

RULES AND BYELAWS
OF THE
United Service Institution of India
2026



Shankar Vihar, Delhi Cantt
New Delhi-110057

RULES AND BYE-LAWS
OF THE
UNITED SERVICE INSTITUTION OF INDIA
Updated 23 Jan 26

CHAPTER I

DESIGNATION, OBJECTS AND HOW EFFECTED

Designation

1. The Institution established by the Armed Forces of the Union, as a non-public fund, for the welfare of the past and present members of such forces, or their dependents, shall be called "The United Service Institution of India." It shall be located in Delhi.

Objectives

2. The objects of the aforesaid Institution shall be as follows:

(a) Furtherance of interest and knowledge in the Art, Science and Literature of National Security, Defence Strategy and International Relations in general, and the Armed Forces in particular.

(b) The maintenance of a reference and lending library, containing works on national security, defence strategy and other related subjects of professional interest to the Armed Forces, and a reading room with a wide range of periodicals.

(c) The publication of a Journal and papers on topics mentioned above.

(d) Undertake research projects on aspects of national security, defence strategy and other related matters of interest to the Armed Forces in the USI Centre for Research, through the Board of Management of the USI Centre for Research.

(e) To organise lectures, discussions, seminars, conferences and courses of instruction, including correspondence courses, relating to the Armed Forces and national security.

(f) To maintain close contact and exchange visits with other bodies, both national and international, pursuing similar or allied aims.

(g) Organise and maintain, as far as possible, limited residential accommodation with messing facilities, cultural and educational amenities, for the members of the Institution participating in the activities of the Institution, and other bodies with cognate objectives, as well as non-members specially invited to participate in the activities of the Institution.

(h) To accept gifts, donations and subscriptions of cash and securities, and of any property, either movable or immovable.

(j) To invest and deal with funds and moneys of the Institution and to vary, alter or transpose such investments from time to time.

(k) To sell, mortgage, lease, exchange and otherwise transfer or dispose of, or deal with, all or any property, movable or immovable, of the Institution for the furtherance of the objects of the Institution.

(l) To construct, maintain, alter, improve or develop any buildings or works necessary or convenient, for the purposes of the Institution.

CHAPTER II

THE PATRON, VICE PATRONS, MEMBERS AND SUBSCRIBERS

1. The President of India was the Patron of the Institution till 2002. The Council may invite a high-level dignitary to be the Patron.
2. The Council may invite the following to be Vice Patrons during their tenure in office:
 - (a) The Chief of the Army Staff.
 - (b) The Chief of the Naval Staff.
 - (c) The Chief of the Air Staff.
 - (d) Any other high dignitary as it deems appropriate

Membership

3. All classes of membership will be subject to approval by the Executive Committee/ Director General, as stipulated below. Only Indian Citizens are eligible for Life and Ordinary Membership; however, Life Members who take up foreign citizenship later may retain their membership.
 - (a) Executive Committee – Honorary Members, Corporate Members, Associate Members, Special Members (Civilian).
 - (b) Director General – Life Members, Ordinary Members, Unit Membership, Course Members, and Temporary Members.

Life Members

4. Commissioned officers of the Indian Armed Forces, both serving and retired, are eligible for Life Membership with full voting rights. Class 1 gazetted officers of Group 'A' Central Services, both serving and retired, are also eligible to apply for such membership.

Life membership will be for 20 years. Gratis Life Membership may be granted to winners of USI Essay Competitions.

5. Persons entitled to membership may become Life Members on payment of the subscription laid down from time to time. Cadets from the Service Academies may do so only on commissioning.

Ordinary Members

6. The following categories of personnel are eligible for Ordinary Membership with full voting rights; such membership will be for three years at a time subject to renewal of subscription:

- (a) Commissioned officers of the Indian Armed Forces, both serving and retired.
- (b) Class I gazetted officers of the Central Government Group A Services.
- (c) Cadets of the National Defence Academy, Indian Military Academy and other such Service academies.

Unit Membership

7. Unit membership may be granted to any entity of the Indian Armed Forces and Central Armed Police Forces (CAPFs) for a period of 20 years on terms and conditions laid down from time to time.

Course Members

8. Indian Armed Forces officers, appearing for respective service-related examinations may be admitted as Course Members. Membership will be for one course and for one year from the date of payment.

Temporary Members

9. Temporary membership may be granted for a period of up to fifteen days as per the laid down guidelines.

Honorary Members

10. Persons of eminence and international repute, interested in national security and matters related to defence of the country, may be invited to become Honorary Members of the Institution for a period of three years at a time, if proposed and seconded by at least two members of the Institution in writing. Such members will be entitled to all the privileges of the Institution (without payment), but will not have voting rights. Honorary membership may also be granted to ex-officio Council Members, if not members.

Corporate Members

11. Representative members nominated by name (up to five), and accepted by the USI, may be admitted from any organisation, firm or diplomatic mission based in India, making a corporate subscription on terms and conditions laid down from time to time. Representative members shall have the same rights and privileges as ordinary members, but will not have voting rights.

Associate Members

12. Vice Chancellors and Heads of Departments of Defence Studies of universities, military correspondents of Indian newspapers and news agencies, and other distinguished persons associated with the field of national security and related fields, academicians, research fellows and media persons, may be enrolled as associate members at rates of subscriptions approved from time to time. They shall have the same rights and privileges as ordinary members, but shall not have voting rights. Associate Membership is to be renewed every three years.

13. Associate Members could be invited by the Executive Committee to become Life Members if they have contributed in a meaningful way towards USI activities, provided that not more than five could be invited in a year and number of such converted members does not exceed a total of 100. Director General will put up recommendations in this regard.

Special Members (Civilian)

14. The following are eligible for Special Membership (Civilian):

- (i) Any eminent person, distinguished in any field, especially in the field of National / International security, economics, history, etc.
- (ii) Adult children of any life member of USI.
- (iii) A maximum of 100 civilian members may be admitted in a year.

15. Special Member (Civilian) will neither be eligible to stand for elections to USI Council nor have voting rights. Special Membership (Civilian) is to be renewed every 10 years.

Expulsion of Members

16. If any member shall contravene these bye-laws or so conduct himself that in the opinion of the Council it is no longer desirable that he or she continues as a member, the Council shall have the power to terminate his or her membership, at least one-half of the members of the Council being present at such a meeting of the Council. A member so expelled shall forfeit all claims on the Institution.

Subscription

17. Subscription for all types of membership shall be as laid down by the Council from time to time, and will be duly notified. It will shall be payable on 1st April every year. Any increase of subscription rates shall be operative from 1st April of the year, following the date of decision of the Council.

18. If any member fails to pay the subscription of any year (commencing from 01st April) by 1st of June of that year, his or her name will be struck off the roll of members. He or she may be reinstated on paying of such arrears of subscription as the Council may decide.

19. A member may resign at any time during the year. However, no part of entrance fee or subscription will be refunded.

20. Members are responsible to keep the Institution posted about change of rank and address. The Institution will not be held responsible for non-receipt of any notice or correspondence sent to members on their last known address.

CHAPTER III

GOVERNANCE, COUNCIL, COMMITTEES AND STAFF

Governance

1. The Council shall have the entire direction and management of the concerns of the Institution.

The Council

2. The Council shall consist of fourteen elected and ten ex-officio members.

Co-opted Members

3. The USI Council may coopt up to five persons with expertise in various fields required by the Institution to serve on the Council. These five members will be in addition to the fourteen elected members and will have voting rights. They may also be called upon to serve on the Executive Committee.

Minimum Representation from Each Service

4. To ensure a minimum of two members from each of the three Defence Forces and Civil Service, up to two vacancies will be reserved for any Service which does not get the required minimum of two seats on the Council. The required reserved vacancies will be filled by the person from that Service obtaining the highest number of votes amongst the prospective candidates of his own Service.

Elected Members

5. Elected members of the Council shall be chosen from members of the Institution resident in India. The term of an elected member shall be for a period of three years, unless vacated in the circumstances stated in Para 12 below. When under exceptional circumstances, it has not been possible to hold elections to the

Council within the stipulated period, the term of the elected members may be extended up to a maximum period of one more year. Members of the Council may not stand for the election for one year after completing two consecutive tenures on the Council, unless specially recommended by two-thirds of the Council in session. Voting rights and eligibility for Council election shall remain suspended in respect of those members who are involved directly or indirectly in any contract or business with the USI.

Ex-Officio Members

6. The following will be ex-officio members of the Council:
 - (a) Chief of Integrated Defence Staff to the Chairman Chiefs of Staff Committee (CISC).
 - (b) Vice Chief of the Army Staff (VCOAS).
 - (c) Vice Chief of the Naval Staff (VCNS).
 - (d) Vice Chief of the Air Staff (VCAS).
 - (e) Defence Secretary.
 - (f) Deputy Chief of Integrated Defence Staff (Doctrine & Training) {(DCIDS DOT)}.
 - (g) Chief of Staff, HQ Army Training Command (COS, ARTRAC).
 - (h) Commodore (Naval Training) {Cmde (NT)}.
 - (i) Asst Chief of Air Staff Ops (Strat) {ACAS Ops (Strat)}.
 - (j) Director General USI (Member Secretary).

The President

7. The Chief of Integrated Defence Staff to the Chairman Chiefs of Staff Committee shall, in the normal course, be the President of the Council.

Vice Presidents

8. The three Vice Chiefs of Staff shall be ex-officio Vice Presidents of the Institution.

Election to the Council

9. At least six months before the members of the Council are due to complete three years, they may draw up a list of members proposed to fill vacancies on the Council. Such names shall be proposed and seconded by individual members of the Council. Similarly, any member of the Institution has the right to propose one member to serve for each vacancy occurring on the Council. The members proposing shall be responsible that their nominees will consent to serve, if elected. Names proposed by the member, duly seconded by one other member, should be forwarded to the Director General at least four months before the term (which should normally be 31st December) of the current Council is due to expire. Should members not exercise the privilege, the duty of proposing adequate nominees devolves on the Council.

10. On receiving all the names of nominees proposed and seconded either by members, or Members of the Council, by a date to be promulgated to all members, the Director General shall make out a voting paper containing the names of nominees received by him. In addition to system of postal ballot, the voting will also be conducted through electronic voting, sharing unique ID and password through email. This voting paper, along with a note stating the number of members required to be elected, will be circulated to members. Ballot papers and electronic voting sheet will be sent to the members to obtain their vote latest by the date promulgated by the Director General. In case a member does duplicate voting, only the electronic vote will be accepted.

11. The Council will nominate an Election Officer. A Board of Officers, headed by the Election Officer, on given date, will open the ballot papers and e-voting portal and download the results. The results, duly attested, will be submitted by the Election Officer to the Director General, who will have these results put up to the President of the Council for promulgation.

Vacation of Council Seats and Filling Temporary Vacancies

12. Any member of the Council who is unable to attend two consecutive meetings of the Council or who is appointed to a tour of service abroad, shall vacate his seat on the Council. Vacancies occurring on the Council may be filled by the Council nominating a member resident in National Capital Region (NCR) for the remaining term of the Council. Nominations of newly elected member will be based on the ranking documented in the voting result compiled by the Board of Officers.

Meetings of the Council

13. **Quorum.** Six members of the Council, of whom at least three shall be ex-officio and three elected members, shall be the quorum, except on occasions when a special attendance is called for (See Chapter II, Bye-laws Para 16 'Expulsion of Members'; and Chapter III Para 18 'Resolutions').

14. The Council shall meet at least once a year. It will, firstly, approve the President's Annual Report and Accounts, duly audited, for the preceding year. Secondly, it will appoint an Executive Committee, a Finance Sub-Committee, and Boards of Management (BoM) for Centres for Research. It will also dispose of such business as may be brought before it, including the annual awards like the MacGregor Memorial and other Medals.

15. It may also amend the existing Rules and Bye-laws or introduce new ones, provided that this is supported by at least two-thirds of the Council Members present, who should be at least one-half of the total Council.

16. The President shall preside over the meetings of the Council. In his absence, the meeting will be presided over by one of the Vice Presidents. In the absence of the President and the Vice Presidents, the Chairman of the Executive Committee will preside over the meeting.

17. If the President / Vice Presidents / Defence Secretary is unable to attend the meeting, he may nominate a three-star / Addl Secy rank officer to represent him to the Council. However, such representatives will not have voting rights.

Resolutions

18. When a resolution has been adopted by the Council, no motion shall be made to alter or revoke the same unless notice be given on the Agenda at one Council Meeting for consideration at a future Council meeting, and it shall be necessary for at least one-half of the total Council to be present at the meeting when the motion is brought forward and, of those present, two-thirds must support the motion previous to its being carried.

Executive Committee

19. An Executive Committee, consisting of DCIDS (DOT) as Chairman; COS ARTRAC, Cmde (NT), ACAS Ops (Strat) and DG USI as ex-officio members; and a minimum of four elected members of the Council, will be appointed annually at the meeting of the Council. DG USI will be the Member Secretary. The Executive Committee shall be responsible to the Council for such tasks and duties as may, from time to time, be allotted to it, including finances, preparation and presentation of estimates, making allotments for various activities of the Institution, grant of memberships for specified categories, etc.

20. **Quorum.** Three members of the Executive Committee, including at least one elected and one ex-officio member shall form the quorum. In absence of the Chairman, one of the ex-officio members present shall act as Chairman for the meeting.

Finance Sub-Committee

21. Finance Sub-committee will comprise three elected members, including Chairman, DG USI and one more ex-officio member. Director Administration will be the Secretary. It shall be responsible to the Council, through the Executive Committee, for reviewing the following:

- (a) Audit Report on accounts.
- (b) Budget estimates.
- (c) Major contracts.
- (d) Revision of staff pay and allowances.
- (e) Advice on investments.

22. **Quorum**. A minimum of three members of the Finance Sub Committee shall form the quorum. In absence of the Chairman, an elected member will Chair the meeting.

Procedure at Meetings

23. In all cases of difficulty or dispute in the Council or Executive Committee, it will be resolved by majority of votes.

24. In all questions when votes are equal, the President of the Council and the Chairman of the Executive Committee shall have a casting vote.

25. The proceedings of the Council meetings shall be entered in a Minute Book. Copies of the minutes of the Council and Executive Committee meetings shall be circulated to all its members within one month of the said meeting. The Director General will update the Council/ Executive Committee on the progress of points of previous meeting.

26. Copies of minutes of Executive Committee meetings for the intervening period will be attached to the agenda of Council meetings.

General Meetings of Members

27. A General Meeting of members may be assembled at any time on the written requisition of at least 10 % strength of Life Members. Notice of all meetings, and the subject to be discussed, shall be published fourteen days previously in the "Times of India' the 'Statesman' and such other newspapers as the Council or Executive Committee shall direct.

28. An absent member who is eligible to vote at a General Meeting of members may do so by proxy, but no member, eligible and present, may hold more than two proxies. Every proxy must be signed by the absent member and stamped with an appropriate Revenue stamp, on the form shown at Para 30. No member is eligible to vote who has not paid his subscription for the year.

29. The President of the Council shall preside at General Meetings of members or, in his absence, one of the Vice Presidents. In the absence of the President and the Vice Presidents, the senior ex-officio member of the Council shall preside. Twenty members present and eligible shall form a quorum.

30. Proxy Form

I hereby appoint
to be my proxy and vote for me at the General Meeting of members
of the United Service Institution of India to be held on
.....

Date:

Revenue Stamp
Membership Number
Signature
(Name)

The Staff of the Institution

31. The Council shall appoint a Director General. He shall hold office at the pleasure of the Council and shall receive an appointment letter laying down the main conditions of service. The Deputy Director General (DDG) will be appointed by the Executive Committee. Their pay and allowances will be sanctioned by the Council. Other contractual staff will be appointed by the DG, through a system of interview, based the guidelines laid down by the Council.

Director General

32. The Director General will be the Chief Executive Officer of the Institution and, as such, shall be in charge of the activities and current business of the Institution, and act as Member Secretary to the Council. He shall also be in charge of the Staff of the Institution and will delegate duties to them, which will be generally indicated in the Standing Orders. He shall have authority to set up Study Groups to advise him on the activities of the Institution, at his discretion.

Selection of Director General

33. The selection of Director General will be done by the USI Council. Vacancy and QR will be publicised on the USI website. Director General's initial tenure will be three years, with proviso to extend it by another three years at the pleasure of the Council.

34. The following is the QR for the candidature for the post of DG:

- (a) Maj Gen/ Equivalent rank and above from Indian Defence Forces.
- (b) PhD/ NDC (equivalent).
- (c) Should be a member of USI continuously for at least three years as on 01st January of the year of appointment.
- (d) Below 65 years of age as on 01st January of the year of selection.

(e) Established strategic thinker.

35. The selection process for the DG will be as given below:

(a) Advertisement for the selection of new DG is to be put up on the USI website. Last date for submission of application is to be indicated, giving maximum 45 days from the date of putting up the advertisement.

(b) A Search Committee consisting of President (CISC), Vice Presidents (VCOAS, VCNS, VCAS), four elected members (one from each category: IA, IN, IAF, and Civilians) and DG (Member Secretary) will be formed to screen all applications and shortlist ten names for interaction with Council. Search Committee will only come in to play if the number of applicants exceed 10.

(c) A special meeting of the Council will be called for DG's selection.

(d) Should a member of the Council apply for the appointment of DG, he will not participate in the screening and selection process.

(e) Shortlisted candidates will be requested for an interaction with the Council.

(f) Final selection will be through a confidential vote by Council Members present at the meeting.

(g) Result will be complied by the Member Secretary and declared, on the spot, by the President of the Council. A reserve will be earmarked based on the order of merit in the vote.

Deputy Director General

36. Due to functional requirement of USI, appointment of Deputy Director and Editor has been redesignated as Deputy Director General (DDG) from 01 Jan 22. The selection of DDG will be done

by the USI Executive Committee. The following is the QR for the candidature for the post of DDG:

- (a) Maj Gen/ Equivalent rank from the Indian Defence Forces.
- (b) Preferably PhD/ NDC.
- (c) Should be a member of USI continuously for at least three years as on 01st January of the year of appointment.
- (d) Below 65 years of age as on 01st January of the year of selection.
- (e) Established strategic thinker.

Director Centre for Administration (CADM)

37. Director Administration will be responsible to the DG for the functioning of CADM, including administration, safety and security of the Institution, management of its finances and for the discipline of personnel. He will undertake other duties as assigned by the Director General.

Director Centre for Emerging Technology and Atma Nirbhar Bharat (CETANB)

38. Director CETANB will be responsible to the DG for the functioning of CETANB, including studies, projects and programmes related to niche and emerging technologies, and *Atma Nirbharta*. He will undertake other duties as assigned by the DG.

Director Centre for Military History and Conflict Studies (CMHCS)

39. Director CMHCS will be responsible to the DG for the functioning of CMHCS, including historical research, specified projects and programmes. He will undertake other duties as assigned by the DG.

Director Centre for Publications and Library (CP&L)

40. Director CP&L will be responsible to the DG for the functioning of CP&L, including library, editing the Journal and any other publication by the Institution and other duties as assigned by the DG.

Director Centre for Professional Military Education (CPME)

41. Director CPME will be responsible to the DG for the functioning of CPME, including the conduct of professional development courses and programmes, as decided from time to time. He will be responsible for the preparation and dissemination of study material for the purpose, and other duties as assigned by the DG.

Director Centre for Strategic Studies and Simulation (CS3)

42. Director CS3 will be responsible to the DG for administration of Centre for Strategic Studies and Simulation (CS3). CS3 will undertake military oriented studies and research contributing to national security and strategy formation. The functioning of CS3 will include strategic studies, strategic gaming exercises, collaborative sponsored projects and research. He will undertake other duties as assigned by the DG.

Director Centre for UN and Humanitarian Studies (CUNHS)

43. Director CUNHS will be responsible to the DG for the functioning of CUNHS, including projects and programmes related to UN Peacebuilding and to humanitarian issues. He will undertake other duties as assigned by the DG.

USI Staff

44. The remainder USI staff will work as per the guidelines laid down by the USI Management headed by the DG. Comprehensive guidelines will be prepared by the Management and updated from time to time.

CHAPTER IV

FUNDS AND EXPENDITURE

Management

1. The management of the property, receipts and payments shall be confided to the Council, which will delegate executive authority to the Executive Committee/ Finance Sub-committee.

Annual Estimates and Special Expenditure

2. On completion of audit of the previous financial year, the Finance Sub-Committee will prepare, and Executive Committee will review an estimate of expenditure, in which funds will be allotted for various activities and necessary expenses of the Institution for the following financial year. This budget estimate will be placed before the Council for their approval. Should any expenditure be contemplated outside these allotments, over a ceiling of 20 per cent of the allotment approved by the Council, an estimate must be submitted to the Executive Committee, and the activity or work must not be embarked upon until the estimate has been approved at a meeting of the Executive Committee.

Disbursements and Signatures

3. All payments, except for petty cash, shall be made by cheques signed by the Director General / Officiating Director General of the USI and the Director Centre for Administration. Payments from the petty cash may be signed by the Director Centre for Administration.

Cash and Monetary Receipts

4. All cash and other monetary receipts made on behalf of the Institution shall be taken on charge by the Senior Accountant under the direction of the Director Centre of Administration, who is to personally supervise the making up of payments into the Bank of the Institution. In the absence of the Director Centre for Administration,

this duty is to be performed by another officer of the Institution nominated by the Director General.

Disposal of Funds

5. The funds of the Institution, together with all legacies, proceeds of sales and surplus revenue, shall be invested in eligible securities, as per guidance of the Council.

Audit

6. The accounts of the Institution, together with those of the MacGregor Memorial Fund and Provident Fund, shall be audited annually by a competent auditor appointed by the Executive Committee. The audit report shall be presented to the Council and at the Annual General Body Meeting, when held.

Policies and Insurance

7. All property and library books will be adequately insured against theft and damage by fire. The Executive Committee will review all such policies each year.

