

(iv) **Secretary (Training).**— He shall be responsible for imparting training to the members so as to enable them to carry out tasks entrusted to them and to achieve the aims and objectives.

(v) **Secretary (Legal Affairs).**— He shall render legal advice and be responsible for managing all legal matters.

(vi) **Secretary (Cultural Activities).**— He shall be responsible for arranging and conducting various cultural activities required to achieve the desired goals of the Association.

(vii) **Secretary (Public relations)** .- He shall be in charge of and responsible for all Public Relations matters of the Association.

In addition, all the Secretaries shall assist the General Secretary whenever called for.

### ACCOUNTS AND AUDIT

30. (i) Secretary (Finance) of the Association shall cause proper books of accounts to be kept in accordance with the Act or Rules there under and also with respect to:

(a) All sales and purchases of goods by the Association

(b) All sums of money received and spent by the Association and matters in respect of which such receipt and expenditure takes place,

(c) The Assets and Liabilities of the Association: Proper Books of Accounts shall be kept so as to give a true and fair view of the state of the Association's affairs and to explain its transactions.

(ii) The financial year is the calendar year ending on 31<sup>st</sup> December of each year.

(iii) The books of account shall be kept at the office of the Association and shall always be open to inspection of the members of the Committee and subject to any regulations of the Committee.

(iv) The Committee through its Secretary (Finance) shall every year cause to be prepared and laid before the Annual General Meeting such accounts showing receipts, expenditure, issues and balance sheets for the financial year ended along with the Auditor's Report if any, and any other reports deemed necessary.

(v) A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid down before the Association in the General Meeting together with a copy of the Auditor's Report, shall be sent to every Member of the Association at least 21 days before the date of the meeting.

(vi) Within a month after the completion of financial year all the accounts in respect of receipts, expenditure and the balance sheet for the last year ending shall be duly audited by an auditor with C.A. Qualification.