### UNION BANK BACKWARD CLASSES (OBC) EMPLOYEES WELFARE ASSOCIATION UTTAR PRADESH

Regd No. 01547/2022-2023

(Affiliated to All India Union Bank Other Backward ClassesEmployees Welfare Association)
C/O Union Bank of India, RO,Chandra Chamber,Central Jail Road,SIKRAUL,VARANASI (U.P.)
M-9918306777 Email: aiobc.up@gmail.com

## **Registration Certificate**

&

Registered **Bye - Law** 

संख्या 01547/2022-2023

पत्रावली संख्या V/VAR/0054028

दिनांक 03/11/2022

प्रारूप-8 नियम 7(2) देखिये





## सोसाइटी-रजिस्ट्रीकरण का प्रमाण-पत्र

(अधिनियम संख्या 21, 1860 के अधीन )

पंजीकरण संख्या VAR/07466/2022-2023

एतदद्वारा प्रमाणित किया जाता है कि Union Bank Backward Classes OBC Employees Welfare Association Uttar Pradesh, Shop No. - 77, PCF Plaza, Nadesar, Tahsil Sadar, Varanasi. Uttar Pradesh, वाराणसी, 221002 को आज उत्तर प्रदेश में अपनी प्रवृत्ति के संबंध में यथासंशोधित सोसाइटी रजिस्ट्रेशन अधिनियम 1860 के अधीन सम्यक रूप से रजिस्ट्रीकृत किया गया है। यह प्रमाण पत्र दिनांक 02/11/2027 तक विधिमान्य होगा। आज दिनांक 03/11/2022 को मेरे हस्ताक्षर से दिया गया।



Digitally Signed By (MANGALESH SINGH PALIWAL) A3AEB9E282C2AF3048C700F4171C5E6A98948B9A

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### त सारवार जाज एवं विद्स, **उत्तर प्रदेश लेखना**क वृतीय वल, विकासदीप, २२, स्टेशन सेंड



Secretary of the second		
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Union Bank Backward Classes OBC Employees Welfare		
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Shop No. – 77, PCF Plaza, Nadesar, Tahsil Sadar, Varanasi. Uttar Pradesh		
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# स्मृति-पत्र / Memorandum Of Association

Address:

Clo. Union Bank of India
Regional Office
Sikraul
Varanasi-221002

संस्था का नाम / Society's Name :

संस्था का पता / Society's Address :

संस्था का कार्य क्षेत्र / Society's Work Area : संपर्क राख्या / Contact Number : Union Bank Backward Classes OBC Employees Welfare Association Uttar Pradesh

Shop No. – 77, PCF Plaza, Nadesar, Tahsil Sadar, Varanasi. Uttar Pradesh, Varanasi, 221002

All U. P.

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THE A Objectives of Society:

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बहुउदेशीय , विज्ञान , शिक्षा के लिये ,

से सम्बंधित है )

- 1. To promote the welfare of backward classes employees working in Union Bank of India situated willin the Varanasi zone and Lucknow zone in the state of Uttar Pradesh.
- 2. To protect the interests of the backward classes employees working in Union Bank of India situated in zonal office Varanasi zone and Lucknow Uttar Pradesh.
- 3. To particular the holding of meetings, seminars, conferences and the publication of books and periodicals as may be decided by the committee from time to time to fulfill the objectives of the association.

ां विति हे पदाधिकारियों एवं सदस्यों के नाम , पता, पद एवम व्यवसाय जिनको संस्था के नियमानुसार कार्यभार सीपा गया है अस्ति है search and members of Management Committee :

क्रम सं.	नाम	पिता/पति का नाम	पता	पद	व्यवसाय	मोवाइल नं.	फोटो	हस्ताक्षर
l.	Shn Dharmendra Deo Prasad	S/o Shiv Shankar Ram	445, Tulsi Sagar Tarbanawa Road, Ghazipur.	Adviser	Service Retired	9936092025		-11
?	Stiri Binod Prasad Sharma	S/o Sohray Prasad Sharma	H.No 252/7, Mohalla Tadwanawa, Tulsi Sagar Ghazipur.	President	Service	8765463674		A Laguery
3_	Shri Vikas Chikara	Singh Chikara	A/42, Park Colony, Baghpat Road, Meerut	Vice President	Service.	9897716051		Kin.
	Shri Vijay Kumar	Pandit	Plot No. 925, Utkarsh Villa Om Nagar Phese-2, Near New Goithaha Power House Ashapur Varanasi.	V:ce President	Service	8054003278		//
	Shri • Naveen Kumar	Yadav Gayalai	School Abhishek Puram Jankipuram Vistar	Vice President	Service	9415517017		
	Dr. Amritanshu		C/o Union Bank of India Regional office, Chandra Chamber Sikraul, Varanasi.	General Secretary	Service	9918306777		ya.
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7	Shankar Maheshwar  Kumar Singh  Shri Kumar S/o Ramadhar Sa 17-205, M-28G Ashok Vihar Colony Phase-1,	Dy. General Service Secretary Organising Service	9918301408
9.	Shri Brijial S/o Bechu Lal Sa 13/75A, Khajuhin Sarnath, Varanasi. Bhardwaj	office Service Secretary	9936176306
10.	Shri Navin S/o Bhola Prasad Sweats Soyepur Pandeypur, Varanasi.	Asstt. General Service Secretary	9112500384
11	Shri Deep S/o Puttoo Lal 81/5, N L C Babu Purwa Kidwai Nagar, Kanpur.	Asstt. General Service Secretary	7408946888
12	Shri Mulkraj S/o Gyan Chand Arazi No921, Om Narar Colony, Phase-2 Anand Mahto Benipur Paharia, Varanasi.	Asstt. 'General Service Secretary	9918301105
13	Shri Vinod 294/29, Gupta Colony Vanwari Vatika T.P. Nagar Kumar S/o Ram Ratan Prajapati Sambu Godam Merath.	Asstt. General Service Secretary	9837453302
14	Shri Manoj S/o Late Om Nagar Colony Phase-2, Soyepur Varanasi.	Asstt.  General Service  Secretary	8226007112
15	Shri Yogendra S/o Garib Yadav Bankipur Sethawal Rani ki Sarai, azamgarh. Yadav	Asstt.  General Service Secretary	9935606422
1	Shri SangeetS/o Ram Sagar 6. Kumar Kanaujia	Asstt.  General Service  Secretary	9793531178
1	7. Md. Jalaluddin S/o Mohd S 3/164, Orderly Bazar, Varanasi.	Treasurer Retired	9453610410
1	Shri Pawan S/o Jagdish S 6/45, Miyana Mahal, Ardali Bazar, Varanasi.	Asstt. Service Treasurer	e 8416899950

भ्या नुरु साध्याण सामा के सदस्यों का विवरण की सूची / List of all Entered Genral Body members' details व्यवसाय पिता/पति का नाम नाम ₹. Service Shri Dharmendra Deo S/o Shiv Shankar Ram 445, Tulsi Sagar Tarbanawa Road, Ghazipur. Retired 1. Prasad Prasad S/o Sohray Prasad Sharme H.No. 252/7, Mohalla Tadwanawa, Tulsi Sagar Ghazipur. Shri https://uprisc.gov.in/ferrate/chat/print\_memo\_aspx Address : Clo. Union Bank of India Regional Office Sikraul Varante Wolvn+HS30

3	Shri Vikas Chikara	S/o Rajendra Singh Chikara	A/42, Park Colony, Baghpat Road, Meerut	Sérvice
4.	Shri Vijay Kumar	S/o Rajeshwar Pandit	Plot No. 925, Utkarsh Villa Om Nagar Phese-2, Near New Goithaha Power House Ashapur Varanasi.	Service
5.	Shri Naveen Kumar	S/o Gayalal Yadav	645/058-A, 60 Feet Road Behind JP Convent School Abhishek Puram Jankipuram Vistar Lucknow.	Service
6.	Dr. Amritanshu	S/o Rajeshwar Vishwakarma	C/o Union Bank of India Regional office, Chandra Chamber Sikraul, Varanasi.	Service
7.	Shri Jay Shankar Kumar	-S/o Late Maheshwar Kumar Singh	Union Bank Of India Kaisarbagh Lueknow.	Service
8.	Shri Kumar Ranjit	S/o Ramadhar Singh	Sa 17-205, M-28G Ashok Vihar Colony Phase-1, Paharia Varanasi.	Service
9.	Shri Brijlal Bhardwaj	S/o Bechu Lal	Sa 13/75A, Khajuhin-Sarnath, Varanasi.	Service
10.	Shri Navin Kumar	S/o Bhola Prasad	82, Om Nagar Colony Phase-2, Near Munna Sweats Soyepur Pandeypur Varanasi.	Service
11.	Shri Deep Kumar	S/o Puttoo Lal Sohu	81/5, N L C Babu Purwa Kidwai Nagar, Kanpur.	Service
12.	Shri Mulkraj Anand	S/o Gyan Chand Mahto	Arazi No921, Om Narar Colony, Phase-2, Benipur Paharia, Varanasi.	Service
13.	Shri Vinod Kumar Prajapati	S/o Ram Ratan	294/29, Gupta Colony Vanwari Vatika T.P. Nagar, Sambu Godam Merath.	Service
14.	Shri Manoj Jaiswal	S/o Late Bramhdev Prasad	Om Nagar Colony Phase-2, Soyepur Varanasi.	Service
15.	Shri Yogendra Yadav	S/o Garib Yadav	Bankipur Sethawal Rani ki Sarai, azamgarh.	Service
16.	Shri Sangeet Kumar	S/o Ram Səgər Kanaujia	83, Kabirpur, Khambhauli, Unnao.	Service
17,	Md. Jąlaluddin	S/o Mond Fariduddin	S 3/164, Orderly Bazar, Varanasi.	Service Retired
18.	Shri Pawan Kumai Patel	S/o Jagdish Prasad	S 6/45, Miyana Mahal, Ardali Bazar, Varanasi.	Service
19.	Shri Pawan Kumar	S/o Shri Parasnath Shaw	Union Bank Of India IGNO, Chandra Chamber, Sikraul, Varanasi.	Service
20.	Shri Rakesh Kumar	S/o Shri Ravindra Kuamr	Union Bank Of India RO, Chandra Chamber, Sikraul, Varanasi.	Service

हम निम्न हस्ताक्षरकर्तागण घोषित करते हैं कि हमने इस स्मृति-पत्र तथा नियमावली के अनुसार सोसाइटीज रजिस्ट्रेशन एक्ट 1860 के अन्तर्गत एक समिति का गठन किया है । दिनौंक / Date :-

हरताक्षर / Signature :

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16/09/1998

Address:
Clo. Union Bank of India
Regional Office
Sikraul

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# नियमावली / Rules Of Association

**Employees** Welfare OBC Classes Backward Bank Union सस्या का नाम / Society's Name : Association Uttar Pradesh

सस्या का पता / Society's Address Shop No. - 77, PCF Plaza, Nadesar, Tahsii Sadar, Varanasi. Uttar Pradesh, Varanasi, 221002

सह्या का कार्य क्षेत्र / Society's Work All U. P.

समक संख्या / Contact Number: 9918306777

ना एवं वर्ग / Organization's membership and class :

सदस्यता का प्रकार / Membership Type	Charles and the real of the	सदस्य बनाने की प्रक्रिया / Procedure of making Members
आजीयन सदस्य / Life Time Member	500	जो व्यक्ति संस्था के विकास हेतु निर्धारित शुल्क एक बार में या इतने ही मूल्य की संपत्ति चल या अचल रूप में देंगे वे संस्था के आजीवन सदस्य होंगे
हामान्य सदस्य / General Member	100	चेते यो जयल रूप ने पूरी पर से आस्था रखते हैं तथा संस्था के विकास हेतु निर्धारित वार्षिक जो व्यक्ति संस्था के उद्देश्यों में आस्था रखते हैं तथा संस्था के विकास हेतु निर्धारित वार्षिक सदस्यता थुल्क नियमानुसार निस्वार्थ भाव से देते हैं वे संस्था के सामान्य सदस्य होंगे

### का समाप्ति / Termination of Membership :

- 1. मृत्यु हो जाने पर ।
- 2. पागल या दिवालिया हो जाने पर ।
- संस्था के विपरीत हानिकारक कार्य करने पर ।
- 4. अविश्वास प्रस्ताव या त्याग पत्र पारित करने पर ।
- नियमित रुप से सदस्यता शुल्क न देने पर ।
- लगातार तीन बैठकों में अनुपस्थित होने पर ।
- /. नैतिक, अपराधों में न्यायालय द्वारा दण्डित होने पर ।

#### 5 Society's Parts:

- । साधारण सभा / General Body
- / प्रबंधनगरिणी समिति/ Management Committee

#### in / General Body:

गठन / Formation :

बैठवेः / Meetings :

सचना अवधि / Notice period :

the General Body:

साधारण सभा का गठन आजीवन सदस्य / Life Time Member, सामान्य सदस्य / General Member को मिलाकर किया जायेगा।

साधारण सभा की सामान्य बैठक साल में एक बार व विशेष बैटक आवश्यकतानुसार किसी भी समय बुलाई जा सकती है । असाधारण बैठक की सूचना लिखित या किसी भी माध्यम से 1 से 24 घंटे पूर्व दी जायेगी। सूचना के हेतु अर्जेंडा जारी किया जायेगा, जिसमें बैठक बुलाने के कारण का उल्लेख होगा। साधारण सभा की सामान्य बैठक की सूचना कम से कम 15 दिन पूर्व व विशेष बैठक की सूचना 7 दिन पूर्व सदस्यों को दी जाएगी |

साधारण सभा की गणपूर्ति हेतु कुल सदस्यों में से 2/3 सदस्यों की उपस्थिति गणपूर्ति मान्य होगी | विशेष वार्षिक अधिवेशन की तिथि / Special Annual General The annual session of the organization will be held every year prefere in the

manth of March

साधारण सभा के अधिकार एवं करतेल्य / Rights and Duties of 1. The General Secretary will have power to execute works to fulfill the objectives of Association. He will also present annual reports, audit reports and a budget for the next year along with expected plan/work. The President will have power to seize any of work, modify any of work or to implement new work. 2. The accounts shall be maintained by the Treasurer according to rules of the Association rules 1978. The financial year of the Association shall be from April to March every year. The qualified auditor or auditors of the

9/7/2022, 10:50 AM

16/09/1998 Address : C/o. Union Bank of India Regional Office Sikraul

Varanası-22100

Association will be appointed at the general body meeting to audit the accounts of the Association for the ensuing year. The receipt and expenditure account and the balance sheet will be supplied to the members at Rs.1/- per copy. 3. If minimum quoram is not present at the appointed hour, the meeting will be adjourned to the next half an hour. No quorum is required the adjourned and requisitioned meeting. 4. Any clause and sub-clause of the rules of the association can be modified after proposal of modification approved by the majority members of house in the Generi Body Meeting. 5. Member's register, Ledger Books, Minutes of the Meetings should be displayed without any cost to the members of Associaton, at the registered Association Office during Association's office hour. 6. Special resolution is one passed by majority members Present in the Meeting of the Association. The above resolution is required for amending the memorandum and bye - laws of the Association, dissolute the Association and to change the name of the Association, 7. The Association shall not be dissolved unless its dissolution is decided upon through a resolution passed at the extra ordinary general body meeting by a majority of 2/3 of the members present at the meeting. 8. The members register, books of accounts and minute books shall be kept at the registered office of the Association for exhibition to the members of the Association during business hours at free of charge.

्रणी समिति / Management Committee :

शहरा / Formation :

संचन। अवधि / Notice period :

वेठके / Meetings :

गणपूर्ति / Quorum :

Managerial Body:

साधारण सभा द्वारा निर्वाचित पदाधिकारियों / सदस्यों को मिलाकर प्रवन्धेकारिणीं समिति का गठन होगा जिसमें Adviser-1, Asstt. General Secretary-7, Asstt. Treasurer-1, Dy. General Secretary-1, General Secretary-1, office Secretary-1, Organising Secretary-1, President-1, Treasurer-1, Vice President-3 होंगे इस प्रकार कुल संख्या मिलाकर 18 होगी।

प्रवंधकारिणी समिति की सामान्य बैठक की सूचना कम से कम 7 दिन पूर्व व विशेष बैठक की सूचना 24 घंटे पूर्व सदस्यों को लिखित रूप से दी जाएगी |

प्रबन्धसकारिणी समिति की सामान्य बैठक साल में चार बार व विशेष बैठक आवश्यकतानुसार किसी भी समय बुलाई जा सकती है। असाधारण बैठक की सूचना लिखित या किसी भी माध्यम से 1 से 24 घंटे पूर्व दी जायेगी। सूचना के हेतु अजेंडा जारी किया जायेगा, जिसमें बैठक बुलाने के कारण का उल्लेख

प्रवंधकारिणी समिति की गणपूर्ति हेतु कुल सदस्यों में से2/3 सदस्यों की उपस्थिति गणपूर्ति मान्य होगी

पवन्धकारिणी समिति के पदाधिकारियों के अधिकार एवं करतंब्य / 1. All OBC Employees of Union Bank of India, working in Uttar Pradesh and Rights and Responsibilities of office bearer of Uttrakhand are eligible to become members of the association. Those who want to be the member of Association shall forward an application of membership to the President/General Secretary for approval. Monthly subscsiption are as under This is subject to change revise as per approval in the General Body Officers 100 Clerks 60 Substaff 40 Any retired OBC employees of Utter Pradesh may continue their membership in the Association for LIFE LONG by paying a sum of Rs 500 ONE TIME. 2. The membership fee shall be paid on or before 10th of every month. However subscription fee has been deducted through CHECK OFF SYSTEM from salary itself. 3. Any member of the Association can withdraw his/her membership voluntarily at any point of time. 4. A member can be removed from membership on the basis of a resolution passed by the committee on the ground that he/she acts against the interest of the Association or behaves in a manner prejudicial to the dignity of the Association. Committees decision in all such cases shall be final and binding. 5. Any member who fails to pay subion for a period of exceeding three months shall cases to be a member of the Association. 6. Members have the rights to attend all General body meetings and Extra Ordinary General body meeting when convened and to vote at all such meetings. All members are eligible to be elected members of the committee. All Members shall abide

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ESTD. 16/09/1998 Address:

Clo. Union Bank of India Regional Office Sikraul R

Varanasi-221002

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by the rules and regulations of the Association and shall contribute to the development of the Association. 7. Committee of Office Bearers including President, General Secretary and other office bearers and Central Committee Members of the Association will be formed for a period of THREE years. FOUNDER MEMBER of the Association can be elected to any portfolio of the Association even after retirement. New committee will be constituted after expiry of every three years. If new committee has not been formed due do any unavoidable reason, the running Committee will be valid till the next General Body. 8. Date, time and venue of the General Body meeting will be decided by the Presidnt, General Secretary/office bearers. At least 21 days of notice will be sent to all office bearers and members of the Association. 9. An extra ordinary General Body meeting of the Association may be convened by the President for any specific purpose or on the 7 written requisitions of the executive committees of the Association. Notice and quorum will be the same to that of General body meeting. In default, such meeting may be convened by the requisitionists themselves. 10. In case of any dispute, matters/action will be held on STAUS QUO and a committee will be formed by the parent Association ALL INDIA UNIOIN BANK EMPLOYEES WELFARE ASSOCIATION, under whose supervision MATTER will be resolved. Parent Body may discuss with THE FOUNDERS and the Existing OFFICE BEARERS and settle the issues. 11. In the situation of disputes, no office bearers or members of the Association shall percolate the issues outside the association, neither interference of any Association or Trade Union will be accepted, If it happened, disciplinary action may initiated against the particular office bearer or the member. Disciplinary action will be decided in a URGENT MEETING called by the PRESIDENT. Notice of meeting will be sent to all the office bearers at least 7 days before the meeting. 12. Association can take LOAN for office construction in the name of EMPOWER-TRUST FOR SOCIAL WELFARE. Dues of Principal and Interest will be paid by THE ASSOCIATION in installment basis. Borrowing loan should only for constructing TRUST/ASSOCIATION office infrastructure and building. MAINTENANCE OF EMPOWER FOR SOCIAL WELFARE As an Social and Academic wing of the Association, THE TRUST EMPOWERS affairs and financial support will be

प्रबंधकारिणी समिति के अंतर्गत किसी भी प्रकार की आकस्मिक स्थान के रिक्त होने पर उसकी पूर्ति साधारण सभा के 2/3 सदस्यों के बहुमत से शेष कार्यकाल के लिए की जाएगी।

प्रवंधकारिणी समितिं का कार्यकाल 3साल का होगा |

Election Procedure of Management Committee by Uttrakhand are eligible to become members of the association. Those who want to be the member of Association shall forward an application of membership to the President/General Secretary for approval. Monthly subscription are as under This is subject to change revise as per approval in the General Body Officers 100 Clerks 60 Substaff 40 Any retired OBC employees of Utter Pradesh may continue their membership in the Association for LIFE LONG by paying a sum of Rs 500 ONE TIME. 2. The membership fee shall be paid on or before 10th of every month. However subscsiption fee has been deducted through CHECK OFF SYSTEM from salary itself. 3. Any member of the Association can withdraw his/her membership voluntarily at any point of time. 4. A member can be removed from membership on the basis of a resolution passed by the committee on the ground that he/she acts against the interest of the Association or behaves in a manner prejudicial to the dignity of the Association. Committees decision in all such cases shall be final and binding. 5. Any member who fails to pay subion for a period of exceeding three months shall cases to be a member of the Association. 6. Members have the rights to attend all General body meetings and Extra Ordinary General body meeting when convened and to vote at all such meetings. All members

रिक्त स्थानों की पूर्ति / Fill blank seats :

कार्यकाल / Tenure :

प्रवंधकारिणी समिति के सामान्य निकाय द्वारा निर्वाचन प्रक्रिया/ 1. All OBC Employees of Union Bank of India, working in Uttar Pradesh and General Body:

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are eligible to be elected members of the committee. All Members shall abide by the rules and regulations of the Association and shall contribute to the development of the Association. 7. Committee of Office Bearers including President, General Secretary and other office bearers and Central Committee Members of the Association will be formed for a period of THREE years. FOUNDER MEMBER of the Association can be elected to any portfolio of the Association even after retirement. New committee will be constituted after expiry of every three years. If new committee has not been formed due do any unavoidable reason, the running Committee will be valid till the next General Body. 8. Date, time and venue of the General Body meeting will be decided by the Presidnt, General Secretary/office bearers. At least 21 days of notice will be sent to all office bearers and members of the Association. 9. An extra ordinary General Body meeting of the Association may be convened by the President for any specific purpose or on the 7 written requisitions of the executive committees of the Association. Notice and quorum will be the same to that of General body meeting. In default, such meeting may be convened by the requisitionists themselves. 10. In case of any dispute, matters/action will be held on STAUS QUO and a committee will be formed by the parent Association ALL INDIA UNIOIN BANK EMPLOYEES WELFARE ASSOCIATION, under whose supervision MATTER will be resolved. Parent Body may discuss with THE FOUNDERS and the Existing OFFICE BEARERS and settle the issues. 11. In the situation of disputes, no office bearers or members of the Association shall percolate the issues outside the association, neither Interference of any Association or Trade Union will be accepted, If it happened, disciplinary action may initiated against the particular office bearer or the member. Disciplinary action will be decided in a URGENT MEETING called by the PRESIDENT. Notice of meeting will be sent to all the office bearers at least 7 days before the meeting. 12. Association can take LOAN for office construction in the name of EMPOWER-TRUST FOR SOCIAL WELFARE. Dues of Principal and interest will be paid by THE ASSOCIATION in installment basis. Borrowing loan should only for constructing TRUST/ASSOCIATION office infrastructure and building. MAINTENANCE OF EMPOWER FOR SOCIAL WELFARE As an Social and Academic wing of the Association, THE TRUST EMPOWERS affairs and financial support will be

क्षा समिति के पदाधिकारियों के अधिकार एवं कर्त्तव्य / Rights and Responsibilities of office bearer of

Adviser

President

To give necessary advice in the interest of the Association.

2. The President shall be the Constitutional Head of the Federation and his advice and guidance shall be taken in all matters. He shall preside over all the meetings of the Federation, give rulings, preserve order, conduct business and sign minutes of all such meetings. He shall have power to expel any member from any meeting in case of mis-behavior and such member shall forthwith leave the meeting. The President shall have the power to call if necessary, a Special General Council/Working Committee Meeting as per the procedures laid down for Special General Council. The casting vote shall be exercised by the President at Meetings only when there is a tie.

Vice President General Secretary

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He will do all the duties when president absence.

General Secretary shall be in charge of all the records and affairs of the association.
 General Secretary shall convene all meeting of the Association including the meeting of the sub-committee if any constituted by the executive committee and shall give due notice of these meetings to the members concerned.
 He shall directly control all members / office bearers of the Association.
 He shall keep accurate minutes of all the meetings of the Association and the executive committee which shall be confirmed at the next meeting.
 He shall see that the

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resolution of the Association and those of the various committees are put into execution. 6. He shall prepare the annual report of the Association in consultation with the president and the reports of other committee. 7. The President and the General Secretary shall sign all documents, contracts, agreements on behalf of the Association. 8. He shall carry on all correspondence in the name and on behalf of the Association and shall promptly carryout the order and resolutions of the committee. All communications meant for the Association shall ordinarily be addressed to him. 9. General Secretary will have right to deal with the affairs of Association as well as will have right to assign duties. 10. General Secretary will prepare all document and present before the members of Association.

- He will assist all the duties to General Secretary or in his absence with the consultation of President.
- He will do all the duties when dy. General secretary absence.
- He Will do all the coordination work of organizing the meetings.

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- He Will do all such works from related to office maintanance.
- 9. 1. He/She shall maintain all the account of books, vouchers and receipts of various forms of income and expenditure of the Association. The accounts shall be maintained in English. 2. The treasurer shall submit for the adoption of the executive committee at their meetings a detailed account of receipts and disbursements of the Association duly checked and signed. He shall also place before the annual general body a balance sheet for the year signed by himself, the President and the General Secretary and duly certified by an Auditor. 3. He shall not keep in his hands-on amount exceeding Rs.5000/- but shall deposit all sums in excess of this amount in the name of the Association with a bank or bank that are approved by the executive committee. 4. The treasurer shall not pay any bill for payment unless it is signed by the President or General Secretary
- Asst. Treasurer will assist Treasurer in preparation of accounts of the Association.
   He can pay the bill in the absence of the Treasurer.

Dy. General Secretary

Asstt. General Secretary Organising Secretary office Secretary Treasurer

Asstl. Treasurer

- Aut / Society's Account Access Details:

#### पदाधिकारी/Post

- ASSTT. TREASURER
- GENERAL SECRETARY
- PRESIDENT
- 4. TREASURER

and / Source of Income

- Foreign Grants
- Government Donation
- Government Loan
- Maintenance amount
- 5. Membership Fee
- Other Sources
- Remittance
- 8. Self Money Generation

লবনা তা विनियमों में संशोधन की পরিম্যা / Society's Rules and Regulations Revision Process :

साधारण सभा के २/३ सदस्यों के बहुमत से परिवर्तन या परिवर्धन किया जायेगा / Changes or additions will be done with the majority vote of 2/3 of General body's members.

কাপ/ Society's Account Details:

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त्रस्था जा कोष किसी राष्ट्रीकृत वैंक अथवा शिड्यूलड वैंक, पोस्ट ऑफिस,या प्राइवेट बैंक में संस्था के नाम से खाता खोल कर जमा किया जाएगा , जिसका संचालन ASSTT. TREASURER या GENERAL SECRETARY या PRESIDENT एवम TREASURER के संयुक्त हस्ताक्षर द्वारा किया जाएगा |

्वारा अथवा उसके विरुद्ध अदालती से संचालन का उल्तरदायित्व | / Responsibility for court operations of the विγ or against :

The President and the General Secretary of the Society or the person authorized by the President or such other person who may be appointed by the Body will conduct all legal proceedings for and on behalf of the Society. The entire responsibility of conducting the court proceedings imposed by or against the institution will be on the President and the General Secretary.

ाम व्यय का लेखा परिक्षण(औडिट) / Budget Audit :

संस्था के आय द्यय का लेखा परिक्षण प्रतिवर्ष सुयोग्य ऑडिटर द्वारा कराया जायेग / The Budget of the society will be audited by a qualified auditor.

### ा।तंख / Society's records :

the rule

- 1. सदस्यता रजिस्टर / Membership Register.
- 2. कार्यवाही रजिस्टर / Proceedings Register.
  - a) साधारण सभा / Genearal Body.
  - b) कार्यकारी निकाय / Executive Body.
- 3. स्टाक रजिस्टर / Stock Register,
- 4. लेजर बुक / Ledger Book.
- 5. केश बुक / Cash Book.
- 6. सदस्यता शुल्क रसीद बुक / Membership fee receipt book.
- 7. दान रसीद बुक / Donate receipt book.

#### Dissolution:

संस्था का विघटन तथा समाप्ति की कार्यवाही सोसाइटीज रेजिस्ट्रेशन एक्ट की धरा १३ व १४ के अंतर्गत की जाएगी / Society dissociation and termination will be according to Societies Registration Act, under Section 13 and 14.

दिनांक / Date :-हस्ताक्षर / Signature :

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