

বেঙ্গল সোসাইটি অ্যাক্টের পর প্রতি বছর মে
এই সন (নগদে) রিটার্ন করা
কেন্দ্র আইনসভা বাধ্যতামূলক



Registration granted in
anticipation of the
information/facts stated
in the document being
correct and true.

Certificate of Registration of Societies

WEST BENGAL ACT XXVI of 1961

No. 5194053 of 1999 -18 2000

I hereby certify that Vasvishtha Institute -
for North Bengal and North East

Developmental (Sanitization) Society

has this day been registered under the West Bengal Societies
Registration Act, 1961.

Given under my hand at Catua
28/7/99 day of April
Twenty nine
and One thousand

Corrected
Shankhpadhyay
28/7/99
Registrar of Firms, Societies &
Non-Trading Corps. West Bengal



Shankhpadhyay
Registrar of Firms, Societies &
Non-Trading Corporations,
West Bengal

GOVERNMENT OF INDIA
MINISTRY OF FINANCE : DEPARTMENT OF REVENUE
OFFICE OF THE COMMISSIONER OF INCOME TAX, JALPAIGURI
CENTRAL REVENUE BUILDING, RACE COURSE ROAD, JALPAIGURI

No. CIT/JAL/BE/23/00-01/1529

Dated : Jalpaiguri, the 17th of July '01
18

To
The General Secretary

Vashistha Institute for North Bengal and North East Dev. Studies
H/O Bidhu Bhuvan Saha,
Vill - Chhota Lakurathi,
PO - Banskhat DC - Coochbehar.

Subject : Registration under section 12A of the Income-tax Act, 1961

Reference : Your Application No. dated 24.1.2001.

Your Institution has been registered this day Under Section 12A of the Income-tax Act, 1961 which was created under Memorandum of Association registered with the Registrar of Societies on 20.4.99.

This registration has effect from 1.4.2000.

The certificate testifies to the fact of registration Under Section 12A of the Income-tax Act, 1961 only. It does not confer any right or entitlement regarding operation of Sections 11, 12 and 13 or any other provisions of the Income-tax Act, 1961 which has to be decided by the Assessing Officer on merits.

Given under my hand and Seal at Jalpaiguri, this day, the 17th of July, 2001.



C. Dewwale
Commissioner of Income-tax 16/7/2001
Jalpaiguri

Memo No. CIT/JAL/BE/23/00-01/1530-32

Dated : 17.7.01
18

Copy forwarded for information to :

1. The Applicant as above
2. DCI, Circle / ACH, Circle / H/O, Ward-1, Coochbehar
3. Add- CIT, Siliguri Range / JCIT, Jalpaiguri Range.

Income-tax Officer, Judicial
for COMMISSIONER

GOVERNMENT OF INDIA
 MINISTRY OF FINANCE
 DEPARTMENT OF REVENUE
 OFFICE OF THE COMMISSIONER OF INCOME TAX
 CENTRAL REVENUE BUILDING, JALPAIGURI.

No. CIT/JAL/BE/1525-28

Dated, the 17th July 2018

To
 The General Secretary
 Vashista Institute for North Bengal and North East
 Development Studies
 Vill - Chhotalaukathi
 Dist - Cooch Behar

Sub: Exemption u/s 80G of the Income Tax Act, 1961.
 (INITIAL)
 Please refer to your application on the subject above.

Donation made to VASHISTA INSTITUTE FOR NORTH BENGAL AND NORTH EAST DEVELOPMENT STUDIES shall qualify for deduction u/s 80G of the Income Tax Act, 1961 subject to the limits prescribed therein.

This exemption is valid from 1.7.2018 to 31.3.2022 and subject to the following conditions-

- Receipts issued to the donors should bear the number and the date of this order and should state the date upto which this certificate is valid.
- The Income & Expenditure Account and Balance Sheet should be submitted annually to the Assessing Officer having jurisdiction over the case.
- The amendments if any made to the Trust Deed or Memorandum of Association should be intimated to this office and the concerned Assessing Officer, immediately whenever made.
- If any further renewal is required, application in prescribed Form No. 100 along with Income & Expenditure Account and Balance Sheet, copy of Registration Certificate u/s 12A and copy of latest Exemption Certificate u/s 80G (each in triplicate) should be made to the concerned Commissioner of Income Tax.

Yours faithfully,

C.L. Benzongar
 (C.L. BENZONGAR)
 Commissioner of Income Tax
 Jalpaiguri.



(P.U.)

Memo.No.CIT/JAL/BE/1525-28 Date: 18/7/18

- Copy forwarded to:
- The applicant as above.
 - The Income Tax Officer, Ward-1, Cooch Behar (He should satisfy himself with reference to the annual statement of accounts for the relevant years as forwarded by this office and see that it continues to fulfill the conditions laid down in Sec 80G and instructions issued by the Board from time to time and report any infringement detected).
 - Add: CIT, JCIT, Jalpaiguri/Siliguri-Range.
 - The Joint Secretary, CBDT, North Block, New Delhi-110001.

TTO., [Signature]/JALPAIGURI
 FOR COMMISSIONER OF INCOME TAX
 JALPAIGURI.



GOVERNMENT OF INDIA
 OFFICE OF THE COMMISSIONER OF INCOME TAX-JALPAIGURI
 C.B. BUILDING-NAYABASTI-P.O. & DT. JALPAIGURI

No. CIT/JAL/12A&80G/18-11/387

Dated: 05-01-2011

To
 Goni
 The President / Secretary,
 Vashista Institute for North Bengal and North East
 Development Studies,
 Vill - Chhotalaukathi PO - Bakshihat
 Dist - Cooch Behar.

Sub: Exemption U/s 80G(5)(iv) of the I.T. Act, 1961.

Please refer to your application on the subject above.

Donation made to Vashista Institute for North Bengal and North East Development Studies, Vill - Chhotalaukathi PO - Bakshihat Dist - Cooch Behar, shall qualify for deduction u/s 80G of the Income Tax Act, 1961 subject to the limits prescribed thereon.

The exemption is valid w.e.f. from 01-04-2010 and subject to the following conditions:

- Receipts issued to the donors should bear the number and the date of this order and should state the date up to which this certificate is valid.
- The Income & Expenditure Account and Balance Sheet should be submitted annually to the Assessing Officer having jurisdiction over the case.
- The amendments if any made to the Trust Deed or Memorandum of Association should be intimated to this office and the concerned Assessing Officer, immediately whenever made.
- If any further renewal is required, application in prescribed Form No.100 along with Income & Expenditure Account and Balance Sheet, Copy of Registration Certificate u/s 12A and copy of latest Exemption Certificate u/s 80G (each in triplicate) should be made to the concerned Commissioner of Income Tax.



K.V. Dave
 (K.V. DAVE)
 Commissioner of Income Tax, Jalpaiguri.

GOVERNMENT OF INDIA
 OFFICE OF THE COMMISSIONER OF INCOME TAX, JALPAIGURI
 C.B. BUILDING-NAYABASTI-P.O. & DT. JALPAIGURI

No. CIT/JAL/12A&80G/18-11

Dated: 05-01-2011

Copy forwarded for information to:-

- Income Tax Officer, ward-2, Cooch Behar (He should satisfy himself with reference to the annual statement of accounts for the relevant years as forwarded by this office and that it continues to fulfill the conditions laid down in Sec. 80G(5)(vi) and instruction issued by the Board from time to time and report any infringement detected).
- The Jt. CIT, Range-2, Jalpaiguri.

TTO, Tech, Jalpaiguri
 For CIT, Jalpaiguri





COOCH BEHAR PANCHANAN BARMA UNIVERSITY

Vivekananda Street, Cooch Behar-736101
Ph.: 03582-230218/230833

E-mail :- info@cbpbu.ac.in
Website:- www.cbpbu.ac.in

Ref. CBPBU/REG/515-16

Date: 21.12.2016

To
Dr. Bimal Kr. Saha,
General Secretary & Director (Honorary),
Vashistha Institute for North Bengal and North East Developmental Studies,
Vashistha Nagar, Vill: Chhotalau Kuthi,
P.O: Bakshirhat, Cooch Behar – 736131.

Sub: Affiliation of Institute (VINBNEDS) under Cooch Behar Panchanan Barma University

Sir,

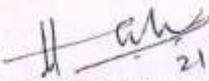
In response to your prayer S/651/F/1(ii)'/14 dated 12.03.2014 I am honored to inform you that the Executive Council in its meeting held on **04.04.2016** has affiliated your institution in exercise of the power under section 4. (4) of Chapter-II of Cooch Behar Panchanan Barma University Act 2012 read with 72 of the University Statute w. e. f 04.04.2016 with the following conditions:

1. Affiliation fee Rs. 5000/- per year to be paid by the Institute of the University.
2. The Institute needs to seek separate permission from the University to start any regular course.
3. The University authority will nominate two persons in the Governing Body of the Institute.
4. Permission needs to be sought from the University if University Logo is used for any Examination of any level (Diploma/ Certificate etc.).

This is for your information and necessary action if any.

Thanking you,

Yours faithfully,


21/12/16
Registrar (Actg.)

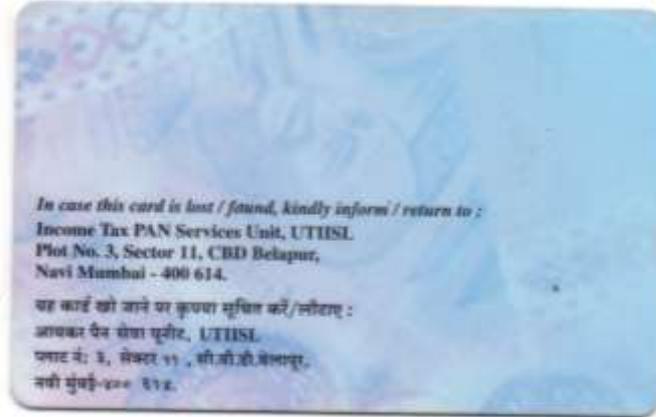
Registrar (Actg.)

Cooch Behar Panchanan
Barma University

Copy to:

1. The Hon'ble Vice Chancellor, Cooch Behar Panchanan Barma University
2. The Finance Officer, Cooch Behar Panchanan Barma University

Registrar (Actg.)



**Certified Copy of Memorandum of Association and Regulations of
Vashistha Institute for North Bengal And North East Developmental Studies.**

S/94053. 27/1/02

10RS.



2/4/2002
 14/1/2002
 6/8/2002

যেহেতু পত্রের পর প্রতি বছর কি
 লস (নগর) বিটান' অন্য সেভা
 আইনভা বাধ্যতামূলক।

S/94053.

Vashistha Institute for North Bengal and North East Developmental Studies.

Memorandum of Association Registered on 20/4/99.

Registrar of Firms, Societies & Trading Corporations, West Bengal



WEST BENGAL SOCIETIES REGISTRATION ACT, 1961
14-10-88
D 6660

A. 7410
12/11/88

The West Bengal Societies Registration Act, 1961.
MEMORANDUM OF ASSOCIATION OF VASHISTHA INSTITUTE FOR
NORTH BENGAL AND NORTH EAST DEVELOPMENTAL STUDIES.

(VIVANEBHO)

বেজিষ্টেশনের পর প্রতি বছর কি
সহ (নগরে) বিধান করা (করা)
জারি করা বাধ্যতামূলক।

North Bengal and her sister like neighbouring areas in North East India occupy more or less homogeneous land scape. Both of them are notably backward regions of India. From the physiographic, demographic and other points of view these regions do possess numerous uncommon and peculiar features. On account of these there remains ample scope of research on various aspects of society, economy and polity alongwith other related fields concerned to them. Such kind of research may throw light in the case of finding out the path of development of these regions on the one hand and add new information in the universe of knowledge on the other. However, in considering all these it is needed to construct a formal body of society for carrying out the studies on North Bengal and North East Indian developmental and other related issues. The name, aims and objectives alongwith constitution and bye laws of the society are furnished below.

1. Name : The name of the Society shall be "VASHISTHA INSTITUTE FOR NORTH BENGAL AND NORTH EAST DEVELOPMENTAL STUDIES".

2. Registered office : The Registered office of the society shall be at present situated at the H/O : Sri Bidhu Bhusan Saha, Vill. Chhotaleu Kuthi, P.O. Bakshirhat, District-Cooch Behar, West Bengal. and in future situated most probably at Bakshirhat High School Road, Post Office : Bakshirhat, District-Cooch Behar, West Bengal.

3. Aims and objectives : The objectives for which the society is likely to be established

3.1. To set up and develop Research Institute in the fore mentioned name in para (1) for carrying out advanced studies on various aspects of North Bengal as well as India in particular and India in general.

General Secretary
12.04.88

RECEIVED
20-4-88



and India in general.

- 3.1.1. To prepare and publish research reports, monographs, occasional research papers, books and journal, if possible, in the name, "THE QUEST FOR FUNDAMENTAL DEVELOPMENT" at least one issue in a year etc. on various aspects of North Bengal as well as North East India in particular and India in general.
- 3.1.2. To disseminate knowledge through the arrangements of lectures, seminars, holding conference and such other means as available bearing on socio-economic, socio-political, socio-cultural, socio-environmental and other related issues of North Bengal as well as North East India in particular and India in general.
- 3.1.3. To pursue such other ways and means that shall help to attain the above objective(s).
- 3.2. To establish and run an Art School, expected to be upgraded to Art College with various disciplines of Arts in future if time and other resources will permit so. The name of the Art School shall be "SHANKARDEV SHILPA CHARCHA NIKETAN".
- 3.3. To perform charitable works towards the society in various forms, if possible.
- 3.4. To make endeavour for protecting environmental and ecological balance provided that time, resource etc. will permit to do so.
- 3.5. To make arrangements for checking the cruelty upon the animals and birds subject to the time and resource restraint.

The above 3 properties of the Society shall be applied only towards the promotion and benefit of the Society, nothing shall be done in any manner against any person.

4. The names, addresses and descriptions of present members of the Executive Committee :-

<u>Name</u>	<u>Address</u>	<u>Description</u>
1. Digendra Nath Talukdar	Vill. Palika P.O. Bhanukumari Dt. Cooch Behar, (W.B.)	President
2. Prabod Kumar Podder	C/O. Sri Mitva Pandit Subhash Pally, Bakshirhat, P.O. - Bakshirhat, Cooch Behar (W.B.)	Vice-President
3. Bimal Kumar Saha	Vill-Chhotalau Kuthi P.O. Bakshirhat, Dt. Cooch Behar, (W.B.)	General Secretary
4. Gour Krishna Saha	Vill- Kaldoba P.O. - Kaldoba Dt. Dhubree, Assam.	Joint Secretary
5. Dillip Kumar Das	P.O. - Rampur, Dt. Cooch Behar, (W.B.)	Joint Secretary

Primal Kumar Das
General Secretary
19.04.89.

Primal Kumar Das
General Secretary
19.04.89.

Before awarding any Certificate / Diploma / Degree against any course of study to be conducted by the Society, the Society shall obtain the necessary permission / license of the central / State Government or any other competent authority and only after obtaining the permission / license, shall proceed with such programmes.

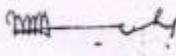
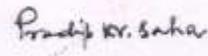
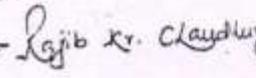
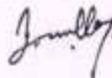


- | | | |
|----------------------------|--|-----------|
| 6. Shyamal Kumar Deb | Vill : Chhotalau Kuthi,
P.O.- Bakshirhat,
Dist. Cooch Behar (W.B.) | Treasurer |
| 7. Ananta Kumar Acharjoe | Vill : Chhota Guma,
P.O.- Bakshirhat,
Dt. Cooch Behar (W.B.) | Member |
| 8. Bidhu Bhusan Saha | Vill : Chhotalau Kuthi
P.O.- Bakshirhat,
Dist. Cooch Behar (W.B.) | -Do- |
| 9. Pradip Kumar Saha | Vill : Kaldoba
P.O. Kaldoba,
Dt. Dhubree, Assam. | -Do- |
| 10. Rajib Kumar Choudhury. | -Do- | -Do- |
| 11. Balarka Sunder Saha | Vill : Chhotalau Kuthi,
P.O. Bakshirhat,
Dist. Cooch Behar, (W.B.) | -Do- |

11
We, the several persons whose names, addresses and descriptions are stated above, are desirous of forming a society in pursuance of this memorandum of association.

- | <u>Name</u> | <u>Signature</u> | <u>Address</u> | <u>Occupation</u> |
|---------------------------|-------------------------------|---|-------------------|
| 1. Digendra Nath Talukdar | <i>Digendra Nath Talukdar</i> | Vill: Palika
P.O. Bhanukumari,
Dt. Cooch Behar | Ex-service man. |
| 2. Pranab Kumar Podder | <i>Pranab Kumar Podder</i> | C/O. Sri Nilaya Pan
Subhash Pally,
Bakshirhat,
P.O.-Bakshirhat
Cooch Behar (W.B.) | Service |
| 3. Bimal Kumar Saha | <i>Bimal Kumar Saha</i> | Vill: Chhotalau Kuthi
P.O. Bakshirhat,
Dt. Cooch Behar,
West Bengal | Service |
| 4. Gour Krishna Saha | <i>Gour Krishna Saha</i> | Vill : Kaldoba
P.O. : Kaldoba,
Dt. Dhubree,
Assam. | Service |
| 5. Dilip Kumar Das | <i>Dilip Kumar Das</i> | Vill : Rampur,
P.O. Rampur,
Dt. Cooch Behar,
(W.B.). | Service |
| 6. Shyamal Kumar Deb | <i>Shyamal K. Deb</i> | Vill : Chhotalaukuthi
P.O. Bakshirhat,
Dt. Cooch Behar, (W.B.). | Service |
| 7. Ananta Kumar Acharjoe | <i>Ananta Kumar Acharjoe</i> | Vill : Chhotaguma
P.O. Bakshirhat,
Dt. Bakshirhat Cooch Behar
(W.B.) | Service |



<u>Name</u>	<u>Signature</u>	<u>Address</u>	<u>Occupation</u>
8. Bidhu Bhusan Saha		Vill: Chhotalaukuthi, P.O. Bakshirhat, Dt. Cooch Behar, (W.B.)	Service
9. Pradip Kumar Saha		Vill : Kaldoba, P.O. : Kaldoba, Dt. Dhubree, Assam.	Service
10. Rajib Kumar Choudhury.		Vill : Kaldoba, P.O. Kaldoba, Dt. Dhubree, Assam.	Service
11. Balarka Sundar Saha		Vill: Chhotalau Kuthi, P.O. Bakshirhat, Dt. Cooch Behar, (W.B.)	Service

General
Kumar at
Secretary

Witness to the above signatures :

Signature : Chaya Rani Paul. (cpaul)

Address : Vill. Chhotalau Kuthi
P.O. Bakshirhat
Dt. Cooch Behar (W.B.)

Occupation: Service.

Dated : 21st April, 1997.



S/94053. 2/1/02

10 Rs.



¹
S/94053 - Vashistha Institute for North Bengal
and North East Developmental Studies.

Regulation of Association
Registered on 20/1/99.

Registrar of Firms, Societies &
Non-Trading Corpus, West Bengal



THE WEST BENGAL SOCIETIES REGISTRATION ACT, 1961.
REGULATIONS OF

"VASHISTHA INSTITUTE FOR NORTH BENGAL AND
NORTH EAST DEVELOPMENTAL STUDIES (VINEEDS)".

Primal Kumar Saha
Secretary
19.04.99.

REGISTRAR OF FIRMS & SO. - THE
WEST BENGAL.
Received on 25-2-99
No. D 1723

1. MEMBERSHIP :

1.1. Admission :

1.1.1. The Signatories to the Memorandum of Association and the office bearers of the Governing body of the Society shall be first and founder members of the society.

1.1.2. The Governing body may admit to membership any person of any caste, creed or sex who has attained the age of 18 years and agreed in writing to be bound by the Memorandum of Association and regulations of the Society and who in the opinion of the Governing Body will be interested in advancement of the objects of the Society.

It is to be noted here that the power to admit members is the sole and absolute power of the Governing Body and the Governing Body may refuse to admit any person as a member without assigning any reason therefor.

1.2. Types of Members :

There shall be ^{two} ~~five~~ classes of other types of membership besides first or founder members of the society.

1.2.1. A person holding a university degree and paying Rs.500.00 in four equal instalments within a year may be admitted as life member provided that two thirds of the members of the Governing Body support his/her application for membership.

1.2.2. A person holding a university degree and paying annual subscription of Rs.60.00 shall be entitled to become an ordinary member of the society provided that two-thirds of the members of the Governing Body support his/her application for membership.

Primal Kumar Saha
Secretary
19.04.99.

REGISTRATION RECEIVED - 4.8.99
ON 25.4.99

5194053

1.2.3. A person who is a Higher Secondary, Graduate or Post Graduate student in any school, college and university shall be entitled to become a student member on the payment of an annual subscription of Rs.30.00 provided that two-thirds of the members of the Governing Body support his/her application for membership.

1.2.4. It shall be within competence of the Governing Body to admit a person who pays at least Rs.5000.00 in one sum as Patron of the society.

1.2.5. A person of eminence whose contribution/donation to the society is deemed to be necessary for the improvement as well as development of the society shall be entitled to become Honorary member provided that two-thirds of the members of the Governing Body agree upon to recognise such a person in the meeting of the Governing Body. ~~Ordinary members-student members, Patrons and Honorary members shall not, however, be eligible to be member of the Governing Body nor shall be entitled to vote in any meeting.~~

1.3. Cessation of Membership

Any member shall cease to be a member on the following grounds :

- a) On the acceptance of his resignation from membership,
- b) On his becoming insane or insolvent,
- c) On his conviction of any offence in connection with the formation promotion, management or conduct of affairs of society or a body corporate or of any offence involving moral turpitude.

1.4. Register of Members

The society shall maintain a Register of members containing the names, address and their occupations, the date of admission and of cessation of membership. The Register will be kept open

*Primal Kumar V.K.S.
General Secretary
19.04.99*



for inspection of the members of society on requisition. All entries required to be made therein shall be entered within a period of 15 days.

1.5. Rights and obligation of Members :

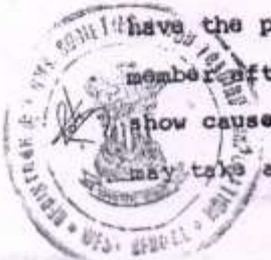
1.5.1. Any first or founder member and life member have the rights :

- a) to elect and to be elected in any election of the society;
- b) to submit suggestion for discussion to the Governing Body and sub-committee on any matter relating to society ;
- c) to inspect the accounts and the proceedings of the meetings of the society on appointment with the General Secretary;
- d) to pay his subscription within the prescribed time. Defaulting members shall not be allowed to take part or vote in a meeting. Members of the stated type shall have one vote each.

1.5.2. All members of the society who are on its Register for not less than one year shall be entitled to receive at their registered address copies of all non-priced published materials. ~~Patron of the society has the entitlement to receive for life all the publications of the society free of cost.~~

1.6. Expulsion and Removal

Frequent actions of any member, if found by the Governing Body is detrimental to the interest and is in violation of the rules and regulations of the society, he may be after due enquiry, censured, suspended or expelled from the membership by the Governing Body. In that case the Governing Body shall first serve the member concerned with a show cause showing therein the charges framed and ask him to submit his statement of defence within a month. On receipt of the explanation the Governing Body shall have the power to take a suitable action against the delinquent member after allowing him to defend his case. If no reply to the show cause notice is received within a month, the Governing Body may take an ex-parte decision.



*Beinal Kumar Saha
General Secretary*

For any act of expulsion or termination no such member shall be entitled to prefer any claim for compensation or damage even if proved on subsequent date that such act of expulsion or termination was wrongful and / or unlawful.

2. Governing Body

2.1. Composition, election/appointment, resignation/removal, terms of office :

2.1.1. Composition, Election

There shall be a Governing Body consisting of not less than seven members and not more than fifteen members. The office bearers of Governing Body shall comprise President, Vice-President, General Secretary, Joint Secretaries, Treasurer and other Committee members. The office bearers and other Committee members shall be elected at the Annual General Meeting after three years interval by the General Body consisted of first or founder members, and life members. Seven members of the Governing Body shall be elected from the class of founder members. One founder member elected in the Governing Body shall preside over the election meeting of the Governing Body.

2.1.2. Appointment, Resignation

The resignation and removal of the Governing Body (G.B.) members shall be dealt with as has been prescribed as in the case of other members noted here in before. Besides this, the membership in the Governing Body may be deemed terminated if he/she does not attend the three consecutive meetings of the Governing Body.

2.1.3. Removal, Terms of Office

The terms of office of the G.B. shall ordinarily be three years unless it is dissolved/terminated early under unforeseen circumstances. After election, the old G.B. will continue to function till the new Body takes over charge which shall under no circumstances be more than 30 days from the date of election. A member contesting the election shall be a First Member and



Life Member of the society. The President and the General Secretary shall arrange for the election of a new G.B. every three years in time for it to enter into the office without any *interregnum*.

2.2. Meeting :

A meeting of Governing Body shall be held atleast once in three months at such place, date and time as the President or General Secretary may determine. Any four members of the Governing Body may requisition the meeting and the General Secretary shall summon the same within seven days and failing which the President on the requisitionists may do so provided no business other than specified in the notice shall be transacted in such meeting.

2.3. Notice and Quorum :

Seven days' notice of the meeting specifying the place, time and the general nature of business to^{be} transacted, shall be given to every member of the Governing Body. Emergency meeting may be called on 24 hours notice. One third member personally present shall constitute a quorum for the meeting and if a quorum is not present within thirty minutes of the time, members present shall adjourn the meeting.

2.4. Procedure of meeting :

The President or in his absence the Vice-President shall preside over all meetings of the Governing Body and in their absence members present shall elect a chairman of the meeting. All questions before the meeting will be decided by a majority of votes, each member shall have one vote. The President or the Chairman shall have a second or casting vote in addition to his own vote in case of equality of votes.



2.5. Powers and Duties of the Governing Body ✓

The Governing Body shall have general power of supervision and conduct over all the affairs of the society and in particular shall discharge the following duties :

- a) To appoint sub-committee with such power and duties as may be considered necessary or expedient.
- b) To accept donation, gift, subscription, movable or immovable property for the objects of the society.
- c) To sell, lease, mortgage or otherwise dispose of and deal with all or any part of the property of the society.
- d) To keep proper accounts of the society and to open bank account in the name of the society in one or more banks.
- e) To Co-opt not more than two members to the Governing Body.
- f) To appoint a person or persons on payment to assist the General Secretary/Treasurer in the maintenance of account, etc.
- g) To conduct any other business not specified herein for the attainment of the object of the society provided such business is not repugnant to such object.

3. Safe custody of Properties ✓

- 3.1. The Governing Body shall be responsible for the safe custody of the funds, properties and assets of the society.
- 3.2. The funds of the society shall be kept in banks/Post Office/Mutual funds and be invested in any securities specified under section 20 of the Indian Trust Act, 1882. ✓

4. Books of Account and Inspection: ✓

The books of account and other statutory books shall be kept at the registered office and shall be open to inspection of the members at such time and place as the Governing Body directs on a written request made by any member.



5. Accounting year.

The accounting year of the society shall be from 1st day of April of each year to 31st day of March of the following year.

6. General Meetings.

6.1. Annual General Meeting (A.G.M.) :

6.1.1. Notice :

The General Secretary shall annually call the Annual General Meeting within three months from the end of the last financial year giving at least 14 days' and atmost 30 days' notice to the members, that is, first or founder and life members comprising the General Body. The notice shall contain the place, date, day and time of the meeting.

6.1.2. Agenda :

The business to be transacted at the A.G.M. shall be :

- a) to confirm the minutes of the last A.G.M. and of special meeting if any,
- b) to adopt with or without modification the report of the working of the society for the previous year;
- c) to pass audited accounts of the society for the previous year ended;
- d) to appoint qualified Auditor or auditors;
- e) to transact such business as may be fixed by the Governing Body;
- f) to transact such other business as may be brought forward by giving 14 days' previous notice from any member;
- g) to conduct general election.

6.1.3. Quorum of the meeting :

One third members personally present at the commencement of the meeting shall constitute the quorum.

6.1.4. Manner and Method of voting :

The Chairman of the meeting shall decide the manner and method of voting at the outset of the meeting.



6.2. Special General Meeting :

A Special General Meeting may be convened by the Governing Body at any time in view of urgency of the matter. At least seven days' notice shall be given to every member for special general meeting.

Members may request the Governing Body for special General meeting by placing a requisition signed by two-thirds of total members. In that case the Governing Body shall convene a special general meeting within a month from the receipt of such notice. In default by the Governing Body, the requisitionists shall hold such meeting provided no business other than those specified in the notice shall be transacted.

6.3. Extra-ordinary general meeting :

The Governing Body may direct to convene an extra-ordinary general meeting for consideration of addition, alteration or amendment of the memorandum/regulations of the society. Seven days notice alongwith the proposed draft of change shall be sent to members before the meeting. The resolution for change, ammendment etc. of the Memorandum and Regulations ^{shall} be carried out if accepted by the three fourth of the members present at the meeting.

7. Duties of the Office Bearers.

7.1 President :

President shall (a) preside over all meetings of the society; (b) take all disciplinary actions such as removals, dismissal etc., in consultation with the Governing Body; (c) advise the General Secretary in any matter requiring urgent attention; (d) call emergent meeting.

7.2. Vice-President :

In the absence of the President, the Vice-President shall perform all the duties of the President.



7.3. General Secretary :

General Secretary shall (a) convene all meetings of the society; (b) maintain minutes books of all meetings (c) issue general circular and notices; (d) receive all applications for membership which shall be placed before the Governing Body; (e) sign on behalf of the Society all receipts for all sums received as subscription etc.; (f) sign and give pay order on all bills for payments; (g) get the accounts of the society audited by Chartered Accountant; (h) ensure compliance with statutory requirements; (i) transact all other business subject to the direction of the Governing Body.

7.4. Joint Secretary(s) :

In the absence of the General Secretary, one of the Joint Secretaries as assigned by the President shall perform all the duties of the General Secretary.

7.5. Treasurer :

Treasurer shall (a) collect and receive all sorts of subscriptions, donations and deposit of money and grant receipts thereof; (b) maintain and keep cash book and such other accounts as are necessary; (c) operate bank account jointly either with the General Secretary ^{or President} for consideration of the Governing Body. (d) Prepare the budget in consultation with The General Secretary for consideration of the Governing body.

8. Maintenance and Audit of Accounts :

The Society shall maintain books of accounts as required under section 15(1) (a), (b) of the Act. The accounts shall be audited by a duly qualified auditor as stated in sections 15(2) of the Act.

9. Suit and Legal Proceedings :

All suits and legal proceedings by or against the Society shall be in the name of the General Secretary or such person as shall be appointed by the committee.

*Original Remuneration Salary
General Secretary
19.04.99.*



10. Alteration of Memorandum and Regulations :

The Memorandum and Regulations may be altered, modified, rescinded or added to by special resolutions passed by three fourth members in a general meeting called for the purpose.

The Governing Body shall have powers to make, alter, modify or rescinded such Bya-laws and rules as may be considered necessary in the interest of smooth functioning of the society.

11. Dissolution of the Society .

Subject to the provisions of Sections 24 and 27 of the West Bengal Societies Registration Act, 1961 or any Statutory modifications there of, the Society may be dissolved by a resolution to that effect passed by three-fourth members of the society at a general meeting. The said meeting shall also decide the manner of disbursement of the funds and assets of the Association, if any after dissolution.

We, the undersigned members of the Governing Body of the Society, do hereby certify that the above is a true copy of the Rules and Regulations of the Society.

Signatures of the three members of the Governing Body.

1. *Sigindra Nath Talukder (Talukder)*
2. *Ananta Kr. Acharya (Acharya)*
3. *Bimal Kumar Saha (B.K. Saha)*

Dated 15th day of February 1999.

TRUE COPY

R.K.
14/2/2012

4401 Registrar of Firms Societies &
Non-Trading Corporat. West Bengal

