not be allowed to enter premise without clearance from IHQ/HQSNC.
7. **Power Supply**: There is no provision of power backup. In case of power failure, request for refund will not be entertained.
8. **Religious Ceremonies**: No religious ceremonies/ rituals are permitted within NOI premises including Baraat procession with band, dhol, ghodi, etc, Fireworks of any sort are prohibited.
9. **Closing Time**. Parties are not to extend beyond 2300h, else late fine will be charged at the rate Rs.500/- per hour.
10. **Booking Charges**. Rs.10,000/- plus Rs.10,000/- as refundable deposit.
11. **Cancellation Charges**:-

<u>Ser</u>	<u>Time Table</u>	<u>% Booking charges</u>
(a)	15 days before the function	10%
(b)	07 days before the function	20%
(c)	02 days before the function	50%
(d)	Within 48 hours of the function	100%

12. I certify that the party is being hosted by me on my behalf and not for any person. I have read the instructions for hosting the party and I will abide by the rules stipulated therein.

(Signature of Officer/ Host)

