

**DEPARTMENT OF POSTS, INDIA  
OFFICE OF THE CHIEF POSTMASTER GENERAL,  
WEST BENGAL CIRCLE,  
KOLKATA-700 012.**

Ph:(033)2212-0242

e-mail:apmgphil@gmail.com

No. MM&PO/Philatelic Club/2021

Dated at Kolkata - 700012, the 10.03.2021.

1. The PMG Kolkata/SB/NB/A&N Islands/Sikkim
2. The Director, Kolkata GPO
3. All the SSPOs/SPOs in WB Circle

Sub - Kolkata Philatelic Club

West Bengal circle in its effort to popularize Philately had formed Kolkata Philatelic Club, which was inaugurated by the Hon'ble Secretary (Posts) on 26.02.2021, at Kolkata GPO. The Kolkata Philatelic club will act as the apex advisory body of the Circle to propose issuance of new postage stamps, Special Covers, Picture Postcard, theme of My Stamp sheets and other philately ancillaries. In short it will be a storehouse of brilliant ideas, creativity, serious and in-depth discussions and research that will help the Postal Circle in carrying out Philately planning and development.

The details of the said club are as follows:-

**1. Name of the Club - Kolkata Philatelic Club**

**2. Roles & Function :-**

(a) The club will act as the apex advisory body of the Circle to propose issuance of new postage stamps, Special Covers, Picture Postcard, theme of My Stamp sheets and other philately ancillaries. Any proposals relating to issuance of commemorative stamps shall be submitted before the Chief Postmaster General, West Bengal Circle for onward submission to the Postal Directorate with due concurrence.

(b) The Philatelic Club shall facilitate and organize regular workshop, seminars and meetings and provide gifts and prizes for any philatelic activities, in accordance with the objective of the club. It shall also advise for holding of district/state/ School - College level exhibitions in the Circle and also shall encourage the formation of Philatelic Clubs in the school, college and other academic institutions.

(c) A Philatelic library at the club.

(d) For the purpose of organizing Philatelic Workshop, Philatelic accessories like stamp collection album, perforation gauge scale, illuminated magnifying glass, etc shall be arranged by the club.

(e) The club shall print and publish any information relating to Philately.

- (f) The club shall hold committee meeting on monthly and quarterly basis.
- (g) The Registrar of the club will overall monitor the functioning of the club with the advice of the Chairman and Secretary of the club.
- (h) The club being the apex Philatelic advisory body in West Bengal Circle will provide affiliation to all Philately club under West Bengal Circle.
- (i) The club may accept sponsorship of any event in accordance with the objective of the club.
- (j) The club may enter into any other contract that the club considers necessary and desirable.
- (k) This club will have its own logo, letterpad and stamps and seals.
- (l) The clubs shall be governed strictly by the ruling of the club which may be amended from time to time , as per approval of the Chairman.

### **3. Membership:-**

- (i) Membership shall be open to any person having residential address under the Postal jurisdiction of West Bengal Circle ,i.e, West Bengal , Sikkim and Andaman & Nicobar Islands.
- (ii) Nominated Members of different Philatelic Clubs of West Bengal Circle.
- (iii) Honorary membership – (a) representatives from various organizations and institute  
(b) eminent personalities from the filed of science, arts , music , literature , film , sports , etc  
(c) eminent Philatelists of West Bengal Circle.
- (iv) Youth Philatelists ( 1<sup>st</sup> and 2<sup>nd</sup> prize winners of Deen Dayal Sparsh Yojna held every year in the Circle and also the 1<sup>st</sup> and 2<sup>nd</sup> prize winners of youth category of State level exhibition).
- (v) Any other member with the permission of the Chairman.

### **4. Terms and conditions of membership :-**

- (a) Every members shall be liable to pay quarterly subscription as may be fixed by the club, except the following category of members:-
- (i) Honorary Members
- (ii) Youth Philatelists
- (b) Every member shall be bound by the rules and regulations of the Club.
- (c) Every member shall be entitled to all facilities provided by the Club.
- (d) Any person having been involved in any unlawful activites shall be debarred from accepting membership of the club.

(e) Club membership 'ID' card will be issued to all the members, for which Aadhaar number is mandatory.

(f) Entry to the club will be on production of the membership 'ID' card.

(g) Any Philatelists , Artists , Scholars may seek the written permission of the Secretary of the club for use of conference hall facility and exhibition gallery, subject to payment of fees, as will be prescribed.

(h) Any academic /philatelic activities , meeting , workshop , lecture , etc , may be organized , subject to recommendation by the Convenor and subsequent permission of the Secretary on payment of prescribed fees.

#### (5) Structure

The Kolkata Philatelic Club shall function with the following structure:

- |                                   |   |  |
|-----------------------------------|---|--|
| (a) Chairman                      | - | Chief PMG , WB Circle                        |
| (b) Vice - Chairman               | - | Postmaster General (M&BD)                    |
| (c) Secretary                     | - | Postmaster General (Kolkata Region)          |
| (d) Financial Advisor to Chairman | - | General Manager (PA&F)                       |
| (e) Honorary Secretaries          | - | Postmaster General (North Bengal Region)     |
|                                   | - | Postmaster General (South Bengal Region)     |
|                                   | - | Postmaster General (A&N Islands)             |
| (f) Deputy Secretaries            | - | Director of Postal Services (HQ)             |
|                                   | - | Director of Postal Services (Kolkata Region) |
|                                   | - | Director of Postal Services (NB Region)      |
|                                   | - | Director of Postal Services (Sikkim)         |
|                                   | - | Director of Postal Services (SB Region)      |
| (g) Convenor                      | - | Director , Kolkata GPO                       |
| (h) Academic Adviser (Philately)  | - | Shri Dipok Dey, Sr. Philatelist              |
| (i) Registrar                     | - | ADDPO(Philately Bureau), Kolkata GPO         |
| (j) Treasurer/Cashier             | - | Incharge of Philately Bureau , Kolkata GPO   |
| (k) Accountant                    | - | AAO(BD), Kolkata GPO                         |
| (l) PRO of the Club               | - | PA , Phil Bureau , Kolkata GPO               |
| (m) Auditor                       | - | Accounts Officer , ICO(SB), Kolkata Region   |
| (n) Technical support             | - | J.E(Electrical), Postal Electrical Sub Dn -I |
|                                   | - | J.E(Civil), Postal Civil Sub Dn-II           |
| (o) Members                       | - | General Member                               |
|                                   | - | Honorary Member                              |
|                                   | - | Youth Philatelist                            |

**(6) Timing of the Club :-**

- (a) Monday to Friday - 10.00 Hrs to 17.00 Hrs
- (b) Saturday - 10.00 Hrs to 13.00 Hrs
- (c) Sunday/Holiday - CLOSED
- (d) Exception - Events on Sunday and Holdiays can be organized with the permission of the Secretary

**(7) Finance :-**

(a) All funds of the club shall be deposited in to an account to be opened at a Nationalised bank , jointly operated by the Convenor and the Registrar.

(b) Mode of funding of the Club for the purpose of infrastructure , maintenance , repair and any major event to be carried out as per DOP requirement or as required by WB Circle and Kolkata Region from appropriate Head of A/C.

(c) Quarterly subscription will be Rs.1500/- or as amended from time to time.

(d) All amounts due to/due from the club shall be paid/received by cash or cheque having been passed for payment at the executive committee meeting.

(e) A statement showing the financial position of the club shall be tabeled at each executive committee meeting by the treasurer duly recommended by the Financial Adviser.

(f) A statement of receipts and expenditure and assets and liabilities shall be submitted at the Annual General meeting with Auditor's report.

**(8) Meeting :-**


(a) Quarterly meeting headed by Chairman of the Club

(b) Monthly meeting headed by the Secretary of the Club

(c) 15 days pripor notice will be given to all members for the aforesaid meetings.

**(9) Alteration to the Constituion and Bye-Law's:-**

No addition/alteration shall be made to the Constitution except amendments passed at the Annual Genral meeting.

  
ADPS (BD & Philately)  
Office of the Chief Postmaster General  
West Bengal Circle, Kolkata-700012