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ANNEXURE - I

INDIAN FOREST SERVICE OFFICERS' MESS,

VELACHERY

CHENNAI.

RULES AND REGULATIONS

INDIAN FOREST SERVICE OFFICERS' MESS, VELACHERY, CHENNAI.

RULES AND REGULATIONS

The IFS Officers: Mess was constituted and located in Velachery, Chennai in the year 2011 by the Government of Tamil Nadu and is a service Mess with the following MISSION:-

- (i) To enhance the effectiveness of member's public service - by promoting a healthy life style among them.
- (ii) To promote a sense of pride and sense of belongingness among members.
- (iii) To promote cordial interaction among the members and their families.

Towards this the IFS Officers' Mess will -

- (i) Provide decent Boarding and Lodging to IFS Officers and their guests and dependent members at reasonable prices.
- (ii) Promote sports and recreational facilities and other pursuits and pastimes, games and entertainments.
- (iii) Promote, specifically, - Lawn Tennis, Squash, Badminton, Table Tennis, Swimming, Dinners, Balls, Dances, Concerts, Debates, Workshops Musical programmes, theatrical and other entertainments, Billiards, Game of cards and hold any other competitive events / tournaments with other suitable service clubs, etc. in a phased manner and offer, give or contribute towards prizes, medals and awards in connection with all or any of the objects of the Mess.
- (iv) Promote skill development and camaraderie.

In furtherance of the objectives: the Mess shall make arrangements to -

- get on deputation, hire, outsource services, workforce and pay them in return for services as per contracts / rules.
- hire / outsource coaches / trainers.
- invite guests / speakers, etc.

Membership of the IFS Officers' Mess:- There are two categories of membership of the IFS Officers' Mess which will be open to the officers as noted below:

a. Permanent (Life Members):

- Serving IFS Officers borne on the Tamil Nadu cadre.
- Retired IFS Officers who were born on the Tamil Nadu cadre.
- Retired IFS Officers of any cadre settled down in Tamil Nadu after retirement.
- Spouse of the deceased IFS Officers belonging to the above three categories.

b. Temporary Members:- Serving IFS Officers of any cadre serving in Tamil Nadu on deputation are eligible for temporary membership for the duration of their deputation.

Additional:

Associate Members:- It is clarified that married sons and daughters cannot be considered as dependents of the Members. However, to extend the facilities of the Mess to them also, they can be made Associate temporary members and they may be charged double the normal Membership fee and Annual subscription. Their membership can be renewed from time to time on request of concerned Member after every three (3) years.

MANAGEMENT:

MONITORING COMMITTEE :- Monitoring Committee has to be formed and G.O. to be obtained comprising of the following officers :-

- 1) **Patron:** Secretary to Government, Environment & Forests Department.
- 2) **Chairman:** Principal Chief Conservator of Forests (Head of Forest Force)
- 3) Addl. Principal Chief Conservator of Forests (Administration).
- 4) President, Indian Forest Service Association (Tamil Nadu).
- 5) Financial Advisor: O/o Principal Chief Conservator of Forests (Head of Forest Force).
- 6) **Member Secretary:** Conservator of Forests, Chennai territorial circle.

The following powers have been delegated to the Monitoring Committee for the maintenance and administration of the IFS Officers' Mess at Velachery from the date of its constitution:-

1. To frame all rules and regulations governing the IFS Officers Mess including the Membership rules and admission into the mess and to take all the decision in this regard.
2. To fix, change, modify and collect membership fees, guest charges and all other subscription and rates for all services/ items to be provided in the Mess, from time to time.

3. To incur any expenditure required for the running of the Mess within the Budgetary allocation.
4. May call for accounts for perusal, if necessary.
5. To approve proposal on major works / expenditures submitted by the User Committee.

The **Monitoring Committee** shall meet at least once in a year.

USER COMMITTEE:- A User Committee comprising following members headed by a President with specific functions for day to day governance of the Mess shall be constituted annually by the General body (vide Annexure attached).

- 1) Addl. Principal Chief Conservator of Forests **(Administration)**
(President),
- 2) Secretary, Indian Forest Service Association (Tamil Nadu),
- 3) Conservator of Forests, Chennai Territorial circle **(Member Secretary),**
- 4) Wildlife Warden, Guindy National Park, Chennai.

Chief Patron and Patron:- The Chief Secretary of the Government shall be the Chief Patron of the IFS Officers Mess and other IFS officers of the rank of Chief Secretary shall be Patrons.

Role and functions of the User Committee:- The User Committee shall meet once a month and work within the frame work of the Monitoring Committee. The Monitoring Committee shall meet once in a quarter.

1. Organize special programmes, tournaments, functions and meets from time to time.
2. Enforce Code of conduct/ rules and regulations.
3. Review the services, contracts, every month.
4. Initiate disciplinary action on the Members in default or for misbehaviours/ misconduct.
5. Wherever necessary, direct the Manager of the Mess to make expenditures on urgent needs/ necessities.
6. To direct Contractors / Agencies to undertake works which are urgent In nature.
7. Put up proposal on major works / expenditures to the Monitoring Committee for approval / necessary action.
8. The User Committee shall exercise its financial powers within the Annual sanctioned amount / budgetary allocation on both recurring and non-recurring accounts.
9. To call for, scrutinize and finalize tenders for the grant of contract for various services to be provided at the mess.
10. To open and operate a bank account that may be required for the better functioning of the Mess and to authorize the concerned person to operate the Account on behalf of thee IFS Officers Mess.

- 11. To incur any expenditure required for the running of the Mess within the budgetary allocation.
- 12. To open and operate a bank account that may be required for the better functioning of the Mess and to authorize the concerned person to operate the account on behalf of the IFS Officers Mess.

Mess Manager:- A Mess Manager on deputation from Government shall assist the user Committee as well as the Monitoring Committee on day to day basis and shall be liable to act under the directions of the above Committees:

- a) He/ She shall look into day to day maintenance, catering, beverages supply, house keeping, running of sports facilities/ shall ensure overall superintendence.
- b) Shall supervise the works of the service providers / Agencies.
- c) Shall keep the registers, accounts and important stock files at his disposal.
- d) Shall liaise for the guests staying in suites.

Frequency of Meeting:- The User Committee shall meet at least once in a month for the dispatch of business and to oversee Mess Accounts. It shall work within the framework of the Monitoring Committee which shall meet at least once a year. At all meetings of the User's Committee, one third shall form the quorum.

Guests:- The entry to the Mess is restricted to the Members and their guests only. The officers and their guests must enter the details in the register kept at the reception to help in preventing any unauthorized entry and misuse of

facilities. Guests are allowed entry into the restricted areas such as Swimming pool, Tennis Court, Dining Hall, Sports rooms, T.V. halls only if accompanied by members. Members can reserve rooms or suits for their guests and visitors on prior bookings with the Conservator of Forests, Chennai Circle / APCCF (Admin), O/o PCCF.

The guests should observe proper Dress Code while entering into the Mess premises as well as the various sports facilities. The Members introducing their guests shall be liable for the proper behavior and conduct of their guests and in case of any complaints, the entry of such guests can be disallowed into the Mess premises. Members can bring a particular guest not more than 18 times a year for various mess facilities. This restriction shall not apply to Boarding generally refuses to catering /food services/ Lodging facility. This is to avoid misuse of Mess facilities, which are meant solely for the Members.

Membership Fees:- The Monitoring Committee fix the following fees for various membership as follows:

Life Membership fee	- Rs.7500/-
Annual Membership subscription	- Rs.750/- per member
Associate primary members	- Rs.1500/- Annually (Apart from fixed Rs.500/-)

The period of Associate Membership can be extended for 3 years once the term is over and the charges will be levied suitably. The Life members need not pay annual subscription. These charges on the Members include the fees for their spouse as well as dependent children.

All payments, membership fees, annual subscription can be paid by local Chennai cheque / Demand Draft payable in Chennai in favour of IFS Officers' Mess. The cheques, photographs and enclosed membership forms can be sent directly to the Manager, IFS Officers' Mess, Velachery, Chennai – directly.

Identity Card:- All members, their spouses and dependent children will be issued laminated photo identity cards by the Mess free of charge. The Members / dependents may be asked to show their card to prevent misuse of Mess premises.

Rooms and Suites:- There are 8 rooms / suites available with the Mess for lodging facilities having all modern amenities. The room rent is Rs.50/- per day per Member on official duty and Rs.100/- on private affairs per day. The charges for every guest shall be Rs.200/- per day. The charges for booking of 4 or more rooms shall be Rs.200/- per day. No guest shall be allowed to occupy the rooms more than 5 days.

The rooms will be booked in the name of the Members and the following order of priority will be followed:

- (a) For Members visiting on Official duty
- (b) For use of the Members /department during their private visit
- (c) For the guests of the Members.

Room Rent:- a) For Members visiting on Official duty - Rs.50/- per room per day

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| b) For Private visit | - Rs.100/- per room per day |
| c) For guests | - Rs.200/- per room per day |

Cancellation charges:- If the reserved room has not been occupied, the cancellation charges will be levied on the Members at the rate of Rs.25/- per room per day.

Reservation of room is subject to availability. Reservation will be made only for 5 days and no extension of accommodation exceeding 5 days is permissible.

Members or guests staying in the rooms should come to the restaurant or other recreational rooms with proper dress and maintain dignity and decorum of the Mess.

Charges for the various facilities:-

(a) Gymnasium	Rs.20/- per month)	
(b) Cards	Rs. 30/- per month)	Per Member
(c) Billiards	Rs. 30/- per month)	
(d) Table Tennis	Free	
(e) Tennis	Rs.50/- per playing Member and Rs.30 per additional player per month.	
(f) Badminton	Rs.50/-per playing Member and Rs.30/- per additional player per month.	

Resignation of Membership:

Any Member who wishes to resign membership has to inform the Monitoring Committee in writing through the Member Secretary, Monitoring Committee and acknowledgement obtained failing which he will be required to continue to pay all subscription and other charges payable by him as Member.

A Member of the Mess leaving Chennai shall communicate the address from time to time to the Mess to facilitate uninterrupted communication.

Duties of the Manager:- The Manager of the Mess shall keep a book of minutes of the proceedings of User Committee Meetings and Monitoring Committee meetings and shall carry out the instructions of the above committees on day to day basis and shall keep regular accounts of income, receipts and expenditure. He shall place the accounts on monthly basis to the User Committee.

The Manager of the Mess shall maintain following Registers / accounts:

- (a) Property Register
- (b) Purchase Register
- (c) Register of articles
- (d) Register for contingent expenses
- (e) Register of personnel accounts
- (f) Register for accommodation
- (g) Cash Book
- (h) Bank Account
- (i) Officers' bill book
- (j) A separate Register for the Mess Fund account
- (k) Guest Register
- (l) Complaint and suggestions Register

Damages to the property:- Any Member willfully damaging any of the club property will be held answerable for the loss and shall be liable to pay for the damages as per the amount fixed by the Monitoring Committee in respect

