



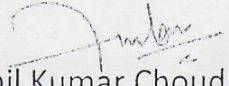
REVISED CERTIFICATE OF REGISTRATION OF SOCIETY

I hereby certify that Pt. Kundal Lal Educational Society, Kundan Colony, Ballabgarh Faridabad registered vide registration number 160 on 29.11.2004 registered with District Registrar, Faridabad has been allotted a new Registration Number as undermentioned on this 1st April, 2013 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	9	2	0	1	3	0	0	0	5	4
Name of the Society								Registered Office Address					
"PT. KUNDAL LAL EDUCATIONAL SOCIETY"								Kundan Colony, Ballabgarh, Faridabad.					

Issued under my hand at Faridabad this 1st April, 2013.




(Anil Kumar Choudhary)
District Registrar of Societies,
Office at DIC Building, Neelam Chowk,
NIT, Faridabad

Seal:

Station: Faridabad

'MAMORENDUM OF ASSOCIATION' PT. KUNDAN LAL EDUCATIONAL SOCIETY

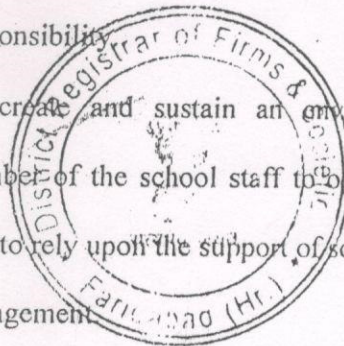
Sr. No.	Subject	Description
1.	Name of the Society	"PT. KUNDAN LAL EDUCATIONAL SOCIETY"
2.	The registered office of the society be at:	Kundan Colony, Ballabgarh, District Faridabad, Pin code 121004, Haryana, India.
3.	Jurisdiction	The Society Shall work within territory of District Faridabad, of state of Haryana
4.	Aim and Objects of the Society	<p>It is the aim of "Pt. Kundan Lal Educational Society" to provide the best possible education to its students. Our primary aim is to develop in the student qualities of integrity, honesty, trust, tolerance and compassion, to promote a spirit of enquiry, to foster a scientific temper within the bonds of humanism, to help the student to become a meaningful part of his environment and to know that courage and industry have their due reward.</p> <p>(i) To pay individual attention to module the pupils with courageous minds and soft hearts, to make each one good and intelligent.</p> <p>(ii) To introduce the 'guru shishya' attitude which would create an intimacy in the relation between the teacher and the taught.</p> <p>(iii) To allow full scope for the development of personality so as</p>

Shiv Lal Sharma
President
Pt. Kundan Edu. Society
Kundan Colony Ballabgarh,

Blagat Bhupay
Secretary
Pt. Kundan Edu. Society
Kundan Colony Ballabgarh

Ramesh Bhupay
Manager
Kundan Green Valley Paradise
Kundan Colony, District Faridabad
Pt. Kundan Edu. Society
Kundan Colony Ballabgarh

		to facilitate specialization through suitable creative work.
		(iv) To provide training in leadership.
		(v) To inculcate dignity of labour.
		(vi) To nurture a sense of civic, social and moral responsibility.
		(vii) To introduce the literature, history and culture of our mother land.
		(viii) To provide the opportunity for every student to acquire and develop the knowledge, skills and understanding that will prepare them for their chosen path into, and through adult life, able to accept fully that every right has, in equal measure, an associated responsibility.
		(ix) To create and sustain an environment that empowers every member of the school staff to operate as effectively as possible, able to rely upon the support of sound and strategic leadership and management.
		(x) To promote creativity, flair, imagination and expression within the curriculum and beyond, in such a way as to encourage every member of the school community to explore their own potential in a motivated, responsive and aspirational manner.
		(xi) To work in partnership with our parents through effective communication and transfer of information in such a way that will facilitate mutual support, and ultimately, the development of every individual to the full.
		(xii) Through the accreditation of Specialist Status in the field of



Shiv Lal Sh...
President

Pt. Kundan Edu. Society
Kundan Colony, Faridabad

Bhagat Bhunhai

Pt. Kundan Edu. Society

Bhagat Bhunhai

Pt. Kundan Edu. Society

Kundan Colony, Faridabad

Bhagat Bhunhai
Manager

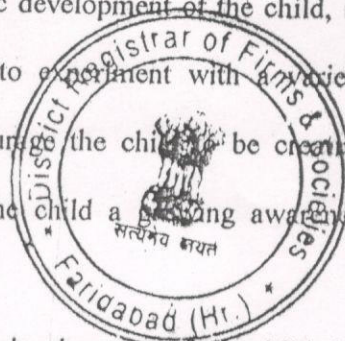
Kundan Green Valley Paradise
Kundan Colony, Faridabad

Pt. Kundan Edu. Society

Kundan Colony, Faridabad

Science and Mathematics to further enhance the quality of teaching and learning in this, and all other curriculum areas, by means of innovative practice and leading edge technology.

- (xiii) The intellectual development of the child i.e. To encourage his/her use of language, help the child to learn, stimulate his / her curiosity and lay the foundation for the development of conceptual learning.
- (xiv) The social and emotional development of a child i.e. To help the child to form stable relationships, encourage a sense of responsibility, self-confidence, independence, self control and child's consideration for others.
- (xv) The aesthetic development of the child, i.e. To give the child an opportunity to experiment with a variety of material, art and music, encourage the child to be creative and expressive, also awaken in the child a growing awareness and appreciation of beauty.
- (xvi) The physical development of the child, i.e. To help the child to use his/her body effectively by providing space to play, training in personal hygiene and conducting eye and dental checkup.
- (xvii) To provide affordable computer education and computer based education to the students esp. of government schools and who come from rural and economically weaker sections of the society, there by enhancing the quality of education being given to them.



Shiv Lal Sharma
President

Pt. Kundan Edu. Society
Kundan Colony Ballabgarh.

Bhupat Bhunhar
Secretary

Pt. Kundan Edu. Society
Kundan Colony Ballabgarh.

V. S. Guleri
Pt. Kundan Edu. Society
Kundan Colony Ballabgarh.

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| | <p>(xviii) To help the poor/needy and intelligent students and to spread education in the society at large. Special emphasis has been laid on the welfare of SC/ST, Backward castes & women.</p> <p>(xix) To provide quality training in the field of Information Technology(IT) and other related services to the staff of company, institution and other educational institutions.</p> <p>(xx) To organize the workshops/Seminars for the development of IT skills.</p> <p>(xxi) To introduce students to the world of opportunities, computers have to offer.</p> <p>(xxii) To make efforts for the overall development of the Society through our educational services.</p> <p>(xxiii) To provide rural education for human development.</p> <p>(xxiv) To help students and youth through informal mean of education to create in the social and national awareness.</p> <p>(xxv) To hire and employ professor, school master, teacher, instructors, tutors, specialists, and manager, secretaries ,Clarks, there with and to pay them salaries, wages, gratuities and pensions</p> |
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S. L. S.

President

Pt. Kundan Edu. Society
Kundan Colony Ballabgarh








Blair Blunkey

Blair Blunkey

Cashier

Pt. Kundan Edu. Society
Kundan Colony Ballabgarh

Following persons whose Name, Father's/ Husband's Name, Address, Occupation Qualification, Designation and Photo are given below is managing committee to whom by the rule of the management of the affairs is entrusted and set out here under.

SR. NO.	MEMBERS NAME & FATHER NAME	ADDRESS	OCCUPATION QUALIFICATION & DOB	DESIGNATION & PHONE NO. AADHAR NO NUMBER	PHOTOGRAPH	SIGNATURE
1.	MR. BHARAT BHUSHAN S/O SH. SHIV LAL	HOUSE NO 147/2, AHIRWARA, BALLABGARH, FARIDABAD	BSC (COMPUTER SCIENCE) LLB MSW 30/09/1979	PRESIDENT 9910020066 734769950613		<i>Bharat Bhushan</i>
2.	MRS. SHIKHA SHARMA W/O SH. BHARAT BHUSHAN	HOUSE NO 11/2 KUNDAN'S VILLA SECTOR-2 FARIDABAD	POST GRADUATE HOUSE WIFE 07/05/1983	GENERAL SECRETARY 9871467362 862945068087		<i>Shikha</i>
3.	MR. YASHIK ARORA S/O SH. DEVENDER KUMAR ARORA	HOUSE NO F-18 WARD NO 33, BHIM SEN COLONY MOHNA ROAD, BLB	POST GRADUATION SELF EMPLOYED 21/01/2001	TREASURER 9211266174 274080337251		<i>Yashik</i>
4.	MR. NARESH VASHISTHA S/O LT. Sh. BHIKKAN LAL	HOUSE NO 178 KUNDAN COLONY BALLABGARH FARIDABAD	SELF EMPLOYED LLB/MBA/PGDPMIR 12/02/1977	MEMBER 9953654418 808269980435		<i>Naresh</i>
5.	MR. DEVENDER KUMAR AROA S/O SH. RAM LAL ARORA	HOUSE NO F-18 WARD NO 33, BHIM SEN COLONY MOHNA ROAD, BLB	SELF EMPLOYED POST GRADUATE	MEMBER 9891945891 897912448438		<i>Devender</i>
6.	MR. R S SHARMA S/O Sh. RAM SWAROOP SHARMA	ADARSH NAGAR, BALLABGARH, FARIDABAD	SOCIAL WORKER POST GRADUATE 01/01/1957	MEMBER 9891945891 820762072073		<i>RS Sharma</i>
7.	MR. PUSHKAR DAYAL S/O Sh. HARISH CHAND	HOUSE NO 146/2 BALLABGARH FARIDABAD	SELF EMPLOYED GRADUATE, LLB 30/08/1973	MEMBER 9310202157		<i>Pushkar</i>



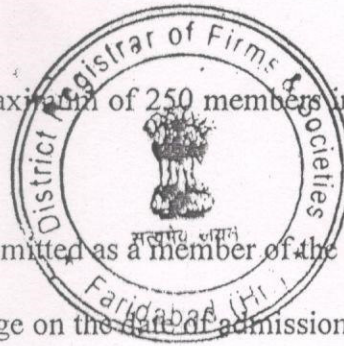
Pushkar

Byelaws for "Pt Kundan Lal Educational Society" (Multi- Purpose)

1. Name of the Society : "PT. KUNDAN LAL EDUCATIONAL SOCIETY"
2. The Registered Office of the Society shall be at Kundan Colony, Ballabgarh, District Faridabad, Pin code 121004, Haryana, India.
3. The Society shall carry out its major activities in the District Faridabad within the State of Haryana.

4. Membership:

1. The Society shall have a maximum of 250 members including the founder members/ original subscribers.
2. Eligibility: In order to be admitted as a member of the society, a person:
 - (i) Must be 21 year of age on the date of admission;
 - (ii) Should subscribe to the aims and objects of the Society;
 - (iii) Must have deposited the admission fee and annual subscription fee and must not be in arrears of payment of such fee as on date of annual general meeting for continuing as member;
 - (iv) Must not be a an insolvent and unsound mind; and
 - (v) Must not have been convicted of an offence involving moral turpitude involving imprisonment of one year or more.



President
Pt. Kundan Edu. Society
Kundan Colony Ballabgarh

Bhupat Bhunhai
Bhupat Bhunhai
SECRETARY
Pt. Kundan Edu. Society
Kundan Colony Ballabgarh

V. G. G. G.
Pt. Kundan Edu. Society
Kundan Colony Ballabgarh

3. Categories of Members: The Society shall consist of four different categories of members of members as under:

(i) Founder Members:- The number of founder member shall not exceed seven. The founder members shall also be deemed to have become life members of the society and shall have the privilege of being members of the collegiums without election, in case the total number of members of the society exceeds 300 and paid the requisite membership fee to the society.

(ii) Ordinary Member:- The society shall have ordinary members. An ordinary member may be admitted as a tenure member, say, for a period of two to five years, as the case may be, and he will cease to be a member of the society on completion of his tenure, unless it is renewed by the Governing Body for another tenure

(iii) Honorary Member:- The Governing Body may admit individuals of distinguished, talent and merit of whose association is deemed to be beneficial to the Society or who rendered services of outstanding merit to the society or who is distinguished citizen of India as Honorary Member of the Society. Honorary members not exceed five.

(iv) Life Member :- A person may be admitted as a life member on payment of the prescribed fees and such person shall continue to be the member of the society for his life. The total number of life member shall not exceed four.

4. Membership fee & Annual Subscription:-

President
Pt. Kundan Lal Society
Kundan Lal Balligera

Blair Bhawan

General
Pt. Kundan Lal Society
Kundan Lal Balligera

- (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: <u>for the present financial year 2012-13 it has been decided thus:-</u>			
Sr. No.	Type of Member	Admission fee	Annual Subscription
(i)	Founder Members	Rs. 2100/-	
(ii)	Life Member	Rs. 1100/-	
(iii)	Ordinary Member	Rs. 300/-	Rs. 500/-
(iv)	Honorary Member		

- (ii) The payment of annual subscription of a member shall become due on the 1st of April of every year, which may be paid latest by the 30th of June of such year. Defaulting member shall be deemed to be under suspension after the due date.
- (iii) The suspension of member on account of default in payment of the annual subscription may be revoked after he has cleared the default with along with

Sr. K. S. S. S.
Pt. Kundan Edu. Society
Kundan Colony, Sahibzada

Bhuvan Bhunhary
Secretary
Pt. Kundan Edu. Society

Y. K. S. S. S.
Pt. Kundan Edu. Society
Kundan Colony, Sahibzada

18% interest on the amount payable. And he shall not be eligible to cast his vote in any society election.

5. Admission Procedure (for Member 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 document to the secretary duly filled in 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.
- (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 member, his name shall be entered in the register of member, to be maintained in such manner and form as prescribed under the Haryana Society Registration and Regulation Rules, 2012 and he/she will be issued an identity card of the Society.

6. Identity Card for every Member:- Every person admitted as a member will be issued an identity card containing his/ her Photograph, brief particulars and membership category duly signed by the individual member and the General Secretary of the Society.

Bharat Bhushan

President
Pt. Kundan Educational Society
Kundan Colony Ballabhgarh

Shyam Lal Sharma
Pt. Kundan Edu. Society

Cashier
Pt. Kundan Edu. Society
Kundan Colony Ballabhgarh

7. **Rights & Obligation of Members:**

- I. All the members of the Society shall be bound by the rules and regulations of the society as contained in its byelaws as amended from time to time ;Every member, except an Honorary member , shall have a right to cast his vote at the election 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;
- II. 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;
- III. 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:

1. Attracts the provisions contained in Section 22 of the Act;
2. Upon his/ her acting contrary to the aims and objectives of the Society;
3. Upon such member being found guilty of a financial misappropriation of the funds of the society;
4. Upon indictment and directions for removal by the District Registrar/Registrar/Registrar General of Societies;

S. P. K. S. S. S.
Pt. Kundan Edo, Society
Kundan Colony Bahadur

Bhargav Bhargav
Pt. Kundan Edo, Society
Kundan Colony Bahadur

Pt. Kundan Edo, Society
Kundan Colony Bahadur

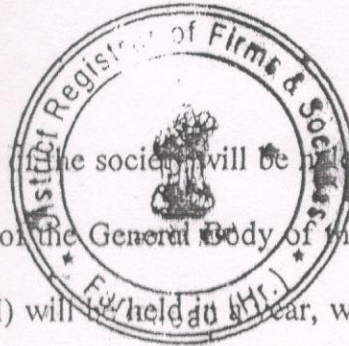
5. An Honorary member shall cease to be a member of the Society, if the Governing Body, decides so by passing a resolution in this behalf.

5. **General Body:**

- (1) Every person admitted as a member shall be a member of the General Body of the Society and shall be entitled to cast his vote for the election of the Governing Body of the Society unless he is in arrears of payment of any dues of the Society, including the annual subscription.
- (2) Every member shall cast his vote in person and no proxy voting shall be allowed.

6. **Meetings 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 for 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 as prescribed hereunder, either of its own or within 45 days of receipt of a written requisition along with 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 along with a copy of the agenda of the business to be transacted, date, time & venue of the



Bhavat Bhushan

President

Pt. Eundani Soc. Society
Eundani Colony, Bhatnagar

Bhavat Bhushan

Pt. Eundani Soc.

Pt. Eundani Soc. Society
Eundani Colony, Bhatnagar

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) 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 want of quorum, the quorum for the adjourned meeting shall not be less than 10% of the total members, subject to a minimum of three. The General Body shall be competent to transact all business in such adjourned meeting except the consideration of 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.
- (vi) The proceedings of all meetings 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 Chairman of the meeting and the Secretary of the Society.

7. 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 change of name of the society, amendments in the Memorandum of Association and the Byelaws of the society, approval of annual accounts of the society, approval for disposal of immoveable assets of the society etc. and all such other acts as may be required under the Haryana

Bhuvan Bhanu

Bhuvan Bhanu
Secretary

Pt. Kandan Edu. Society

Pt. Kandan Edu. Society

Pt. Kandan Edu. Society

Registration and Regulation of Societies Act & Rules, 2012.

- (iii) To elect the members of the 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.

8. **Governing Body:**

- (1) **Composition:** The Governing Body of the society shall consist of a total of 4 Office-bearers and Members as under:

- 1. President
- 2. Vice-President,
- 3. Secretary,
- 4. Treasurer,
- 5. Legal Advisor,



(2) **Election of the Governing Body:**

- (i) The Term of the Governing Body shall be three years from the date of approval of It's election by the District Registrar;
- (ii) The Governing body will declare the Schedule of Elections and appoint the Returning Officer for 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 elections of the Governing Body to all the members, conveying the date, time & the manner. The information w.r.t. holding of election

Bhavut Bhunlay

P. K. K.

S. K. S.

Bhavut Bhunlay
Secretary

P. K. Kunder Edu. Society
Kunder Colony Bellary

P. K. Kunder Edu. Society
Kunder Colony Bellary

for the Governing Body shall also be sent to District Registrar to appoint an observer, if he so desires.

- (iii) Any objections qua 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 elections, scrutiny and withdrawal of nominations, if any, for election of the office-bearers and the executive members of the Governing 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 constitute 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 Officer, will be filed with District Registrar within 30 days, who shall accord his approval of the same upon his satisfaction.
- (vi) The office-bearers of the Society shall not be entitled to any remuneration for rendering services to the society.

(3) **Filling of any Casual Vacancy on the Governing Body -**

Any vacancy arising on account of resignation or death of any member of the Governing Body or for any other reason, may be filled-up by the Governing

Bharat Bhushan

Sd/-

Bharat Bhushan

Pt. Khandu Lal, Secretary
Kundan Colony, Bhatnagar

Bharat Bhushan

Body, if required, from amongst the members of the General Body on adhoc basis till the holding of 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.

(4) Meetings of the Governing Body -

- (i) The meetings 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 four meetings 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 fifty percent of its members.
- (iii) The quorum of the meetings of the Governing Body shall be at least 40% of the total members of the Governing Body, subject to a minimum of 5 members. In case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The members present in the adjourned meeting, subject to a minimum of three members, shall form the quorum for the adjourned meeting.

Bharat Bhushan

S. L. S.

Bharat Bhushan
Secretary

Pt. Kundan Edu. Society
Kundan Colony Ballabgarh

Pt. Kundan Edu. Society
Kundan Colony Ballabgarh

- (iv) The proceedings 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 Chairman of the meeting and the Secretary of the Society. In case the Chairman 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 authorised by the Governing Body.
- (v) The minutes of every meeting of the Governing Body will be placed for confirmation in the succeeding meeting of the Governing body.

(5) **Powers, Functions & Duties of the Governing Body-**

- (i) The Governing Body will be responsible for achieving the aims & objectives 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 objectives;
- (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 moveable 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 manner it considers appropriate in the best interests of the Society and it shall be competent to borrow or mortgage or hypothecate the properties on behalf of the Society in the manner decided.

Bharat Bhushan

President
Pt. Kundan Lata Society
Kundan Colony Bellary

Bharat Bhushan
Pt. Kundan Lata Society
Kundan Colony Bellary

Secretary
Pt. Kundan Lata Society
Kundan Colony Bellary

- (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 of 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.

(6) Powers, Functions & Duties of individual members of Governing Body-

(i) President:

- a) To preside over all the meetings 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 proper & transparent functioning of the Society/ Governing Body.
- e) To ensure strict compliance of the provisions of the Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under.
- f) To supervise and guide the overall activities/ achievement of aims & objectives of the Society.
- g) To Cessation of membership being found any Misconduct/Financial misappropriation of fund in the society.

(ii) Vice-president:

Bhant Bhunhai

President
Pt. Kundan Edu. Society

Bhant Bhunhai
Secretary

Pt. Kundan Colony, Ballabgarh

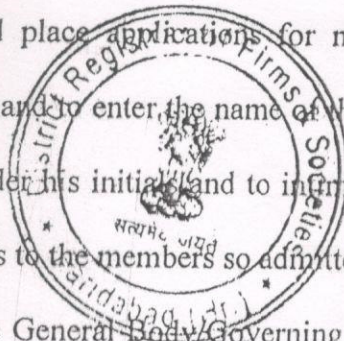
Pt. Kundan Edu. Society

Nand Lal

- 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) **General Secretary/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, scrutinize and place applications for membership of the Society before the Governing Body and to enter the name of the members, it approved, in the register of members under his initials and to inform the members about the same and issue identity cards to the members so admitted;
- c) To convene meetings of the General Body/Governing Body with the consent of the President and serve proper notices as prescribed under these byelaws.
- d) To attend all the meetings of the General Body and the Governing Body and assist the President in conducting the meetings and record proceedings of all 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.



Bhenu Bhunhary

S. R. S. S.
Pt. Kundan Edu. Society
Kundan College

Bhenu Bhunhary
Secretary
Pt. Kundan Edu. Society
Kundan College

Vedant

- 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 the District Registrar and such other authorities as may be prescribed under the **Haryana Registration and Regulation of Societies Act, 2012** and the rules made there under.
- i) To be the custodian for safe custody of common seal of the society and affix the same, wherever required, as per the authorisation of the Governing Body.
- j) To conduct correspondence on behalf of the Society/ Governing Body and to sign letters and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.
- k) To prepare before announcing the date of election and the Annual General Meeting, the list of all the members eligible to vote, duly updated and to place it before the Governing Body.
- l) 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 no such delegation is specifically made, in consultation with the President of the Society.

(iv) Joint Secretary:

Blagun Bhawani

Blagun Bhawani

President

S. K. S.

- a) To assist the General Secretary/ Secretary of the Society in carrying out his functions and duties;
- b) To discharge the functions and duties of the General Secretary/ Secretary of the Society in his absence to the extent authorized by the Governing Body;
- c) To look after such 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 financial year, every year.
- c) To submit to the Governing Body through General Secretary/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 of the society, financial statements, receipt books, expense vouchers, bank pass books & cheque books, cash etc.

(vi) **Legal Advisor:**

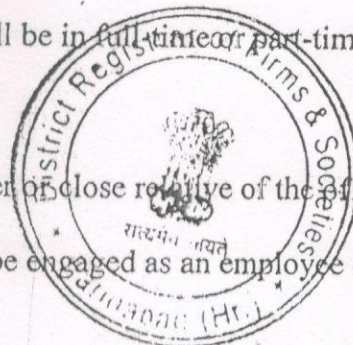
- a) To provide counsel in legal matter of the society
- b) Handling the litigation.
- c) Writing Legal document.

Bharat Bhushan

- d) Provide advice about all social and commercial legal matters including employment issue, trading standards, childcare and property management.
- (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 his resignation;
 - b) if he ceases to be a member in accordance with sub-clause (8) of Clause 4 of these byelaws;
 - c) if he is removed by a 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 employee of the society during its term;
 - c) Every office-bearer and member of the Governing Body shall make a declaration in case 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 of Name, 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 attested copy of the requisite documents, shall be filed in the office the District Registrar by the



Bhuvan Bhanu

Pl. Registrar
Bundelkhand State
Bundelkhand State

Bhuvan Bhanu
Secretary
Pl. Registrar

Pl. Registrar
Bundelkhand State
Bundelkhand State

General Secretary/Secretary within such time as may be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under.

(10) Management of Assets and Funds of the Society

- (i) The sources of income of the society will include receipts on account 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 loans from its members or from scheduled banks on interest. Loan from the scheduled banks on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenue expenditure under any circumstances.
- (ii) The Governing Body will prepare and approve 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 information.
- (iii) The Bank accounts of the Society will be jointly operated by such members/ office bearers as may be decided by the Governing body from time to time.
- (iv) All assets and funds will belong to the Society and vest in the society.

All receipts and payments of the Society shall be made through Bank Instruments (i.e. DD/ Pay Order/ Cheques/ Bank Transfers/ RTGS) including all receipts towards the Membership Fees and the annual subscriptions from the members.

Bhupat Bhunhai

Bhupat Bhunhai
Secretary

S. R. S.
Pt. Enderan Edu. Society
Kundan Colony Ballabhath

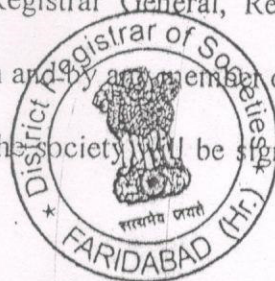
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Kundan Colony Ballabhath

V. K. S.
Pt. Enderan Edu. Society
Kundan Colony Ballabhath

However, the Governing Body may determine the limits of financial transactions which may be conducted in cash in certain other cases.

(11) Accounts of the Society:

- (i) The Treasurer of the Society will be responsible for keeping and maintaining 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 and expended by the Society 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 or any officer authorised by them and by any member 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 or 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 General Secretary/Secretary and shall be affixed wherever it is required in accordance with the authorization by the Governing Body.

Bhanti Bhunhai

Bhanti Bhunhai
Manager
Kundan Green Valley Paradise
Kundan Colony, G.B., Faridabad