

35. **The Secretary General**

The Secretary General with the help of the Joint Secretaries:

- (a) Shall be in charge of the Central Office.
- (b) Shall conduct all correspondences.
- (c) Shall have general supervision of accounts, pass all bills for payment and sign cheques.
- (d) Shall get prepared by the Treasurer, a statement of accounts every four months and an annual statement of accounts for adoption by the Central Council. The Financial statement of accounts as at 30th day of June each year shall be audited by a Chattered Accountant.
- (e) Shall prepare a budget estimate and get it passed at the First Meeting of the Central Council each year.
- (f) Shall organize, arrange and convene meetings, conferences, lectures and demonstrations.
- (g) Shall attend meetings of the Central Council and keep minutes of proceedings thereof.
- (h) Shall be an ex-officio Member of all the Committees.
- (i) Shall maintain a correct and up-to-date Register of all Members of the Association, Branch-wise.
- (j) Shall organize the Association with the help of the Joint Secretaries by encouraging the establishment of Branches where they do not exist and by creating a general interest in the' Association.
- (k) shall bring any matter which he considers necessary in the Interest of the Association to the notice of the Central Council for guidance and decision.
- (l) In all matters he shall be under the control and guidance of the President of the Association except in matters decided by the Central Council.
- (m) Shall encourage the activities of the Association in the Journal and other publications.

36. **The Joint Secretaries**

The Joint Secretaries shall help the Secretary General in performing all his functions.

37. **The Treasurer**

- (a) shall receive all moneys of the Association and deposit them in a bank or banks approved by the Central Council to the credit of the Association and operated jointly by the Treasurer and the Secretary General. The whole or part of money may, if approved by the Central Council, be deposited in a schedule bank either private or nationalized commercial bank.
“Amended by Central Council meeting dated 19-06-2005”