



Registration Certificate, Memorandum of Association Rules & Regulations and Bylaws of HIFEED

HIMALAYAN INSTITUTE FOR ENVIRONMENT, ECOLOGY & DEVELOPMENT (HIFEED)

**(A Centre of Excellence, Recognized by Government of Uttarakhand)
An ISO 9001:2008 CERTIFIED ORGANIZATION**

**Registered & Head Office: Post Bag No. 7, Hifeed Campus, Ranichauri- 249 199, District- Tehri Garhwal, Uttarakhand (INDIA)
Telephone No. (01376) 252141, Fax No. (01376) 252149
E-mail: hifeed_uttaranchal@rediffmail.com, Website: www.hifeed.org**

**Administrative Office : Street No. 4, Shastri Nagar, Haridwar Road, Dehradun- 248 001, Uttarakhand (INDIA)
Telefax No. (0135) 2666865**

संख्या 391 पत्रावली सं०-1, 1709-570 दिनांक 24-5-95



सोसाइटी-रजिस्ट्रीकरण



का

प्रमाण-पत्र


(अधिनियम संख्या 21,1860 के अधीन)

संख्या 161 1995 1996

एतद्वारा प्रमाणित किया जाता है कि हिमालयन इंस्टीट्यूट
फॉर इन्वायरन्मेंट, इकोलॉजी एंड डेवलपमेंट सोसाइटी
श्रीनीचौरी जिला टिहरी गढ़वाल।

को आज उत्तर प्रदेश में अपनी प्रवृत्ति के संबंध में यथासंशोधित सोसाइटीज रजिस्ट्रेशन अधिनियम,
1860 ई० के अधीन सम्यक् रूप से रजिस्ट्रीकृत किया गया है। यह प्रमाण-पत्र 23-5-2000
तक विधिमान्य होगा।

आज दिनांक 24-5- उन्नीस सौ 1995 को
मेरे हस्ताक्षर से दिया गया।


सोसाइटी के रजिस्ट्रार,
उत्तर प्रदेश।

संख्या

49

पत्रावली सं०-7709-D

दिनांक 11-05-15



सोसाइटी के नवीनीकरण का प्रमाण-पत्र

नवीनीकरण संख्या 018/2015 - 2016

फाइल संख्या 7709-D

एतद्वारा प्रमाणित किया जाता है कि हिमालयन इस्टीट्यूट फॉर इन्वायरन्मेंट इकोलोजी एण्ड डेवलपमेंट सोसाइटी, रानीचौरी जिला टिहरी गढ़वाल, उत्तराखण्ड, को दिये गये रजिस्ट्रीकरण प्रमाण-पत्र संख्या 161/1995 - 1996 दिनांक 24/05/1995 को दिनांक 24/05/2015 से पांच वर्ष की अवधि के लिये नवीकृत किया गया है।

500.00 रूपये की नवीकरण फीस सम्यक रूप से प्राप्त हो गयी है।

दिनांक 24/05/2015

सोसाइटी-रजिस्ट्रार
उत्तराखण्ड
11-05-15

क्षेत्रीय कार्यालय उप निबंधक फर्म, सोसाइटीज एवं चिटस

पत्रांक 245-2 पत्रावली संख्या 7709-D :: दिनांक 14-03-16

अध्यक्ष/सचिव

हिमालयन इस्टीट्यूट फॉर इन्वायरन्मेंट इकोलोजी एण्ड डेवलपमेंट सोसाइटी,
रानीचौरी जिला टिहरी गढ़वाल, उत्तराखण्ड,

विषय: हिमालयन इस्टीट्यूट फॉर इन्वायरन्मेंट इकोलोजी एण्ड डेवलपमेंट सोसाइटी, के स्मृति पत्र परिवर्तन में संशोधन के पंजीकरण किये जाने के सम्बन्ध में ।

महोदय,

कृपया उपयुक्त विषयक संस्था के स्मृति पत्र के पंजीकरण से संबंधित आपके पत्र/दिनांक 08/03/2016 के संदर्भ में सूचित करना है कि आप द्वारा कार्यवाही दिनांक 16/12/2015 के आधार पर किये गये संशोधनों को आज दिनांक 14/03/2016 को नियमानुसार पंजीकृत कर लिया गया है ।

भवदीय

B. K. Khosla
उप निबंधक
फर्म सोसाइटीज एवं चिटस
टिहरी गढ़वाल, नई टिहरी



उत्तराखण्ड UTTARAKHAND

29AA 243390

यह जनरल स्टाम्प पेपर संस्था-हिमालयन इंस्टीट्यूट फॉर इन्वायरन्मेन्ट इकोलोजी एण्ड डेवलपमेन्ट सोसाइटी रानीचौरी जिला टिहरी गढ़वाल जिसकी पत्रावली संख्या 7709-D है, के संशोधित स्मृति पत्र की प्रमाणित प्रतिलिपि के साथ संलग्न है।



Bhaukhan
उप निबन्धक
फर्म सोसाइटीज एवं चिट्ठे
टिहरी गढ़वाल, नई टिहरी

MEMORANDUM OF ASSOCIATION

HIMALAYAN INSTITUTE FOR ENVIRONMENT, ECOLOGY & DEVELOPMENT (HIFEED)

1. NAME OF THE INSTITUTION

The name of the Institution shall be:

Himalayan Institute For Environment, Ecology & Development (HIFEED)
(Hereinafter referred to as the "Institution")

2. ADDRESS OF THE INSTITUTION

The registered office of the Institution shall be situated at:

Post Bag No. 7, HIFEED Campus, Ranichauri- 249 199,
District- Tehri Garhwal, Uttarakhand (INDIA)
Telephone No. (01376) 252141,
Fax No. (01376) 252149
E-mail: hifeed_uttaranchal@rediffmail.com
Website: www.hifeed.org

At the time of registration it is situated at:

Post Bag No. 7, HIFEED Campus, Ranichauri- 249 199,
District- Tehri Garhwal, Uttarakhand (INDIA)
Telephone No. (01376) 252141,
Fax No. (01376) 252149
E-mail: hifeed_uttaranchal@rediffmail.com
Website: www.hifeed.org



Ashwini
उप निबन्धक
फर्म सोसाइटीज एवं चिद्स
टिहरी गढ़वाल, नई टिहरी

3. AREA OF OPERATION

The area of operation of the Institution shall be all over India.

4. AIMS AND OBJECTIVES OF THE INSTITUTION

The aims and objectives of the Institution for which it is established are:

- 4.1 To conduct, with a view to maintain ecological balance, the environmental programmes and increase Himalayan assets, development of water resources, soil-conservation, water harvesting, alternative means of energy, etc.;
- 4.2 To improve and upgrade the breeds of milch and laniferous cattle/animal to increase their production and productivity;
- 4.3 To improve the farm experiment in the field and extend the techniques of organic farming and agriculture;

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VK Painuly

- 4.4 To test and develop appropriate rural technology suitable and affordable for rural communities;
- 4.5 To organize and develop those rural and cottage industries, which are within the purview of the Khadi & Village Industries Commission (K.V.I.C.) and Khadi & Village Industries Board (K.V.I.B.);
- 4.6 To form mass-confederation for different development projects, to arrange and provide them scientific, technical, financial assistance and to direct, control and assess their activities;
- 4.7 To organize meetings, workshops, seminars, etc. to discuss the problems of the masses and the communities;
- 4.8 To produce readable literature, books, documentaries, films and videos for mass education and development activities;
- 4.9 To organize educational and training programmes in the field of community and reproductive child health;
- 4.10 To conduct the programmes of adult education, non-formal education, formal education and mass education;
- 4.11 To conduct research and carry on experiments in the fields of alternative educational systems right from the levels of kinder garden schools (balmandirs) up to higher education;
- 4.12 To work in close collaboration and cooperation with other Voluntary Organizations and help them in all aspects such as technical and financial support, planning, implementation and monitoring of the projects, etc.;
- 4.13 To promote and develop the community based integrated watershed development management projects and programmes;
- 4.14 To take up low cost housing, environmental sanitation and drinking water supply projects in rural areas as well as in urban areas;
- 4.15 To promote and develop agriculture, horticulture, vegetable produces for sustainable income of the rural communities;
- 4.16 To carryout spinning, weaving and knitting activities through rural artisan to enhance their income and employment generation opportunities and to work for welfare of spinners, weavers and knitters;
- 4.17 To upgrade the skill of rural artisans and to work for promotion of handicraft and handloom sector by providing technical know-how and financial support to them;
- 4.18 To promote and develop rural entrepreneurship and enhance income and employment generation opportunities to the rural households;
- 4.19 To work for the welfare and development of physically and mentally challenged handicap people;



Bhandary

फर्म सोसाइटीज एवं चिट्ठस
चिन्नी, मादवाला, नई दिल्ली

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- 4.20 To provide physical, social, emotional, psychological and economic support to the aged people (60 years and above) with a view to help them to continue remaining useful and active members of community;
- 4.21 To work for welfare and development of the women and children of the disadvantaged groups;
- 4.22 To improve occupational skills and technical knowledge of the rural community to raise their efficiency and increase productive ability;
- 4.23 To provide academic and technical resource support to Government as well as Non-Governmental Organizations/Institutions;
- 4.24 To organize training and orientation courses for key resource persons and master trainers on designing, development and implementation of skill development programmes;
- 4.25 To organize equivalency programmes to the rural as well as urban masses through Open Learning Systems;
- 4.26 To widen the range of knowledge and understanding of the social, economic and political systems in order to create a critical awareness about the environment;
- 4.27 To promote National goals such as secularism, National integration, population and development, women's equality, protection and conservation of environment;
- 4.28 To explore, innovate, work out alternatives, try new methodologies to meet the needs of different target groups through programmes of education and trainings;
- 4.29 To cooperates with educational, cultural and other social Organizations involved in organizing programmes and activities to meet educational, vocational, social, cultural and welfare needs of community/target groups;
- 4.30 To act as coordinator, facilitator and catalytic agent by developing a system of networking in collaboration with other educational, vocational, social, cultural, welfare and technical Institutions, development Departments, employers and workers Organizations, Voluntary Agencies and economic enterprises;
- 4.31 To organize and provide library and reading room facilities at the Institute level and also at the field level;
- 4.32 To provide consultancy services to Agencies, Institutions, Organizations, Departments and enterprises planning to organize programmes for training, education and development activities of similar target groups;
- 4.33 To promote Organizations and forums such as co-operative societies, self-help groups, federations and associations of women, youth and workers with a view to undertake collective activity for socio- economic development;
- 4.34 To organize educational and vocational training programmes with special concern for deprived sections, women/girls and unemployed youth to provide new skills, refine/sharpen/upgrade the existing skills leading to employment, self-employment and income generation;



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- 4.35** To establish vocational education and training center to provide technical trainings to literate and neo-literate youths;
- 4.36** To provide follow- up services to the community based Organizations and beneficiaries of the Institution;
- 4.37** To organize exhibition and expos for rural artisan, NGOs and Cooperatives for marketing of their products directly to the customers and buyers in India and abroad and provide export-import facilities to them to market their products nationally as well as internationally;
- 4.38** To identify appropriate target areas and target groups by developing socio- economic profiles;
- 4.39** To identify and ascertain a variety of educational, vocational, technical and financial needs of different categories of clientele groups;
- 4.40** To provide primary need of shelter, food, clothing, care, emotional and moral support and counseling to the marginalized women and girls living in difficult circumstances who are without any social and economic support, and to rehabilitate them socially and economically through education, awareness, skill up gradation and personality development through behavioral training etc.;
- 4.41** To arrange for specific clinical, legal and other support for women/girls in need of those interventions by linking and networking with other organizations in both Government and Non-Government sector on case to case basis and to provide help line or other facilities to such women in distress;
- 4.42** To improve economic, moral and social status of rural population specially the women of downtrodden groups;
- 4.43** To reduce poverty and improve village life through all such programmes and actions that promotes mutual cooperation, foster unity and promotes Khadi and village industries;
- 4.44** To assist, promote, initiate and implement programmes related to village and cottage industries;
- 4.45** To provide for and incur expenses on all such activities allowed under the law of the Country in order to achieve any of the objectives of the Institution;
- 4.46** To deploy profits and gains of the Institution in functions and activities that shall only achieve its objectives and goals and not distribute the profits accrued amongst the members of the Institution;
- 4.47** To carry on the activities of printing, publishing, producing and circulating books, newspapers, periodicals, magazines, journals, news-letters, pamphlets and other publicity material etc. and to act as agents in connection therewith and to undertake or arrange for the writing and publication of books, newspapers, periodicals, magazines, journals, news-letters, pamphlets and other publicity material etc. on subject relating to trade, commerce, industry, agriculture, banking, insurance, investment, taxation, finance, economics, law, National and International politics and other subjects and also to provide news and other related material to other newspapers, periodicals, magazines, journals, news-letters and electronic media, etc.;

Shankar
फर्म सोसाइटीज एवं चिट्ठे
टिहरी गढ़वाल, नई टिहरी



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VK Painuly

- 4.48** To make television programmes, radio programmes, film documentaries, project documentaries, films, corporate films and multimedia presentation pertaining to media research;
- 4.49** To start an electronic channel which will focus on news, entertainment and information on socio-economic, cultural, political, educational, ethical, agricultural, developmental and other felt concerns of the society;
- 4.50** To create awareness on various social, moral and economic issues affecting the country and to direct this awareness to developing innovative means of generating resources-financial, material and professional and channelize these resources through people and projects in the field;
- 4.51** To promote national integration and encourage, support and develop social welfare programmes for balanced growth of the nation;
- 4.52** To provide financial or any other assistance towards relief and rehabilitation of the populace affected by calamities like cyclones, earthquakes, epidemics, fire, famine, floods, war, riots, etc.;
- 4.53** To establish, maintain or support a home or homes for widows, orphans, special centers for providing shelter and protection to women and children in distress;
- 4.54** To create and promote enlightened public opinion on various issues affecting the citizens of India;
- 4.55** To encourage conservation, afforestation and protection of the environment including birds, animals, wild life and all species of plants and animals;
- 4.56** To provide food, clothing and shelter to all those in need and provide pecuniary assistance to those unable to fend for themselves due to old age, disease or any physical or mental handicap;
- 4.57** To undertake, or assist in undertaking, projects like digging wells, providing drinking water facilities, fodder for cattle, grains, seeds and fertilizers for farming agricultural tools etc.;
- 4.58** To establish, maintain or support dharamshalas, rest houses, convalescing homes, health and immunization camps, infirmaries, orphanages;
- 4.59** To provide assistance for building or maintaining roads, national and state highways, bridges, reservoirs, irrigation tanks, tube wells, recreation centers, parks, playgrounds for children, libraries, museums, art galleries, cultural centers for the benefit of the public and improving their quality of life;
- 4.60** To support the initiative of any individual, group or organization in promoting education both formal and informal and for children and adults;
- 4.61** To establish, take over, run, maintain assist and support hospital, including mobile hospitals, charitable dispensary, maternity homes, sanatoriums, medical centers, medical camps, heather health centers, nutrition centers and any other institution or forum for preventive, curative or primary health-care and treatment;

Ashwini

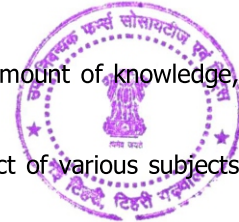
विद्यया ऽ मृतमश्नुते
कर्म सोसाइटीज एव चिदस
दिहरी गढ़वाल, नई दिहरी



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- 4.62** To establish, take over, run, maintain a center or centers for senior citizens or retirement homes or old people's homes with facilities for boarding, lodging, health care, nutrition, recreation, etc., as may be necessary;
- 4.63** To construct low cost buildings and houses for the poor, disadvantaged and those in distress, especially in the rural and/or urban slums or wherever found necessary;
- 4.64** To conduct and organize seminars, workshops, conferences, meetings, public lectures, etc. to discuss the problems of the masses and the communities;
- 4.65** To conduct public opinion services on subjects of public interest and market research projects in niche markets;
- 4.66** To undertake research studies, monitoring and evaluation studies of different development programmes for the Government Departments/Agencies and Non-Governmental Agencies;
- 4.67** To conduct baseline survey & studies, socio-economic studies, impact assessment, need assessment, social audit, etc. for the Government Departments/Agencies and Non-Governmental Agencies;
- 4.68** To look-after consultancy related programmes to design, development and appraisal of developmental programmes and publish related media research material;
- 4.69** To provide support services and research on the internet;
- 4.70** To promote non-profit educational institutions such as schools, technical, science and professional colleges, etc. to provide intellectual, physical, mental, moral and vocational facilities to the members of all the communities. There shall be no discrimination in admission on the basis of sex, region and religion;
- 4.71** To promote entrepreneur skills of unemployed youth and creation of self-employment opportunities for them;
- 4.72** To spread and inspire for education with aim of acquiring of certain amount of knowledge, acquiring a great deal of culture and obtaining a suitable profession;
- 4.73** To supervise and control and administer an educational work in respect of various subjects including technical and higher education;
- 4.74** To establish and/or maintain on no profit basis schools technical centers, hostels, libraries, reading rooms and other institutions for imparting technical and commercial, industrial, medical, paramedical, dental, pharmacy, hotel management, nursing, engineering, management, moral and/or physical education or any type of education what so ever to both sexes of all castes, creeds and religion for promotion of its objectives in India;
- 4.75** To organize debates, lectures, examinations, exhibitions, seminars, expeditions, research work, outdoor as well as indoor games, tournaments, classes and conferences to advance the cause of education, whether general, professional, vocational or technical and not for profit;
- 4.76** To fund scholarships and to give financial aid, either in cash or in kind or in any form what so ever, to needy and deserving students for the promotions and encouragement of education;

P. K. Pandey
उप निबन्धक
फर्म सोसाइटीज एवं चिट्स
टिहरी-गढ़वाल, नई टिहरी



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VK Painuly

- 4.77** To fund scholarships, prizes, medals and trophies for the outstanding and meritorious students for the promotion and encouragement of education;
- 4.78** To provide facilities for or to take itself the writing and publishing of all kinds of educational books, journals, magazines and other related material solely for the purpose of advancing the cause of education on no profit basis;
- 4.79** To establish, promote and assist in establishment and promoting and to subscribe to and become a member of any society or institution or any juristic person, whose objectives are similar or in part similar to the objectives of the society and the establishment or promotion of which may be beneficial to the society and to amalgamate there with and to enter into arrangements with any society or institution or any juristic person to enable the members of either to participate in the activities of the society;
- 4.80** To do all such acts which are incidental and conducive to the achievement of the above aims and objectives;
- 4.81** To provide social welfare in all forms to all section of humanity irrespective of caste, creed, religion or sex;
- 4.82** To promote free libraries, reading rooms, research laboratories and all round cause of education;
- 4.83** To provide scholarships and special facilities to financially deprived students and SC/ST and OBC's;
- 4.84** To organize cultural shows, dramas, fetes and sports for the benefit of the society on non-commercial basis;
- 4.85** Generally to do all the lawful acts, things and deeds as are incidental or conducive to the attainment of the objectives;
- 4.86** The society shall run independent University and engineering college, medical college, etc. after getting the affiliation/permission from any University/State Government of and shall abide by all the terms and condition of State Government and others;
- 4.87** To promote critical, scientific and rational thinking through research, education and publication;
- 4.88** To sensitize citizens about their rights, duties and surroundings;
- 4.89** To motivate and help citizens, organize and develop their self-capacity to cope with the socio-economic challenges facing by them;
- 4.90** To establish, maintain and support or help schools, inter-colleges, medical colleges and teacher training institutes, etc.
- 4.91** To establish, maintain and support research institutions, libraries, scientific laboratories, hostels or any other institutions and facilities for imparting and promoting education and research in any branch of knowledge;



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फर्म सोसाइटीज एवं चिट्स
टिहरी नरवांस, नई टिहरी

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- 4.92** To provide a forum for intellectuals to brainstorm ideate, debate and share their views among themselves;
- 4.93** To organize study circles, workshops, training programmes, vocational centers, field trips, exposure trips and any other skill building activity which facilitates community development, education and assertion;
- 4.94** To encourage and organize research and field activities in the arena of child and adult education;
- 4.95** To encourage research, documentation and publication of people's political, social, cultural and economic history;
- 4.96** To encourage and publish research on science, society, economy and philosophy;
- 4.97** To encourage and publish research on thinkers and thought;
- 4.98** To encourage and publish research in art, music, theatre, literature, folk traditions and any other linguistic and extra-linguistic socio-cultural expressions;
- 4.99** To promote and organize activities on art, music, theatre, folk traditions and any other linguistic and extra-linguistic socio-cultural expressions;
- 4.100** To promote vernacular languages in research and publication;
- 4.101** To create mass awareness about the outcomes of the above activities and work towards their implementation educational and other governmental policies;
- 4.102** To offer incentives for intellectuals, artists, teachers, writers, journalists and other citizens to collaborate in realizing the objectives of the Trust;
- 4.103** To encourage and facilitate collaboration with National and International Institutions and individuals to realize the above activities and objectives;
- 4.104** To collaborate with Governmental, Non-Governmental Organizations, educational establishments, Corporate Houses and individuals for education and social research;
- 4.105** To publish text books, books, booklets, journals, art and literary works;
- 4.106** To encourage and support the publication and popularization of materials through cassettes, CDs, DVDs, videos and other instruments of mass communication;
- 4.107** To establish State of Art Resource Centers for students, scholars, researchers;
- 4.108** To archiving and documenting all activities related to social progress and transformation;
- 4.109** To create model Institutions for experimenting with various methods of imparting education and grooming promising young talents, who are both rooted in their social milieu and in tune with the times;

Shree

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फर्म सोसाइटीज एवं चिट्स
टिहरी मढ़वाल, नई टिहरी



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- 4.110 To train and create a pool of professionals, researchers, experts and activists who can facilitate the above activities;
- 4.111 To organize and assist community groups to address their livelihoods interests;
- 4.112 To develop research and documentation centers;
- 4.113 To lobby for and assist the promotion, whether directly or indirectly, of any legislation, which may strengthen laws to empower the oppressed and marginalized communities;
- 4.114 To promote and support activities and activists working for environmental protection;
- 4.115 To file Public Interest Litigation (PIL) in appropriate Court in the interest of the public and community as well as environment protection, ecological restoration, legal rights, etc.;
- 4.116 To perform all such tasks which are within the purview of the Societies Registration Act 1860, will be formulated by the Governing Board/Board of Management of the Institution from time to time and are favourable to the weaker section of the society.



5. TO FULFILL THESE OBJECTIVES THE INSTITUTION WILL:

- 5.1 Receive subsidies, loans, grants, donations and technical assistance from individuals, trusts, Foundations, Philanthropic Organizations, State and Central Government Bodies, Khadi & Village Industries Commission (KVIC), Khadi & Village Industries Board (KVIB) etc.
- 5.2 Acquire, mortgage, donate, purchase, sell, transfer and trade land and buildings, shares, debentures or similar movable and immovable assets in order to achieve social objectives of the Institution.
- 5.3 Construct, build, maintain houses, buildings or create similar infrastructure and effect alterations, modifications, add extensions, improve existing structures in carrying out renovations, provide sanitation, electricity, drainage, furniture and fixtures and organize other related functions to further its objectives.
- 5.4 Accept loans, pledge or accept hundis or other financial instruments, mortgage or temporarily pledge any or all of its assets and valuables or adopt other options to raise finances as it may deem fit from time to time when such a situation may arise.
- 5.5 Open and operate bank accounts, lend, borrow and accordingly maintain relations with the bankers and financial Institutions to further the objectives of the Institution.
- 5.6 Take financial as well as technical assistance from Government/Non-Governmental Institutions from India and abroad.
- 5.7 Establish and manage extension counters, open new branch offices/units in other parts of India and or undertake similar responsibilities to achieve one or many of its objectives.

Shreeshy

उप निबन्धक
फर्म सोसाइटीज एवं चिट्स
व्यक्तिगत एवं कानून
टिहरी

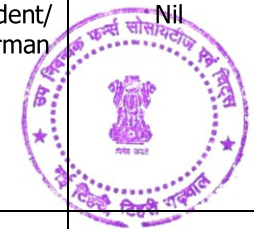
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VK Painuly
Vijay Bahart

6. The names, address, designation and occupation of the members of the Governing Board/Board of Management to whom the Management of affairs of the Institution is being entrusted in accordance with the Rules and Regulations of the Institution, given below:

We, the undersigned are desirous of forming a Society, namely Himalayan Institute For Environment, Ecology & Development (HIFEED), Post Bag No. 7, Ranichauri-248001, District- Tehri Garhwal, Uttarakhand, India in accordance with the rules prescribed in the Societies Registration Act, 1860 and in pursuance of this Memorandum of Association and we believe that the facts stated above are true to the best of our knowledge.

S.N.	Name & Father's/ Husband's Name	Gender	Date of Birth	Profession	Designation	Relationship with Other Office Bearer/ Member	Permanent Address and Contact Nos.
1.	Mr. Virendra Painuly Late Shri Shiv Prasad Painuly	Male	09.10.1947	Social Scientist, Technologist, Development Consultant & Journalist Ex. Faculty, Roorkee University (IIT Roorkee)	President/ Chairman	Nil	Flat No. 26, Lord Krishna Residency, 5/28 Teg Bahadur Road, Dehradun- 248001, Uttarakhand, India Mobile No. 9358107716
2.	Prof. R.C. Nautiyal Late Shri Kashi Ram Nautiyal	Male	27.06.1949	Ex. Dean, School of Education and Head (Retd.), Department of Education, S.R.T. Campus, H.N. Bahuguna Garhwal (Central) University, Badshahithaul, District- Tehri Garhwal, Uttarakhand, India	Vice-President/ Vice-Chairman	Nil	Sarve Bhavantu Sukhina, 176, Ara Ghar, Dehradun- 248001, Uttarakhand, India Mobile No. 9411338969
3.	Dr. Kamal Bahuguna S/o Mr. Yogesh Chandra Bahuguna	Male	28.12.1967	Executive Director, Himalayan Institute For Environment, Ecology & Development (HIFEED)	Member Secretary/ Executive Director	Nil	Post Bag No. 7, HIFEED Campus, Ranichauri- 249 199, District- Tehri Garhwal, Uttarakhand, India Mobile No. 9412984030

Handwritten signatures and names:
 - Kamal Bahuguna (in blue)
 - Virendra Painuly (in purple)
 - Yogesh Chandra Bahuguna (in blue)
 - R.C. Nautiyal (in blue)
 - Ahmm (in blue)
 - VK Painuly (in purple)
 - Virendra Painuly (in purple)

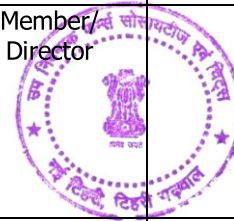


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 उप निबन्धक
 फर्म सोसाइटीज एवं चिट्स
 टिहरी-गढ़वाल, नई टिहरी

Registration, Memorandum of Association and Rules & Regulations
of Himalayan Institute For Environment, Ecology & Development (HIFEED)

4.	Mr. Yogender Kumar Sharma S/o Mr. Bhagwat Prakash Sharma	Male	10.07.1969	Chairman & Managing Director, Gaura Books India Pvt. Ltd. & NBC India.Com Social Activist & Educationist	Treasurer	Nil	152/10, Sarai Jullena, Okhla Road, Near Escorts Heart Institute, New Friends Colony, New Delhi- 110 025, India Mobile No. 09650912866
5.	Mrs. Anuradha Mall W/o Mr. Vinod Mall	Female	30.11.1960	Indian Administrative Service (IAS)	Member/ Director	Nil	Plot No. 466, Sector- 8, Gandhi Nagar, Gujarat, India Mobile No. 09978405367
6.	Mr. Vinod Sharma S/o Late Shri Daya Ram Sharma	Male	20.04.1967	Advocate, High Court of Uttarakhand, Nainital, India Ex. Deputy Advocate General, High Court of Uttarakhand, Nainital, India	Member/ Director	Nil	Uttarakhand Vidhi Paramarsh Kendra, Kailash Vihar, Mallital, Nainital, Uttarakhand, India Phone No. (05942) 231952 Mobile No. 9837042494
7.	Mr. Udit Ghildyal S/o Late Dr. B.P. Ghildyal	Male	21.10.1968	Development Consultant & Social Activist	Member/ Director	Nil	B-1/1281, Vasant Kunj, New Delhi- 110 070, India Mobile No. 9837757945
8.	Mr. Vijay Bhatt S/o Late Shri Krishna Nand Bhatt	Male	22.01.1969	Director, Jan Shikshan Sansthan (JSS), Tehri Garhwal, Uttarakhand	Joint Secretary/ Project Director	Nil	Post Bag No. 7, HIFEED Campus, Ranichauri- 249 199, District- Tehri Garhwal, Uttarakhand, India Mobile No. 9410314208

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Uttarakhand
उप निबन्धक
फर्म सोसाइटीज एवं चिट्ठस
टिहरी गढ़वाल, नई टिहरी



Handwritten signatures and initials:
Anuradha Mall
Udit Ghildyal
Vijay Bhatt
VK Painuly

क्षेत्रीय कार्यालय उप निबंधक फर्म्स, सोसाइटीज एवं चिटस

पत्रांक 245-1 पत्रावली संख्या 7709-D :: दिनांक 14-03-16

अध्यक्ष/सचिव

हिमालयन इस्टीट्यूट फॉर इन्वायरन्मेंट इकोलोजी एण्ड डेवलपमेंट सोसाइटी,
रानीचौरी जिला टिहरी गढ़वाल, उत्तराखण्ड,

विषय: हिमालयन इस्टीट्यूट फॉर इन्वायरन्मेंट इकोलोजी एण्ड डेवलपमेंट सोसाइटी, के नियमावली परिवर्तन में संशोधन के पंजीकरण किये जाने के सम्बन्ध में ।

महोदय,

कृपया उपयुक्त विषयक संस्था के नियमावली के पंजीकरण से संबंधित आपके पत्र/दिनांक 08/03/2016 के संदर्भ में सूचित करना है कि आप द्वारा कार्यवाही दिनांक 16/12/2015 के आधार पर किये गये संशोधनों को आज दिनांक 14/03/2016 को नियमानुसार पंजीकृत कर लिया गया है ।

भवदीय

उप निबंधक *Bhaskar*

उप निबंधक

फर्म सोसाइटीज एवं चिट्स
टिहरी गढ़वाल, नई टिहरी

9



उत्तराखण्ड UTTARAKHAND

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यह जनरल स्टाम्प पेपर संस्था-हिमालयन इंस्टीट्यूट फॉर इन्वायरन्मेन्ट इकोलोजी एण्ड डेवलपमेन्ट सोसाइटी रानीचौरी जिला टिहरी गढ़वाल जिसकी पत्रावली संख्या 7709-D है, के संशोधित नियमावली की प्रमाणित प्रतिलिपि के साथ संलग्न है।



Shankar
उप निबन्धक
फर्म सोसाइटीज एवं चिट्ठा
टिहरी-गढ़वाल, नई टिहरी

RULES AND REGULATIONS

HIMALAYAN INSTITUTE FOR ENVIRONMENT, ECOLOGY & DEVELOPMENT (HIFEED)

1. NAME OF THE INSTITUTION

The name of the Institution shall be:

Himalayan Institute For Environment, Ecology & Development (HIFEED)
(Hereinafter referred to as the "Institution")

2. ADDRESS OF THE INSTITUTION

The registered office of the Institution shall be situated at:

Post Bag No. 7, HIFEED Campus, Ranichauri- 249 199,
District- Tehri Garhwal, Uttarakhand (INDIA)
Telephone No. (01376) 252141
Fax No. (01376) 252149
E-mail: hifeed_uttaranchal@rediffmail.com
Website: www.hifeed.org



At the time of registration it is situated at:

Post Bag No. 7, HIFEED Campus, Ranichauri- 249 199,
District- Tehri Garhwal, Uttarakhand (INDIA)
Telephone No. (01376) 252141
Fax No. (01376) 252149
E-mail: hifeed_uttaranchal@rediffmail.com
Website: www.hifeed.org

Ranichauri
उप निबन्धक
फर्म सोसाइटीज एवं चिट्स
टिहरी-गढ़वाल, नई टिहरी

3. AREA OF OPERATION

The area of operation of the Institution shall be all over India and all over the World.

4. MEMBERSHIP OF THE INSTITUTION

- i. A citizen of India with minimum age of 18 years or more who agree with the aims and objectives of the Institution and is ready to abide by the rules and regulations herein contained will be eligible to become a member.
- ii. The member must wear Khadi or promise to wear Khadi in all his public appearances after his membership of the Institution.
- iii. An application in the prescribed form with a signature of the proposer and the person sending it, accompanied by the necessary subscription, shall be submitted by the person applying for the membership.
- iv. Such application shall be placed before the Governing Board/Board of Management for approval.

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- v. The applicant shall be informed about the result of the application and in case it is rejected, the subscription paid along with the application be refunded to him/her and the Governing Board/Board of Management is not bound to convey any reason for non-acceptance of the application.

5. CLASSIFICATION OF MEMBERS

5.1 FOUNDER MEMBERS

All the members who are members of the first Governing Board/Board of Management responsible for forming this Institution shall be Founder Members of the Institution and shall not be required to pay any subscription.

5.2 LIFE MEMBERS

A person paying Rs. 10,000.00 (Rupees Ten Thousand only) or more as decided by the Governing Board/Board of Management from time to time shall be enrolled as Life Member.

5.3 ORDINARY MEMBERS

A person paying Rs. 151.00 (Rupees One Hundred Fifty One only) per annum or more as decided by the Governing Board/Board of Management from time to time for a minimum period of 12 months, as a subscription shall be enrolled as an Ordinary Member.

5.4 INSTITUTIONAL MEMBERS

Any Non-Governmental Voluntary Organization/Research Institution working within the work area of the Institution and paying Rs. 500.00 (Rupees Five Hundred only) per annum or more as decided by the Governing Board/Board of Management from time to time for a minimum period of 12 months as a subscription shall be enrolled as Institutional Member.

5.5 INVITEE MEMBERS

Experts, Specialists of different disciplines or persons of distinguished status in the society shall be enrolled as Invitee Members and shall not be required to pay any subscription and will not have right to vote.

5.6 HONORARY MEMBERS

The Governing Board/Board of Management may nominate as Honorary Member of the Institution to such persons who have shown their interest in the promotion of the Institution and are prepared to take active interest in the general work and betterment of the Institution shall not be required to pay any subscription and will not have the right of vote.

6. CESSATIONS OF MEMBERSHIP

A person shall cease to be member of the Governing Board/Board of Management and Management Committee/Executive Committee:

- i. In the event of his/her death.
ii. If he/she is adjudged of unsound mind.

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A circular purple stamp is visible on the right side of the page, containing the text "Himalayan Institute For Environment, Ecology & Development" and a central emblem. Several handwritten signatures in blue and purple ink are present, including "VK Painuly" and "Vijay Bhatt".

- iii. If he/she is convicted or any offence involving moral turpitude.
- iv. If he/she fails to pay the subscription.
- v. In the event of voluntary resignation.
- vi. If he/she absent himself/herself from three consecutive meetings of the Institution unless excused by the President/Chairman of the Governing Board/Board of Management.
- vii. Any member who indulges in any activity against the aims and objects and/or carries on activities in competition with the functions of the Institution or in any way damages its goodwill should be liable to be terminated as a member. The decision in this regard shall be taken after providing an opportunity to the member concerned for offering his/her explanation to the Governing Board/Board of Management. Such decision taken by the Governing Board/Board of Management shall be binding upon such member.
- viii. The Governing Board/Board of Management, in its absolute discretion and for good and sufficient reasons at any time by notice in writing, require any member to withdraw from the Institution and the person so required to, shall upon such notice, and after having been given opportunity for explanation of any action found by the Governing Board/Board of Management to be undesirable, ceases to be a member.



7. RESPONSIBILITIES OF MEMBERS

All the members of the Institution will be wholly responsible individually and collectively for payment of the loans received from Government/Non-Government/ Private sources.

8. THE INSTITUTION WILL HAVE TWO MAIN ADMINISTRATIVE BODIES

- i. The Governing Board/Board of Management
- ii. The Management Committee/Executive Committee

9. THE GOVERNING BOARD/BOARD OF MANAGEMENT

9.1 CONSTITUTION

- i. The members of the Institution constitute the Governing Board/Board of Management.
- ii. The members of the Governing Board/Board of Management shall be up to 51, including President/Chairman, Vice- President/Vice- Chairman, Secretary/Director/Executive Director and Treasurer.

R. K. Pandey
उप निबन्धक
फर्म सोसाइटीज एवं चिट्स
टिहरी-गढ़वाल, नई टिहरी

9.2 MEETINGS

- i. The Governing Board/Board of Management shall meet once a year. In special circumstances, more than one meetings of the Governing Board/Board of Management can be convened with the permission of the President/Chairman.

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VK Painuly

- ii. Every meeting shall be presided over by the President/Chairman and in the absence of the President/Chairman, the Vice- President/Vice- Chairman shall preside over the meeting.
- iii. In the absence of President/Chairman and Vice- President/Vice- Chairman, the Secretary/Director/Executive Director of the Governing Board/Board of Management will preside over the meeting.

9.3 NOTIFICATION

- i. Notice of the Annual General Meeting (AGM) of the Institution shall be served on every member at least 15 days before the date of the meeting.
- ii. All notices shall be served upon the members either personally or through the post to such members on the registered address.
- iii. Any notice served by post shall be deemed to have been served at the time when the letter containing the same could be delivered in the ordinary course of post.
- iv. Every member present in person or by proxy shall have one vote except that non-member shall be entitled to vote if his/her subscription is due to arrears.
- v. The Instrument appointing a proxy shall be in writing under the signature of the appointer and no person shall be appointed a proxy who is not a member of the Institution and qualified to vote.

9.4 QUORUM

- i. 2/3rd of the total members of the Governing Board/Board of Management will form a quorum.
- ii. In absence of the quorum, the meeting will be adjourned and convened on some other day as decided by the President/Chairman.
- iii. In the later meeting the requirement of a quorum will be ignored.

9.5 VACANCY

- i. Every resignation from membership of the Governing Board/Board of Management shall be tendered to the President/Chairman of the Governing Board/Board of Management by registered post and it shall take effect when the Governing Board/Board of Management has accepted such resignation.
- ii. The members of Governing Board/Board of Management will be unanimously filled the vacancies in the Governing Board/Board of Management.

9.6 ANNUAL GENERAL MEETING

- i. Annual General Meeting (AGM) shall be held within three months from the end of financial year giving fifteen days' notice to all the members.



- ii. An emergency meeting of the Governing Board/Board of Management shall be summoned in extraordinary circumstances. On such occasions, the members shall be given at least three days' notice. Discussion that have taken place at the emergency meeting need to be placed before the full meeting of the Governing Board/Board of Management when it meets next.
- iii. In case difference of opinion among the members and where there is an equal division, the President/Chairman shall have the right of casting a vote.

9.7 POWERS AND FUNCTION OF THE GOVERNING BOARD/BOARD OF MANAGEMENT

The powers and functions of the Governing Board/Board of Management shall be as follows:

- i. To serve as the policy making and supervisory Board for the Institution.
- ii. To periodically review and from time to time assess, the programmes implemented by and through the Institution with a view to effect modifications and improvement.
- iii. To assess the financial requirements of the Institution in keeping with its objectives and approve the budgetary estimates.
- iv. To exercise overall supervision and to ensure that the money spent achieves the objectives and that the targets are reached.
- v. To receive reports for the previous year from the Management Committee/ Executive Committee.
- vi. To elect after every three years the members of the Management Committee/ Executive Committee.
- vii. To receive and adopt the audited accounts of the preceding year.
- viii. It will also approve annual budget, reports of expenditure and income and minutes of the meetings of the Management Committee/Executive Committee.
- ix. It will revise when needed, rules, regulations and byelaws of the Institution and formulate the Institution's policies.
- x. Generally, to take all such measures as may be found necessary, from time to time, to promote the objectives for which the Institution has been set up.



9.8 PERIOD

- i. The term of the office of the Governing Board/Board of Management shall commence from the date of registration of the Institution. The tenure of the Governing Board/Board of Management shall be for three years and it shall automatically be over at the end of the three year term.

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फर्म सोसाइटीज एवं चिट्स
टिहरी-गढ़वाल, नई टिहरी

Handwritten signatures:
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VK Painuly
Vijay Bhatt
Udit Chaudhary
Aash

- ii. When the term of office of the Governing Board/Board of Management comes to an end, all its members except the President/Chairman and the Secretary/Director/Executive Director shall vacate office. The Director/Executive Director who is the ex-officio Member Secretary of the Governing Board/ Board of Management will continue as long as he remains the Secretary/ Director/Executive Director.
- iii. Outgoing members of the Governing Board/Board of Management shall be eligible for re- nomination for another term.
- iv. Three months before the expiry of the term of the Governing Board/Board of Management, the Secretary/Director/Executive Director of the Institution, in consultation with the President/Chairman, shall propose a panel of names to the Governing Board/Board of Management for the reconstitution of the Governing Board/Board of Management.

10. THE MANAGEMENT COMMITTEE/EXECUTIVE COMMITTEE

10.1 CONSTITUTION

- i. The members selected by the Governing Board/Board of Management (from amongst the members of Governing Board/Board of Management) shall constitute the Management Committee/Executive Committee.
- ii. The members of the Management Committee/Executive Committee shall be up to 13, including President/Chairman, Vice- President/Vice- Chairman, Secretary/Director/ Executive Director and Treasurer.

10.2 MEETINGS

- i. The Management Committee/Executive Committee shall meet at least thrice in a financial year. The report, balance sheet and accounts for the previous year must be passed at one of these meetings to be held one month before the Annual General Meeting (AGM) of the Institution. The Secretary/Director/ Executive Director with the advice of President/Chairman shall summon all meetings.
- ii. Other meetings of the Management Committee/Executive Committee shall be summoned by the Secretary/Director/Executive Director upon a request in writing to him/her by any two members of the Management Committee/ Executive Committee or by the Chairman of Management Committee/ Executive Committee.
- iii. Question arising at a meeting of the Management Committee/Executive Committee shall be decided by a majority of the vote.
- iv. The Chairman shall preside the meeting of the Management Committee/ Executive Committee and in his/her absence the Vice-Chairman of the Management Committee/Executive Committee will preside the meeting. In the absence of Vice-Chairman the Secretary of the Management Committee/ Executive Committee will preside the meeting. The person presiding shall have casting vote.
- v. The minutes of the meeting of the Management Committee/Executive Committee shall be kept by the Secretary/Director/Executive Director and signed by the persons presiding at the next meeting of the Management Committee/Executive Committee.

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फर्म सोसाइटीज एवं चिट्ठस
टिहरी गढ़वाल, नई टिहरी



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VK Painuly

10.3 NOTIFICATION

- i. Notice of the general meeting of Management Committee/Executive Committee of the Institution shall be served on every member at least seven days before the date of the meeting.
- ii. All notices shall be served upon the members either personally or through the post to such members on the registered address.
- iii. Any notice served by post shall be deemed to have been served at the time when the letter containing the same could be delivered in the ordinary course of post.

10.4 QUORUM

- i. 2/3rd of the total members of the Management Committee/Executive Committee will form a quorum.
- ii. In absence of the quorum, the meeting will be adjourned and convened on some other day as decided by the President/Chairman. In the later meeting the requirement of a quorum will be ignored.

10.5 VACANCY

- i. Every resignation from membership of the Management Committee/Executive Committee shall be tendered to the Chairman of the Management Committee/Executive Committee by registered post and it shall take effect when the Management Committee/Executive Committee accept such resignation.
- ii. The members of Governing Board/Board of Management will be unanimously filled the vacancies in the Management Committee/Executive Committee.

10.6 POWERS AND FUNCTIONS OF THE MANAGEMENT COMMITTEE/EXECUTIVE COMMITTEE

Without prejudice to the general powers conferred by these presents, it is hereby expressly declared, that Management Committee/Executive Committee shall have the following powers:

- i. To carry on the management of the Institution and any other Institution taken over by the Institution and frame byelaws as may from time to time be found necessary to carry on for the administration of the Institution according to the rules of the Institution.
- ii. To purchase, take on lease, or accept as a gift any land or building which may be necessary or convenient for the purpose of the Institution and or such terms and conditions as they may think fit and proper.
- iii. To appoint, suspend or dismiss full time and part time workers (except the Secretary/Director/Executive Director) of the Institution, to decide the conditions of their employment and settle their disputes.

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विजयी गढ़वाल नई दिल्ली

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- iv. To prepare annual budget and annual reports of the activities of the Institutions and get these passed in the Governing Board/Board of Management meeting.
- v. To form sub-committee for the execution of different activities of the Institution.
- vi. To acquire and control movable and immovable property for the Institution and decide the policy for its proper use.
- vii. To construct any building or buildings which may necessary for the purpose of the Institution and make any addition or alteration to any building may buy the Institution.
- viii. To raise and borrow money on bonds, mortgage, promissory notes or other delegations or securities bonds based upon all or any of the properties and assets of the Institution or without any security and upon such terms and conditions as the Management Committee/Executive Committee may think fit and to pay out the funds of the Institution all expenses of or incidental to the raising of money for the Institution.
- ix. To invest funds or money entrusted to the Institution in such a manner as may, from time to time, be determined by it.
- x. To regulate the expenditure and to manage accounts of the Institution.
- xi. To appoint the auditor of the Institution who should be a qualified Chartered Accountant/Auditor, audits the accounts for the ensuing year.
- xii. To write off irrecoverable arrears.
- xiii. To sell, exchange, lease or otherwise dispose of all or any portion of the properties of the Institution movable or immovable on such terms as it may think fit and proper without prejudice to the interest and activities of the Institution.
- xiv. To frame such rules and byelaws as they may, from time to time, consider to be necessary for regulation the management of the Institution.

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टिहरी गढ़वाल, नई टिहरी



10.7 PERIOD

- i. The term of the office of the Management Committee/Executive Committee shall commence from the date of registration of the Institution. The tenure of the Management Committee/Executive Committee shall be for three years and it shall automatically be over at the end of the three year term.
- ii. When the term of office of the Management Committee/Executive Committee comes to an end, all its members except the President/Chairman and the Secretary/Director/Executive Director shall vacate office. The Secretary/Director/Executive Director who is the ex- officio Member Secretary of the Management Committee/Executive Committee will continue as long as he remains the Secretary/Director/Executive Director.
- iii. Outgoing members of the Management Committee/Executive Committee shall be eligible for re- nomination for another term.

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VK Painuly
Vijay Bhatt

- iv. Three months before the expiry of the term of the Management Committee/ Executive Committee, the Secretary/Director/Executive Director of the Institution, in consultation with the President/Chairman, shall propose a panel of names to the Governing Board/Board of Management for the reconstitution of the Management Committee/Executive Committee.

11. THE PRINCIPAL OFFICE BEARERS OF THE MANAGEMENT COMMITTEE/EXECUTIVE COMMITTEE AND THEIR FUNCTIONS

11.1 PRESIDENT/CHAIRMAN

The powers, functions and duties of the President/Chairman shall be as follows:

- i. The President/Chairman shall be the honorary head of the Institution.
- ii. He/she shall preside over all meetings of the Governing Board/Board of Management and the Management Committee/Executive Committee.
- iii. He/she shall have the powers to convene ordinary and extraordinary meetings.
- iv. He/she shall have the powers to invite any other person to attend to the meetings as a special invitee.
- v. He/she shall have the right of casting a vote in case of division.
- vi. He/she shall convey the decisions of meetings of the Governing Board/Board of Management and the Management Committee/Executive Committee to the Secretary/Director/Executive Director.
- vii. He/she shall direct and control the activities of the Institution.
- viii. He/she shall sign the important documents, reports and agreements of the Institution.
- ix. He/she shall supervise the administration and to initiate policies and programmes of the Institution.
- x. He/she shall request the Secretary/Director/Executive Director to call the meeting of the Governing Board/Board of Management and the Management Committee/Executive Committee and when required
- xi. He/she shall stand on all the rights of the Governing Board/Board of Management and the Management Committee/Executive Committee, when transferred to him in special circumstances.

11.2 VICE-PRESIDENT/VICE-CHAIRMAN

The Vice-President/Vice-Chairman shall perform all the function and tasks of the President/Chairman in his/her absence.

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उप निबंधक
फर्म सोसाइटीज एवं चिट्स
टिहरी गढ़वाल, नई टिहरी



11.3 SECRETARY/DIRECTOR/EXECUTIVE DIRECTOR (FULL TIME)

The powers, functions and duties of the Secretary/Director/Executive Director shall be as follows:

- i. Secretary/Director/Executive Director of the Institution shall also be Secretary/Director/Executive Director of the Governing Board/Board of Management. He/she shall keep correct minutes and records of the various meetings of the Institution and the Governing Board/Board of Management and will issue notices for convey the meetings of Institution as well as of the Governing Board/Board of Management whenever necessary and shall exercise general supervision over the affairs of all such meetings.
- ii. He/she shall be the Chief Executive Officer of the Institution and the Governing Board/Board of Management and work as Director/Executive Director of the Institution and shall carry on correspondence and transact all business of the Institution on their behalf.
- iii. He/she shall execute all the projects, programmes and activities of the Institution.
- iv. He/she is entitled to enter into any arrangement/agreement with Government Departments/Organizations/Institutions, Non-Governmental Organization/Institutions, Foreign Funding Agencies, etc. for receiving grants/donations to the Institution.
- v. He/she is authorized to sign all relevant papers, documents, submission of the projects, proposals and execute bonds, agreements, MoU etc. and to pursue all the matters with the concern authorities, Departments, Ministries, Institutions, Organizations, Agencies, etc. in India and abroad on behalf of the Institution.
- vi. He/she shall be responsible for the collection of the subscriptions, donations and arrears of subscriptions of the Institution and shall sign and issue receipts for the same. He/she shall further be responsible for the proper maintenance of accounts of all receipts and disbursements of the Institution.
- vii. He/she shall prepare agendas and minutes of the meetings of Governing Board/Board of Management and the Management Committee/Executive Committee and shall be responsible for the proper execution and implementation of the decisions of the Governing Board/Board of Management and the Management Committee/Executive Committee.
- viii. He/she shall appoint, suspend or dismiss full time and part time workers and Consultants/Experts of the Institution, to decide the terms and conditions of their employment and settle their disputes.
- ix. He/she shall prepare the accounts of the Institution and get them audited.
- x. He/she shall sign all the important documents, records, reports and agreements of the Institution.
- xi. He/she shall be responsible for overall management, planning, development and administration of the Institution.

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- xii. He/she shall hold regular meetings with the staff members, particularly with the programme functionaries to plan and implement and to review the activities as allocated.
- xiii. He/she shall be the Drawing and Disbursing Officer.
- xiv. He/she shall entrust responsibility for activities to the functionaries proportionately to ensure their full and potential participation.
- xv. He/she will establish and develop contacts with appropriate agencies with a view to facilitate exchange of information and promoting mutually beneficial linkages in programmes and activities to be organized for different target groups by the Institution itself or as joint ventures in cooperation/ collaboration.
- xvi. He/she will institute a system of follow up activities for Institution's programme beneficiaries.
- xvii. He/she will undertake activities for programme support communication availing himself of various means of media, organizing or participating in exhibitions, special group meetings and inter- agency seminars for promotion and publicity.
- xviii. He/she will evolve and monitor a system of annual performance appraisal (confidential character rolls) of every officer, project staff, Field staff and clerical staff.
- xix. He/she shall perform the duties assigned to him by the Governing Board/ Board of Management from time to time.



11.4 TREASURER

The powers, functions and duties of the Treasurer shall be as follows:

- i. The Treasurer shall exercise general supervision over the funds of the Institution.
- ii. He/she shall be responsible to arrange funds, grants, donations, loans, etc. for the Institution.
- iii. He/she shall also be responsible for moneys received by him/her until they are credited in the Bank.

R. K. Handray
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12. REVISION OF THE RULES AND BYELAWS

The name and the objectives of the Institution and the Rules and Regulations can be amended, altered, added to or deleted by votes of not less than 2/3rd majority of total members of the Governing Board/Board of Management.

The meeting should be specifically called for such purpose. The meeting should be provisioned under section 12 of Societies Registration Act, 1860 and will bring into effect under said provision.

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13. FUNDS OF THE INSTITUTION

- i. Funds of the Institution will be deposited in a Nationalized Bank, Cooperative Bank, Regional Rural Bank, Post Office or in a Reputed Private Bank.
- ii. Bank accounts of the Institution will be controlled and signed jointly by the:
 1. President/Chairman and Secretary/Executive Director of the Institution or
 2. Secretary/Director/Executive Director and Treasurer of the Institutions or
 3. Secretary/Director/Executive Director and one of the Board member of the Institution.
 4. Besides this, in special circumstances and conditions and if needed, the Bank accounts of the Institution will also be controlled and signed individually by the Secretary/Director/Executive Director himself/herself.
- iii. The assets and income of the Institutions shall be utilized primarily for the benefit of the Institution in achieving the aims and objects mentioned in the Memorandum of Association of the Institution.
- iv. Part of the income may be utilized in the development of any sister Organization, Institution, University, Educational Institute, Company having same aims and objectives.
- v. Part of the income may also be utilized for the welfare of the staff and workers of the Institution.



14. AUDIT OF THE INSTITUTION

- i. The accounts of the Institution, any expenditure incurred in connection with the Institution, shall be audited annually in such manner as may be prescribed by the Governing Board/Board of Management by a qualified Chartered Accountant/Auditor appointed for the purpose by the Governing Board/Board of Management.

The Chartered Accountant/Auditor shall have the right to demand production of books, accounts, cash books, ledgers, vouchers and other documents and papers and to inspect officers and other staff of the Institution.

The nature of the audit to be applied and the detailed arrangements to be made in regard to the form and their maintenance and presentation of the accounts shall be prescribed in byelaws to be framed by the Governing Board/Board of Management from time to time.

- ii. The Governing Board/Board of Management shall cause true accounts to be kept of the Institution's transaction and of all sums of money received and expended by them and the matters in respect of which such receipts and expenditures take place and the credits and liabilities of the Institution.

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- iii. The Institution shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the Governing Board/Board of Management.
- iv. The audited statement of accounts should contain balance sheet, income and expenditure statements, receipts and payments, assets and liabilities and utilization certificate.
- v. An Annual Report of the proceedings of the Governing Board/Board of Management and the working of the Institution during each financial year shall be prepared by the Institution.
- vi. The annual report and yearly audited statement accounts of the Institution shall be placed before the Governing Board/Board of Management at the Annual General Meeting.
- vii. Copies of the Annual Report and yearly accounts as finally passed shall be provided to the members of the Governing Board/Board of Management.
- viii. The books of account and other physical and financial records and documents shall be kept in the Registered Office or Head Office or Administrative Office of the Institution.
- ix. The accounts of the Institution shall at least once in a financial year be audited by a qualified Chartered Accountant/Auditor for such period and on such remuneration as it may think fit.
- x. The Chartered Accountant/Auditor shall be appointed by the Governing Board/Board of Management for a period of 3 year.
- xi. After every 3 year, the Chartered Accountant/Auditor of the Institution shall be changed. But if the performance of the Chartered Accountant/Auditor found to be poor, he/she may also be changed before 3 year.



15. LEGAL PROCEEDINGS

All legal proceedings, concerning the Institution, will be initiated and directed by the Secretary/Director/Executive Director but the Governing Board/Board of Management can also authorize any other member to perform this task.

16. RECORDS OF THE INSTITUTION

Records of the Institution will be controlled by the Secretary/Director/Executive Director of the Institution and shall be kept in the Registered Office or Head Office or Administrative Office of the Institution. The Institution shall maintain the following records and registers:

1. Membership Register
2. Minute Register
3. Stock Registers
4. Cash Books

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Ledgers

6. Income and Expenditure Bills and Vouchers
7. Cheque Issue Register
8. Staff Attendance Register
9. Staff Movement Register
10. Log Books of Vehicles(Two Wheelers & Four Wheelers)
11. Letter Dispatch Register
12. Cash Payment/Receipt Voucher and Books
13. Bank Payment/Receipt Vouchers and Books
14. Summary/Daily Petty Cash Book
15. Journal Vouchers
16. General Ledger
17. Trial Balance
18. Cheque Books
19. Bank Statements
20. Bank Pass Books
21. Leave Applications
22. Monthly Leave Statements
23. Approval of Tour Programmes of Staff
24. Stock Registers of Products
25. Stock Registers of Capital Assets Purchased
26. Sanction Letters of All Projects
27. Tour Registers
28. Audited Statement of Accounts & Balance Sheet
29. Quotations of All Items Purchased
30. Supply Orders/Work Orders Against Quotations
31. Comparative Statements of Quotations
32. Purchase/Work Requisition
33. Controlled Copies of Requisition
34. Controlled Copies of Purchase Orders/Work Orders
35. Stock Received and Issue Registers
36. Details of Gifts
37. Exhibitions Sale and Expenditure Details
38. Fixed Assets Register
39. Contract Documents
40. Budget Copies of Various Grants
41. Utilization Certificates
42. FCRA and Other Relevant Registration Papers
43. Copies of Consultancy Agreements
44. Capital Assets Approvals
45. File of Original Bills of Assets Purchased
46. Stationery Register
47. File Containing Bank Mandate and Authorized Signatories
48. Advance Payment Register (Advance to Third Parties and Staff Advances)
49. Contracts Register (For All Contracts Issued with Payment Details and Other Particulars)



R. K. Rainy
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VK Rainy

17. DISSOLUTION OR WINDING UP OF THE INSTITUTION

- i. The Institution shall be wound up by resolution of the provisions of Section 13 and 14 of Societies Registration Act, 1860 and will be considered by not less than 3/4th of the member present or 3/5th of the total members whichever is greater at the consecutive general meeting held with an interval of 30 days specifically conveyed for the approval by the Governing Board/ Board of Management.
- ii. In the event of dissolution or winding up of the Institution any money and/or property of the Institution available after meeting all its debts & liabilities, outstanding amounts payable to creditors shall be handed over to some other Institution with similar aims and objectives. This decision shall be taken in an extra ordinary meeting of the Governing Board/Board of Management and such a resolution shall be passed by consensus vote of 3/4th.

18. ALTERATION OR EXPANSION OF THE PURPOSE OF THE GOVERNING BOARD/ BOARD OF MANAGEMENT

The Governing Board/Board of Management may alter, extend or abridge any purpose or purposes for which it is established, subject however, to such proposition being agreed to by the votes of 3/5th of the members of the Governing Board/Board of Management at a meeting duly convened for this purpose.

PLACE : **RANICHAURI**
REGISTRATION DATE : **24th MAY 1995**
AMMENDMENT DATE : **14th MARCH 2016**



Ranichauri
उप निबन्धक
फर्म सोसाइटीज एवं चिट्स
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VK Painuly