

DOCUMENT NO-1

Draft Amendments proposed in the Memorandum of Association for Society

S.No Proposed Amendments

1. **Name of the Society:** The name of Society will be State Institute of Rural Development & Panchayati Raj (SIRDPR) Society, Himachal Pradesh.
2. **Location of the Office:** The registered office of SOCIETY shall be in the exiting campus of Panchayati Raj Training Institute, Mashobra (Craigneno), Shimla-7 (H.P.)
3. **Area of Operation:** Whole of State of Himachal Pradesh.
4. **Aims and Objectives:** **The aims and objectives for which the SOCIETY is formed are:-**
 - (1) To function as state level apex body and training partner for providing trainings and capacity building activities to the elected representatives and functionaries of PRIs as well as the Officers/officials of the Panchayati Raj, Rural Development Department and stake holders of other Departments.
 - (2)
 1. **To promote study of relevant field and factors contributing to the improvement of Economic Development and Social wellbeing of the Rural Areas and for this:-**
 - a) Undertake and assist in the Organization of the Training Programmes and conduct research, action research, conferences, workshops, seminars and lectures.
 - b) Undertake aid and promote and coordinate research through its own or

Am

Am

Am

other agencies including Universities/ Panchayati Raj Training Institutes/SIRD established by or with the assistance of the Government of India or the State Government.

- c) Analyse and propose solution of specific problems relating to planning and implementation of various programmes of Rural Development and Panchayati Raj and similar programmes.
- d) Monitor the training programmes organized by the training centre and to advice the Rural Development and Panchayati Raj Department and any other authorities on their training programmes.
- e) Establish and maintain libraries and information services.
- f) To identify gaps in the implementation of Development programmes and suggest remedial measures to the Government.
- g) To undertake all other activities to promote development and empowerment of Panchayati Raj Institutes and Rural Peoples of the State.
- h) To organize, promote, disseminate information in the areas of Social Science, Research and Social Sector Development.
- i) To make the way for e-governance and decentralization.

(3) To guide the state Government on the basis of feedback for strengthening in the Panchayati Raj System in the state.



- (4) To arrange exposure visits for the purpose of capacity building.
- (5) To arrange for various studies and impact assessment having bearing on the Panchayati Raj system and effective service delivery at rural level
- (6) To take assistance from the various funding agencies for Capacity building and training and creating necessary infrastructure for the purpose.
- (7) To deal all other matters related to capacity building training of the elected representatives and officials related to the Panchayati Raj system.
- (8) To provide boarding and lodging facilities to the members, trainees of Panchayati Raj Department /Panchayati Raj Training Institutes/District Training Centres, the participants of the meetings, seminars and workshops of the Department of Panchayati Raj/Rural Development Department and to guest faculty members of Panchayati Raj Training Institute/District Training Centre's of Panchayati Raj Department and other visitors to the Institute/Department of Panchayati Raj and Rural Development and in special cases to the invitees/participants of the other departments of the State/Central Govt;
- (9) To spread knowledge of charitable principles and practices
- (10) To strive for providing comfortable and economical stay to the participants and other visitors who happen to visit the Department of Panchayati Raj and Rural Development/ Panchayati Raj Training Institute/District Training Centres;
- (11) To ensure clean and tidy maintenance of SIRD/PRTIs/DPRCs/ DTCs/ DIRDs / BTCs / BPRCs Complex to earn goodwill of the visitors.
- (12) To render all possible help to the Panchayati Raj Training Institutes/ SIRD/PRTIs/DPRCs/DTCs/

- (13) DIRDs BTCs / BPRCs for up-gradation of boarding, lodging and other support & infra-structure facilities.
To undertake research work in the field of Panchayati Raj and Rural Development Training methodologies
- (14) To undertake, where ever feasible such other activities as are Incidental to or conducive to the attainment of above objectives.

5.

Pursuant to the aforesaid objectives the SOCIETY may:-

- a) Accept grants of money, securities or property of any kind and undertake and accept the management of any endowment, trust funds or donations not inconsistent with the objectives of the SOCIETY, on such terms and conditions which are in consonance with the objectives of the SOCIETY and those other requirement as prescribed by the Government of India/ Himachal Pradesh from time to time.
- b) Create or to fill up administrative, technical, ministerial and other posts including daily paid of the SOCIETY and make appointments there to in accordance with the rules and regulations of SOCIETY.
Provided that the creation of and appointments to the post require the prior consonance of Finance department of Himachal Pradesh Govt.
- c) Have the full administrative and financial control on exiting H.P. Panchayati Raj Training and Extension Training centre Shimla-7, H.P. Panchayati Raj Training Institute, Baijnath, H.P. Panchayati Raj Training Institute, Thunag, District Training Centres of Panchayati Raj Department, SIRD and further the General Body of SOCIETY would be empowered to scrutinize the posting of staff in SOCIETY.

d) Establish a provident fund for the benefit of incrementals and any other section of SOCIETY thereof.

e) Make rules and by laws for the conduct of the affairs of SOCIETY and add to amend, vary or rescind them from time to time.

Provided that pending formal adoption of separate service rules, by-laws etc. by SOCIETY, the services conditions of the officers and employees of the SOCIETY shall be regulated by the instructions issued by H.P. Govt. or amended by H.P. Govt. from time to time.

f) Do all such lawful acts and things whether incidental objectives in force or not as may be necessary for the fullfillness of the objectives of the SOCIETY for study and research in the field of Panchayati Raj.

g) Do all such other lawful acts and things either alone or in conjunction with organisation or persons as SOCIETY may consider necessary, incidental or conducive to the attainment of above objectives.

h) May avail the services of the consultant expert or resource personnel deputed by employing or offering contracts as per guidelines of funding agency.

i) Studies and research programmes conducted by SOCIETY shall also be open to all the persons irrespective of their sex, religion, cast, class, colour or creed.

j) May generate resources in order to bring financial sustainability through obtaining for selected services permitted to beneficiaries.

k) Income and property of SOCIETY, however divided, shall be applied towards the promotion of the objects as set forth in this memorandum of association. No portion of income and property of SOCIETY shall be paid or otherwise

transferred directly or indirectly in way of dividend bonus, or otherwise howsoever by way of profit to persons who at any time are or have been members of SOCIETY or to any of them or, to any person claiming through them or any of them. Provided however that nothing herein shall prevent the payment in good faith or remuneration to person in return for services rendered to the SOCIETY or for travelling allowance, halting allowance, and other similar charges. Official members of Governing Body can claim their TA and DA at Government rates either from their respective departments or out of Society funds. All tour/ journey made shall be governed by the provisions of H.P. Government travelling allowance rules, in force at the time of the tour undertaken/ journey made. The Chairman of the Society shall have the powers to relax any of the provisions of H.P. Government travelling allowance rules in respect of those tour/journey-undertaken, the TA/DA of which is claimed from the Society funds.

- l) Sell, lease, exchange and otherwise transfer any portion and proportions of Society as may be considered necessary by SOCIETY with prior approval of H.P. Govt. to the attainment of above objectives.
- m) If on winding up or dissolution of the SOCIETY, there shall remain after the satisfaction of its debts and liabilities any property what so ever, the same shall not be paid to or distributed among the members of SOCIETY or any of them but shall be transferred back to the state as per provision of sections 44 & 48 of H.P. Societies Registration Act, 2006.

A copy of Rules and Regulations of SOCIETY certified to be correct by four members is filed with the Registrar of Societies, Shimla, Himachal

Pradesh along with the Memorandum of Association.

CERTIFICATES

1. Certified that the Association (SOCIETY) is formed with no profit motive and commercial activity is involved in its working.
2. Certified that the office bearers are not paid from the funds of the Association (SOCIETY).
3. Certified that the association (The SOCIETY) would not engage in agitation activities to ventilate grievances.



Document NO-II

Draft Amendments proposed in the Rules and Regulation for SOCIETY

S.No. Proposed amendment

1. The name of Society will be replaced as State Institute of Rural Development & Panchayati Raj (SIRDPR) Society, Himachal Pradesh.
2. The registered office of SOCIETY shall be in the exiting campus of Panchayati Raj Training Institute, Mashobra (Craigneno), Shimla-7 (H.P.)
3. The proposed Society is proposed to consist 2 bodies namely :
 1. General Body
 2. Governing Body
4. **Incorporation of Society:** State Institute of Rural Development & Panchayati Raj (SIRDPR) Society, Himachal Pradesh. shall be a body corporate having perpetual succession and a common seal, and shall have powers to acquire, hold and dispose of property, both movable or immovable, enter into contract, institute and defend suits and other legal proceedings and to do all other things necessary for the purpose for which it is constituted, and shall by the said name, sue or be sued.”
5. **Term of office of members of the General and the Governing Body:** The term of the member of the General or the Governing Body, as the case may be, of the SOCIETY shall continue till he holds office or appointment in the State Government and shall terminate when he cease to hold such office or appointment and his successor shall get automatic nomination as Chairman, Vice-Chairman Member, Member Secretary, as the case may be.
6. **CATEGORY OF MEMBERS:**









The Society (The SOCIETY) shall consist of Ex. Officio Members.

7. **ADMISSION FEE AND THE ANNUAL SUBSCRIPTION OR MONTHLY SUBSCRIPTION:**

There shall be no admission fee, or annual subscription or monthly subscription.

8. 1. There shall be a General Body of the SOCIETY. The Constitution of General body is now proposed of 13 Members in place of 9 members: -

1	Chairman	ACS/Principal Secretary/ Secretary, Panchayati Raj & Rural Development, to the Govt. of H.P.
2	Vice Chairman	Director Panchayati Raj & Rural Development, to the Govt. of H.P.
3	Member	Jt./Addl. Director Panchayati Raj, to the Govt. of H.P. (HAS)
4	Member	Jt./Addl. Director Panchayati Raj (Departmental)
5	Member	Jt./Addl. Director, Rural Development Department.
6	Member	Deputy Director, Panchayati Raj (Departmental)
7	Member	Executive Engineer, Headquarter
8	Member	Principal, PRTI Baijnath
9	Member	Principal, PRTI Thunag
10	Member	Law Officer/ Dy. Director (Law) Panchayati Raj Deptt.
11	Member	DC (F&A) RDD
12	Member	Principal, PRTI Mashobra
13	Member Secretary	Dy. Director (T&R, SIRD)

- I. The General Body shall meet at least once in each year. The meeting shall be convened by the Chairman or in his absence by the Vice-Chairman at such time, date and place as the Chairman or the Vice Chairman, as the case may be, may fix.

Explanation,- For the purpose of this sub-rule, each year shall be deemed to commence on the first day of April, and end on the thirty first day of March of the following calendar year.

July *Jan* *Jan* *Jan*

- II. Notice for convening a meeting of the General Body shall state the date, time and place of the meeting and shall be served upon every member of the General Body along with the agenda items. The agenda for the meeting shall be prepared by the Member Secretary and finalized by the Chairperson of the General Body.
- III. The notice for the meeting of the General Body shall be served upon all the members by the Member Secretary by giving seven days time:
Provided that the Chairman may relax the notice period in special circumstances and that the accidental omission to give the notice to or the non receipt of the notice by any member or other person, to whom it should be given, shall not invalidate the proceeding at the meeting.
- IV. $2/3^{rd}$ of the total members of the General Body shall form a quorum. The fraction shall be rounded off to the nearest whole number for the determination of the quorum. No quorum shall be required for an adjourned meeting, which may be held at the appointed place not less than two hours after the appointed time without further written notice.
- V. Meeting of the General Body shall be presided over by the Chairman or in his absence by the Vice-Chairman. The decision of the General Body shall be by majority and when the voting is equal, the person presiding over the meeting shall have an additional or casting vote.
- VI. The Chairman may invite any person other than a member to attend a meeting of the General Body. Such invitee shall not, however, be entitled to vote at the meeting”.

FUNCTIONS AND POWERS OF THE GENERAL BODY: The General Body shall have the following functions and powers, namely to:-

1. Observe provisions of the memorandum of association, these rules and such instructions as may be issued by the Government of India and the State Government from time to time in connection with the affairs of the SOCIETY;
2. Exercise general control and issue such direction for the efficient management and administration of the affairs of the SOCIETY as may be necessary.
3. Consider the annual report and the annual income and expenditure of the SOCIETY approved by the Governing Body.

4. Consider the balance sheet and audited accounts for outgoing year.
5. Add and amend the Rules of the SOCIETY.
6. Frame and finalise by-laws not inconsistent with these rules and the memorandum of association for the management, administration and regulation of the business of the SOCIETY for the furtherance of its objectives.
7. To perform such other functions as are entrusted to it under these rules.

The General Body may by resolution delegate to its Chairman, to any standing Committee, or to the Member Secretary of SOCIETY or to any other officer of the SOCIETY, such of its powers for the conduct of business as it may deem fit subject, to the condition that the action taken by its own chairman, the standing Committee or the Member Secretary, SOCIETY, or other officer under the Power so delegated to him shall be subject to confirmation at the next meeting of the Governing Body";

1. **There shall be an Executive Committee of the SOCIETY which will be known as Governing Body. The Constitution of Governing Body is now proposed of 09 Members in place of five members:**

1.	Chairman	Director Panchayati Raj & Rural Development, to the Govt. of H.P.
2.	Vice-Chairman	Jt. /Addl. Director Panchayati Raj, to the Govt. of H.P.(HAS)
3.	Member	Jt./Addl. Director Panchayati Raj (Departmental)
4.	Member	Deputy Director Panchayati Raj (Departmental)
5.	Member	Jt./Addl. Director, Rural Development Department.
6.	Member	Principal, PRTI Thunag
7.	Member	Principal PRTI Baijnath
8.	Member	Principal PRTI Mashobra
9.	Member Secretary	Deputy Director (T&R, SIRD)

- 2) The Governing Body shall generally meet once in each quarter of the financial year. The meeting shall be convened by the Chairman or in his absence by the Vice-Chairman at such time, date and place as the Chairman or the Vice Chairman, as the case may be, may fix.



Explanation,- For the purpose of this sub-rule, each year shall be deemed to commence on the first day of April, and end on the thirty first day of March of the following calendar year.

- 3) Notice for convening a meeting of the Governing Body shall state the date, time and place of the meeting and shall be served upon every member of the Governing Body along with the agenda items. The agenda for the meeting shall be prepared by the Member Secretary and finalized by the Chairperson of the Governing Body.
- 4) The notice for the meeting of the Governing Body shall be served upon all the members by the Member Secretary by giving five days time:
Provided that the Chairman may relax the notice period in special circumstances.
- 5) Sixty percent of the total members of the Governing Body shall form a quorum. The fraction shall be rounded off to the nearest whole number for the determination of the quorum. No quorum shall be required for an adjourned meeting, which may be held at the appointed place not less than two hours after the appointed time without further written notice.
- 6) Meeting of the Governing Body shall be presided over by the Chairman or in his absence by the Vice-Chairman. The decision of the Governing Body shall be by majority and when the voting is equal, the person presiding over the meeting shall have an additional or casting vote.
- 7) The Chairman may invite any person other than a member to attend a meeting of the Governing Body. Such invitee shall not, however, be entitled to vote at the meeting.
- 8) Any business which is urgent in nature for the SOCIETY to perform may be decided by the Governing Body by circulation amongst its members and any resolution so circulated and approved by the majority of the members signing shall be as effective and binding as if the resolution had been passed at a meeting of the Governing Body."; and

FUNCTIONS AND POWERS OF THE GOVERNING BODY:

- 1) Subject to the general control and directions of the General Body, the Governing Body shall be responsible for the management and



administration of the affairs of the SOCIETY in accordance with these rules and the bye-laws made there under for the furtherance of its objectives and shall have all powers which may be necessary or expedient for the purpose.

- 2) The Member Secretary of the SOCIETY shall be the Chief Executive Officer of the SOCIETY and custodian to all records relating to the SOCIETY and correspondence on behalf of the SOCIETY. He will have to take on records all minutes and proceeding of the bodies of SOCIETY and shall convene the meetings of both bodies of the SOCIETY with permission of the Chairman. He shall prepare the Receipt and Payment statements and will put up the same before the General and Governing Body for its approval.
- 3) Any Officer/Member of the SOCIETY authorised by the General Body shall be the Treasurer/ Drawing & Disbursing Officer and shall operate the funds of the SOCIETY. He will be responsible for the maintenance of accounts of the SOCIETY.
- 4) Without prejudice to the generality of the foregoing sub-rule, the Governing Body shall have the following functions, namely:-
 - a) To prepare and execute detailed plan and programmes for the furtherance of the objectives of the SOCIETY.
 - b) To, create posts, appoint and control such staff other than those for whom appointment specific provisions have been made elsewhere, as may be required for the efficient management of the affairs of the SOCIETY and to regulate the requirement and conditions of their service.
 - c) To receive and to have custody of the funds and to manage the assets/property of the SOCIETY.
 - d) To execute contracts, collaboration agreements, general/special instruments, services arrangements, arrangements containing arbitration clause, indemnity bonds, deed in respect of or connected with sale/lease licenses, mortgage hypothecation or other deeds of a legal character of whatever description, powers of attorney, enforce any other legal rights and incur other legal expenses, provided that these powers are exercised for and on behalf of the SOCIETY.
 - e) Purchase, hire, take on lease, exchange or otherwise acquire a property moveable or immoveable or sell, hire, lease, exchange or

otherwise transfer or dispose of all or any property, moveable or immoveable of the SOCIETY. For the transfer of immoveable property, the prior approval of the State Government shall be necessary.

- f) To accept the management of any endowment trust, fund, subscription or donation, provided that it is not attended by any condition inconsistent or in conflict with the object of the SOCIETY.
 - g) To draw up the annual training programme and annual statement of receipt and payment of the SOCIETY and to submit the same for the approval of the General Body.
 - h) To scrutinize and approve the annual report and balance sheet and audited accounts of the SOCIETY for the consideration and approval of the General Body;
 - i) To incur expenditure to attain the objectives of the SOCIETY.
 - j) To lay down terms and conditions governing scholarships, fellowships, distribution of grant-in-Aid, research schemes and projects; and
 - k) To nominate a person or persons to represent the SOCIETY in national, international conferences and organizations with the prior approval of the State Government.
- 5) The Governing Body, may by resolution, delegate to its Chairman or to the Member Secretary or to any other officer of the SOCIETY such powers for the purpose of conducting the functions of the SOCIETY as it may deem fit, subject to the condition that the action taken by such officer under the powers so delegated to him shall be subject to confirmation at the next meeting of the Governing Body.
- 6) **The Governing Body shall constitute the following standing Committees, namely:-**
- (a) Selection Committee; and
 - (b) Academic Committee.
 - (c) Sexual Harassment Committee.

9. Pursuant to the objectives mentioned in the memorandum of Association, the SOCIETY may;

- a. Accept grants of money, securities or property of any kind and undertake and accept the management of any endowment, trust funds or donations not inconsistent with the objectives of the SOCIETY, on such terms and conditions which are in consonance with the objectives of the SOCIETY and those other requirements as prescribed by the -Government of India/ Himachal Pradesh from time to time.
- b. Create or to fill up administrative, technical, ministerial and other posts including daily paid of the SOCIETY and make appointments there to in accordance with the rules and regulations of SOCIETY. Provided that the creation of and appointments to the post require the prior consonance of Finance department of Himachal Pradesh Govt. In case the SOCIETY has to windup in that event posts created above shall be considered abolished.
- c. SOCIETY shall utilise all property moveable or immovable of SOCIETY as well as Panchayati Raj Training Institute Mashobra, H.P. Panchayati Raj Training Institute, Baijnath, H.P Panchayati Raj Training Institute, Thunag and District Training Centres/District Panchayat Resource Centres/DIRDs/BPRCs/BTCs for fulfilment the objectives of the SOCIETY.
- d. Establish a provident fund for the benefit of incrementals. And any other section of SOCIETY thereof.
- e. Make rules and by laws for the conduct of the affairs of SOCIETY and add to amend, vary or rescind them from time to time. Provided that pending formal adoption of separate service rules, by-laws etc. by SOCIETY, the services conditions of the officers and employees of the SOCIETY shall be regulated by the instructions issued by H.P. Govt. or-amended by H.P. Govt. from time to-time.
- f. Do all such lawful acts and things whether incidental objectives in force or not as may be necessary for the fullfillness of the objectives of the SOCIETY for study and research in the field of Panchayati Raj.
- g. Do all such other lawful acts and things either alone or in conjunction with organisation or persons as SOCIETY may consider necessary, incidental or conducive to the attainment of above objectives.

- h. May avail the services of the consultant expert or resource personnel deputed by employing or offering contracts as per guidelines of funding agency.
- i. Studies and research programmes conducted by SOCIETY shall also be open to all the persons irrespective of their sex, religion, cast, class, colour or creed.
- j. May generate resources in order to bring financial sustainability through obtaining for selected services permitted to beneficiaries.
- k. Income and property of SOCIETY, however divided, shall be applied towards the promotion of the objects as set forth in this memorandum of association. No portion of income and property of SOCIETY shall be paid or otherwise transferred directly or indirectly in way of dividend bonus, or otherwise how so ever by way of profit to persons who at any time are or have been members of SOCIETY or to any of them or, to any person claiming through them or any of them. Provided however that nothing herein shall prevent the payment in good faith or remuneration to person in return for services rendered to the SOCIETY or for travelling allowance, halting allowance, and other similar charges. Official members of Governing Body can claim their TA and DA at Government rates either from their respective departments or out of Society funds. All tour/ journey made shall be governed by the provisions of H.P. Government travelling allowance rules, in force at the time of the tour undertaken/ journey made. The Chairman of the Society shall have the powers to relax any of the provisions of H.P. Government travelling allowance rules in respect of those tour/journey undertaken, the TA/DA of which is claimed from the Society funds.
- l. Sell, lease, exchange and otherwise transfer any portion and proportions of Society as may be considered necessary by SOCIETY with prior approval of H.P. Govt. to the attainment of above objectives.
- m. If on winding up or dissolution of the SOCIETY, there shall remain after the satisfaction of its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of SOCIETY or any of them but shall be transferred back to the state as per provision of sections 44 & 48 of H.P. Societies Registration Act, 2006.

A copy of Rules and Regulations of SOCIETY certified to be correct by four members is filed with the registrar of Societies, Shimla, and Himachal Pradesh along with the Memorandum of Association.

10. **THE POWERS AND FUNCTIONS OF THE MEMBER SECRETARY:**

- i) The Member Secretary, who is appointed by the Government the SOCIETY and shall exercise powers under the direction and guidance of the General Body. He shall also prepare Annual Report and Annual Accounts of the SOCIETY,
- ii) It shall be the duty of the Member Secretary to coordinate and exercise general supervision over all the activities of the SOCIETY. He shall also be competent to delegate any of the powers conferred upon him to such officers of the SOCIETY working under him as may be considered necessary for efficient functioning of the SOCIETY.
- iii) Subject to the provision of the sub clause(i) above , the Member Secretary shall have full powers on behalf of SOCIETY, to Institute, conduct, intervene, defend, abandon, or compound any suit, appeal, review, revision, writ petition or other proceedings by or against the SOCIETY or its employee or otherwise concerning the affairs of the SOCIETY in any court/or quasi judicial authorities, to refer any claims or demand by or against the SOCIETY, to arbitration and observe and perform the award to sign and verify plaints written statements. Execution and other petitions, applications, affidavits, objections, memorandum of appeal or other pleadings to be filed before any judicial or quasi judicial authorities or arbitrators to enforce judgments shall also be done by him. He shall be duty-bound to execute any decree or order of any judicial and quasi judicial authorities or to satisfy the same and/or release or withdraw money from court, persons or other authorities in execution of such decree or order or to sign Vakalatnamas.
- iv) Subject to the provisions of sub clause(i) above the Member Secretary SOCIETY shall be competent on behalf of the SOCIETY to execute contracts, collaboration agreement(s), general/special instruments, service agreements/ arrangements containing arbitration clause, indemnity bonds



and deeds in respect of or connected with sale/lease/license, mortgage, hypothecation, pledge or other deed(s) of a legal character of whatever description, powers) of Attorney , to enforce quantee(s) or any other legal rights, to incur legal expenses and to act as agent of SOCIETY for any purpose or what so ever relating to the affairs of SOCIETY.

- v) In absence of Member Secretary on long leave, deputation in India or abroad—or at the time of laying down office, arrangements to look after the duties of the Member Secretary may be made by the Chairman of Governing Body with the prior approval of the Government.

11 FUNDS OF THE SOCIETY

The funds of the SOCIETY shall consist of the following:

- i)
- a) Grant made by the Central Government or any State Government.
 - b) Donation and contributions from other sources;
 - c) Fees and charges imposed by the SOCIETY for services rendered by it;
 - d) Income from investment; and
 - e) Income and receipts from other sources.
- ii) The fund shall be spent only to the attainment of the objects of the Society portion thereof.
- iii) a) The bankers of the SOCIETY shall be any commercial/scheduled or nationalized bank.
- b) All funds shall be paid in to the SOCIETY accounts with the its bankers and shall not be withdrawn, except by the Drawing and Disbursing Officer or by such officers of the Institute as may be duly empowered.

12. POWERS OF THE GOVERNMENT:

In the discharge of its functions the Governing Body shall be guided by instruction issued on question of policy as may be given to it by the Government of India/ Government of H.P. The decision of the H.P. as to whether a question is or is not a matter of policy shall be final. Such directions shall be in written.

13. AUDIT OF ACCOUNTS:

i) The SOCIETY shall cause regular accounts to be its money and proper respects of its affairs. The account shall be maintained in such form as the H.P. Govt. may prescribe in consultations with the A.G. Himachal Pradesh.

ii) The accounts of the SOCIETY shall be audited annually by authorised Chartered Accountant (CA) of the SOCIETY.

The Accountant general, H.P. or any person appointed by him in connection with Audit of Accounts of the SOCIETY shall also have the rights, privilege and authority connection with such Audit as the AGHP has in connection with the Audit of Government Accounts and in particular, shall have the right to demand of production of body accounts, connected vouchers and other necessary documents and papers.

The results of the audit shall be communicated by the Auditor to the Governing Body of the SOCIETY who shall submit a copy of audit report along with its observation to the Ministry of Panchayati Raj, Government of Himachal Pradesh and to SOCIETY. The Auditor shall also forward the copy of the report direct to the Ministry of Panchayati Raj, Government of Himachal Pradesh. A list of Governing Body & Audit report shall be submitted to the Registrar of the H.P. Societies as per the requirement of the section 34 & 35 of the H.P Societies Act, 2006.

14. ANNUAL REPORT:

An annual report of the proceeding of the SOCIETY and the all works undertaken once in a year together with balance sheet and audited accounts as approved by the General Body for the information of Government of H.P. and the members of SOCIETY. A draft of said documents and yearly accounts of the SOCIETY shall be placed before the Governing Body after annual general Meeting.

15. Financial Management:-

I. The Society shall maintain the financial discipline of all funds received from various sources and expenditure made on this account for various training programmes and activities.

II. A separate cell for the Account Wing shall be operated in the Society under the supervision of Member Secretary.

III. The expenditure on various heads, Standard Object for Expenditure (SOE) shall be strictly made in accordance with the instruction issued by Govt. from time to time.

16. Audit Accounts:-

I. The CA audit of the funds shall be carried out on year to year basis.

II. The report of CA shall be presented in the meeting of Governing Body and all the expenditure mode on various heads shall be approved from Governing Body.

17. OFFICE OF THE SOCIETY:

The office of SOCIETY shall be at Mashobra (Craigneno) in the State of Himachal Pradesh.

18. SERVICE OF THE NOTICE:

A notice may be served upon any member of the SOCIETY either personally, by post, by email or any other online officials modes at the address mentioned in the roll of members.

i. Any notice so served by posts shall be deemed to have served on the following that on which it is posted.

19. ALTERATION OR EXTENSION OF THE PURPOSE OF SOCIETY:

Subject to the provisions of the Registration of Societies Act, 2006, the Governing Body may alter, extend or abridge any purpose or purposes for which the Society is established.

20. AMENDMENT OF THE RULES:

With the previous Concurrence of Govt. of H P., the rules of the Society may be amended at any time by a resolution when voted by sixty percent of the members present at a special meeting of the Governing Body convened for this purpose and confirmed by sixty percent of the members present in accordance with the rules of the Society.

21. WINDING UP:

In case the Society has to be windup, the property and funds of the SOCIETY shall be transferred or paid to the Department of Panchayati Raj, Himachal Pradesh.

22. As and when there is any change in the nomenclature of the Department(s), Institution(s) and Designation(s) mentioned in these rules, such change(s) should automatically stand incorporated in the concerned rules.

Certified that above is the true/correct copy of amendments of the Memorandum of Association (MoA) and Rules and Regulations of the SOCIETY.



**Chairman,
Governing Body of
the Society**



**Member
Governing Body**



**Member Secretary
Governing Body**
