

**Memorandum of Association
Rules and Regulations**

(As amended from time to time)



**INSTITUTE FOR DEFENCE
STUDIES & ANALYSES**
रक्षा अध्ययन एवं विश्लेषण संस्थान

Institute for Defence Studies and Analyses

No.1, Development Enclave, Rao Tula Ram Marg,
Delhi Cantt. New Delhi - 110 010

Tel. (91-11) 2671-7983

Fax.(91-11) 2615 4191

E-mail: contactus@idsa.in

Website: <http://www.idsa.in>

(As on Date 22 January 2016)

Certificate of Registration

No. S/2866 of 1965-1966

I hereby certify that THE INSTITUTE FOR DEFENCE STUDIES AND ANALYSES has this day been registered under Societies Registration Act III of 1860 (Punjab Amendment) Act 1957, as extended to the Union Territory of Delhi.

Given under my hand at DELHI this Eleventh day of November One Thousand Nine Hundred and Sixty-five.

Fee Rs.50.00 paid.

Sd/-
SURENDER KISHORE
REGISTRAR OF SOCIETIES, DELHI

Memorandum of Association
of the
Institute for Defence Studies and Analyses

1. The name of the society is “THE INSTITUTE FOR DEFENCE STUDIES AND ANALYSES” (hereinafter referred to as the “Institute”).
2. The office of the Institute will be situated in the Union Territory of Delhi (Permanent Address: IDSA Campus, No.1, Development Enclave, Opposite Rao Tula Ram Marg, Delhi Cantonment ,Shankar Vihar Road, New Delhi-110 010).
3. The objects for which the Institute is established and the powers which shall be vested in the Institute are:
 - i. To initiate study, discussion and research on problems of National Security and the impact of Defence measures on economic, political and social spheres.
 - ii. To promote the study and discussion of exchange of information upon, influence of the methods of warfare upon the problems of defence techniques in defence studies and analyses, strategy, disarmament and international relations.
 - iii. To build up a body of trained personnel to undertake such studies.
 - iv. To publish through a periodical journal or otherwise the activities of the Institute and contributions to constructive thought in the field of defence studies and analyses.
 - v. To establish and maintain a general and reference library and reading room and to furnish the same with books, periodicals, reviews magazines, newspapers and other publications.
 - vi. To purchase, take on lease, accept as gift or otherwise acquire any land or building wherever situated in India which may be necessary or convenient for the Institute.
 - vii. To construct or alter any building which may be necessary for the Institute.

- viii. To sell, lease, exchange and otherwise transfer all or any portion of the properties of the Institute.
 - ix. To obtain Grants from the Central Government or States, to raise funds from other sources for promotion of the objectives of the Institute and for maintaining its activities.
 - x. To give Pensions, Gratuities, charitable aid to teachers, staff and other employees or ex-employees of the Institute, or to their wives, children or other relatives or dependents to form and contribute to Provident and Benefit Funds for the benefit of any person employed by the Institute, or of the wives, children or other relatives and dependents of such other persons.
 - xi. To borrow and raise money with or without security or on the security of a Mortgage, Charge or Hypothecation or Pledge, over all or any of the immovable or movable properties belonging to the Institute, or in any other whatsoever.
 - xii. To give loans, scholarships, freeships, prizes and monetary assistance to students of the Institute to help in their studies.
 - xiii. To invest and deal with any moneys of the Institute not immediately required for any of its objects in such a manner as may be provided by the Constitution of the Institute, and as may, from time to time, be determined.
 - xiv. For the purposes aforesaid of the Institute:
 - a) To draw, make, accept, endorse and discount cheques, notes or other negotiable instruments.
 - b) To sign, execute and deliver such contracts and assurances of the property instruments and deeds as may be necessary.
 - xv. To do all such other acts and things as the Institute may consider necessarily, incidental to or conducive to the attainment of the above-mentioned objects or any of them.
4. The names, addresses, occupation and designations of the first members of the Executive Council to whom the management of the affairs of the Institute is entrusted, in accordance with the rules of the Institute, as required under section 2 of the Societies Registration Act XXI of 1860 are as follows:

S. No.	Name	Address	Occupation	Designation
1.	Shri Y.B. Chavan	New Delhi	Defence Minister	President
2.	Shri Dharam Vira	“	Cabinet Secretary to the Government	Member
3.	Gen J.N. Chaudhuri	“	Chief of Army Staff	Member
4.	Shri K.C. Pant	“	Member of Parliament	Member
5.	Shri L.K. Jha	“	Secretary to the Prime Minister of India	Member
6.	Shri S. Bhoothalingam	“	Secretary to the Government of India in the Ministry of Finance	Member
7.	Shri N. Dandekar	“	Member of Parliament	Member
8.	Shri P.V.R. Rao	“	Secretary to the Government of India in the Ministry of Defence	Member
9.	Shri H.C. Sarin	“	Secretary to the Government of India in the Department of Defence Production	Member
10.	The Director General of the Institute	“		Member & Principal Secretary (Ex- officio)

The above Executive Council shall remain in office for two years from the date of registration of the Institute.

A copy of the Rules and Regulations of Society has been filed with the Registrar of Societies, Delhi, with the Memorandum of Association as required under Section 2 of the Act.

5. We, the several persons, whose names and addresses are given below, having associated ourselves for the purpose described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association, and set out hands hereunto and form ourselves into a Society under Act No. XXI of 1860(Punjab Amendment Act, 1957) as extended to Delhi this day of 11th November , 1965 at New Delhi:

S. No.	Name, Address and Occupation of Signatories	Signature of Member	Name, Address and occupation of witness	Signature of witness
1.	Shri Y.B. Chavan Home Minister New Delhi	Sd/-	(K. Subrahmanam) Deputy Secretary Ministry of Defence	Sd/- K. Subrah- Manyam
2.	Shri Dharam Vira Cabinet Secretary New Delhi	Sd/-	-do-	-do-
3.	Lt. Col. H.H. Maharaja Manabendra Shah of Tehri Garhwal, Member of Parliament, New Delhi	Sd/-	-do-	-do-
4.	Dr. J.N. Khosla Director, Indian Institute of Public Administration New Delhi	Sd/-	-do-	-do-

5.	Shri A.D. Pandit Secretary to the Govt. of India , New Delhi	Sd/-	-do-	-do-
6.	Shri L.K. Jha Secretary to the Prime Minister, New Delhi	Sd/-	-do-	-do-
7.	Shri S. Bhoothalingam Secretary to the Govt. of India in the Ministry of Finance	Sd/-	-do-	-do-
8.	Shri B. Shiva Rao 85, Lodhi Estate New Delhi	Sd/-	-do-	-do-
9.	Shri N. Dandekar Member of Parliament New Delhi	Sd/-	-do-	-do-
10.	Shri P.V.R. Rao Secretary to the Govt. of India in the Ministry of Defence	Sd/-	-do-	-do-
11.	Shri H.C. Sarin Secretary to the Govt. of India in the Deptt. Of Defence Production	Sd/-	-do-	-do-

**Rules and Regulations
of the
Institute for Defence Studies and Analyses**

‘Preliminary’

1. In these presents if not inconsistent with the subject or contexts, the words set out in the first column of the table below shall bear thereof:

Words

Meanings

“The Institute”	The Institute for Defence Studies and Analyses
“The General Body”	The General Body of the Institute
“The Council”	The Executive Council of the Institute
“The President”	The President of the Institute
“The Director General”	The Director General and Principal Secretary of the Institute
“Chairman”	The member elected by those present at any meeting to preside over the meeting in the event that the President be not present

2. The General Body of the Institute for Defence Studies and Analyses (hereinafter referred to as ‘the Institute’) shall be composed of Life members and Members¹. The total number of General Body Members shall not ordinarily exceed 400² as 125 Life members & 275 Members but the Executive Council may, from time to time, whenever the Institute or the business thereof so requires, admit persons as members of the Institute by exceeding the said limit.

¹ As amended in 44th AGM dated 27th December 2010. ‘Corporate Members’ are no longer part of the General Body.

² As amended in 46th AGM dated 10th November 2012 that total number of General Body Members will be 400 with 125 Life Members & 275 Members.

3. **Life Members:** The Executive Council may, on application in the prescribed form, admit on such conditions, as may be specified in each case and on payment of such multiples of membership fees as may be specified by it, from time to time, any person qualified to be an Member as a Life Member of the Institute
4. **Members³ :** The following persons shall be Members of the Institute:
 - I. Persons whose names are entered as Members on the Roll of Members of the Institute maintained for the purpose on the date of registration of the Institute; and
 - II. Persons admitted, from time to time, by the Executive Council as Members of the Institute on application made in the prescribed form.
5. **Corporate Members:** The Executive Council may, on application in the prescribed form, admit on such conditions as may be specified in each case as a Corporate Member of the Institute, any authority or organization within the public services, any approved association of members of any such services, any University, department or Institute devoted to the study of public administration, any statutory corporation, and joint stock company, and registered society or any registered business establishment.
6. **Special Corporate Members:** Any University departments, Academic institutions and libraries may be admitted as Special Corporate Members by the Executive Council on such conditions as may be specified in each case.
7. **Associate Members:** The Executive Council may on application in the prescribed form admit on such conditions, as maybe specified in each case as an Associate Member of the Institute any person who is a member of the Defence Services or of a Civil Service of the Union on the States, University Professor, Lecturer, student and any other such person. An

³ As amended in 44th AGM dated 27th December 2010. Ordinary Members renamed as Members

Associate Member has the same privileges as Members, but will not be entitled to vote at the General Body meetings of the Institute.

8. **Associate Corporate Members:** The Defence Services establishments, such as Messes, Unit Libraries etc., and other similar organizations dealing with national security matters may be admitted as Associate Corporate Members by the Executive Council on such conditions as may be specified in each case.
9. The admission of Members and Associates is entrusted to the Council, who shall have an absolute discretion, as to admission of members and associates from eligible candidates, and as to the manner in which the selection is carried out. In order to qualify for membership, candidates should be able, in the option of the Council, to further the study or strategy and defence by reason of experience, calling or special knowledge.
10. **Special Subscriber:** Granted to serving Armed Forces Officers directly and proposing and seconding of application is not required. These members are not entitled to vote at the General Body meetings of the Institute.
11. **Temporary:** The Institute may, on application in the prescribed form, admit on such conditions, as may be specified, on weekly basis. Temporary members @ Rs.50/- per week subject to a maximum period of 3 months save in the case of scholars pursuing long term assignments. In the case of scholars pursuing long term assignments (beyond 3 months), they could be charged at the rate of Rs.25/- per week in the excess of the initial 3 months.
12. **President:** The President of the Institute shall be appointed by election at Annual General Meeting from among the members. He shall hold office for a period of two years co-terminus with that of the Executive Council and till the appointment of his successor at the next Annual General Meeting. He shall be eligible for re-election.

13. **Director General:** The Director General of the Institute shall be appointed by the Executive Council and his term of office and other conditions of services shall be prescribed by the Executive Council.
14. **Executive Council:** Composition of the Executive Council: As hereinafter provided, the Executive Council of the Institute shall be composed of:
- I. The President of the Institute
 - II. Not less than 8 and more than 10 members of the Institute elected by the members
 - III. Director General of the Institute (Ex- officio)
 - IV. The Deputy Director General (Ex-officio) and the academic staff member. The latter will be co-opted for one year at a time from among the Academic Staff Members at the level of Senior Fellow, Research Fellow (selection scale) or Research Fellow.
15. The members of the Executive Council shall remain in office for a period of two years and till the new Executive Council is constituted.
16. The Council shall have powers at any time to appoint any qualified person to be a member of the Council either to fill a casual vacancy or as an additional member of the Council provide that the total number of members of the Council shall not at any time exceed the maximum number i.e. 12.
- (ii) Any person so appointed by the Executive Council in a casual vacancy or as an additional member of the Council shall hold office till the new Council is constituted.
 - (iii) Temporary vacancies arising as a result of a member informing the Council of his intention to be absent from Delhi for more than one month, may be filled by the Council at their discretion for the period of such absence.

17. (a) Powers and Functions of the Executive Council

Subject to the general control and directions of the General Body, the Executive Council shall be responsible for the management and the administration of the affairs of the Institute in accordance with these rules and the bye-laws made thereunder for the furtherance of its objects and shall have all powers which may be necessary or expedient for the purpose.

(b) Without prejudice to the generality of the powers conferred by the following Sub-Rules, the Executive Council shall have the powers:

- (i) To look after, supervise the management of the Institution and to expand money required for the purpose
- (ii) To prepare and submit to the Annual General Meeting the Balance Sheet, the Audited Accounts and the Annual Report of the previous year.
- (iii) To pay all rates, rents, taxes, salaries and remuneration of the employees of the Institute.
- (iv) To take decisions on application for membership
- (v) To prepare and execute detailed plans and programmes for the furtherance of the objects of the Institute.
- (vi) To receive, to have custody of and to expand the funds of the Institute and to manage the properties of the Institute.
- (vii) To appoint and control such staff as may be required for efficient management of the affairs of the Institute and to regulate their recruitment and conditions of service.
- (viii) To negotiate and enter into contracts for and on behalf of the Institute, and to vary and resume such contracts.
- (ix) To sue, prosecute and defend all legal proceedings on behalf of the Institute.
- (x) To appoint, from time to time, any Committee or Sub-Committee as may be thought fit and to delegate any of the powers to them for disposal of any business of the Institute or for advice in the matter pertaining to the Institute.

- (xi) To consider any specific matter, the Executive council shall have the power to nominate not more than two experts at a time to itself and to the various Committees that may be set up.
 - (xii) To make, adopt and vary from time to time, bye-laws for the regulation of and for any purposes connected with the management and administration of the affairs of this Institute and for furtherance of its objects, in particular to make, adopt and vary, from time to time, bye-laws of conducting the business of the Executive Council.
- (c) A resolution of the Executive Council may also be passed by circulating the draft in writing among the members of the Executive Council and if a majority of the members of Executive Council approve of it, then, such a resolution shall be valid and effective as if it had been passed at a meeting of the Executive Council duly convened and held.

NOTICE OF GENERAL MEETING

18. The Annual General Meeting of the General Body which ordinarily be held in October each year and any Extra General Meeting at which it is proposed to pass as a special resolution, shall be called by the Principal Secretary after giving at least twenty-one day's notice of the date, time, place and general nature of business to be discussed at such meeting and shall transact the following business:

- (a) Election of the **President** of the Institute and eight other members of the Executive Council at every alternate Annual General Meeting;
- (b) Consideration of the Annual Reports
- (c) Consideration of the Balance Sheet and the Audited Accounts of the previous year;
- (d) Appointment of the Auditor for the ensuing year;

- (e) Other business on the agenda; and
- (f) Such other business as may be brought forward with the permission of the Presiding Officer.

VOTE OF MEMBERS

19. Every question shall be decided by the General Body by a majority of those present and voting. Every member shall have one vote and in case of equality of votes the Presiding Officer shall have a second or casting vote.

SUBSCRIPTIONS

20. (a) The subscription for 'Life Membership' shall be Rs.6,000/-

(b) The annual subscription for 'Member' shall be Rs.750/-

21. (i) The annual subscription payable by a Corporate Member which represent commercial organizations will be Rs.1,00,000/- per annum⁴.

Corporate Members which are nonprofit like universities, teaching institutions, research institutions or think tanks will continue to have a membership fee of Rs.2,000/-

(ii) In the case of University departments, Institutes devoted to the study of public administration and other academic institutions accepted for Special Corporate Membership by the Executive Council, the annual Subscription shall be Rs. 600/-

(iii) In the case of Service Institutions and other organizations, dealing with national security matters accepted for Associate Corporate Membership by the Executive Council, the annual subscription, however, shall be Rs.250/- per annum.

⁴ As amended in 44th AGM dated 27th December 2010

- (iv) The annual subscription payable by an Associate Member shall be Rs.200/-⁵
- (v) The annual subscription payable by an Associate Corporate Member shall be Rs.400/-
- (vi) The annual subscription for Special Subscriber shall be Rs.300/-
22. The Life members and Members will be entitled to the free supply of the following publications of the Institute:
1. Strategic Digest (Monthly)
 2. Strategic Analysis (Bi-Monthly)
23. The accounts of the Institute shall be audited by the Auditors appointed for the purpose at any the Annual General Meeting.
24. The President of the Institute shall preside, at conduct and regulate all meetings of the Institute, the Executive Council and any Committee or Sub-Committee of which he may be a member and his rulings on any point or order and decision as to the results of voting shall be final and conclusive. The President shall, in addition to his rights and voting as a member, have a casting vote in case of tie. In the absence of the President, the members present shall elect a Chairman for the meeting from among themselves and such Chairman shall also exercise all such powers.
25. (i) The Director General shall be the Chief Executive Officer of the Institute and shall look after the affairs of the Institute under the general control, superintendence and directions of the Executive Council . The Director General or any member of the Executive Council authorized by a resolution passed in that behalf may execute

⁵ As amended in 44th AGM dated 27th December 2010. Annual subscription for Associate Membership increased w.e.f. April 1, 2011

any instrument deed or contract for and on behalf of the Institute or members of the Executive Council thereof.

- (ii) The Principal Secretary shall convene meeting of the Institute, Executive Council and any Committee or Sub- Committee or any other meeting which it may be necessary to be called. He shall keep or cause to be kept proper Minutes of the meeting of the Institute and of the Executive Council and he will do everything necessary to give effect to the resolutions passed by the general meeting of the Institute as also to those passes by the Executive Council and any committee and any Committee or Sub- Committee.

26. The Institute may sue or to be sued in the name of the Director General who shall for the purpose of Section 6 of the Societies Registration Act XXI of 1860 be the Principal Secretary of the Institute and the Executive Council.

27. The banking account of the Institute shall be kept in its name and shall be operated upon by the Director General of the Institute.

28. If subscription of a member is overdue for more than one year his/her membership will stand lapsed. However, the member would be eligible to reply for membership again subject to clearance of all outstanding dues.

29. Any member who has committed a breach of any of the rules of the Institute or who has refused or neglect to abide by any such rules or who has committed any act which, in the opinion of the Executive Council, is calculated or likely to bring discredit to the Institute may be removed from the membership of the Institute by a resolution passed at a special meeting of the Executive Council convened for the purpose after giving at least twenty- one day's notice thereof to every member when the total number of votes cast in favour of such resolution are not less than three times the number of votes cast against the same:

Provided that no such resolution shall be passed unless the member concerned is informed by the registered letter with acknowledgement due at

least twenty-one days before such meeting of the date, time and place of the meeting and of the grounds on which it is proposed to remove him from membership of the Institute and is given an opportunity to explain his conduct to the Executive Council in writing or in person at such meeting.

Amendment Rules

30. The above-mentioned rules may be amended, added to or altered at the Annual General Meeting of the Institute.