

## **MEMORANDUM OF ASSOCIATION**

### **(1) NAME OF THE SOCIETY**

The name of the society shall be

**“SANSADIYA ADHIKARI WELFARE SOCIETY”**

### **(2) REGISTERED OFFICE**

Registered office of the society shall remain in the territory of Delhi and at present it is at the following address:

**120/6,  
Village - Bakhtawarpur,  
Delhi – 11 0036**

### **(3) AREA OF OPERATION:**

Area of operation of the society shall be National Capital Territory, Delhi

### **(4) AIMS AND OBJECTS:**

The Aims and objects for which the society is established are as under:

- (i) To acquire land for development and construction of residential houses/ flats for its members at cost price. The Cost of the Land, Cost of Construction of Flats and any other charges to be met by the Society shall be shared by the members of the Society.
- (ii) To undertake repair and maintenance of houses/ flats and other amenities like road, lane, sewage, Community Centre and park etc.
- (iii) To arrange and to provide to its members all necessary civic amenities and facilities on its own and/ or through civic bodies having jurisdiction over the locality in which the land of the society is situated.
- (iv) To purchase, acquire, own, hold, sell or take on lease any property, movable or immovable, which may be used for the efficient functioning of the society.
- (v) To accept donations, grants, presents, gifts, aids and loan for the attainment of aims and objects of the society.
- (vi) All the incomes, earnings, movable and immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objects as set forth above and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the society.
- (vii) To do any other act or thing which is incidental to the achievement of any of the above- stated objects.

## 5. GOVERNING BODY:

The name, Address, Occupation and Designation of the present members of the Governing Body, to whom the management of the society is entrusted, as required under Sec. 2 of Societies Registration Act, 1860 are as follows : -

S.No.	Name & Address	Designation	Occupation
1.	Shri N K Pandey, H-54, B K Dutt Colony, New Delhi -3	President	Government Job
2.	Shri Vipin Kumar, 64- K L S Flats, Vasant Vihar, New Delhi - 57	Vice President	Government Job
3.	Shri S R Mishra, UGL – 2, J – 19 Dilshad Colony, New Delhi – 95	Secretary	Government Job
4.	Shri Kuldeep Singh Rathore, 47, A, Jia Sarai, New Delhi - 16	Treasurer	Government Job
5.	Shri Pankaj Kr. Sharma, H. No. – 66, 2 <sup>nd</sup> Floor, Pocket – 16, Sector – 24, Rohini, Delhi -86	Executive Member	Government Job
6	Shri Brajesh Kumar Singh, Room No. 427, Parliament House Annexe, Parliament Street, New Delhi -1	Executive Member	Government Job
7.	Shri Pushpender Singh 518, Bakhtawarpur, Delhi - 36	Executive Member	Government Job
8.	Shri Rajesh Mohan, Room No. 423, Parliament House Annexe, Parliament Street, New Delhi -1	Executive Member	Government Job
9.	Shri Bishwash Anand Room No. 423, Parliament House Annexe, Parliament Street, New Delhi -1	Executive Member	Government Job
10.	Shri I S Pandey 456, Pocket – 3, Sector – 19, Dwarka	Executive Member	Government Job
11.	Shri Manoj Kumar, 346, Sector- 23, Pocket -1, DDA Flats, Dwarka	Executive Member	Government Job
12.	Ms. Renu Rajpal, Block No. 25, Flat No. 1004, Baba Kharak Singh Marg, New Delhi - 110001	Executive Member	Government Job
13.	Shri Ram Kirpal Yadav, 123, Block – K, Kali Bari Margh, Delhi -1.	Executive Member	Government Job
14.	Shri Raghvendra Dixit, 599, Sector-12, R K Puram, New Delhi -22	Executive Member	Government Job
15.	Shri Uttam Chand Bhardwaj, 45, Rajender Park Extn. Nangloi, Delhi- 41	Executive Member	Government Job
16.	Shri Rajesh Mehra, Room No. 423, Parliament House Annexe, Parliament Street, New Delhi -1	Executive Member	Government Job

## 6. DESIROUS PERSON :

We, the undersigned, are desirous of forming a society namely “**SANSADIYA ADHIKARI WELFARE SOCIETY**” under the Societies Registration Act 1860 in pursuance of this Memorandum of Association of the Society:

S.No.	Name & Address	Designation	Occupation	Signature
1.	Shri N K Pandey, H-54, B K Dutt Colony, New Delhi -3	President	Government Job	
2.	Shri Vipin Kumar, 64- K L S Flats, Vasant Vihar, New Delhi - 57	Vice President	Government Job	
3.	Shri S R Mishra, UGL – 2, J – 19 Dilshad Colony, New Delhi – 95	Secretary	Government Job	
4.	Shri Kuldeep Singh Rathore, 47, A, Jia Sarai, New Delhi - 16	Treasurer	Government Job	
5.	Shri Pankaj Kr. Sharma, H. No. – 66, 2 <sup>nd</sup> Floor, Pocket – 16, Sector – 24, Rohini, Delhi -86	Executive Member	Government Job	
6	Shri Brajesh Kumar Singh, Room No. 427, Parliament House Annexe, Parliament Street, New Delhi -1	Executive Member	Government Job	
7.	Shri Pushpender Singh 518, Bakhtawarpur, Delhi - 36	Executive Member	Government Job	
8.	Shri Rajesh Mohan, Room No. 423, Parliament House Annexe, Parliament Street, New Delhi -1	Executive Member	Government Job	
9.	Shri Bishwash Anand Room No. 423, Parliament House Annexe, Parliament Street, New Delhi -1	Executive Member	Government Job	
10.	Shri I S Pandey 456, Pocket – 3, Sector – 19, Dwarka	Executive Member	Government Job	
11.	Shri Manoj Kumar, 346, Sector- 23, Pocket -1, DDA Flats, Dwarka	Executive Member	Government Job	
12.	Ms. Renu Rajpal, Block No. 25, Flat No. 1004, Baba Kharak Singh Marg, New Delhi - 110001	Executive Member	Government Job	
13.	Shri Ram Kirpal Yadav, 123, Block – K, Kali Bari Margh, Delhi -1.	Executive Member	Government Job	
14.	Shri Raghvendra Dixit, 599, Sector-12, R K Puram, New Delhi -22	Executive Member	Government Job	
15.	Shri Uttam Chand Bhardwaj, 45, Rajender Park Extn. Nangloi, Delhi- 41	Executive Member	Government Job	
16.	Shri Rajesh Mehra, Room No. 423, Parliament House Annexe, Parliament Street, New Delhi -1	Executive Member	Government Job	

## **RULES AND REGULATIONS**

### **1 NAME OF THE SOCIETY:**

Name of the society shall be “**SANSADIYA ADHIKARI WELFARE SOCIETY**”

### **2 MEMBERSHIP:**

The membership of the society is open to any person who has attained the age of maturity and fulfils the terms and conditions of the society subject to the approval of the Governing Body of the society.

**NOTE:** If the membership is not approved by the Governing Body of the Society, the reason for such refusal shall be communicated to the persons/ applicant concerned.

### **3. ADMISSION & QUALIFICATION FOR MEMBERSHIP:**

Membership of the Society is open to any employee of Lok Sabha and Rajya Sabha Secretariat, any department of Ministry of Central Government and Public Sector Undertaking upon approval of the Governing Body. The person should be of sound mind and who has attained the age of maturity. The application for membership shall be in writing.

### **4. ADMISSION FEES, SUBSCRIPTION AND CONTRIBUTION:**

The admission fee, subscription and contribution shall be as under unless otherwise revised by the Governing Body of the society:

- i) Admission Fees Rs. 5000/-** at the time of admission (Non Refundable).
- ii) Subscription Fees Rs. 500/- per annum.**
- iii) Contribution** on account of share in land and total cost of construction as worked out by the Governing Body.

### **5. TERMINATION OR CESSATION OF MEMBERSHIP:**

The Governing Body of the society shall have the powers to expel/terminate a Member or/and members from the membership of the society on the following grounds:

- (a) on death,
- (b) on the acceptance of resignation,
- (c) if found to be involved in any anti- social activity defined by governing body from time to time,
- (d) if adjudged by any court of law to be a criminal offender,
- (e) if fails to contribute the subscription after it falls due for three months,
- (f) if fails to attend three consecutive meetings,

- (g) if disregards Rules & Regulations or disobey the decision of the Governing Body.
- (h) Mental Retardation of Member.
- (i) Member who is guilty of Moral Turpitude.
- (j) Any member against whom there is pending any criminal proceedings in any court of law till the pendency of the case.

Provided that termination or cessation of membership shall have no bearing on the ownership of or right in the residential flat/ house of the member or his nominee or his heir

**NOTE:** The decision of the Governing Body regarding the termination from the membership of the society shall be communicated to the member concerned by ordinary post.

#### **6. APPEALS AND RE-ADMISSION OF MEMBER:**

APPEALS: All the appeals shall be preferred to the General Body of the society and the decision of the General Body shall be final.

**RE-ADMISSION :- In case, any of the member of the society is expelled by the Governing Body on the reason of non-payment of the subscription, he can be re- admitted with the permission of the Governing Body, provided the member concerned pays all dues and swear to be punctual in future.**

#### **7. RIGHTS AND PRIVILEGES OF MEMBERSHIP:**

All and every member of the society:-

- (a) Shall be entitled to participate in meetings, cultural, sports and educational functions and other gatherings called/arranged by the society,
- (b) have right to collect receipt after depositing the required/ prescribed fee, subscription or contribution ( fixed by the Governing Body from time to time ).
- (c) Shall have the right to be delivered a copy of financial statements at the end of the year with in a prescribed period.
- (d) Shall be intimated through post or otherwise about all the meetings, functions and programmes of the society.
- (e) shall have right to vote for electing the members of governing body after the expiry of its duration.

## 8. **DUTIES OF MEMBER:**

All and every member of the society shall :-

- (a) elect the Governing Body of the society,
- (b) attend the General body Meetings regularly,
- (c) give the necessary information to the society, pertaining to any matter which is necessary to be known by the society,
- (d) not to indulge in activities which are prejudicial to the Aims and Objects and/ or the Rules and Regulations of the society and might bring disrepute to the society.

## 9. **GENERAL BODY:**

**(a) General Body Defined:-** All the members of the society will constitute the General Body of the society.

**(b)Notice :-** Minimum fifteen days notice shall be given to the members before the date of General Body Meeting, enclosing agenda specifying date, time, place and issues to be discussed. An Emergency General Body Meeting (EGBM) can be called by giving three days notice.

**(c)Meeting:-** General Body Meeting shall be held once in every year regularly. An extra- ordinary general body meeting can be called and held to discuss any extra- ordinary matter at any time during the currency of the year.

**(d)Quorum:-** The quorum of General Body Meeting shall be 8 members or  $2/3^{\text{rd}}$  of the total strength of the General Body whichever is lower. If within half an hour from the appointed time, quorum is not present the meeting shall stand adjourned to the 7<sup>th</sup> day if it is official working day or next working day at the same time and place. In case of any deviation Members will be informed suitably. If at the adjourned meeting also, quorum is not present within half an hour from the time appointed the members present shall form quorum.

**(e)Powers, Duties and Functions of General Body:-**The General Body shall elect the governing body and lay down rules and guidelines to be followed by governing body in pursuance of society's objectives. They shall also consider general matters of the society for promoting the aims and objectives of the society and raise funds for the promotion of society.

## 10. **GOVERNING BODY:**

**(a) Governing body defined:-**The member of the society who will govern the society, will constitute the governing body of the society.

**(b) Strength :-** The strength of the Governing Body (including office bearers and executive member/s) shall not be less than 5 and not more than 15.

**(c) Term :-** Term of every Governing Body shall be 2 years.

**(d) Notice :-** Minimum 7 days notice shall be required for every Governing Body Meeting of the society but urgent Governing Body Meeting can be called by 24 hour notice.

**(e) Quorum :-** Quorum of every Governing Body meeting shall be  $2/3^{\text{rd}}$  Of the total strength of the Governing Body ( including office bearers and executive members).

**(f) Meeting :-** Governing Body meeting shall be held once in a month. (or as and when the governing body of the society may decide from time to time).

**(g) Urgent Meeting :-** The urgent Governing Body Meeting may be called by 24 hours notice but quorum for the same urgent governing body meeting shall be  $2/3^{\text{rd}}$  of the total strength of the governing body of the society.

**(h) Filling Up Casual Vacancies:-** Any casual vacancy amongst the Governing Body shall be filled by the resolution passed by the Governing Body. Such appointment(s) shall be confirmed by the General Body in its coming General Body Meeting.

#### **(I) FUNCTIONS & POWERS OF GOVERNING BODY:-**

**(i)** Governing Body shall be responsible for the management and administration of all affairs of the Society, and is also authorized to appoint any office bearer/executive member or constitute any committee or panel to look after any particular activity.

**(ii)** All the decisions shall be taken by the majority votes.

**(iii)** The Governing Body shall have the powers as are the powers of the society mentioned in the Memorandum of the society and the rules and regulations.

**(iv)** in the event of any issue coming up for which there is no specific provision, Governing Body shall frame rules and regulations not in violation of the provisions of Societies Act, 1860.

The Governing Body shall also have the following powers:

**(a)** To prepare plans, projects and programmes of the society.

**(b)** To appoint Election Officer and his/ her powers.

**(j) COMPOSITION OF THE GOVERNING BODY:-**

The composition of the Governing Body shall be as under:

- (a) President : One
- (b) Vice President : One
- (c) Secretary : One
- (d) Treasurer : One
- (e) Executive Members : Twelve

**11. POWERS AND DUTIES OF OFFICE BEARERS:**

**A. PRESIDENT/VICE PRESIDENT :**

- (a) President shall preside over all the meeting of the society.
- (b) At the time of voting on any matter or subject (except election), if the total votes of the groups of members happen to be equal in number, the president has the power to cast an extra vote to decide the matter/ subject.
- (c) President shall have the power to allow inclusion of any matter in agenda for the discussion in the course of proceeding of the meeting.
- (d) Vice President in the absence of President will act as President with all his powers mentioned above.

**B. Secretary:**

- (a) General Secretary will summon and attend the meetings of the Governing body and General Body.
- (b) General Secretary will prepare the Membership Register as well as the Proceeding Register to record the minutes of the proceedings of the Governing Body Meetings and the General Body Meetings and have them duly signed by the members who attend the meetings.
- (c) To approve all appointments to be made on the recommendations of the governing body and he will sign all the paper, letters or documents on behalf of the society, to conduct its correspondences.
- (d) To approve termination of services of employees of the Institutions as recommended by the Governing Body according prescribed service rules.

**C. Treasurer:**

- (a) All funds of society shall remain under the care and management of Treasurer.

- (b) Treasurer shall maintain the accounts of all money which is received and/or paid by him/ her on behalf of the society.
- (c) Treasurer shall make disbursement in accordance with the direction of Governing Body.
- (d) Will produce all required documents, registers and records for audit.

**12. ELECTION :**

General Body in its Annual Meeting will elect its President and all the office Bearers and also the Executive Members of the Governing Body, after every two Years by secret ballot papers or by show of hands as the Election Officer may decide. First election will be held within six month of registration of Society.

**13. SOURCES OF INCOME AND UTILISATION OF FUNDS :-**

All the income (i.e. receipts) of the society shall be utilized only for the promotion of the Aims and Objects of the society and there would be no profit element. The surplus funds, if any, shall be invested in accordance with the provisions of section 11(5) of the Income Tax Act, 1961. Sources of Income of the society are as under:

- (a) Admission Fee & Subscription from the members of the society.
- (b) Donations and Special Contributions.
- (c) Grants from govt. bodies or other institutions and loan from financial institutions.

**14. FINANCIAL YEAR:-**

Financial year of society shall commence from 1st April to 31<sup>st</sup> March every year.

**15. AUDIT OF ACCOUNTS :**

The accounts of society shall be audited by the qualified auditor (Chartered Accountant) every year.

**16. MANAGEMENT OF FUNDS & BANK ACCOUNT OPERATION :**

Bank Accounts shall be operated by joint signatures of President and Treasurer.

**17. ANNUAL LIST OF GOVERNING BODY :**

Once in every year, a list of the Office-Bearers and the Executive Members (of the Governing Body) shall be filed in the office of the Registrar of Societies, Delhi as it is required under Section 4 of Society Registration Act, 1860.

**18. DISSOLUTION :**

If the society needs to be dissolved, it shall be dissolved as per provisions laid down under the Sections 13 &14 of Society Registration Act, 1860, as applicable to National Capital Territory of Delhi.

**19. LEGAL PROCEEDINGS :**

Society may sue and/or be sued in the name of President as per provisions laid down under Sec. 6 of the Society Registration Act,1860, as applicable to National Capital Territory of Delhi.

**20. AMENDMENT :**

Any amendment in Memorandum, Rules and Regulations will be carried out in accordance with Section 12 & 12A of the Society Registration Act,1860, as applicable to National Capital Territory of Delhi.

**21. APPLICATION OF THE ACT :**

All the provisions under of the “Societies Registration Act 1860”, As applicable to National Capital Territory of Delhi, shall be applicable to this society.

**22. ESSENTIAL CERTIFICATE :**

It is certified that this is the correct copy of the Rules and Regulation of the society.

**PRESIDENT**

**TREASURER**

**SECRETARY**

## **SANSADIYA ADHIKARI WELFARE SOCIETY**

Registered Office: 120/6, Bakhtawarpur, Delhi - 36

(Reg No. - ROS/North/24/2013)

### **GOVERNING BODY**

<b>Sl.No.</b>	<b>Name &amp; Designation</b>	<b>Designation</b>
1.	Shri N K Pandey, Director	President
2.	Shri Vipin Kumar, Addl. Director	Vice President
3.	Shri S R Mishra, Deputy Secretary	Secretary
4.	Shri Kuldeep Singh Rathore, EO	Treasurer
5.	Shri Pankaj Kr. Sharma, EO	Member
6.	Shri Brajesh Kumar Singh, EO	Member
7.	Shri Pushpender Singh, SLA	Member
8.	Shri Rajesh Mohan, EO	Member
9.	Shri Bishwash Anand, Sr. Clerk	Member
10.	Shri I S Pandey, SEA	Member
11.	Shri Manoj Kumar, SSA - II	Member
12.	Ms. Renu Rajpal, SEA	Member
13.	Shri Ram Kirpal Yadav, Ch. Attd.	Member
14.	Shri Raghvendra Dixit, Asstt.	Member
15.	Shri Uttam Chand Bhardwaj, Deputy Secretary	Member
16.	Shri Rajesh Mehra, Stenographer	Member

