

Memorandum of Association and Bye-Laws

of

**“State Council of Vocational Training
Society of Haryana State”**

Registered under the Haryana Registration and Regulation of Societies Act, 2012

1. NAME:

The name of the society shall be "State Council of Vocational Training Society of Haryana State."

2. REGISTERED OFFICE:

The registered Office of the Society shall be situated at Govt. ITI, Sector -14 Panchkula, Haryana.

3. JURISDICTION:

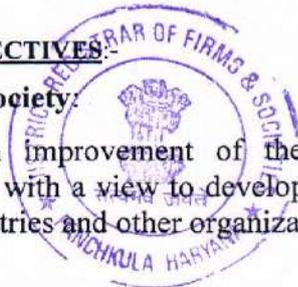
The Society shall work within the territory of State of Haryana.

4. AIMS AND OBJECTIVES

4.1 Aims of the Society:

- 4.1.1 To assist in improvement of the standard of vocational training and skill development with a view to develop competent manpower catering to the need of various industries and other organizations within the State.
- 4.1.2 To develop and strengthen vocational training at all level through formal and non formal mode, with need based courses of adequate quality level, curriculum, learning resources and teaching-learning process, assessment and certification
- 4.1.3 To initiate steps to increase the awareness amongst the unskilled youth about learning skills through proper campaigns and to motivate them to acquire various skills, which can earn them employment.
- 4.1.4 To ensure effective implementation of various schemes of Skill Development both by the NCVT as well as its own need based courses.
- 4.1.5 To encourage Private - Public partnership in the establishment of New World Class Vocational Training in the emerging areas of technology and also to strengthen Industry - ITI interaction for enhancing employability of unemployed youth.
- 4.1.6 To develop a proper feedback mechanism to bridge the gap (if any) between the Demand/Supply of training needs and requirement in that area.

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4.2 Main objects to be pursued by the society:-

- 4.2.1 To assess emerging skill requirements in the region and suggest changes in the training courses being run in the State.
- 4.2.2 To obtain the short term, medium term and long term requirement of skilled work force and take steps to produce graduates in the ITIs accordingly
- 4.2.3 To review training needs of Instructors and administrative/office Staff of the ITIs and arrange for their training programme
- 4.2.4 To assess the requirement of funds for ITI and make recommendations to the State Government on the funds provided by it to the ITI out of its Annual Budget.
- 4.2.5 To ensure implementation of instructions / guidelines contained in the Training Manual in Craftsman Training.
- 4.2.6 To plan and execute Skill Development programme to prepare youth for self employment and for various jobs available in Industrial & Service Sectors.
- 4.2.7 To develop competency based curricula, and to train and certify school dropouts, labour working in unorganized sector, service sector and unskilled workers engaged in various industries.
- 4.2.8 To prepare need based training programme of different levels as per the requirement of various groups, industrial sectors, which are recognized at national & international levels and also to recognize such programmes for further education.
- 4.2.9 To develop suitable feedback mechanism to understand the training needs, requirement and the shortfalls in the area of operation of the Society, through their field offices and institutes, and to act upon them.
- 4.2.10 To plan suitable campaigns/advertisements to increase the awareness amongst the youth about the positive aspects of learning and acquiring various skills and related employment opportunities.
- 4.2.11 To develop a flexible delivery mechanism to impart training in part time, weekends, full time, onsite/offsite mode keeping in view of the following.
- 4.2.11.1 To plan and monitor National Skill Development Policy at State level.
- 4.2.11.2 To frame policy & programmes to link non-formal vocational training with formal education system and to develop system of recognizing prior acquired learning
- 4.2.11.3 To converge and develop available training resources in the State through Public Private Partnership
- 4.2.11.4 To provide access to vocational education & training with inclusive growth for all the groups of the society
- 4.2.11.5 To provide training of trainers, to promote innovation in training & also to render consultancy services
- 4.2.11.6 To award certificates, diplomas and other distinctions to trained manpower and set norms for quality and standards of vocational training system.

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- 4.2.11.7 To affiliate institutes as vocational training providers on payment of prescribe fees and prescribed norms under this Scheme.
- 4.2.11.8 To forecast the needs of skilled manpower to cater to the needs of various stakeholders in the State on regular basis.
- 4.2.11.9 To institute and award scholarships. Prizes and medals in accordance with the rules and bye laws to the meritorious trainees
- 4.2.11.10 To fix and demand such fees and other charges as may be laid down in the bye laws made under the rules of the society.
- 4.2.11.11 To establish maintain and manage the land, building, other infrastructure and assets of the society for institutional purposes
- 4.2.11.12 To create with the prior approval of State Government administrative, technical, ministerial and other posts under the society and to make appointments there to.
- 4.2.11.13 To interact and co-operate with any educational institute, training organization and industrial organization having objects wholly or partly similar to those of the Society
- 4.2.11.14 To develop continuing education programmes for the personnel in the organized and unorganized sectors in the State.
- 4.2.11.15 To make rules and regulations and bye-laws for the conduct of the affairs of the society and to add, to amend, to vary or rescind them from time to time with the approval of State Government.
- 4.2.11.16 To establish network with other similar organization for exchange of expertise, information/ documents and publications.
- 4.2.11.17 To acquire and hold property provided that the prior approval of State Government is obtained for the acquisition of immovable property.
- 4.2.11.18 To deal with any such property belonging to or vested in the society in such manner as the society may deem fit for advancing its object. In the best interest of the society, provided that prior approval of the State Government is obtained for this purpose.

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5. Name of Members of the Society to which the rules and bye-laws of the Management affairs is entrusted are as under:-

Sr. No.	Designation	Organization with full address	Signature
1.	Administrative Secretary	Govt. of Haryana Industrial Training Department, Haryana.	
2.	Director	Industrial Training Department Haryana.	
3.	Managing Director	Haryana Vidhut Parsaran Nigam, Shakti Bhawan, Sector -6, Panchkula	

4.	Managing Director	Haryana State Industrial Infrastructure Development Corporation , Sector -6, Panchkula	
5.	Managing Director	Haryana Electronics Development Corpn. LTD (HARTRON)	
6.	Director	SCERT, Gurgaon	
7.	Nominee (one)	State Skill Development Mission	
8	One Principal Govt. ITI	To be Nominated by the Chairman	
9	One Principal Private ITI	To be nominated by the Chairman	
10	One nominee of Trade Union	To be nominated by the State Govt.	

6. INCOME AND PROPERTY OF THE SOCIETY

- 6.1 The income and property of the Society, how so ever derived, shall be applied towards the promotion of the aims and objects thereof as set forth in this Memorandum of Association.
- 6.2 No portion of the income and property of the Society shall be paid or transferred as dividends, bonus or by way of profits or otherwise, to any person who at any time are or have been members of the society or to any one claiming through them, provided that nothing here in contained shall prevent the payment in good faith of honoraria, perquisites of any nature to the officers and employees as the Governing Council thinks fit in return of any services rendered to the society

6.3 Funds of the Society:

- 6.3.1 To maintain a fund to which shall be credited:
- 6.3.1.1 All funds provided by the Central and State Government.
- 6.3.1.2 All fees and other charges received by the society.
- 6.3.1.3 All funds received by the society by way of grants, gifts, donations, benefactions, bequests or transfer and
- 6.3.1.4 All funds received by the society in any other manner or from any other sources.
- 6.3.2 To deposit moneys credited to the Society in such banks or to invest them in such manner as the society may decide with the approval of the State Government
- 6.3.3 To meet expenses of the society including expenses incurred in the exercise of its power and discharge of the functions out of the funds.

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- 6.3.4 To prepare and maintain accounts and other relevant records and to prepare an annual statement of accounts including the balance sheet of the society in such forms as may be prescribed by the State Government.
- 6.3.5 To forward annually to the State Government the accounts of the society as certified by any authority as may decided by the State Government.

7. Rules and Byelaws of State Council of Vocational Training Society of Haryana State:

7.1 Name of Society :

The society shall be known as “**State Council of Vocational Training Society of Haryana State**”.

7.2 Registered office of the Society shall be Govt. Industrial Training Institute, Plot No.7, Sector 14, Panchkula.

7.3 The Society shall work within the territory of State of Haryana.

7.4 The Society was formed on.....

7.5 These Rules may be called **Rules of State Council of Vocational Training Society of Haryana State**”.

7.6 The aims and the objects of the Society shall be as set out in the Memorandum of Association.

7.7 In these Rules and Regulations, the language shall be interpreted according to its ordinary meaning provided, however, that unless the context necessarily indicates otherwise.

8. Definitions :

For the purpose of these Rules and Memorandum of Association of the Society:

8.1 “Rules” means any of the rules, regulations and bye-laws of the Society, set out herein or in Memorandum of Association

8.2 “Society” means the “State Council of Vocational Training of Haryana State” as registered under the Haryana Registration and Regulation of Societies Act 2012.

8.3 “Act” means Haryana Registration and Regulation of Societies Act 2012.

8.4 “Governing Council” means Committee in terms of the Societies Registration Act 2012 to which the management of the affairs of the Society “**State Council of Vocational Training Society of Haryana State**” shall be entrusted.

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- 8.5 "General Body" means the body consisting of the members of the Governing Council together with other members mentioned hereinafter.
- 8.6 'Chairman' means the Chairman of the Governing Council, who shall also be the ex-officio President of the Society.
- 8.7 'Annual General Meeting' means the meeting of the members of the Society held once in a year within six months after the closing of the financial year of the Society for adopting the accounts of the Society, appointing auditors and discussing such other issues as may be brought before the said meeting.
- 8.8 'Registrar' means the Registrar General of Societies, Haryana. (as applicable under the relevant Act).
- 8.9 'Special resolution' means resolution passed by a majority of not less than three fourth of Society member present and entitled to vote as are present in person or by proxy at a General Body with a notice of not less than seven days specifying the intention to propose the resolution as been duly given.

9 Membership of the Society

- 9.1 When a person is appointed as a member of the Society by reason of the office of appointment he holds, his membership of the Society shall terminate when he ceases to hold that office or appointment. The respective parent organization shall, however, be entitled to remove their nominee at any time from membership of the Society and appoint other in his place.
- 9.2 Member of the Society shall hold the office for full tenure of the Project
- 9.3 A member of the Society shall lose his/her membership on the following grounds and reasons and the Governing Council is empowered to take such decisions:
- 9.3.1 If he/she does not attend three consecutive meetings of the Society without sufficient cause or leave of absence granted to him/her by the Chairman;
- 9.3.2 If he/she dies, resigns, becomes of unsound mind or insolvent and is convicted of a criminal offence involving moral turpitude.
- 9.3.3 If the tenure of his/her respective office as prescribed in these Rules and Regulations terminates.
- 9.3.4 If he/she is hindrance in the achievements of the aims and objects of the Society.

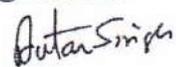
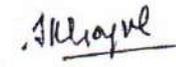
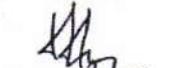
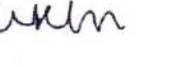
Dr. *[Signature]*
Registrar General
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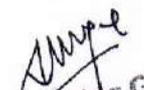
- 9.4 The resignation of a member shall be tendered to the society through the Member Secretary and shall not be effective till it has been accepted in writing by the Chairman of the Governing Council on behalf of the Society.
- 9.5 A vacancy in the membership caused by any of the reasons mentioned above may be filled up by the society

10. GENERAL BODY OF THE SOCEITY

- 10.1 There shall be a General Body of State Council of Vocational Training Society, Haryana.
- 10.2 The Annual General Body Meeting shall be held on such date and at such time and place as may be determined by the Chairman .
- 10.3 The General Body shall meet at least once a year.
- 10.4 The Society shall keep a roll of members with their addresses and occupations and every member shall sign the same.
- 10.5 If a member of the Society changes his address, he shall notify his new address to the Secretary and the entry in the roll shall be changed accordingly. If such member fails to notify his address, the address in the rolls of the Society shall be deemed to be his address.
- 10.6 The President may convene the special meeting the General Body whenever he thinks fit.
- 10.7 The President may invite any person other than members to attend a meeting of the General body. Such invitees shall not, however, be entitled to vote at the meeting .

10.8 General Body of the Society shall have the following Composition :-

	Address	Signature
1)	Administrative Secretary to Govt. Haryana Industrial Training Department.	
2)	Director Industrial Training Department Haryana	
3)	Managing Director Haryana Vidhut Parsaran Nigam Shakti Bhawan, Sector 6, Panchkula	
4)	Managing Director, Haryana State Industrial Infrastructure Development Corporation, Sector-6 Panchkula. Haryana,	
5)	Managing Director, Haryana Electronics Development Corporation Ltd. (HARTRON), Sector- 4, Panchkula.	
6)	Director, Technical Education Department, Haryana, Panchkula	
7)	Director, Employment , Haryana, Chandigarh	


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- 8) Labour Commissioner, Haryana, Chandigarh
- 9) Representative of Director General Employment and Training, Shram Shakti Bhawan, Ministry of L&E, Govt. of India, New Delhi.
- 10) Director, SCERT, Gurgaon
- 11) One nominee from Skill Development Mission of Haryana State
- 12) Principal Govt. ITOT, Rohtak
- 13) One Principal of Govt. I.T.I. (to be nominated by the Chairman)
- 14) One Principal of Private I.T.I. (to be nominated by the Chairman)
- 15) Two nominees of Trade Union (to be nominated by the State Govt.)

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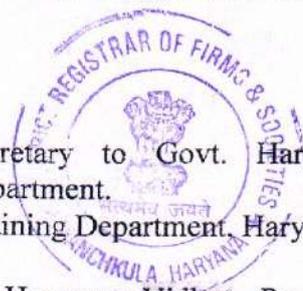
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District Registrar of Firms & Societies
Panchkula, Haryana

11. GOVERNING COUNCIL:

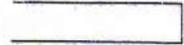
11.1 COMPOSITION: The Governing council of the society shall have the following members:

- | | | | Signature |
|-------|---|------------------|-----------|
| i) | Administrative Secretary to Govt. Haryana, Industrial Training Department. | Chairman. | |
| ii) | Director, Industrial Training Department, Haryana | Member Secretary | |
| iii) | Managing Director, Haryana Vidhut Parsaran Nigam, Shakti Bhawan, Sector 6, Panchkula | Member | |
| iv) | Managing Director, Haryana State Industrial Infrastructure Development Corporation, Sector-6, Panchkula, Haryana, | Member | |
| v) | Managing Director, Haryana Electronics Development Corporation Ltd. (HARTRON), Sector- 4, Panchkula. | Member | |
| vi) | Director, SCERT, Gurgaon | Member | |
| vii) | One nominee from Skill Development Mission of Haryana State | Member | |
| viii) | One Principal of Govt. I.T.I. (to be nominated by the Chairman). | Member | |
| ix) | One Principal of Private I.T.I. (to be nominated by the Chairman) | Member | |
| x) | Two nominees of Trade Union (to be nominated by | Member | |



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Haryana, Chandigarh

the State Govt.)



11.2. Tenure of Governing Council

11.2.1 The ex-office and nominated members of the Governing council shall hold their post by virtue of being the nominees on behalf of their respective parent organizations. Their membership of the Governing Council shall automatically terminate in case they cease to be in that office or appointment by reason of which they hold membership in the society or if they are removed by their respective nominating organization from membership of the Society. The respective nominating organization shall have power to nominate others as their representative instead of the previous ones.

11.2.1. Termination of membership:

11.2.2.1 The members of the Governing Council, except the ex- officio Members, shall lose his/her membership on the following grounds and the Governing Council is empowered to take such decision;

11.2.3.2 If they do not attend three consecutive meetings of the Governing Council without sufficient cause or leave of absence granted to them by the Chairman

11.2.3.3 If they resign, become of unsound mind or insolvent and are convicted of a criminal offence involving moral turpitude.

11.2.3.4 If in the opinion of the 'Governing Council' continued association of any member is not conducive to the interest of the Society and an order in writing is made to that effect.

11.2.2.5 Upon such termination of membership, the vacancies shall be filled in accordance with the relevant Rules and Regulations of the Society.

11.2.3 The resignation of a member of the Governing Council shall be tendered to the Member Secretary and shall not be effective till it has been accepted in writing by the Chairman of the Governing Council on behalf of the Society.

11.2.4 Composition & the tenure of Zonal level council if constituted shall be defined by the Governing Council of the Society.

12. MEETINGS OF THE GOVERNING COUNCIL

12.1 The meeting of the Governing Council shall be held as frequently as is considered necessary by the Chairman but in any case not less than one meeting every three months for considering the progress of the Society, solving problems, if any, that may arise in the way of achieving the aims and objects as mentioned in the Memorandum of Association of the Society and planning future course of action. However, during the first one year of the formation of the Society when the process of up gradation of the ITIs is underway the Governing Council is expected to meet


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- once every month.
- 12.2 The agenda for all meetings shall including confirmation of the minutes of the preceding meeting, shall be prepared by the Member Secretary in consultation with Chairman of the Society
- 12.3
- a) Members of the Governing Council shall be served notice in writing at least ten days before the date of all the meetings. The Chairman shall have powers to reduce the notice period if the circumstances so warrant.
 - b) The notice of the meeting shall set out the date, time and venue of the proposed meeting of the Governing Council and shall be accompanied by the agenda of the meeting.
 - c) Any accidental omission and/or non receipt of the notice for any meeting shall not itself invalidate the proceedings of any meeting of the Governing Council.
- 12.4 The Governing Council may frame such bye laws as it may deem necessary for holding and conduct of its meetings.
- 12.5
- a) The Chairman shall preside over all the meetings of the Governing Council.
 - b) If the Chairman is unable to attend a meeting of the Governing Council, the Vice Chairman nominated by the Chairman from amongst the member of governing council will preside over the meeting.
 - c) If there is no Chairman/Vice Chairman or the Chairman/Vice Chairman is not present within half an hour of the time appointed for the meeting, the members present shall choose one of themselves to function as acting Chairman of that meeting.
- 12.6
- a) All question in the meeting of the Governing Council where unanimity cannot be reached, shall be decided by a majority of votes.
 - b) In case of equality of votes for and against a particular issue, the Chairman shall have a casting vote in addition to his ordinary vote.
- 12.7
- a) The quorum for all the meetings of the Governing Council shall be one third of the total number of its members.
 - b) Where the quorum is not present within half an hour after the time fixed for the meeting of Governing Council, the meeting shall stand adjourned and may be held at the same place after half an hour following the adjournment. No quorum shall be necessary for such adjourned meetings.
- 12.8 The Chairman of the Governing Council may himself or by resolution in writing signed by him require the member Secretary to call a meeting of the Governing Council at any time.

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13. Powers, Functions and Responsibilities of the Governing Council

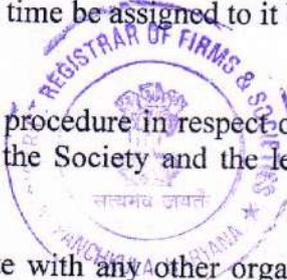
- 13.1 With a view to attaining the aims and objects of the Society, the Governing Council shall discharge such duties and responsibilities, exercise such powers and undertake to carry out such activities as are considered essential in general with particular

reference to the following:

- 13.1.1 To receive grants and contributions and to have custody of the funds of the Society.
- 13.1.2 To prepare the budget estimates of the Society each year and sanction expenditure within the limits of the budget approved by the Society at the Annual General Meeting.
- 13.1.3 To prepare and maintain accounts and other relevant records and annual statements of accounts including the balance sheet of the Society.
- 13.1.4 To fix, levy and receive such fees and other charges for service rendered by the Society.
- 13.1.5 To make, inform, adopt, amend, vary or rescind from time to time rules and bye laws with the approval of General body of the Society for regulation of any purpose connected with the management and administration of affairs of the Society and for the furtherance of its aims and objectives.
- 13.1.6 To perform such additional functions and carry out such duties as may from time to time be assigned to it by the Society.
- 13.1.7 To establish procedure in respect of services and technical advice to be rendered by the Society and the levy and collection of charges for the same.
- 13.1.8 To co-operate with any other organization in the matters of education, training management and allied subjects.
- 13.1.9 To enter into arrangements for and on behalf of the Society.
- 13.1.10 To sue and defend all legal proceedings on behalf of the Society.
- 13.1.11 To appoint committee or committees for disposal of any business of the Society or for advice in any matter pertaining to the Society.
- 13.1.12 To consider and pass such resolution on the annual report, the annual accounts and the financial estimates of the Society as it thinks fit.
- 13.1.13 To delegate to such extent it may deem necessary any of its powers to any officer or committee of the Governing Council.
- 13.1.14 To delegate powers as it may consider appropriate but not the powers for:
 - a) Altering, extending or abridging the aims and objects of the Society.

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- b) Amalgamation either wholly or partially with any other Society having same or similar aims and objects.
- c) Altering, extending or abridging the Rules and Regulations.
- d) Making capital investment exceeding the approved budget.
- e) Borrowing money except for working capital exceeding the approved budget.
- f) Transferring by way of mortgage, pledge, hypothecation or otherwise any assets, movable or immovable, except as security for working capital.
- g) Appointing bankers and auditors.
- h) Generally anything extraordinary and of major importance.

13.2 The Governing Council shall abide by any instructions issued by the Central Government in respect of any matter relating to implementation of NCVT guidelines.

13.3 a) In the event of any matter not being provided for herein, the Governing Council have the power to make-by-laws, as it deems necessary, with the approval of General Body of the Society.

b) The Governing Council shall be the sole authority for resolving any doubts as to the Interpretation of these provisions and its ruling shall be final and binding

Subject to the provision of the Act, no member of the Governing Council shall be held personally liable for any loss, damage or harm that may be caused by reason of any act or omission done by him in good faith, in course of discharging his functions and powers.

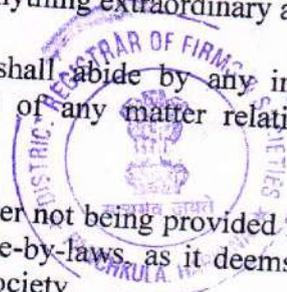
13.5 No member of the Governing Council shall in that capacity be entitled to receive remuneration except travel allowances for attending the meeting the quantum for which shall be fixed from time to time by the Governing Council with the approval of the Society

14. AUTHORITIES OF THE SOCIETY:-

14.1 The following shall be the authorities of the Society:

- i) The Chairman of the Governing Council, who shall also be the ex-officio President of the Society.
- ii) The Vice-Chairman of the Government Council, who shall also be the ex-officio

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- Vice- President of the Society.
- iii) The Governing Council.
 - iv) The Member Secretary of the Society who shall also be the ex-officio Secretary of the Society and the Governing Council.
 - v) Such other authorities as may be constituted by the Governing Council.
- 14.2 The Governing Council shall have powers to appoint financial and other committees/sub committees for carrying out the objects of the Society, and by resolution delegate to the committees or sub- committee so constituted such of its powers for conduct of business as it may deem necessary.

14.3 The Chairman

14.3.1 The Chairman of the Governing Council shall be the Administrative Secretary to Govt. Haryana, Industrial Training Department.

14.3.2 The Chairman shall have the following powers, functions and responsibilities

- a. The Chairman may direct the Member Secretary to call a special meeting at a short notice in case of emergency.
- b. The Chairman shall see that the affairs of the Society are run efficiently in accordance with the provisions of the Memorandum of Association, Rules & Regulation and bye laws of the Society as may be framed.
- c. On such matters, which the Chairman thinks are of sufficient importance and urgency and cannot wait for being placed in the next meeting of the Governing Council, and which he anticipates would get the approval of the Council, the Chairman shall take decisions and place the same before the Governing Council at its next meeting.
- d. The Chairman shall be the sole and absolute authority to judge the validity of the votes cast by the members of the Governing Council.
- e. The Chairman may in writing delegate such of his powers as he may consider necessary to the Member Secretary.
- f. The Chairman shall be entitled to invite any other person to attend the meeting of the Governing council but such person shall not have power to vote.
- g. The Chairman shall have the authority to review periodically the work and progress of the Society and to order inquiries into the affairs of the society and to pass necessary orders on the recommendations of the inquiry committee.
- h. The Chairman shall plan, direct and co-ordinate the overall working of the Society.

14.4 THE MEMBER SECRETARY

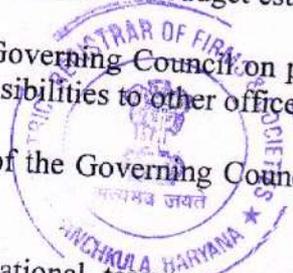
- 14.4.1
- a) The Member Secretary shall be the Chief Executive Officer of the Society.
 - b) The Member Secretary will be Member Secretary to the Society as well as the Governing Council and shall, in consultation with the Chairman prepare agenda for the meetings of the General Body and Governing Council, convene such meetings, keep a true and accurate record of the proceedings of the same and forward all such documents, papers and related information as may be required in the discharge of his duties.

- 14.4.2
- a) The Member Secretary shall be charged with the responsibility of day to day management and administration of the Society.
 - b) The Member Secretary shall perform his duties and functions and exercise his powers under the overall direction, superintendence and control of the Chairman of the Governing Council under the Rules and Regulations, of the Society.

14.4.3 In discharge of his functions, duties and powers, the Member Secretary, shall in particular do the following:

- a) Plan, direct, co-ordinate, organize and supervise day to day work of the Society.
- b) Prepare concrete operational plan of action for the year together with the revolving action plan for subsequent period of time to be determined by the Governing Council and budget estimates for the concerned period.
- c) Report to the Governing Council on policy matters and achievements and delegate responsibilities to other officers, if required.
- d) Present report of the Governing Council in the annual general meeting of the Society.
- e) Determine operational targets, measures and methods to achieve such targets and implement them after the approval of Governing Council.
- f) Submit annual budget of the succeeding year at least six months prior to the closing of the Financial Year and furnish the same to State Government for getting funds from them, if any, after approval of Governing Council
- g) Submit audited statements of accounts of the preceding year not later than three months after the close of the Financial Year
- h) Submit all such other reports as may be required by the Governing Council or otherwise.
- i) Report to the Governing Council on all capital and recurring expenditure.
- j) Sanction and incur expenditure in accordance with the procedure laid down in the bye laws framed for the purpose and within the authority as may be delegate by the Governing Council
- k) Sign all deeds and documents for and on behalf of the Society

Singh
Director General
Industrial Training Deptt.
Haryana, Chandigarh



- l) Sign all documents and proceeding requiring authentication by the Society
- m) With the approval of the Governing Council delegate any of his powers and functions and duties to any member the staff of the Society/ITI which are not inconsistent with the provisions of these rules
- n) Do all such things as may be required for day to day management and administrations of the Society

15. FUNDS OF THE SOCIETY

15.1 The funds of the Society shall consist of the following :

- 15.1.1 Funds received from the Central Government under the various schemes.
- 15.1.2 Grants, contributions, and donations received by the Society from Government of India, State Governments, Public Undertaking, and Private parties or any other sources.
- 15.1.3 Extra charges allowed to be collected by the State Government to the Society for any paid seats in the ITI for any training course.
- 15.2.1 The bankers of the Society shall be any nationalized bank having Core Banking System (CBS) facility.
- 15.2.2 All funds shall be paid into bank account of the Society.

16. AUDIT OF THE SOCIETY'S ACCOUNTS.

Audit of annual account of the society shall be conducted from an auditor engaged by the society, who is a member of the Institute of Chartered Accountant of India and such auditor should not be a member of the Governing Body of the Society.

17. PROPERTY OF THE SOCIETY.

- 17.1 All the properties of the Society shall be acquired and registered in the name of the Society.
- 17.2 All funds and properties of the Society shall be used only for the aims and objects of the Society.
- 17.3 No property of the Society shall be disposed of except on the recommendations of the Governing Council. Disposal of any immovable property shall be approved by the Society as well.

18. ANNUAL REPORT

- 18.1 A draft of Annual report and the yearly accounts of the Society shall be prepared by the Member Secretary for consideration and approval of the Governing council and shall thereafter be placed before the General Body at its Annual General meeting for consideration and adoption;
- 18.2 Copies thereof as finally approved by the Society shall be supplied to the members of the Society.
- 18.3 The Books and Registers of the Society shall be kept ready for inspection by the

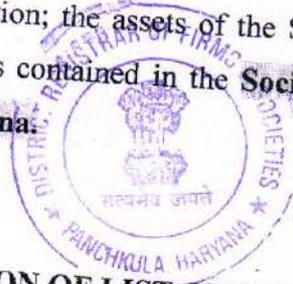
Registrar at all reasonable hours

19.1 SEAL OF THE SOCIETY:

19.1 The Governing Council of the Society shall provide a seal and also its safe custody and the seal shall never be used except with the authority of Governing Council previously given and one member of the Council shall sign every instrument to which the seal is affixed and every such instruments shall be countersigned by the Member Secretary or by some other person appointed by the Council.

20. DISSOLUTION OF THE SOCIETY:

20.1 The Society shall not be dissolved without the consent of the State Government and upon such dissolution; the assets of the Society shall be dealt with in accordance with the provisions contained in the Societies Registration Act as applicable to the State of Haryana.



21. YEARLY SUBMISSION OF LIST OF MEMBERS:

21.1 Once in every year a list of members shall be filed with the Registrar of Societies as per provisions of Haryana Registration and Regulation of Society Act 2012.

22. LEGAL PROCEEDINGS:

22.1 The Society may sue or may be sued in the name of the Member Secretary of the Society as per provisions lay down under the Haryana Registration and Regulation of Societies Act 2012

23. APPLICABILITY CLAUSE:

23.1 All the provisions of the Haryana Registration and Regulation of Societies Act 2012 shall apply to this Society.

24. POWERS OF THE GOVERNMENT:

24.1 Central Government shall have the following powers in the conduct of the Affairs of the Society:

24.1.1 To issue instructions for bringing about any changes in the Memorandum of association and Rules and Regulations of the Society.

24.1.2 To call for such reports, documents and papers with respect to the activities of the Society as may be required from time to time.

24.1.3 To issue instructions regarding the utilization of the funds of the Society

24.2 The State Government shall have the following powers in the conduct of the affairs of the Society:

24.2.1 To give directions as to the exercise of powers and performance of functions of the Society in matters involving substantial public interest, education and training policies.

To evaluate from time the relevance, effectiveness, impact and efficiency of the Society in fulfilling its aims and objectives.

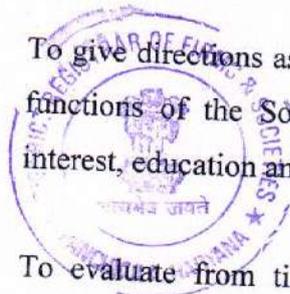
24.3 The above mentioned powers will be exercised only on the recommendation of the National Steering Committee / State Steering Committee.

24.4 State Government would not issue instructions which would contradict the instruction of Central Government.

25 RESTRICTIONS OF THE POWERS OF THE SOCIETY:

25.1 The Society shall be precluded from making amends, varying, or rescinding such Rules and Regulations and bye-laws which provide for the prior approval of the Central Government or the State Government for doing or performing any act by the Society

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Director General
Haryana State
24.2.1



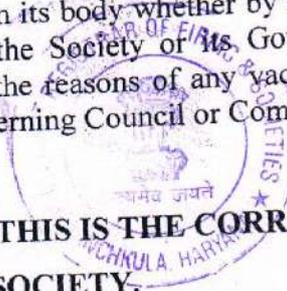
26 GENERAL

The Society shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Society and notwithstanding any other vacancy in its body whether by non-appointment or otherwise and no act or proceedings of the Society or its Governing Council shall be deemed to be invalid merely for the reasons of any vacancy or defect in the constitution of the General Body, Governing Council or Committee as the case may be.

Amje

CERTIFIED THAT THIS IS THE CORRECT COPY OF THE RULES AND REGULATIONS OF THE SOCIETY.

Director General
Industrial
Haryana, Chandigarh



CHAIRMAN