

FORM VII

Revised Certificate of Registration issued under Section 9(4) of Haryana Registration And Regulation of Societies Act, 2012 upon Allotment of new Registration Number



Note: It is for the information of General Public that this Certificate is only for the registration of Society and the Society would be registered under the Act, read with the rules made thereunder and the rules of the relevant Rules, Act.

Revised Certificate of Registration of Society

I hereby certify that Shree Sai Educational Society registered vide registration number 003 on 10-5-2006 registered with District registrar Kurukshetra has been allotted a new Registration Number under mentioned on this 04<sup>th</sup> day June month 2013 year 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 K K R		2 0 1 3	0 0 0 5 3
Name of the Society			Registered Office Address
Shree Sai Educational Society			Barara Road, Shahabad (M) Distt. Kurukshetra.

Issued under my hand at Kurukshetra this 04<sup>th</sup> day of (Month) June (Year) 2013



District Registrar of Societies  
Kurukshetra

*AK Nagal*

President  
Lord Krishna Public School  
VIII, Ugala (Ambala)

*AK Nagal*  
Principal  
Govt Sr Sec School  
Ambala (Ambala)

*AK Nagal*  
President  
Lord Krishna Public School  
VIII, Ugala (Ambala)

*AK Nagal*  
Principal  
Lord Krishna Public School  
Barara Road, VIII Ugala (Ambala)

**Annexure -1**  
**'Memorandum of Association' of a Society**

Sr. No.	Subject	Description
1.	Name of the Society:	<b>SHREE SAI EDUCATIONAL SOCIETY</b>
2.	The registered office of the Society shall be at:	<b>BARARA ROAD, SHAHABAD (M), DISTT. KURUKSHETRA</b>
3.	Jurisdiction:	The Society shall work within KURUKSHETRA District of the territory of State of Haryana
4.	Aims and Objects of the Society:	The objectives, which are specific to a society, shall be enumerated below. Some of the indicative objectives could be as under:

1. To run educational and charitable institutions at Shahabad (M) and other places.
2. To purchase, take on lease, accept as gift, or otherwise acquire any land or building, which may be necessary or convenient for the purpose of the society.
3. To construct or alter any building, which may be necessary or convenient for the purpose of the society.
4. To sell, lease, exchange and otherwise transfer for construction all or any portion of the properties, assets and liabilities of the society to any other society or person or persons.
5. To enter into any contract with Government for securing grant-in-aid for the said institutions.
6. For the purpose of the society to raise and borrow money without any security and upon such terms as the society shall think fit, and to pay out of the funds of the society all expenses of or incidental to the raising of money for the society.
7. To invest the money of the society in a manner as provided u/s PI(5) of Income Tax Act from time to time be determined and from time to time transfer such investments.
8. To make such grants as the society may think fit for the benefit of the employee or employees of the society.
9. To accept or to grant scholarships to deserving students.
10. To do all such other things as may be incidental or conducive to the attainment of the above objects.

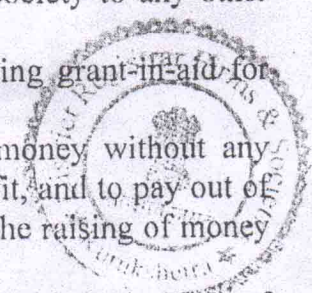
**CONDITIONS OF SOCIETY:-**

President *Ak Nagar*  
Shree Sai Educational Society  
Barara Road, Shahabad (M)  
Distt. Kurukshetra

President *Ak Nagar*  
Lord Krishna Public School  
Vill. Ugala (Ambala)

*Principal*  
Lord Krishna Public School  
Barara Road, Vill. Ugala (Amb.)  
Gen. Secretary  
Shree Sai Educational Society  
Barara Road, Shahabad (M)  
Distt. Kurukshetra

*Principal*  
Lord Krishna Public School  
Barara Road, Vill. Ugala (Amb.)  
President  
Lord Krishna Public School  
Vill. Ugala (Ambala)



- i) The income and property of the society shall be only used for the welfare and promotion of the Society and no portion there of shall be transfer directly or indirectly to any member of the society as dividend or bonus.
- ii) All members of the society shall work without pay and no member of the society take salary. If any member pays for Society from his own pocket, the same shall be paid to him from the income of the Society. But the interest on such amount and rent of property shall be paid to the member from the income of the Society, which is taken/used for the welfare of the Society.
- iii) The society by its constitution is required to apply its profit if any or other income in promoting its objects.
- iv) If upon the winding up or dissolution of the society there remain after satisfaction of all its debits and liability 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 determined by the members of the society or before the dissolution.

5. The names of the founder members of the Society to which the rules and byelaws of the management affairs is entrusted are as under:

S N	Name	Father/Husband's Name	Address	Profession	Designation	Signature
1	Sh. Anil Kumar Nagar	Sh. Satya Vart	166/6 Moh. Khatarwara Shahabad (M) Distt. KKR	Business	President	<i>AK Nagar</i>
2	Smt. Renu Nagar	Sh. Anil Kumar	166/6 Moh. Khatarwara Shahabad (M) Distt. KKR	Housewife	Vice President	<i>Renu Nagar</i>
3	Sh. Rajinder Aggarwal	Sh. Harsarup Aggarwal	185/14 Subhash Nagar, Shahabad (M) Distt. KKR	Business	General Secretary	<i>Rajinder Aggarwal</i>
4	Sh. Mangat Sharma	Sh. Ramesh Sharma	654/10 Lucky Colony, Shahabad (M) Distt. KKR	Advocate	Joint Secretary	<i>Mangat Sharma</i>
5	Sh. Satya Kam	Sh. Sukhdev Nagar	169/6 Moh. Khatarwara Shahabad (M) Distt. KKR	Doctor	Cashier/Treasurer	<i>Satya Kam</i>
6	Sh. Sunil Kumar	Sh. Nand Lal	360/5 Anand Gali, Shahabad (M) Distt. KKR	Private Service	Executive Member	<i>Sunil Kumar</i>
7	Sh. Ramesh Sharma	Sh. Tara Chand	654/10 Lucky Colony, Shahabad (M) Distt. KKR	Accountant	Executive Member	<i>Ramesh Sharma</i>
8	Satish Kumar	Sh. Krishan Lal	G-37 Sai Vihar Patiala Distt. Patiala	Business	Executive Member	<i>Satish Kumar</i>
9	Renu Aggarwal	Sh. Rajinder Kumar	185/14 Subhash Nagar Shahabad (M) Distt. KKR	Housewife	Executive Member	<i>Renu Aggarwal</i>

Know the department personally  
 He/she has signed in my presence  
 PAVAN SINGH  
 ADVOCATE

President  
 Shree Sai Educational Society  
 Barara Road, Shahabad (M)  
 Distt. Kurukshetra

Principal  
 Lord Krishna Public School  
 Barara Road, Vill. Ugala (Ambala)  
 Distt. Kurukshetra

Secretary  
 Govt. S. Sec. School  
 Ambala (Ambala)

President  
 Lord Krishna Public School  
 Vill. Ugala (Ambala)

**Byelaws for a Society (Multi-purpose) without Collegiums**

1.	Name of the Society:	SHREE SAI EDUCATIONAL SOCIETY
2.	The registered office of the Society shall be at:	BARARA ROAD, SHAHABAD (M), DISTT. KURUKSHETRA
3.	The Society shall carry out its major activities in the	KURUKSHETRA District within the territory of State of Haryana

**4. Membership:**

(1) The Society shall have a maximum of 250 members including the founder members/ original subscribers.

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

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

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

(i) **Founder Members** – A member who has been admitted as a founder member at the time of registration of the Society and has paid the requisite membership fee to the society. The number of founder members shall not exceed \_\_\_\_\_. 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 life members shall not exceed \_\_\_\_\_.

(iii) **Ordinary Member** – The Society shall have a total of \_\_\_\_\_ 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

President  
Shree Sai Educational Society  
Barara Road, Shahabad (M)  
Distt. Kurukshetra

President

Lord Krishna Public School  
Vill. Ugala (Ambala)

Principal  
Lord Krishna Public School  
Barara Road, Vill Ugala (Ambala)

Attest  
24/12/19  
Sr. Sec. School  
Aghora (Ambala)

President  
Lord Krishna Public School  
Vill. Ugala (Ambala)

may be admitted as a tenure member, say, for a period of two to five year(s), as the case may be, and he will cease to be a member of the society on completion of his tenure, unless it is renewed by the Governing body for another tenure.

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

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

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

As may be decided by the Society in its Byelaws:

Sr. No.	Type of Member	Admission Fee	Annual Subscription
1	Founder Members	Rs. 21,000/-	Nil
2	Life Member	Rs. 11,000/-	Nil
3	Ordinary Member	Rs. 1100/-	Rs. 500/-
4	Honorary Member	Nil	Nil

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

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

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

(i) The admission of a person as a member of the Society shall be decided by its Governing Body from time to time;

(ii) An individual willing to be a member of the Society has to submit an application in **prescribed form**, and along with supporting documents to the Secretary duly filled in and signed and recommended by a regular member of the society.

(iii) The Secretary shall examine the application and place the same before the Governing Body for a decision.

President *AK Nagar*  
 Shree Sai Educational Society  
 Barara Road, Shahabad (M)  
 Distt. Kurukshetra

*AK Nagar*  
 President  
 Lord Krishna Public School  
 Vill. Ugala (Ambala)

*AK Nagar*  
 Secretary  
 Shree Sai Educational Society  
 Barara Road, Shahabad  
 Distt. Kurukshetra

*AK Nagar*  
 President  
 Lord Krishna Public School  
 Vill. Ugala (Ambala)  
 Kurukshetra

(iv) The Governing Body may accept or reject the application and the decision of the Governing Body in this regard shall be final. It shall not be bound to assign any reason for its decision.

(v) The approval of the Governing Body shall be intimated to the member, his name shall be entered in the register of members, to be maintained in such manner & form as prescribed under the Haryana Societies Registration and Regulation Rules, 2012 and he/she will be issued an Identity Card of the Society.

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

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

(i) All the members of the Society shall be bound by the rules and regulations of the Society as contained in its byelaws and amended from time to time;

(ii) Every member, except an Honorary member, shall have a right to cast his vote at the elections of the Society provided such member is not a defaulter in payment of any dues of the Society and the annual subscription for a period of three months beyond the due date;

(iii) Every member of the Society shall have the right to inspect the books of accounts, books containing the minutes of proceedings of the general meetings, meetings of the Governing Body and register of members of the society on any working day by giving a notice of seven days;

(iv) Every member shall inform the Society about any change in his address, which shall be duly recorded in the register of members of the Society and upon which the Society shall issue a fresh Identity Card to such member.

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

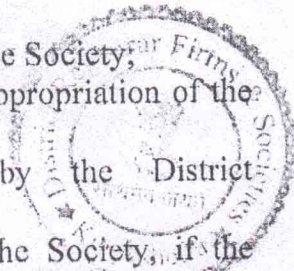
(i) Attracts the provisions contained in Section 22 of the Act;

(ii) Upon his/ her acting contrary to the aims and objectives of the Society;

(iii) Upon such member being found guilty of a financial misappropriation of the funds of the society;

(iv) Upon indictment and directions for removal by the District Registrar/Registrar/ Registrar General of Societies;

(v) An Honorary member shall cease to be a member of the Society, if the Governing Body, decides so by passing a resolution in this behalf.



**5. General Body:**

(1) Every person admitted as a member shall be a member of the General Body of the Society and shall be entitled to cast his vote for the election of the Governing Body of the Society unless he is in arrears of payment of any dues of the Society, including the annual subscription.

President *AK Nagal*  
Shree Sai Educational Society  
Barara Road, Shahabad (M)  
Distt. Kurukshetra

*Rajinder Kumar*  
Gen. Secretary

Shree Sai Educational Society  
Barara Road, Shahabad (M)  
Distt. Kurukshetra

President *AK Nagal*  
Lord Krishna Public School  
Vill. Ugala (Ambala)

*AK Nagal*  
President  
Lord Krishna Public School  
Barara Road, Vill Ugala (Amb.)

*AK Nagal*  
President  
Lord Krishna Public School  
Vill. Ugala (Ambala) (M)  
Kurukshetra

(2) Every member shall cast his vote in person and no proxy voting shall be allowed.

#### 6. Meetings of the General Body:

- (i) A meeting of the General Body of the society will be held as and when required. However, at least one meeting of the General Body of the society, called as the Annual General Meeting (AGM) will be held in a year, within six months of the close of the financial year for consideration and adoption of the duly audited annual accounts of the society in addition to transaction of any other business of the Society as may be required.
- (ii) The Governing Body of the society may convene an extra-ordinary meeting of the General Body of the society at any time after giving due notice as prescribed hereunder, either of its own or within 45 days of receipt of a written requisition along with reasons for convening such meeting, from at least 1/10th 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 transacted, 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 members entitled to vote and present in person, subject a minimum of four members. In case of a meeting adjourned for want of quorum, the quorum for the adjourned meeting shall not be less than 10% of the total members, subject to a minimum of three. The General Body shall be competent to transact all business in such adjourned meeting except the consideration of any Special Resolution. Any Special Resolution can be passed in such adjourned meeting only if at least 25% of the total members of the Society are present.
- (vi) The proceedings of all meetings of the General Body will be recorded in the minutes-book (bound or in loose leaves) maintained separately for the purpose by the Secretary and such minutes will be signed by the Chairman of the meeting and the Secretary of the Society.

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

- (i) To guide the Society in determining and fulfilling its aims and 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 elect the members of the Governing Body.

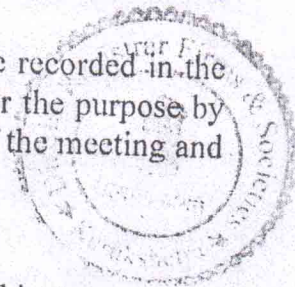
President *AK Nagar*  
Shree Sai Educational Society  
Barara Road, Shahabad (M)  
Distt. Kurukshetra

Principal *Prakash*  
Lord Krishna Public School  
Barara Road, Vill Ugala (Ambala)

President *AK Nagar*  
Lord Krishna Public School  
Vill. Ugala (Ambala)

Gen. Secretary *Prakash*  
Shree Sai Educational Society  
Barara Road, Shahabad (M)  
Distt. Kurukshetra  
Principal *Prakash*  
Govt. Sr. Sec. School Kurukshetra  
Ambala

President *AK Nagar*  
Lord Krishna Public School  
Vill: Ugala (Ambala)



(iv) To remove any member from the Governing Body and according approval to the continuation of a person appointed as a member of the Governing Body against a casual vacancy.

### 8. Governing Body:

(1) **Composition:** The Governing Body of the society shall consist of a total of 9 Office-bearers and Members as under:

- a) President
- b) Vice President
- c) General Secretary
- d) Joint Secretary
- e) Treasurer/Cashier
- f) 4 Executive Members, including co-option of any Honorary Member by the Governing Body.

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

(i) The Term of the Governing Body shall be three years from the date of approval of its election by the District Registrar;

(ii) The Governing body will declare the Schedule of Elections and appoint the Returning Officer for conduct of elections and also notify/display a list of members of the General Body entitled to vote at least 45 days prior to the holding of the General Meeting for conduct of the elections. The Governing Body shall also send notices for holding elections of the Governing Body to all the members, conveying the date, time & the manner. The information w.r.t. holding of election for the Governing Body shall also be sent to District Registrar to appoint an observer, if he so desires.

(iii) Any objections qua the list of members of the Society entitled to vote shall be decided by the Returning Officer in consultation with the office-bearers of the society. However, the decision of the Returning Officer shall be final in the event of any difference of opinion. The Returning Officer shall, thereafter, invite nominations to be filed within the period prescribed in the Schedule of elections, scrutiny and withdrawal of nominations, if any, for election of the office-bearers and the executive members of the Governing Body.

(iv) The Returning Officer will display a list of the contesting members on the notice board of the society. The returning officer will conduct the election on the notified date. The members eligible to vote will be allowed to cast their vote in person, and wherever disputed, on production of the identity card issued by the society.

(v) After closing hours on the date of the poll, the returning officer will declare the results and constitute the Governing Body of the society. A list of the elected office-bearers and the executive members of the Governing Body, duly signed by the Returning Officer, will be filed with District Registrar within 30 days, who shall accord his approval of the same upon his satisfaction.

President *AK Nagal*  
Shree Sai Educational Society  
Barara Road, Shahabad (M)

President *AK Nagal*  
Lord Krishna Public School  
Barara Road, Vill. Ugaia (Ambala)

President *AK Nagal*  
Lord Krishna Public School  
Vill. Ugaia (Ambala)

General Secretary  
*[Signature]*

Shree Sai Educational Society  
Barara Road, Shahabad (M)

President *AK Nagal*  
Govt. Sr. Sec. School  
Achoya (Ambala)

President *AK Nagal*  
Lord Krishna Public School  
Vill. Ugaia (Ambala)



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

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

Any vacancy arising on account of resignation or death of any member of the Governing Body or for any 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 of 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 Annual General Meeting by a majority vote for the balance term of the Governing Body.

**(4) Meetings of the Governing Body -**

(i) The meetings of the Governing Body will be held as and when required. However, the Governing Body shall meet at-least once in every quarter and there will be minimum four meetings of the Governing Body in a financial year.

(ii) A clear notice of three days of every such meeting will be given by the Secretary of the Governing Body to the office bearers and members before the date appointed for the meeting. However, the Governing Body may meet at shorter notice, wherever so required, with the consent of at least fifty percent of its members.

(iii) The quorum of the meetings of the Governing Body shall be at least 40% of the total members of the Governing Body, subject to a minimum of 5 members. In case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The members present in the adjourned meeting, subject to a minimum of three members, shall form the quorum for the adjourned meeting.

(iv) The proceedings of every meeting of the Governing Body will be recorded in the proceedings book separately maintained for this purpose. Such minutes shall be signed by the Chairman of the meeting and the Secretary of the Society. In case the Chairman or the Secretary are not available to sign the minutes, these will be signed by any two members present in the meeting as may be authorised by the Governing Body.

(v) The minutes of every meeting of the Governing Body will be placed for confirmation in the succeeding meeting of the Governing body.

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

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

(ii) The Governing Body will be competent to raise funds and purchase property, movable and immovable, on free-hold or lease basis in its name, as decided by it.

President *Ak Nagar*  
Shree Sri Educational Society  
Barara Road, Shahabad (M)  
Dist. Kurukshetra

*AK Nagar*  
President  
Lord Krishna Public School  
Barara Road, Vill. Ugala (Ambala)

Gen. Secretary

Shree Sri Educational Society

Barara Road, Shahabad (M)

*AK Nagar*  
President  
Lord Krishna Public School  
Vill. Ugala (Ambala)

*AK Nagar*  
President  
Lord Krishna Public School  
Vill. Ugala (Ambala)

*AK Nagar*  
President  
Govt. Sec. School  
Adhoya (Ambala)

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

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

**(i) President:**

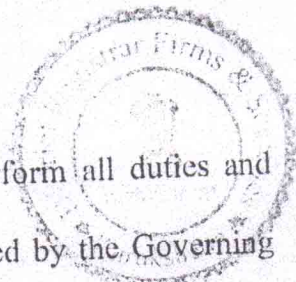
- a) To preside over all the meetings of the General Body and of the Governing Body and regulate the proceedings of such meetings.
- b) To do all such acts, deeds and things as may be authorized by the General Body and/or the Governing Body from time to time.
- c) To allow or disallow discussion on any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

**(ii) Vice-president:**

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

**(iii) Secretary:**

- a) To conduct, organize, supervise and manage all the affairs of the Society and do all such acts and perform all such duties for the working of the Society as may be assigned by the President/Governing Body;
- b) To receive, scrutinize and place applications for membership of the Society before the Governing Body and to enter the name of the members, if approved, in



*Handwritten:* Lord Krishna Public School, Barara Road, Vill. Ugala (Ambala)

President  
Shree Sai Educational Society  
Barara Road, Shahabad (M)  
Dist. Kurukshetra

President  
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Vill. Ugala (Ambala)

Gen. Secretary  
Shree Sai Educational Society  
Barara Road, Shahabad (M)  
Dist. Kurukshetra

Govt. Sr. Sec. School  
Adhwa...

President  
Lord Krishna Public School  
Vill. Ugala (Ambala)

the register of members under his initials and to intimate the members about the same and issue identity cards to the members so admitted;

- c) To convene meetings of the General Body/Governing Body with the consent of the President and serve proper notices as prescribed under these byelaws.
- d) To attend all the meetings of the General Body and the Governing Body and assist the President in conducting the meetings and record proceedings of all the meetings.
- e) To prepare annual report of the Society and place it before the Governing Body along with audited annual accounts of the Society, for approval to place the same before the General Body in the Annual General Meeting.
- f) To keep and preserve the records of the Society/ Governing Body.
- g) To help and assist the President in looking after the complete affairs of the Society and in attaining aims & objects of the Society.
- h) 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 thereunder.
- i) To be the custodian for safe custody of common seal of the society and affix the same, wherever required, as per the authorisation of the Governing Body.
- j) To conduct correspondence on behalf of the Society/ Governing Body and to sign letters and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.
- k) To prepare before announcing of the date of election and the Annual General Meeting, the list of all the members eligible to vote, duly updated and to place it before the Governing Body.
- l) Act as the overall in-charge of the administration and execution of all the programmes of the Society/ including financial affairs on behalf of the Governing Body including creation of posts, fixation of salaries/remuneration/ allowances etc., make appointments/ engagement 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.

(iv) **Joint Secretary:**

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

*Principal*

**Lord Krishna Public School**  
Barara Road, Vill Ugala (Ambala)

President *AK Nagal*  
Shree Sai Educational Society  
Barara Road, Shahabad (M)  
Distt. Kurukshetra

*General Secretary*  
Gen. Secretary

Shree Sai Educational Society  
Barara Road, Shahabad  
Kurukshetra

*President*  
**Lord Krishna Public School**  
Vill. Ugala (Ambala)

*AK Nagal*  
President  
**Lord Krishna Public School**  
Vill. Ugala (Ambala)

*Adhoya*  
Adhoya (Ambala)

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

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

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

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

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

**(9) Amendments in the Memorandum of Association, 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 thereunder.

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

(i) The sources of income of the society will include receipts on account of membership fee, annual subscription, rent from property/ assets, interest, consultation fees, donations, gifts, grants, etc. The society can also raise funds

Principal  
Lord Krishna Public School  
Barara Road, Shahabad

President *AK Nagor*  
Shree Sai Educational Society  
Barara Road, Shahabad (M)  
Distt. Kurukshetra

Gen. Secretary

Shree Sai Educational Soc  
Barara Road, Shahabad  
Kurukshetra

President *AK Nagor*  
Lord Krishna Public School  
Vill. Ujala (Ambala)

President *AK Nagor*  
Lord Krishna Public School  
Vill. Ujala (Ambala)

*AK Nagor*  
21/12/19  
Govt. Sr. Sec. School  
Adhoya (Ambala)

through interest-free short term loans from its members or from scheduled banks on interest. Loan from the scheduled banks on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenue expenditure under any circumstances.

(ii) The Governing Body will prepare and approve an annual budget of the Society on the basis of its estimated income and the capital & revenue expenditure during the first quarter of the financial year and shall also place a copy thereof before the General Body in its Annual General Meeting for information.

(iii) The Bank accounts of the Society will be jointly operated by such members/ office bearers as may be decided by the Governing body from time to time.

(iv) All assets and funds will belong to the Society and vest in the society.

(v) All receipts and payments of the Society shall be made through Bank Instruments (i.e. DD/ Pay Order/ Cheques/ Bank Transfers/ RTGS) including all receipts towards the Membership Fees and the annual subscriptions from the members. However, the Governing Body may determine the limits of financial transactions which may be conducted in cash in certain other cases.

**(11) 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 authorised by them and by any member of the Society.

(iii) The annual accounts of the society will be signed by any two authorised office-bearers of the Society.

(iv) The Governing Body will appoint a chartered accountant, who shall not be a member of the Governing body or family member of any member of the Governing Body, for auditing the accounts and filing of income tax return of the society for each financial year, at such remuneration as may be determined by the Governing Body.

**(12) Common Seal:-**

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

**(13) 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 provisions contained in Section 51 of the Act and rule 25 made there under.

*Principal*  
**Lord Krishna Public School**  
 Barara Road, Vill. Ugala (Ambala)

President *Ak Nagar*  
 Shree Sai Educational Society  
 Barara Road, Shahabad (M)  
 Distt: Kurukshetra

President *Ak Nagar*  
 Lord Krishna Public School  
 Vill. Ugala (Ambala)

*Alkety*  
 Govt. S. Sec. School  
 Adhova (Ambala)

President *Alkety*  
 Lord Krishna Public School  
 Vill. Ugala (Ambala)

**(14) 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) In the event of dissolution of the Society, no assets of the society shall devolve on or distributed amongst the members of the Society;

(iii) Its assets and properties shall be first used to liquidate any liabilities and the left-over properties/ assets, if any, shall be considered for transfer to any other Society established with identical aims and objects or to the District Collector for use thereof in the general public interest.

We, the several persons whose names & addresses are subscribed hereunder, certify the above to be the true copy of the Bye-laws of the society.

S N	Name	Father/Husband's Name	Address	Profession	Designation	Signature
1	Sh. Anil Kumar Nagar	Sh. Satya Vart	166/6 Moh. Khatarwara Shahabad (M) Distt. KKR	Business	President	<i>AK Nagar</i>
2	Smt. Renu Nagar	Sh. Anil Kumar	166/6 Moh. Khatarwara Shahabad (M) Distt. KKR	Housewife	Vice President	<i>Renu Nagar</i>
3	Sh. Rajinder Aggarwal	Sh. Harsarup Aggarwal	185/14 Subhash Nagar, Shahabad (M) Distt. KKR	Business	General Secretary	<i>Rajinder Aggarwal</i>
4	Sh. Mangat Sharma	Sh. Ramesh Sharma	654/10 Lucky Colony, Shahabad (M) Distt. KKR	Advocate	Joint Secretary	<i>Mangat Sharma</i>
5	Sh. Satya Kam	Sh. Sukhdev Nagar	169/6 Moh. Khatarwara Shahabad (M) Distt. KKR	Doctor	Cashier/ Treasurer	<i>Satya Kam</i>
6	Sh. Sunil Kumar	Sh. Nand Lal	360/5 Anand Gali, Shahabad (M) Distt. KKR	Private Service	Executive Member	<i>Sunil Kumar</i>
7	Sh. Ramesh Sharma	Sh. Tara Chand	654/10 Lucky Colony, Shahabad (M) Distt. KKR	Accountant	Executive Member	<i>Ramesh Sharma</i>
8	Satish Kumar	Sh. Krishan Lal	G-37 Sai Vihar Patiala Distt. Patiala	Business	Executive Member	<i>Satish Kumar</i>
9	Renu Aggarwal	Sh. Rajinder Kumar	185/14 Subhash Nagar Shahabad (M) Distt. KKR	Housewife	Executive Member	<i>Renu Aggarwal</i>

This has signed by my presence

**Principal**  
Lord Krishna Public School  
Barara Road, Vill. Ugala (Ambala)  
President  
Shree Sai Educational Society  
Barara Road, Shahabad (M)  
Distt. Kurukshetra

*AK Nagar*  
Govt. Sec School  
Achoya (Ambala)

District Registrar  
Kurukshetra  
President  
Lord Krishna Public School  
Vill. Ugala (Ambala)

*AK Nagar*  
President  
Lord Krishna Public School  
Vill. Ugala (Ambala)

## LIST OF MEMBERS

S N	Name	Father/Husband's Name	Address
1	Sh. Anil Kumar Nagar	Sh. Satya Vart	166/6 Moh. Khatarwara Shahabad (M) Distt. KKR
2	Smt. Renu Nagar	Sh. Anil Kumar	166/6 Moh. Khatarwara Shahabad (M) Distt. KKR
3	Sh. Rajinder Aggarwal	Sh. Harsarup Aggarwal	185/14 Subhash Nagar, Shahabad (M) Distt. KKR
4	Sh. Mangat Sharma	Sh. Ramesh Sharma	654/10 Lucky Colony, Shahabad (M) Distt. KKR
5	Sh. Satya Kam	Sh. Sukhdev Nagar	169/6 Moh. Khatarwara Shahabad (M) Distt. KKR
6	Sh. Sunil Kumar	Sh. Nand Lal	360/5 Anand Gali, Shahabad (M) Distt. KKR
7	Sh. Ramesh Sharma	Sh. Tara Chand	654/10 Lucky Colony, Shahabad (M) Distt. KKR
8	Satish Kumar	Sh. Krishan Lal	G-37 Sai Vihar Patiala Distt. Patiala
9	Renu Aggarwal	Sh. Rajinder Kumar	185/14 Subhash Nagar Shahabad (M) Distt. KKR
10	Smt. Neetu Sharma	Sh. Mangat Sharma	654/10 Lucky Colony, Shahabad (M) Distt. KKR
11	Tripti Sharma	Sh. Satya Kam	169/6 Moh. Khatarwara Shahabad (M) Distt. KKR
12	Sumiti Vasudeva	Sh. Rishi Sarup	214 Sector 12 Chandigarh
13	Rishi Sarup	Sh. Bhagwat Sarup	49/15 near Arya Kanya College, Shahabad (M) Distt. Kurukshetra

*Handwritten signature*  
Principal  
Lord Krishna Public School  
Barara Road, Vill. Ugala (Ambala)

President *AK Nagar*  
Shree Sai Educational Society  
Barara Road, Shahabad (M)  
Distt. Kurukshetra

*Handwritten signature*  
24/10/19  
Govt. Sr. Sec. School  
Adhaya (Ambala)

*Handwritten signature*  
Gen. Secretary  
Shree Sai Educational Society  
Barara Road, Shahabad (M)  
Distt. Kurukshetra

*Handwritten signature*  
President  
Lord Krishna Public School  
Vill. Ugala (Ambala)

*Handwritten signature*  
Sh. President  
Lord Krishna Public School  
Vill. Ugala (Ambala)