

# कार्यालय पंजीयक सभायें, हि० प्र०

सभायें पंजीकरण अधिनियम XXI, 1860  
के अन्तर्गत पंजीकरण प्रमाण-पत्र

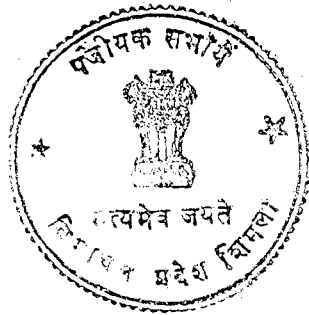
संख्या... 6849/88

मैं प्रमाणित करता हूं कि श्री पाद रजुकेशचल  
रुण्ड कलचरल सोसाइटी 87/2 पुरानी मण्डी  
जिला मण्डी हि० प्र०

सभायें पंजीकरण अधिनियम XXI, 1860 के अन्तर्गत  
इस दिन पंजीकृत की गई है। आज दिनांक 19-10-88

अक्तूबर एक हजार नौ सौ अठ्ठासी

को मेरे हस्ताक्षर द्वारा ( शिमला ) में जारी किया  
गया।



पुष्पाश चन्द  
पंजीयक सभायें,  
हिमाचल प्रदेश।

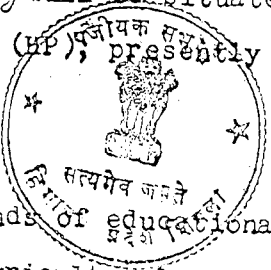
मु. 50/- रुपये पंजीकरण  
शुल्क चालान संख्या... 40  
दिनांक... 19-10-88  
द्वारा जमा किया गया।

Constitution of  
"Shree Pad Educational and Cultural  
Society".

(87/2, Purani Mandi, Mandi-175001.  
Himachal Pradesh).

-0-

MEMORANDUM OF ASSOCIATION

1. The name of the Society shall be "SHREE PAD EDUCATIONAL AND CULTURAL SOCIETY".
  2. Hereinafter, the word 'Society' shall mean 'Shree Pad Educational and Cultural Society'.
    - (a) The society will be of All India Charter. It can open its branches any where in the country. The society may directly manage such branch/es or set up committees for the purpose.
  3. The Registered Office of the Society will be situated within the jurisdiction of District Mandi, (HP), presently at 87/2, Purani Mandi, Mandi, (HP) 175001.
4. AIMS AND OBJECTS -
- 
- (a)(i) To establish and manage various kinds of educational cultural, social, vocational, industrial, agricultural, research and training institutions to introduce and develop professional courses, to promote the study of different Indian and Foreign languages, to set up Adult Education Centres, community centres; Art, Music, Song and Drama Centres, Yoga and Physical Training Centres, Libraries, Laboratories and other Welfare projects, to publish magazines, Souvenirs and other materials.
  - (ii) To nominate <sup>sub</sup>committees for various institutions/centres/projects etc.
  - (b) To advance, promote and disseminate generally among the students and the adults the spirit of faithfulness, simplicity, nationalism, patriotism, cosmopolitanism, mutual cooperation, self-confidence, self-sufficiency and other virtues necessary for character building and development of personality.
  - (c) To establish, acquire, take over, carry on and maintain in affiliation or otherwise institutions, trusts, societies and voluntary organisations etc.

(d) To appoint, manage, guide and dissociate the paid employees of the Society and its units, to consider and serve their general welfare.

(e) To offer prizes and grant scholarships to the deserving their general welfare. *students and needy persons.*

(f) To distribute among poor students free text books help books, exercise books, dress and other material, provide them with other facilities deemed proper from time to time.

(g) To establish and manage various branches of the society in the country or abroad from time to time.

(h) To tap resources for the assets of the society in the form of cash, gifts, donations, subscriptions government and other agencies, grants and aids, to arrange and manage society's movable and immovable property, its exchange, purchase or otherwise transfer or dispose of all or any movable and immovable property of the society.

(i) To undertake such relief and other works which may be in the general interest of the public.

(j) To do all such lawful things as may be conducive or incidental to the attainment of the aims and objects of the Society.

Names, addresses and occupation of the founder members

List of 1st managing committee of Shri Pad Educational and cultural Society Mandi, to whom under rules and regulations the management of its affairs is entrusted:

- 1. Prof. B.N. Pandit      President      Hon. service.
- 2. Prof. T. Raman      V. President      Retd.
- 3. Dr. B.N. Sharma      Secretary.      Principal A.S.M. School Mandi.
- 4. Ms. Suman Sharma      Treasurer      Teacher.
- 5. Dr. Girija Sharma      Manager.      Vice Principal A-S-M. School Mandi.



*Handwritten signatures and notes on the left margin, including 'M.A.' and '21/10'.*

*Handwritten signature at the bottom left corner.*

| Sr. No. | Name             | Father's/Husband's name | Age     | Address                    | Occupation                                 | Signature Designation |
|---------|------------------|-------------------------|---------|----------------------------|--|-----------------------|
| 6.      | Prof. T. Raman,  | Sh. Parma Nand          | 65 yrs. | Purani Mandi (HP).         | Retd. Senior Lec. P. Govt. College, Mandi. | Member                |
| 7.      | Ms. Suman Sharma | Sh. Prem Kumar          |         | Purani Mandi, Mandi, (HP). | Teacher ASM School Mandi.                  | Treasurer             |

We, the undersigned members of the Society, are desirous in accordance with the Act XXI of the Societies Act, 1860 for registering the said society.

| Sr. No. | Name   | Address  | Occupation                               | Signature          |
|---------|--|--|--|--------------------|
| 1.      | Prof. B.N. Pandit (M.A., M.O.L.Ph.D) Presidential Award Winner. 77 yrs.<br><i>S/o Sh. P. N. Pandit</i> | Shri Ranbir Kendriya Sanskrit Vidyapeeth Jammu.    | Research Director (Hony).                | <i>B.N. Pandit</i> |
| 2.      | Dr. Girija Sharma<br><i>36 years D/o Dr. B.N. Pandit</i>   | Purani Mandi Mandi, (HP).                          | Vice Principal A.S.M. School, Mandi.     | <i>Girija</i>      |
| 3.      | Dr. B.N. Sharma 37 yrs.<br><i>S/o Sh. D.N. Sharma</i>  | Purani Mandi, Mandi, (HP).                         | Principal, A.S.M. School, Mandi.         | <i>B.N. Sharma</i> |
| 4.      | Dr. P.N. Pandit 39 yrs.<br><i>S/o Dr. B.N. Pandit</i>  | 3356 D.H.S. Chandigarh                             | Mandi, physics Dept S.P. College. C.H.D. | <i>P.N. Pandit</i> |
| 5.      | Dr. N.K. Sharma 37 yrs.<br><i>S/o Sh. P.N. Sharma</i>  | Welfare Centre Speech and Hearing Centre, Gurgaon. | Assistant Director.                      | <i>N.K. Sharma</i> |
| 6.      | Prof. Tulsi Raman 65 yrs. <i>S/o Sh. Parmatam</i>  | Purani Mandi, Mandi, (HP).                         | Retd. Senior Lec. P.G. College, Mandi.   | <i>Tulsi Raman</i> |
| 7.      | Ms Suman Sharma 45 yrs.<br><i>D/o Sh. Phara Kama Sharma.</i>   | Purani Mandi, Mandi, (HP).                         | Teacher, A.S.M. School, Mandi.           | <i>Suman</i>       |

I certify that I know S/Shri Prof. B.N. Pandit, Dr. Girija Sharma, Dr. B.N. Sharma, Dr. P.N. Pandit, Dr. N.K. Sharma, Prof. Tulsi Raman and Ms Suman Sharma and they have signed in my presence.

Dated:-

Witness to the above signature :-

1. Name *Sharma* Madhubar Sharma  
Address: Purani Mandi Mandi (H.P.)

2. Name :- *Sharma*  
Address :- *Supdina Chandra Sharma*  
*H.No 80/6*  
*Block no. 10/10/10*  
*Haridwar*



*Attested*  
*M.A. Legislative Assembly*  
*Haridwar*  
*21/10*

RULES AND REGULATIONS OF "SHREE PAD EDUCATIONAL AND CULTURAL SOCIETY"

1. Membership:-

All persons who have signed the memorandum of Association and Rules and Regulations of the Constitution of the Society are the founder members of the Society. They will be life members. *The life members shall pay a subscription of Rs 200/- or more in lumpsum.*

(b) Patrons :-

Eminent educationists or persons of repute may be

associated with the society as its patrons. *The patrons shall subscribe Rs. 1000/- or more in lumpsum to the society.*

(c) Benefactors :-

A person trust or society making a donation of Rs. 1100/- or more in cash or kind shall be deemed as benefactors of the society for that financial year.

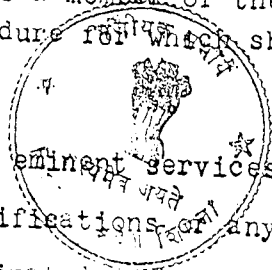
(d) Associate Members :-

A person making a donation of Rs. 25/- or more per month or Rs. 250/- or more in lumpsum may on the recommendation of a member of the working committee be admitted as a member of the General House for the financial year by a resolution passed by the working committee on majority votes.

(e) Ordinary Members - A person making a donation of minimum Rs. 11/- per year be admitted as a member of the General House for that financial year, procedure for which shall be the same as laid in 1(d).

(f) Honorary members :-

Persons who have rendered eminent services to the Society or who by virtue of their qualifications or any other reason are felt beneficial may be nominated as Honorary member of the working committee and of the General House. Such nominations will be proposed by the Secretary to the President subject to the approval of the working committee. *Such members shall have no right of vote.*



2. VACANCY :-

The following circumstances shall cause a vacancy in society: - *The working committee.*

- (a) Resignation
- (b) Death
- (c) Insanity
- (d) Discontinuation of donation/subscriptions.
- (e) Removal
- (f) Completion of his/her tenure as applicable.
- (g) Any other reason as specified in the constitution from time to time.

*Attested*  
M.A. 27/10  
Member Legislative Assembly  
Himachal Pradesh.



(f) QUORUM:-

Quorum necessary for meeting of working committee shall be 1/3rd of its strength present in person, provided further in the adjourned meeting the members present shall form the quorum.

(g) There will be no proxy. Each member present in the meeting shall have one vote. The President has the casting vote which he will exercise when there is a tie in the house.

4. Duties & Responsibilities of the office Bearers:-

(a) President:-

To preside over the meeting of the working committee and guide its proceedings.

(ii) To give a casting vote as specified in rule 3(g).

(iii) To occupy the vacancy of an office bearer till filled up.

(iv) To make efforts to raise funds for the society.

(v) The President may delegate his/her powers to the

Vice-President.

(vi) The President shall have the power to sanction expenditure of the society up to rupees one thousand on one item at a time without prior reference to the working committee.

(b) Vice-President:-

He/She

Will enjoy the powers and functions of the President in his/her absence.

(ii) To exercise the delegated powers of the President.

(iii) To make efforts to raise funds and assets of the society.

(iv) Shall have the power to sanction expenditure of the society to the tune of Rs.500/- on one item at a time without prior reference to the President and the working committee.

(c) Secretary:-

(i) He/she shall be in charge of the office of society and day to day affairs of all institutions, centres, projects etc. of the society.



*Handwritten notes and signatures:*  
21/1/19  
Member Secretary  
President  
Assembly

(ii) Shall enjoy all administrative as well as financial powers subject to the approval of the working committee in its meetings.

(iii) Will be the legal representative of the society and shall on behalf of the society conduct all correspondence and legal proceedings.

(iv) Shall convene all meetings of the society, prepare agenda for the same and record all proceedings of the meeting in a minute book which will be maintained by him/her.

(v) Shall on behalf of society invite eminent educationists, distinguished persons and other respectables of the society to attend the meeting of the society, but only the members shall have the right to vote.

(vi) To place before the working committee and the General House for approval of income and expenditure accounts duly audited of the proceeding year and the Budget, if any, for the next year.

(vii) To borrow loans on behalf of the society with the approval of the working committee.

(viii) To arrange functions, exhibitions, social gatherings in respect of the activities of society.

(ix) To act as a link between the institutions, staff and the working committee.

(x) To appoint, promote, punish, give increments, special increments and other incentives, fine, transfer suspend, dismiss the staff of the institutions/projects and centres of the society, fix their salaries, allowances and other facilities, to look after the general welfare of the staff, subject to the approval of the working committee.

(xi) An amount to the tune of Rs.1000/- shall always remain with him/her as imprest money for day to day affairs of the society.



*Attested*  
*[Signature]*  
Member, Legislative Assembly  
Financial Prac. Sec.



(xii) To discharge all other responsibilities as assigned by the working committee or the constitution of the society from time to time.

4. Joint Secretary

He/She

- (1) Shall enjoy powers and functions of the Secretary in his/her absence.
- (2) To exercise the delegated powers of the Secretary.
- (3) To make efforts to raise funds and assets of the society.
- (4) Shall assist the Secretary in convening all meetings of the Society, in preparing agenda for the same and in recording all the proceedings of the meetings in a minute book.
- (5) An amount to the tune of Rs.500/- shall always remain with him/her as imprest money for day to day affairs of the society.
- (6) To discharge all other responsibilities as assigned by the working committee or the constitution of the society from time to time.

Treasurer:-

He/She

- (i) Shall be the custodian of the funds of the society.
- (ii) Shall be financial adviser of the society.
- (iii) Shall keep all accounts of the society.
- (iv) Shall deposit all the receipts of the society in a Bank approved by the working committee within a reasonable time.
- (v) Shall keep with him/her a sum of Rs.1,000/- as imprest money.
- (vi) Account Books shall be properly maintained by him/her which will be under scrutiny of the Chief Patron, President and the secretary.



Attested  
M. A. Malhotra  
21/11/10  
Member, Finance  
Executive Council

- (vii) Shall prepare the annual Balance sheet and other accounts from time to time submit the same to the Secretary at least, 15 days before the date of the annual meeting every year.
- (viii) Shall prepare Budget, if any for the next year in consultation with Manager and the Secretary shall submit the same to the Secretary at least 15 days before the date of annual meeting every year.
- (ix) Shall make efforts to raise funds for the society.
- (x) to discharge all other functions as entrusted by the constitutuion from time to time.
- (xi) Shall have the power to sanction expenditure not exceeding the amount of Rs.250/- at a time on one item of the society project, institutions without prior reference to the working committee.

(C) Manager.

He/She



- (i) Shall manage the affairs of the institution/project, concerned and will address and sign all correspondence relating to the institution/project, shall supervise the day to day working of the unit concerned.
- (ii) Shall be a link between the institution/project and the Secretary as well as the working committee.
- (iii) Shall have the power to sanction expenditure upto Rs.300// of the institution/project at a time of one item subject to the maximum limit of Rs.3,000/- per month without prior reference to the working committee, *subject to the approval in the next meeting of the working committee.*
- (iv) Shall recommend all appointments, punishments, awards, incentives and other measures of the staff of the institution /project concerned to the Secretary for necessary action.
- (v) Shall make efforts to raise funds of the society.
- (vi) Shall take meetings of the staff of the Unit concerned and send the reports to the Secretary.
- (vii) Shall send quarterly reports of his/her unit to the Secretary.

*Attest*  
*Member Secy*  
*H. H. H.*  
*24/10*

(viii) To do all other acts as entrusted by the working committee.

(F) Educational and Cultural Advisor:

- (i) Shall advise and guide the working committee to improve the standard of educational and cultural projects of the society.
- (ii) Shall have the right to inspect the institutions/ projects and watch other educational and cultural activities of the society.
- (iii) Shall be empowered to sanction expenditure to the tune of Rs.150/- per month on each institution/project of the society without prior reference to the working committee.
- (iv) To discharge all other responsibilities assigned by the constitution and the working committee from time to time.

5. Bank Operation.

The society will open its Bank account in a Bank approved by the working committee which will be operated by any two of the

1. President/Vice President
  2. Secretary
  3. Treasurer
6. Financial Year.

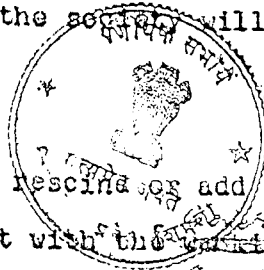
Financial year of the society will be from April to March next every year.

7. Amendments.

To power to amend, rescind or add to any of the rules of the society shall rest with the ~~working committee~~ <sup>General House</sup> by 2/3 votes of the total strength of the ~~working committee~~ <sup>General House</sup>, subject to the approval of the general house. It shall be done in accordance with sections 12 and 12 A of the Act.

8. General House:-

- (i) The general house shall come into existence only if the total members of the society exceeds fifty.



Attested  
M. A. 2/1/10  
Legislative Assembly  
District Council

(ii) Meetings of the General House will be called by the Secretary ordinarily upto 31st July every year. However the annual meetings may be postponed for a period of six months at the most. It may be called earlier by the President or Secretary when 1/5th of the total members so demand in a written request. Thirty clear days notice will be given for such meetings. However an emergent meeting be called on 24 hours notice.

(iii) The working committee will be elected under Rules by the General House.

(iv) All decisions taken by the working committee, Income and expenditure reports, budget for the next terms etc. shall be considered by the General house.

(v) The General House shall exercise all such powers and functions as provided by the constitutions of the society from time to time.

(vi) Quorum.

*(1/3)* Quorum necessary for meeting of General House shall be *1/3* of the total members *or 30 members whichever is less.* provided further that in the adjourned meeting the members present shall form the quorum.

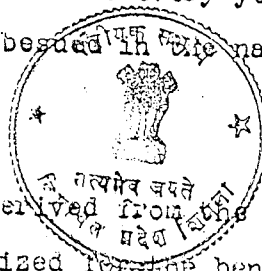
(vii) A list of working committee shall be filled in the offices of the Registrar of Societies every year.

(viii) The society may sue or be sued in the name of the President or the Secretary.

General.

The income whatsoever derived from the functioning of the society shall not be utilized for the benefit of the members directly or indirectly but shall be utilised for the promotion of the objects of the society only.

Providing that nothing herein shall prevent the payment, in good faith of reasonable and proper remuneration or honorarium to any officer or servant of the centre or to any member of the centre in return for any services rendered to the society, not prevent the payment of interest at the



*Checked*  
*Member, Executive Committee*  
*17/11/18*

rate not exceeding six percent per annum on money lent, or payment of a reasonable and proper rent for premises demised or by any member of the society.

(ii) Provided also that nothing herein shall prevent any member of the society whether, a member of the Governing body or not from exercising any process and making, using acquiring and lending any articles and things in the course of his business for profit or otherwise under any licence or permission in respect of any discovery, invention and patents resulting from the work of the Centre.

(iii) Any business which may be necessary for the working committee to perform, may be carried out by circulation of the papers among its members and any resolution so circulated and approved by a majority of the members shall be as effectual and binding as if such resolution has been passed at a meeting of the General House provided that at least one third of the members of the General house have recorded their views on the resolution.

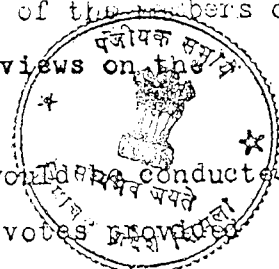
(iv) The affairs of the society would be conducted in a democratic manner by majority of votes provided further that in case major disputes among the working committee, members which may endanger the very existence of the society, the dispute would be referred to the Chief patron who may sit in judgement with his penal of other patrons.

The President and the Secretary will be ex-office members of the penal, the decision of the Chief patron will be final and binding for all members subject to the approval of the General House in its next meeting.

(v) The decisions of the working committee shall come inforce in case of ambiguities and silence of the constitution.

*Handwritten signature*

*Member Legislative Assembly Himachal Pradesh*



(vi) If any donor earmarks his/her donations to any particular object/objects, the Society will spend towards the promotion of the particular object/objects only.

(vii) The Society shall maintain proper accounts and other relevant records and prepare an annual statement of accounts in such form as may be prescribed by an Auditor/Chartered accountant.

(viii) The accounts of the Society shall be audited annually by an Auditor/Chartered Accountant and any expenditure incurred in connection with the audit of accounts of the Society shall be payable by the Society. *The Auditor shall be appointed by the general body.*

10. Dissolution.

If such a situation arises when dissolution of the society becomes <sup>evi</sup> inevitable, the following procedure will be adopted.

It can be dissolved if 3/5th members of the society at that time so demand, in a written request to *and provision under section 13 and 14 of the Society Registration Act 1860 shall be* the Secretary. *The registration of societies Act 1860 followed.*

~~Rules XXI will be applicable to the society.~~

11. All provisions of the societies <sup>Registration</sup> Act of 1860 will apply to Shree Pad Educational and Cultural Society.

It is a true copy of the rules and regulations of

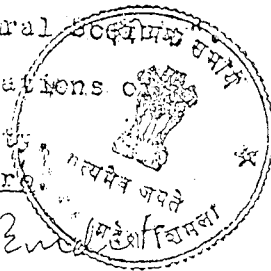
Shree Pad Educational and Cultural Society.

Sr. No. Name.

- 1. Prof. B.N. Pandit.
- 2. Dr. Sirija Sharma
- 3. Dr. B.N. Sharma
- 4. Dr. M.P.N. Pandit
- 5. Dr. N.K. Sharma
- 6. Prof. T. Raman
- 7. Ms. Suman Sharma

Signature

*B.N. Pandit*  
*Sharma*  
*B.N. Sharma*  
*M.P.N. Pandit*  
*N.K. Sharma*  
*T. Raman*  
*Suman*



Secretary

*Attested*  
*[Signature]*  
*[Signature]*

*[Handwritten signature]*