

## FORM VII

Revised Certificate of Registration issued under Section 9(4) of the Haryana Registration and Regulation of Societies Act, 2012 upon allotment of a new registration number.

(See sub-rule(2) of rule 8)

### Revised Certificate of Registration of Society

I hereby certify that **OM WELFARE SOCIETY** (name of the society) registered vide registration number **36** on **21-05-2007** registered with District Registrar /Registrar, Chandigarh has been allotted a new Registration Number as under mentioned on this **17th** day) **October** (month), **2013** (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	1	2	2	0	1	3	0	0	3	5	3
NAME OF THE SOCIETY								REGISTERED OFFICE ADDRESS					
OM WELFARE SOCIETY								CITY HOSPITAL, AZAD NAGAR, HISAR					

Issued under my hand at Hisar- this 17th (day) of October 2013

Seal:  
Station: HISAR

*R/L*  
District Registrar of Societies,  
Hisar. *HISAR*

## MEMORANDUM OF SOCIETY

- NAME OF THE SOCIETY : OM WELFARE SOCIETY
- PLACE OF REGD. OFFICE : City Hospital, Azad Nagar,  
Gangwa Road Opp.Syndicate Bank,Hisar
- AREA OF OPERATION : The Society shall carry out its major activities in the Hisar District within the territory of State of Haryana.
- AIMS AND OBJECTIVES : The aims and objects of the Society are :-
- a) To Manage the Educational Institutions run by the above Society.
  - b) To arrange facilities for good quality, basic and higher education (shaksharta) in general and the poor students in particulars.
  - c) To promote the Swadeshi Culture through Education with special emphasis on mutual Co-operation and brotherhood.
  - d) To work for the removal of social evils such as untouchability, illiteracy and inferiority complex among the students from their childhood.
  - e) To Promote institutions to impart training in computer, Technical, Management, Traditional courses, Medical and Vefity. & A.H. Courses and regarding to the latest technologies.
  - f) To work for the betterment and welfare of staff and students of the educational institution run by the above educational society and to manage the scholarship and Educations schemes.
  - g) To provide suitable accommodation to Educational Institutions and make necessary constructions, alterations and maintenance of the building.

  
President

  
Secretary

- h) To purchase, take on lease hire or otherwise acquire property, necessary for the purpose of the Society.
- i) To raise funds by subscriptions, donations and grants from any person or persons private, public trusts, public bodies and the state and arrange payment for services rendered and utilize invest or spend the same as decided by the Executive Committee of the Society from time to time.
- j) 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 the Society and no portion thereof shall be paid or transferred directly or indirectly by way of dividend/bonus or otherwise by way of profit to the members of Society.
- k) The Society by the constitution is required to apply if any or other income in promoting its objectives.
- l) If upon the winding up of the Society, there remains after satisfaction of all its debits and liabilities, any property whatsoever the same shall not be paid or distributed among the members of the society but shall be given or transferred to some other institutions having objects similar to the objects of the society to be determined by the members of the society at or before the time of dissolution.



**President**



**Secretary**

m) To take loan from any bank, Society, Institutions for the purchase of land, vehicle etc and construction of building and other needs of the society.

n) No members of Governing Body of the society shall be appointed to any salaries office of the society or any office of the society paid by fees. That 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.

o) To do all identical work conducive to achieve the above subjects.



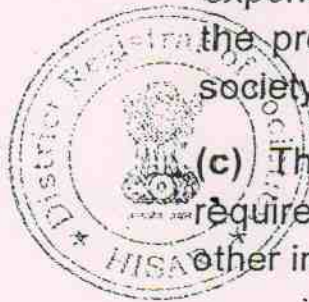
**Conditions :** (a) The income and property of the society shall be applied solely towards the promotions of the objects of the society as set forth in the memorandum of Association & no portion thereof shall be paid or transferred directly or indirectly to the members of the Society.

President

Om Welfare Society  
Juglana (Hisar)

Secretary

(b) No member of the Governing body of the Society shall be appointed to any salaried office of the society, or any office of the society paid by fees that 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 or traveling expenses in give or abroad incurred for the promotion of aims & objects of the society.



(c) The society by its constitution is required to apply its profits if any, or other income in promoting its objects.

(d) Situation Leading to Winding Up:- if upon the winding up or dissolution of all it debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of The Society but shall be given or transferred to some other institution having objects similar to the objects of above said society to be determined by the members of the society at or before the time of dissolution.

*[Handwritten Signature]*

President

Om N. S. Society  
(HISA)

*[Handwritten Signature]*

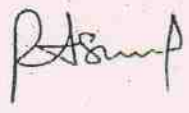




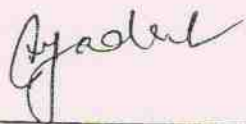

Secretary

SOCIETY NAME : OM WELFARE SOCIETY

PLACE OF REGD. OFFICE : City Hospital, Azad Nagar,  
Gangwa Road Opp.Syndicate Bank,Hisar

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.

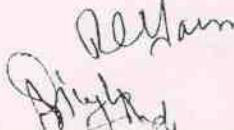
LIST OF MEMBERS WITH COMPLETE ADDRESS

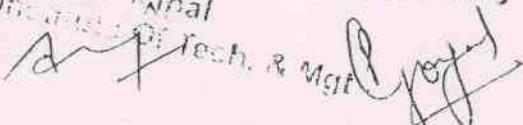
Sr. No.	Name & Address	Age	Occupation	Designation	Signature
1	Dr. Punit Goyal S/o Sh. Om Parkash C/o City Hospital Azad Nagar, Hisar	45	Doctor	President	
2	Dr. Ashok Yadav S/o Sh. Ram Kumar Yadav C/o Ashok Hospital Azad Nagar, Hisar	46	Doctor	Vice President	
3	Dr. Poonam Goyal D/o Sh. Bachan Saroop Jain C/o City Hospital Azad Nagar, Hisar	43	Doctor	Secretary	
4	Dr. Bajrang Dass Chaudhary S/o Sh. Kundal Lal Chaudhary Mohalla Chaudhrian Katla Ramlila, Hisar	65	Retired	Jt. Secretary	
5	Smt. Vidya Gupta D/o Sh. Nathu Ram R/o Saket Colony Azad Nagar, Hisar	70	Retired	Cashier	
6	Dr. Sunita Yadav D/o Sh. Kanwar Singh Yadav 111-Friends Colony, Hisar	46	Doctor	Member	
7	Sh. Ram Chander S/o Sh. Bhale Ram 79-Saket Colony, Hisar	63	Retired	Member	

President

Secretary





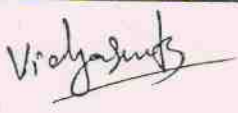
  
Om Welfare Society

  
Director Principal  
Om Welfare Society

  
Director Principal  
Om Welfare Society  
Tech. & Mgt

Governing Body : The Management of the affairs of the Society is entrusted in accordance with the rules & regulation of the Society to a Governing Body of which the First members are:-

LIST OF MEMBERS WITH COMPLETE ADDRESS

Sr. No.	Name & Address	Age	Occupation	Designation	Signature
1	Dr. Punit Goyal S/o Sh. Om Parkash C/o City Hospital Azad Nagar, Hisar	45	Doctor	President	
2	Dr. Ashok Yadav S/o Sh. Ram Kumar Yadav C/o Ashok Hospital Azad Nagar, Hisar	46	Doctor	Vice President	
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4	Dr. Bajrang Dass Chaudhary S/o Sh. Kundal Lal Chaudhary Mohalla Chaudhrian Katla Ramlila, Hisar	65	Retired	Jt. Secretary	
5	Smt. Vidya Gupta D/o Sh. Nathu Ram R/o Saket Colony Azad Nagar, Hisar	70	Retired	Cashier	

Witness:-

I know the above persons personally & they have signed in my presence

  
President

  
Secretary

Om Welfare Society

## Governing Body of the Society

SNo.	Name of Member	Membership Number	Full Address	Date of Enrollment	Designation
1	DR. PUNIT GOYAL	1	C/O CITY HOSPITAL , AZAD NAGAR, HISAR	2007-05-10	President
2	RAVI KANTA	11	1094 SECTOR 15 HBC, HISAR	2015-11-29	Treasurer
3	AMITA JAIN	12	SAZIDA COLONY MALER KOTLA	2015-11-29	Vice President
4	DR. POONAM GOYAL	2	480-SECTOR 15A, HISAR	2007-05-10	General Secretary
5	BAJRANG DASS CHAUDHARY	9	MOHALLAN CHAUDHRIAN, KATLA RAMLILA, HISAR	2008-12-09	Joint Secretary

## General Members of the Society

SNo.	Name of Member	Membership Number	Full Address	Date of Enrollment	Membership Type
1	DR PUNIT GOYAL	1	C/O CITY HOSPITAL , AZAD NAGAR, HISAR	2007-05-10	Founder Member
2	RAVI KANTA	11	1094 SECTOR 15 HBC, HISAR	2015-11-29	Founder Member
3	AMITA JAIN	12	SAJIDA COLONY, MALERKOTLA	2015-11-29	Founder Member
4	DR SUNITA YADAV	15	11-FRIENDS COLONY, HISAR	2021-01-02	Ordinary Member
5	DR ASHISH KUMAR JAIN	16	HOUSE NO. 35, SHEETEL BHAWAN, AMIR CHAND COLONY, RISHI NAGAR, HISAR	2021-01-02	Ordinary Member
6	DR POONAM GOYAL	2	480-SECTOR 15 A, HISAR	2007-05-10	Founder Member
7	BAJRANG DASS CHAUDHARY	9	MOHALLAN CHAUDHRIAN, KATLA RAMLILA, HISAR	2008-12-09	Founder Member



## RULE & REGULATION OF THE SOCIETY

Name : OM WELFARE SOCEITY  
Address : C/o City Hospital  
Gangwa Road Opp.Syndicate Bank,  
Azad Nagar, Hisar

### INTRODUCTION:

The Society Shall be called Education Society with the sole aim of promotion of good quality education in the area of its operation i.e. within India and will for this purpose open and manage Educational Institutions including those meant for academic, Moral, Technical, Medical, Physical Educational and Computer and professional training. To open different kinds of educational training/institutions. Regarding improve the students personality in general knowledge and to get good quidance about their future..

1. **MEMBERSHIP** : The society will consist of at present 7 members of all not less than 21 years of age and literate who believe in the aims and objects of the Society.

### 2. Eligibility :

In order to be admitted as a member of the society, a person:

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

  
President

On behalf of the Society

  
Secretary

3. Kind/ Type /Categories of Members : Society shall consisting of following four type of members :-

- 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 7. 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 collegium 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 member 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 the members shall not exceed 7.
- III. Ordinary Members: - members only. The society shall have a total of 7 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 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 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 subscription fees.

The number of such honorary member shall not exceed 10. The Honorary members Shall be entitled to attend than meeting and contribute to the deliberations but shall have no right to vote.

  
President

  
Secretary

## 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:


Sr. No.	Type of Member	Admission Fees	Annual Sub.
1	Founder Member	1000	Nil
2.	Life Members	500	Nil
3.	ordinary Member	100	50
4	Honorary Member	Nil	Nil



- (ii) The payment of annual subscription of a member shall become due as on the 1 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. Be revoked after he has cleared the default with along with 18% interest on the amount payable. However, he shall not to cast his vote in any election held during the remainder of the financial year.

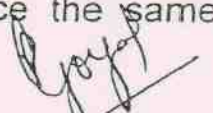
### 4. Admission procedure (for members other than the subscribers) :

- The Admission of a person as a member of the society shall be decided by its Governing Body from time to time.
- An Individual willing to be a member of the Society has to submit 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.
- The Secretary shall examine the application and place the same before the Governing Body for a decision.

 President

Om Welfare Society

(1/1/2019)

  
Secretary

- 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 found 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.

#### 5. Identity Card for every member :

Every person admitted as 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.



#### 6. 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 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 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 member of the society and union which shall issue a fresh identity Card to such member.

  
President

  
Secretary

## 7. 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 provision 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 and directions for removal by the District Registrar/Registrar/ Registrar General of Societies;

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.

## 8. General Body:

- i. Every person admitted as a member shall be 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.

## 9. 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 month 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.

 President

  
Secretary


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 along with reasons for convening such meeting, form 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 time & 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.

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 member's entered 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 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.

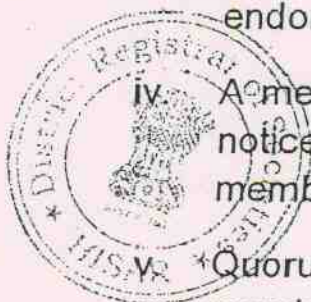
vi. The proceeding of all meeting of the General Body will be recorded in the minutes-book (bound or in loose leaves) maintained separately for the purpose by the Secretary and such minutes will be signed by the Chairman of the meeting and the Secretary of the society.



President

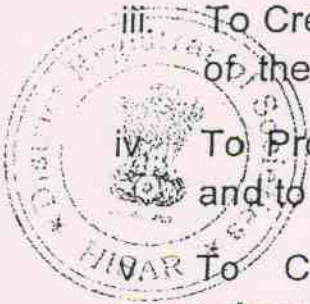


Secretary



10. **Powers, Function & duties of the General Body**

- i. To guide the Society in determining and fulfilling its aims and objects.
- ii. To decide policy matters such as change of name of the Society amendment in the Memorandum of Association and the byelaws 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 & Rules, 2012.
- iii. To Create funds for the society, institutions etc and for the fulfillments of the aims and objectives of the society.
- iv. To Provide suitable accommodation to the Educational Institutions and to make necessary adjustment, constructional amendments.
- v. To Collect funds through Govt. Grants, Public Donations, subscriptions and fees etc.
- vi. To borrow money from banks, institutions or other parties for acquisition of land for construction of building and other needs of the society.
- vii. To elect the members of the Governing Body.
- viii. To elect the member from. The Governing body and according approval to the continuation of a person appointed as member of the Governing Body against a casual vacancy.





**President**



**Secretary**

11. **Governing Body:**

i. **Composition :** The Governing Body of the society shall consist of a total of 5 office bearers and Members as under:

- a) President
- b) Vice President
- c) General Secretary / Secretary
- d) Cashier
- e) Member

ii. **Election of the Governing Body**

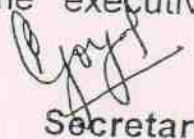
a) The term of the Governing Body shall be three years from the date of approval of its election by the District Registrar.

b) The Governing Body will declare the Schedule of Election and appoint the Returning officer for conduct of election 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 or holding elections of the Governing Body to all 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 observed if he so desires.

c) 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 nomination to be filed within the period prescribed in the Schedule of election, scrutiny and withdrawal of nominations, if any, for election of the office-bearers and the executive members of the Governing Body.



President

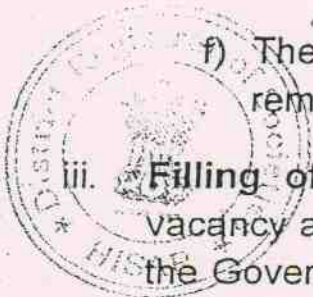


Secretary



- d) 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.
- e) After closing hours on the date of the poll, the returning officer will declare their results and constitute the Governing Body of the Society. A List of the elected office-bearers and 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.

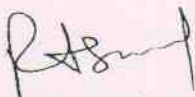
f) The office-bearers of the Society shall not be entitled to any remuneration for rendering services to the society.



iii. **Filling of any casual Vacancy on the Governing Body:-** Any vacancy arising on account of registration or death of any member of the Governing Body or for any other reason, may be filled-up by the Governing Body, if required, from amongst the members of the General Body on adhoc basis till the holding next Annual General Meeting of the Society. Such adhoc member of the Governing body shall cease to be a member of the Governing Body on the date of the next Annual General Meeting if his appointment is not approved in the Governing Body on the date of the next Annual General Meeting, if his appointment is not approved in the AGM by a majority vote for the balance term of the Governing Body.

iv. **Meetings of the Governing Body :**

- a) 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.

  
President

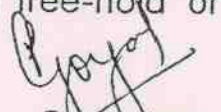
  
Secretary

- b) 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 appointment 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.
- c) The quorum of the meetings of the Governing Body shall be at least 40% of the total members of the Governing body subject to minimum of 5 members. In case of 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 minimum of three members, shall from the quorum for the adjourned meeting.
- d) The proceeding of every meeting of the Governing Body will be recorded in the proceedings book separately maintained for this purpose. Such minute 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 minute these will be signed by any two members present in the meeting as may be authorized by the Governing Body.
- e) The minutes of every meeting of the Governing Body will placed for confirmation in the succeeding meeting of the Governing Body.

**(v) Powers, Functions & Duties of the Governing Body:-**

- a) 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;
- b) 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.

  
President

  
Secretary

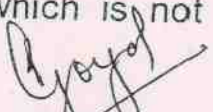
- c) The Governing Body shall have full charge of all immovable properties and movable assets belonging to or vested in the Society and these will be managed in such a manner as it consider appropriate subject to the overall control and directions of the General Body of the Society.
- d) The Governing Body shall be competent to invest the funds in the manner it consider appropriate in the best interest of the Society and it shall be competent of borrow or mortgage or hypothecate the properties on behalf of the Society in the manner decided.
- e) To constitute various standing or adhoc Committees for looking after such functions as may be assigned from time to time.
- f) 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 decided.
- g) To outsource certain functions e.g. cleaning, security and similar other maintenance activities of the premises of the Society.

**(vi) Powers, Functions and Duties of individual members of the Governing Body:**

**a) President:**

- To preside over all the meetings of the General Body and of the Governing Body and regulate the proceedings of such meetings.
- 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.
- To allow or disallow discussion on any matter which is not included in the agenda.

  
President

  
Secretary

- To ensure proper & transparent functioning of the Society/ Governing Body.
- To ensure strict compliance of the provision of the Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under.
- To supervise and guide the overall activities / achievement of aims & objectives of the Society.

**b) Vice –President :**




- To assist the president in carrying out his duties.

In absence of the President, to act on his behalf and perform all duties and exercise all the powers of the President.

- To do all such acts, deeds and things, as may be authorized by the Governing Body.

**c) General Secretary / Secretary:**

- 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.
- 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 member under his initials and to in time the members about the same and issue identity cards to the members so admitted.

  
President

  
Secretary

- To convene meetings of the General body / Governing body with the consent of the President and serve proper notices as prescribed under these byelaws.
- To attend all meetings of General body and Governing Body and assist the President in conducting the meetings and record proceedings of all the meetings.
- To prepare annual report to the Society and place it before the Governing Body along with audited annual accounts of the society, for approval to place the same before the General Body in the Annual General Meeting.
- To keep and preserve the records of the Society/ Governing Body.
- To help and assist the President in looking after the complete affairs of the Society and in attaining aims & objects of the Society.
- To ensure timely filing of all statutory returns / 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 there under.
- To be the custodian for the safe custody of common seals of the society and affix the same wherever required as per the authorization of the Governing Body.



  
President

  
Secretary

- 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.
- 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 Governing Body.
- Act as the overall in-charge of the administration and execution of all the programmers of the Society / including financial affairs on behalf of the Governing Body including creation of posts, fixation of salaries / remuneration / allowances etc. make appointments / engagements of staff make purchases and do all other such things as may be necessary in the furtherance of the aims & objects 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.

**(d) Cashier:**

- 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 expense relating to such matters, and of assets, credits and liability.
- 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.



President



Secretary

- iii. 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.
- iv. To act as the overall custodian of all the books of accounts of the society financial statements receipts books, expense vouchers bank pass books & cheque book cash etc.

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


i. Upon submission & acceptance of his resignation.

ii. If he ceases to be a member in accordance with sub-clause 8 of clause 4 of these bye laws.

iii. If he is removed by a resolution passed in the meeting of the General Body.

**(f) Exclusive from the Employment of a. Society:**

- i. No member of the society shall be in full-time or part-time employment of the Society.
- ii. No dependent or family member or close relative of the office bearer and members of the Governing Body shall be engaged as an employee of the society during its Term.
- iii. 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.

  
President

  
Secretary

**(14) Amendment in Memorandum of Association, Byelaws, Name of the Society etc.**

Any amendment in the Memorandum of Association and byelaws, 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 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 there under.

**(15.) Management of Assets and Funds of the Society**

- i. The source of income of the Society will include receipts on accounts 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 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 ant 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.

  
**President**

Om Welfare Society

(Signature)

  
**Secretary**



- iv. All assets and fund 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 toward the Governing Body may determine the limits of financial transactions which may be conducted in cash in certain other cases.

**(16.) Accounts of the Society:**

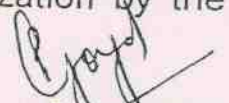
- i. The treasurer of the Society will be responsible for keeping and maintaining proper books of accounts i.e. cash book, ledger etc. as required under the income tax laws and / or any other authority including the Institute of Chartered Accountants of India, at its Registered Office with respect to 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 annual accounts of the society will be signed by any two authorized office bearer of the Society.
- iv. The Governing Body will appoint a chartered accountant who shall not be a men of the governing body of family of any member of the Governing Body auditing the accounts and filling of income tax return of the Society for each financial at such remuneration as may be determined by the Governing Body.

**(17.) Common seal:-**

The society will have a common seal which shall be kept 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.

  
**President**

On behalf of the Society  
(Signature)

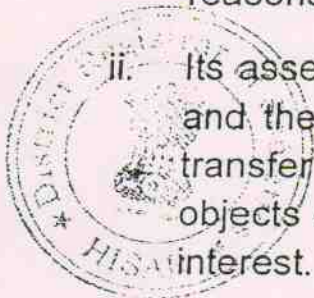
  
**Secretary**

**(18.) Amalgamation of the Society:**

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

**(19.) Dissolution of the Society:**

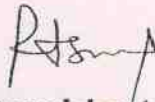
- i. The society may resolve to dissolve itself in accordance with the provisions contained in the act and the rules there under in case it becomes difficult to carry on with the operations of the Society, or it becomes insolvent or for any other pressing and unavoidable reasons.

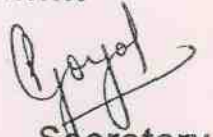


- ii. Its assets and properties shall be first used to liquidate any liabilities and the leftover properties / assets, if any, shall be considered for transfer to any other Society established with identical aims and objects or to the district collector for use thereof in the general public interest.

**Note:** Any clause which is against the rule & regulation of Haryana Society Registration Act 2012 will automatically inoperative.

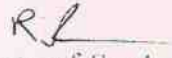
“Certified that the rules & regulations of the Society are the same which were approved in the meeting held on Dt. ....14/8/13.....”

  
President

  
Secretary

On

be a true copy

  
Distt Registrar of Societies  
HISAR