

6124

Mr. Masani

John

dB

~~I have given~~

Enclosed is copy of a
note I have given to our
Hon. Treasurer Mr. Lalchand
Hirachand.

Radam

5/5/20.

J. M. S.

P.S

He desires an early
meeting with you and
Dr. Cooper in early June.



SWATANTI

BALLOT

ELECTION OF TWENTY MEMBERS

Note : (i) Not more than one vote (X)
(ii) The total number of votes s
vacancies shown at the top

Name of the Ca	S. No.
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NOTE ON BUDGET OF NATIONAL HEADQUARTERS

The recurring items of expenditure in the budget of the National Headquarters consist of the following :

1. Salaries of Staff
2. Travel
3. Printing & Publicity
4. Subventions and allowances
5. Postage, telegrams and telephones
6. Jeeps, maintenance and Insurance.
7. Rent and electricity
8. Newspapers, periodicals and books
9. Miscellaneous (including fixtures, furnitures, repairs, legal aid etc.)

Of the above, the first six could be classified as major items of expenditure.

The following is an approximate expenditure incurred for three months (January to March 1970)

Salaries	..	Rs 19,410
Office Rent	..	750
Postage, Telegrams & Telephones & stationery	..	5,500
Travel	..	6,800
Publicity & Literature	..	6,250
Subscription to Newspapers & periodicals	..	560
Rajaji's office expenditure	..	450
Jeeps maintenance, Registration & Insurance etc.	..	3,000
Petty cash	..	2,700

Subventions

CGITU -- ((for zonal offices)	..	3,000
Pondicherry Unit (upto May)	..	600
Expenses re :CG/NE meetings	..	1,200
Miscellaneous	..	50,250

CGP/NE/10/10/10/10

BUDGET

The National Headquarters is functioning on a hopelessly outdated budget. As evidence I give below the monthly expenses budgetted (in 1960) and actually incurred in March 1970.

<u>Item</u>	<u>Monthly Budget allocation as approved in Feb. 1960</u>	<u>Monthly expenditure in a recent month (Mar. 1970)</u>
Staff Salaries	2,000	6,470
Office Rent	200	250
Postage, Telegrams, Stationery, Telephone	1,000	2,200
Travelling	3,500	3,500
Publicity and Literature	2,000	2,065
Subscription to Newspapers periodicals and books	100	248
Rajaji's Office	500	150
Prof. Ranga's P.A.	350	-
<u>Non-Budgeted items</u>		
CCITU	-	1,000
Pondicherry Unit	-	200
Jeep maintenance	-	1,470
	<u>9,650</u>	<u>18,161</u>
or	10,000 p.m.	or 18,000

4th May, 1970

Functions of the Honorary Treasurer

By previous practice, the functions of the Honorary Treasurer (of the National Headquarters) are as follows :

1. Preparing the National Headquarters' budget in consultation with the President and the General Secretary.
2. Collecting funds through individual donations, advertisements for Souvenirs etc.
3. Operating Bank Accounts.
4. Sanctioning payments in respect of those items of expenditure not already sanctioned by the General Secretary and in regard to items of expenditure not included in the Budget.
5. Signing receipts for amounts from Rs 201 and above.
6. Ensuring proper accounts and certifying monthly statements of accounts.

METHODS FOR COLLECTING FUNDS

In the past, the following methods were made use of for collecting funds :

1. There used to be a "consortium" of half-a-dozen industrialists and businessmen in Bombay who, between them, shared the running cost of the National Headquarters. They included --

Mr. Dharamsey Khatau,
Mr. Arvind Mafatlal,
Mr. Pratap Bhogilal,
Mr. Pratapsingh Mathradas and
late Col. Sawhney

This consortium is no longer functioning and urgent steps need to be taken to revive some such arrangement.

2. Through advertisements for Souvenirs.
On the occasion of the Bhubaneswar Convention, we collected by advertisements alone, a sum little less than Rs 2.25 lakhs.
3. Individual appeals for donations, by issuing circular letters. This however did not elicit much of an appreciable response.
4. Through Coupons - this did not work out well at all as a number of coupons were unaccounted.
5. Through subscription dinners.

SUGGESTED METHODS FOR COLLECTION OF FUNDS FOR THE FUTURE

1. Through advertisements for the Swatantra Newsletter (we could make this a registered fortnightly as suggested by the National Executive and obtain regular advertisements).
2. Through individual letters for contributions. A printed letter, under the signatures of the President/General Secretary/Honorary Treasurer, is being issued to 4,025 Directors and Partners individually in various companies spread over 12 major cities and towns of India.
3. Through letters to the shareholders of nationalised banks to be issued under the signature of the honorary treasurer.
4. Through cultural programmes, organised by friendly organisations. One such programme has been organised by 1st August. We shall have to assist this friendly organisation in securing advertisements

for the Souvenir on that occasion.

5. Through advertisements in the Souvenir to be put out on the occasion of the next National Convention whenever that is held.
6. Through subscription dinners in the metropolitan centres of Bombay and Delhi.

May 4, 1970.

NATIONAL HEADQUARTERS

Functions and Budget Estimate

The functions of the National Headquarters can broadly be divided into five categories :

- 1) Organisation and Development
- 2) Political
- 3) Documentation and Research
- 4) Public Relations
- 5) Internal Administration

1. Organisation and Development

This department is primarily devoted to developing the Party machine, involving

- a) Paying special attention to constituencies which have returned Swatantra legislators and guiding the MLAs and MPs of the Party from time to time.
- b) Cultivating constituencies where the Party's candidates though unsuccessful polled a significant percentage of votes.
- c) Undertake the development of the Party in States where Party Organisation is absent.
- d) Conduct of Party elections.
- e) Scrutiny of entries in the Register of Members received from State Units and developing a system of maintaining contact with the Party's workers and guiding State Units in this regard.
- f) Developing a youth wing of the Party.
- g) Developing a women's wing.
- h) Developing a labour wing.
- i) Developing a kisan wing.
- j) Organising Training Camps or Summer Schools for training the Party's workers in various parts of the country.

2. Political

This include such matters as :

- Formulation of General Party Policy;
- Formulation of Party Policy on specific issues, at Central and State level;
- Relationship with other Parties, at Central and State levels;
- Guidance to the Party's Groups in the Central and State Legislatures : etc., etc.

These formulations and decisions are taken at periodic meetings of --

- the Central Parliamentary Board;
- the National Executive;
- the General Council.

At these meetings, policy matters and specific major issues covering Party Organisation and Development are also discussed and decided.

3. Documentation and Research

- a) Perusal of press reports, comments and views concerning not only the Party but that of other parties as well. Preparing replies or rebuttals of criticism of the Party. Maintaining press clippings on various matters of a political nature concerning national and State politics.
- b) Organising a 'Brains Trust' to attend to requests for articles, replies to questions clarifying the Party's political, social and economic policies.
- c) Analysing the results of the 1967 General Elections in detail and drawing appropriate conclusions which will help in improving the Party's organisation and remedy errors in policy and strategy.
- d) The production of Party literature and other kinds of publicity material in the various languages.

4. Public Relations

Devising methods to present a proper image of the Party by --

- (i) maintaining liaison with the press and other instruments of public opinion.
- (ii) issuing handouts to the press from time to time and organising press conference whenever necessary.
- (iii) keeping in touch with eminent non-Party men in various walks of life and cultivating their goodwill for the Party.
- (iv) Issuing Swatantra "Newsletter".
- (v) Issuing "Swatantra in Parliament".

5. Internal Administration

This is essentially administering the National Headquarters attending to its staffing, equipping it with paraphernalia needed for its smooth functioning, maintaining accounts, maintaining a proper record of the Party's assets, corresponding on matters of a routine nature incidental to the functioning of the Office, Liaison with State Offices on matters of a routine nature, maintenance of mailing lists and attending to all such activities as are calculated to keep the National Headquarters in efficient working order.