

# Department of Industries & Commerce, Haryana

## Form-III

"Certificate of Registration to be issued under Section 9(1) of the Haryana Registration and Regulation of Societies Act, 2012"

(See rule 5 and rule 6)

### Certificate of Registration of Society

I hereby certify that a Society bearing the Registration Number and name as undermentioned has been registered this [24] day of [Aug] month [2020] year under the Haryana Registration and Regulation of Societies Act, 2012 (Haryana Act No. 1 of 2012).

State Code		District Code			Year Of Registration				Registration Number				
H	R	0	0	1	2	0	2	0	0	0	6	1	0
Name Of the Society							Registered Office Address						
THE PIONEER EDUCATIONAL SOCIETY							MAUJA KAKRALI, H.B. NO. 22, SUB TEHSIL BARWALA, DISTRICT PANCHKULA						

Issued under my hand at [Panchkula] this [24] day of (month)[Aug] (Year)[2020] having Unique Identification Number - 2000143402



Issuing Authority,  
District Registrar, , Haryana.

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

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

Memorandum of Association of Society

- 1 Name of the Society : THE PIONEER EDUCATIONAL SOCIETY
- 2 Registered office of the Society : MAUJA KAKRALI, H.B. NO. 22, SUB TEHSIL BARWALA,  
DISTRICT PANCHKULA
- 3 Jurisdiction : HARYANA
4. Aims and objects of the Society :
- To provide, establish, endow, maintain, control and manage the proposed school and to perform all acts and to do all things necessary for or conducive to the promotion of the proposed school.
  - To maintain a fund to which shall be created:
    - All grants received from the Government.
    - All fees and other charges received from the students.
    - All moneys received by way of gifts, donation, benefactions, bequests or transfer
    - All moneys received in any other manner or from any other source.
  - To run all categories of Schools (Play, Elementary, Secondary, Senior Secondary), technical educational institutions, vocational training institutions and colleges for the benefit of students.
  - To promote and develop active sports habits and physical fitness under the Fit India Movement a sports academy for the children.
  - To promote projects and schemes for integrated rural development and to accept necessary grants and funds for carrying out these activities.
  - To collaborate with other institutions/ associations/ societies in India or abroad interested in the objectives of The Pioneer Educational Society.
  - To organize and, conduct bridge courses, summer camps, remedial courses and access to education for all.
  - To Publish Papers, Journals, Periodicals, magazine etc. For promoting the object of the society.
  - To provide buildings, halls, playground, libraries, reading rooms etc.
  - At present school is up to Xth class and in future it will be promoted.



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*Ashwini*

*P. Kumari*  
*Shalini Jain*

*Jyoti*

*Anurag*

*Chashan*  
*Pooja*  
*Shweta*

- k.) To acquire, build, construct and maintain school building/buildings or other structures and alter, extend, improve, repair, enlarge or modify the building and to provide and equip the same light, water, drainage, furniture and all other necessities for the use and benefits of the students of the institution run by the society.
- l.) To provide, establish, endow, furnish and fit out with all the necessary furniture, instruments and with all necessary school buildings.
- m.) To purchase or otherwise acquire such as way of gift, lease, license, exchange, on hire or otherwise howsoever and land building, amusement park etc. and property movable or immovable and any estate of interest for the furtherance of all the objects of the society.
- n.) To borrow and raise funds from the bank in the event of necessity, approved by the president or vice president, with or without security or mortgage, charge or hypothecate or pledge over all or any of the movable or immovable property belonging to the society or in any manner whatsoever for the furtherance of the objects of the society.
- o.) To solicit, obtain or accept subscription, donations, grants, gift, devices and request and trusts from any person/persons, firm corporation or institution.
- p.) To Take such steps by personal or written appeals in public meeting or otherwise as may from time to time of the society in shape of donations, contributions, annual payments, loans or otherwise.
- q.) To allot and distribute the funds of the society among the various institutions under the control of the society.
- r.) To give loans, scholarships, stipends, medals, prizes, freeships and monetary as may be considered necessary to encourage proficiency in all or any particular branch of study or in games and physical exercise.
- s.) For any of the purpose aforesaid to procure the assistance of qualified instructors, teachers, professors, artists, medical practitioners and any worker, both voluntary and otherwise.
- t.) To organize, administer or finance such activities as to create love and interest in the history, culture, literature or heritage of India.
- u.) To Finance or to assist such educational patterns or projects that help including and furnish the spirit or Indian traditions and culture.
- v.) To accept or receive in any manner whatsoever any case movable or immovable property, either unconditionally or conditionally in furtherance of anyone or more of the objects of the society.
- w.) To pay out of the funds belonging to the society or out of any particular part of such funds, all expenses or essential to the formation of the society and management or administration of any of the forging the objects including all rents, rates, taxes, outgoing and salaries of the employees.



*Abhishek*  
Abhishek

*R. Kumari*  
Shalini Jain

*M. K. Singh*  
M. K. Singh

*Shohan*  
Shohan  
Ramesh  
Ramesh

- x.) To sign, execute and deliver such assurances and deeds as may be deemed necessary for any of the foresaid purpose.
- y.) To extend EDUCATIONAL facilities and guidance to general public at large, without any discrimination of caste, color, creed or gender, based purely on secularism and promote national integration and further the cause of education in India.
- z.) To acquire by way of purchase, mortgage, lease, gifts or otherwise such properties, movable and immovable, as the society may find necessary or convenient for its interest, and to dispose off the same if and when no longer necessary to the carrying out of its purposes.
- aa.) To invest lay aside, deposit in banks, or otherwise deal with the money or funds of the society not required immediately for the objects of the society.
- bb.) To use all the income from the property, movable and immovable, or from the works or funds of the society as such, whence-so-ever derived, for the objects of the society as set forth in this Memorandum of Association provided that no part thereof be distributed among its Members by way of profits, dividends or bonus.
- cc.) Society can hire any building, ground or parking on rental basis for the purpose of education and sports.

10/05/20  
P. Anurag  
Shalini Jain

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Shalini Jain



**CONDITIONS:**


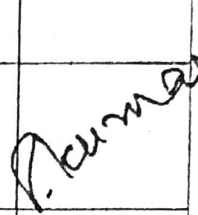
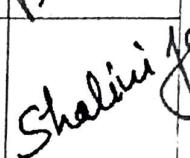




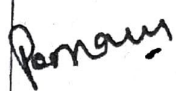
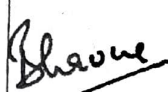
- a.) The income, profits and property of the society shall be applied solely towards the promotion of the objects of the society as set forth in this memorandum of association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to the members.
- b.) The profit, if any, or other income of the society will be applied in promoting the objects of the society or the institution.
- c.) If on the winding up or dissolution of the society there remains after satisfaction of all its debts and liabilities, any property whatsoever, the same will not be paid or distributed among the members of the society but shall be given or transferred to other institutions having object similar to that of society to be determined by the members of the society at or before the time of dissolution.
- d.) The members of the governing body of the society shall be appointed to any salaried office of the society or any office of the society paid by fee and remuneration shall be given by the society to any member of such governing body and also repayment of out of the pocket expenses and interest on money lent on rent for the premises given to the society.
- e.) Any governing body of the society may work as an employer of the institution and he/she is liable to get salary according to his/her qualification and capability.



*ADW*  
*Ashok Kumar*  
*R. K. Karmari*  
*Shobhi Jain*

*Jyoti*

*Abhishek*  
*Poonam*  
*Shavne*

S.N	Name & Father's Name	Age	Permanent & communication Address	Occupation & Contact No	Designation	Signature
1	Deep Chand Sharma S/o Sh. Raj Pal	53	Adarsh Colony, Bataur 247, Panchkula. Haryana.	Business 9416156405	President	
2	Prem Kumari D/o Sh. Kullu Ram	74	1463, Phase - 5, SAS Nagar, Mohall, Punjab.	Private Job 9417201463	Vice - President	
3	Shalini Jain D/o Sh. Amrit Pal Gupta	43	1463, Phase - 5, SAS Nagar, Mohall, Punjab.	Private Job 9464121022	Treasurer	
4	Kuldeep Singh Chauhan S/o Sh. Amar Singh	70	Village Bagwali, Post Office Kakkar Majra, Distt. Panchkula. Bagwali. Haryana.	Head Clerk 9416378255	Secretary	
5	Ashok Kumar S/o Sh. Rameshwar Chander	44	H. No. 155, Bataur (247), Panchkula. Haryana.	Business 9466446995	Executive Member	
6	Vijay Kumar S/o Sh. Ramesh Chand	51	27, Adarsh Nagar, Model Town, Ambala City. Haryana.	Business 9466428269	Executive Member	
7	Kewal Krishan Garg S/o Sh. Nath Ram	77	H. No. 525, Phase - 2, Sector - 54, SAS Nagar, Mohali. Punjab	Rtd. Officer 9855541611	Executive Member	
8	Poonam Singh D/o Sh. Sube Singh	51	201, Jaggi Colony, Phase - 1, Ambala City. Haryana.	School Teacher 9416022777	Executive Member	
9	Bhavna Bhati D/o Sh. Balbir Singh	40	Village Bagwali, Post Office Kakkar Majra, Distt. Panchkula. Bagwali. Haryana.	Head Mistress 7015477632	Educationist	



**BYE-LAWS' OF THE SOCIETY**

1. Name of the Society : **THE PIONEER EDUCATIONAL SOCIETY**
2. Registered office of the Society : **MAUJA KAKRALI, H.B. NO. 22, SUB TEHSIL BARWALA,**  
**DISTRICT PANCHKULA**

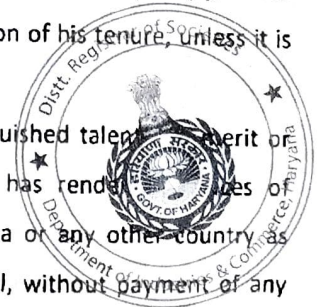
3. **Membership of Society:**

a) **Eligibility:** A person shall be eligible to become a member of Society, if he:

- 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 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.

b) **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 10. 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 15.
- 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 society for his life. The total number of life members shall not exceed 15.
- iii) **Ordinary Member:** - The society shall have a total of 15 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 tenure members, 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 society on completion of his tenure, unless it is renewed by the Governing body of another tenure.
- iv) **Honorary member:** - The governing body may admit individuals of distinguished talent or merit or whose association is deemed to be beneficial to the society or who has rendered services of outstanding merit to the society or who is a distinguished citizen of India or any other country as Honorary member of the society, after obtaining consent of the individual, without payment of any membership or subscription fees. The number of such honorary members shall not exceed 02. The



*Copy*  
*Abhinav*  
*P. Kumari*  
*Shalini*

*Mehraj*  
*Mujay*

*Abhinav*  
*Ram*  
*Bhawe*

Honorary members shall be entitled to attend the meetings and contribute to the deliberations but shall have no right to vote.

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

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

5. **Membership Fee & Annual subscription:**

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

Sr. No.	Type of Member	Admission Fee	Annual Subscription
(i)	Founder Members	Rs. 1,000/-	Nil
(ii)	Life Member	Rs. 25,000/-	Nil
(iii)	Ordinary Member	Rs. 100/-	Rs. 500/-
(iv)	Honorary Member	Nil	Nil

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

6. **Procedure for withdrawal from Membership:**

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



7. **Identity Card for every member:**

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

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Ashwini

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**8 Cessation of membership:**

**Reasons for cessation:**

- upon submission and acceptance of his/her resignation: or
- If he/she ceases to fulfill the eligibility condition for being admitted as a member
- Upon his/her failure to pay annual subscription fee for a person of that financial year
- Upon the death of a member
- Upon his/her acting contrary to the aims and objectives of the society
- Upon such member being found guilty of a financial misappropriation of the funds of the society.
- Upon indictment and directions for removal by the District Registrar /Registrar General of Societies.

**9 Procedure for termination from Membership:**

- If a regular member violate Clause 5 sub clause (i) to (vii) above, a notice will be served by registered post by the secretary regarding the violation of rules .Thus providing him an opportunity to explain his position personally in the governing body meeting and final decision in respect of his membership will be taken by the governing body on the basis of the facts given by him and decision of the governing body will be final.
- In case the governing body is not satisfied his membership will be terminated immediately and the decision will be ratified by the general body later on. After approval of the General Body meeting his name will be struck off from the Register of membership and he will not be entitled to enjoy the rights of the membership.

**10 Re-admission of expelled /suspended member:**

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

**11 Rights & Duties of members:**

- Every member shall subscribe to and be bound by the bylaws as amended from time to time and registered with the District Registrar.
- Every member shall have a right to cast his vote at the elections of the society provided such member is not a defaulter in payment of any dues of the society and the annual subscription for a period of three months beyond the due date.



*03/11/20*  
*P. Ashok Kumar*  
*Shalviyans*

*Subhraj*  
*Hary*

*Atishan*  
*Poonas*  
*Bhane*

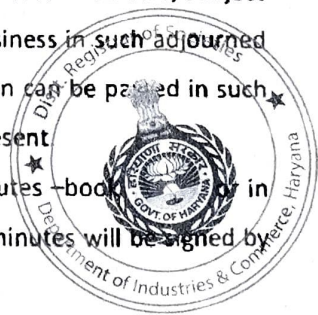
- iii) Every member of the society shall have the right to inspect the books of accounts books containing the minutes of proceedings of the general meeting, meeting of the governing body and register of member of the society on any working day giving a notice of seven days.
- iv) Every member shall inform the society about any change in his address in writing. 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.

**Composition of General Body:**

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

**12 Meetings, Notice and Quorum of the General Body:**

- i) A meeting of the general body of the society will be held as and when required. However at least one meeting of the general body of the society, called as the Annual General Meeting (AGM) will be held in a year within six months of the close of the financial year consideration and adoption of the duly audited annual accounts of the society in addition to transaction of any other business of the society as may be required.
- ii) The governing body of the society may convene an extra-ordinary meeting of the general body of the society at any time after giving due notice either of its own or within 45 days of receipt of a written requisition alongwith reasons for convening such meeting, from at least five of the members of the general body.
- iii) For any meeting of the general body a clear notice of at least 14 days alongwith a copy of the agenda of the business to be transacted date, time & venue of the meeting will be given to the members of the general body .A copy of such notice will also be endorsed to the District Registrar.
- iv) A meeting of the general body may also be convened at a shorter notice if agreed to, by a majority (at least above 50% of the total members) of the members of the general body.
- v) Quorum for the meeting of the general body will be 40% of the total members entitled to vote and present in person, subject a minimum of four members. In case of a meeting adjourned for want 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 society are present.
- vi) The proceedings of all meeting of the general body will be recorded in the minutes book or in loose leaves) maintained separately for the purpose by the secretary and such minutes will be signed by the president of the meeting and the secretary of the society.



*19/11/20*  
*Ashwini*  
*P. Kumari*  
*Shobini jais*

*M. G. S.*  
*M. G. S.*

*Chowhan*  
*Roman*  
*Shawne*

**13 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 amendment in the memorandum of association and the bye laws of the society approval of annual accounts of the society approval for disposal of immovable assets of the society.
- iii) To elect members of Governing Body.
- iv) To remove any member from the governing body and according approval to the continuation of a person appointed as a member of the governing body against a casual vacancy.

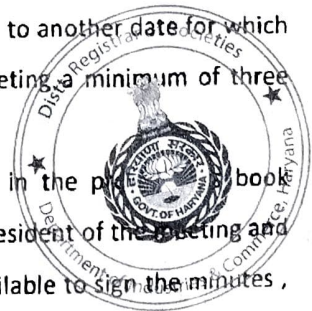
**14 Composition of Governing body**

The governing body of the society shall consist of a minimum four office bearers and three executive members as under

- i) President - 1
- ii) Vice President - 1
- iii) Secretary - 1
- iv) Treasurer - 1
- v) Educationist - 1
- vi) Executive Members - 4

**15. Meeting, Notice and Quorum of the governing:**

- i) The meeting of the governing body will be held as and when required. However, the Governing Body shall meet at least once in every quarter and there will be a minimum for meeting of the Governing Body in a financial year.
- ii) A clear notice of three days of every such meeting will be given by
- iii) The Secretary of the Governing Body to the office bearers and members before the date appointed for the meeting. However, the Governing Body may meet at shorter notice, wherever so required, with the consent of at least 50% of its members.
- iv) The quorum of the meeting of the governing body shall be at least a minimum of four members of the governing body. In case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The members present at the adjourned meeting, a minimum of three members shall form the quorum for the adjourned meeting.
- v) The proceedings of every meeting of the governing body will be recorded in the minutes book separately maintained for this purpose. Such minutes shall be signed by the president of the meeting and the secretary of the society. In case the president or the secretary are not available to sign the minutes,



*Handwritten signatures:*  
P. Kumaran  
Shalini Jain

*Handwritten signature:*  
M. R. Raju

*Handwritten signature:*  
Abhishek  
Pamam  
Shanve

these will be signed by any two members present in the meeting as may be authorized by the governing body

- vi) The minutes of every meeting of the governing body will be placed for confirmation in the succeeding meeting of the governing body.
- vii) An urgent meeting of the governing body at shorter notice or without any formal notice with written consent of minimum four member of the governing body called.

**16. Power, Functions & Duties of the Governing Body:**

- i) The governing body will be responsible for achieving the aims & objects of the society and shall work in the best interest of the society, for which it shall be empowered to deploy the funds & assets of the society for the stated objects.
- ii) The governing body will be competent to raise funds and purchase property movable and immovable on free-hold or lease basis in its name as decided by it.
- iii) The governing body shall have full charge of all immovable properties and 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.
- v) To constitute various standing or adhoc committees for looking after such functions as may be assigned from time to time
- vi) To create provision for engagement to regular or part-time employees of the society to look after the secretarial accounting and other functions in a seamless manner.
- vii) To outsource certain functions e.g. cleaning security and similar other maintenance activities of the premises of the society
- viii) The governing body will be is the custodian of the assets of the society.

**17. Term and Mode or Election of Governing Body:**

- i) The term of the governing body shall be three years.
- ii) The governing body will declare the schedule of elections and appoint the Returning officer conduct of elections and also notify/display a list of members of the general body entitled to vote at least 15 days prior to the holding of the general meeting for conduct of the elections. The governing body shall send notices for holding election of the governing body to all the members conveying the date in the manner .The information with respect to holding of election for the governing body shall also be sent to District Registrar to appoint an observer if he desires.



*10/11/20*  
*Ashwini*  
*P. Kumar*  
*Shalini*

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*Poonam*  
*Bhau*

- iii) Any objection quo the list of members of the society entitled to vote shall be decided by the Returning officer in consultation with the office –bearers of the society .However the decision of the Returning officer shall be final in the event of any difference of opinion. The Returning officer shall thereafter invite nominations to be filed within the period prescribed in the schedule of election scrutiny and withdrawal of nomination. If any, for election of the office bearers and the executive members of the general body.
- iv) The Returning officer will display a list of the contesting members on the notice board of the society. The returning officer will conduct the election on the notified date .The members eligible to vote will be allowed to cast their vote in person and wherever disputed on production of the identity card issued by the society.
- v) After closing hours on the date of the poll, the returning officer will declare the
- vi) Results and constitutes the governing body of the society. A list of the elected
- vii) Office bearers and the executive members of the governing body, duly signed by
- viii) The returning officers will be fixed with District Registrar within thirty days, who shall accord his approval of the same upon his satisfaction.
- ix) The office bearers of the society shell not be entitled to any remuneration for the
- x) Rendering services of the society.

**18. 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:

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

**19. Filling of any casual vacancy of the governing body:**

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



*10/11/18*  
*Ashwani Kumar*  
*Shalini Jary*

*Mr. Gaj*  
*Meena*

*Ashwani Kumar*  
*Poonam*  
*Shaw*

**20. Powers, functions & duties of the office-bearers:**

**(i) President:**

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

**(ii) Vice- President:**

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

**(iii) Secretary:**

- (a) He shall be responsible for keeping a true and accurate code of all proceedings and minutes of the society.
- (b) He shall also be responsible to keep all the documents, title-deeds, book of accounts, cheque-books, receipt book, property.
- (c) He shall be authorized to issue receipt for all such cash received on behalf of the society under the signature, jointly with the cashier.
- (d) He shall also be responsible for carrying on all other works assigned under the direction of the president.
- (e) The secretary shall supervise the working and management of the institution of the society and carry on all correspondence and keep or cause to be kept proper record prepare or cause to be prepared and placed before the member of the society such material and information as may be necessary or as may be required by the president.
- (f) He will correspond with the members of the committee public of government relating all the matters concerning the efficient running of the institution.
- (g) He shall appoint sub-committee or particular for specific duty.
- (h) He shall appoint and fix up grades of pay for teaching employees and will also recommend annual increment or promotions. He will take disciplinary action against the staff of the running institution.



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*P. K. Sharma*  
*Shahabuddin*

*M. S. Singh*  
*Secretary*

*Abhishek*  
*Raman*  
*Sharma*

shall employ persons in consultation with the president for the work of the society and institutions and whose time and part time basis as suitable wages. However, appointment carrying a salary in excess of Rs. 20000/- per month will be subjected to the approval of the Executive Committee.

- (j) He will correspond with the government. He will also inspect the school hostel and will report to the President.
- (k) He will pass the bills other than salary bills ranging between Rs. 5000/- to Rs. 20000/-
- (l) He will recommend the level applications of the employee except casual leave.

**(iv) Treasurer:**

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

**(v) Educationist:**

The Educationist shall advise the best possible methods of imparting education. He shall also help in importing the New/Latest education Policy and shall guide for spreading education on modern lines.

**21. Exclusions from the employment of a society**

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

**22. Management of assets and funds of the society**

- (a) The sources of income of the society will include receipts on accounts of membership fee, annual subscription rent from property assets interest consultation fees. Donations gifts grants etc the society can also raise funds through interest free short term loan from its



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P. Anand  
P. Anand  
Shobhi Devi

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Anand

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Shobhi

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

**23. Accounts of the society**

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

**24. Investments of Funds**

The society shall invest or deposit any portion of its funds not immediately required

- a) In immoveable properties or
- b) In securities of the Government or in National savings certificate or other securities of the government of India.
- c) In the post office saving / Banks Accounts. or
- d) In a special account opened by the society for the purpose in a
- e) scheduled bank as authorized or notified by the Reserve bank of India .or
- f) Co-Operative Bank situated in the State or in such other mode of investment as may be prescribed.



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*Shalini*

*M. Singh*  
*M. Singh*

*Shalini*  
*Shalini*  
*Shalini*

**25. Sources of Income.**

- a) Membership fee.
- b) Annual subscription.
- c) Donations
- d) Rent from property assets
- e) Interest
- f) Gifts, etc

**26. Application of funds;**

- a) The Society has the powers to spend such sums out of its funds, as it thinks fit for the purposes.
- b) No payment shall be made out of the funds to the President, Vice President, General Secretary, joint Secretary, Treasurer or any other office bearer by way of honorarium or remuneration.
- c) Notwithstanding the restrictions prescribed above a society may pay such remuneration salary or honorarium to the persons in its full time or part time employment as it may determine
- d) Provided that no member shall be in the employment of the society.

**27 Operation of Bank Accounts;**

An account having cheque facility will be opened in any scheduled bank post office or any other private financial institution in the name of the society .All the transaction will be made under the Joint Signatures of any two i.e. president, Secretary, Treasurer.

**28 Provisions relating to Audit of the society's accounts**

The bye laws of a society should provide for audit of annual accounts of the society from an auditor who is a member of the institute of Chartered Accountants of India and such auditor should not be a member of the governing body of the society.

**29 Amendments in the Memorandum, Bye-Laws, Name of the Society, etc.**

Any amendment in the memorandum of Association and bye laws or change of name amalgamation or division of the society will be done only with the approved of the general body by way of a special resolution .The intimation of any such amendment or change alongwith attested copy of the requisite documents shall be filed in the office of the District Registrar by the secretary within such time as may be prescribed under the Haryana Registration Regulation of Societies Act 2012 and the rules made there under.



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Ashwani  
P. Kumar  
Shalini Jany

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Anil Chugh  
Nayyar

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Anshuman  
Poonam  
Sharma

30. Common Seal

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

31. Amalgamation of the society

The society may amalgamate it self with ant other society established with the identical aims and objects or allow any other society to amalgamate with itself by a special resolution passed in this behalf in accordance with the provisions contained in section 51 of the Act and rule 25 made there under

32. Dissolution of the Society;

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

33. Principal Information Officer:

The Secretary is appointed as the Principal Information Officer (PIO) in the society as per Section 5(1) of the Central Act.

The PIO have two key responsibilities:

1. Receiving/facilitating requests: Requests are either sent directly to the PIO (or under the Central Act they can also be given to an Assistant PIO (APIO) who forwards it to the PIO). They can be given by hand, mailed by post or even emailed. The Central Act and most State Acts place a responsibility on the PIO to assist applicants to frame their request if they have difficulty writing up the request appropriately or if they are illiterate. The PIO (and APIO) is also responsible for issuing a receipt for the application.
2. Responding to requests: The PIO is responsible for processing the request. Generally, this means that they will first need to find all the information requested. This may require them to ask other officers within the organisation to help to find information. They might even need to ask other departments to assist. The PIO will then need to look at the information collected and decide, taking into account the exemptions in the law, whether any or all of the information needs to be withheld from release. The PIO will then notify the applicant of their decision, within set time limits.



*Books*  
*Ashu Kumar*  
*P. Kumar*  
*Shalini Jais*  
*Myay*  
*Prakash*  
*Poonam*  
*Bhuvan*  
*Sanjay*

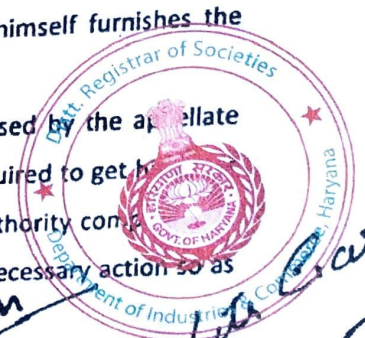
34. **First Appellate Authority:**  
The President is the First Appellate Authority (FAA) in the society as per RTI Act 2005

**First Appeal**

1. The information sought by an applicant should either be supplied to him or his application should be rejected within the time prescribed by the Act. If additional fee need be charged from the applicant, communication in this regard should be sent to him within the time limit prescribed for sending information. If the applicant does not receive information or decision about rejection of request or communication about payment of additional fee within the specified time, he can make an appeal to the First Appellate Authority. Appeal can also be made if the applicant is aggrieved by the decision of the Public Information Officer regarding supply of information or the quantum of fee decided by the Public Information Officer.
2. A third party can prefer an appeal to the First Appellate Authority if it is not satisfied with the decision made by the Public Information Officer about disclosure of the information for which it has objected. Such an appeal can be made within thirty days from the date of the receipt of notice from the Public Information Officer to the effect that he proposes to disclose the concerned information. If not satisfied with the decision of the First Appellate Authority, the third party can prefer the second appeal to the Information Commission.

**Disposal of Appeal**

1. Deciding appeals under the RTI Act is a quasi-judicial function. It is, therefore, necessary that the appellate authority should see to it that the justice is not only done but it should also appear to have been done. In order to do so, the order passed by the appellate authority should be a speaking order giving justification for the decision arrived at.
2. If an appellate authority while deciding an appeal comes to a conclusion that the appellant should be supplied information in addition to what has been supplied by the Public Information Officer, he may either (i) pass an order directing the Public Information Officer to give such information to the appellant; or (ii) he himself may give information to the appellant. In the first case the appellate authority should ensure that the information ordered by him to be supplied is supplied to the appellant immediately. It would, however, be better if the appellate authority chooses the second course of action and he himself furnishes the information along with the order passed by him in the matter.
3. If, in any case, the Public Information Officer does not implement the order passed by the appellate authority and the appellate authority feels that intervention of higher authority is required to get the order implemented, he should bring the matter to the notice of the officer in the public authority concerned to take action against the Public Information Officer. Such competent officer shall take necessary action so as to ensure implementation of the provisions of the RTI Act.



DOCS

Ashok Kumar

P. Kumar

Shalini Jain  
Ajay

Mohan

Poonam

Bhawanee

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**Time Limit for Disposal of Appeal**

The first appellate authority should dispose of the appeal within 30 days of receipt of the appeal. In exceptional cases, the appellate Authority may take 45 days for its disposal. However, in cases where disposal of appeal takes more than 30 days, the Appellate Authority should record in writing the reasons for such delay.

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Ashu Kumar

P. Kumari

Shalini Jain

Dhawan

Poonam


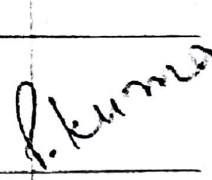
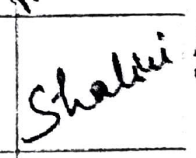
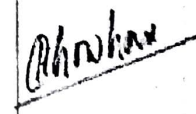
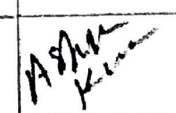
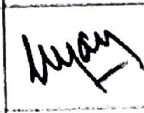
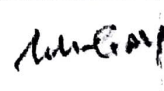
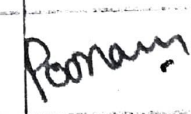
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We the several persons whose name & Address are subscribed hereunder certify the above to be the true copy of the bye-laws of the society

S.N	Name & Father's Name	Age	Permanent & communication Address	Occupation & Contact No	Designation	Signature
1	Deep Chand Sharma S/o Sh. Raj Pal	53	Adarsh Colony, Bataur 247, Panchkula, Haryana.	Business 9416156405	President	
2	Prem Kumari D/o Sh. Kullu Ram	71	1463, Phase - 5, SAS Nagar, Mohali, Punjab.	Private Job 9417201463	Vice - President	
3	Shalini Jain D/o Sh. Amrit Pal Gupta	43	1463, Phase - 5, SAS Nagar, Mohali, Punjab.	Private Job 9464121022	Treasurer	
4	Kuldeep Singh Chauhan S/o Sh. Amar Singh	70	Village Bagwali, Post Office Kakkar Majra, Distt. Panchkula. Bagwali. Haryana.	Head Clerk 9416378255	Secretary	
5	Ashok Kumar S/o Sh. Rameshwar Chander	44	H. No. 155, Bataur (247), Panchkula. Haryana.	Business 9466446995	Executive Member	
6	Vijay Kumar S/o Sh. Ramesh Chand	51	27, Adarsh Nagar, Model Town, Ambala City. Haryana.	Business 9466428269	Executive Member	
7	Kewal Krishan Garg S/o Sh. Nath Ram	77	H. No. 525, Phase - 2, Sector - 54, SAS Nagar, Mohali. Punjab	Rtd. Officer 9855541611	Executive Member	
8	Poonam Singh D/o Sh. Sube Singh	51	201, Jaggi Colony, Phase - 1, Ambala City. Haryana.	School Teacher 9416022777	Executive Member	
9	Bhavna Bhati D/o Sh. Balbir Singh	40	Village Bagwali, Post Office Kakkar Majra, Distt. Panchkula. Bagwali. Haryana.	Head Mistress 7015477632	Educationist	