

## Department of Industries & Commerce, Haryana

### Form-III

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

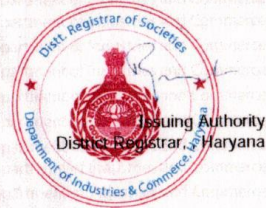
(See rule 5 and rule 6)

### Certificate of Registration of Society

I hereby certify that a Society bearing the Registration Number and name as undermentioned has been registered this [17] day [May] month [2016] year under the Haryana Registration and Regulation of Societies Act, 2012 (Haryana Act No. 1 of 2012).

State Code		District Code			Year Of Registration				Registration Number				
H	R	0	0	8	2	0	1	6	0	1	7	4	7
Name Of the Society							Registered Office Address						
DEV BHUMI EDUCATION SOCIETY							HOUSE NO 2236P, SEC 12, SONIPAT HARYANA						

Issued under my hand at [Sonipat] this [17] day of (month)[May] (Year)[2016] having Unique Identification Number - 2000110405



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

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

Verification Link: <https://haryanaindustries.gov.in/msme/verify/societyregistration/id/110405/reg/06-008-2016-01747>

- and universal brotherhood. To encourage mass marriages minus dour and also eradicate social evil among the society.
11. To arrange and organize seminars, conferences, exhibitions and completion for furthering the cause of education and to take such steps for further the cause.
  12. To raise funds by subscription, donation and grants from person or persons private public trusts, public bodies and the state and arrange payment for services rendered and to utilize invest or spend the same as decided by the Executive Committee of the society from time to time.
  13. To purchase, take on lease or in exchange, hire or otherwise acquire property, moveable or immovable necessary or convenient for the purposes of the mortgage, dispose or turn to account or otherwise deal with all or any part of the property of the society.
  14. To accept any gift of property moveable or immovable for furtherance of any objects of the society.
  15. For the purpose of the society, to borrow and raise money upon such securities and in the manner as may be determined and desired from time to time.
  16. To engage and to pay remuneration/honorarium to any of the officers or workers of the society or to grant bonus, gift or loan to any of its members of workman and to indemnify the members of office bearers of the society in respect of the liabilities incurred by them in the performance of their duties in good faith.
  17. The society will also open free legal aid centers for the poor.
  18. To create technological infrastructure for providing basis needs to the poor like housing education and health to improve their living conditions.
  19. Exchange of farmer's programs; compost demonstration camps, seminars & group programs.
  20. To open and to construct building centers work sheds training institutions, handlooms and handicrafts health and sanitation food and nutrition etc. in suitable places of rural areas.
  21. To open medical colleges, schools, midwifery, training centers, other technical institutes and allied facilities, research and training centers for herbal medicines, homeopathic drugs, polypathy, ayurvedic drugs and other relevant facilities etc, as a supplementary to govt. efforts particularly in rural areas and urban areas and hilly areas where there is no such facilities previously.
  22. To open, to construct, to manage and control rural medical and health services center, rural hospitals and dispensaries with adequate building. Wards, including, maternity and child welfare units. Laboratories, operation theatres, diagnostic and treatment appliances, store quarters etc. with a special view to providing surgical and medical facilities rates or free on cost to the poor masses.
  23. To preserve and protect wild life movements, ecological and environmental balance of nature and preserve and development

    
President G. Secretary Treasurer


Dev Bhumi Edu. Society  
Sonepat (Haryana)

**MEMORANDUM OF  
DEV BHUMI EDUCATION SOCIETY**

- 1. Name of the Society** : **DEV BHUMI EDUCATION SOCIETY**
- 2. Location of its Regd. Office** : **H. No. 2236 P, Sector-12, Sonapat (Haryana)**
- 3. Area of Operation** : All over Haryana
- 4. Aims and Objects of the Society:**

The aims and objects of the society shall be purely for **CHARITABLE PURPOSES** i.e. To open the Educational Institutions and spread the education in the society and the advancement of any other objects of general public utility.

1. To spread Education, Literal, Commercial, Technical, Basic, Adult, Social and Medical.
2. To give fees scholarship, stipends and aids to the deserving and brilliant students regardless of their caste, breed and sex.
3. To organize camps and motivate the people against child labour and also motivate such children for education.
4. To run crèches, School/College and other public Institutions for the safety education and said purposes.
5. To run & spread Computer centres, Tuition centres, Coaching centres etc.
6. To run B.Ed. College, School, Engineering College, J.B.T. Training, GNM, ANM, Nursing College, Polytechnic, C.Ped., D.Ped, B.Ped or any type of institute etc. to provide better education to the young generation.
7. To adopt ways and means to promote social welfare & happiness and alleviate human suffering and miser irrespective of caste, creed, colour, religion of ideology.
8. To implement development programs and undertake support activities in the contemporary socio-economic and development reigns in a broader perspective and specifically for sustainable development of weaker sections, women, minorities, senior citizens, youth destitute, children of difficult circumstances deprived, discriminated and maladjustment of population sponsored as well as on its initiatives . With major focus on envisaged, utilization and replication and on large areas. To promote, encourage, develop and undertake in-depth extensive research and action oriented mote elastic operational and result oriented.
9. To launch various development oriented and trust based activities with sole objects of the national building.
10. To devise and work out schemes of removing illiteracy propagating the importance and necessity of family planning, health-education

  
**President G. Secretary Treasurer**

**Dev B 1 Edu. Society  
Sonapat (Haryana)**

39. To encourage Adult Education and Adult Literacy center and to start schools for the handicapped.
40. To remove the social evils like untouchability, dowry, Child Marriage, Killing of female fetus.
41. To organize camps on environment, pollution control.
42. Society can work with any reputed N.G.O.s & Govt. departments.
43. To receive donations in cash or immovable property from the public local body as well as abroad too.
44. Society can have any property anywhere in its operational area for the purpose of the Society on lease or purchase in the name of Society.
45. The society shall not be used for the political purpose or any other anti national activities.
46. The society by its constitution is required to apply its surplus if any or other income for charitable purposes only.

**5. Conditions:-**


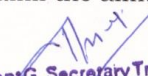

- (1) The income and property of the Society shall be applied solely towards the promotion of the objects of the Society as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly to the members of the Society.
- (2) No member of the Governing Body of the Society, shall be appointed to any salaried officer of the society, no remuneration shall be given by the society to any member of such Governing Body except repayment of out of pocket expenses and interest on money lent or rent for premises/demises to the Society.
- (3) The Society by its constitution is required to apply its profits, if any, or other income in promoting its objects.
- (4) If upon the winding up or dissolution of the Society there remains after satisfaction of all its debts and liabilities and property whatsoever, the same shall not be paid to or distributed among the members of the society, but shall be given or transferred to other Society having similar aims & objects of the Society to be determined by the members of the society at or before the time of dissolution.
- (5) Society will invest its money and funds according to Section 11(5) of the Income Tax Act 1961.

  
  
  
**President G. Secretary Treasurer**





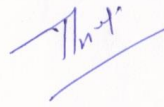



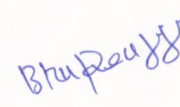

**Dev Bhumi Edu. Society  
Sonapat (Haryana)**

waste lands forests and to adopt social forestry work providing awareness and training facilities to the rural peoples and promotion of devices uses non conventional energy sources.

24. To open and to construct essential training and research centers, rural marketing sheds, tourist homes, waiting sheds, nursing home, mini stadiums, rural play grounds, community halls, Gober gas plants, Gober Khads, Solar Energy Stations and other allied centers for the development of the backward, rural community etc.
25. To arrange for taking program relating village industries, cottage industries, Fruit & Vegetable processing industries, Sugar Cane industries and fruit plantation and small scale industries and seeking probable materials/assistance from the State/ Central Govt. and international agencies for making this society full- fledged production center.
26. To appoint and supervise paid staffs for the society and to set up regional and branch office of the society at suitable places in the rural areas and hill areas of the state and smallest Bharat.
27. Establishing processing agro based industries for value addition with the objective of ensuring maximum return for the tribal.
28. To organize eye camps in tribal areas and organize building center in tribal areas through HUDCO or any other agency.
29. Distribution of free literature and maintain libraries and reading rooms.
30. Promotion and progress of agriculture and animal husbandry.
31. To take up programmes for accelerating the pace of rural development with application of science and technology (techniques and technologies for cost reduction, improving productivity etc.) especially in the field of water conservation, sanitation, low-cost housing, agriculture and animal husbandry and engineering sources.
32. To take up all formal and non-formal educational programme as per directives contained in the National Policy of Education, 1986.
33. To work for promotion of sports and health care activities.
34. To raise or acquire funds or property from Central Government, State Government, Non-Government agencies, charitable trusts by way of donations or grants or contribution or by taking loan from public and private financial institutions. The funds, properties, assets and all other resources, present and future, of the Society shall be utilized for any or all the purposes or objects of the Society as stated above and also for all other similar activities in furtherance of ideals of truth and non-violence.
35. To open children home/Semi-orphan home/orphan home etc. and give free education for them.
36. To open and run re-habilitation centre & Orphan homes, school, Old age homes and widow and helpless women home etc.
37. To spread education according to ancient Indian culture and scientific method.
38. To construct building to fulfill the aims & objects of the society.

  
  
  
President G. Secretary Treasurer  
Dev Bhumi Edu. Society  
Sonapat (Haryana)




7. We, the desirous persons whose names and address are subscribe hereunder, are to form a society under the name and style of **DEV BHUMI EDUCATION SOCIETY.**



S. No.	Name & Address	Date of Birth	Occupation	Signature	Photo
1.	Sh. Rajesh Kumar S/o Sh. Sajjan Singh, Suraj Gas Service, Ward No. 2, Kharkhoda, Distt. Sonapat	15.05.76	Business		
2.	Sh. Vikrant S/o Sh. Ganesh Kumar Mathur, Mohalla Satghara, 211, V.P.O. Karala, North West Delhi-110081	27.04.92	Pvt. Job		
3.	Sh. Tej Singh S/o Sh. Hari Ram, Suraj Gas Service, Ward No. 2, Kharkhoda, Distt. Sonapat	04.10.72	Business		
4.	Smt. Santosh Kumari W/o Sh. Vijay Singh, 211, Mohala Satghara, V.P.O. Karala, North West Delhi-110081	01.01.78	House wife		
5.	Sh. Bhupender Singh S/o Sh. Ashok Kumar, V.P.O. Khandrai, Tehsil Gohana, District Sonapat	10.05.83	Business		

    
President G. Secretary Treasurer  
Dev Bhumi Edu. Society  
Sonapat (Haryana)

6. Governing Body of **DEV BHUMI EDUCATION SOCIETY** constituted in the General body meeting held on **12.04.2016** for the next 3 years.

<b>S. No.</b>	<b>Name &amp; Address</b>	<b>Date of Birth</b>	<b>Occupation</b>	<b>Designation</b>
1.	Sh. Rajesh Kumar S/o Sh. Sajjan Singh, Suraj Gas Service, Ward No. 2, Kharkhoda, Distt. Sonapat	15.05.76	Business	President
2.	Sh. Vikrant S/o Sh. Ganesh Kumar Mathur, Mohalla Satghara, 211, V.P.O. Karala, North West Delhi-110081	27.04.92	Pvt. Job	Vice President
3.	Sh. Tej Singh S/o Sh. Hari Ram, Suraj Gas Service, Ward No. 2, Kharkhoda, Distt. Sonapat	04.10.72	Business	General Secretary
4.	Smt. Santosh Kumari W/o Sh. Vijay Singh, 211, Mohala Satghara, V.P.O. Karala, North West Delhi-110081	01.01.78	House wife	Joint Secretary
5.	Sh. Bhupender Singh S/o Sh. Ashok Kumar, V.P.O. Khandrai, Tehsil Gohana, District Sonapat	10.05.83	Business	Treasurer

  
  
  
**President G. Secretary Treasurer**  
**Dev Bhumi Edu. Society**  
**Sonapat (Haryana)**

6.	Smt. Rajwanti W/o Sh. Ganesh Kumar, 211, Mohalla Satghara, V.P.O. Karala, North West Delhi-110081	01.01.70	House wife	Rajwanti	
7.	Sh. Sandeep Kumar S/o Sh. Ramniwas, H. No. 435, V.P.O. Khandrai, Tehsil Gohana, Distt. Sonapat	05.12.92	Pvt. Job	Sandeep	

I know all the above persons and they have signed in my presence.

मैं श्री साहनी के सभी मेम्बरों को सिर्फ तोर पर जानता हूँ। सुरेन्द्र कुमार रैडवॉकेट

1. Signature of Witness

Name Subhash

Address V.P.O. Gohana Tehsil Sonapat

Mobile No. 9813165856

Subhash Tannu

चैम्बर नं: 105

E. No-1378

P/1270/2013


2. Signature of Witness

Name SOHIT

Address H.N. -851, V.P.O. Gohana, Teh. KKD, Dist- Sonapat

Mobile No. 9050864232

Sohit

  
President G. Secretary Treasurer  
Dev Bhumi Edu. Society  
Sonapat (Haryana)

Bhupendra

(iii) **Ordinary Member:-** The Society shall have a total of 05 ordinary members who shall continue to enjoy their membership only so long as they are not in arrears of payment of their annual subscription fee. An ordinary member may be admitted as a tenure member, say, for a period of two to five year(s), as the case may be, and he will cease to be a member of the society on completion of his tenure, unless it is renewed by the Governing body for another tenure.

(iv) **Honorary Member:-** The Governing Body may admit individuals of distinguished talent and merit or whose association is deemed to be beneficial to the Society or who has rendered services of outstanding merit to the Society or who is a distinguished citizen of India or any other country as Honorary Member of the Society, after obtaining consent of the Individual, without payment of any membership or subscription fees. The number of such honorary members shall not exceed 05. The Honorary members shall be entitled to attend the meeting and contribute to the deliberations but shall have no right to vote.

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

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

As may be decided by the Society in its Byelaws:			
S.No.	Type of Member	Admission Fee	Annual Subscription
(i)	Founder Member	Rs. 5,100/-	Nil
(ii)	Life Member	Rs. 1,100/-	Nil
(iii)	Ordinary Member	Rs. 500/-	Rs. 200/-
(iv)	Honorary Member	Nil	Nil

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

(iii) The suspension of membership on account of default in payment of the annual subscription may be revoked after he has cleared the default with along with 18% interest on the amount payable. However, he shall not be eligible to cast his vote in any election held during the remainder of the financial year.

  
  
  
**President G. Secretary Treasurer**  
**Dev Bhumi Edu. Society**  
**Sonapat (Haryana)**

**RULES & REGULATIONS OF  
DEV BHUMI EDUCATION SOCIETY**

- 1. Name of the Society** : **DEV BHUMI EDUCATION SOCIETY**
- 2. Location of its Regd. Office** : **H. No. 2236 P, Sector-12, Sonapat (Haryana)**
- 3. Area of Operation** : All over Haryana
- 4. Membership** :

(1) The Society shall have a maximum of 50 members including the founder members/original subscribers. **There are 07 Life members have formed the Society and they have deposited the prescribed fee.**

(2) **Eligibility:** In order to be admitted as a member of the Society, a person:

- (i) Must be 21 years of age on the date of admission
- (i) Should subscribe to the aims and objects of the Society.
- (ii) Must have deposited the admission fee and annual subscription fee must not be in arrears of payment of such fee as on the date of annual general meeting for continuing as a member.
- (iii) Must not be an insolvent and of unsound mind; and
- (iv) Must not have been convicted of an offence involving moral turpitude involving imprisonment of one year or more.

(3) **Kinds/Types/Categories of Members:** The Society shall consist of four different categories of members as under:

(i) **Founder Members:-** A member who has been admitted as a founder member at the time of registration of the Society and has paid the requisite membership fee to the society. The number of founder members shall not exceed 07. The founder members shall also be deemed to have become Life Members of the society and shall have the privilege of being members of the collegiums without election, in case the total number of members of the society exceeds 300.

(ii) **Life Members:-** A person may be admitted as a life members on payment of the prescribed fees and such person shall continue to be the member of the Society for his life. The total number of life members shall not exceed 33. **There are 07 Life Members in the Society.**

  
**President G. Secretary Treasurer**  
**Dev Bhumi Edu. Society**  
**Sonapat (Haryana)**

of the Society and upon which the Society shall issue a fresh identity card to such member.

**(8) Cessation of Membership:** Any person admitted as a member shall cease to be a member of the Society in the following events:




- (i) Attracts the provisions contained in Section 22 of the Act.
- (ii) Upon his/her acting contrary to the aims and objectives of the Society.
- (iii) Upon such member being found guilty of a financial misappropriation of the funds of the society.
- (iv) Upon indictment an direction for removal by the District Registrar/Registrar/Registrar General of Societies.
- (v) An Honorary member shall cease to be a member of the Society, if the Governing Body, decides so by passing a resolution in this behalf.

**5. General Body:**

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

**6. Meeting of the General Body:**

- (i) A meeting of the General Body of the Society will be held as and when required. However, at least one meeting of the General Body of the society, called as the Annual General Meeting (AGM) will be held in a year, within six months of the close of the financial year for consideration and adoption of the duly audited annual accounts of the society in addition to transaction of any other business of the Society as may be required.
- (ii) The Governing Body of the society may convene an extra-ordinary meeting of the General Body of the society at any time after giving due notice as prescribed hereunder, either of its own or within 45 days of receipt of a written requisition alongwith reasons for convening such meeting, from at least 1/10<sup>th</sup> of the members of the General Body.
- (iii) For any meeting of the General Body, a clear notice of at least 14 days along with a copy of the agenda of the business to be transected, date & venue of the meeting will be given to the members of the General Body. A copy of such notice will also be endorsed to the District Registrar.

  
  
  
**President G. Secretary Treasurer**  
**Dev Bhumi Edu. Society**  
**Sonepat (Haryana)**


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

- (i) The admission of a person as a member of the Society shall be decided by its Governing Body from time to time.
- (ii) An individual willing to be a member of the Society has to submit an application in prescribed form, and along with supporting documents to the Secretary duly filled in and signed and recommended by a regular member of the society.
- (iii) The Secretary shall examine the application and place the same before the Governing Body for a decision.
- (iv) The Governing Body may accept or reject the application and the decision of the Governing Body in this regard shall be final. It shall not be bound to assign any reason for its decision.
- (v) The approval of the Governing Body shall be intimated to the member, his name shall be entered in the register of members, to be maintained in such manner & form as prescribed under the Haryana Societies Registration and Regulation Rules, 2012 and he/she will be issued an Identity Card of the Society.

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

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

- (i) All the members of the Society shall be bound by the rules and regulations of the Society as contained in its byelaws and amended from time to time.
- (ii) Every member, except an Honorary member, shall have a right to cast his vote at the elections of the Society provided such member is not a defaulter in payment of any dues of the Society and the annual subscription for a period of three months beyond the due date.
- (iii) Every member of the Society shall have the right to inspect the books of accounts, books containing the minutes of proceedings of the general meetings, meetings of the Governing Body and register of members of the society on any working day by giving a notice of seven days.
- (iv) Every member shall inform the Society about any change in his address, which shall be duly recorded in the register of members

  
**President G. Secretary Treasurer**  
Dev Bhumi Edu. Society  
Sonapat (Haryana)



**(2) Election of the Governing Body:**

- (i) The term of the Governing Body shall be **THREE YEARS** from the date of approval of its election by the District Registrar.
- (ii) The Governing Body will declare the Schedule of Elections and appoint the Returning Officer for conduct of elections and also notify/display a list of members of the General Body entitled to vote at least 45 days prior to the holding of the General Meeting for conduct of the elections. The Governing Body shall also send notices for holding elections of the Governing Body to all the members, conveying the date, time & the manner. The information w.r.t. holding of election for the Governing Body shall also be sent to District Registrar to appoint an observer, if he so desired.
- (iii) Any objections qua the list of members of the Society entitled to vote shall be decided by the Returning Officer in consultation with the office-bearers of the society. However, the decision of the Returning Officer shall be final in the event of any difference of opinion. The Returning Officer shall, thereafter, invite nominations to be filed within the period prescribed in the Schedule of elections, scrutiny and withdrawal of nominations, if any, for election of the office-bearers and the executive members of the Governing Body.
- (iv) The Returning Officer will display a list of the contesting members on the notice board of the society. The returning officer will conduct the election on the notified date. The members eligible to vote will be allowed to cast their vote in person, and wherever disputed, on production of the identity card issued by the society.
- (v) After closing hours on the date of the poll, the returning officer will declare the results and constitute the Governing Body of the society. A list of the elected office-bearers and the executive members of the Governing Body, duly signed by the Returning Officer, will be filed with District Registrar within 30 days who shall accord his approval of the same upon his satisfaction.
- (vi) The office-bearers of the Society shall not be entitled to any remuneration for rendering services to the society.

**(3) Filing of any Casual Vacancy on the Governing Body:-**

Any vacancy arising on account of resignation or death of any member of the Governing Body or for any reason, may be filled-up by the Governing Body, if required, from amongst the members of the

  
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Dev Bhumi Edu. Society  
Sonapat (Haryana)

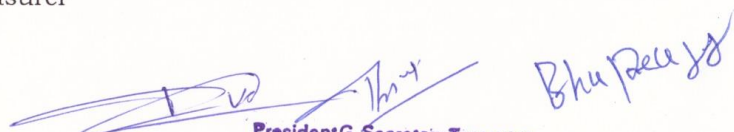
- (iv) A meeting of the General Body may also be convened at a shorter notice, if agreed to, by a majority (at least above 50% of the total members) of the members of the General Body.
- (v) Quorum for the meeting of the General Body will be 40% of the total members entitled to vote and present in person, subject a minimum of four members. In case of a meeting adjourned for want of quorum, the quorum for the adjourned meeting shall not be less than 10% of the total members, subject to a minimum of three. The General Body shall be competent to transact all business in such adjourned meeting except the consideration of any Special Resolution. Any Special Resolution can be passed in such adjourned meeting only if at least 25% of the total members of the Society are present.
- (vi) The proceedings of all meetings of the General Body will be recorded in the minutes-book (bound or in loose leaves) maintained separately for the purpose by the Secretary and such minutes will be signed by the Chairman of the meeting and the Secretary of the Society.

**7. Powers, Functions & Duties of the General Body:-**

- (i) To guide the Society in determining and fulfilling its aims and objectives.
- (ii) To decide policy matters such as change of name of the society, amendment in the Memorandum of Association and the Bye-laws of the society, approval of annual accounts of the society, approval for disposal of immovable assets of the society etc. and all such other acts as may be required under the Haryana Registration and Regulation of Societies Act and Rules, 2012.
- (iii) To elect the members of the Governing Body.
- (iv) To remove any member from the Governing Body and according approval to the continuation of a person appointed as a member of the Governing Body against a casual vacancy.

**8. Governing Body:**

- (1) Composition:** The Governing Body of the society shall consist of a total of 05 Office bearers as under:-
- (a) President
  - (b) Vice-President
  - (c) General Secretary/Secretary
  - (d) Joint Secretary
  - (e) Treasurer

  
President G. Secretary Treasurer  
Dev Bhumi Edu. Society  
Society (Haryana)

- (ii) The Governing Body will be competent to raise funds and purchase property, movable and immovable, on free-hold or lease basis in its name, as decided by it.
- (iii) The Governing Body shall have full charge of all immovable properties and moveable assets belong to or vested in the Society and these will be managed in such a manner as it considers appropriate subject to the overall control and directions of the General Body of the Society.
- (iv) The Governing Body shall be competent to invest the funds in the manner it considers appropriate in the best interests of the Society and it shall be competent to borrow or mortgage or hypothecate the properties on behalf of the Society in the manner decided.
- (v) To constitute various standing or adhoc Committees for looking after such functions as may be assigned from time to time.
- (vi) To create provision for engagement of regular or part-time employees of the Society to look after the secretarial, accounting and other functions in a seamless manner.
- (vii) To outsource certain functions e.g. cleaning, security and similar other maintenance activities of the premises of the society.

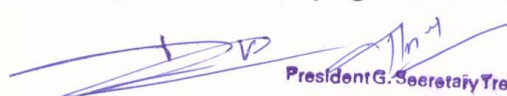
**(6) Powers, Functions & Duties of individual members of Governing Body:-**

**(i) President:**

- (a) Preside over all the meetings of the General Body and the Governing Body and regulate the proceedings of such meetings.
- (b) To do all such acts, deeds and things as may be authorized by the General Body and/or the Governing Body from time to time.
- (c) To allow or disallow discussion on any matter which is not included in the agenda.
- (d) To ensure proper & transparent functioning of the Society/Governing Body.
- (e) To ensure strict compliance of the provisions of the Haryana Registration and Regulation of Societies Act, 2012 and the rules made thereunder.
- (f) To supervise and guide the overall activities/achievement of aims & objectives o the Society.

**(ii) Vice-President:**

- (a) To assist the president in carrying out his duties.

  
President G. Secretary Treasurer  
Dev Bhum I Edu. Society  
Sector (Haryana)

*Bhupendra*


General Body on adhoc basis till the holding of next Annual General Meeting of the Society. Such adhoc member of the Governing Body shall cease to be a members of the Governing Body on the date of the next Annual General Meeting, if his appointment is not approved in the Annual General Meeting by a majority vote for the balance term of the Governing Body.

**(4) Meeting of the Governing Body:-**

- (i) The meetings of the Governing Body will be held as and when required. However, the Governing Body shall meet at-least once in every quarter and there will be minimum four meetings of the Governing Body in a financial year.
- (ii) A clear notice of three days of every such meeting will be given by the Secretary of the Governing Body to the office bearers and members before the date appointed for the meeting. However, the Governing Body may meet at shorter notice, wherever so required, with the consent of at least fifty percent of its members.
- (iii) The quorum of the meetings of the Governing Body shall be at least 40% of the total members of the Governing Body, subject to a minimum of 5 members. In case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The members present in the adjourned meeting, subject to a minimum of three members, shall form the quorum for the adjourned meeting.
- (iv) The proceedings of every meeting of the Governing Body will be recorded in the proceedings book separately maintained for this purpose. Such minutes shall be signed by the Chairman of the meeting and the Secretary of the Society. In case the Chairman or the Secretary are not available to sign the minutes, these will be signed by any two members present in the meeting as may be authorized by the Governing Body.
- (v) The minutes of every meeting of the Governing Body will be placed for confirmation in the succeeding meeting of the Governing Body.

**(5) Powers, Functions and Duties of the Governing Body:**

- (i) The Governing Body will be responsible for achieving the aims & objectives of the Society and shall work in the best interest of the Society, for which it shall be empowered to deploy the funds & assets of the society for the stated objectives.

  
**President G. Secretary Treasurer**  
Dev Bhumi Edu. Society  
Sonapat (Haryana)

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

**(iv) Joint Secretary:**

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

**(v) Treasurer:**

- (a) To keep accounts of all financial transactions of the Society and of all the sums of money received and spent by the Society and maintain records of receipts and expenses relating to such matters, and of assets, credits and liabilities.
- (b) To get the accounts of the Society audited by the chartered accountant appointed by the Governing Body at the close of the Financial year, every year.
- (c) To submit to the Governing Body through General Secretary/Secretary, the audited annual accounts of the Society, at least one month prior to the date of annual general meeting.
- (d) To act as the overall custodian of all the books of accounts of the Society, financial statements, receipt books, expense vouchers, bank pass books & cheque books, cash etc.

**(7) Cessation of members of the Governing Body:-** An office-bearer/ executive member of the Governing Body shall cease to be an office-bearer or executive member:

- (a) Upon submission & acceptance of his resignation.
- (b) If he ceases to be a member in accordance with sub-clause (8) of Clause 4 of these byelaws.
- (c) If he is removed by a resolution passed in the meeting of the General Body.

**(8) Exclusions from the Employment of a Society:**

- (a) No member of the Society shall in full-time or part-time employment of the Society.

  
President G. Secretary Treasurer

Dev Bhumi Edu. Society  
Sonapat (Haryana)

- (b) In absence of the President, to act on his behalf and perform all duties and exercise all the powers of the President.
- (c) To do all such acts, deeds and things, as may be authorized by the Governing Body.

**(iii) General Secretary/Secretary:**

- (a) To conduct, organize, supervise and manage all the affairs of the Society and do all such acts and perform all such duties for the working of the Society as may be assigned by the President/Governing Body.
- (b) To receive, scrutinize and place applications for membership of the Society before the Governing Body and to enter the name of the members, if approved, in the register of members under his initials and to intimate the members about the same and issue identity cards to the members so admitted.
- (c) To convene meetings of the General Body/Governing Body with the consent of the President and serve proper notices as prescribed under these byelaws.
- (d) To attend all the meetings of the General Body and the Governing Body and assist the President in conducting the meetings and record proceedings of all the meetings.
- (e) To prepare annual report of the Society and place it before the Governing Body alongwith audited annual accounts of the Society, for approval to place the same before the General Body in the Annual General Meeting.
- (f) To keep and preserve the records of the Society/Governing Body.
- (g) To help and assist the President in looking after the complete affairs of the Society and in attaining aims & objectives of the Society.
- (h) To ensure timely filing of all statutory return/documents in the office of the District Registrar and such other authorities as may be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and the rules made thereunder.
- (i) To be the custodian for safe custody of common seal of the Society and affix the same, wherever required, as per the authorization of the Governing Body.
- (j) To conduct correspondence on behalf of the Society/Governing Body and to sign letters and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.
- (k) To prepare before announcing of the date of election and the Annual General Meeting, the list of all the members eligible to vote, duly updated and to place it before the Governing Body.
- (l) Act as the overall in-charge of the administration and execution of all the programmes of the Society/including financial affairs on behalf of the Governing Body including creation of posts, fixation of salaries/remuneration/allowances etc. make appointments/

  
  
  
President G. Secretary Treasurer

Dev Bhumi Edu. Society  
Sonapat (Haryana)

**(11) Accounts of the Society:**

- (i) The Treasurer of the Society will be responsible for keeping and maintain proper books of accounts i.e. cash book, ledger etc. as required under the Income Tax Laws and/or any other authority including the Institute of Chartered Accountants of India, at its Registered Office with respect to all sums of money received and expended by the Society and the assets and liabilities of the Society.
- (ii) The books of accounts of the Society shall be open to inspection during the business hours by the Registrar General, Registrar, District Registrar or any officer authorized by them and by any member of the Society.
- (iii) **The Bank account/s shall be operated by the signature of any two out of President, General Secretary or Treasurer.**
- (iv) The Governing Body will appoint a chartered accountant, who shall not be a member of the Governing Body or family member of any member of the Governing Body, for auditing the accounts and filing of Income Tax Return of the Society for each financial year, at such remuneration as may be determined by the Governing Body.

**(12) Common Seal:**

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

**(13) Annual Return:**


In compliance of The Haryana Societies Registration and Regulation Act, 2012, every year, society shall file the annual return with required document in the office of District Registrar.

**(14) Amalgamation of the Society:**

The Society may amalgamate itself with any other Society established with the identical aims and objectives or allow any other society to amalgamate with itself by a Special Resolution passed in this behalf in accordance with the provisions contained in Section 51 of the Act and rule 25 made there under.

**(15) Dissolution of the Society:**

- (i) The Society may resolve to dissolve itself in accordance with the provisions contained in the Act and the rules there under in case it becomes difficult to carry on with the operations of the Society,

  
President G. Secretary Treasurer  
Dev Bhumi Edu. Society  
Sonapat (Haryana)

- (b) No dependant or family member or close relative of the office-bearers and members of the Governing Body shall be engaged as an employee of the society during its term.
- (c) Every office-bearer and member of the Governing Body shall make a declaration in case any person in the employment of the Society is his close relative.

**(9) Amendments in the Memorandum of Association, Bye-laws, Name of the Society etc.:-** Any amendment in the Memorandum of Association and Bye-laws, or Change of Name, amalgamation or division of the Society will be done only with the approval of the General Body by way of a special resolution. The intimation of any such amendment or change, along with attested copy of the requisite documents, shall be filed in the office of the District Registrar by the General Secretary/Secretary within such time as may be prescribed under the Haryana Registration and Regulation of Societies Act 2012 and the rules made thereunder.

**(10) Management of Assets and Funds of the Society:**

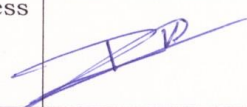
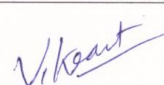
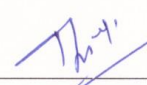

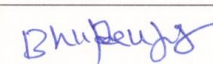
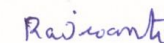

- i) The source of income of the society will include receipts on account of membership fee, annual subscription, rent from property/assets, interest, consultation fees, donations, gifts, grants, etc. The society can also raise funds through interest-free short term loans from its members or from scheduled banks on interest. Loan from the scheduled banks on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenue expenditure under any circumstances.
- (ii) The Governing Body will prepare and approve an annual budget of the Society on the basis of its estimated income and the capital & revenue expenditure during the first quarter of the financial year and shall also place a copy thereof before the General Body in its Annual General Meeting for information.
- (iii) The Bank accounts of the Society will be jointly operated by such members/office bearers as may be decided by the Governing Body from time to time.
- (iv) All assets and funds will belong to the Society and vest in the Society.
- (v) All receipts and payments of the Society shall be made through Bank Instruments (i.e. DD/Pay Order/Cheques/Bank Transfers/RTGS) including all receipts towards the Membership Fees and the annual subscriptions from the members. However, the Governing Body may determine the limits of financial transactions which may be conducted in cash in certain other cases.



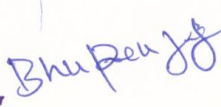
  
President G. Secretary Treasurer

Dev Bhumi Edu. Society  
Sonepat (Haryana)

or it becomes insolvent or for any other pressing and unavoidable reasons.

- (ii) In the event of dissolution of the Society, no assets of the society shall devolve on or distributed amongst the members of the Society.
- (iii) Its assets and properties shall be first used to liquidate any liabilities and the left-over properties/assets, if any, shall be considered for transfer to any other Society established with identical aims and objectives or to the District Collector for use thereof in the general public interest.

We, the several persons whose names & addresses are subscribed hereunder, certify the above to be the true copy of the Bye-laws of the society.				
S. No.	Name & Address	D.O.B.	Occupation	Signature
1.	Sh. Rajesh Kumar S/o Sh. Sajjan Singh, Suraj Gas Service, Ward No. 2, Kharkhoda, Distt. Sonapat	15.05.76	Business	
2.	Sh. Vikrant S/o Sh. Ganesh Kumar Mathur, Mohalla Satghara, 211, V.P.O. Karala, North West Delhi-110081	27.04.92	Pvt. Job	
3.	Sh. Tej Singh S/o Sh. Hari Ram, Suraj Gas Service, Ward No. 2, Kharkhoda, Distt. Sonapat	04.10.72	Business	
4.	Smt. Santosh Kumari W/o Sh. Vijay Singh, 211, Mohala Satghara, V.P.O. Karala, North West Delhi-110081	01.01.78	House wife	
5.	Sh. Bhupender Singh S/o Sh. Ashok Kumar, V.P.O. Khandrai, Tehsil Gohana, District Sonapat	10.05.83	Business	
6.	Smt. Rajwanti W/o Sh. Ganesh Kumar, 211, Mohalla Satghara, V.P.O. Karala, North West Delhi-110081	01.01.70	House wife	
7.	Sh. Sandeep Kumar S/o Sh. Ramniwas, H. No. 435, V.P.O. Khandrai, Tehsil Gohana, Distt. Sonapat	05.12.92	Pvt. Job	

    
President G. Secretary Treasurer  
Dev Bhumi Edu. Society  
Sonapat (Haryana)