

Department of Industries & Commerce, Haryana

Form-VII

"Revised Certificate of Registration issued under Section 9(4) of the Haryana Registration and Regulation of Societies Act, 2012 upon allotment of a new registration number"

(See sub-rule (2) of rule 8)

Revised Certificate of Registration of Society

I hereby certify that **Devika Jan kalyan uthan charitable society**(name of the society) registered vide registration number **2935** on 2001-02-28 00:00:00 Registered with District Registrar has been allotted a new Registration Number as undermentioned on this 20 day Nov month 2025 year under the Haryana Registration and Regulation of Societies Act, 2012 (Haryana Act No. 1 of 2012).

State Code		District Code			Year Of Registration				Registration Number				
H	R	0	1	8	2	0	2	5	0	2	5	8	7
Name Of the Society							Registered Office Address						
Devika Jan kalyan uthan charitable society							Vill. Garhi Harsaru, Gurugram						

Issued under my hand at [Gurgaon] this [20] day of (month)[Nov] (Year)[2025] having Unique Identification Number - 2001165370

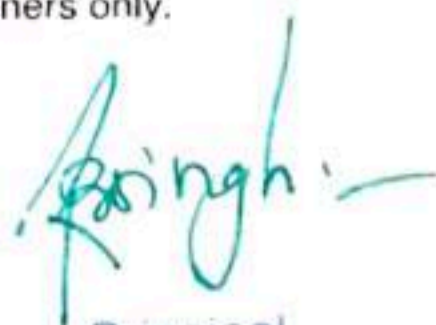


SOME IMPORTANT PROVISIONS OF THE HRRS ACT 2012 TO BE FOLLOWED :

- One Flat one vote.
 - Videography of each meeting/ election of society is mandatory.
 - Collegium Scheme to be approved from District Registrar if members strength is more than 1000.
 - Administrator if appointed will not enroll new members, incur capital expenditure and give employment in the society.
 - Terms of Governing Body not to be more than 3 years.
 - Member to be not less than 21 year age.
 - Office bearers of society (Three to twenty one).
 - General Body and other meeting should be conducted with quorum i.e 1st meeting - 40%, 2nd meeting - 25% and 3rd meeting - 15%
- (see entire Provisions)
- Submission of mandatory Annual Returns i.e. list of members, list of members of collegium, list of office bearers, Annual Report on working, Balance Sheet & Auditors Report, Copy of special resolution otherwise shall attract penalties & fines as per provisions of Act.
 - In case of Joint Apartment owners, 1st owner will be eligible to contest the elections.
 - Proxy voting not allowed.
 - Condominium/ Association covered under Apartment Ownership Act 1983 is to be formed by owners only.
 - Election observer may be appointed by District Registrar or on request of Society


Manager

Vivekanand Public School
VPO Garhi Harsaru, Gurgaon-122506


Principal
(Ram Bahadur Singh)
Vivekanand Public School
VPO Garhi-Harsaru,
Gurugram



समिति पंजीकरण प्रमाण-पत्र

(वर्ष 1860 का इक्कीसवाँ अधिनियम)

क्रमांक 2935 वर्ष 2000-2001

मैं एतद्द्वारा प्रमाणित करता हूँ कि Devika Jan Kalyan Uthan Charitable

Society, Vill. Garhi Harsaru, Gurgaon. नामक समिति को समिति पंजीकरण अधिनियम इक्कीस आफ 1860 (तथा पंजाब संशोधन अधिनियम 1957 द्वारा यथा संशोधित) के अन्तर्गत पंजीकृत किया गया है।

28 FEB 2001

यह प्रमाण-पत्र मेरे हस्ताक्षर से आज दिनांक 28 FEB 2001 मास फरवरी वर्ष 2001 को चण्डीगढ़ में जारी किया गया।

Principal

Principal
VIVEKANAND PUBLIC SCHOOL
V&PO Garhi-Harsaru
Distt. Gurgaon (Haryana)

Registrar
रजिस्ट्रार समितियाँ, हरियाणा

Manager
Manager

Vivekanand Public School
VPO Garhi Harsaru, Gurgaon-122505

Memorandum of Association of a Society

- 1 **Name of the Society** : DEVIKA JAN KALYAN UTHAN CHARITABLE SOCEITY
- 2 **Registered offices of the Society** : VIVEKANAND PUBLIC SCHOOL,
27/7, 8, 26, Garhi Harsaru Rd, near Bhim Chowk,
Garhi Harsaru, Gurugram, Haryana 122505
- 3 **Jurisdiction** : The Society shall carry out its major activities in the state of Haryana and India.
4. **Aims and objects of the Society** :
- i) To open, establish, maintain, sponsor or support, partly or wholly schools, colleges, educational institutions, Coaching center, tuition center, research centers computer centers, women welfare center and other institutions for imparting education, general technical and vocational, including in the fields of engineering, medical sciences, computer & other technology, architecture, agriculture, humanities, applied sciences, sports etc, their named as approved by the society.
- ii) To Construct, establish, maintain, sponsor or support, partly or wholly any mandir, goushala, Dharmshala and other charitable institution
- iii) To establish, maintain and mange and/or give grants boarding houses, hostels and places of residence for children, needy women and old aged person in India and abroad.
- iv) The offer and grant scholarship to talented and/ or deserving students for studies in India and abroad in the field of science, humanities, art, literature, social sciences, engineering, computer, architecture, agriculture, and medical sciences or any other field of studies.
- v) The society is being organised for the promotion of spiritual, physical, mental, educational development and upliftment of adult and children of all ages without any destination of caste, creed or religion and in the interest of mankind in general.
- vi) To aid or establish any institution or adopt means for imparting, promotion of any art, science or any other field of education or promote self-help to overcome any of these objectives is particularly for the poor or weaker section of the society.
- vii) To undertake activities, programs and projects for the spread of education, including basic literacy, among all sections of the society.
- viii) To grant scholarship to any deserving students for prosecuting their studies and completing their course of education.
- ix) To sponsor, promote, support, give grants, adhoc or recurring for research, study, promotion of education, and literacy.
- x) To arrange and provide such medical aid and such other assistance necessary for living to the needy person who are otherwise incapable or handicapped.
- xi) To arrange Parichay Sammelan, Mangal Milan for betterment of life of any unmarried girls or boys, widow or widower from time to time.

Devika
31.07.2018

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Vivekanand



- xii) To provide cooking, eating and any other utensils or clothing temporarily or from time to time daily needs on special occasion of the persons or families of persons either free or against nominal charges.
- xiii) To accept donations, raise subscriptions, from the members of the society or other persons, to invest the funds of the society with such individuals, societies, firms or companies for providing income to the society on such terms and conditions as may deem proper and necessary for the fulfillment of the aims and objects of the society.
- xiv) To establish, found and maintain libraries, readings rooms for the use and convenience of general public.
- xv) To award prizes, medals and that like in universities, collages, schools etc. encourage students for higher and better education.
- xvi) To render help, arrange for and encourage and promote celebrations of national, cultural social and such other Festivals and Jayanties and conducive to this object. Provided, however that any contributions by the trustees to or cooperation with any other trust, society or project having as its sole objects all or any of the aforesaid subject shall mean furtherance of the object of this society.
- xvii) To prepare, print, publish papers, periodicals and books in furtherance of the object of the society.
- xviii) To draw, make, accept, endorse and discount cheques, notes or other negotiable instruments for the purpose of the society.
- xix) To pay all expenses preliminary or incidental to the formation of the society and its registration and for management and administration.
- xx) To make Rules and Regulations for the conduct of affairs of the society and to add to, amend, vary or rescind their from time to time.
- xxi) To promote health care preventive and curative and create awareness about and help in implementation of family planning, child care and health programs and to arrange training for the same.
- xxii) To purchase or otherwise acquire any property, movable or immovable and to sell mortgage or other dispose off any such property movable or immovable in furtherance of the objectives of Society.
- xxiii) To do, or get done, all such other lawful things that are conducive or incidental to the attainment of the above objectives.
- xxiv) All the incomes, earnings, movable or immovable properties of the society shall be solely utilized and applied towards a the promotion of its aims and object only as set forth in the memorandum of association and no portion there of shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or in nay manner whatsoever, to any person or past members of the society or to any person claiming through any one or more of the present or the past members. No members 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.
- xxv) To arrange tours or provide conveyance to any person or persons to and for any such place or places of historical or university acclaimed religious place or places which may enlighten and defuse knowledge and or for the avoidance or to reduce or remove he mental depression and which may encourage and boost the spiritual instinct for living a better and happier life.

Sanjay
July 2025

Sanjay

Sanjay

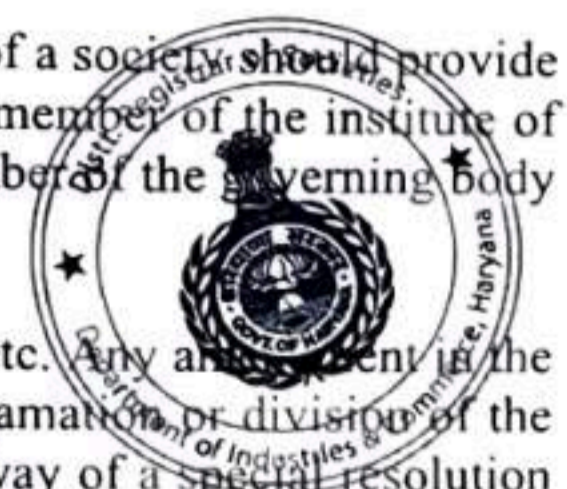


- xxvi) To raise or acquire funds or property from central government, State Government, Non-Government agencies, Charitable Trust by way of donations or grants or contribution or by taking loan from public and private financial institutions. The funds, properties assets and all other resources, present and future of the society shall be utilized for any or all the purpose or objects of the society as stated above and also for all other similar activities in furtherance for ideal of truth and non-violence.
- xxvii) The income and property of the society shall be applied solely towards promotion of the objects of the society and no portion thereof shall be paid or transferred, directly or indirectly by way of dividend, bonus or distribution of any assets, income or profits to its members or their dependent or legal heirs.
- xxviii) If upon the winding up the Samiti there remains after satisfaction of all its debts and liabilities, any property, what so ever, the same shall not be paid to or distributed among the members of the Samiti, but shall be given or transferred to any other institution having objects similar to the objects of the Samiti.
- xxix) The society shall invest or deposit any portion of its funds not immediately required in immoveable properties or (ii) in securities of the Government or in National savings certificate or other securities of the government of India. (iii) In the post office saving / Banks Accounts. Or (iv) In a special account opened by the society for the purpose in a scheduled bank as authorized or notified by the Reserve bank of India .or Co-Operative Bank situated in the State or in such other mode of investment as may be prescribed.
- xxx) Sources of Income.: Membership fee, Annual subscription., Donations, Rent from property assets, Interest, Gifts, etc
- xxxi) Application of funds; The Society has the powers to spend such sums out of its funds, as it thinks fit for the purposes. (ii) No payment shall be made out of the funds to the president, Vice president, General Secretary, joint Secretary, Treasurer or any other office bearer by way of honorarium or remuneration. (iii) Notwithstanding the restrictions prescribed above a society may pay such remuneration salary or honorarium to the persons in its full time or part time employment as it may determine Provided that no member shall be in the employment of the society.
- xxxii) Operation of Bank Accounts; An account having cheque facility will be opened in any scheduled bank post office or any other private financial institution in the name of the society. All the transaction will be made under the Joint Signatures of any two i.e. president, Secretary, Treasurer or on single operator basis.
- xxxiii) Provisions relating to Audit of the society's accounts : The bye laws of a society should provide for audit of annual accounts of the society from an auditor who is a member of the institute of Chartered Accountants of India and such auditor should not be a member of the governing body of the society.
- xxxiv) Amendments in the Memorandum, Bye-Laws, Name of the Society, etc. Any amendment in the memorandum of Association and bye laws or change of name amalgamation or division of the society will be done only with the approved of the general body by way of a special resolution .The intimation of any such amendment or change alongwith attested copy of the requisite documents shall be filed in the office of the District Registrar by the secretary within such time as may be prescribed under the Haryana Registration Regulation of Societies Act 2012 and the rules made there under.

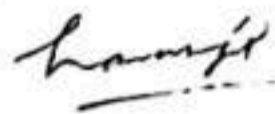
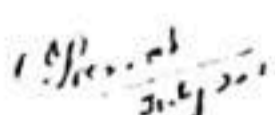
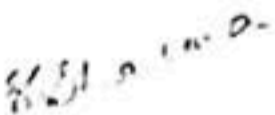



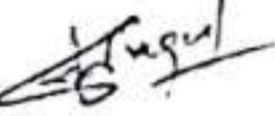
Q. Anwar
July 2025

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Usha Sen




5. The names of the Founder members of the society to which the rules and bye-laws of the management affairs is entrusted are as under:-

S.N	Name & Father's Name	Age	Permanent & communication Address	Occupation & Contact No	Designation	Signature
1	Wing Com. Er. Charan Jit S/o Sh. Bagu Ram	86	Gopal Pur, Kila No 27/34, Garhi Harsaru, Gurgaon	Rctd. Chief Eng. MCSIAF	President	
2	Mr. M.S Rawat S/O Late K.S Rawat	83	109 Tagore Park, Model Town I, Delhi-9	Retired Principal Delhi Govt.	Vice President	
3	Mrs Sudershan Sharma w/o Sq. Ldr SN Sharma	89	H.No. 2047, Urban Estate, Gurgaon	Retired Teacher	Vice President	
4	Er. Manish Kumar S/o Sh. C.J.Ginda	54	H.No. 1, Sect-4, Urban Estate, Gurgaon	Ex Indian Oil Engineer	Secretary	
5	Tilak Raj Banga S/o Sh. Ishawar Dass Bangla	66	750/128, New Jeevan Joyti Park, Near Sec-7, Extn, Gurgaon	Safety Consultant and Retied from Maruti Udyog	Member	
6	Sh. Sardar Khan S/o Sh. Rozdar Khan	80	Patti Pipaka, V&Po Sehsala Teh Taoru, Mewat	Social Worker	Treasurer	
7.	Advocate Dharmender Kumar Nagal S/o Sh. Bhagwat Prashad	53	76/9, Madna Wara, Near Hot Spring, Sohna, Gurgaon	Advocate	Legal Advisor	

The above named persons have signed in out presence


Witness No.1

Signature:- 

Name and Address:- ANKIT GARG,
355/6, DOON VALI GALI
MENARALI, NEW DELHI
Occupation:- BUSINESS.

Dated:- 01/7/25

Witness No.2

Signature:- 

Name and Address:- RAHUL GARG,
Advocate, MEHRALI,
DELHI - 110030
Occupation:- ADVOCATE

Place:- 01/7/25



LIST OF MEMBERS OF GOVERNING BODY OF DEVIKA JAN KALYAN UTHAN CHARITABLE SOCIETY:

S.N	Name & Father's Name	Age	Permanent & communication Address	Occupation & Contact No	Designation	Signature
1	Wing Com. Er. Charan Jit S/o Sh. Bagu Ram	86	Gopal Pur, Kila No 27/34, Garhi Harsaru, Gurgaon	Retd. Chief Eng. MCSIAF	President	
2	Mr. Manohar Singh Rawat S/O Late K.S Rawat	83	R-8, 3 rd Floor,, Model Town III, Delhi-9	Retired Principal Delhi Govt.	Vice President	
3	Mrs Sudershan Sharma W/o Sh Kedar Nath Sharma	89	H.No. 2047, Sec-4, Urban Estate, Gurgaon	Retired Teacher	Vice President	
4	Er. Manish Kumar S/o Sh. C.J.Ginda	54	H.No. 1, Sect-4, Urban Estate, Gurgaon	Ex Indian Oil Engineer	Secretary	
5	Tilak Raj S/o Sh. Ishawar Dass	66	750/28, Joyti Park, Gurgaon	Safety Consultant and Retied from Maruti Udyog	Member	
6	Sh. Sardar Khan S/o Sh. Rozdar Khan	80	Patti Pipaka, V&Po Sehsala Teh Taoru, Mewat	Social Worker	Treasurer	
7.	Advocate Dharmender Nagal S/o Sh. Bhagwat Prashad	53	76/11, Madna Wara, Near Hot Spring, Sohna, Gurgaon	Advocate	Legal Advisor	



- (iv) Honorary Member - The Governing Body may admit individuals of distinguished talent and merit or whose association is deemed to be beneficial to the Society or who has rendered services of outstanding merit to the Society or who is a distinguished citizen of India or any other country as Honorary Member of the Society, after obtaining consent of the individual, without payment of any membership or subscription fees. The number of such honorary members shall not exceed 300. The Honorary members shall be entitled to attend the meetings and contribute to the deliberations but shall have no right to vote

Membership Fee /Annual Subscription:

- (i) The rates for membership of the Society and the annual subscription shall be as under:

As may be decided by the Society in its Byelaws:			
Sr. No	Type of Member	Admission Fee	Annual Subscription
(i)	Founder Members	Rs. 5,000/-	Nil
(ii)	Life Member	Rs. 2,500/-	Nil
(iii)	Ordinary Member	Rs. 1100/-	Rs. 500/-
(iv)	Honorary Member	Nil	Nil

- (ii) The payment of annual subscription of a member shall become due as on the 1st of April of every year, which may be paid latest by the 30th of June of such year. The membership of a defaulting member shall be deemed to be under suspension after the due date (30th June) and such member shall not be entitled to cast his vote during the elections of the Society held after 1st July of the said year.
- (iii) The suspension of membership on account of default in payment of the annual subscription may be revoked after he has cleared the default with along with 18% interest on the amount payable. However, he shall not be eligible to cast his vote in any election held during the remainder of the financial year.

5. **Admission Procedure (for members other than the subscribers) :**

- i) The admission of a person as a member of the society shall be decided by its governing body from time to time.
- ii) An individual willing to be a member of the society has to submit an application in prescribed form, and along with supporting documents to the Secretary and signed and recommended by a regular member of the society.
- iii) The Secretary shall examine the application and place the same before the Governing Body for a decision.



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- iv) The Governing Body may accept or reject the application and the decision of the Governing Body in this regard shall be final. It shall not be bound to assign any reason for its decision.
- v) The approval of the Governing Body shall be intimated to the member, his name shall be entered in the register of members, to be maintained in such manner & form as prescribed under the Haryana Societies Registration and Regulation Rules, 2012

Procedure for withdrawal from Membership:

If a person willing to be member of the society submit the application in prescribed form along with supporting documents to the secretary duly filled in and signed and recommended by a regular member of the society can withdraw his/her membership application before placing the same in governing body.

6. Identity Card for every member:

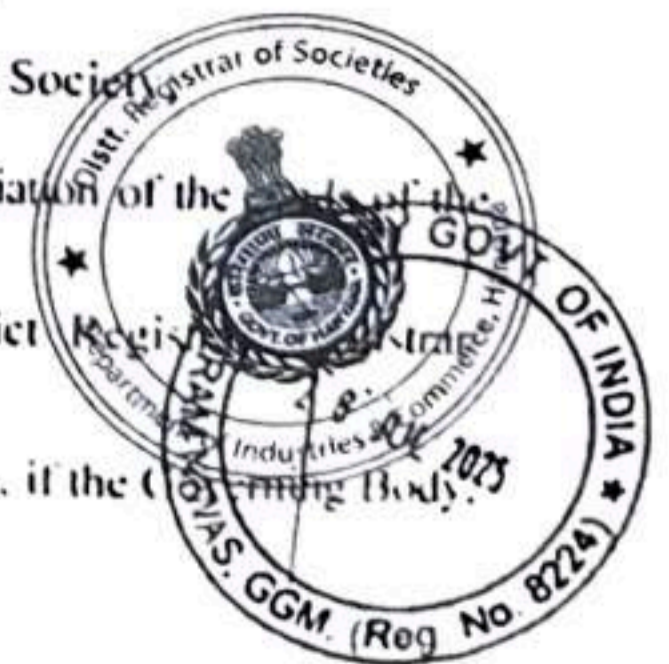
Every person admitted as a member will be issued an identity card containing his photograph, brief particulars and membership category, duly signed by the individual member and the secretary of the society

7. Rights Et Obligations of Members:

- (i) All the members of the Society shall be bound by the rules and regulations of the Society as contained in its bylaws and amended from time to time:
- (ii) Every member, except an Honorary member, shall have a right to cast his vote at the elections of the Society provided such member is not a defaulter in payment of any dues of the Society and the annual subscription for a period of three months beyond the due date:
- (iii) Every member of the Society shall have the right to inspect the books of accounts, books containing the minutes of proceedings of the general meetings, meetings of the Governing Body and register of members of the society on any working day by giving a notice of seven days:
- (iv) Every member shall inform the Society about any change in his address, which shall be duly recorded in the register of members of the Society and upon which the Society shall issue a fresh Identity Card to such member.

8. Cessation of membership:: Any person admitted as a member shall cease to be a member of the Society in the following events:

- (I) Attracts the provisions contained in Section 22 of the Act;
- (II) Upon his/ her acting contrary to the aims and objectives of the Society;
- (III) Upon such member being found guilty of a financial misappropriation of the society;
- (IV) Upon indictment and directions for removal by the District Registrar General of Societies;
- (V) An Honorary member shall cease to be a member of the Society, if the Governing Body decides so by passing a resolution in this behalf



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Procedure for termination from Membership:

If a regular member violate Clause 5 sub clause (i) to (vii) above, a notice will be served by registered post by the secretary regarding the violation of rules .Thus providing him an opportunity to explain his position personally in the governing body meeting and final decision in respect of his membership will be taken by the governing body on the basis of the facts given by him and decision of the governing body will be final.

In case the governing body is not satisfied his membership will be terminated immediately and the decision will be ratified by the general body later on. After approval of the General Body meeting his name will be struck off from the Register of membership and he will not be entitled to enjoy the rights of the membership.

Re-admission of expelled /suspended member:

The suspension of membership on account of default in payment of the annual subscription may be revoked after he has cleared the default along with 18% interest on the amount payable with the majority decision of the Governing body .However, he shall not be eligible to cast his vote in any election held during the remainder of the financial year .however if District Registrar, Registrar General give directions in writing to society for removal of a member .who has been either convicted of an offence amounting to moral turpitude or any misconduct, may be removed from membership.

9. Composition of General Body:

- (a) every person admitted as a member (max nos of general body members 50 nos) shall be a member of the General Body of the Society and shall be entitled to cast his/her vote for the election of the Governing Body of the society unless he/she is in arrears of payment of any dues of the society including the annual subscription.
- (b) Every member shall cast his/her vote in person and no proxy voting shall be allowed.



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10. Meetings, Notice and Quorum of the General Body :

- i. A meeting of the general body of the society will be held as and when required. However at least one meeting of the general body of the society, called as the Annual General Meeting (AGM) will be held in a year within six months of the close of the financial year consideration and adoption of the duly audited annual accounts of the society in addition to transaction of any other business of the society as may be required.
- ii. The governing body of the society may convene an extra-ordinary meeting of the general body of the society at any time after giving due notice either of its own or within 45 days of receipt of a written requisition alongwith reasons for convening such meeting, from at least 1/10th of the members of the general body.
- iii. For any meeting of the general body a clear notice of at least 14 days alongwith a copy of the agenda of the business to be transacted date, time & venue of the meeting will be given to the members of the general body .A copy of such notice will also be endorsed to the District Registrar.
- iv. A meeting of the general body may also be convened at a shorter notice if agreed to, by a majority (at least above 50% of the total members) of the members of the general body.
- v. Quorum for the meeting of the General Body will be 40% of the total members entitled to vote and present in person, subject a minimum of four members. In case of a meeting adjourned for second time for want of quorum, a 48 hours notice will serve and the quorum for the adjourned meeting shall not be less than 25% of the total members, subject to a minimum of three. In case of a meeting adjourned for third time for want of quorum, a 48 hours notice will serve and the quorum for the adjourned meeting shall not be less than 15% of the total members, subject to a minimum of three. In case of a meeting adjourned for want of quorum, a 48 hours notice will serve and the present member will be the quorum of the society. The General Body shall be competent to transact all business in such adjourned meeting except the consideration of any Special Resolution. Any Special Resolution can be passed in such adjourned meeting only if at least 25% of the total members of the Society are present. In case of a meeting adjourned again for want of quorum, the adjourned meeting shall not be less than 15% of the total members, subject to a minimum to three.
- vi. The proceedings of all meeting of the general body will be recorded in the minutes - book (bound or in loose leaves) maintained separately for the purpose by the secretary and such minutes will be signed by the president of the meeting and the secretary of the society.

11. Powers, Functions & Duties of the General Body :

- i. To guide the society in determining and fulfilling its aims and objects.
- ii. To decide policy matters such as changer of name of the society, memorandum of association and the bye laws of the society, approval of annual accounts of the society approval for disposal of immoveable assets of the society.



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- iii) To elect members of Governing Body.
- iv) To remove any member from the governing body and according approval to the continuation of a person appointed as a member of the governing body against a casual vacancy.

12. Governing body:-

- 1) **Composition:** The governing body of the society shall consist seven numbers of office bearers executive members
- 2) **Election of Governing Body :**
 - i) The term of the governing body shall be three years.
 - ii) The governing body will declare the schedule of elections and appoint the Returning officer conduct of elections and also notify/display a list of members of the general body entitled to vote at least 45 days prior to the holding of the general meeting for conduct of the elections. The governing body shall also send notices for holding election of the governing body to all the members conveying the date time & the manner .The information with respect to holding of election for the governing body shall also be sent to District Registrar to appoint an observer if he desires.
 - iii) Any objection quo the list of members of the society entitled to vote shall be decided by the Returning officer in consultation with the office –bearers of the society .However the decision of the Returning officer shall be final in the event of any difference of opinion. The Returning officer shall thereafter invite nominations to be filed within the period prescribed in the schedule of election scrutiny and withdrawal of nomination. If any, for election of the office bearers and the executive members of the general body.
 - iv) The Returning officer will display a list of the contesting members on the notice board of the society. The returning officer will conduct the election on the notified date .The members eligible to vote will be allowed to cast their vote in person and wherever disputed on production of the identity card issued by the society.
 - v) After closing hours on the date of the poll, the returning officer will declare the Results and constitutes the governing body of the society. A list of the elected Office bearers and the executive members of the governing body, duly signed by The returning officers will be fixed with District Registrar within thirty days, who shall accord his approval of the same upon his satisfaction.
 - vi) The office bearers of the society shell not be entitled to any remuneration for the Rendering services of the society.

3. Filling of any casual vacancy of the governing body :

Any vacancy arising on the account of the resignation or death of any member of the governing body or for any other reason, may be filled up by the governing body, if Required by the member of the general body on the adhoc basis till the holding of the next Annual general meeting of the society. Such adhoc member of the Governing body shall cease to be a member of the governing body on the date of the next Annual general meeting .if his appointment is not approved in the annual general meeting by a majority vote for the balance term of the governing body.



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4) Meeting, Notice and Quorum of the governing:

- i) The meeting of the governing body will be held as and when required. However, The Governing Body shall meet at least once in every quarter and there will be minimum for meeting of the Governing Body in a financial year.
- ii) A clear notice of three days of every such meeting will be given by the Secretary of the Governing Body to the office bearers and members before the date appointed for the meeting. However the Governing Body may meet at shorter notice. Wherever so required. With the consent of at least 50% of its members.
- iii) The quorum of the meeting of the governing body shall be at least minimum four members of the governing body. In case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The members presenting the adjourned meeting a minimum of three members shall form the quorum for the adjourned meeting.
- iv) The proceeding of every meeting of the governing body will be recorded in the proceedings book separately maintained for this purpose. Such minutes shall be signed by the president of the meeting and the secretary of the society. In case the
- v) president or the secretary are not available to sign the minutes, these will be signed by any two members present in the meeting as may be authorized by the governing body
- vi) The minutes of every meeting of the governing body will be placed for confirmation in the succeeding meeting of the governing body.
- vii) An urgent meeting of the governing body at shorter notice or without any formal notice with written consent of minimum four member of the governing body called.

5) Power, Functions & Duties of the Governing Body :

- i) Governing body will be responsible for achieving the aims & objects of the society and shall work in the best interest of the society, for which it shall be empowered to deploy the funds & assets of the society for the stated objects.
- ii) The governing body will be competent to raise funds and purchase property movable and immovable on free hold or lease basis in its name as decided by it.
- iii) The governing body shall have full charge of all immovable properties and movable assets belonging to or vested in the society and these will be managed in such a manner as it considers appropriate subject to the overall control and directions of the general body of the society
- iv) The governing body shall be competent to invest the funds in the appropriate in the best interests of the society and it shall be competent to mortgage or hypothecate the properties on behalf of the society in the



v) To constitute various standing or adhoc committees for looking after such functions as may be assigned from time to time

vi) To create provision for engagement to regular or part-time employees of the society to look after the secretarial accounting and other functions in a seamless manner.

vii) To outsource certain functions e.g. cleaning security and similar other maintenance activities of the premises of the society

viii) The governing body will be is the custodian of the assets of the society.

6) Powers, functions & duties of the office-bearers:

(i) President:

- (a) To preside over all the meeting of the general body and of the governing body and regulate the proceedings of such meetings.
- (b) To do all such acts, Deeds and things as may be authorized by the general body and or the governing body from time to time.
- (c) To allow or disallow discussion on any matter which is not included in the agenda
- (d) To ensure strict compliance of the society governing body.
- (e) To ensure strict compliance of the provisions of the Haryana there under.
- (f) To supervise and guide the overall actives achievement of aims & objectives of the society.

(ii) Vice- President

- (a) To assist the president in carrying out his duties.
- (b) In absence of the president to act on his behalf and perform all duties and exercise all the powers of the president.
- (c) To do all such acts, Deeds and things as may be authorized by the governing body.

(iii) G Secretary:

- (a) To conduct, Organize supervise and manage all the affairs of the society and do all such acts and perform all such duties for the working of the society as may be assigned by the president governing body.
- (b) To receive, Securitize and place applications for membership of the governing body and to enter the name of the members it approved in the register of members under his initials and to intimate the members about the same and issue membership cards to the members so admitted.
- (c)



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- (c) To convene meetings of the general body governing body with the consent of the president and serve proper notices as prescribed under these bye- laws
- (d) To attend all the meetings of the general body and the governing body and assist the president in conducting the meeting and record proceedings of the meetings.
- (e) To prepare annual report of the society and place it before the governing body along with audited annual accounts of the society for approval to place the same before the general body in the annual general meeting
- (f) To keep and preserve the records of the society governing body.
- (g) To help and assist the president in looking after the complete affairs of the society and in attaining aims & objects of the society.
- (h) To ensure timely filing of all statutory returns / documents in the office of under the Haryana registration and registration of societies Act, 2012 and the rules made there under:
- (i) To be the custodian for safe custody of common seals of the society and affix the same wherever required as per the authorization of the governing body.
- (j) To conduct correspondence on behalf of the society governing body and to sign letters and papers on its behalf to ensure that all statutory registers and records are properly kept and maintained.
- (k) To prepare before announcing of the date of election and the annual general meeting the list of all the members eligible to vote, duly updated and to place it place it before the governing body.
- (l) The responsibility for convening the meetings of a society will be vest in the secretary of the society who will also be the custodian of all records documents title deeds etc. of the society unless otherwise provided in the byelaws. The secretary will be responsible for implementing the decisions of the governing body and act as the compliance officer of the society for various types of statutory compliances under the act.
- (m) Act as the overall in- charge of the administration and execution of all the programmes of the society including financial affairs on behalf of the governing body including creation of posts. Fixation of salaries remuneration allowances etc. make appointments engagement of staff make purchases and do all other such things as may be necessary in the furtherance of the aims & objects of the society in accordance with the delegations by the governing body from time to time and where on such delegation is specifically made in consultation with the president of the society.
- iv) Joint Secretary:
- a) To assist the General Secretary/ Secretary in carrying out functions and duties.
- b) To discharge the functions and duties of the General Secretary/ Secretary in his absence to the extent authorized by the Governing Body; To look after all the functions and duties and exercise such powers as may be assigned and delegated by the Governing Body of the Society from time to time



(v) **Treasurer**

- (a) To keep accounts of all financial transactions of the society and of all the sums of money received and spent by the society and maintain records of receipts and expenses relating to such matters and of assets credits and liabilities
- (b) To get the accounts of the society audited by the chartered accountant appointed by the governing body at the close of the financially year every year.
- (c) To submit to the governing body through secretary the audited annual accounts of the society at least one month prior to the date of annual general meeting
- (d) To act as the overall custodian of all the books of accounts statutory records and cheque books of all bank accounts FD Rs. Etc of the society financial statements receipt books expense vouchers bank pass books & cheque books cash etc

7) **Cessation of members of the governing body :**

An office-bearer executive member of the governing body shall cease to be an Office-bearer or executive member:

- (a) upon submission & acceptance of the registration;
- (b) if he cease to be a members in accordance with sub clause (8) of the clause 4 of these Bye-laws;
- (c) if he is removed by resolution passed in the meeting of the general body.

8). **Exclusions from the employment of a society**

- (a) No member of the society shall be in full time or part time employment of the society
- (b) No dependant or family member or close relative of the office bearers and members of the governing body shall be engaged as an employment of the society during its term.
- (c) Every office bearer and member of the governing body shall make a declaration in cash any person in the employment of the society is his close relative

- 9) Amendments in the Memorandum of Association, Byelaws, Name of the Society, etc. - Any amendment in the Memorandum of Association and Byelaws, or Change amalgamation or division of the Society will be done only with the approval of the General Body by way of a special resolution. The intimation of any such amendment or change along with copy of the requisite documents, shall be filed in the office the District Registrar, GGM, (Reg. No. 8224) within such time as may be prescribed under the Haryana Regulation of Societies Act, 2012 and the rules made there under.



10). Management of assets and funds of the society

- (a) The sources of income of the society will include receipts on accounts of membership fee annual subscription rent from property assets interest consultation fees. Donations gifts grants etc the society can also raise funds through interest free short term loan from its members or from scheduled bank's on interest loan from the scheduled bank on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenues expenditure under any circumstances.
- (ii) The governing body will prepare and an annual budget of the society on the basis of its estimated income and the capital & revenue expenditure during the first quarter of the financial year and shall also place a copy thereof before the general body in its annual general meeting for formation
- (iii) All assets and funds will belong to the society and vest in the society
- (iv) All receipts and payments of the society shall be made through bank Instruments (i.e./Pay Order/cheques/bank transfers/ RTGS) including all receipts towards the membership fees and the annual subscriptions from the members however the governing body may determine the limits of financial transactions which may the be conducted in certain other cases

11). Accounts of the society

- (i) The treasurer of the society will be responsible proper books of accounts i.e. cash book ledger etc as required under the income tax laws and or any other authority including the institute of chartered accountants of India at its registered office with respect to all sums of money received expended by the and the assets and liabilities of the society
- (ii) The books of accounts of the society shall be open to inspection during the business hours by the registrar general registrar district registrar of any officer authorized by them and by any members of the society
- (iii) The annual accounts of the society will be signed by any two authorized office bearers of the Society
- (iv) The governing body will appoint a chartered accountant who shall not be a member of the Governing body of family member of any member of the governing body for auditing the accounts and filing of income tax return of the society for each financial year at such remuneration as may be determined by the governing body

12). Common Seal;

The Society will have a common seal which shall be kept in safe custody of the Secretary shall be affixed wherever it is required in accordance with the authorization by the governing

13) Amalgamation of the society

The society may amalgamate itself with ant other society established with the identical aims and objects or allow any other society to amalgamate with itself by a special resolution passed in this behalf in accordance with the provisions contained in section 51 of the Companies Act, 1956 and rule 29 made there under



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14) Dissolution of the Society:

- (i) The Society may resolve to dissolve itself in accordance with the provisions contained in the Act and the rule there under in case it becomes difficult to carry on with the operations of the society or it becomes insolvent or for any other pressing and unavoidable reasons.
- (ii) In the event of dissolution of the society no assets of the society shall devolve on or distributed amongst the members of the society:
- (iii) Its assets and properties shall be first used to liquidate any liabilities and the left over properties assets. If any shall be considered for transfer to any other society established with identical aims and objects or to the district collector for the thereof in the general public interest.

This bye laws is as per HRRS Act 2012. if the above said bye laws is inconsistent then HRRS Act 2012 will apply.


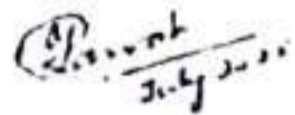
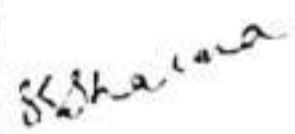


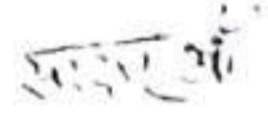
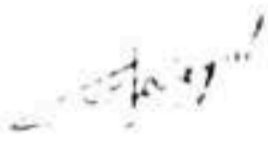
ATTESTED

RAM NIWAS MANK, ADVOCATE
NOTARY, BUKHARACHA, INDIRA



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We the several persons whose name & Address are subscribed hereunder certify the above to be the true copy of the bye-laws of the society

S.N	Name & Father's Name	Age	Permanent & communication Address	Occupation & Contact No	Designation	Signature
1	Wing Cdr. Charan Jit (Retired) S/o Sh. Bagu Ram	86	Gopal Pur. Kila No 27/34, Garhi Harsaru. Gurgaon	Retd. Chief Engineer MCSIAF	President	
2	Mr. M.S Rawat S/O Late K.S Rawat	89	109 Tagore Park, Model Town I, Delhi-9	Retired Principal Delhi Govt.	Vice President	
3	Mrs Sudershan Sharma w/o Sq. Ldr SN Sharma	89	H.No. 2047, Urban Estate, Gurgaon	Retired Teacher	Vice President	
4	Er. Manish Kumar S/o Sh. C.D.Ginda	54	H.No. 1, Sect-4, Urban Estate. Gurgaon	Ex Indian Oil Engineer	Secretary	
5	Tilak Raj Banga S/o Sh. Ishawar Dass Bangla	66	750/128, New Jeevan Joyti Park, Near Sec-7. Extn. Gurgaon	Safety Consultant and Retied from Maruti Udyog	Member	
6	Sh. Sardar Khan S/o Sh. Rozdar Khan	80	Patti Pipaka. V&Po Sehsala Teh Taoru. Mewat	Social Worker	Treasurer	
7.	Advocate Dharmender Kumar Nagal S/o Sh. Bhagwat Prashad	53	76/9. Madna Wara. Near Hot Spring. Sohna. Gurgaon	Advocate	Legal Advisor	

ATTESTED

RAM NIWAS MALIK, ADVOCATE
NOTARY, GURGAON, HARYANA INDIA



