



## REVISED CERTIFICATE OF REGISTRATION OF SOCIETY


I hereby certify that Kisna Education Society, Faridabad registered vide registration number 99 on 8.8.2007 registered with District Registrar of Societies, Faridabad has been allotted a new Registration Number as undermentioned on this 21<sup>th</sup> October, 2014 under the Haryana Registration and Regulation of Societies Act, 2012 (Haryana Act No.1 of 2012).


State Code		District Code			Year of Registration			Registration Number					
H	R	0	1	9	2	0	1	4	0	1	2	0	1
Name of the Society								Registered Office Address					
"KISNA EDUCATION SOCIETY, FARIDABAD"								Village-Ledendola, Gharoda, Ballabgarh-Manjhawali Road, Tehsil-Ballabgarh, Faridabad.					

Issued under my hand at Faridabad this 21<sup>th</sup> day of October, 2014.

"Issued without prejudice to the ownership  
title of Assets/Membership & Governing  
Body Dispute etc."



  
(S. P. BHUKAL)

District Registrar of Societies,  
Office at DIC Building, Neelam Chowk,  
NIT, Faridabad. 

Seal:

Station: Faridabad.

# MEMORANDUM OF ASSOCIATION OF KISNA EDUCATION SOCIETY

(TO BE REGISTERED UNDER THE HARYANA REGISTRATION AND REGULATION OF SOCIETIES ACT 2012).

## 1. NAME OF THE SOCIETY

The name of the society shall be "KISNA EDUCATION SOCIETY" (hereinafter to be referred to as "SOCIETY")

## 2. REGISTERED OFFICE

The registered office of the Society shall be situated at Vill. - Lahendola- Garoda, Bllabgarh- Manjhawali Road., The- Ballabgarh Distt-Faridabad-121101.

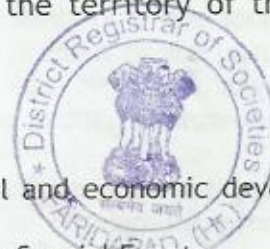
## 3. JURISDICTION

The Society Shall Work With in Faridabad District of the territory of the state of Haryana.

## 4. (A). AIMS & OBJETIVES

The aims and objectives of the Society shall be:

- (i) The society is formed for the educational, social and economic development of Sikh minority community.
- (ii) To promote Curriculum and Educational Activity in Special Events.
- (iii) To promote Cultural events and education events.
- (iv) To promote the facility of library and reading rooms for students and others.
- (v) To provide the primary, higher and physical education in the society.
- (vi) To promote and dissemination of art skill and home industry education.
- (vii) To undertake and coordinate Research and Development (R&D) work required for development of Students.
- (viii) To undertake and consider the physical, mental and characteristic development of the students.
- (ix) To promote the poor student by giving of scholarships.
- (x) To collect the money, accept the subscription for fulfillment of any/all object of society.
- (xi) To do any work which is required for the fulfillment of any/all objects of society.
- (xii) To promote Honorable Students towards Better Education fields
- (xiii) To start establish run take over or manage and maintain schools with an object to provide sound pre-primary, primary, middle, secondary, senior secondary and higher education to children by seeking recognition for the benefits of Sikh Minority.
- (xiv) To arrange and manage the training institutions in Typing, short hand, computer, fine arts crafts, music, painting, modeling, dancing, yoga, physical education and in other professional training subjects.



*[Signature]*  
For Kisna Education Society

President

*[Signature]*  
General Secretary  
Kisna Education Society

*[Signature]*  
Kisna Education Society



- (xv) To conduct research in education and other disciplines on the different subjects relating to education.
- (xvi) To promote literacy cultural and other social activities by awareness programs, adult education classes, lectures, essay competitions, exhibitions, symposiums, cultural programmes, press conferences and seminars.
- (xvii) To provide food, cloths, medical aid, stationery, transportation, libraries, laboratories, reading rooms, hostels play grounds swimming pool and other possible facilities to the students and also to the members of the society.
- (xviii) To engage employee or hire appropriate staff workers legal experts and other professionals attorneys managers and agents for the work and furtherance of the aims and objects of the society and to pay their wages salaries stipends or fees.
- (xix) To arrange and organize various kinds of child welfare programmes/activities.
- (xx) To purchase/acquire the land and/or the building in the name of the society and make construction thereupon.
- (xxi) To do such other things/acts/activities which are necessary and which may be incidental or conducive to the attainment of any of the object of the society.
- (xxii) All the activities shall be non profitable and shall be done on 'no profit- no loss' basis.
- (xxiii) All the incomes earnings movable/immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the memorandum of the society and no profit thereof shall be paid or transferred directly or indirectly by way of dividends bonus profits or in any manner whatsoever to the present or the 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 this membership.
- (xxiv) The institute can take loans, Grants of any kind from different government and corporate sectors or any other agency Indian or Foreign for promotion of its objectives.

**4(B). If Society plan to setup any Minority Institute then if oblige to following condition with are given below:**

1. The society can accept financial assistance, Grants of any kind from different government or semi govt. and corporate sectors, or any other agency Indian or Foreign for promotion of its objectives and shall use this grants for the purpose of the society.
2. The Institute shall not compel any of its students or employees to take part in any of its religious activities.
3. The institute shall observe general laws relating to educational institutions.
4. The Institute will not use its privilege as minority Society for any pecuniary benefit.
5. The institute shall charge the fees as prescribed by competent authority.
6. The institute shall appoint teachers as per qualification laid down by the authority.
7. The institute will abide by all administrative and financial matters rules and regulations laid down by respective statutory authorities from time to time shall be wholly applicable to these institutions.
8. The institutions shall do nothing which may come in the way of communal and social harmony.
9. Fifty percent of seats permitted to be filled up from minority communities shall be equally distributed between free and payment seats. In case of non availability of students from the same community the institute can take admission from the other minorities on the bases of religion or language. Unfilled seats can be filled from general quota in case permitted 50% remain vacant.

For Kisna Education Society

President

General Secretary

Kisna Education Society

Treasurer

Kisna Education Society




5.

We, the several persons whose names & addresses are subscribed hereunder are desirous of being formed into a society in pursuance of this Memorandum of Association.

S. No.	Name	Address	Designation		Signature
1.	Gurmeet Singh	149, Manekshaw Road, Anupam Garden Sainik Farms, New Delhi-65	President		
2.	Jasvinder Kaur	149, Manekshaw Road, Anupam Garden Sainik Farms, New Delhi-65	Vice-President		
3.	Randeep Singh	H-14/3, Malviya Nagar, New Delhi-110017	General-Secretary		
4.	Tarleen Kaur	401, Gayatri Apartment, Sector-45, Faridabad, Haryana-121010	Treasurer		



  
 For Kisna Education Society  
 President

  
 General Secretary  
 Kisna Education Society

  
 Treasurer  
 Kisna Education Society

5.	Rabinder Kaur	149, Manekshaw Road, Anupam Garden Sainik Farms, New Delhi-65	Executive Member		<i>Rabinder Kaur</i>
6.	Inderpreet Kaur	18/65, West Punjabi Bagh, New Delhi.	Executive Member		<i>Kanwal Jeet Singh</i>
7.	Kanwal Jeet Singh	18/65, West Punjabi Bagh, New Delhi.	Executive Member		<i>Inderpreet Kaur</i>
8.	Ashveen Kaur	18/65, West Punjabi Bagh, New Delhi.	Executive Member		<i>Ashveen</i>



## WITNESS-1

Name	TAPAS BISWAL
Address	1992, Sector-9, Pbd
Occupation	Service.
Signature	<i>[Signature]</i>

## WITNESS-2

Name	Soniya Mantala
Address	SDMT College.
Occupation	Service
Signature	<i>[Signature]</i>

For Kisna Education Society  
President *[Signature]*

General Secretary  
Kisna Education Society *[Signature]*

Treasurer  
Kisna Education Society *[Signature]*



## BYELAWS OF KISNA EDUCATION SOCIETY

1. Name of the Society: "KISNA EDUCATION SOCIETY" (hereinafter to be referred to as "SOCIETY").
2. The Registered Office of the Society shall be at (complete postal address): Vill. - Lahendola- Garoda, Bllabgarh- Manjhawali Road.,The- Ballabgarh Distt-Faridabad-121001.
3. The Society shall carry out its major activities in the FARIDABAD District within the territory of State of Haryana.

4. **Membership:**

(A) The Society shall have a maximum of 300 members including the founder members/ original subscribers.

(B) **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.

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

- a. **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.
- b. **Ordinary Member** - The Society may admit ordinary members who shall continue to enjoy their membership only so long as they are not in arrears of payment of their annual subscription fee. An ordinary member may be admitted as a tenure member, say, for a period of one to three 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.
- c. **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 society, after obtaining consent fees. The Honorary Members shall be entitled to attend the meetings and contribute to the deliberations but shall have no right to vote.

For Kisna Education Society  
President

General Secretary  
Kisna Education Society

Treasurer  
Kisna Education Society



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

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

Sr.No.	Type of Member	Admission Fee	Annual Subscription
(i)	Life Member	***	***
(ii)	Ordinary Member	***	***

[\*\*\*] As per Decided by Governing Body from Time to Time and Governing body change the Membership fees and Annual Subscription from time to time as per fulfillment of Society Objects.

- (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.

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

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

- (F) 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.

For Kisna Education Society  
President

General Secretary  
Kisna Education Society

Treasurer  
Kisna Education Society



- d. Upon indictment and directions for removal by the District Registrar/Registrar/ Registrar General of Societies;
- e. 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:**

- a. 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.
- b. Every member shall cast his vote in person and no proxy voting shall be allowed.

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

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. Quorum for the meeting of the General Body will be 40% of the total members entitled to vote and present in person, subject to 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.
- f. 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 :**

- a. To guide the Society in determining and fulfilling its aims and objects.
- b. 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

For Kisna Education Society  
President

General Secretary  
Kisna Education Society

Treasurer  
Kisna Education Society



of annual accounts of the society, approval for disposal of immoveable 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.

- c. To elect the members of the Governing Body.
- d. 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:

**(A) Composition:** The Governing Body of the society shall consist of a total of 8 Office-bearers and Members as under:

- i. President
- ii. Vice-President
- iii. General Secretary /Secretary
- iv. Treasurer
- v. Four Executive Members

Governing body may appoint any number of members for smooth function of the society.

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

- a. The Term of the Governing Body shall be three years from the date of approval of its election by the District Registrar;
- b. The Governing body will declare the Schedule of 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.
- c. Any objections qua the list of members of the Society entitled to vote shall be decided by the Returning Officer in consultation with the office-bearers of the society. However, the decision of the Returning Officer shall be final in the event of any difference of opinion. The Returning Officer shall, thereafter, invite 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.
- d. The Returning Officer will display a list of the contesting members on the notice board of the society. The returning officer will conduct the election on the notified date. The members eligible to vote will be allowed to cast their vote in person, and wherever disputed, on production of the identity card issued by the society.
- e. After closing hours on the date of the poll, the returning officer will declare 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.
- f. The office-bearers of the Society shall not be entitled to any remuneration for rendering services to the society.

#### (C) Filling of any Casual Vacancy on the Governing Body -

For Kisna Education Society  
President

General Secretary  
Kisna Education Society

Treasurer  
Kisna Education Society



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

- a. 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;
- b. 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;
- c. 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;
- d. 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.

9 (H) If Society Plan to Setup Any Minority Institute then it oblige to following condition which are given below:

- The institute can take loans, Grants, of any kind from different government and corporate sector, or any other agency Indian or foreign for promotion of its objectives.
- The institute shall not compel any of its students or employees to take part in any it's religious activities.
- The institute shall observe general laws of the land relating to educational institutions.
- The institute will not use its privilege as minority institution for nay pecuniary benefits.
- The institute will charge the fees as prescribed by competent authority.
- The institute shall appoint teachers as per qualification laid down by the authority concerned but it will be advisable for them to select teacher and other employees through employment exchange or an open advertisement.
- The institute will abide by all administrative and financial matters rules and regulations laid down by respective statutory authorities from time to time shall be wholly applicable to these institution.
- The institute shall do nothing which may come in the way of communal and social harmony.
- Fifty percent of seats permitted to be filled up from minority communities shall be equally distributed between free and payment seats. In case of non-availability of students from the same community the institute can take admission from the other minorities on the bases of religion or language. Unfilled seats can be filled from general quota in case permitted 50% remain vacant.

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

- a. Attracts the provisions contained in Section 22 of the Act;
- b. Upon his/ her acting contrary to the aims and objectives of the Society;
- c. Upon such member being found guilty of a financial misappropriation of the funds of the society;

For Kisna Education  
President

General Secretary  
Kisna Education Society

Treasurer  
Kisna Education Society



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.

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

- a. The meetings of the Governing Body will be held as and when required. However, the Governing Body shall meet at-least once in every quarter and there will be minimum four meetings of the Governing Body in a financial year.
- b. A clear notice of three days of every such meeting will be given by the Secretary of the Governing Body to the office bearers and members before the date 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.
- c. The quorum of the meetings of the Governing Body shall be at least 40% of the total members of the Governing Body, subject to 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.
- d. 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 authorized by the Governing Body.
- e. The minutes of every meeting of the Governing Body will be placed for confirmation in the succeeding meeting of the Governing body.

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

- a. 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;
- b. The Governing Body will be competent to raise funds and purchase property, movable and immovable, on free-hold or lease basis in its name, as decided by it.
- c. 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.
- d. 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.
- e. To constitute various standing or adhoc Committees for looking after such functions as may be assigned from time to time.

For Kisna Education Society  
President.

General Secretary  
Kisna Education Society

Treasurer  
Kisna Education Society



- f. To create provision for engagement of regular or part-time employees of the Society to look after the secretarial, accounting and other functions in a seamless manner.
- g. To outsource certain functions e.g. cleaning, security and similar other maintenance activities of the premises of the society.

**(F) 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 there under.
- 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) General Secretary/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, it approved, in 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

For Kisna Education Society  
President

General Secretary  
Kisna Education Society

Treasurer  
Kisna Education Society



Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under.

- i. To be the custodian for safe custody of common seal of the society and affix the same, wherever required, as per the authorization 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 authorized 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.

**(v) Treasurer:**

- 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.

**(G) 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;

For Kisna Education Society  
President

General Secretary  
Kisna Education Society

Treasurer  
Kisna Education Society



- 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.

**(9) 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. Any dependant or family member or close relative of the office-bearers and members of the Governing Body may 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 to the society in case any person in the employment of the Society is his close relative.

**(10) 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 there under.

**(11) Management of Assets and Funds of the Society:**

- a. 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 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.
- b. 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.
- c. 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.
- d. All assets and funds will belong to the Society and vest in the society.
- e. All receipts and payments of the Society shall be made through Bank Instruments (i.e. DD/ Pay Order/ Cheques/ Bank Transfers/ RTGS) or cash. However, the Governing Body may determine the limits of financial transactions which may be conducted in cash in certain other cases.

**(12) Accounts of the Society:**

- a. 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.

President

General Secretary  
Kisna Education Society

Treasurer  
Kisna Education Society



- b. The books of accounts of the Society shall be open to inspection during the business hours by the Registrar General, Registrar, District Registrar or any officer authorized by them and by any member of the Society.
- c. The annual accounts of the society will be signed by any two authorized office-bearers of the Society.
- d. 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.

### (13) Common Seal

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

### (14) Amalgamation of the Society:-


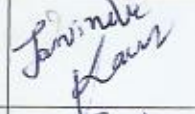

The Society may amalgamate itself with any other Society established with the identical aims and objects or allow any other society to amalgamate with itself by a Special Resolution passed in this behalf in accordance with the provisions contained in Section 51 of the Act and rule 25 made there under.

### (15) Dissolution of the Society:

- a. 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;
- b. In the event of dissolution of the Society, no assets of the society shall devolve on or distributed amongst the members of the Society;
- c. 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.

"Certified with the condition that no provision outside the purview of Haryana Registration of Societies Act-2012 shall hold good"

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.

Sr. No	Name	Address	Designation	Occupation	Signature
1.	Gurmeet Singh	149, Manekshaw Road, Anupam Garden Sainik Farms, New Delhi-65	President	Business	
2.	Jasvinder Kaur	149, Manekshaw Road, Anupam Garden Sainik Farms, New Delhi-65	Vice-President	Business	
3.	Randeep Singh	H-14/3, Malviya Nagar, New Delhi-110017	General-Secretary	Business	



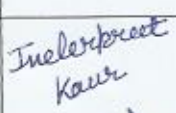
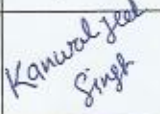

For Kisna Education Society

President

General Secretary  
Kisna Education Society

Treasurer  
Kisna Education Society



4.	Tarleen Kaur	401, Gayatri Apartment, Sector-45, Faridabad, Haryana-121010	Treasurer	Profession	
5.	Rabinder Kaur	149, Manekshaw Road, Anupam Garden Sainik Farms, New Delhi-65	Executive Member	Business	
6.	Inderpreet Kaur	18/65, West Punjabi Bagh, New Delhi.	Executive Member	Business	
7.	Kanwal Jeet Singh	18/65, West Punjabi Bagh, New Delhi.	Executive Member	Business	
8.	Ashveen Kaur	18/65, West Punjabi Bagh, New Delhi.	Executive Member	Profession	

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For Kisna Education Society  
President 

  
General Secretary  
Kisna Education Society

  
Treasurer  
Kisna Education Society



# LIST OF GOVERNING BODY OF KISNA EDUCATION SOCIETY

Sr. No	Name	Address	Designation	Photo	Signature
1.	Surmeet Singh	149, Manekshaw Road, Anupam Garden Sainik Farms, New Delhi-65	President		
2.	Jasvinder Kaur	149, Manekshaw Road, Anupam Garden Sainik Farms, New Delhi-65	Vice-President		
3.	Randeep Singh	H-14/3, Malviya Nagar, New Delhi-110017	General Secretary		
4.	Tarleen Kaur	401, Gayatri Apartment, Sector-45, Faridabad, Haryana-121010	Treasurer		
5.	Rabinder Kaur	149, Manekshaw Road, Anupam Garden Sainik Farms, New Delhi-65	Executive Member		

For Kisna Education Society

President

General Secretary  
Kisna Education Society

Treasurer  
Kisna Education Society



6.	Inderpreet Kaur	18/65, West Punjabi Bagh, New Delhi.	Executive Member		<i>Inderpreet Kaur</i>
7.	Kanwal Jeet Singh	18/65, West Punjabi Bagh, New Delhi.	Executive Member		<i>Kanwal Jeet Singh</i>
8.	Ashveen Kaur	18/65, West Punjabi Bagh, New Delhi.	Executive Member		<i>Akaur</i>

*[Signature]*  
 For Kisna Education Society  
 President

*[Signature]*  
 General Secretary  
 Kisna Education Society

*[Signature]*  
 Treasurer  
 Kisna Education Society

It is verified that all the  
 member of governing body singe  
 under my presence  
*[Signature]*  
 Manoj Sharma  
 Addl

Seat No - 126

Certified to be true Copy  
*[Signature]*  
 District Registrar of Societies  
 Faridabad (Haryana)