Department of Industries & Commerce, Haryana

Form-III

"Certificate of Registration to be issued under Section 9(1) of the Haryana Registration and Regulation of Societies Act,

(See rule 5 and rule 6)

Certificate of Registration of Society

I hereby certify that a Society bearing the Registration Number and name as undermentioned has been registered this [29] day [May] month [2019] year 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					
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nt of Inc	Name Of the Society			Registered Office Address									
SHRI	SHRI GURU NANAK DEV SHIKSHA SAMITI KAITHAL				rtment of li rtment of li	ndustries ndustries	and Comi	mer VILLAC	SE PISAW	ALent of	Industrie Industrie	es and Co es and Co	mmer mmer

Issued under my hand at [Kaithal] this [29] day of (month)[May] (Year)[2019] having Unique Identification Number - 2000137465





SOME IMPORTANT PROVISIONS OF THE HRRS ACT 2012 TO BE FOLLOWED:

- · One Flat one vote.
- Collegium Scheme to be approved from District Registrar if members strength is more than 1000.
- · Administrator if appointed will not enroll new members, incur capital expenditure and give employement in the society.
- Terms of Governing Body not to be more than 3 years.
- Member to be not less than 21 year age.
- Office bearers of society (Three to twenty one).
- General Body and other meeting should be conducted with quorum i.e 1st meeting 40%, 2nd meeting 25% and 3rd meeting 15% (see entire Provisions)
- Submission of mandatory Annual Returns i.e. list of members, list of members of collegium, list of office bearers, Annual Report
 on working, Balance Sheet & Auditors Report, Copy of special resolution otherwise shall attract penalities & fines as per
 provisions of Act.
- In case of Joint Apartment owners, 1st owner will be eligible to contest the elections.
- Proxy voting not allowed.
- . Condominium/ Association covered under Apartment Ownership Act 1983 is to be formed by owners only.
- Election observer may be appointed by District Registrar or on request of Society

Verification Link: https://haryanaindustries.gov.in/msme/verify/societyregistration/id/137465/reg/06-005-2019-02394

Department of Industries & Commerce, Haryana

То

SHRI GURU NANAK DEV SHIKSHA SAMITI KAITHAL VILLAGE PISAWAL Kaithal

Memo Number : 2022-07-0004922

Subject : Acknowledgement of Annual Returns

It is submitted that the Annual Returns for the year 2021 - 2022 filed by your society SHRI GURU NANAK DEV SHIKSHA SAMITI KAITHAL has been received on dated 04/08/2022.



Issuing Authority, District Registrar, Haryana.

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Shri Guru Nanak Girls Public School Pisawal (Kaithal)

Rule Regulation and Byelaws of Society

- Name of the Society: SHRI GURU NANAK DEV SHIKSHA SAMITI KAITHAL.
- The Registered Office of the Society shall be at (complete postal address):- VILLAGE PISAWAL.
- 73. The Society shall carry out its major activities in the KAITHAL District within the territory of State of Haryana.
 - 4. Membership:-
 - (1) The Society shall have a maximum of 250 members including the founder members/original subscribers.
 - (2) Eligibility: In order to be admitted as a member of the Society, a person:

(i) must be 21 years of age on the date of admission;

(ii) should subscribe to the aims and objects of the Society;

(iii) must have deposited the admission fee and annual subscription fee and must not be in arrears of payment of such fee as on the date of annual general meeting for continuing as a member;

(iv) must not be an insolvent and of unsound mind; and

- (v) must not have been convicted of an offence involving moral turpitude involving imprisonment of one year or more.
- (3) Kinds/ Types / Categories of Members: The Society shall consist of four different categories of members as under:
 - (i) Founder Members A member who has been admitted as a founder member at the time of registration of the Society and has paid the requisite membership fee to the society. The number of founder members shall not exceed for the founder members shall also be deemed to have become him Members of the society and shall have the privilege sheing members of the collegium without election, in tase that number of members of the society exceeds 300.

(ii) Life Members - A person may be admitted as a life member on payment of the prescribed fees and such person shall

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Shri Guru Nanak Girls Public School
Pisawal (Kaithal)

continue to be the member of the society for his life. The total number of life members shall not exceed _21_.

(iii) Ordinary Member - The Society shall have a total of 51 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 two to five year(s), as the case may be, and he will cease to be a member of the society on completion of his tenure, unless it is renewed by the Governing body for another tenure.

Honorary Member - The Governing Body may admit individuals of distinguished talent and merit or whose association is deemed to be beneficial to the Society or who has rendered services of outstanding merit to the Society or who is a distinguished citizen of India or any other country as Honorary Member of the Society, after obtaining consent of the individual, without payment of any membership or subscription fees. The number of such honorary members shall not exceed 5/.... The Honorary members shall be entitled to attend the meetings and contribute to the deliberations but shall have no right to vote.

Membership Fee & Annual Subscription:

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)	Founder Members	Rs. 1,100/-	Nil
(ii)	Life Member	Rs. 5,00/-	Nil
(iii)	Ordinary Member	Rs. 1,00/-	Rs. 50/-
(iv)	Honorary Member	Nil	Nil

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 members of defaulting member shall be deemed to be under which after the due date (30th June) and such member shall-83 not be entitled to cast his vote during the elections of the Society held after 1st July of the said year.

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Shri Guru Nanak Girls Public School

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

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

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

(iii) The Secretary shall examine the application and place the

same before the Governing Body for a decision.

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

- (v) The approval of the Governing Body shall be intimated to the member, his name shall be entered in the register of members, to be maintained in such manner & form as prescribed under the Haryana Societies Registration and Regulation Rules, 2012 and he/she will be issued an Identity Card of the Society.
- (6) Identity Card for every member: Every person admitted as a member will be issued an identity card containing his/ her photograph, brief particulars and membership category, duly signed by the individual Member and the General Secretary of the Society.

(7) Rights & Obligations of Members:

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

(ii) Every member, except an Honorary member share 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

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President Solution School Shri Guru Nanak Girls Public School Pisawal (Kaithal)

- Society and the annual subscription for a period of three months beyond the due date;
- (iii) Every member of the Society shall have the right to inspect the books of accounts, books containing the minutes of proceedings of the general meetings, meetings of the Governing Body and register of members of the society on any working day by giving a notice of seven days;
- (iv) Every member shall inform the Society about any change in his address, which shall be duly recorded in the register of members of the Society and upon which the Society shall issue a fresh Identity Card to such member.
- (8) Cessation of Membership: Any person admitted as a member shall cease to be a member of the Society in the following events:
 - Attracts the provisions contained in Section 22 of the Act:
 - Upon his/ her acting contrary to the aims and objectives of (ii) the Society:
 - (iii) Upon such member being found guilty of a financial misappropriation of the funds of the society;
 - (iv) Upon indictment and directions for removal by the District Registrar/Registrar/ Registrar General of Societies;
 - 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.
- General Body:
- 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.
- (2) Every member shall cast his vote in person and no proxy voting shall be allowed.
- Meetings of the General Body:
 - A meeting of the General Body of the society will will and when required. However, at least one meeting the General Body of the society, called as the Annual General Meeting (AGM) will be held in a year, within six months the close of the financial year for consideration and adoption of

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the duly audited annual accounts of the society in addition to transaction of any other business of the Society as may be required.

- The Governing Body of the society may convene an extraordinary meeting of the General Body of the society at any time after giving due notice as prescribed hereunder, either of its own or within 45 days of receipt of a written requisition along with reasons for convening such meeting, from at least 1/10th of the members of the General Body.
- (iii) For any meeting of the General Body, a clear notice of at least 14 days along with a copy of the agenda of the business to be transacted, date, time & venue of the meeting will be given to the members of the General Body. A copy of such notice will also be endorsed to the District Registrar.

A meeting of the General Body may also be convened at a (iv) shorter notice, if agreed to, by a majority (at least above 50% of the total members) of the members of the General Body.

- Quorum for the meeting of the General Body will be 40% of the total members entitled to vote and present in person, subject a minimum of four members. In case of a meeting adjourned for want of quorum, the quorum for the adjourned meeting shall not be less than 10% of the total members, subject to a minimum of three. The General Body shall be competent to transact all business in such adjourned meeting except the consideration of any Special Resolution. Any Special Resolution can be passed in such 87 adjourned meeting only if at least 25% of the total members of the . Society are present.
- (vi) The proceedings of all meetings of the General Body will be recorded in the minutes-book (bound or in loose leaves) maintained separately for the purpose by the Secretary and such minutes will be signed by the Chairman of the meeting and the Secretary of the Society.

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

To guide the Society in determining and fulfilling it (i)

To decide policy matters such as change of hame society, amendment in the Memorandum of Association and the Byelaws of the society, approval of annual accounts of the

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President Balwinder Sinsh Shri Guru Nanak Girls Public School Pisawal (Kaithal)

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.

To elect the members of the Governing Body. (iii)

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.

Governing Body: 8.

- Composition: The Governing Body of the society shall consist of a total of _____ Office-bearers and Members as under:
 - President

Vice-President. b)

General Secretary / Secretary c)

Treasurer. d)

...... Executive Members, including co-option of any Honorary Member by the Governing Body.

Election of the Governing Body: (2)

The Term of the Governing Body shall be three years from the date of approval of its election by the District

Registrar;

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

(iii) Any objections qua the list of members of the Society entitled to vote shall be decided by the R turning Officer in consultation with the office-bear society. However, the decision of the Returning incer shall be final in the event of any difference of opinion. Returning Officer shall, thereafter,

nominations to be filed within the period prescribed in

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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.

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.

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.

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

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

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 89 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.

Meetings of the Governing Body -

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

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President Balwinder Sinch Shri Guru Nanak Girls Public School Pisawal (Kaithal)

(ii) A clear notice of three days of every such meeting will be given bythe 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.

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.

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

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

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

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;

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

(iii) The Governing Body shall have full char all immovable properties and moveable assets by or vested in the Society and these will be managed in such a manner as it considers appropriate subject to the

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President Salwarder Smrs Shri Guru Nanak Girls Public School

- Cessation of members of the Governing Body- An officebearer/ executive member of the Governing Body shall cease to be an office-bearer or executive member:
 - upon submission & acceptance of his resignation;
 - b) if he ceases to be a member in accordance with subclause (8) of Clause 4 of these byelaws;
 - if he is removed by a resolution passed in the meeting of the General Body.
- Exclusions from the Employment of a Society:
 - No member of the Society shall be in full-time or parttime employment of the Society;
 - No dependant or family member or close relative of the office-bearers and members of the Governing Body shall be engaged as an employee of the society during its
 - C) Every office-bearer and member of the Governing Body shall make a declaration in case any person in the employment of the Society is his close relative.
- Amendments in the Memorandum of Association, Byelaws, Name of the Society, etc. - Any amendment in the Memorandum of Association and Byelaws, or Change of Name, amalgamation or division of the Society will be done only with the approval of the General Body by way of a special resolution. The intimation of any such amendment or change, along with attested copy of the requisite documents, shall be filed in the office the District Registrar by the General Secretary/Secretary within such time as* may be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and the rules made thereunder.

10. Management of Assets and Funds of the Society

The sources of income of the society will include receipts on account of membership fee, annual subscription property/ assets, interest, consultation fees, denations, gift, grants, etc. The society can also raise funds through therest free short term loans from its members or from Juled banks on interest. Loan from the scheduled banks of the seriest will be taken only for purchase of creation of sapital assets and not for meeting any recurring revenue expenditure under any circumstances.

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Shri Guru Nanak Girls Public School Pisawal (Kaithal)

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

(iii) The Bank accounts of the Society will be jointly operated by such members/ office bearers as may be decided by the

Governing body from time to time.

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

society.

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

11. Accounts of the Society:

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.

The books of accounts of the Society shall be open to (ii)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.

(iii) The annual accounts of the society will be signed by any two

authorized office-bearers of the Society.

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

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President Balwineler Singh Shri Guru Nanak Girls Public School Picawal (Mariak - 1)

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.

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.

Dissolution of the Society:

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:

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

of the Society;

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

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President Balander Smys Shri Guru Nanak Girls Public School

Memorandum of the Society

Name of the Society:-

SHRI GURU NANAK DEV SHIKSHA SAMITI KAITHAL.

Location of Regd. Office:-

VILLAGE PISAWAL.

Area of Operation:-

KAITHAL.

1. Aims and Objection:-

- To conduct and manages schools, for the diffusion of Knowledge and for educating boys and girls in particular Kaithal District and in any part of Haryana in general.
- II) To establish, reading rooms, libraries, to improve the intelligence of the people of such place or places, as the committee may deem fit.
- III) To collects funds by raising subscriptions or otherwise to carry on the aforesaid objects of the society.
- IV) To runs school up to any standard in Education.
- To run schools, library-cum-reading rooms, spiritual establishment sanitariums etc.
- VI) To undertake publication of books/works circulated directly or indirectly to prorogate the aims and objects of the society.
- Vil) To built or provide and maintained hostels and boarding/lodging houses and other conveyance for the use of these institutions, for those employed by the institutions or as may be determined by the society.
- VIII) To promote physical, mental, moral and spiritual development of the society...
- IX) To inculcate national spirit and create love for India Culture.
- X) To purchase, take on lease, or acquire in exchange or construct otherwise any movable or immovable property, rights or privileges which may be deemed necessary or expedient of convenient for any of purpose of the society,

XI) To sell, improve, manage, develop, lease mortgage, please or dispose or otherwise deal with all or any of the property, right an privilege of the society.

XII) To subscribe or contribute towards charitable, benevolent or public nature or the the relief and assistance of any deserving person to the contribute towards charitable, benevolent or public nature or the the relief and assistance of any deserving person to the contribute towards charitable, benevolent or public nature or the the relief and assistance of any deserving person to the contribute towards charitable, benevolent or public nature or the the relief and assistance of any deserving person to the contribute towards charitable, benevolent or public nature or the the relief and assistance of any deserving person to the contribute towards charitable.

XIII) To make, alter from time to time, revoke, reenact and enforce, rules and bye-laws for the benefit of and binding on the society and of its members.

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President Berlin Melvy
Shri Guru Nanak Girls Public School
Pisawal (Kaithal)

Governing Body of the Society

SNo. Name of Member 1 BALWINDER SINGH		Membership Full Address Number		Date of Enrollment	Designation	
		01	#415, SECTOR-19, URBAN ESTATE, PANCHKULA.	2019-05-23	President	
2	DEEPAK GOYAL		271, W. NO. 3, ASSANDH	2019-05-23	General Secretory	
3	MOHINDER PAL GARG	04	#215, JIND ROAD, MODEL TOWN, KAITHAL	MODEL TOWN,		
4	USHA DEVI	05	#415, SECTOR-19, MODEL TOWN, KAITHAL	2019-05-23	Executive Member	
5	SATBIR SINGH	06	#271, W. NO. 3, ASSANDH	2019-05-23	Executive Member	
	POOJA	07	HBC, H. NO. 236, JIND ROAD, KAITHAL	2019-05-23	Executive Member	

Guru Nanak Girls Public School

"of (Kaithal)

General Members of the Society

SNo. Name of Member Membership Full Address Date of Enrollment Membership Type Number **BALWINDER** 01 #415, 2019-05-23 Founder Member SINGH SECTOR-19, URBAN ESTATE, PANCHKULA. 2 DEEPAK GOYAL 03 271, W. NO. 3, 2019-05-23 Founder Member ASSANDH MOHINDER PAL 04 #215, JIND ROAD, 2019-05-23 Founder Member GARG MODEL TOWN, KAITHAL 4 USHA DEVI 05 #415, 2019-05-23 Founder Member SECTOR-19, MODEL TOWN, KAITHAL 5 SATBIR SINGH 06 #271, W. NO. 3, 2019-05-23 Founder Member ASSANDH 6 POOJA 07 HBC, H. NO. 236, 2019-05-23 Founder Member JIND ROAD, KAITHAL

Shri Guru Ivanak Giris Public School Pisawal (Kaithal)

7	HEM RAJ GARG	08	215 WARD NO 23 JIND ROAD MODEL TOWN KAITHAL-136027	2021-09-16	Ordinary Member
8	SANTOSH RANI	09	NEAR PIPAL CHOWK WARD NO 3 ASANDH KARNAL-132039	2021-09-16	Ordinary Member
9	SEEMA	10	63/*10 ANAJ MANDI JULANA JIND	2021-09-16	Ordinary Member

President Shri Guru Nanak Girls Public School Pisawal (Kaithal)