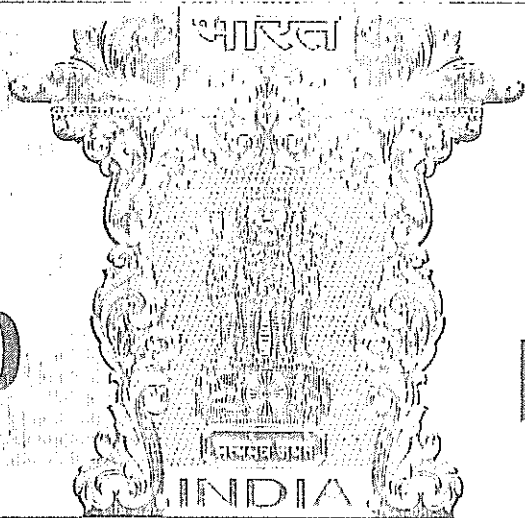


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9 DEC 2011

धनिकेश, देहरादून

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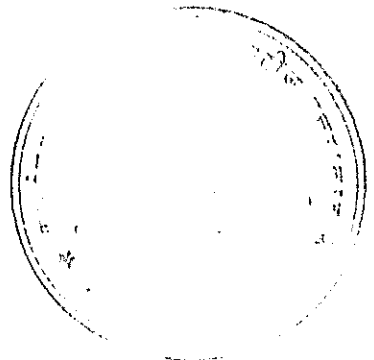
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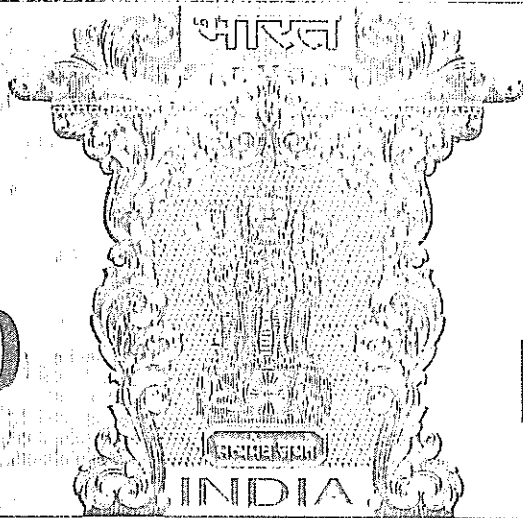


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INSTRUMENT CASE NO.

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कोश, देहरादून

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बाद पास रोड उगातपुज-सुपिकेश  
निष्ठावली 24722-D



10/01/12  
वप निष्ठावली,  
कोश, देहरादून

MEMORANDUM OF ASSOCIATION OF THE SOCIETY (NGO) (Amended)

Name of the Society (NGO) : SEWA-THDC

Address of the Society (NGO) : Bye Pass Road, Pragatipuram, Rishikesh.

Area of Operation of the Society (NGO): The Society shall work within the territory of India

Aims and objectives of the Society (NGO):

(A) Main Objectives of Society :

- (i) To Plan, Execute , Follow-up and Monitor the C.S.R.-C.D. scheme of THDCIL. for development and welfare of public in general of whole country and particularly population of catchments area/ Operational area / rehabilitation area of THDCIL Project.
- (ii) To provide & promote community development including quality basic education facilities to the community especially to poor and economically weaker sections of the society, women, children, senior citizens and particularly in the colonies where Project Affected Families have been rehabilitated.
- (iii) To improve general education within the area and also health care facilities in those areas
- (iv) To provide infrastructure facilities for the rural poor.
- (v) To empower the poor and economically weaker sections of the society for income generation by enhancing their ability to earn sustained livelihood and to impart job oriented vocational training for their skill upgradation.
- (vi) To provide education and training facilities to physically challenged persons.
- (vii) To organize poor feeding and other charitable service.
- (viii) To promote preventive healthcare among the people by propagating Yoga, Meditation etc.
- (ix) To encourage alternative healthcare facilities including Ayurveda, Homeopathic, Siddha, and Nature cure etc.
- (x) To promote & set up cottage industry and small scale industries for employment generation and export promotion in the rural areas.
- (xi) Adoption of villages from remote rural areas.
- (xii) To arrange for relief and rehabilitation of the victims of natural calamities.
- (xiii) To explore non-conventional energy sources for the benefit of rural people.
- (xiv) To establish Schools, Colleges, Institutions with a view to imparting quality education to students/ children from all communities.
- (xv) To organize and conduct programmes for women welfare, child development and youth welfare with a view to empowering them.
- (xvi) To promote distance education programmes through various Boards/ Universities.
- (xvii) To establish and maintain play grounds in order to encourage games and sports activities.
- (xviii) To establish welfare funds to take up different social charitable welfare projects.
- (xix) Any other charitable activity incidental to the aims and objectives of the Society.
- (xx) Establish, maintain and manage charitable old age home.
- (xxi) To promote self help group by way of Charitable Micro Finance for improving livelihood of poor.
- (xxii) Promote proper use of water resources including rain water harvesting.
- (xxiii) Use of bio-degradable waste in compost for using in organic farming.
- (xxiv) Promoting of AIDS Camp.
- (xxv) Tree Plantation and promotion of sericulture in the area.
- (xxvi) Energy conservation.
- (xxvii) Such other object as may be generally in line with above.

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(B) PROMOTION OF SCIENCE, LITERATURE & FINE ARTS :

- (i) To promote literacy including computer literacy among the rural people in order to increase their employability.
- (ii) To promote national integration through Socio-Cultural Programmes.

(C) PROMOTION OF INSTRUCTION OR DIFFUSION OF USEFUL KNOWLEDGE AND POLITICAL EDUCATION : ----- N/A-----

(D) FOUNDATION AND MAINTAINANCE OF LIBRARIES OR READING ROOM:

- (i) To establish and organize library, reading rooms and youth hostels etc.
- (ii) To promote adult literacy.

(E) FOUNDATION AND MAINTAINANCE OF PUBLIC MUSEUM & GALLERIES OF PAINTING:

-----N/A-----

(F) PROMOTION OF WORKS OR ART :

-----N/A-----

(G) PROMOTION AND COLLECTION OF NATURAL HISTORY :

-----N/A-----

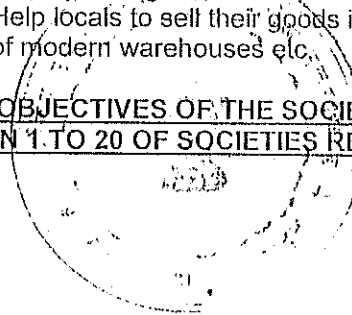
(H) PROMOTION OF MACHANICAL PHILOSOPHICAL INVENTIONS

-----N/A-----

(I) PROMOTION OF KHADI & VILLAGE INDUSTRY AND VILLAGE DEVELOPMENT.

- (i) To Promote & Development of cottage industry and small scale industries for employment generation and export promotion in the rural areas.
- (ii) Help locals to sell their goods in market by way of transportation, establishment of modern warehouses etc.

ALL AIMS AND OBJECTIVES OF THE SOCIETY ARE CHARITABLE AND NON-PROFITABLE UNDER SECTION 1 TO 20 OF SOCIETIES REGISTRATION ACT 1860.



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## RULES AND REGULATIONS OF THE SOCIETY {Amended}

1. Name of the Society : SEWA-THDC
2. Address of the Society : Bye Pass Road, Pragatipuram, Rishikesh- 249201 (Uttarakhand).
3. Area of Operation of the Society : All over India
4. **Membership and Category of the Members of General Body:**

Being maximum fund provider and promoter of the CONGO, at all point of time the membership in General Body nominated by THDCIL shall be maintained at 2/3<sup>rd</sup> of total membership. The membership in the General Body other than those nominated by THDC shall be restricted to 1/3<sup>rd</sup> of total membership after approval by 2/3<sup>rd</sup> members of Managing Committee. The members may be of the following categories :

- i) **Patron Member:** Any organization which donates ₹25 lakh to the society will be the Patron Member.
- ii) **Nominated members by THDC:** Those who are designated employee of THDCIL nominated by the THDCIL would be the nominated members of the Society.
- iii) **Ordinary Members:** Those who pay ₹1000 ( Rupees one thousand) per annum as membership contribution and are dedicated to constructive social welfare activities and work for the realization of the aims and objectives of the Society (NGO) will be Ordinary Member of the Society (NGO). A member willing to be elected as member of Executive Body shall be required to deposit the membership fee for next three years before filling nomination.

Persons who are engaged/interested in the emancipation of the rural masses and in conducting and promoting the manifold constructive activities and all such activities required in the furtherance of an ideal social economic order, will be considered, provided that :

- a) He/She has attained the age of twenty-five years.
  - b) Promises to abide by the rules and bye laws and all the decisions taken by the society in respect of the amendments of the rules and bye-laws.
  - c) Subscribed in writing to carry out to the best of his/her capacity the object of the society.
  - d) Other N.G.O. can also become member.
- (iv) Opted member as may be decided by society

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**i Cessation of the membership:**

- i) In the event of death of a member.
- ii) On being bankrupt.
- iii) In the event of becoming lunatic.
- iv) On tendering of resignation.
- v) On non-payment of membership fees.
- vi) In the event of being found guilty by any court of law.
- vii) In the event of working against the interest of the society or who is found to be a hindrance to the achievements of the aims and objectives of the Society.
- viii) In the event of continuous four absence from the meeting of the Society.

**i. Body of the Society :**

**(a) General Body**

- (i) **Formation:** Two-third of the members would be nominated by the THDCIL, promoters of the Society. All the members of the society will form the General Body.
- (ii) **Meetings (General & Special):** The General Meeting of the Society will be held at least once in a year and special meetings will be held any number of times whenever required.
- (iii) **Notice Period:** Seven clear days before the General Meeting & 3 clear days before the Special Meeting the notice will be issued to the members.
- (iv) **Quorum:** 2/3 majority of the total members would constitute quorum.; subject to the condition that at least one authorized representative of THDCIL must be present
- (v) **Date of the Special Meeting :** Date and venue of the Special Meeting will be decided by the 2/3<sup>rd</sup> Majority of the Managing Committee.

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**Powers & Duties of the General Body:**

- Elect the office bearers/members of the Managing Committee in every three years.
- Pass the Annual Accounts/Budget of the society.
- To guide the society in fulfilling its objectives.
- To decide policy matters as the case may be.
- Appointment and fixation of remunerations of Auditors for the next financial year.
- Amendment in the By-laws of the Society.
- Any other General/Special Business moved by the Managing Committee.

**(a) Managing Committee :**

- (i) **Formation:** Formation of the Managing Committee office bearers/members will be done by the General Body. The Managing Committee shall consist of 7 to 11 members.
- (ii) **Notice Period:** The Notice Period shall be 7 clear days for every Managing Committee meeting.
- (iii) **Quorum:** 2/3<sup>rd</sup> strength of total members would constitute the quorum. Any fraction shall be rounded off to one.
- (iv) **Filling up of Vacancies:** 2/3<sup>rd</sup> majority of the General Body and the Managing Committee will fill up any vacancy of the Managing Committee. The vacancy filled by Managing Committee shall require ratification in the next General Body Meeting.

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(v) **Powers & Duties of the Managing Committee:**

- The superintendence, control and direction of the affairs of the society. Its income and property (both movable & immovable) shall vest with the managing committee.
- The Managing Committee shall have full powers to allocate, modify and make changes in any function, including allocation and remuneration structure of any of the office bearers and may identify any member and give him appropriate designation and allowances, if necessary.
- The Managing Committee will be competent to raise funds and purchase property (movable and immovable) as decided by it. Further the managing Committee shall have full control on all immovable property(ies) belonging to or vested in the society in such a manner as it think fit and these will be handled through the secretary or as decided by the managing committee.
- The managing committee shall be competent to invest the funds in the manner it likes and it shall be competent to borrow or mortgage or hypothecate the property(ies) on behalf of the society and these too shall be handled through the Secretary or as decided by the managing committee.
- The Managing Committee shall utilize the budget of the Society and work with all earnestness to achieve and fulfill the aims and objectives of the Society. In addition, it will take all steps including its financial management to manage the affairs of the Society.
- The Managing Committee shall be competent to determine policies and priorities of the Society to plan the budget, for taking up projects for implementation in consonance with its aims & objectives and to accept grants, donations etc. from any agency/Govt. etc.
- The nominees of THDCIL will have Veto Power in the Managing Committee

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**Other Powers of Management committee of the Society :**

- To appoint, administrate and control the personals for running of society including fixing the remuneration, honorarium allowances etc.
- To do all acts deeds within the objectives of the Society not specially reserved with General Body.
- To acquire or lease movable and immovable property in furtherance of its activities.
- To construct, adopt and maintain any building required for promotion of Educational activities.
- To construct, demolish, acquire, maintain any building in connection with the institutions and boarding houses for the residence of the students and employees and workers of the Society and affiliate or manage institutions with similar objectives.
- To seek public help or finance from the government/financial institutions including banks as and when deemed necessary in the interest of the Society.
- To enter into any agreement with Government and /or other authorities and organizations as and when deemed necessary for furthering its purpose

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(h) Programme and schemes could be devised to create appropriate partnership with the concerned stakeholders for an effective delivery of community development programmes through consultation and participation, to explore and work in various domains of community development on individual basis or partnership basis with the help of Government, NGO Private firm etc. with a view to promote sustained livelihood, overall development and well being of the target communities

(vi) **Tenure of the Managing Committee:** The Tenure of the Managing Committee will be three years.

**Power and Duties of management committee officials :**

**Patron :**

Chairman & Managing Director of THDCIL will be ex-officio Patron of the Society (NGO).

**Composition of Managing Committee:**

There shall be a Managing Committee to manage the affairs of the Society. In the Managing Committee 2/3<sup>rd</sup> members shall be nominated by THDCIL. At least half the members of the Managing Committee should be THDCIL Executive serving, in ex-officio capacity. THDCIL shall have also powers to remove its nominee at any time without giving any reason. The composition of Managing Committee shall be under:

**President**

The President shall be the nominee of THDCIL and preside over all the Meeting of Managing Committee and Annual General/Special Meetings. He/She shall have the casting vote in case of tie. The President will exercise general supervision to ensure proper functioning of the society including supervising and guiding overall activities of the society.

**Vice President**

In the absence of the president, the Vice-President shall exercise all the powers of the president.

**General Secretary**

The General Secretary will be the nominee of THDCIL. He will call meetings of the General Body and Managing Committee in consultation with the members of the Managing Committee. He shall be responsible for recording the minutes of meetings and to maintain records of all the proceedings. In case of any emergency he shall call an emergency meeting, with prior approval of the President, and shall act and report about the action taken in the next meeting. He shall ensure to keep and preserve the records of the society/managing committee and shall ensure to submit to the managing committee the annual accounts and budgets of the society. He shall carry on correspondence for/on behalf of the society/managing committee.

He will be overall incharge of the administration and executions of all the programmes of the society on behalf of the managing committee including creation of posts, fixation of salaries/remunerations/allowances etc. appointments, engagement of staff on work charge or daily basis, make purchase, approve all kind of expenses and do all such things as may be necessary in the furtherance of the objects of the society.

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**Treasurer**

The Treasurer will be the nominee of THDCIL. All the monetary transactions will be carried out by the Treasurer and he will be responsible for preparation and upkeep of Income & Expenditure A/c, Balance Sheet and other financial reports/statements forming part of Annual Accounts and its Audit by the auditors of the Society. **In consultation with the General Secretary, he shall place the Annual Accounts before the Managing Committee/General Body.**

8) **Procedure of Amendments in the rules & regulations of the society:**

Any amendment of rules and regulations of the society would be done by 2/3<sup>rd</sup> majority of the General Body or as per rules u/s 12 of the Societies Registration Act, (21 of 1860) subject to the provisions that any modification(s), regarding the structure and functioning of the society can be done with the approval of the Chairman and Managing Director of THDCIL. This information along with attested copy of rules/bye-laws should be sent within a week to the Registrar of Societies for incorporation/confirmation.

9) **Funds of the Society:**

The Society (NGO) shall establish its own fund to run its activities. The funds shall be constituted from membership fees, through donation & grants etc. from generous members of the public, Trusts, National, International Agencies, State & Central Governments etc. The funds of the society will be kept in any Nationalized Bank and will be operated by any two, of (i) President, (ii) General Secretary & (iii) Treasurer, jointly.

All assets and funds will belong to the society and not to any individual members/office bearer.

All purchases and sales pertaining to the society shall be as per direction of managing committee.

10) **Annual list of Management committee and Balance Sheet :**

The Annual List of Management Committee Members and Audited Accounts will be submitted in office of Assistant Registrar as per rules and regulation of society Registration Act 1860.

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

The audit of the Society including checking up of accounts and preparation of Income-Expenditure Account, Balance-sheet, utilization certificate or any other financial statement as may be needed for submission with donor/financing agencies, will be got done by a firm of Chartered Accountant: appointed and duly approved in the Annual General Body Meeting of the Society. The remuneration of auditors will be recommended by Managing Committee and approved by the General Body.

12) **Liability for Legal Matters:** President/General Secretary/Treasurer of the Society will be responsible for handling all the legal/tax matters of the Society.

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**Records of the Society:** The records like proceedings register, including the following shall be maintained at the Registered office of the Society.

- Membership Register.
- Working Register.
- Stock Register of movable as well as immovable assets.
- Cash Book & Ledger etc.
- Receipt book.
- Minute Book etc.

**Dissolution of the Society:** The dissolution of the Society will be done under section 13 and 14 of the Society Registration, Act, 1860.

Signature of the Members of the Society:

(1)

(2)

(3)

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Date :

Place : Rishikesh

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