

MEMORANDUM

OF

DEEPANWITA Cultural Association

1. **Name:** The name of the Society shall be "DEEPANWITA", here-in-after to be referred to as the Society. *Cultural Association*

2. **Registered Office:** The registered office of the Society shall be situated in the NCT of Delhi and its present office will be at 454, Airlines Apartments, Plot 5, Sector-23, Dwarka, New Delhi-110 075. Any change in the address of the Society shall be duly intimated to the Registrar of Societies.

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3. **Aims and objectives:** The aims and objectives of the Society shall be:

(i) to organize, *inter alia*, Durga Puja/ Laxmi Puja/Kali Puja/ Saraswati Puja at an appropriate site at Sector 22 or 23, Dwarka.

(ii) to celebrate, *inter alia*, Bengali New Year Day and RABINDRA JAYANTI at an appropriate site in Sector 22 or 23 in Dwarka.

(iii) to organize social, musical and other cultural functions/programmes with active participation specially by women, young boys and girls and children of the locality during the festival/celebration occasions referred to in sub-rules (i) and (ii).

(iv) to organize specific artistic and educational programmes such as recitation, paintings, music, dance, quiz etc. competitions, debates on different subjects so as to bring out the talent of the teenager boys and girls and children of the locality during the festival/celebration occasions referred to in sub-rules (i) and (ii).

(v) to organize health, blood donation and yoga camps for the residents

(vi) to bring out an appropriate Brochure/Magazine on the occasion of Pujas and celebrations referred to in sub-rules (i) and (ii) and periodical News Letters/News Magazines.

(vii) to encourage people of different linguistic and cultural denominations to participate in various activities of the Society.

(viii) to acquire a suitable piece of land as allotted by the Delhi Development Authority in sector 22 or 23 Dwarka for providing the required physical infrastructure by constructing an appropriate building for carrying on the activities of the Society.

K. Anand

S. K. Singh

(ix) and to perform such acts as may be necessary for the achievements and accomplishment of the aims and objectives of the Society.

4. All the incomes, earnings, movable and immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objectives only as set forth in the Memorandum of the Society and no profit or part thereof shall be paid directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present and past members of the Society or to any person claiming through any one or more of the present or the past members. No member of the Society shall have any personal claim on any movable or immovable properties of the Society or make any profits, whatsoever, by virtue of his/her membership.

5. MANAGING COMMITTEE:

The names, addresses, occupations and designations of the present members of the Managing Committee, to whom the management of the Society is entrusted as required under section 2 of the Societies Registration Act 1860 as applicable to the National Capital Territory of Delhi are as follows:

S.No.	Full name in Capital	Address	Occupation	Designation in the Society
1.	MR. M.L. MAJUMDAR	B-301, Harmony Apts. Plot No.6B, Sector-23 Dwarka New Delhi-110 075	I.A.S.Pensioner	President
2.	MR. A. CHATTERJEE	A/128, Classic Apts. Plot No.11, Sector-22 Dwarka New Delhi-110 075	B. A. S. Bihar Adm. Serv.	Vice President
3.	MR. N. SEN	D/97, Classic Apts. Plot No.11, Sector-22 Dwarka New Delhi-110 075	Retired Teacher Delhi Univ. Dept. MILLS.	Vice President
4.	MR. A.K. TRIPATHI	143, Green Tower Plot No.7C, Sector-23 Dwarka New Delhi-110 075	Servic L & T, Delhi	Vice President

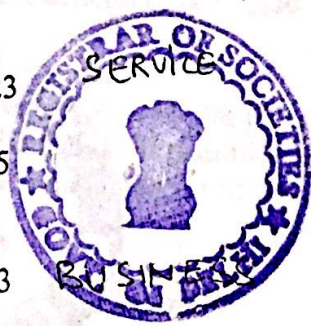
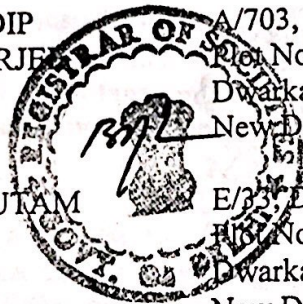
S.No.	Full name in Capital	Address	Occupation	Designation in the Society
5.	MRS. ^{Quty} JAYA LALITA CHAKRABORTY	633, DDA SFS Flats Pocket-1, Sector-22 Dwarka New Delhi-110 075	Teaching (Govt. School)	Vice President
6.	DR. DULAL GOLDAR	B/401, Jagran Apts. Plot No.17, Sector-22 Dwarka New Delhi-110 075	Principle / Director, Delhi College of Engineering, Delhi - 110042	Vice President
7.	MR. S.K. DAS	454, Airlines Apts. Plot No.5, Sector-23 Dwarka New Delhi-110 075	Engineer, Indian Airlines, Ltd.	Secretary
8.	MR. D. DUTTA	C/609, Prabha Apts. Plot No.11, Sector-23 Dwarka New Delhi-110 075	Govt Service	Joint Secretary <i>Undate</i>
9.	MR. S.K. ^{BITTO}	C/72, DGS Apts. Plot No.6, Sector-22 Dwarka New Delhi-110 075	RETIRED PSU	Joint Secretary <i>Arora</i>
10.	MR. J.E. SARKAR	009, IFCI Apts. Plot No.4, Sector-23 Dwarka New Delhi-110 075	Consultant	Treasurer <i>Sarkar</i>
11.	MR. B.K. GANGOPADHYAY	624, Nav Sansad Vihar Plot No.4, Sector-22 Dwarka New Delhi-110 075	Retd. Govt Servant	Member <i>...</i>
12.	MRS. MAITREI SINHA	630, DDA SFS Flats Pocket-1, Sector-22 Dwarka New Delhi-110 075	House wife	Member <i>Maitrei Sinha</i>



G. Anand

S.K. Das

S.No.	Full name in Capital	Address	Occupation	Designation in the Society
13.	MRS.SUMANA ROY	233, DDA SFS Flats Pocket-1, Sector-22 Dwarka New Delhi-110 075	House wife	Member Shumona Roy.
14.	DR.(MS) ARUNDHATI BANERJI	150, DDA SFS Flats Pocket-1, Sector-22 Dwarka New Delhi-110 075	Govt. Service	Member <i>Arundhati</i>
15.	MR.JAYANTA GUHA	234, Airlines Apts. Plot 5, Sector-23 Dwarka New Delhi-110 075	SERVICE	Member
16.	MR.ABHIJIT BANERJI	262, New Millenium Apts. Plot No.2, Sector-23 Dwarka New Delhi-110 075	SERVICE A/c Traffic Controller, Delhi Airport	Member
17.	MR. SUDIP MUKHERJEE	A/703, Prabha Apts. Plot No.11, Sector-23 Dwarka New Delhi-110 075	SERVICE	Member
18.	MR. GAUTAM BISWAS	E/33, DGS Apts. Plot No.6, Sector-22 Dwarka New Delhi-110 075	SERVICE	Member
19.	MR. SUPRATIM MAJUMDAR	204, Airlines Apts. Plot No.5, Sector-23 Dwarka New Delhi-110 075	SERVICE	Member <i>Supratim</i>
20.	MR. SAMRAT LAHIRI	99, DDA Flats Pocket-1, Sector-23 Dwarka New Delhi-110 075		Member
21.	MR. SAMAL	102, DDA Flats Pocket-1, Sector-23 Dwarka New Delhi-110 075	SERVICE	Member



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S.No.	Full name in Capital	Address	Occupation	Designation in the Society
22.	MR. B.S.POLLEY	B/9, Shaman Vihar Plot No.9, Sector-23 Dwarka New Delhi-110 075	SERVICE	Member Selmy
23.	MR. ^{K.} N. MUKHERJEE	^{K.} D/411, Prabha Apts. Plot No.11, Sector-23 Dwarka New Delhi-110 075	Retired SAIL Employee	Member K. Mukherjee
24.	MR. GAUTAM BARMAN ROY	2015, IFCI Apts. Plot No.4, Sector-23 Dwarka New Delhi-110 075	Service	Member B. ---
25.	MR. SABYASACHI HAJUMDAR.	A-405, Sadbhawana Apts, Plot no.8, Sector-22, Dwarka, New Delhi-110075	M.B.A.	Member.

Provided that not less than one - (fraction of one shall be ignored) of the members of the Managing Committee shall be women and in the event of non-availability of a woman member, the Managing Committee may co-opt, as an interim arrangement, an eligible woman as a member of the Managing Committee.

Provided that if a woman member is elected as a member of the Managing Committee subsequently such co-opted member as aforesaid shall cease to be a member of the Managing Committee with effect from the date a woman member is elected.

6. Desirous Persons: We, the undersigned, are desirous of forming an Association, in the name and title "DEEPANWITA", under the Societies Registration Act, 1860 as applicable to the NCT of Delhi in accordance with the Memorandum of the Society.

Sl.No.	Name	Address	Occupation	Signature
1.	MR.M.L.MAJUMDAR	B-301,Harmony Apts. Plot No.6B,Sector-23 Dwarka New Delhi-110 075	I.A.S.Pensioner	<i>[Signature]</i>



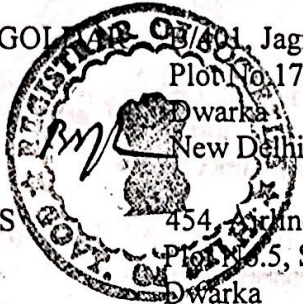
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Sl.No.	Name	Address	Occupation	Signature
2.	MR. A. CHATTERJEE	A/128, Classic Apts. Plot No.11, Sector-22 Dwarka New Delhi-110 075	B.A.S. (Bihar Administrative Service)	
3.	MR. N. SEN	D/97, Classic Apts. Plot No.11, Sector-22 Dwarka New Delhi-110 075	Retired Teacher, Delhi University, Dept. of MLLS	
4.	MR. A.K. TRIPATHI	143, Green Tower Plot No.7C, Sector-23 Dwarka New Delhi-110 075	Service L&T, Delhi	
5.	MRS. JAYA LALITA CHAKRABORTY	633, DDA SFS Flats Pocket-1, Sector-22 Dwarka New Delhi-110 075	Teaching (Govt. School)	
6.	DR. DULAL GOSWAMI	3/401, Jagran Apts. Plot No.17, Sector-22 Dwarka New Delhi-110 075	Principle/Director, Delhi College of Engineers	
7.	MR. S.K. DAS	454, Archanes Apts. Plot No.5, Sector-23 Dwarka New Delhi-110 075	Engineer, Indian Airline Ltd.	
8.	MR. D. DUTTA	6/609, Prabha Apts. Plot No.11, Sector-23 Dwarka New Delhi-110 075	Govt Service	
9.	MR. S.K. AUDI	6/609, DGS Apts. Plot No.11, Sector-23 Dwarka New Delhi-110 075	Retired PSU	
10.	J.B. SARKAR	2009, IFCI Apts. Plot No.4, Sector-23 Dwarka New Delhi-110 075	Consultant	

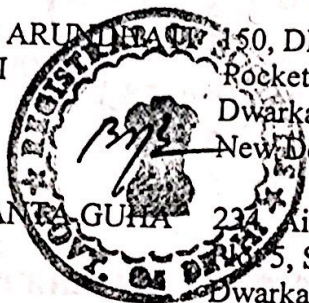


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Sl.No.	Name	Address	Occupation	Signature
11	MR.B.K. GANGOPADHYAY	624, Nav Sansad Vihar Plot No.4, Sector-22 Dwarka New Delhi-110 075	Retired Govt. Servant.	
12	MRS.MAITREI SINHA	630, DDA SFS Flats Pocket-1, Sector-22 Dwarka New Delhi-110 075	House wife.	Maitrei Sinha
13	MRS.SUMANA ROY	233, DDA SFS Flats Pocket-1, Sector-22 Dwarka New Delhi-110 075	House wife	shumona Roy.
14	DR.(MS) ARUN BANERJI	150, DDA SFS Flats Pocket-1, Sector-22 Dwarka New Delhi-110 075	Govt. Service	
15	MR.JAYANTA GUHA	234 Airlines Apts. Sector-5, Sector-23 Dwarka New Delhi-110 075	SERVICE	
16	MR.ABHIJIT BANERJI	262, New Millenium Apts. Plot No.2, Sector-23 Dwarka New Delhi-110 075	SERVICE	
17	MR. SUDIP MUKHERJEE	A/703, Prabha Apts. Plot No.11, Sector-23 Dwarka New Delhi-110 075	Service	
18	MR. GAUTAM BISWAS	E/33, DGS Apts. Plot No.6, Sector-22 Dwarka New Delhi-110 075	SERVICE	

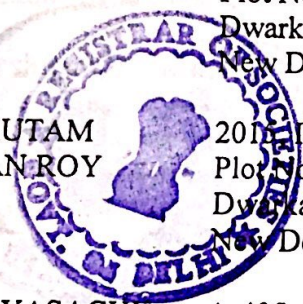
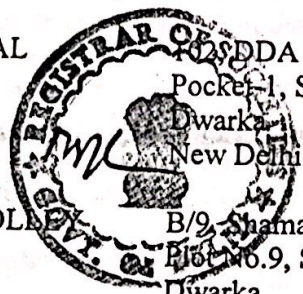


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Sl.No.	Name	Address	Occupation	Signature
19	MR. SUPRATIM MAJUMDAR	204, Airlines Apts. Plot No.5, Sector-23 Dwarka New Delhi-110 075	SERVICE	<i>[Signature]</i>
20	MR. SAMRAT LAHIRI	99, DDA Flats Pocket-1, Sector-23 Dwarka New Delhi-110 075	BUSINESS	<i>[Signature]</i>
21	MR. SAMAL	DDA Flats Pocket-1, Sector-23 Dwarka New Delhi-110 075	SERVICE	<i>[Signature]</i>
22	MR. B.S.POLY	B/9, Shaman Vihar Plot No.9, Sector-23 Dwarka New Delhi-110 075	SERVICE	<i>[Signature]</i>
23	K. MR. N. MUKHERJEE	D 1411 Prabha Apts. Plot No.11, Sector-23 Dwarka New Delhi-110 075	Retired SAIL Employee	<i>[Signature]</i>
24	MR. GAUTAM BARMAN ROY	DDA FCI Apts. Plot No.4, Sector-23 Dwarka New Delhi-110 075	Service	<i>[Signature]</i>
25	MR. SABYASACHI MAJUMDAR	A-405, Sadbhawana Apts. Plot No.8, Sector-22 Dwarka New Delhi-110 075	M.B.A	<i>[Signature]</i>



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RULES AND REGULATIONS

OF

DEEPANWITA Cultural Association

1. **Name:** The name of the Society shall be "DEEPANWITA", here-in-after to be referred to as the Society. Cultural Association

2. **Definitions:** In the rules and regulations unless the context otherwise requires:

(a) Committee means the Managing Committee of the Society.

(b) "The President", "Vice President", "Secretary", "Joint Secretary" and "Treasurer" mean those respective office bearers of the Society for the time being.

(c) "General Body" means the general body of the Society.

(d) "The annual general body meeting" and "the special general body meeting" mean such general body meetings as are convened and held under the rules of the society in force.

(e) "Resolution" means the resolution of the Society duly passed and adopted.

3. **Membership:** (i) The membership of the Society is open to all citizens of India who have attained the age of 25 years or more on the 1st day of January of the year when he/she applied for the membership of the Society, who fulfills the terms and conditions of the Society and who subscribes to the aims and objectives of the Society as laid down in the Memorandum of Association and who usually reside in sector 22 or 23, Dwarka and in the adjoining sectors but subject to the approval of the Managing Committee.

Provided that the Managing Committee may, in the interest of the Society, admit such person(s) who are not usual residents as aforesaid as member/associate member of the Society as it deems fit.

(ii) No person in respect of whom any of the provisions of rule 7 here-in-after applies shall be eligible to become a member of the Society.

4. **Categories of Members:** There shall be two categories of members as follows:

- (i) Member
- (ii) Associate Member

5. **Total No. of Members:** The total number of members of the Society shall not exceed 120 out of which not less than two-thirds shall be members and not more than one-third shall be associate members.

Provided that not less than one-third of the total number of members and associate members shall be women in each of the two categories of members and associate members.

Provided further that in the event of non-availability of adequate number of woman members, the Managing Committee may co-opt as many eligible woman members as are required to comply with the above condition and with such terms and conditions regarding their tenure, payment of admission fee and annual subscription fee as the Managing Committee may deem

6. **Subscription:**

(i) An admission fee of Rs.100/- is payable by a person desirous of being a member of the Society. Once admitted, a member including a desirous person who shall be deemed to have been enrolled as a member, shall also pay an annual subscription of Rs.500/- by 31st March of the relevant year.

(ii) An admission fee of Rs.25/- is payable by a person desirous of being an associate member of the society. Once admitted, an associate member shall also pay an annual subscription of Rs.125/- by 31st March of the relevant year.

(iii) Notwithstanding anything contained in sub-rules (i) & (ii) above, a person may be allowed by the Managing Committee to become a life member of the Society by making one-time payment of Rs.5000/- to the society.

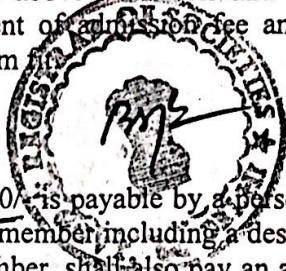
Provided that an existing member of the society may be allowed to become a life member of the Society if such a member makes one-time payment of an additional amount of Rs.5000/- to the Society at any time during the currency of the membership of such an existing member.

7. **Termination of Membership:** The Managing Committee shall have the power to terminate the membership of a member/associate member on any of the following grounds:

(i) On his/her ceasing to be a citizen of India

(ii) On his/her death.

(iii) On his/her written resignation from the membership of the Society.



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(iv) On his/her non payment of full annual subscription for one year or more after giving three months notice to pay the dues in full.

(v) If he/she has not attended three consecutive meetings of the General Body without any intimation.

(vi) On his/her conviction by a competent court of law for an offence of moral turpitude and for any criminal offence irrespective of the fact of an appeal, if any, against such conviction pending before the appellate court.

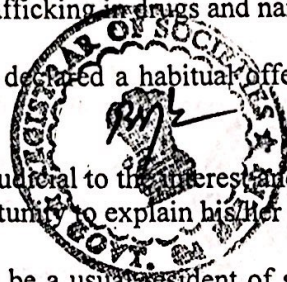
(vii) If he/she has been declared a person of unsound mind by a competent authority.

(viii) If he/she has been proclaimed offender/absconder by a competent authority/court in a criminal case or in any case of violating any law relating to smuggling/foreign exchange regulations, trafficking in drugs and narcotics and in human trafficking.

(ix) If he/she has been declared a habitual offender/bankrupt/insolvent by a competent authority/court of law.

(x) If he/she works prejudicial to the interest and aims and objectives of the Society after giving him/her an opportunity to explain his/her position within three months.

(xi) If he/she ceases to be a usual resident of sector 22 or 23, Dwarka or the adjoining sectors unless the Committee takes a contrary view under the proviso to sub-rule (i) of Rule 3

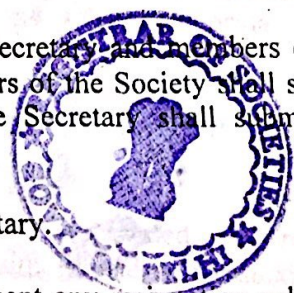


8. Procedure for resignation of membership and office of the office bearers:

(i) The office bearers other than the President and the Secretary and members of the Managing Committee and members and associate members of the Society shall submit the resignation letter, if any, to the Secretary and the Secretary shall submit the resignation letter, if any, to the President.

(ii) The President shall submit his resignation to the Secretary.

(iii) The Managing Committee shall be competent to accept any resignation submitted under sub-rule (i) and sub-rule (ii).



9. Appeals: All appeals against any decision of the Managing Committee shall lie before the General Body. The decision of the General Body on any such appeal shall be final.

10. Readmission of members/associate member:- A member/associate member whose membership has been terminated by the Managing Committee for non payment of fees may be readmitted by the Committee if such a member/associate member has paid the dues in full and a clear vacancy exists.

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11. **Composition of the Managing Committee:** The Managing Committee referred to in clause 5 of the Memorandum of Association shall consist of the following members and office bearers whose total strength shall not be less than 9 and more than 25.

Sl.No.	Designation	No. of Post
1.	PRESIDENT	1
2.	Vice President	5
3.	Secretary	1
4.	Joint Secretary	2
5.	Treasurer	1
6.	Members	Not exceeding 15

Provided that existence of vacancy(ies) in the Managing Committee shall not invalidate any decision taken by the Managing Committee.

12. **Procedure for election of Managing Committee:** Procedure for election of members and office bearers of the Managing Committee shall be as under:

(i) The President and members of the Managing Committee shall be elected by the General Body in the Annual General Meeting. Election shall be held by show of hands or if so necessitated by secret ballots for which the Managing Committee shall appoint one of the members of the Society as the returning officer who shall not be a candidate for the election. The returning officer, if appointed, shall conduct the election and announce the result and shall submit a written report in the prescribed format to the newly elected President of the Society for safe custody.

(ii) The Managing Committee shall elect from amongst its members five Vice Presidents, the Secretary, two Joint Secretaries and the Treasurer.

(iii) The proceedings of the meeting and election result shall be recorded in the register maintained for the purpose and the same shall be signed by the President conducting the Annual General Meeting.

(iv) A list of elected members and office bearers duly signed by at least two members of the outgoing Managing Committee shall be submitted to the Registrar of the Societies not later than 15 days of the meeting.

Provided that if the outgoing members decline to sign the list of members as aforesaid, the list shall be signed by the President, the Secretary and at least two members of the newly elected Managing Committee accompanied with an affidavit duly sworn in by the newly elected Secretary before a Notary Public stating therein that the outgoing members have declined to sign the list.

58

(v) No associate member shall be eligible for election as office bearers or as a member of the Managing Committee nor shall have any voting rights.

(vi) Notwithstanding anything contained in sub-rule (i), no member in respect of whom any of the conditions contained in sub-rule (i), (iii), (iv), (v), (vi), (vii), (viii), (ix), (x) and (xi) of rule 7 is applicable and against whom any dues of the Society as on 1st of April preceding the date of election are outstanding shall be eligible for election as office bearer or member of the Managing Committee.

13. Tenure of the Managing Committee: (i) The members and office bearers of the Managing Committee shall hold office for a period of 3 years from the date of its 1st meeting.

Provided that if the member or an office bearer of the Managing Committee has been terminated under rule 9, such a member or office bearer, as the case may be, shall cease to hold office as such member or office bearer with effect from the date of such termination.

Provided also that if the order of termination of the membership of such member or office bearer of the Managing Committee, as the case may be, on appeal under rule 9, is revoked, such a member or the office bearer, as the case may be, shall not be reinstated as such member or office bearer of the Managing Committee unless re-elected as member or office bearer of the Managing Committee.

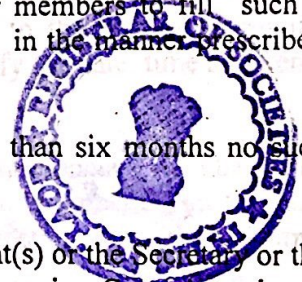
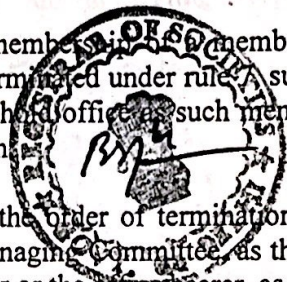
(ii) If any vacancy arises in the office of the President due to any reason whatsoever, the Managing Committee shall elect one of its office bearers or members to fill such a vacancy for the intervening period till the vacancy is filled in the manner prescribed under rule 12.

Provided that if the remaining tenure of the President is less than six months no such election to fill the vacancy as aforesaid shall be necessary.

(iii) If any vacancy arises in the office(s) of the Vice President(s) or the Secretary or the Joint Secretary(s) or the Treasurer and Member(s) of the Managing Committee due to any reason whatsoever, the Managing Committee shall elect one of its office-bearers or members to fill such vacancy(s) for the intervening period till such vacancy(s) is filled in the manner prescribed under Rule 12.

Provided that if the remaining tenure of the aforesaid office-bearers/members of the Managing Committee is less than six months, no such election to fill the vacancy(s) as aforesaid shall be necessary.

(iv) If due to any reason whatsoever, other than a Court Order or force majeure, a new Managing Committee cannot be elected on the expiry of the period as stipulated in sub-rule (i), the Managing Committee shall stand dissolved at the expiry of six months after



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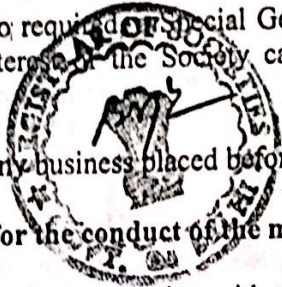
the tenure is over in terms of sub-rule (i) and a new Managing Committee shall be elected in the manner prescribed under Rule 12 and if so required, in conjunction with Rule 28.

14. General Body:

- (i) All members of the Society shall constitute the General Body.
- (ii) The associate members may participate in the meetings of the General Body but shall not have any voting rights.

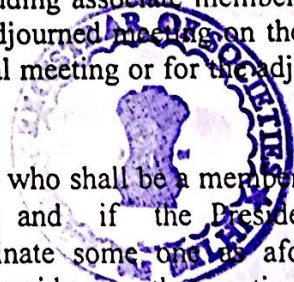
15. Functions of the General Body: The functions of General Body shall be:

- (a) to hold the Annual General Meeting every year in the month of February.
- (b) to hold, if so required, Special General Meeting to consider any emergent matter which in the interest of the Society cannot be delayed till the next Annual General Meeting.
- (c) to consider any business placed before it by the Managing Committee.



16. Procedure for the conduct of the meeting of the General Body:

- (a) The Secretary in consultation with the President shall issue the notice indicating the date, time and venue of the meeting to all the members and the associate members at their last known addresses.
- (b) Not less than 15 days advance notice shall be given to the members/associate members for the general body meeting. The notice shall specify the date, time and venue of the meeting and shall enclose the agenda for the meeting.
- (c) Not less than 1/3rd of the total members on roll excluding associate members shall form the quorum. No quorum shall be required for an adjourned meeting on the same day after a lapse of 1 hour of the time fixed for the original meeting or for the adjourned meeting on a subsequent date.
- (d) The President and in his/her absence, his/her nominee who shall be a member of the Managing Committee shall preside over the meeting and if the President is incapacitated due to any unavoidable reasons to nominate some one as aforesaid, members present shall elect one amongst themselves to preside over the meeting of the day.
- (e) The members and the associate members shall sign the attendance register as token of their presence.



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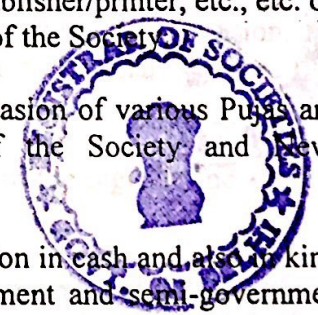
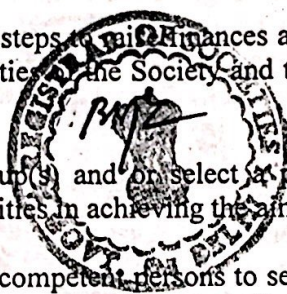
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(f) All decisions taken in the meeting shall be decided by the majority of members present and voting shall be by show of hands and in case of tie, the presiding officer may exercise his casting vote. If, however, the presiding officer declines to exercise his casting vote, the matter shall be decided by lot.

(g) The minutes of the meeting shall be recorded in the relevant register immediately and shall be signed by the presiding officer.

17. Functions of the Managing Committee: The functions of the Managing Committee shall be:

- (a) to meet as frequently as necessary and at least once in six months.
- (b) to prepare the annual budget of the Society and a plan of action for various programmes consistent with the aims and objectives of the Society.
- (c) to take all necessary steps to raise finances and to accord financial sanction required for carrying on the activities of the Society and to manage the funds of the Society with prudence.
- (d) to form small group(s) and/or select a person to be assigned with the task of performing various activities in achieving the aims and objectives of the Society.
- (e) to form panel(s) of competent persons to select the winners in various competitions and to select appropriate prize(s) to be awarded to the winners.
- (f) to supplement the local artists, if necessary, to select outside artists for staging various musical and cultural activities on such payment, if required.
- (g) to engage agencies to execute various activities like erection of pandal and the related items of activities and to engage electrician, caterer, publisher/printer, etc., etc. on various occasions referred to in clause 3 of the Memorandum of the Society.
- (h) to publish an appropriate Brochure/Magazine on the occasion of various Pujas and celebrations consistent with the aims and objectives of the Society and News Magazines/News Letters periodically.
- (i) to accept on behalf of the Society in lawful manner donation in cash and also in kind, grants, etc. from individual and private, public and government and semi-government agencies directly and through advertisement to be published in the Brochure/Magazine and periodical News Magazines/News Letters referred to in sub-rule (h) in furtherance of the interest of Society consistent with the aims and objectives of the Society.



(j) If any officer being a member of the Managing Committee has any pecuniary or other interest in any of the agenda items under consideration by the Managing

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55

(j) to fix the date, time and venue of the annual general meeting as also special meeting of the General Body and to prepare the agenda for the annual General Body meetings and Special General Body meetings.

(k) to take all necessary actions for accomplishing the aims and objectives of the Society.

18. Procedure for the conduct of the meetings of the Managing Committee:

(a) The Secretary in consultation with the President shall fix the date, time and venue of the meeting.

(b) The Secretary, in his/her absence, the Joint Secretary as authorized by the Secretary shall issue the notice along with the agenda paper to all the members of the Managing Committee at their last known addresses preferably 7 days in advance of the date fixed for the meeting.

(c) One-third (fraction of one shall be ignored) of the actual strength of the members shall form the quorum. If on the appointed date and time, there is no quorum, the meeting may be adjourned to another day and no quorum would be required for the adjourned meeting provided at least three members are present in the adjourned meeting.

(d) The President and in his/her absence, his/her nominee who shall be a member of the Managing Committee shall preside over the meeting and if the President is incapacitated due to any unavoidable reasons to nominate some one as aforesaid, members present shall elect one amongst themselves to preside over the meeting of the day.

(e) A register shall be maintained for recording the minutes of the meeting. All members present in the meeting shall put their signature in token of their presence.

(f) Decisions in the meeting shall be by consensus. In case there is a division, the decision of the majority of the members present and voting shall be final. In case of a tie, the matter shall be decided by lot.

(g) Decisions in the meeting shall be recorded immediately in the register and shall be signed by all the members present.

(h) The Managing Committee at its discretion may invite any member of the Society, not being a member of the Managing Committee and or any distinguished person(s) who is not a member of the Society to its meeting as special invitee(s) and seek his/her views on any specific issue as the Managing Committee may deem fit.

(i) If any office bearer or member of the Managing Committee has any pecuniary or other interest in any of the agenda items under consideration by the Managing

57

Committee, such office bearer or member, as the case may be, shall not participate in the discussions on the particular agenda item after informing the Managing Committee.

19. Powers and duties of the office bearers of the Managing Committee:

I. The President:

(a) He/she shall preside over the meetings of the Managing Committee and the General Body.

(b) He/she shall oversee the activities of the office bearers and if any deficiency is noticed, he/she shall ensure remedial action through the Secretary.

(c) As the head of the Managing Committee he/she shall exercise his/her authority to guide all and every one to ensure that activities of the Society conforms to its aims and objectives.

(d) If the rules permit, he/she shall exercise his/her rights of casting vote in fair and judicious manner.

(e) In the absence of the President, his/her nominee shall exercise such power as the President in his/her discretion may authorize such a nominee to perform.

II. The Vice Presidents: The Vice President(s) shall exercise such duties and responsibilities, excluding those specified under I here-in-before, as may be specifically assigned to the Vice President(s) by the Managing Committee from time to time as the Managing Committee may deem fit.

III. Secretary:

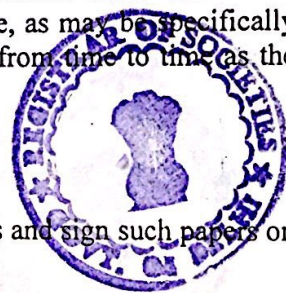
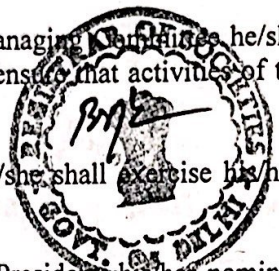
(a) He/she shall authenticate all documents and correspondences and sign such papers on behalf of the Society.

(b) He/she shall issue notice for meetings of the Managing Committee and the General Body and record the proceedings of the meeting.

(c) He/she shall ensure that the working of the Society does not suffer.

(d) He/she shall motivate and persuade members/associate members to take an active role in promoting the aims and objectives of the Society.

(e) He/she shall keep a close watch on proper utilization of funds of the Society to avoid any wasteful expenditure.



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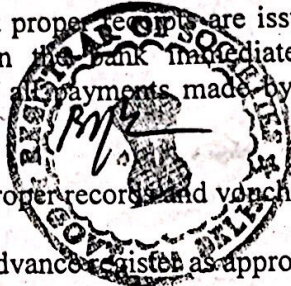
IV. Joint Secretaries:

- (a) They shall assist the Secretary in the discharge of his/her duty.
- (b) In the absence of the Secretary, the Joint Secretary(s) will exercise such powers of the Secretary as may be assigned to them by the Secretary.

V. Treasurer:

(a) He/she shall maintain books of account and record all receipts and expenditure, and assets and liabilities in the registers as prescribed by the Managing Committee in consultations with auditors.

(b) He/she shall ensure that proper receipts are issued against all amount received and the amount is deposited in the bank immediately. Similarly he shall ensure receipt/acknowledgement of all payments made by cash/cheque to any person for any purpose.



(c) He/she shall maintain proper records and vouchers of expenditures.

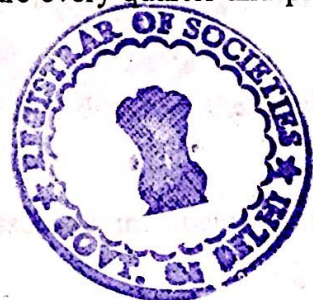
(d) He/she shall maintain advance register as approved by the Managing Committee.

(e) If approved by the Managing Committee, he/she may keep imprest money as fixed by the Managing Committee for meeting any emergent expenditure.

(f) He/she shall prepare a statement of income and expenditure every quarter and place the same before the Managing Committee in the meeting.

20. Source of Income:

- (i) Admission fee
- (ii) Subscription
- (iii) Donation/contribution
- (iv) Through advertisements to be published in the Brochure/Magazine on the occasion of various Pujas and celebrations and in the News Magazines/News Letters periodically .
- (v) Grants and aids from Government/Institutions/Industrial Houses
- (vi) Special subscriptions/contributions/sponsorship of events from various sources on the occasion of various Pujas and celebrations.



On 22/11/20

K. S. Chandra

S. S. Chandra

52

21. Management of Funds:

- (a) All income shall be deposited in the designated bank(s).
- (b) Financial powers delegated to the President/Secretary by the Managing Committee, if any, shall be exercised in accordance with the decision of the Managing Committee and with due prudence.

22. Operation of Bank accounts:

- (a) The Society will open bank accounts with one or more scheduled bank as approved by the Managing Committee.
- (b) The bank account shall be operated jointly by the Treasurer and one either of the Secretary or the President.

23. Financial Year: The financial year shall be the year ended 31st March every year.

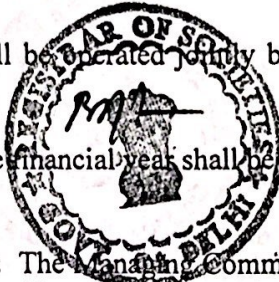
24. Delegation of Powers: The Managing Committee may delegate such administrative and financial power to the office bearer(s) as it deems fit either by general order or by special order. It may revoke any delegation of power in the interest of the Society any time.

25. Audit:

- (i) The account of the Society shall be audited every year and not later than 30th September following the closure of the financial year..
- (ii) The Annual General Meeting of the Society shall appoint auditors of the Society every year until the conclusion of the next Annual General Meeting.

26. Register of Members: A register of members/associate members shall be maintained with the following particulars:

- (i) Name
- (ii) Name of the father/husband
- (iii) Full address
- (iv) Date of birth
- (v) Occupation



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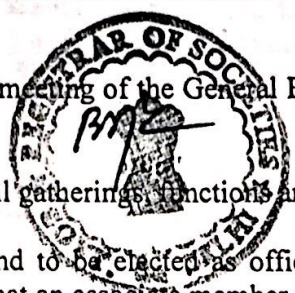
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- (vi) Date of admission as member/associate member by the Managing Committee.
- (vii) Date of cessation of membership, if any.
- (viii) Date of termination of membership by the Managing Committee, if any.
- (ix) Remarks:

A list of office bearers and members of the Managing Committee shall be sent to the Registrar of Societies.

27. Rights of members/associate members: A member and an associate member shall have:

- (a) One vote at every meeting of the General Body but associate members shall have no voting right.
- (b) To participate in all gatherings, functions and programmes
- (c) Right to elect and to be elected as office bearer(s) and member(s) of Managing Committee provided that an associate member shall have no right to elect or to be elected as member(s)/office bearer(s) of the Managing Committee.
- (d) Right to inspect books of accounts, minutes of meeting of the General Body and register of members of Society during usual business hours after giving prior notice and reasonable time.
- (e) Right to attend General Body meeting.



28. Requisitioned meetings: One-third of the existing members of the General Body and one-third of the actual strength of members of the Managing Committee may, if the situation so demands, requisition a meeting of the General Body or the Managing Committee, as the case may be.



29. Seal of the Society: There shall be an official seal of the Society. The seal shall remain in the custody of the Secretary of the Society.

30. Emblem of the Society: The Society shall have a distinctive emblem to be displayed prominently on the letter head and other documents. The Managing Committee shall design an appropriate emblem depicting the aims and objectives of the Society with a suitable message imprinted on the emblem.

31. Amendments of the rules and regulations: Any amendments to the rules and regulations shall be carried out in accordance with provisions of the Societies Registration Act 1860 as applicable to the NCT of Delhi.

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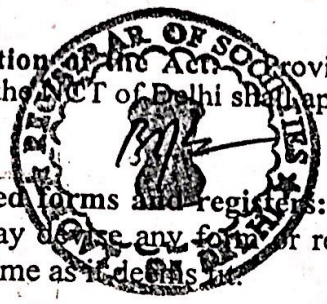
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32. **Legal proceedings:** The Society may sue or be sued in the name of President/Secretary as per provisions laid down under the Societies Registration Act 1860 as applicable to the NCT of Delhi.

33. **Dissolution:** If at any time, the Society is dissolved, it shall be dissolved as per the provisions laid down under the Societies Registration Act 1860 as applicable to the NCT of Delhi.

34. **Application of the Act:** Provisions of the Societies Registration Act 1860 as applicable to the NCT of Delhi shall apply to the Society.

35. **Prescribed forms and registers:** The forms shall be as annexed. The Managing Committee may use any form or register or may revise existing forms and registers from time to time as it deems fit.



Essential Certificate:

Certified that this is the true copy of the Rules and Regulations of the Society:



J. Lal
Treasurer

S. Das
Secretary

A. Singh
President
