MEMORANDUM OF ASSOCIATION OF BOSCO ORGANISATION FOR SOCIAL CONCERN AND OPERATION

Name of the Society:

The name of the society shall be "Bosco Organisation for Social Concern and × Jaryh Lister

Operation - (BOSCO)"

2. Registered Office:

The Registered Office of the Society will be situated in the National Capital Territory of Delhi. Its present address is at Don Bosco Technical Institute, Okhla Road, Jamia Nagar P.O., New Delhi 110 025, which can be shifted to such other place in the National Capital Territory of Delhi as the Governing Body shall deem fit from time to time.

3. Aims & Objects:

- 3.1 The aim of the Society is to assist, promete, channelise, undertake, charitable, social, educational and humanitarian work irrespects. DELHI asie, community, religion and economic status, solely for philanthrophic purpose and not for the purpose of profit and shall include to this end, without prejudice to the generality of the aims, the following namely:
 - Undertake and assist in development programmes and projects and reach out (i) to the poor, needy, handicapped, backward classes/tribes, marginalised and the under privileged to facilitate and assist them in their development.
 - Assist programmes, individuals or groups of people, Oceanizations working (ii)for the development of the poor an the less privileged and to facilitate social justice through the eradication of social evils

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- (iii) Initiate, conduct and assist programmes for providing better nutrition to children and adults especially amongst the poorer and backward sections of society.
- (iv) Do all such things as may be deemed necessary or expedient for the education and training of the youth and all persons in the pursuit of science, arts, culture, traditions, beliefs, trades, crafts, technical and vocational knowledge and general diffusion of information and knowledge.
- (v) Acquire, take over, rent, provide, establish aid, maintain, administer, run activities with education for its purpose primarily for poor, underprivileged and needy youth and adults.
- (vi) Undertake and assist in resettlement and rehabilitation of persons and society.
- (vii) Undertake and assist emergency relief work for victims of flood, ire, earthquake, accidents, riots, disease and any other disaster, calamity or need.
- (viii) Promote, initiate, undertake programmes / projects for slum eradication / rehabilitation, pollution and was matter control, reduction or removal thereof and protection of the eradication.
- (ix) Initiate, administer and assist programmes for providing better nutrition to children and adults especially amongst the por, needy and backward sections of society.
- (x) To undertake social service activities and to provide facilities for the relief and welfare of all, especially the poor, underprivileged, downtrodden, irrespective of caste, creed or social status.
- (xi) Set up, acquire, build support, manage, administer centers for education, vocational and technical knowledge, institutes and centers for formal and non formal education and facilitate on the job training and development of

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skills and to collaborate with others for this purpose and comply with such government and legal directories as may be applicable.

- (xii) Set up, build, acquire, manage, administer centers for medical assistance/needs, health centers, clinics, dispensaries, hospitals and collaborate with others for the purpose and comply with such government and legal directories as may be applicable.
- (xiii) Cooperate with voluntary agencies, the central and state governments, boards, directorates and any other agency, group, body or corporate body in projects and programmes contributing towards the social, cultural, economic, industrial, agricultural, rural, urban, semi-urban development of the country.
- (xiv) Receive, procure, store, distribute and manage, gifts, endowments, grants, advances, loans, funds, supplies including food, medicines, clothing, equipment, vehicles, materials, properties etc. and to assist other agencies, organizations and / or engaged in this manner, working among the poor, needy, marginalized, deprived, backward and handicapped persons of society.
- Raise funds and to receive and use any pipe tions, endowments, foundations, in cash or in kind and / octifier immovering and movable properties of all descriptions and to undertake also to carry out the offices, duties and functions of trustees, managers and administrators solely or jointly with others in respect thereof.

Give, provide for, aid, subscribe, make available donations, contributions, scholarships, education assistance, medical assistance, financially or in any other manner, to persons, other groups, bodies, organisations and agencies keeping in view the objects of the society.

Start, facilitate, support, manage socio economic development schemes, self employment schemes, self help groups, micro credit activities, organize vocational training and other camps, to better the living standards and

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leadership of the youth, poor, needy, backward, marginalized and handicapped persons of society.

- (xviii) To print, publish and exhibit films, journals, periodicals, books, lectures and other reading and pictorial matter for the diffusion of useful knowledge and in keeping with the social, moral and charitable ideals of the society.
- (xix) To hold, conduct and facilitate capacity building, conferences, seminars, classes and to award diplomas, certificates, awards if deemed fit.
- (xx) Acquire, build, manage, transfer any lands, buildings, apartments, structures, roads, and developments thereof for the purpose of any project, programme or for the Society.
- (xxi) Undertake any other activity according to the requirements of the time and the place in the service of the poor, needy, marginalized, backward or handicapped persons in society, which are essential or conducive to the attainment of the objects of the society.
- (xxii) Do all such lawful acts, deeds and things as are essential or conducive to the attainment of the objects of the society.
- 3.2 All the incomes, earnings, movable or immovable properties of the society shall be solely utilised and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no portion increof shall be paid or transferred directly or indirectly by way of divitends, bonus, profit or in any manner whatsoever to the present or past members of the society or to any person claiming through any one or more of the present or past members. No member of the society shall have any personal claim on movable or immovable properties of the society or make any profit whatsoever by virtue of his membership.

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4. Governing Body:

The names addresses, occupations and designations of the present members of the Governing Body to whom the management of the Society is entrusted as required under Section 2 of the Societies Registration Act 1860, applicable to the National Capital Territory of Delhi are as follows:

Sr. No.	Name in full/Address	Occupation	Designation
1.	Joseph Kezzzhakkara Don Bosco Tech. Institute, Okhla Road, Jamia Nagar P.O., New Delhi 110025	Teacher	President
2.	Aikarashalil Joseph Don Bosco Yuva Kendra Najafgarh, New Delhi 43	Social Worker	Secretary
3.	Isaac Puthumana Don Bosco School Alaknanda, New Delhi -19	Teacher	Treasurer
4.	Mathai Vellappallil Don Bosco School Alaknanda New Delhi 110 019	T P Ur OU	Vice President
5.	Valerius Lakra Don Bosco Bhavan Kaurmunda PO Sundergarh –Dt Orissa 770039	Soci la V Wor : 10	mber
6.	Joy Marangattikala Don Bosco Youth Centre Kaauli PO Punjab 140 701	Social Worker	Member
7.	Davis Maniparamben Don Bosco Yuva Sadan Bilheri P. O, Jabalpur M. P. 482 2020	Teacher	Member

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5. Desirous Persons

We the undersigned are desirous of forming a Society, namely, under the Societies Registration Act 1860, as applicable to the Union Territory of Delhi in pursuance of the Memorandum of Association of the Society. in pursuance of this Memorandum of Association.

	Sr.	Name in full/Address	Occupation	Designation	Signature
	No.				
	1.	Joseph Kezzzhakkara	Teacher	President	Marsh 2 91
		Don Bosco Tech. Institute	7		1 July
		Okhla, New Delhi –25			John
	2.	Aikarashalil Joseph	Social	Secretary	
		Don Bosco Yuva Kendra	Worker		Parents
	21	Najafgarh, New Delhi 43			(10)
	3.	Isaac Puthumana	Teacher	Treasurer	
		Don Bosco School			1 b face
		Alaknanda, New Delhi -19			P 100
	4.	Mathai Vellappallil	Teacher	Vice	Musika
		Don Bosco School		President	19
	On the latest the late	Alaknanda			Music
ZAR	300	New Delhi 110 019			
REGISS	5. °	Valerius Lakra	Social	Member	
Z Z	C.	Don Bosco Bhavan	Worker		
**	N 175	Kaurmunda PO			Valorium
DE	THI	Sundergarh –Dt		7	11/1
	,	Orissa 770039			
	6.	Joy Marangattikala	Social	Member	
		Don Bosco Youth Centre	Worker		Moy
		Kauli PO			4
	5 A	Punjab 140 701			(4)
	1	Davis Maniparamben	Teacher	Member	
E		Don Bosco Yuva Sadan			mports
1		Bilheri P. O, Jabalpur M. P. 482 2020			Xavin mpors

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Sr.No.	Name in full /Address	Occupation	Designation	Signature
8	Joy Jacob Navjeevan Church Sector 24 B Chandigarh	Social Worker	Member	Jug Jack
9.	Hillarius Kullu Don Bosco Youth Centre Hatia- PO Ranchi 834003 Jharkhand	Social worker	Member	Mully
10.	Kakkuuzhy John Don Bosco Technical Institute Mohanlalganj Lucknow – UP	Teacher	Member	
11.	Johny Dominic Ghandhi Smarak School Jokbahala Jashpur –Dt Chattisgarh	Teacher	Member	A



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V. S. MALIR Notary Public Regd. No. Judl. F 25/8"



Rules & Regulations of

Bosco Organisation For Social Concern and Operation

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1. Interpretation:

- 1.1 In these Rules and Regulations unless there be anything in the context repugnant or inconsistent therewith:
- (i) 'Act' shall mean the Societies Registration Act of 1860 or any modification or reenactment thereof for the time being in force.
- (ii) 'General Body' means the general body of the members of the Society.
- (iii) 'Governing Body' shall mean the Governing Body of the Society constituted as provided by these Rules and Regulations.
- (iv) 'Member' means a member of the society.
- (v) Words importing the singular number shall be deemed to include the plural and vice versa. Words meaning the masculine gender shall be deemed to include the female gender and vice versa.
- (vi) 'Financial Year' shall mean the period as specified in the acome Tax Act 1961 or any enactment thereof and as applicable from time of times.

2. Membership

2.1 The Governing Body may admit to membership any person of any caste creed or sex who has attained the age of 18 years and agreeing in writing to be bound by the Memorandum of Association and the Rules and Regulations and conditions of the Society and who in the opinion of the Governing Body will be interested in the advancement of the objects of the Society.

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2.2 The Governing Body can decide from time to time to award membership to any institution(s) or corporate bodies, class of persons as it deems fit, with or without voting rights.



- 2.3 Honorary Members: Any member whose connection with the Society is deemed to be useful, may with the consent of such person be elected as Honorary Member of the society. Such a member shall not, however be eligible to be a member of the governing body nor shall be entitled to vote in any meeting.
- 2.4 The membership shall be for a maximum period of one year which may or may not be renewed and is subject to the approval of the governing body.
- 2.5 All or any membership is subject to the sole and absolute discretion and approval of the Governing Body. The decision of the Governing Body shall be final. The Governing Body may frame such rules and conditions from time to time, as maybe deemed fit with regard to the membership, attendance and voting rights at meetings.

3. Refusal of Membership:

3.1 The Governing Body of the society can refuse membership to any person(s) or institutional organisation(s) or corporate bodies or class of persons and it need not specify any reason for the refusal, rejection, or cancellation. The decision of the governing body shall be final and will not be subject to any question, challenge of dispute before any authority or court of law.

4. Cessation & Termination of Membership

- 4.1 Any member shall cease to be a member:
 - (i) on the acceptance of his resignation from membership. (which need not be in writing)

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- (ii) on his becoming of unsound mind or adjudicated insolvent
- (iii) on his conviction of any offence in connection with the formation, promotion, management or conduct of affairs of the society or body corporate or of any offence involving moral turpitude.

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- Ceases to hold the office by virtue of which he was a member of the (iv) society.
- The membership has been terminated by the Governing Body. (v)
- 4.2 The cessation of membership can be for other reasons also and it is for the Governing Body, which may decide from time to time.

5. Suspension & Expulsion of Member:

- 5.1 Any member, who in the opinion of the Board is guilty of conduct detrimental to the welfare, discipline and objects of the society, maybe censured, suspended or terminated from the membership of the society and his name removed from the list of members. Such suspension or termination will require the approval of three fourth majority of the members of the Governing Body present at the meeting of the Governing Body.
- 5.2 The Governing Body shall issue written notice to the concerned member before he is censured or his membership terminated. A member can be suspended and on his suspension he should be asked to show cause why action should not be taken against him. The notice to the member shall specify the allegations and give fifteen days for receipt of reply to the notice. On receipt of the reply or if no reply is received within the specified time then the Governing Body can take such action as it deems fit. The decision of the Governing Body shall be final and will not be subject to any question, challenge or dispute before any authority or court of Law AR
- 5.3 Any member who has been suspended, censured or whose membership has been terminated shall not be entitled to any compensation, damages or fights even if subsequently it is proved that the suspension, censure or termination was wrong. &GIS.

6. Subscription

6.1 The General Body can decide from time to time of the subscription(s) if any that H would be payable by the members or class of members. Jasonph (50m)

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Readmission

7.1 In case a member is expelled by the Governing Body, the same can be readmitted, provided the General Body sets rules to permit readmission and further sets out the Regulations and conditions that the person seeking readmission has to abide by.

General Body

8.1 There shall be a General Body of the Society constituting of all members having voting rights. The General Body shall meet at least once in every year at such a time and place as may be determined by the Governing Body. The quorum for such meetings shall be one third of the members. No quorum shall be required in the adjourned meeting.

9. Register of Members

9.1 The Society shall maintain a Register of Members containing the names, addresses and their occupation, the date of admission and cessation of membership. The register will be kept open for inspection of the members of the society on requisition. All entries required to be made therein shall be entered within a period of 30 days.

10. Rights & Obligations Of Members:

- Any ordinary member of the society entitled to atten 10.1 general meeting has the right:
 - (i) to elect and to be elected in any election of the society
 - to submit suggestion or discussion to the governing body and (ii) subcommittees on any matter relating to the society
 - to inspect the accounts and the proceedings of the meetings of the society on (iii) appointment with the secretary.
 - Members shall have one vote each. (iv)

Defaulting or suspended members shall not be allowed to take part or vote in any 10.2 meeting. Journ Lists

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11 Governing Body

- 11.1 There shall be a governing body of the society to look after the affairs, management and functioning of the society. The first governing body of the Society shall consist of the Desirous Persons.
- 11.2 The number of the Governing body should not be less than four or as prescribed by law and the society can fix the maximum number of persons as maybe deemed fit and it has to state the same with their designation beneath.
- 11.3 The office bearers of the Governing Body shall comprise of President, Vice President, Secretary and Treasurer. One person can hold two offices if required. The office bearers and other governing body members shall be elected at an annual general meeting, on completion of the term of office.
- 11.4 The resignation of a member of the Governing Body shall be dealt with by the Governing Body. The resignation need not be in writing, if it is made at the meeting of the governing body.
- 11.5 A member of the governing body can be removed before the completion of the tenure by the General Body at a duly convened general meeting of the members entitled to attend. The notice convening the meeting shall provide a detailed explanation for doing so along with any explanation that the concerned governing body members would like to give.
- 11.6 The general body can elect another member at the same meeting in place removed governing body member for the remaining part of the term.

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- 11.7 The governing body can co opt any member(s) entitled to be elected as members(s) of the governing body, within the overall maximum limit that has been prescribed. Any vacancy arising on the governing body or among the office bearers can be filled by the governing body for the remaining part of the tenure.

11.8 The term of office of the Governing Body shall ordinarily be three years unless it is dissolved/terminated early under unforeseen circumstances.

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- 11.9 After election the old Governing Body will continue to function till the new Body take over charge which shall under no circumstances be more than 30 days from the date of the election.
- 11.10 Only a member of the society entitled to attend the annual general meeting and vote can be a member of the Governing Body and on him ceasing to be a member or where his membership is terminated he will automatically cease to be a member of the Governing Body. The members and office bearers can be re-elected.

12. Office Bearers:

- 12.1 The Office bearers of the Governing Body shall be:
 - (i) President: The President shall be the chairman and shall preside over all meetings of the General Body and the Governing Body. In case of equality of votes in any meeting, he shall exercise his second or casting vote. He can convene any meeting of the governing body, members or sub-committee if the secretary fails to act on his direction for doing so.
 - (ii) Vice President: In the absence of the President, he shall enjoy all the powers and duties which are entrusted with the Chairman.
 - (iii) Secretary: He shall convene all meetings and make the necessary arrangements. He shall be responsible for the for the safe custody of all records.

Treasurer: He shall be responsible for the funds of the society and ensuring that the required records are maintained, books of account are audited and returns filed. If there is no treasurer, the the secretary shall act is one and vice versa.

All communications in the name of the Society including the relating to the society shall be carried out by the Secretary. He shall keep all records of the society including the register of members of the society. He shall present the reports of the finances of the society once a year at a regular meeting of the Governing Body.

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The Society is free to entrust other responsibilities to the members of the governing body as is deemed fit.

13. Meeting:

- A meeting of the governing body shall be held once in three months at such place, date and time as the President or the Secretary may determine. Any four members of the governing Body may requisition the meeting and the secretary shall summon the same within seven days and failing which the President on the requisition may do so provided that only matters specified in the notice shall be transacted at such meeting.
- The quorum for all Governing Body shall be one third of the members including the President. No quorum is required at an adjourned meeting.
- Questions arising at a meeting shall be decided by a majority of votes and in case of equality of votes, the President shall have a second or casting vote.
- The President or in his absence the Vice President shall preside over all the meetings of the Governing Body and in their absence members present shall elect a Chairman of the meeting.
- 14. Power and Duties of the Governing Body:
- The management and control of the society shall be vested in the Governing Body, which shall have all powers for supervision, direction and control over all affairs of the society. The Governing Body shall have the power to make, vary, and repeal the Rules & Regulations and bye laws for the transaction and regulation of the working and affairs of the society and itself. The Governing Body is authorized:

to appoint sub committees with such power and duties as may be considered necessary or expedient..

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- (ii) to accept donations, gifts, subscriptions, movable or immovable property for the objects of the society.
- (iii) to sell, lease, mortgage, pledge or otherwise dispose of and deal with all or any part of the property and assets of the society.
- (iv) to keep proper accounts of the society and to open bank accounts in the name of the society in one or more banks.
- (v) to co opt members to the Governing Body.
- (vi) to appoint a person or persons on payment or otherwise to assist the Secretary/Treasurer in the maintenance of accounts or the running and management of the society etc.
- (vii) to invest and deal with the funds, deposits and moneys of the society as it deems fit and in keeping with the requirements of the laws for the time being in force.
- (viii) to conduct any other business not specified herein for the attainment of the objects of the Society provided such business is not repugnant to such object.
- to negotiate and enter into any agree defit a arrangement of undertaking with any individual(s), organisations, corporate bodies, schools, institutions, governments, associations as it may deem fit.

to carry on any business or profession, what which may seem beneficial or conducive to any of the objects of the Society and either alone or in conjunction with another or others and as factors, trustees or agents or other wise and on such terms as the Governing Body may deems fit.

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- (xi) to subscribe to otherwise aid charitable organizations, trusts, educational, medical, cultural, technical or other institutions or objects of a public character, which have a moral or other claim to support or aid from society by reason of the locality of their operations or otherwise.
- (xii) to provide for the maintenance and welfare of the persons employed by or connected or associated with the society or volunteers and the dependents of such persons irrespective of caste or creed, but subject to their being approved by the Governing Body by inter alia establishing and contributing to the Provident and benefit fund by giving pensions or insuring their lives or otherwise as the Governing Body may deem fit, and this maintenance expenditure shall not be construed as a division or distribution of profits, income or dividend to the members.
- (xiii) to establish and maintain Corpus Fund(s), Reserve Fund(s) or Endowment Fund(s) or such other funds of such amount as the Governing Body may think fit, for the promotion of the activities of the Society, including the maintenance and support of the persons employed, associated or connected with the society or volunteers and the training of personnel for the purpose of the Society.
- (xiv) to establish, maintain, or close demobranches of representations of the Society in such places in Indagand on such term, as the Governing Body may from time to time deem necessary or expedient.

to enter into and carry out arrangements for joint working or for amalgamation or merger with any other association, Society-or institution having objects within or similar to the objects of the Society.

to appoint such person or persons as the Governing Body may deem fit for the purpose of representing the Society and/.or the Governing Body in any legal, financial or other proceedings to be instituted by or

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18. General Meeting:

- Notice specifying the place, day and hour of the General Body meeting and the nature of the business to be transacted shall be communicated to all its members and also a copy of the notice shall be placed at a conspicuous place of the registered office of the society. All General Meetings shall be chaired by the President and in his absence or not willing to preside, the Vice President shall chair the meeting. If both the persons are not present or not willing to chair the meeting, then the members present shall elect one amongst themselves to be the Chairman.
- 18.2 The business to be transacted at the Annual General Meeting of the members shall be:
 - (i) to confirm the minutes of the last Annual general Meeting and of special general meeting if any.
 - (ii) to adopt with or without modifications the report of the working of the society for the previous year.
 - (iii) to pass audited accounts of the society for the previous year ended.
 - (iv) to appoint auditor(s)
 - (v) to transact such business as may be determined by the Governing Body.
 - (vi) to transact such other business as may be brought forward by giving 14 days previous notice from any member.
 - (vii) to conduct the election, of the Govering Body, if required.

19. Quorum:

19.1 The quorum for all General Body Meetings shall be one third of the members.

No quorum is required at an adjourned meeting.

20. Voting:

Questions arising at a general body meeting shall be decided by a majority of votes and in case of equality of votes, the President shall have a second or

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24. Annual List

Once in every year a list of the office bearers and members of the governing body of the society shall be filed with the Registrar of Societies, Delhi as required under Section 4 of the Societies Registration Act 1860.

25. Amalgamations

25.1 The society can merge or amalgamate with such other societies, trust or body or be restructured as deemed fit by a 3/5 majority of the members present at the meeting and voting.

26. Legal Proceedings

The society may sue or be sued in the name of the President/Secretary as per the provisions laid down under Section 6 of the Societies Registration Act 1860, as applicable to the National Capital Territory of Delhi.

27. Amendments

27.1 The Memorandum of Association of the Society and the Rules and Regulations and made by the Society may from time to time be amended, added to or revoked by a majority of not less than three fifths of the Members of the Society present at a General Meeting called for the purpose of such amendment, addition or revocation, and that the provisions laid down under Section 12, 12A of the Societies Registration Act 1860, as applicable to the National Capital Territory of Delhi and other applicable provisions, if any are followed

28. Dissolution:

28.1 In case of dissolution of the Society it shall be dissolved as per the provisions laid down under Section 13, 14 and applicable provisions of the Societies Registration Act 1860 as applicable to the National Capital Territory of Delhi. After meeting all the debts, the property and assets of the Society shall be given to some other

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casting vote. The chairman of the meeting shall decide the manner and method of voting at the outset of the meeting.

21. Special General Meeting:

- A Special General Meeting or Extra Ordinary General Meeting may be convened by the Governing Body at any time in view of any urgency or requirements. At least seven days shall be given to every member for a special general meeting.
- Members may request the Governing Body for a Special General meeting by placing a requisition signed by 2/3 of the total members entitled to vote. 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 other business than that specified in the notice shall be transacted.

22. Audit & Accounts:

True accounts shall be kept of all sums of money received and expended by the society, and the matters in respect of which such receipts and expenditure take place, and of the property, assets and liabilities of the society. The Books of Account shall be audited each year by a Chartered Accountant(s), appointed as the Auditor(s) of the Society by the General Body. The audited accounts shall be placed before the Governing Body and the General Body.

23. Service of Notice

For serving of notice(s) on the Societ, the same will be served at the registered address of the society as intimated to the Registrar from time to time.

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charitable association with similar objects or part of them whether registered under this Act or the Companies Act as decided by the Governing Body.

29. Applicability of the Act:

29.1 All the provisions under all the sections of the Societies Registration Act 1860, as applicable to the National Capital Territory of Delhi shall apply to the society.





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30. Certificate.

Certified that this is the correct copy of the Rules and Regulations of the Society.

PRESIDENT

SECRETARY

TREASURER



