

**Minutes of General Body Meeting held on 05/07/2011 at Telephone Bhawan.**

1. **Responsibility of Zonal Officers:** - It has been decided that zonal officers will hold area level meeting on last Saturday of every month where the following matter will be discussed. This will help to strengthen the association at grass root level. In the Zonal meeting following matters will be the common agenda.
  - a. Any problem of member which needs to be addressed at area level
  - b. Financial status of association at the area.
  - c. Service quality of BSNL at the area and the scope of improvement at different fields like Customer Care, Product selling, Demo e.t.c.
  - d. Any other matter, mentioned in the agenda of the area meeting.
  
2. **Responsibility of Circle Body:-** It has been decided that Executive body meeting will be held on 1<sup>st</sup> Saturday of each month to discuss the area matters and other policy matter that needs to be forwarded to Management. Circle Organizing secretary and Assit. Org Secretaries will be responsible to arrange the meeting. In the EBM following matters will be the common agenda.
  - a. Any matter, discussed in the zonal meeting, which needs to be forwarded to Circle Management.
  - b. Finance Secretary will discuss with all the zonal Finance Secretaries about the progress of ECS based subscription method and status of collection.
  - c. Feedback from are regarding service of BSNL and scope of improvement. Any suggestion to The CGM/CTD regarding service of BSNL will be compiled in this meeting.
  - d. Any other matter mention in the agenda of Executive body meeting.
  
3. **Frequency of General Body Meeting:** - It is decided that GBM will be held in every 3 months. Date of the meeting will be decided by the circle executive body and the meeting will be organized by Organizing secretary and Assit Org Secretaries. Agenda of the meeting will be circulated before the GBM. All the members will be informed via SMS and it will be the responsible of the Zonal officers to bring their members from area. Organizing Secretaries will be responsible to inform the zonal officers about the GBM.
  
4. **ECS based Subscription method:** - According to the CHQ guideline the subscription of a member is Rs 100/-, It is decided to implement the same for AIGETOA/CTD members & the collection method will be through ECS. It will reduce the workload of the zonal officers and Finance Secretary.
  
5. **Collection of Diary dues :-** Zonal officer of Telephone Bhawan, Saltlake, South, North, Central and Alipore have been requested to submit the cost of diary to the circle fund within August 2011,

- 6. Officiating promotion:-** In the meeting it has been decided that AIGETOA will serve notice to CGM CTD to complete the officiating promotion of DR Executive within two months otherwise AIGETOA will initiate strong organizational activity .
- 7. EPF Issue:** - Data of 2007-2008 has been resubmitted to local EPF (WB) office by BSNL EFP wing on 27/06/2011. As soon as the statement of 2007-2008 is issued the other statement will be available as the system is getting upgraded to online system.
- 8. E1-E2 of 2001 batch:** - The process will be started as soon as Mr Manish Sood joins in the second week of July-2011.