

Date: 17 October, 2014

CONSOLIDATED GUIDELINES ON MEMBERSHIP

1. The institute shall have following type of Memberships :
 - a. Annual Member
 - b. Life member
 - c. Associate member
 - d. Student member
 - e. Corporate member
 - f. Donor member
 - g. Honorary member
 - h. Correspondent member

The following guidelines are issued for the categories at a to f.

2. The Rules of the Institute provide for membership of the Institute from among academics, practicing administrators at senior level including the alumni of the Institute.
3. The eligibility requirements for membership and the procedure of admission are as under
 - a. For Annual/Life Membership
 - (i) Serving or Retired Members of All India Services, Central and State Service Officers in 'Group A' position and at the equivalent Senior level and from PSUs would be eligible.
 - (ii) Application from foreign academics (subject matter specialists), Excellencies and diplomats of countries with whom IIPA have signed MoUs, may be considered for membership on merit.
 - (iii) Faculty members teaching post graduate classes from Lecturers upwards including Post Doctoral Fellows in Political Science/Public Administration in Colleges (affiliated to University) / University Departments would be eligible.
 - (iv) Readers in Economics, Sociology and Social Work in Colleges (affiliated to University) and University Departments would also be eligible for Annual/Life membership as these subjects are relevant to the study and practice of public administration.

- (v) Retired Professors/Readers of relevant disciplines Psychology, Geography, e-Governance, History, Social Anthropology and also Educational Administrators and other eminent persons would be considered for membership of the Institute.

b. For Associate Membership

- (i) Lecturers in Colleges (but not in coaching institutions) in the disciplines of Sociology, Psychology, Geography, e-Governance, Library Science, History, Social Anthropology, Economics and Social Work are eligible for Associate Membership.
- (ii) Government officials in Group B positions, and
- (iii) Professionals from NGOs working in public service, M.Phil., Ph.D. Scholars and civil service aspirants are also eligible for Associate membership.

c. For Student Membership

Bonafide Certificate from the concerned institution regarding the Post Graduate/Professional Students.

4. Procedure for Admission

- a. The applicant is required to fill up the prescribed form, which can be had from IIPA headquarter on payment of Rs.100/- (non-refundable) in Cash or through Bank Draft in favour of I.I.P.A., New Delhi. The Institute offers Life/Annual, Corporate, Associate and Student Membership, for which different membership application forms are prescribed. Therefore, the request for membership application form should specify the type of membership applied for.
- b. All the applications for enrolment as members should be routed through the concerned Regional Branches. Unless the Regional Branches recommend the applications, the same will not be taken for scrutiny by the Membership Admission Committee of the Apex Body. This provision is made so as to provide linkage between the apex body and the Regional Branches.
- c. Application for Annual/Life and Associate Membership should be proposed and seconded by any two Life Members of the Institute and Student Membership, application should be submitted alongwith a bonafide student certificate from Head of the Department of the University/College.
- d. Those Associate Members who are paying the membership fee regularly for the last five years, and those Annual Member who are paying the membership fee regularly for two years may request the IIPA to consider for conversion of their membership to Life Member by the Membership Admission Committee in case they are otherwise found eligible for becoming a Life Member.

- e. While proposing and seconding the applications for membership
 - i. the members are requested to exercise their best discretion in recommending the application for membership;
 - ii. IIPA faculty and the officers are requested to restrict their recommendations only to the course participants; and
 - iii. only those candidates who evince active interest should be recommended for admission as Life Members.
- f. Application will not be entertained if:
 - i. Not applied on the original form and
 - ii. The application is incomplete (No row should be left blank. If the information sought for in the row is not available or not relevant, N.A. should be invariably written.)
- g. The application received will be considered by the Membership Admission Committee for admission of new members. The recommendation of the committee as approved by the Executive Council will be communicated to the applicants.
- h. Persons applying for Annual/Life Membership may be offered Associate Membership if the committee so decides.
- i. In order to expedite decision on admission of application from the Chief Secretaries and Collectors/DM, the Chairman, Screening Committee may approve such applications on behalf of the committee.
- j. In order to expedite decision on admission of application from the APPPA participants, Chairman, Screening Committee may approve applications on behalf of the Committee.

5. Limit to admission

- a. In view of the large number of members, the Executive Council in its meeting dated 28th August 2014 has put restrictions region-wise as hereunder so as to keep the membership equitable and for effective and efficient management of the Branches:

a) Delhi Region :	2000
b) Metro Cities :	1000
c) 'A' Class Cities :	750
d) 'B' Class Cities :	500
e) 'C' Class Cities :	250
- b. This ceiling will apply to all the Local Branches falling under the above classifications and for other Local Branches 100 is the ceiling. Notwithstanding the above ceiling, in exceptional cases exemption may be granted by the Executive Council in each case on merit basis. The Ceiling should be observed by the respective Regional Branch. However, applicants have to show active interest and fulfill the criteria for membership

of IIPA for being considered for membership after due scrutiny by the Committee.

6. Membership fee

a. In the event of an applicant getting admission as member, he/she shall be required to pay membership subscription through Cash or Demand Draft in favour of Indian Institute of Public Administration, New Delhi, as follows:

(i)	Annual	-	Rs.700/- per annum*
(ii)	Life	-	Rs.7000/-
(iii)	Associate/Student	-	Rs.400/- per annum
(iv)	Corporate	-	Rs.50,000/- per annum

b. The rates as prescribed in clause (a) above will be applicable from 1st January, 2015. The pre-revised membership fee shall be applicable for all those applicants who have been admitted by the Executive Council in its meeting held on 28th August 2014 and thereafter all new admission by the Executive Council would be on the revised membership subscription fee.

7. Benefits for the members:

- a. The Institute's members at present are supplied free of cost monthly "IIPA Newsletter".
- b. The Annual/Life, Associate and Student members are also entitled to receive quarterly Indian Journal of Public Administration (IJPA), Hindi Journal Lok Prashasan and Documentation in Public Administration (DPA) on payment of Rs.300/-, Rs.150/- and Rs.150/-, respectively.
- c. The members are also allowed 25% discount on Institute's publications (however this concession is not available on Journals of IIPA).
- d. Limited facility to borrow books from the Institute's Library on payment of refundable deposit of Rs.1,000/- by Annual, Life and Corporate members and Rs.500/- in respect of Associate and Student members.
- e. Life Members can be issued after their admission membership Identity Card on payment of Rs.70/- (including registered postal charges) by Cash/Demand Draft.
- f. Outstation Annual and Life members can avail Hostel facility, subject to availability, on advance written request. Members are expected to adhere to the Rules & Regulations of the Hostel.
- g. Associate/Student Members enjoy all the privileges as extended to the Annual/Life Members except for the voting rights and subsidized accommodation in the Hostel.

8. Corporate membership

- a. 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 organisation with public services, any approved association of members of any of such services, any University department or institute devoted to the study of public administration, any statutory corporation, any joint stock company, any registered society, or any registered business establishment.
- b. A Corporate member may, at any time, compound its liability to pay annual subscription for twenty years by making a lumpsum payment equal to ten times the amount of annual subscription.
- c. Application for Corporate Membership should be submitted wherever possible with the latest Annual Report, Audited Statement of Accounts, and Memorandum of Association & Rules.

9. Donor Member

Members who make a donation of not less than Rs.50,000/- shall be called "Donor Members".

These guidelines are consolidated as per the decision of Executive council and shall be followed strictly w.e.f. 1.1.2015.

Criteria for Honorary and Correspondent Membership will be considered separately.


(T Chatterjee)
Director, IIPA

Copy to :

1. All E.C. Members by email
2. All Branches by email
3. Registrar
4. All Dy. Registrars
5. IIPA Website
6. APO for notification in the Newsletter

for 2.9.2015.

✓ Shri Satish Chandra Naigani