

Department of Industries & Commerce, Haryana

Form-VIII-C

"New Certificate of Registration by the District Registrar consequent upon change of Registered Office from one district to another under Section 11 of the Haryana Registration and Regulation of Societies Act, 2012"

(See sub-rule (b)(3) of rule 9)

Certificate of Change of Registered Office from one district to another

I hereby certified that [Sarvodya Education Society] (name of the society), which was registered on [] vide registration number [] at [Khanpur Khurd] (address of the registered office) district [Jhajjar] under Section 9(1) on [strDate] under section 9(4) of the Haryana Registration and Regulation of Societies Act, 2012 and having complied with the provisions of Rule 9(b), the registered office of the society is hereby accepted to be changed to [VPO Imlota Distt. Charkhi Dadri].

Consequent upon the change of the registered office of the said Society

State Code	District Code	Year of Registration	Registration Number
H R	13		
Name of the Society		Registered Office Address in the new district	
Sarvodya Education Society		VPO Imlota Distt. Charkhi Dadri	

Existing Registration Number retained [] Given under my hand at [Bhiwani] this [] day of (month) [] (Year) [], having a Unique Identification Number [2019-01-0000011]



[Sandeep]
Place:[Bhiwani]
(Signature of the District Registrar)

Verification Link:

<https://haryanaindustries.gov.in/msme/verify/changesocietyaddress/id/463/type/1/refNumber/2019-01-0000011>

Form - VII

**Revised Certificate of Registration to be issued under
Section 9(4) of the Haryana Registration and Regulation
of Societies Act, 2012 upon allotment of new
Registration Number
(See sub rule (2) of rule 8)**

Revised Certificate of Registration of Society


I hereby certify that Sarvodaya Education Society registered vide registration number 593 on 29th October, 2007 registered with District Registrar/Registrar Bahadurgarh, Distt. Jhajjar has been allotted a new Registration Number as undermentioned on this 1st day of May, 2013 under the Haryana Registration and Regulation of Societies Act, 2012 (Haryana Act.1 of 2012)

State code		District Code			Year of Registration				Registration Number				
0	6	0	1	5	2	0	1	3	0	0	2	5	7
Name of The Society								Registered Office Address					
Sarvodaya Education Society								VPO. Khanpur Khurd, Teh. Matanhail Distt. Jhajjar, Haryana					

Issued under my hand at Bahadurgarh this 1st day of May, 2013.



Station:- Bahadurgarh


(R. K. Rana)
District Registrar
Firms & Societies
Jhajjar at Bahadurgarh

"Office Bearer and member of the Governing Body and changes therein to be filed along with Annual Return under section 33(4)(iii) of the Haryana Registration and Regulations of Societies Act, 2012"

(See sub-rule(3) of rule 19)

List of members and changes therein during year [2019 - 2020]

Filing for the year[2019 - 2020]	Ending march [2019 - 2020]
1. Name of the Society:	Sarvodya Education Society
2. Registered Office Address:	VPO Imiota Distt. Charkhi Dadri
3. Registration No.:	257

A. Details of office-Bearers and members of the Governing body as on 31 March of the previous year : [2019 - 2020]					
Sr. No.	Name of the office-Bearers and members of the Governing body	Membership No.	Designation	Full address of the member	Date of Appointment
1	DAVINDER SINGH	12	GENERAL SECRETORY	VPO KHERI JASORE	
2	SURENDER SINGH	13	TREASURER	VPO KHANPURKHRD, JHAJJAR	
3	SARITA	14	MEMBER	VPO KHANPUR KALAN	
4	SANDEEP SINGH	15	PRESIDENT	H NO 1782, SEC 13 HIDDA, BHIWANI	
5	SUKHBIR SINGH	16	MEMBER	VPO DHANI PHOGAT	
6	SUMAN	4	MEMBER	VPO PIPLI	
7	CHAND SINGH	9	MEMBER	VPO GOCHI, JHAJJAR	

B. Appointments to the Governing Body during the year for which report is being submitted [2019 - 2020]					
Sr. No.	Name of the office-Bearers and members of the Governing body	Membership No.	Occupation	Full address of the member	Date of Appointment
1	SANDEEP SINGH	15	Retired	H NO 1782, SEC 13 HIDDA, BHIWANI	2020-08-27
2	DAVINDER SINGH	12	Self Employed	VPO KHERI JASORE	2020-08-27
3	SURENDER SINGH	13	Self Employed	VPO KHANPURKHRD, JHAJJAR	2020-08-27
4	SUMAN	4	Self Employed	VPO PIPLI	2020-08-27

PRESIDENT
SARVODYA EDUCATION SOCIETY
IMLOTA, CHARKHI DADRI

SECRETARY
SARVODYA EDUCATION SOCIETY
IMLOTA, CHARKHI DADRI

"List of members of the Society along with changes therein to be filed with District Registrar under section 18(3) of the Haryana Registration and Regulation of Societies Act, 2012"

(See rule 13)

List of members and changes therein during year 2019 - 2020

1. Name of the Society: Sarvodya Education Society

2. Registered Office Address: VPO Imiota Distt. Charkhi Dadri

3. Registration No.: 257

4. Maximum Limit of the number of Members of the Society in its Bye-Laws, if-any:

List of members as submitted for the previous year ending March 2019					
Sr. No.	Name of the member	Membership No.	Full address of the member	Occupation	Date of enrollment
1	SANDEEP SINGH	15	H NO 1782, SEC 13 HIDDA, BHIWANI	SOCIAL WORK	2018-12-23
2	DAVINDER SINGH	12	VPO KHERI JASORE	SOCIAL WORK	2016-09-04
3	SURENDER SINGH	13	VPO KHANPUR KHRD, JHAJJAR	SOCIAL WORK	2016-09-04
4	SUMAN	4	VPO PIPLI	SOCIAL WORK	2007-09-03
5	CHAND SINGH	9	VPO GOCHI, JHAJJAR	SOCIAL WORK	2007-09-30
6	SARITA	14	VPO KHANPUR KALAN	SOCIAL WORK	2018-12-27
7	SUKHBIR SINGH	16	VPO DHANI PHOGAT	SOCIAL WORK	2020-08-23

B. List of members who ceased to be members during the year: 2019 - 2020					
Sr. No.	Name of the member	Membership No.	Date of cessation of membership	Reasons for cessation (Death/Resignation/Removal)	Remarks, if removed (for non-payment of fees or any other reason)

C. List of persons admitted as new members during the years after the last filing: 2019 - 2020	
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PRESIDENT

SARVODYA EDUCATION SOCIETY

IMLOTA, CHARKHI DADRI

SECRETARY

SARVODYA EDUCATION SOCIETY

IMLOTA, CHARKHI DADRI

ANNEXURE-1

Model 'Memorandum of Association' of a Society

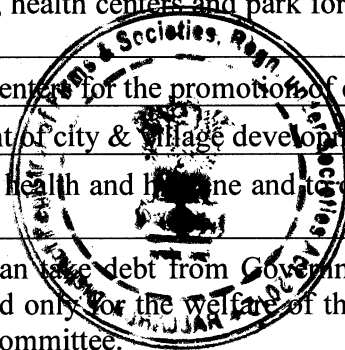
S.NO.	Subject	Description
1	Name of the Society	SARVODYA EDUCATION SOCIETY
2	The registered office of the Society shall be at	Vill. Khanpur Khurd, Tehsil Matanhail, Distt. Jhajjar (Haryana)
3	Jurisdiction	The Society shall work within Haryana State .
4	Aims and Objects of the Society	The objectives, which are specific to a Society, shall be Enumerated below Some of the indicative objectives could be as under:
(i)	To promote literacy, Cultural and other Social Activities by awareness programmes, audit Education Classes, lectures, Essay competitions, Exhibitions, Cultural programmes, press conference and Seminars.	
(ii)	To promote Medical/Health Institutions, Scientific/Research Institutions. To Establish and Run Schools, Nursing Rooms, Hospital Medical Educational and Research Centres Medical Colleges, Nursing Institutions, Health Sports/Centers, and Medicinal and Hygienic capable units.	
(iii)	To promote Educational Facilities and bring them to the Reach of poor and backward classes as far as Possible.	
(iv)	To carry on welfare activities of the Members and up keep the value of Social and Cultural Activities of the Members of the Society.	
(v)	Promotion and progress of agriculture and animal husbandry;	
(vi)	To take up programmes for accelerating the pace of rural development with application of science and technology (techniques and technologies for cost reduction, improving productivity. etc.) especially in the field of water conservation, sanitation, low-cost housing, agriculture and animal husbandry and engineering sources:	
(vii)	To take up programmes for ensuring protection of environment and for regeneration of natural resources degraded due to past neglects:	
(viii)	Promotion and extension of appropriate technology including systems having renewable sources of energy:	
(ix)	Promotion of cottage and small scale industries by taking up action research work;	
(x)	To take up programmes in which science and technology may have major role in improving life, working conditions and opportunities for gainful employment of women.	

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[Signature]

(xi)	To engage in delivery of citizen services in a transparent manner with use of Information and Communication Technology.
(xii)	To undertake impact evaluation of economic and social projects.
(xiii)	To undertake programmes which ensure raising of income levels and expanding employment opportunities of the weaker sections of the Samiti, particularly of those living below the poverty line and women by involving participants in the planning, implementation and maintenance of activities taken up
(xiv)	To organize disadvantaged section of Samiti and take steps for increasing their level of awareness in regards to the programme contents and facilities therein under Government/non-Government programmes, legal provisions, etc. and also for increasing their bargaining power by promoting co-operative and group action.
(xv)	To take up all formal and non-formal educational programme as per directives contained in the National Policy of Education, 1986.
(xvi)	To work for promotion of sports and health care activities.
(xvii)	To raise or acquire funds or property from Central Government, State Government, Non-government agencies, charitable trusts 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 Samiti shall be utilized for any or all the purposes or objects of the Samiti as stated above and also for all other similar activities in furtherance of ideals of truth and non-violence.
(xviii)	To organize tours, holidays homes, campus, health centers and park for children, celebration of national and international children days.
(xix)	To produce and publish healthy literatures centers for the promotion of education.
(xx)	To co-operate and work for the improvement of city & village development works.
(xxi)	To aware all male and female youths about health and hygiene and to open sports academy for them.
(xxii)	Only under special circumstances Samiti can take debt from Government, Bank or from any other person. But this money would be used only for the welfare of the Samiti and the Samiti will increase his income to pay debt to the committee.
(xxiii)	To work and make growth of poor and downtrodden backward class people, provision to get available scholarship and time to time provide every type of assistance.
(xxiv)	To encourage games, sports Yogas, Judo, Hockey, Football, Cricket and other games for the improvement of health amongst youth and children.
(xxv)	To aware people about environment and encourage to plant as many as possible by distributing plants.
(xxvi)	Samiti's main object to provide school, J.B.T., B.ED., Technical Institutes like Pharmacy, Nursing course, Computer Education and to open other technical education institutes.
(xxvii)	To purchase, take on lease or in exchange, hire or otherwise acquire property necessary or convenience for to achieve the objects of the Samiti.



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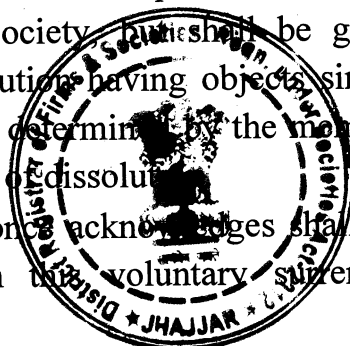
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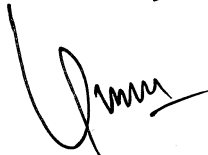
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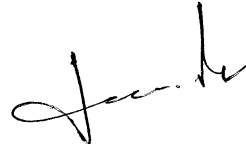
Terms & conditions :-

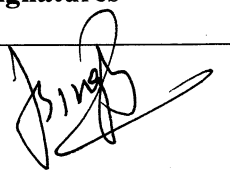
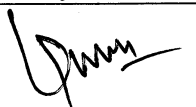
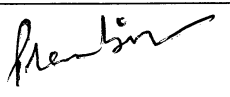
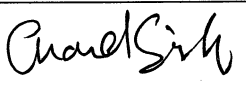
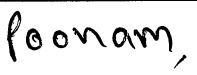

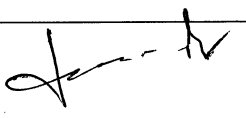
- a) The income and property of the Society shall be applied solely towards the promotion of the objects of the Society as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly, to the members of the Society.
- b) No member of the Society shall be appointed to any salaried office of the Society, or any office the Society has paid the fees, that no remuneration shall be given by the Society to any member of except repayment of out of pocket expenses and interest on money lent or rent for premises to the Society.
- c) The Society by its constitution is required to apply its profits if any, or other income in promoting its objectives.
- d) If upon the winding up or dissolution of the Society there remains after satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Society. It shall be given or transferred to some other institution having objects similar to the objects of the Society to be determined by the members of the Society at or before the time of dissolution.
- e) Either of the membership fee once acknowledged shall not be refunded to the members on their voluntary surrender of membership.
- f) समिति किसी भी राष्ट्रीय (सरकारी) या गैर-राष्ट्रीय (गैर सरकारी) बैंक से किसी कार्य को करने के लिए ऋण ले सकती है। प्रमाणित किया जाता है कि उपरोक्त शर्त को नियमावली में सर्वसम्मति से जोड़ा जाता है। **SARVODYA EDUCATION SOCIETY** की आम सभा में दिनांक को सर्वसम्मति से पारित की गई लें



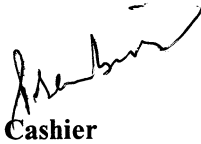



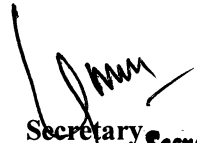

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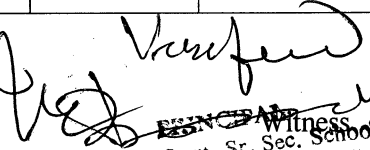
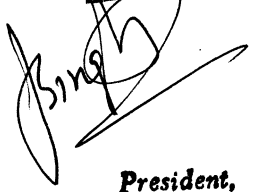



5.	The names of the founder members of the Samiti to which the rules and bye-laws of the management affairs is entrusted are as under :				
Sr. No.	Name	Father's/Husband's Name	Address	Occupation	Signatures
(i)	Jasbir Ahlawat	Rammehar	V.P.O. Gochhi, Teh. Beri, Distt. Jhajjar	Social Worker	
(ii)	Upkar Singh	Jagbir Singh	91, MC Colony, Charkhi Dadri (Bhiwani)	-do-	
(iii)	Prembir Singh	Tek Ram	V.P.O. Khanpur Kalan, Teh. Matanhail (Jhajjar)	-do-	
(iv)	Chand Singh	Mubarik Singh	V.P.O. Gochhi, Teh. Beri, Distt. Jhajjar	Farmer	
(v)	Poonam	Shiv Narayan	V.P.O. Pachgarh, Distt. Bhiwani (HR)	Social Worker	
(vi)	Surender	Hawa Singh	V.P.O. Khanpur Kalan, Teh. Matanhail (Jhajjar)	Farmer	
(vii)	Mahavir Yadav	Ganpat Singh	V.P.O. Khursidgarh, Distt. Rewari (HR)	-do-	


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Cashier

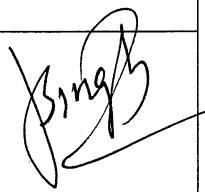
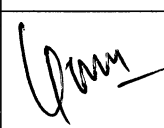
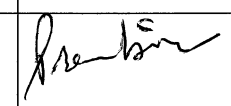


Secretary
Secretary,
Sarvodaya Education Society
Khanpur Khurd (Jhajjar)


Witness
Govt. Sr. Sec. School
Khanpur Khurd (Jhajjar)

President,
Sarvodaya Education Society
Khanpur Khurd (Jhajjar)

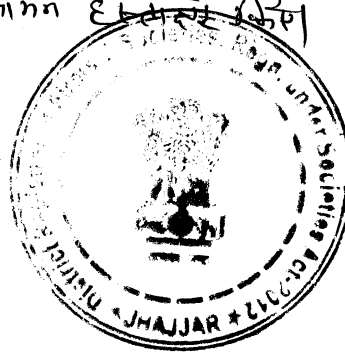
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Names of the First Governing Body of the Samiti to which the rules and byelaws of the managements affairs and elected in last general body meeting is entrusted are as under :-

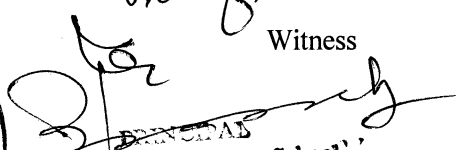
Sr. No.	Name	Father's/Husband's Name	Address	Designation	Signatures
(i)	Jasbir Ahlawat	Rammehar	V.P.O. Gochhi, Teh. Beri, Distt. Jhajjar	President	
(ii)	Upkar Singh	Jagbir Singh	91, MC Colony, Charkhi Dadri (Bhiwani)	Secretary	
(iii)	Prembir Singh	Tek Ram	V.P.O. Khanpur Kalan, Teh. Matanhail (Jhajjar)	Cashier	
(iv)	Chand Singh	Mubarik Singh	V.P.O. Gochhi, Teh. Beri, Distt. Jhajjar	Vice-President	

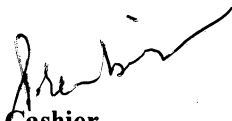
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Certified to be True Copy

**District Registrar of Firms
& Companies
Jhajjar at Bahadurgarh**

Verified
Witness

DR. S. S. S. S. S.
Govt. Sr. Sec. School
Khanpur Khurd (Jhajjar)


Cashier


Secretary
Sarvodaya Education Society
Khanpur Khurd (Jhajjar)


President
Sarvodaya Education Society
Khanpur Khurd (Jhajjar)

ANNEXURE-3

**Model Byelaws for a Society (Multi-purpose)
without a Collegium**

1. Name of the Society: **SARVODYA EDUCATION SOCIETY**
The Registered Office of the Society shall be at (complete postal address): **Vill. Khanpur Khurd, Tehsil Matanhail, Distt. Jhajjar (Haryana)**
2. The Society shall carry out its major activities in the **Haryana State**.
3. **Membership:**
 - (1) At Present Society have 7 founder/life time members by adopting old bye laws & rules of the Society and in future the new members will be accepted with the following condition as per model bye laws of the Society Act, 2012.
 - (2) Eligibility: In order to be admitted as a member of the Society, a person:
 - (i) must be 21 years 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 the date of annual general meeting for continuing as a member;
 - (iv) must not be an insolvent and of unsound mind; and
 - (v) must not have been convicted of an offence involving moral turpitude involving imprisonment of one year or more.
 - (3) **Kinds/ Types / Categories of Members:** The Society shall consist of four different categories of members as under:
 - (i) **Founder Members** - A member who has been admitted as a founder member at the time of registration of the Society and has paid the requisite membership fee to the Society. The number of founder members, shall not exceed 7 . The founder members shall also be deemed to have become Life Members of the Society and shall have the privilege of being members of Society exceeds 300.

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- (ii) **Life Members** - 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 Samiti for his life. The total number of life members shall not exceed 15.
- (iii) **Ordinary Member** - The Samiti shall have a total of 250 ordinary members who shall continue to enjoy their membership 'only so long as they are not in arrears of payment of their annual subscription fee. An ordinary member may be admitted as a tenure member, say, for a period of two to five year(s), as the case may be, and he will cease to be a member of the Samiti on completion of his tenure, unless it is renewed by the Governing body for another tenure.
- (iv) **Honorary Member** - The Governing Body may admit individuals of distinguished talent and merit or whose association is deemed to be beneficial to the Samiti or who has rendered services of outstanding merit to the Samiti or who is a distinguished citizen of India or any other country as Honorary Member of the Samiti, after obtaining consent of the individual, without payment of any membership or subscription fees. The number of such honorary members shall not exceed 5. The Honorary members shall be entitled to attend the meetings and contribute to the deliberations but shall have no right to vote.

(4) **Membership Fee & Annual Subscription:**

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

As may be decided by the Samiti in its Byelaws:			
Sr. No.	Type of Member	Admission Fee	Annual Subscription
(i)	Founder Members	Rs. 11000/-	Nil
(ii)	Life Member	Rs. 5100/-	Nil
(iii)	Ordinary Member	Rs. 2100/-,	Rs. 500/-,
(iv)	Honorary Member	Nil	Nil

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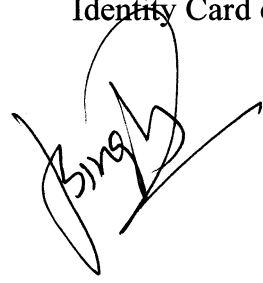
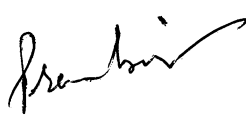


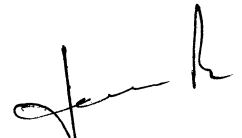
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- (ii) The payment of annual subscription of a member shall become due as on the 1st of April of every year, which may be paid latest by the 30th of June of such year. The membership of a defaulting member shall be deemed to be under suspension after the due date (30th June) and such member shall not be entitled to cast his vote during the elections of the Samiti 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 on the financial year.

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

- (i) The admission of a person as a member of the Samiti shall be decided by its Governing Body from time to time.
- (ii) An individual willing to be a member of the Samiti. has to submit an application in prescribed form, along with supporting documents to the Secretary duly filled in and signed and recommended by a regular member of the Samiti.
- (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 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 and he/she will be issued an Identity Card of the Samiti.

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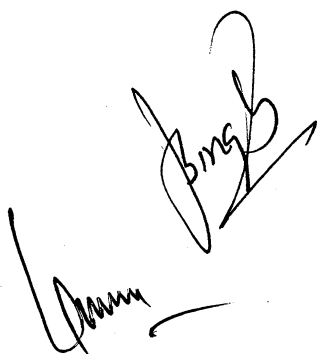
(6) **Identity Card for every member:** Every person admitted as a member will be issued an identity card containing. his/ her 'photograph, brief particulars and membership category, duly signed by the. individual Member and the General Secretary of the Samiti.


(7) **Rights & Obligations of Members:**


- (i) All the members of the Samiti shall be bound by the rules and regulations of the Samiti as contained in its byelaws 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 Samiti provided such member is not a defaulter in payment of any dues of the Samiti and the annual subscription' for a period of three months beyond the due date;.
- (ii) Every member of the Samiti 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 Samiti on any working day by giving a notice of seven days;
- (iii) Every member shall inform the Samiti about any change in his address, which shall be duly recorded in the register of members of the Samiti and upon which the Samiti 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 Samiti 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 Samiti;
- (iii) Upon such member being found guilty of a financial misappropriation of the funds of the Samiti;
- (iv) Upon indictment and directions for removal by the District Registrar/ Registrar/Registrar General of Societies;
- (v) An Honorary member shall cease to be a member of the Samiti, if the Governing Body, decides so by passing a resolution in this behalf.




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4. General Body:

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

5. Meetings of the General Body:

- (i) A meeting of the General Body of the Samiti will be held as and when required. However, at least one meeting of the General Body of the Samiti, called as the Annual General Meeting (AGM) will be held in a year, within six months of the close of the financial year for the consideration and adoption of the duly audited annual accounts of the Samiti in addition to transaction of any other business of the Samiti as may be required.
- (ii) The Governing Body of the Samiti may convene an extra-ordinary meeting of the General Body of the Samiti 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 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.



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- (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 any Special Resolution. Any Special Resolution can be passed in such adjourned meeting only if at least 25% of the total members of the Samiti 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 Samiti.

6. Powers, Functions & Duties of the General Body -

- (i) To guide the Samiti in determining and fulfilling its aims and objects.
- (ii) To decide policy matters such as change of name of the Samiti, amendment in the Memorandum of Association and the Byelaws of the Samiti, approval of annual accounts of the Samiti, approval for disposal of immoveable assets of the Samiti etc. and all such other acts as may be required under the Haryana 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.


7. Governing Body:

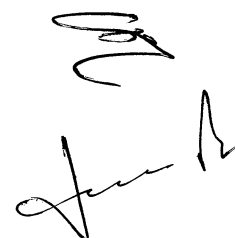
(1) **Composition:** The Governing Body of the Samiti shall consist of a total of 7.

Office-bearers and Members as under:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Cashier
- (e) Three Executive Members, including co-option of any Honorary Member by the Governing Body.

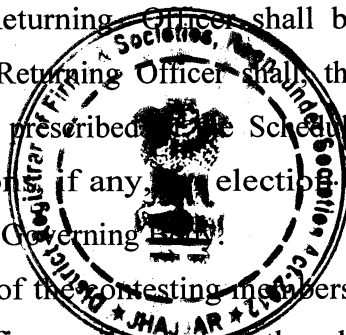



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(2) Election of the Governing Body :-

- (i) ,The Term of the Governing Body shall be three years from the date of approval of its 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 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 Samiti entitled to vote shall be decided by the Returning Officer in consultation with the office-bearers of the Samiti. 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 nomination if any, 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 Samiti. 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 Samiti.
- (v) After closing hours on the date of the poll, the returning officer will declare the results and constitute the Governing Body of the Samiti. 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 for the same upon his satisfaction.
- (vi) The office-bearers of the Samiti shall not be entitled to any remuneration for rendering services to the Samiti.



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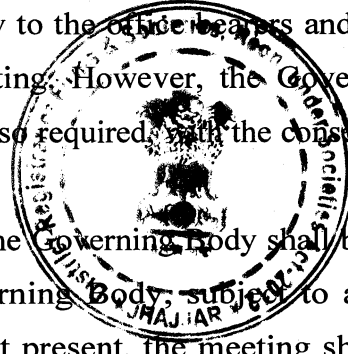
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(3) Filling of any Casual Vacancy on the Governing Body –

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 Body, if required, from amongst the members of the General Body on adhoc basis till the holding of next Annual General Meeting of the Samiti. 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.
- (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 Samiti. In case the Chairman or the Secretary are not



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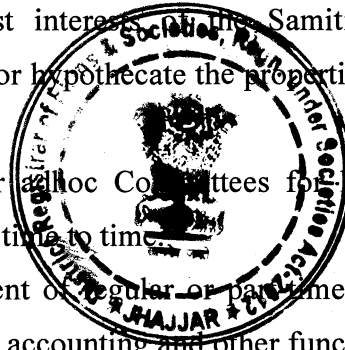
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available to sign the minutes, these will be signed by any two members present in the meeting as may be authorized by the Governing Body.

- (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 Samiti and shall work in the best interest of the Samiti, for which it shall be empowered to deploy the funds & assets of the Samiti 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 Samiti 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 Samiti.
- (iv) The Governing Body shall be competent to invest the funds in the manner it considers appropriate in the best interest of the Samiti and it shall be competent to borrow or mortgage or hypothecate the properties on behalf of the Samiti in the manner decided.
- (v) To constitute various standing or ad hoc 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 Samiti 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 Samiti.



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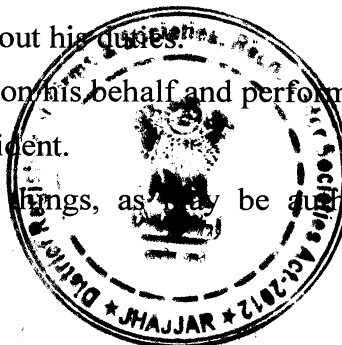
(6) Powers, Functions & Duties of individual members of Governing Body –

(i) President:

- (a) To preside over all the meetings or the General Body and or 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 Samiti/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 Samiti.

(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) Secretary:

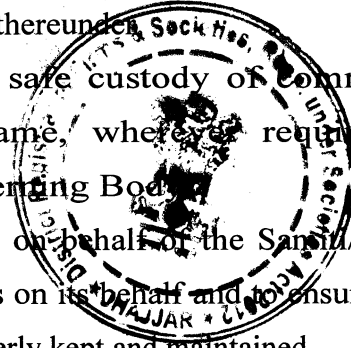
- (a) To conduct, organize, supervise and manage all the affairs of the Samiti and do all such acts and perform all such duties for the working of the Samiti as may be assigned by the President/Governing Body;
- (b) To receive, scrutinize and place applications for membership of the Samiti before the 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 identity cards to the members so admitted;

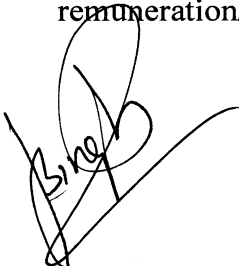
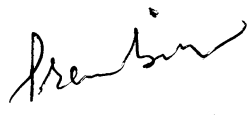


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- (c) To convene meetings of the General Body/Governing Body with the consent of the President and serve proper notices as prescribed under these byelaws.
- (d) To attend all the meetings of the General Body and the Governing Body and assist the President in conducting the meetings and record proceedings of all the meetings.
- (e) To prepare annual report of the Samiti and place it before the Governing Body along with audited annual accounts of the Samiti, for approval to place the same before the General Body. in the Annual General Meeting.
- (f) To keep and preserve the records of the Samiti/ Governing Body.
- (g) To help and assist the President in looking after the complete affairs of the Samiti and in attaining aims & objects of the Samiti.
- (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 thereunder.
- (i) To be the custodian for safe custody of common seal of the Samiti and affix the same, wherever required, as per the authorization of the Governing Body.
- (j) To conduct correspondence on behalf of the Samiti/ 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 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 before the Governing Body.
- (l) Act as the overall in-charge of the administration and execution of all the programmes of the Samiti including financial affairs on behalf of the Governing Body including creation of posts, fixation of salaries/ remuneration/ allowances etc., make appointments/ engagement of




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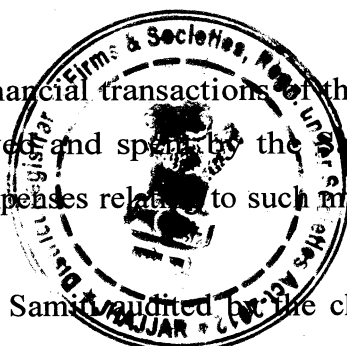
staff, make purchases and do all other such things as may be necessary in the furtherance of the aims & objects of the Samiti in accordance with the delegations by the Governing Body from time to time and where no such delegation is specifically made, in consultation with the President of the Samiti.



(iv) Joint Secretary/Secretary:

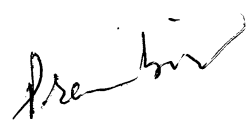
- (a) To assist the General Secretary/ Secretary of the Samiti in carrying out his functions and duties;
- (b) To discharge the functions and duties of the General Secretary/ Secretary of the Samiti in his absence to the extent authorised by the Governing Body;
- (c) To look after such functions and duties and exercise such powers as may be assigned and delegated by the Governing Body of the Samiti from time to time.

(v) Cashier:

- (a) To keep accounts of all financial transactions of the Samiti and of all the sums of money received and spent by the Samiti and maintain records of receipts and expenses relating to such matters, and of assets, credits and liabilities.
- (b) To get the accounts of the Samiti 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 Samiti, 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 Samiti, financial statements, receipt books, expense vouchers, bank pass books & cheque books, cash etc.

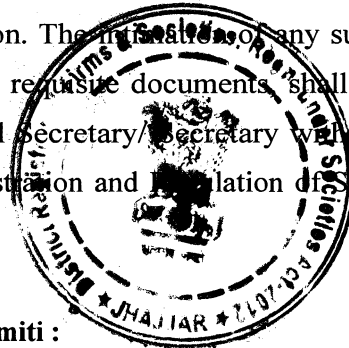



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- (7) **Cessation of members of the Governing Body** – An office-bearer/ executive member of the Governing Body shall cease to be an office-bearer or executive member:
- (a) upon submission & acceptance of his resignation;
 - (b) if he ceases to be 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 Samiti:**
- (a) No member of the Samiti shall be in full-time or part-time employment of the Samiti;
 - (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 Samiti 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 Samiti is his close relative.
- (9) **Amendments in the Memorandum of Association, Byelaws, Name of the Samiti, etc.** Any amendment in the Memorandum of Association and Byelaws, or Change of Name, amalgamation or division of the Samiti will be done only with the approval of the General Body by way of a special resolution. The requisition 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 General Secretary/ Secretary within such time as may be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and the rules made thereunder.
- (10) **Management of Assets and Funds of the Samiti :**
- (i) The sources of income of the Samiti will include receipts on account of membership fee, annual subscription, rent from property/ assets, interest, consultation fees, donations, gifts, grants, etc. The Samiti 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.



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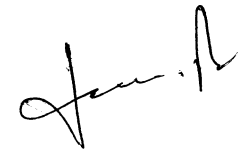
- (ii) The Governing Body will prepare and approve an annual budget of the Samiti on the basis of its estimated income and the capital & revenue expenditure during the first quarter of the financial year and shall also place a copy thereof before the General Body in its Annual General Meeting for information.
- (iii) The Bank accounts of the Samiti 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 Samiti and vest in the Samiti.
- (v) All receipts and payments of the Samiti shall be made through Bank Instruments (i.e. DD/ Pay Order/ Cheques/ Bank Transfers/ RIGS) 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 be conducted in cash in certain other cases.

(11) Account of the Samiti :

- (i) The Treasurer of the Samiti 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 Samiti and the assets and liabilities of the Samiti.
- (ii) The books of accounts of the Samiti shall be open to inspection during the business hours by the Registrar General, Registrar, District Registrar or any officer authorized by them and by any member of the Samiti.
- (iii) The annual accounts of the Samiti will be signed by any two authorised office-bearers of the Samiti
- (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 Samiti for each financial year, at such remuneration as may be determined by the Governing Body.





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(12) Common Seal :-

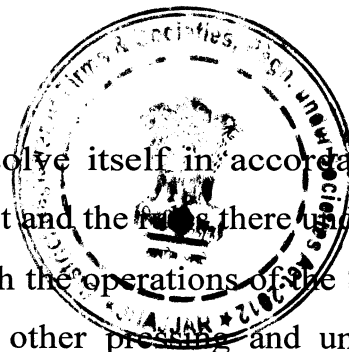
The Samiti will have a common seal which shall be kept in safe custody of the General Secretary/Secretary and shall be affixed wherever it is required in accordance with the authorization by the Governing Body.

(13) Amalgamation of the Samiti:

The Samiti may amalgamate itself with any other Samiti established with the identical aims and objects or allow any other Samiti to amalgamate with itself by a Special Resolution passed in this behalf in accordance with the provisions contained in Section 5 I of the Act and rule 25 made there under

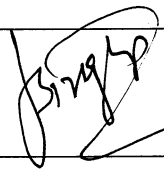

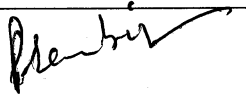
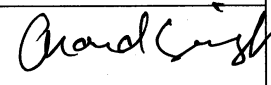
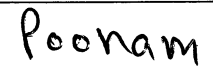


(14) Dissolution of the Samiti:

- (i) The Samiti may resolve to dissolve itself in accordance with the provisions contained in the Act and the rules there under in case it becomes difficult to carry on with the operations of the Samiti, or it becomes insolvent or for any other pressing and unavoidable reasons;
- (ii) In the event of dissolution of the Samiti, no assets of the Samiti shall devolve on or distributed amongst the members of the Samiti;
- (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 Samiti established with identical aims and objects or to the District Collector for use thereof in the general public interest.



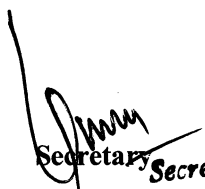
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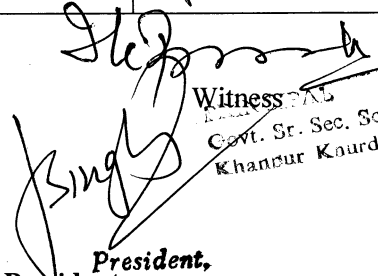
We, the several persons whose names & addresses are subscribed hereunder, certify the above to be the true copy of the Bye-laws of the Samiti.

Sr. No.	Name	Father's/Husband's Name	Address	Occupation	Designation	Signatures
1	Jasbir Ahlawat	Rammehar	V.P.O. Gochhi, Teh. Beri, Distt. Jhajjar	Social Worker	President	
2	Upkar Singh	Jagbir Singh	91, MC Colony, Charkhi Dadri (Bhiwani)	-do-	Secretary	
3	Prembir Singh	Tek Ram	V.P.O. Khanpur Kalan, Teh. Matanhail (Jhajjar)	-do-	Cashier	
4	Chand Singh	Mubarik Singh	V.P.O. Gochhi, Teh. Beri, Distt. Jhajjar	Farmer	Vice-President	
5	Poonam	Shiv Narayan	V.P.O. Fatehgarh, Distt. Bhiwani (HR)	Social Worker	Member	
6	Surender	Hawa Singh	V.P.O. Khanpur Kalan, Teh. Matanhail (Jhajjar)	Farmer	Member	
7	Mahavir Yadav	Ganpat Singh	V.P.O. Khursidnagar, Distt. Rewari (HR)		Member	

हमारी हस्ताक्षरों के साथ यह प्रमाणित किया जाता है


Cashier


Secretary,
Sarvodaya Education Society
Khanpur Khurd (Jhajjar)


President,
Sarvodaya Education Society
Khanpur Khurd (Jhajjar)

Witness
Govt. Sr. Sec. School
Khanpur Khurd (Jhajjar)

Certified to be True Copy
District Registrar of Firms
& Societies
Jhajjar & Khajurkot