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File Title: JOSHI ADHIKARI INSTITUTE -
Registration

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NO. 1000

Diplomat™

World value of rupee

3/5/91

Given below are the latest rates of exchange available in Bombay as on 3rd May, 1991 for various foreign currencies against the rupee.

Currency	Unit	Rate in rupees
3/5/1991		
Sterling	1	34.7800
U.S. dollar	1	20.2976
Canadian dollar	1	17.6342
Deutsche mark	1	11.7488
Dutch guilder	1	10.4388
Swiss franc	1	13.9064
Belgian franc	1	0.5718
French franc	1	3.4755
Danish kroner	1	3.0708
Norwegian kroner	1	3.0143
Swedish kroner	1	3.2854
Italian lira	1	0.0159
Austrian schilling	1	1.6701
Spanish peseta	1	0.1904
Japanese yen	1	0.1467
Australian dollar	1	15.8235
Hongkong dollar	1	2.6082
Malaysian dollar	1	7.3718
New Zealand dollar	1	11.9253
Singapore dollar	1	11.4899
Afghan afghani	1	0.3504
Bahrain dinar	1	55.5591
Bangladesh taka	1	0.6102
Burmese kyat	1	3.0356
Chinese R. yuan	1	3.8935
Cyprus pound	1	43.3126
Greece drachma	1	0.1088
Iceland kroner	1	0.3365
Indonesian rupee	1	0.0107
Irani rial	1	0.2882
Iraqi dinar	1	58.5916
Irish punt	1	31.3616
Israeli shekel	1	9.0809
Kenyan shilling	1	0.7507
Kuwaiti dinar	1	—
Lebanese pound	1	0.0222
Libyan dinar	1	71.3143
Mauritius rupee	1	1.3026
Mexican peso	1	0.0070
Nepalese rupee	1	0.6487
Omani rial	1	54.1745
Pakistani rupee	1	0.9153
Philippines peso	1	0.7905
Qatar ryal	1	5.7284
Saudi Arabian ryal	1	5.5596
S. African rand	1	7.3859
Sri Lanka rupee	1	0.5191
Taiwan dollar	1	0.8107
Tanzanian shilling	1	0.1025
Thailand baht	1	0.8281
Turkish lira	1	0.0053
Ugandan shilling	1	0.0317
U.A.E. dirham	1	5.6774
U.S.S.R. rouble	1	34.1483
bwe dollar	1	6.9020

**MEMORANDUM OF ASSOCIATION
OF
JOSHI-ADHIKARI INSTITUTE OF
SOCIAL STUDIES**

MA

1. The name of the Society shall be "JOSHI-ADHIKARI INSTITUTE OF SOCIAL STUDIES".

2. The Registered Office of the Society shall remain in the Union Territory of Delhi and at present it is located at the following address:-

R.P. Dutt Bhavan, 5-E, Rani Jhansi Road,
New Delhi-110055.

3. The aims and objects of the Society shall be :

- (i) to provide for diffusion of useful and scientific knowledge and education to all sections of Indian people without any distinction of age, sex, community, religion, class, caste or creed;
- (ii) to undertake or sponsor studies on economic, political and social structure of India in the light of scientific socialism;
- (iii) to undertake and encourage studies and research on different aspects of Indian history, philosophy, society, culture from a scientific and dialectical point of view;
- (iv) to organise seminars, symposia, lectures etc. on urgent and topical issues of national importance;
- (v) to establish and maintain libraries and research centres and publish journals, periodicals, papers, monographs and books for the information and education of the people;
- (vi) to cooperate and/or undertake joint activities, ventures with persons, organisations or institutions having similar aims and objects for attaining these;
- (vii) to donate, aid, amalgamate with institutions or organisations having objects and activities similar to the objects and activities of the Society.

All the income, earnings, movable or immovable properties of the Society shall be solely utilised and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association, and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever, to the present or past members of the Society or to any person claiming through any one or more of the present or the past members. No member of the Society shall have any personal claim on any movable or immovable properties of the Society or make any profits whatsoever by virtue of his/her membership.

4. The names, addresses, occupation and designation of the present members of the Executive Committee to whom the management of the Society is entrusted as required under Section 2 of the Societies Act, 1860 as applicable to the Union Territory of Delhi, are set out as under :

<i>Sl. No.</i>	<i>Name & Address</i>	<i>Occupation</i>	<i>Office</i>
1.	Mr. N. K. Krishnan 68, North Avenue NEW DELHI-110001	Social Worker	President
2.	Mr. A.M. Lahiri B-4/135, Safdarjung En- clave, NEW DELHI-110029	—do—	General Secretary
3.	Mr. Amar Farooqi Urdu Bazar, Jama Masjid DELHI-110006	College Teacher	Secretary
4.	Mr. B.G. Bhagwat H-008, Yamuna Apartments Alakananda (Kalkaji) NEW DELHI-110019	Auditor	Treasurer
5.	Mr. Subrata Banerjee D-6, East of Kailash NEW DELHI-110024	Journalist	Member
6.	Mr. Shafeeq Naqvi Ajoy Bhavan, Kotla Marg NEW DELHI-110002.	Educationist	Member
7.	Mr. A.B. Bardhan Ajoy Bhavan, Kotla Marg NEW DELHI-110002.	Social Worker	Member

5 We the undersigned persons desirous of forming a Society namely "JOSHI-ADHIKARI INSTITUTE OF SOCIAL STUDIES" under the provisions of the Societies' Registration Act, 1860, hereby associate ourselves with the intention of forming a Society under the name of "JOSHI-ADHIKARI INSTITUTE OF SOCIAL STUDIES" in pursuance of this Memorandum of the Society along with which is filed a certified copy of the Rules and Regulations of the Society.

Sl. No.	Name & Address	Occupation	Signature
1.	Mr. N. K. Krishnan, 68, North Avenue, NEW DELHI-110001	Social Worker	Signed
2.	Mr. A. M. Lahiri B-4/135, Safdarjung Enclave NEW DELHI-110029	do	Signed
3.	Mr. Amar Farooqi Urdu Bazar, Jama Masjid DELHI-110006.	College Teacher	Signed
4.	Mr. B. G. Bhagwat H-008, Yamuna Apartments Alakananda (Kalkaji) NEW DELHI-110019	Auditor	Signed
5.	Mr. Subrata Banerjee D-6, East of Kailash NEW DELHI-110024	Journalist	Signed
6.	Mr. Shafeeq Naqvi Ajoy Bhavan, Kotla Marg NEW DELHI-110002	Educationist	Signed
7.	Mr. A. B. Bardhan Ajoy Bhavan, Kotla Marg NEW DELHI-110002.	Social Worker	Signed

Witness : Signatures of the witnesses from Serial Nos. 1 to 7.

Signature : P. K. Chatterjee
&

Date : 5th October, 1985

Name : P. K. Chatterjee
Sr. Advocate

Address : 210, Jor Bagh
NEW DELHI-110003.

JOSHI-ADHIKARI INSTITUTE OF SOCIAL STUDIES

RULES AND REGULATIONS

I. *Definition :*

1. 'Institute' means Joshi-Adhikari Institute of Social Studies.
2. 'Member' means a member of the Institute.
3. 'Executive Committee' means Executive Committee elected by the General Body meeting of the Institute.
4. 'General Body' means the General Body of the members of the Institute.
5. 'Secretariat' means the Secretariat elected by the Executive Committee.
6. 'President', 'General Secretary' and 'Treasurer' means President, General Secretary and Treasurer elected by the Executive Committee from amongst the members of the Executive Committee.

II. *Membership :*

The Institute will have following categories of membership :

1. Ordinary Member
 2. Life Member
 3. Collective member
 4. Institutional Member
 5. Honorary Member
 6. Associate Member
1. Any adult person who agrees with the aims and objects of the Institute shall be eligible for the membership of the Institute.
 2. Any person eligible to be member under sub-clause (1) shall be deemed to be :
 - (a) Ordinary Member : if he/she applies for and is accepted for membership and has paid the annual subscription in full;
 - (b) Life Member : if he/she applies for and is accepted for membership on payment of Rs. 500/- in one instalment and entrance fees of Rs. 10/-.
 - (c) Collective Member : any 'Trade Union, Women's, Writers' and Scientists' organisation, any association of workers and

employees in any industrial, agricultural, commercial, educational establishment or department of the State or Central Government or any other authority, Institution or Society or other public body through their representatives, may, with the approval of the Executive Committee and on payment of entrance fees and annual fees, be admitted to the membership of the Institute.

- (d) Institutional Member : Any Institution or organisation of similar nature not falling in any of the categories described in sub-clause (c) above, who agrees with the aims and objects of the Institute may, with the prior approval of Executive Committee and on payment of prescribed membership fees, be admitted to the ordinary membership of the Institute.
- (e) Associate Member : The Executive Committee may admit students of all categories and descriptions on payment of concessional annual membership fees as prescribed for associate membership.
- (f) Honorary Member : The Secretariat may elect any person as honorary member of the Institute, if in its opinion, association of such person is conducive to the attainment of the aims and objects of the Institute. Such honorary members, however shall not be eligible to be elected as members of the Executive Committee unless they pay the regular membership fees as prescribed.
- (g) All categories of membership applications must be proposed by at least two members of the Institute and approved by the Executive Committee. In case any application for the membership of the Institute is not approved, reasons for such refusal shall be communicated to the applicant forthwith.

3. Rights of Members :

- (a) All members shall have the right to participate in any general meeting of the Institute. All the members, except the associate and honorary members, shall have the right to vote at any meeting or to elect and be elected as office bearers of the Institute.
- (b) A member shall cease to be a member in case he/she hasn't paid his/her annual subscription and will be entitled to ex-

exercise his/her rights as a member till he/she has cleared all dues to and subscription of the Institute.

(c) The Executive Committee, if it is satisfied, in respect of any member or authorised representative that he/she has wilfully disobeyed the rules of the Institute and it, for any other reasons, consider his or her continuance as a member detrimental to the attainment of the aims and objects of the Institute may remove him/her from the membership of the Institute.

(d) All the members are entitled to receive the publications of the Institute at concessional rates to be fixed by the Secretariat of the Institute from time to time.

4. Entrance and Annual Membership Fees :

(a) Every member, except the honorary members, shall pay an entrance fee of Rs. 10/- along with the membership application form in addition to the prescribed membership fee.

(b) Every member shall pay the following annual membership fee as applicable to the particular category of membership :

(i) Ordinary member Rs. 50/- per year.

(ii) All employees' and other organisations as listed in Clause 2 Sub-Clause (c) above—Rs. 50/- per year.

(iii) Institutional Membership Rs. 200/- per year.

(iv) Associate Membership Rs. 20/- per year.

(v) The entrance fees and the life membership fees shall be taken either to the Institute's corpus fund or to a separate reserve fund account. The amounts lying to the credit of such funds shall be invested in the Trustee securities.

(c) The renewal membership fee shall be paid for the year by the concerned member any time before the holding of the annual general body meeting of the year.

(d) The membership of any member, paying the prescribed fees, shall commence from the date on which the payment has been received in the Institute's office and shall last for the period paid for from the date of receipt.

III. General Body :

The General Body is the highest body of the Institute. All members of the Institute shall be members of the General Body and will be entitled to attend and participate in its proceedings. For institutional and collective members one representative each duly authorised by the institution and organisation shall be a member of the General Body.

The General Body shall meet at least once in a year on a date to be fixed by the Secretariat. The General Secretary shall give at least two weeks' notice to the members of the Institute by posting the notice at the respective addresses of the members appearing on the records of the Institute. The General Secretary will prepare and submit to the General Body a report of the work done during the year. The audited balance sheet of the accounts will also be presented to the members. The General Body shall review the work done and also pass the Statement of Accounts and appoint the Auditor for the next year. Election of the Executive Committee shall take place every two years by show of hands or by secret ballot as will be decided in the relevant General Body meeting.

IV. Executive Committee :

1. The General Body of the Institute will elect the Executive Committee of the Institute for a period of two years. The Executive Committee shall consist of not more than ~~21~~ ³⁵ members, subject to a minimum of seven members. The signatories to the Memorandum of Association and the Rules and Regulations shall constitute the first Executive Committee. The Executive Committee shall have the power to coopt members.
2. The Executive Committee in the first meeting will elect the office-bearers viz. a President, a Vice President, a General Secretary, two Secretaries and a Treasurer and also a Secretariat from amongst the members. Minimum number of members of the Executive Committee in addition to the office-bearers shall be ~~two~~ ^{three} and maximum ~~twenty~~ ^{nine}.

V. Secretariat :

1. The Secretariat shall be responsible to the Executive Committee and shall report on its work and progress to the Executive Committee at its meeting or whenever called for.
2. Subject to the control of the Executive Committee the Secretariat shall have general power of supervision and control over all

the affairs of the Institute. It shall have the right to control, initiate or sponsor programmes at all levels.

3. The Secretariat may nominate a panel of advisers for a period of 2 years at a time from amongst the eminent persons of different disciplines irrespective of their being members of the Institute or not to advise the Institute whenever necessary.
4. The Secretariat shall discharge such functions as may be assigned to it by the Executive Committee and in particular the following functions :
 - (i) to call annual general meetings or special or extraordinary general meeting;
 - (ii) to appoint or dissolve sub-committees set up for a specific purpose or period;
 - (iii) to accept donations, subscriptions, grants, gifts of movable and immovable properties;
 - (iv) to sell, lease, mortgage or otherwise dispose of any property of the Institute;
 - (v) to propose or accept projects for studies from official, semi-official or private institutions on reasonable compensation or grants;
 - (vi) to appoint on honorary or payment basis investigators, research workers or other necessary personnel for the project/work of the Institute;
 - (vii) to maintain proper account of all funds and assets of the Institute and operate the bank account on behalf of the Institute;
 - (viii) to authorise any expenditure for the fulfilment of the objectives of the Institute;
 - (ix) to appoint auditor to audit and certify the accounts;
 - (x) to frame by-laws and regulations for the implementation of the aims and objects of the Institute;
 - (xi) to appoint staff and lay down salaries and service conditions;
 - (xii) to call meetings of the Executive Committee and the General Body of the Institute; and
 - (xiii) to raise and receive subscription, donations, loans and grants to finance the activities of the Society for furtherance of these aims and objects.

VI. *President :*

The President and in his absence the Vice-President shall preside over all the meetings of the Institute including the Executive Committee and the Secretariat. In their absence the members of the Committee may elect a Chairman to preside over the meeting from amongst the members present in the meeting.

VII. *General Secretary :*

The General Secretary shall be the chief executive officer of the Institute and shall be responsible for carrying out all the activities of the Institute. He shall be responsible for making such disbursements as may be necessary or expedient for the functioning of the Institute including payment of salary to the staff.

VIII. *Secretary :*

Two Secretaries shall assist the General Secretary in the discharge of his duties and carrying out such functions as may be assigned to them by the Secretariat.

IX. *Treasurer :*

The Treasurer shall be responsible for keeping proper accounts of the Institute and have the same audited and certified before every annual general meeting.

The accounting year of the Institute shall be from 1st April to 31st March.

X. *Funds :*

The source of funds of the Institute shall be the membership fee, subscriptions, donations, grants and income and earnings from publications etc. All the funds of the Institute shall be deposited in any nationalised bank. The bank account of the Institute shall be jointly operated by any two of the three office-bearers viz. President, General Secretary and Treasurer. The funds shall be utilised solely for the activities and administration of the Institution.

XI. *Termination of Membership :*

A member of the Institute shall cease to be a member only in one or more of the following circumstances :

- (a) on his/her death, incapacity, insolvency or on conviction or an offence involving moral turpitude;
- (b) on acceptance of the resignation ;
- (c) upon the Executive Committee passing a resolution by simple majority terminating his/her membership after giving the member an opportunity to show cause; and
- (d) not paying membership subscription before the holding of next annual general meeting after the expiry of his/her membership.

XII. *Casual Vacancy :*

All casual vacancies will be filled up by the Committee concerned by coopting a member to fill-up the vacancy caused by resignation or termination of membership.

XIII. *Quorum :*

- (a) The quorum for the General Body meeting will be one third of the members or eleven members, whichever is less. The quorum of the Executive Committee meetings will be one third of the total strength of five, whichever is less. For the Secretariat meetings, it shall be one third of its strength or three, whichever is less.
- (b) No quorum shall be necessary at an adjourned meeting of the General Body or the Executive Committee.

XIII-A. *Regional Committee :*

The Executive Committee may, after reviewing the situation regarding the activities of the Institute in any region of the country, appoint a Regional Committee in consultation with the members of the Institute in the particular region. It may also delegate such powers and duties and make such funds available to the said Regional Committee as it may feel necessary to be able to conduct the work of the Institute more extensively and efficiently so as to encourage broader participation by the members of the region.

XIV. *Framing of sub-rules :*

The Executive Committee shall have the power to frame sub-rules whenever necessary for the efficient functioning of the Institute.

XV. *Annual List of Managing/Governing body:*

Once in every year a list of the bearers and members of the Managing/Governing Body shall be with the Registrar of Societies, Delhi as required under Section 4 of the Societies' Registration Act, 1860.

XVI. *Legal Proceedings :*

The Society may sue or be sued in the name of President/Secretary as per provision laid down under section 6 of the Societies' Registration Act, 1860 as applicable to the Union Territory of Delhi.

XVII. Amendment, alteration, extension or abridgement of purposes, aims and objects or change of names shall be in accordance with the provision of section 12 and 12A of the Societies' Registration Act.

XVIII. *Dissolution and adjustment of affairs :*

If the Society need to be dissolved it shall be dissolved as per provisions laid down under section 13 and 14 of the Societies' Registration Act, 1860 as applicable to the Union Territory of Delhi.

XIX. *Application of the Act :*

All the provisions of the Societies' Registration Act, 1860 as applicable to the Union Territory of Delhi, shall apply to this Society.

Certified that this is the correct copy of Rules and Regulations of the JOSHI-ADHIKARI INSTITUTE OF SOCIAL STUDIES :

- | | | | |
|----|--|---------------|--------|
| 1. | Mr. N. K. Krishnan
68, North Avenue,
NEW DELHI-110001. | Social Worker | Signed |
| 2. | Mr. A. M. Lahiri,
B-4/135, Safdarjung Enclave,
NEW DELHI-110029. | Social Worker | Signed |
| 3. | Mr. Shafeeq Naqvi,
Ajoy Bhavan, Kotla Marg
NEW DELHI-110002. | Educationist | Signed |

XV. Annual List of Managing Agency body:
Once in every year a list of the powers and members of the Managing Agency body shall be with the Registrar of Societies, Delhi as required under Section 4 of the Societies Registration Act, 1860.

XVI. Legal Proceedings:
The Society may sue or be sued in the name of President/Secretary as per provision laid down under section 8 of the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi.

XVII. Amendment, Variation, Extension or Abandonment of purposes:
Any and all amendments or changes of names shall be in accordance with the provisions laid down in the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi.

XVIII. Dissolution and winding up of affairs:
If the Society is to be dissolved it shall be dissolved as per provisions laid down under section 13 and 14 of the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi.

XIX. Application of the Act:
All the provisions of the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi shall apply to this Society. It is hereby declared that this is the correct copy of the Act and Regulations of the SOCIETY.

- | | | | |
|---|--|---------------|--------|
| 1 | Mr. N. K. Krishnan | Social Worker | Signed |
| 2 | 63 North Avenue,
NEW DELHI-110021 | | |
| 3 | Mr. A. M. Jadhav | Social Worker | Signed |
| 4 | B-10, Connaught Place,
NEW DELHI-110029 | | |
| 5 | Mr. Shyam Sundar Singh | Physician | Signed |
| 6 | 10/1, Connaught Place,
NEW DELHI-110029 | | |

I Office of Registrar of Societies,
Directorate of Industries, Delhi Adm.
C PO Bldg. ISBT Complex, Delhi.
— Guideline 1030 to 1300hrs

II Affidavit.

- I, _____ s/o _____ of _____
do hereby solemnly affirm & declare:
1. That I am the Secy of _____
Society at _____ NDH
 2. That the members of above Society
are not related to each
other as given under Cl. 5
of the bye-laws.

Deponent

Verification.
I have verified at _____ on
this _____ day of _____ 1950 that the
contents of the above affidavit
are true & correct to the
best of my knowledge &
belief & nothing has been
concealed therefrom.

Deponent

3

5

Recd on
18-9-1985
1845

OFFICE OF THE REGISTRAR OF SOCIETIES : DIRECTORATE OF INDS.
DELHI ADMINISTRATION: CPO BUILDING: ISBT COMPLEX: DELHI

(Guidelines and instructions for Registration of a Society
under the Societies Registration Act of 1860, as applicable
to the Union territory of Delhi)

Visiting Hours 10.30AM to 1.00PM

A. GUIDELINES

The Societies Registration Act of 1860, as its preamble shows has been enacted to make provisions for improving the legal conditions of societies established for the 'Purposes' given under section 1 to 20 of the Act. A society registered under the Act, requires the legal status capable to sue and be sued under section 6 of the Act.

1. The purposes given under section 20 of the Act are:-
Charitable societies, the military orphan funds or societies established for the promotion of science, literature or the fine art for instruction, the diffusion of useful knowledge, the foundation or maintenance of libraries or reading rooms for general use among the members or open to the public or public museums and galleries of paintings and other works of arts, collection of instruments or designs, collection of natural history, mechanical and philosophical inventions, instruments or designs, promotion of social welfare sports, games, activities conducted to the protection and improvement of the natural and environment (including forest, lakes, rivers and wild life and compassion for living creatures).
2. Only the Societies formed for 'Purposes' laid down under section 1 and 20 of the Act and having these 'Purposes' as their aims and objects may be registered under the Act.
3. The name of the society should be such as does not attract the provisions of Emblems and Names (PIU) Act, 1950. The name proposed should not suggest or be calculated to suggest:-
 - (a) the patronage of government of India or the Government of State; or connection with any local authority or any Corporation or body constituted by the government under any law for the time being in force.
 - (b) The names and emblems (PIU) Act, 1950 also prohibits the use of any name, emblem, official

seals, coloured imitation thereof as specified in the Act, without previous permission of the competent authority. It also prohibits the use of names of national heroes and other names etc., mentioned in the Act. The Societies are therefore, advised to consult this Act also before proposing the names, etc. for registration.

4. Further, if the proposed name is identical with that by which any other society has been registered or so nearly resembles such name as to likely to deceive the public or the members of either society, such names may not be registered.
5. The two main documents required to be filed under section '2' of the said Societies Registration Act, 1860 for registration of society are listed below and these should be necessarily filed in duplicate.
(1) Memorandum of Association (2) Rules and Regulations.

6. Memorandum of Association:

Memorandum is the foundation of the society and defines the permitted range of its enterprise. The 'Purposes' of the aims and objects for which the society is formed have to be incorporated in the memorandum.

7. The society should carefully understand and incorporated in the memorandum.

8. Desirous persons or the persons subscribing their names to the memorandum should not, in any case be less than seven. It is proposed to give all All India Character to a society and the words 'All India' or 'Akhil Bhartiya' formed part of the name of the society, there must be minimum eight different States of Indian Union to the Memorandum.

9. The Memorandum of Association may be prepared according to the Modal form given below:-

MEMORANDUM OF ASSOCIATION:

1. Name of the society:- The name of the society shall be _____
2. Registered Office:- The registered office of the society shall remain in the Union territory of Delhi and at present it is at the following address:

3. Aims and objects:- The aims and objects for which the society is established are as under:-
 - a) _____
 - b) _____
 - c) _____
 - d) and so on

Note: Please add income clause as given on page 5 note portion as it is.

4. Governing Body: The names, addresses, occupation and designation of the present members of the governing body to whom the management of the society is entrusted as required under section 2 of the Societies Registration Act, 1860, as applicable to the U.T. of Delhi are as follows:-

S.No.	Name (full in capital)	Addresses	Occupation	Designation in the Society
1.				
2.				
3.				
4.				
5.				
6.				
7.	and so on			

5. Desirous persons:- We the undersigned are desirous of forming a society namely " " under the Societies Registration Act, 1860 as applicable to the U.T. of Delhi in pursuance of this memorandum of association of the Society.

S.No-	Name & Addresses	Occupations	Signatures
1.			
2.			
3.			
4.			
5.			
6.			
7.	and so on		

Note: The memorandum should close after clause 5 given in the above model form.

6. All the signatures of the desirous persons or subscribers given clause '5' of the Memorandum must be witnessed by an Oath Commissioner Notary Public (Rs.3/- notarial stamps affixed), Gazetted Officer, Advocate/Chartered Accountant or Magistrate 1st class with their Rubber Official stamp and complete address.

7. The names of the persons mentioned in clause '4' governing body of the model form of the memorandum must necessarily be included under clause '5' i.e. in the list of desirous persons or subscribers to the Memorandum. That is to say that the members of office bearers of the 1st Governing Body as given under clause '4' of the Memorandum cannot be outside the list of the desirous persons or subscribers to the Memorandum. This is essential requirement.

8. Rules & Regulations:- For carrying out the aims and objects given in the memorandum and for internal management of society, rule and regulations may be made by the society and these rules are known the rules and regulations of the society.

9. That 'Rules and Regulations' of the society must also be filed alongwith the Memorandum with the registering authority for the purpose of registration of society.

10. If the rules and regulations of the society are inconsistent with the provisions of the Act, they are invalid and the fact that they are filed with the registering authority for the purpose of registration of the society cannot make them valid.

11. The rules and regulations may be prepared according to the Model form given below:-

Rules and Regulations:-

- i) Name of the society
- ii) Membership defined
- iii) Admission and qualification for membership
- iv) Subscription
- v) Cessation of membership
- vi) Rights and Privileges of Membership.

2. General Body:

- i) General body defined
- ii) Powers and duties/functions of the general body.
- iii) Quorum and notice of meeting and periodicity of meetings.

3. Managing/Governing body/Executive

- i) Managing/Governing body/Executive Committee defined
- ii) Composition
- iii) Minimum and maximum strength including office-bearers.
- iv) Election and its mode
- v) Terms of the office of the governing body
- vi) Powers/duties/functions of the Managing/Governing body/Ex. Committee
- vii) Powers and duties of the office-bearers
- viii) Quorum and notice of the meetings
- ix) Filling up of casual vacancies.

4. Sub-Committee, if any: i) formation; ii) Composition; iii) Duties and functions.

5. Sources of income and utilisation of funds

6. Financial year

7. Audit of Account

8. Operation of Bank Account

XV 9. Annual list of Managing/Governing body (Sec. 4 of the Act)

Once in every year a list of the office-bearers and members of the Managing/Governing body shall be filed with the Registrar of Societies, Delhi as required under section 4 of the Societies Registration Act, 1860.

ctd..p/5

XVI
10.

Legal proceedings (Section 6 of the Act)

The society may sue or be sued in the name of the President/Secretary as per provision laid down under section 6 of the Societies Registration Act, 1860 as applicable to the Union territory of Delhi.

shall be in conformity with the provisions of

XVII Amendment/alteration, extension or abridgement of 'purposes', aims and objects or change of name, section 12 and 12A of the Societies Registration Act. The amendment shall be made under this section.

XVIII Dissolution and adjustment of affairs

If the society need to be dissolved it shall be dissolved as per provisions laid down under section 13 and 14 of the Societies Registration Act, 1860 as applicable to the UT of Delhi.

XIX 13. Application of the Act

All the provisions under all the sections of the Societies Registration Act, 1860 as applicable to the UT of Delhi, shall apply to this society.

14. Essential certificate:-

"Certified that this is the correct copy of rules and regulations of the society.

sd/-
(President)

sd/-
(Secretary)

sd/-
(Treasurer)

Mr. Bhattacharya to note

B. INSTRUCTION:

1. The two documents for registration viz. 'Memorandum of Association' and 'Rules and Regulations' should separately be typed neatly and properly with separate page making. Good quality durable paper should be used for typing as these documents form a permanent record.
2. Atleast one and half inch margins must be left on the left side of each sheet of paper while typing and the typed on the one side only.
3. The aims and objects given under clause 3 of the Memorandum should not be repeated in the rules and regulations. Likewise, the activities or programmes of working direction towards attainment of aims and objects of a society should not figure in the memorandum.
4. Specific language given in the guidelines for particular clauses may be adopted while preparing the documents.
5. In case management of or reference to a v particular existing places of worship like Mandir, Masjid, Gurdwara, Church or Budhinar etc. is involved, sufficient documentary proof should be filed to establish that the applicant society is legally competent for the same.
6. An affidavit of Rs.2/- non-Judicial stamp from the President or Secretary of the Society should be furnished regarding the relationship between the subscribers (desirous persons) to the Memorandum as are given under clause '5' of the Memorandum. This affidavit must be attested by an Oath Comaissioner, Notary Public (Rs.3 Notarial stamp affixed thereon) or Magistrate 1st class.

7. Documentary proof (Title Deed) in respect of the premises shown as registered office of the society under clause 12 of the Memorandum should also be furnished along with the Certificate from the owner of the premises.

8. Rs. 50/- in cash as registration fee of the society shall be demanded when all the formalities are completed.

Note :- Please add this clause in the Memorandum after completing objects:-

"All the incomes, earnings, movable or immovable properties of the society shall be solely utilised and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever, to the present or past members of the society or to any person claiming through any one or more of the present or the past members. No member of the society shall have any personal claim on any movable or immovable properties of the society or make any profit whatsoever by virtue of his membership".