

**PROCEDURE MANUAL
FOR
THE ACTIVITIES
OF
PROBUS CLUB OF CHENNAI**

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CONTENTS

Sl. No.	TITLE	Page No.
1	Foreword by The President	3
2	Period oriented activities	4
3	Period oriented activities – monthly	5
4	Executive committee Meetings	7
5	Breakfast meetings	8
6	Yearly activities	9
7	Publishing annual Book	10
8	Submission of Book of Accounts	12
9	Annual general meeting	13
10	Registrar of Societies	15
11	Election of Office Bearers	16
12	Members directory	17
13	Scholarship Disbursement day	18
14	International day of the Elderly	21
15	Children’s Day	23
16	Pongal Day	25
17	International Women’s Day	27
18	Other activities	28
19	Sample Documents	31



PROBUS CLUB OF CHENNAI
(Sponsored by Rotary Club of Madras)
Registered under T N Registration of Societies Act 1975 (148 of 2004)

An Association of Retired Professionals, Businessmen, Govt Servants and Others.

31/4, Sathya Apartments, Madhava Perumal Koil St., Mylapore, Chennai-600 004

FOREWORD

Activities of our club are growing by leaps and bounds. No doubt, time is the essence of its effectiveness.

Perhaps, Probian N.Rammohan is the first person to hold the posts of the treasurer and the secretary in his successive tenures, sure enough, both were very successful too.

In his wisdom, he thought it best for him to contribute his rich experience for the benefit of his successors. His venture to bring out a handy "Compendium on the practices and procedures", in vogue, on the smooth running of our club, is commendable; indeed.

On going through the contents, we deemed it more appropriate to make a few copies of this for use of the presidents, secretaries and treasurers. Keep a master copy in the library. The current president, secretary and treasurer will hand over to the incoming president, secretary and treasurer and this practice will continue.

We also thought it necessary to embellish it further. This task was assigned to Probian S.Ranganatha Rao, who painstakingly went through the contents to edit suitably.

Probian R.T.Namasivayam, IPP, also evinced his keen interest to enrich the value of the compendium, in his own way, from the beginning.

I trust this handy compendium of practices and procedures would be a guide (or a Bible) for all our office bearers and members of our various sub-committees, to keep track of the multifarious tasks, in hand.

I wish to see more ventures of this magnitude for the benefit of those who are at the helm of affairs of our club.

05-08-2018

S.Gopalakrishnan

(President)

PROBUS CLUB OF CHENNAI – PRACTICES & PROCEDURES

These set of procedures have been written from the Non-Legal perspective. These procedures cover all routine activities of Probus Club of Chennai which are done throughout the year. These activities can be divided into 3 categories, namely, (1) Period oriented activities – Monthly, Yearly, once in two years, (2) Function oriented activities and (3) Others, as given below.

PERIOD ORIENTED ACTIVITIES:

Monthly:

1. Publishing of PROBUZZ, monthly newsletter of Probus Club of Chennai
2. Executive committee meeting
3. Breakfast meeting
4. Submit to Registrar, Societies, all the documents whenever additions and deletions of members take place(within 3 months of the effective date)
5. Theosophical meeting of Mylapore Lodge, sponsored by Probus Club, every 3rd Saturday

Yearly:

1. Submit the budget for the year to Executive Committee
2. Publishing of Probus Annual Book
3. Submission of Book of Accounts to Auditors & Obtain approval from the Auditor and preparation of the annual report of the secretary
4. Annual General Body Meeting
5. Submit to Registrar, Societies, within six months of completion of AGM, all documents for renewal
6. Disbursement of medical aid to needy senior citizens from the Silver Jubilee endowment fund for medical aid for needy seniors.

Once in 2 years:

1. Election of Office-Bearers & Executive Committee Members
2. Publishing of Probus Members Directory (preferably once in 3 years)

Ongoing:

1. Maintenance of relationship with Rotary Club of Madras
2. Sending two of our members every Tuesday for Rotary Club lunch at Hyatt Regency Hotel, Teynampet
3. Sports & Cultural Wing-Prepare plan of action to keep the club vibrant.
4. Update birthdays and wedding anniversary dates whenever old member is deleted and new member joins.
5. Updating the addresses of members periodically.
6. Regular review of the actions of various sub-committees and senior citizen centre & Library at M.P.Aanandh Matric HSS.

7. Updating of the information in the club website. Collection of useful information for the publication in the annual book.

FUNCTION ORIENTED ACTIVITIES:

Scholarship Disbursement Day

International Day of Elderly

Children's Day

Pongal Day

International Women Day

Items to be taken care for every function:

Before every function, Library in-charge hands over the required number of badges to the convenor of events committee. After every function is completed, it is ensured by the Library in-charge that all the badges are collected back and counted. Color coding of badges, their purposes and the number of available badges are given below :

1. Red Badge	Chief Guest, Excellent Awardees	5 Nos.
2. Green Badge	Dignitaries on the dais	15 Nos.
3. Blue badge	Member Volunteers	30 Nos.
4. Yellow Badge	Student Volunteers	15 Nos.

Corresponding Banner has to be brought from Library a few days earlier to the function day. At the end of the function, banner should be removed and taken back to library at the earliest.

OTHER ACTIVITIES:

1. Re-Printing of Receipt Books to make-up the depletion and arrange reprinting when the stock is around 50% of one year's requirement
2. Photo copying of Cash Vouchers or printing to make-up the depletion when the stock is around one year's requirement
3. Photo copying membership application forms or printing to make-up the depletion when the stock is 25% of one year's requirement
4. Scouting & booking of Sponsors for the break-fast and Break-fast & Lunch for AGM
5. Re-print of Greeting Cards of Birthdays & Wedding-Anniversary Days when the stock is 25% of annual requirement
6. Secretary's Report for AGM-plan 2 months ahead of the proposed AGM.

All activities will be explained in detail.

PERIOD ORIENTED ACTIVITIES:

Monthly:

Publishing of PROBUZZ, monthly newsletter of Probus Club of Chennai

SL. NO	DESCRIPTION OF ACTIVITY	RESPONSIBILITY	WHEN
1	Collect the article from President, edit and feed it to DTP editing	Editor of PROBUZZ	On/before 10th of the current month
2	(i) Collect Secretary's Reports (1) Minutes of EC Meeting and (2) Minutes of Break-fast meeting, edit and feed it to DTP editing-only important points from MOM of the EC meetings to be published. (ii) Collect article from members and act as above) (iii) Important and urgent communication be included under STOP PRESS or even printed as "supplemental" issue. GIVE IMPORTANCE TO CLUB ACTIVITIES	-Do-	EC minutes within 2 days from EC meeting and 2 days from Break-fast meeting of current month
3	Collect the Birthdays & Wedding Anniversaries of ensuing month edit and feed it to DTP editing. To be updated periodically when a member is removed or new member joins	-Do-	Within 5th of the current month
4	Collect Donation/ANNUAL & LIFE SUBSCRIPTION/Sunshine fund/other details from Treasurer, edit and feed it to DTP editing. Indicate the purpose of donation	-Do-	Within 5th of the ensuing month
5	Coordinate with DTP company; obtain the final version of the PROBUZZ, hand it over to the printer(try to employ the printer who has DTP facilities to save time). Send soft copies to President/Secretary/Treasurer/PP Probn K.V.Chari and probus.org by e-mail. Upload in the web site.	-Do-	Within 10th of ensuing month
6	Collect the printed PROBUZZ (450 copies) from the Press and despatch by post the same. (The addresses to be updated	-Do-	Within 15th of the ensuing

	periodically by contacting the secretary		month
7	Hand-over 5 copies of PROBUZZ to the President, 5 copies to the Secretary and 5 copies to the Treasurer along with expenditure statement to Treasurer	Editor	Within 18th of the ensuing month
8	Ensure receipt of 5 copies of PROBUZZ by President as well as Secretary and get the expenses reimbursed from the treasurer.	Treasurer and Editor	Within 20th of the ensuing month
9	Editor should hand over two copies to the library in-charge who should bind once in two or three years all the monthly newsletters.	Editor & Library in-charge	
10	Ensure prompt mailing to sister organisations, advertisers and important well wishers	Editor	

Executive committee meeting

SL. NO	DESCRIPTION OF ACTIVITY	RESPONSIBILITY	WHEN
1	Identify the second Saturday of every month, book the venue (At present it is the the Library Hall at GBHSS) for conducting EC meeting from 10.35 AM till 01.00 PM. Order for snacks and coffee/tea/water bottles with the vendor located near the venue. Make payment to the in-charge of the venue (at GBHSS once in six months at Rs.500/month)	Secretary	First of the current month
2	Send the minutes of the EC Meeting of previous month through email to all committee members and special invitees. If it is not possible, take photo copies of the MOM to cover committee members & invitees (approximately 35 copies) and hand over at the EC meeting. Send by WhatsApp also.	Secretary	Within first week of the month and on the day of the EC meeting.
3	Decide the programme for the Breakfast meeting of the month and include it to the agenda, including the sponsor (to be scouted) for the breakfast charges AND Guest Speaker.. See the enclosed format for <i>EC Meeting Agenda</i>	-Do-	Before preparing the agenda of EC meeting
4	Prepare the agenda for the EC Meeting and inform all committee members of the same by email. Take the required number of photo copies of agenda and hand over at the venue.	-Do-	Before the EC meeting date

5	If there are new membership applications, get them approved by the 3 members of the membership committee. Similarly collect the names of members who are to be deleted due to (i) death, (ii) Resignation, (iii) Non Payment of annual Subscription Fee within the grace period,(currently end of September of the current year)	-Do-	Before the EC meeting date
6	Finalize the number of attendees, make arrangements for Snacks/Biscuits and Coffee/Tea	-Do-	Before the start of the EC meeting
7	Obtain signatures of all the attendees in the register meant for the same.	-Do-	Before the start of EC meeting and the latest before end of meeting
8	Start the meeting at 10.35 AM after ascertaining the required quorum and steer the meeting as per the agenda. If it is the first EC meeting of the year, form all the sub -committees such as Events committee, Finance Committee, Membership Committee, Publication Committee, etc.	President and Secretary	Hold the meeting from 10.35 AM till 01.00 PM
9	Settle the amount with the for the Snack/Tea /water bottles and other incidental charges.	Treasurer and secretary	Before the end of the EC meeting

Breakfast meeting

SL. NO	DESCRIPTION OF ACTIVITY	RESPONSIBILITY	WHEN
1	Apprise the President well ahead, about the Chief Guest, Sponsor of break-fast, Recipients of Donations, if any, Persons recognized for having received awards elsewhere. Book the exhibition-hall of Russian Centre for Science & Culture (From 9 AM till 12Noon)	Secretary	Before 10th of the month or even earlier. Business session of the BF meeting to commence 10 am positive;ly.r
2	Invite the people concerned with the above mentioned events	Secretary	Before 20th of the month or even earlier
3	After confirmation of the above prepare the agenda. See the enclosed format for <u>Break-fast Meeting Agenda</u> . Send the soft copy for those who have email address. Take 50 nos. photo copies of agenda to be kept at the reception of the venue for members	Secretary	Before 4 th Saturday of the month
4	Finalize with Secretary, the expected number of people for whom breakfast should be served and menu for breakfast and inform the caterer well in advance	Treasurer or any EC member as decided.	3 days before the breakfast day, latest. Arrange for drinking water.

5	Bring the Break-fast attendance register, Break-fast tokens, Breakfast Sponsor Display-Board Plastic banner of Probus Club of Chennai, Insignia, and Flag of Probus Club & Gravel which are used for inaugurating the break-fast meet. (1) Tie the banner (2) Keep the Sponsor display-board in the vantage position, (3) Open the register and start issuing breakfast tokens and (4) Keep the connected items for collaring on the dais.(5) Play Probus anthem(6)Keep gift items for birthday babies and Guest speaker.	Front office coordinator (Currently S.Ravi)	(1) Tie the banner & Display the break-fast Sponsor prominently. Display-Board to be kept at 8.30 AM. (2) Open the attendance register and Distribution Register (If anything to be distributed) at 8.40 AM & start issuing tokens till 9.15 am and (3) Keep the collaring items on the dais at 9.50 AM
6	From 9 am till 10 am, fill the time by giving opportunity to members and their spouses to exhibit their talents in which they are good at.	K.Venkatachari or any other volunteer from our club	From 9 AM till 10 AM
7	Conduct the meeting as per the agenda & the timings mentioned therein	President	From 10 am till the end of time mentioned in the agenda
8	Vote of thanks	Secretary	At the end of the function.

YEARLY ACTIVITIES

Submit the budget for the year to the Executive Committee

SL. NO	DESCRIPTION OF ACTIVITY	RESPONSIBILITY	WHEN
1	Utilize the previous year budget, discuss with the President & Treasurer and finalize the budget for the ensuing year based on the Year's plan	Secretary	On OR before the First EC meeting of the year (Normally taking place in July)
2	Submit the budget in the first EC meeting and get the EC's approval	Secretary	First EC Meeting
3	Update budget with the Actuals in an ongoing way	Treasurer	Ongoing way
4	Submit the Comparison of Budget Vs Actuals to the EC OR Monthly financial statement	Treasurer	Ongoing way

Publishing of Probus Annual Book

SL. NO	DESCRIPTION OF ACTIVITY	RESPONSIBILITY	WHEN
1	In the first EC meeting itself, seek suggestions from all members to coin a title for the annual Probus Publication of the year. Decide the advertisement tariff and request the EC Members as well as Publication committee to seek as many advertisements as possible for the Probus Publication. EC also decides the number of pages of the intended publication. Collects the quotation for from 3 Printing-Press suppliers for the Publication of book.	Secretary/convener publication committee	Right from the first EC meeting of the year (in July)
2	Publication committee to communicate through PROBUZZ Newsletter, Break-fast meeting and through e-Mail that it seeks articles from Probus Members, requesting them to mention if it is NOT original and obtained it from elsewhere, giving reference and the Source by way of courtesy & acknowledgement.	Convener of Publication Committee	Soon after the First EC meeting of the year
3	Publication committee meets periodically in a common place, discuss and finalize the articles to be published in the annual book. It also finalizes the content of INFORMATION portion all addition, modification & deletion in all matters under print. Its decision is final.	Convener of Publication Committee	Ongoing soon after the First EC meeting of the year till such time Annual Publication has taken the final shape.
4	From the 3 quotations received, Publication committee decides the Printing-Press to whom the printing of the Probus Annual Book should be entrusted. As and when the articles & Information contents are cleared for publication, those will get loaded to the Printing Press. The printer will prepare the first proof. (Only 2 proofs are elicited from the printer. If third proof is required, it has to be paid for.) Required delivery date of the Annual Publication as decided (normally the date will be from September 25 to September 30 of the year- at least 50 copies or preferably entire quantity ordered), is conveyed to the selected stock holder appointed by the publication committee.	Publication Committee	Printing-Press is decided in the first meeting of the Publication Committee.

5	It is ensured that at least 10 books (a bundle) is gift wrapped and kept ready for Release by the Chief Guest and the first copy to the President of Rotary Club of Madras or any other dignitary present on the International Day of Elderly which is normally celebrated on October 1.	Secretary	On/before October 1
6	The balance out (of 1000 or 1500 copies ordered) copies of Annual book delivered, preferably before International Day of Elderly function or latest in a week's time.	Secretary	On/before October 1
7	Copies of the Annual Book are issued to the members of Probus Club of Chennai after obtaining their signature on the day of the function. Proxies are allowed to collect the book in special cases as to be decided by the president or the secretary.	Secretary	International Day of Elderly function
8	Balance copies to members and other regular outside recipients such as Advertisers, some members of Rotary Club of Madras, and Inner-wheel Club etc. are couriered	Secretary	Within 10 days of International Day of Elderly function
9	All EC members are requested to ensure that 1000 copies are sold at the price fixed for the year (for the year 2016/2017 & 2017-2018 it was Rs.120/-). For bulk purchasers like State Bank of India (who buy in hundreds) discount of 10% can be offered, subject to the approval of the president. if asked for. Sale through Adyar Times and Anna Nagar Times is to be explored. Try to get the details of the book is published in the Hindu and other newspaper media. The revenue from advertisements should cover the cost of printing and if possible generate a surplus. The printer should keep the plates for printing additional copies for six months at the costs agreed mutually.	Secretary	Within 3 months of International Day of Elderly function

Submission of Book of Accounts to Auditors & Obtain approval

SL. NO	DESCRIPTION OF ACTIVITY	RESPONSIBILITY	WHEN
1	On April 1 of every year, a new book of accounts is opened, in 120 pages, foolscap size account note book. First 100 pages are allocated for Day Book purposes (Receipts and Payments for State Bank of India, Bank of India, Corporation Bank, Karur Vysya bank and Cash) and the balance pages are allocated for Ledger purposes (keeping each page (from Page 101 onwards) as a folio for one Account-Head <i>(List of Account-Heads is enclosed)</i>). The treasurer can adopt any other method convenient to him/her and acceptable to the Auditor.	Treasurer	On the opening day of Financial Year, April1
2	Receipt & Payment entries are made in the day book as well as in the Ledger book under the appropriate folio (Account-Head)	Treasurer	On going manner
3	At the end of every month, Bank balances as per day book is tallied with Bank Pass books, entries for the month is closed arriving at the closing balances, opening the daybook for the next month in the new page with the corresponding opening balances. Trial Balance/Financial statement is made and submitted to EC members on the EC meeting day. Daybook entries are also made in the EXCEL software in the computer in the ongoing way and All entries of the month are copied on a CD and handed over to the Auditor.	Treasurer	At the end of every month
4	From the ledger, appropriate figures are taken and Actuals (against the budget) are updated and the comparison of Budget Vs. Actuals is submitted to EC in the EC Meeting	Treasurer & Secretary	On/Before EC Meeting
5	After the closure of accounts as of March 31, March entries are handed over to the Auditor through a CD along with Voucher files (Voucher file for Cash and Voucher for Cheque)	Treasurer	1 week from April 1

6	Once information is obtained from the Auditor that Accounts for the year has been audited & Approved, the President, the Secretary, the Treasurer should visit Auditor's office, sign the 3 sets of Financial Statements & Auditor's letter, sign all the 3 sets, and get the Auditor's signature and seal in all the 3 sets, give 1 set to the Auditor and take the other 2 sets. One original is required to be submitted to The Registrar, Societies during renewal. In addition, get the soft copies of all the Financial Statements and Auditor's letter	President, Secretary, Treasurer	Soon after Auditor's approval of Book of Accounts
7	Call for special EC meeting to table the prepared Financial Statements, obtain EC's approval for printing the Annual Account Statement for presenting at the AGM for its acceptance and approval.	Secretary & Treasurer	Special EC Meeting or normal EC meeting before AGM
8	Hand-over the soft copy of all the financial statements and Auditor's letter to the Printing Press to be included for the Printing of Annual Balance sheet.	Secretary	Soon after I EC approval of Audited Annual Accounts

Annual General Body Meeting
(This is to be convened within six months of the closure of the financial year-for our club 31st march as per statute)

SL. NO	DESCRIPTION OF ACTIVITY	RESPONSIBILITY	WHEN
1	Since AGM is always held on the 4th Saturday in the month of June, AGM notice (having agenda for AGM proceeding) is sent to all the members on/before 21 days before AGM-it can also be published in the May newsletter instead of posting separate AGM Notice by post.. Once in 2 years, when the term of Office-bearers & committee members end, communication for elections inviting eligible members to apply for various posts.	Secretary	On/before 21 days from this 4th Saturday as per the statutory requirements
2	Once in 2 years, when the election is to be held for various posts, an election officer has to be appointed by EC in the month of April and take action as directed by the Election Officer.	Secretary	On/before 1 month before the AGM day.
3	Secretary should prepare his/her annual report well in advance so that it is approved in the EC meeting of May or earlier of every year.	Secretary	

4	Ensure the Book of Accounts for the period of April 1 to March 31 is audited & approved	Secretary & Treasurer	On/before 15 days from this 4th Saturday
5	Load the printing job of Annual secretary's report with audited balance sheet to the Printing-Press. Simultaneously load the representative photographs of various functions of the year (AGM Day, Scholarship function, International Day of Elderly, Children's Day, Pongal Day, International Women's Day, Visit to Old Age Home, Break-Fast Day, Scholarship distribution, domestic/international tours, office bearers and EC members (Once in two years) Etc.)	Secretary	On/before 15 days from this 4th Saturday
6	If the Printed secretary's report along with Statement of Accounts is made ready 5 days before the AGM day, instruction should be given to Printing-Press to despatch it to members otherwise, it should be delivered to Secretary for its distribution to members on AGM day.	Secretary	On/before 5 days from this 4th Saturday
7	Signatures of all members (who are eligible to attend the AGM) are obtained in the AGM Attendance Register, as per the statutory requirement. Secretary must check whether quorum as per Bye-law is available before start of the AGM; if quorum is not available, the AGM is adjourned by half an hour and proceed further.	Front-office Coordinator & Secretary	8.40 AM on AGM day At the time fixed for AGM.
8	Normally, the agenda starts with collaring of President, Reading out Secretary's Report of the year, Obtaining approval on the agenda points such as Financial Statement of the year, addition/modification/deletion to Bye-Law etc.	President	10:00 AM Or the time fixed for AGM.
9	As per the agenda, proceedings of the AGM are taken. Every point in the AGM agenda relevant to the AGM approval is read out, approval is sought. If the point is straight away approved, then the names of the member proposing and seconding the point are noted. If there are differences of opinion, then voting (by raising hand) is conducted, as per simple majority the point is approved or rejected. If accepted, the names of the member proposing and seconding the point are noted.	President	As per the timings mentioned in the agenda
10	After the formal closure of AGM, present the vote of thanks	Secretary	At the end of AGM meeting

11	If election(once in two years) was held and if the results have been announced by the Election-Officer, then announce the election result to the members, who will be waiting for lunch after the formal closure of AGM.	Election-Officer	After the AGM got over and after the election result had been obtained by Election-Officer
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**Submission of documents to The District Registrar of Societies,
Central Chennai, Royapettah, Chennai – 600 014.**

SL. NO	DESCRIPTION OF ACTIVITY	RESPONSIBILITY	WHEN
1	<p>Submission of documents, as follows, for renewal, within six months of the date of AGM and elections (once in two years).</p> <ol style="list-style-type: none"> 1. Financial Audited statement, in original, as on 31st march for the year 20--to 20-- 2. Annual Report for the year 3. Declarations 4. Details of members in Form VI 5. Details of Committee members in Form VII 6. Meeting Notice for General Body. 7. Copy of the AGM Minutes (to include all members deleted in the year) 8. Copy of the election results 9. Copy of the receipt of fees paid for the previous year renewal. 	Secretary	Within six months from the date of AGM and Elections.
2	<p>Submission of documents, as follows, for renewal, within six months of the date of AGM in the year, if no elections are conducted..</p> <ol style="list-style-type: none"> 1. Financial Audited statement, in original, as on 31st march for the year 20-- to 20-- 2. Annual Report for the year 3. Declaration 4. Details of members in Form VI 5. Details of Committee members in Form VII 6. Meeting Notice for General Body. 7. Copy of the AGM Minutes (to include all members deleted in the year) 8. Copy of the receipt of fees paid for the previous year renewal. 	Secretary	Within six months from the date of AGM and Elections.

Once in 2 years:

Election of Office-Bearers & Executive Committee Members

SL. NO	DESCRIPTION OF ACTIVITY	RESPONSIBILITY	WHEN
1	Once in 2 years, when the term of Office-bearers & committee members ends, Election Officer is finalized, communication inviting eligible members to apply (in the corresponding Application Form along with their photo and a letter of intent as to what they propose to contribute to the Probus Club of Chennai) for various posts to the Election Officer with the Proposer Signature.	Secretary	On/before 1 month before the AGM day.
2	Last date for applying, last date for withdrawal of application forms are prescribed, as decided by the Election Officer.	Secretary & Election-Officer	On/before 1 month before the AGM day.
3	Secretary should furnish the members eligible to vote, to the election officer and each applicant is verified for their eligibility to stand for the election (such as he/she does not have arrears of Annual Subscription etc)	Secretary & Election-Officer	Within 2 days of the last date of withdrawal of applications
4	After the last date of withdrawal, final list of contestants for each post is finalised. For other posts where more than one contestants are in the fray, elections for those posts are announced by the Election Officer. However, election results are announced only during/after the AGM in the session of the AGM, presided by the Election Officer, after his due deliberations. This is the prerogative of the appointed election officer. His decision is final & binding on all contestants.	Election-Officer	Within 2 days of the last date of withdrawal of applications
5	Action is immediately taken to get ready all the needed ballot papers in the economical way by suitably combining. the contests of all Office-Bearers and having a separate ballot sheet for all the Executive-Committee members	Election-Officer	On/Before the AGM day
6	Action is taken for the following, (1) making 2 big ballot boxes, (2) getting ready the Ballot Counting sheets (3 copies for each announced contest), (3) getting ready the polling register (Ballot Serial number, Membership number, Name of the member, provision for member's signature)	Secretary or any other member nominated by the election officer.	On/Before the AGM day
7	Election is conducted only on the AGM day proposed in the Notification.	Election-Officer	From 8.45 AM till 10.45 AM on AGM day

8	Engage needed number of volunteers to complete the counting of votes at the earliest	Election-Officer	Soon after 10.45 AM on AGM day
9	Announce the results of the elections as indicated in the point (4) above. Afterwards, the election results are published in our newsletter.	Election-Officer	Soon after final counting of all the contests was completed
10	Installation ceremony of new President & office-bearers	IPP & New team	Will take place in the breakfast meeting immediate succeeding month to AGM

Publishing of Probus Members Directory

SL. NO	DESCRIPTION OF ACTIVITY	RESPONSIBILITY	WHEN
1	Once in 3 years or as decided by EC when more number of changes have taken place to the Members Directory	Secretary	When more number of changes have taken place to the Members Directory
2	The printing-Press which has to print the Members-Directory is decided (normally the person who did the previous time is engaged unless the charge he quotes is very high when quotations from other capable Printing-Press is collected and decided.	Secretary & Head of Publication Committee	Within 2 weeks from the time is taken for printing the Member's Directory
3	Soft copy (in a CD/DVD) of the Member's Directory is passed on to the Printing-Press who has been entrusted with job of printing the directory	Secretary & Head of Publication Committee	Within 2 weeks from the time is taken for printing the Member's Directory
4	Additions/Modifications/Deletions along with corresponding photos are handed over to the Printing-Press	Secretary & Head of Publication Committee	Within 4 weeks from the time is taken for printing the Member's Directory
5	Printed Directory (500 copies) are handed over to the Secretary	Printing-Press	Within 4 weeks from the time is taken for printing the Member's Directory
6	Distribute all the directories among members on the earliest Break-Fast Day, take action to courier the balance directories to members, hand-over the copies to officials such as President of Rotary Club of Madras, President of Inner-wheel Club etc.), retain the balance for issue to the new members who join the Probus Club later	Secretary	Earliest break-fast day onwards

FUNCTION ORIENTED ACTIVITIES:

Scholarship Disbursement Day

SL. NO	DESCRIPTION OF ACTIVITY	RESPONSIBILITY	WHEN
1	Normally Scholarship Disbursement Function is held on 30/31 August. Auditorium is to be booked in advance. Number of scholarships (both the recurring as well as one-time) to be disbursed is finalized	Secretary/Joint Secretary(Charitable Fund)/Treasurer/Joint Treasurer(Charitable Fund)	In the second week of June
2	From the previous year recipients list, names of the 12th Standard students are removed. If the number of scholarships available for the current year is more than the previous year, include some more schools (Corporation schools, Govt./Government aided schools, Adi Dravidar school etc) suitably to make up the number (Schools can be located at the outskirts of Chennai city also)	-----do-----	Before end of second week of July
3	Prepare a standard initial letter to be sent to all the above mentioned schools (Letter format is enclosed) by suitably changing the relevant places in the standard letter. Hand over the letters in person to all the schools as decided earlier.	Convenor of Scholarship Committee	Before end of second week of July
4	If follow up is required to get the response from the schools, it is also done on a weekly basis for two weeks.	Convenor of Scholarship Committee	Before end of July
5	Finalize the venue & timings of the Scholarship Disbursement function and the Chief Guest. Get the invitations printed. Send the invitations to Chief Guest, President of Rotary Club of Madras, President of Inner wheel Club, all Donors, and the Head of those schools whose students have been identified for receiving the scholarships.	President, Secretary & Convenor of the Events Committee	Before end of July

6	<p>On receipt of response from schools, finalize the list of students for the school; prepare the final letter to the school. Keep repeating this process till all the schools are covered.</p> <p>Ensure the availability of 300 tokens (to be used on Disbursement Day). Arrange them serially and re-ensure that there is no loss of tokens. If there is any token missing, ensure it is made up</p>	<p>Convenor of Events Committee</p> <p>Library in-charge</p>	<p>From end of second week of July till end of second week of August</p> <p>From end of second week of July till end of second week of August</p>
7	<p>Withdraw, from the Probus Club of Chennai Account with State Bank of India, Mylapore, total scholarship amount (At the rate of Rs.1000/-or any amount decided by the EC, calculate the total scholarship amount for the Number of scholarships).</p> <p>Put this amount into as many covers as number of scholarships, putting Rs.1000/- or any other amount as decided by EC, in each cover & paste the cover and write the serial number of the Master-list.</p>	Treasurer/Convenor of Scholarship committee	One Bank working day before the function day
8	<p>Keep ready the covers with cash School wise, class wise list of students with serial number, school name, student's name and provision for getting student's signature. Keep ready the tokens (as many as number of scholarships planned to be disbursed. Decide & reserve (block) the rows of seats in the auditorium for getting the students seated later.</p>	Convenor of Events Committee	At/Before 2.30 PM on Scholarship function day
9	<p>As and when students approach the Scholarship Registration Desk, their identification proof Certificate from Head of the School or ID card issued by the school) is verified. On its confirmation, Token with a number equal to the serial number in the Master List is issued after obtaining student's signature in the Master-List</p>	Convenor of Events Committee	From 1.30 PM onwards on Scholarship function day

10	Get the scholarship recipients seated as per the serial number of their token	Convenor of Events Committee	From 1.30 PM onwards on Scholarship function day
11	<p>Start the function as per the agenda. When disbursement item starts, call the student as per serial number in the Master list, mentioning the Donors name, school name and student name. Students will receive it from the donor, by giving the token to the Event committee volunteer and receiving the cover with the corresponding serial number of the cover.</p> <p>At the end of function, ensure that all the tokens have been collected back and serially arranged</p>	<p>Secretary</p> <p>Library-in-charge</p>	<p>From 1.30 PM onwards on Scholarship function day</p> <p>Soon after the function is over.</p>
12	Identify such of those students who did not make it to the Disbursement Function, call them to meet the Secretary & Treasurer on the ensuing EC Committee date to collect their Scholarship before the start of the EC meeting	Secretary	On/Before the EC Meeting Date
13	Identify such of those students who did not make it to the EC Meet day to collect their Scholarships, call them to meet the Secretary & Treasurer on the ensuing Breakfast meeting t to collect their Scholarship before the start of the Breakfast meeting. Credit the balance unclaimed Scholarship amount to State Bank of India account of Probus Club of Chennai	Secretary/Treasurer	On/Before the EC Meeting Date

International Day of the Elderly

SL. NO	DESCRIPTION OF ACTIVITY	RESPONSIBILITY	WHEN
1	<p>a) From the latest Members Directory of Probus Club of Chennai, those who are eligible (should have completed 1 year of annual membership as of October 1 of the running year) for the following milestone awards are identified (Completion as on October 1)</p> <p>1) Those who complete 75 years of age 2) Those who complete 80 years of age 3) Those who complete 90 years of age 4) Those who completed 50 years of married life (Both the member & spouse should be alive).</p> <p>b) This is the joint celebrations with RCSC. c) Book the auditorium in August. d) Inform the Director-RCSC. e) Make sure President of RCM attends the event and they give Rs.10000 to our club f) Inform President, Inner wheel club in advance.</p>	Secretary	August 15 onwards. The list of awardees has to be mentioned preferably in September Probuzz or earlier.
2	Standard letters are sent to the above mentioned eligible members and requested to send their photo to Secretary (in the case 50 years of married life photo of the couple)	Secretary & Convenor of Events Committee	August 15 onwards.
3	As and when photos are received, details and photos of the eligible members are sent to Bombay Sports & Trophies Shop or any other supplier of mementos to make the corresponding memento with the photo incorporated for the members (Each of the 4 categories has a different inscription)	Secretary & Convenor of Events Committee	September 1 onwards
4	Repeat the above process till such time either all the mementos have been received from the supplier by September 24 whichever is earlier. On September 24 if there are cases where they have not sent their photos, arrange to make the mementos for them without their photographs.	Secretary & Convenor of Events Committee	On/before September 24

5	Before end of September, plan & organize competition for senior citizens (both Probus members as well as outsiders) in the following areas: : (1) Carom, (2) Chess, (3) Quiz, (4) Fire-less Cooking, (5) Music, (6) Painting. From the previous years experience, identify the judges for competitions and inform them to make themselves available on the Sundays when the competitions are conducted	President, Secretary & Convenor of Events Committee	August 15 onwards on Sundays in M P Aanand School in C.I.T.Colony, Mylapore. Prior permission should be obtained from the school authorities
6	Identify from public and choose the recipient of "Probus Award of Excellence" (1 or 2 persons) who have done works to the society and received awards and certificates from other organisations. Similarly identify two probians for the "Probus Recognition Award". Citations (Scroll of Honour) must be made and mounted in a hard medium. Take 40 photo copies of the citation in A4 size and 10 copies on the A3 size sheets. Mementos with photos for Chief Guest, Awardees must be made.	President/Secretary/Award Committee	August onwards and get the approval by the EC before end September
6	As mentioned in the procedure for Probus Annual Book Publication, ensure that 10 books are printed and kept ready for release by Chief Guest to President of Rotary Club of Madras.	Secretary & Convenor of Publication Committee	On/Before September 30
7	Ensure that badges are kept ready for the Award recipients, Event Committee members & Volunteers. And also ensure that rows of seats are planned to be reserved for the 4 kinds of award recipients suitably (Oldest in the front rows and near the corners).	Secretary & Convenor of Events Committee	On/Before September 30
8	After finalizing the Venue & Chief guest, organize to get the invitations printed. In addition to sending the invitations to Probus members, send the same to winners & judges of all competitions. Hand over the invitations in person to Chief Guest, Director of Russian Centre for Culture & Science, President of Rotary Club of Madras, President, Inner-wheel Club	Secretary & Convenor of Events Committee	On/Before September 23

9	Conduct the International Day of the Elderly as per the agenda mentioned in the invitation	Secretary & Convenor of Events Committee	On October 1
10	For such of those who could not attend the function and receive their mementos/Prizes, request them to come on the ensuing Break-fast meet day and receive the same. If any member could not make it for Break-fast day also and they can be sent by courier. The awardees may depute another member, as proxy, to receive the award.	Secretary & Convenor of Events Committee	After October 1, ensuing Break-fast day and after

Children's Day

SL. NO	DESCRIPTION OF ACTIVITY	RESPONSIBILITY	WHEN
1	Identify among the Corporation schools of Chennai City which got 100% pass in SSLC. Get the contact details of Headmistress /Headmasters who head these schools for giving the "Best Teacher" awards on Children's Day.	Secretary	Immediately after the completion of Elders Day function on October 1.
2	Identify the students of 10th standard of the Corporation schools of Chennai City who got the highest marks, second highest marks and third highest marks. Get their contact details through their schools for giving them awards from the Endowment created by Major Donor PF C.R.Vaitheeswaran. He has established a procedure for this. Identify students from all the schools with good academic and extracurricular activities record for selecting "Probus award of excellence" and "All Rounder Award". Citations (Scroll of Honour) must be made and mounted in a hard medium. Take photo copies of 40 nos. of the Citation in A4 size and 10 photo copies on the A3 size sheets. Mementos with photos for Chief Guest, Awardees must be made.	Secretary/Award committee	Immediately after the completion of Elders Day function on October 1.

3	Decide along with the President and the convenor of Events Committee, the day for celebrating Children's day, after confirming the availability of the auditorium of RCSC (Russian Centre for Science & Culture). Normally it is not celebrated in November 2 nd week. Book the auditorium. This is the joint celebration with RCSC. Book the auditorium in September.	Secretary & President	Before end of first week of October.
4	For the children, conduct Essay Competition, Oratorical Competition, Drawing/Painting Competition, and Music Competition at M.P.Aanandh School on Sundays preceding the Children's Day. For Fancy Dress Competition on the Children's Day function, please advertise in the newspapers and city local weekly papers. Prior permission should be obtained from the school authorities.	President & Convenor of the Events Committee	Before end of second week of October.
5	Once the date is decided to celebrate the Children's Day, the Chief Guest also is decided by the Secretary with the President (preferably somebody who is connected with Education) Select the MC.	Secretary, President & Convenor of the Events Committee	Before end of second week of October.
6	Decide the programs for the celebration and finalize the agenda (normally RCSC suggests to include one program performed by their kids - either dance or music). Once every item has been decided, get the invitation for the Children's Day celebration ready and post the same to the Chief Guest, all awardees, Director of RCSC and members.	Secretary, President & Convenor of the Events Committee	Before end of second week of October.
7	Arrange to get the relevant scroll of honour for all SSLC 100% achievement awardees. Get the gifts for all the kids participated in Fancy Dress competition as well as Special gifts for winners of the same. Get gifts for winners of all the competitions held. Also arrange to encash Rs.9000/=or available amount (Interest accrued from an one lakh Endowment instituted by Late Mr.C.R.Vaitheeswaran) from State Bank of India, Luz S.B. Account	Secretary & Treasurer	Before end of first week of November.
8	A)If there is no tie for any of the 3 prizes then, Rs.9000/or the amount available, is broken as Rs.45%/= for first prize, Rs.30%/= for second prize and Rs.25%/= for the third prize. If there are ties for any of these prizes the whole lot is shared among these prize winners suitably taking care of this gradation to avoid anomalies in the prize money.	Secretary, President & Treasurer	Before end of second week of November.

	B)Identify one boy and one girl who is First in Tamil in XII std. from Nungambakkam Corporation Boys' HSS and Nungambakkam Corporation Girls' HSS respectively-Rs.500 each from Probian V.Jagannathan's endowment.		
9	Snacks to be provided and for how many it should be provided are decided by Secretary and informed to Treasurer, who in turn will inform the caterer 2 days before the function day.	Secretary & Treasurer	Before end of second week of November.
10	Registration of members arriving to attend the function is recorded. As well as kids planning to participate in Fancy Dress competition are also requested to register their names in a separate register	Secretary & Convenor of Events Committee	On the function Day
11	Program is conducted as per the agenda by the compere. Give notes to Compere.	Compere	On the function Day
12	Vote of thanks	Secretary	On the function Day

Pongal Day

SL. NO	DESCRIPTION OF ACTIVITY	RESPONSIBILITY	WHEN
1	a)At present Pongal day is celebrated in the month of January in the premises of Gopalapuram Boys' HSS. Hence suitable date must be decided in consultation with the HM of the school in December.		
1	b) Identify the person among the public who have contributed in a large measure for promotion of Thirukkural for the Thirukkural Virudhu. Obtain all his/her bio-data details and prepare the citation. A cash award of Rs.3000/- and citation is presented. EC must approve the awardees in December EC meeting. (Paid from the interest from C.R.Vaitheeswaran & V.Chandra Endowment)	Secretary & Award Committee	Before end of second week of December
2	Get the scroll of honour and the plaque ready for this person using the citation already prepared. Get 40 photo copies of citation in A4 size and 10 photo copies	- Do -	Before end of second week of December

	on the A3 size sheets. Mementos with photos for Chief Guest, Awardees must be made.		
3	Identify students in Tamil medium schools through competition for proficiency in elocution in Thirukkural-Boy students-(Paid from the interest from C.R.Vaitheeswaran & V.Chandra Endowment)-First, second and third prizes are selected.	- Do -	Before end of second week of December
4	Identify students in Tamil medium schools through competition for proficiency in elocution in Thirukkural –Girl students-(Paid from the interest from C.R.Vaitheeswaran & V.Chandra Endowment)- First, second and third prizes are selected.	- Do -	Before end of second week of December
5	Identify students in English medium schools through competition for proficiency in elocution Thirukkural. (Paid from the interest from PP Capt. Dr. M. Singaraja Thirukkural Endowment fund- First, second and third prizes are selected.	Secretary & Award Committee	Before end of second week of December
6	Also identify the Best student, one each (Boy and Girl) from the GBHSS and GIGHS respectively. Also identify the Probian who comes forward to sponsor the prizes (Normally Wrist watches are given) . Nowadays it was earlier sponsored by late PP Probn T.T.Srinivasamurti.	Secretary	Before end of second week of December
7	Conduct Essay competitions for a given topic chosen from Thirukkural. For GBHSS and GIGHS exclusively. Buy suitable gifts (normally good books) for the winners in these competitions.	President, Secretary & Convener of Events Committee	Before end of fourth week of December
8	Obtain from both the Gopalapuram Boys' HSS and Ganapathy Iyer Girls' High School, as to how many students from their schools will participate in the cultural programme. Buy the gifts (value Rs.75-100 each) to the above participants.	Secretary & Convener of Events Committee	Before end of fourth week of December
9	Identify the Chief Guest preferably from education field.	President, Secretary & Convener of Events Committee	Before end of fourth week of December

10	Decide the date of Probus Pongal Vizha, the agenda and get the Invitation Cards printed (if required)	President, Secretary & Convener of Events Committee	Before end of fourth week of December
11	Conduct the function as per the agenda, closing with vote of thanks. Apart from the Chief Guest and Awardee we must offer shawls to HMs of both the schools	President, Secretary & Convener of Events Committee	On the day of Pongal Function
12	Whatever is the expense spent by the Head-Master of GBHSS should be reimbursed after getting his signature in the concerned voucher for the same This policy is adhered to any other school where Pongal day is celebrated.	Secretary & Treasurer	Immediately after the Pongal function before leaving the premises

International Women's Day

SL. NO	DESCRIPTION OF ACTIVITY	RESPONSIBILITY	WHEN
1	For conferring the PROBUS AWARDS OF EXCELLENCE of the year, Identify 1 or 2 women among the public who have contributed a lot for the society in a sustained manner for years together. Obtain all their bio-data and prepare their citations.	President, Secretary	Before end of second week of February
2	Get the scroll of honour plaques ready for these 1 or 2 women in line with the citations already prepared. Get 40 photo copies of each of these 2 citations in A4 size and 10 photo copies of these 2 citations on the A3 size. Printer supplies these sheets.	- Do -	Before end of second week of February
3	For conferring the PROBUS RECOGNITION AWARDS, Identify among the Probians and their spouses, 1 or 2 women who have contributed a lot for Probus Club of Chennai or for the Society in a largemeasure. Obtain their bio-data and prepare their citations	- Do -	Before end of second week of February
4	Get the scroll of honour and plaques ready for these 2 women using the citations already prepared. Get 40 photo copies of each of these 2 citations in A4 size and 10 photo copies of these 2 citations on the A3 size sheets.	- Do -	Before end of second week of February
5	Identify an outstanding woman personality to be the Chief Guest for the International Women's Day (March 7), whose availability is also confirmed for March 7 or around. Confirm the availability of Director of RCSC on the day of	President, Secretary & Convener of Events Committee.	Before end of second week of February

	the celebration. Book the auditorium in February. Select the MC.		
6	Prepare the invitation for the International Women's Day and distribute among all probians. Invite in person, the Chief Guest, the Director-RCSC, Recipients of the Award of Excellence, the President of Rotary Club of Madras, First Lady of Rotary Club of Madras and the President of The Inner wheel club.	President, Secretary.	Before end of second of February
7	Conduct the event as per the agenda, drawn I consultation with the compere.	President, Secretary & Convenor of Events Committee.	On March 7 or any other date suitable to both Probus Club and RCSC.
8	Vote of thanks	Secretary	----- do -----

OTHER ACTIVITIES:

Re-Printing of Receipt Books to make-up the depletion

Normally 3 books of 100 receipts each of 9000 series and 10 books of 100 receipts each of normal series (currently running in 3000 series) are printed. Whenever stock comes to last book action is taken for reprinting.

Photo copying or printing of Payment Vouchers to make-up the depletion

Normally 200 copies of cash vouchers are Photo copied whenever stock comes to 50% Cash Vouchers.

Photo copying or printing membership application forms to make-up the depletion

Normally 30 copies of membership Applications is Photo copied whenever stock comes to 25% of 5 year requirements. Then organise printing the application forms..

Scouting & booking of Sponsors for the normal monthly breakfast and Breakfast & Lunch for AGM

In an ongoing way, sponsors are to be booked for the breakfast or lunch is booked 2 months in advance. Look for birthday babies of the particular month and regular sponsors.

Re-print of Greeting Cards of Birthdays & Wedding-Anniversary Days

Normally 500 cards each is printed for BIRTH DAY GREETINGS & WEDDING ANNIVERSARY GREETINGS. When the stock comes to 50, they will be re-printed.

Annual report for AGM

Start preparation of the report in April and submit to EC in May for approval, before giving it for printing. Include photos of office bearers and committee members once in two years-also photos of our various activities..

Maintenance of relationship with Rotary Club of Madras

Since Rotary Club of Madras initially sponsored Probus Club of Chennai, the relationship is specific and maintained by inviting the President of Rotary Club of Madras and the president of the Inner-Wheel Club of Madras for all functions of Probus Club of Chennai. For the International Day of Elderly function Rs.10000/= is donated by Rotary Club of Madras and Rs.5000/= is donated by Inner-Wheel Club

Sending two of our members every Tuesday for Rotary Club luncheon meetings (at present it is in Hyatt Hotel, Teynampet)

A coordinator is nominated (normally the Joint Secretary) for this once in two years when the EC Members get changed once in 2 years. He will ensure that 2 Probians are always nominated by Probus Club of Chennai to attend Lunch hosted by Rotary Club of Madras. The co-ordinator would apprise of the nominees, in advance, to the organisers of RCM. He will advise the Editor, Probuzz, the probians attended the luncheon/dinner meetings of RCM.

Sports & Cultural Wing

This wing of Probus Club of Chennai was started with the understanding its expenses will be taken care by it and will **not** be met by Probus Club of Chennai. The Convenor of this wing should arrange for funding the expenses of the wing. EC nominates the Probian to take care of this wing and he/she is always invitee for all the EC meetings.

Special Invitees for all EC meetings

All Past Presidents, Probus Fellows, Major Donors, Editor, In-charge of web and Cultural & Sports wing.

Master of Ceremony (MC) or Compere

MC is normally selected within our club. Secretary should prepare guidance sheet for the MC, clearly mentioning the persons responsible for various activities such as garlanding the president, honouring the Chief Guest and others with shawls/Towels and mementos., reading the citations etc.

Preparation of citations

We must select the person who will prepare the citations. Give him/her the bio-data at least one month in advance. Check for spellings. Select the printer doing the citations. Read the proof before final printing.

Theosophical meetings of Mylapore Lodge-sponsored by our club

These are arranged, with guest lectures at the senior service centre, at M.P.Aanandh Higher Secondary school, C.I.T.Colony, Mylapore, Chennai – 600 004, on the third Saturday of the month, in coordination with Mrs.Amudha Aanandh, correspondent or Principal of the school.

Preparation of mementos

We normally entrust this job to Bombay Sports & Trophies, Wallajah Road.

Ledgers of member's applications

At present there are four ledgers. All the applications are kept in these ledgers. It is kept in the library or with the Secretary.

Certificates

1. We give certificates to all the children who participated in the various competitions. Separate certificate for participation and winners. We must check periodically the availability and get them replenished
2. We make Certificates for (i) New Life-members (ii) Converted Life-members and (iii) Major Donors and hand over that on the breakfast meetings. In the case of new members Bye-Law book and annual publication along with Life member certificates. Please refer to the sample certificates of all the three categories, provision for two signatories has been given. It should always be ensured that latest & current signatory information (Names & signatures) have been appropriately modified.

Vice-Presidents

The responsibilities of three Vice-Presidents are mentioned in the directory of members or as modified by EC.

Executive members

EC members are expected to reach the venue of the breakfast meetings and various events well in time to help the club. They are also expected to contribute finance periodically to improve the health of our club. They should set as examples.

M.P.Aanandh Matric Higher Secondary School

From July 2018, it has been agreed to give a monthly rent of Rs.2000/- and it is to be paid every month-Responsibility: Secretary/Treasurer. The management of the school is to be informed in advance whenever we need school premises for our meetings and simultaneously inform the watchman.

Gopalapuram Boys' Higher secondary school

We conduct our EC meetings and Pongal Day celebrations in this school. Advance intimation is to be given to the HM and office whenever we conduct our EC meetings and Pongal day. If the library hall is occupied on any second Saturday, we conduct our EC meeting in the Ganapathy Iyer Girls' High school after advance intimation to the HM of the school. We have agreed to give a rent of Rs.500 per month to GBHSS and this is to be settled once in six months.

Silver Jubilee Endowment for medical aid for needy seniors

This was instituted in June 2017. The first disbursement will start in July 2018. The application forms and the norms were available with the Secretary and the Convener. The name of the beneficiaries should be informed to the named donors who have given more than Rs.1 lakh. The amount for disbursement must be ascertained from the treasurer, every year.

This procedure was initially prepared by Probian N.Rammohan and edited/improved by Probians S.Ranganatha Rao and R.T.Namasivayam on 05-08-2018