

5/12/45813

13.9.07



পশ্চিমবঙ্গ পশ্চিম বঙ্গাল WEST BENGAL

17AA 519300

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রেজিষ্ট্রেশনের পর প্রতি বছর কি  
মহ (মগসে) 'রিটার্ন' করা যেত  
আইনভা: বাধ্যতামূলক।

1.  
Regn. No. 5/12/45813

Kakdwip Dikshan Development Society

Memoandum of Association

Registered on 26/6/07

SK

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



1. The name of the society shall be

Kakdwip

: DISHAN DEVELOPMENT SOCIETY

2. The registered office of the society shall be at

: Vill. Bhuban Nagar, P.O. Bhuban Nagar  
P.S. Kakdwip, PIN-743347, W.B.

3. The aims and objects of the society shall be under

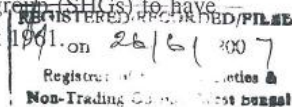
রেজিষ্টেশনের পর প্রতি বছর কি  
দুই (দুই) টিটান' অথবা বেতরা  
কইনকা বাবাভানুদক।

- (a) To acquire, establish, start, aid, run, maintain or manage primary schools, libraries and publication of periodical magazine and books for the benefit of the people.
- (b) To open <sup>Free</sup> charitable dispensary, blood donation centre, ~~free eye care centre~~, Ambulance Service, Mobile Medical Service and distribution of free medicine supply in rural areas.
- (c) To undertake both Community Health Activities and Mental Health Awareness in the society for the people living Urban, Semi Urban and Rural areas who happens to be illiterate, semi-literate and even literate and have socio-economic backwardness.
- (d) To conduct firm workshop, cultivation, herbal plantation awareness programme, alternative agriculture programme and animal husbandry, rural development programme.
- (e) To render relief to suffering in the times of famine, flood, drought, earthquake and other natural calamities.
- (f) To arrange and organise lectures, debates, discussion, seminar for the awareness of the most prominent fatal disease HIV/AIDS, Thalasemia, Hepaty tis B etc.
- (g) To undertake ~~Micro-Finance~~ / Self-Help group activities amongst the people living below poverty line and encourage them to become self supportive by availaing local resources in and around them.
- (h) To undertake various awareness programme of sort term and long term duration in the matters relating to organizations, ~~self employment~~, family happiness, ~~savings~~, family budget, child rearing practices, etc in order to develop 'Quality of Life' in society.
- (i) To build capacitics amongs the youth and women groups through application of different method of social analysis for designing effective development programme in their respective area.
- (j) To provide awareness & Rehabilitations activities amongst physically handicapped and mentally challenged people living both in Urban Rural areas.

- (k) To organise rural poor under the abnner of self-help group (SHGs) to have access to the resources under section 4(2) WBSR Act 1991.



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4. The Society is a non-profit making benevolent and non Govt. organisation and it is established for public benefit and according to the objects of the Society shall have the power of amendment, alteration, rectification and to establish welfare institutions for the upliftment of the education of the lower and deprived classes.
5. To help the aged sick helpness indigent handicapped and down trodden people of the Society.
6. To make self sufficient, such unemployed women by giving education and vocational training.
7. To make self sufficient such an unemployed woman by giving education, ~~and various training.~~
8. The income and properties of the society whatsoever derived or obtained shall be applied solyly towards the promotion of the object of the society and no portion there of shall be paid to or divided amongst any of its members by way of profits.

Nishan Kumar Pattn 26.06.09



Contd.....3



8. The names and addresses and designation of the members of the Governing Body.

| <u>Name</u>              | <u>Address</u>  | <u>Designation</u> |
|--------------------------|---|--------------------|
| 1. Suryatapa Panda       | Debhog, Sukanta Colony<br>Haldia City Centre<br>Purba Medinipur, W.B.                                 | President          |
| 2. Manick Ch. Patra      | Vill. & P.O. Bhuban Nagar<br>P.S. Kakdip, 24 Pgs. (S)   | Vice President     |
| 3. Mohan Kumar Patra     | Vill. & P.O. Bhuban Nagar<br>P.S. Kakdip, 24 Pgs. (S)   | Secretary          |
| 4. Adwaita Prasad Mridha | Kalyani Simanta<br>1 No. Ward<br>P.O.+P.S. Kalyani<br>Dist. Nadia                                     | Asst. Secretary    |
| 5. Sujata Patra          | Vill. & P.O. Bhuban Nagar<br>P.S. Kakdip, 24 Pgs. (S)   | Treasurer          |
| 6. Bhishamadeb Mondal    | Vill. Budhakhali<br>P.O. Rajnagar, P.S. Kakdip<br>Dist. 24 Pgs. (S)                                   | Member             |
| 7. Sanjoy Goldar         | Vill. Harishchandrapur<br>Refujeepara, P.O. Agara<br>Harishchandrapur,<br>P.S. Habibpur, Dist. Maldah | Member             |

Mohan Kumar Patra 26.06.02



Contd.....4


- 4 -

We, the undersigned whose names and addresses are given below, are desirous of being formed into a Society in pursuance of the Memorandum of Association as aforesaid :-

Mohan Kumar Patra 26.06.07

| <u>Name</u>              | <u>Address</u>  | <u>Occupation</u> | <u>Signature</u>       |
|--------------------------|---|-------------------|------------------------|
| 1. Suryatapa Panda       | Debhog, Sukanta Colony<br>Haldia City Centre<br>Purba Medinipur, W.B.                                 | Social Worker     | Suryatapa Panda        |
| 2. Manick Ch. Patra      | Vill. & P.O. Bhuban Nagar<br>P.S. Kakdip, 24 Pgs. (S)   | Service           | Manick Ch. Patra       |
| 3. Mohan Kumar Patra     | Vill. & P.O. Bhuban Nagar<br>P.S. Kakdip, 24 Pgs. (S)   | Social Service    | Mohan Kumar Patra      |
| 4. Adwaita Prasad Mridha | Kalyani Simanta<br>1 No. Ward<br>P.O.+P.S. Kalyani<br>Dist. Nadia                                     | Social Worker     | Adwaita Prasad Mridha  |
| 5. Sujata Patra          | Vill. & P.O. Bhuban Nagar<br>P.S. Kakdip, 24 Pgs. (S)   | Social Worker     | Sujata Patra           |
| 6. Bhishamadeb Mondal    | Vill. Budhakhali<br>P.O. Rajnagar, P.S. Kakdip<br>Dist. 24 Pgs. (S)                                   | Doctor            | Dr. Bhishamadeb Mondal |
| 7. Sanjoy Goldar         | Vill. Harishchandrapur<br>Refujeepara, P.O. Agara<br>Harishchandrapur,<br>P.S. Habibpur, Dist. Maldah | Social Worker     | Sanjoy Goldar          |

Witness as stated in their Signatures :-

(1)  **Professor Samir Dasgupta (D. Litt)**  
Department of Sociology  
University of Kalyani.

(2)  **Chandra Sekhar**  
Chairman  
Jointly Sponsored by



Contd. on page - 5

5/12/45813

13.9.07



পশ্চিমবঙ্গ পশ্চিম বঙ্গাল WEST BENGAL

17AA 519299

Kakdwip Di Khan Development society

Regulation of Association

Sdf

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



**WEST BENGAL SOCIETIES REGISTRATION ACT**  
**REGISTRATION ACT, 1961**  
 Regulations of

Unless the context otherwise requires words and expressions contained in these Regulations shall bear the same meaning as in the W.B. Societies Registration Act, 1961 or any statutory modification thereof.

**M E M B E R S H I P**

1. Admission :

- a) The signatories to the Memorandum of Association & the office bearers of the Governing Body of the society shall be founder members of the society.
- b) 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.

Be it noted here that the power to admit members is the sole and absolute power of the Governing Body and the Governing Body will refuse to admit any person as a member without assigning any reason therefore.

2. Types of Members :

1) Founder Members :-

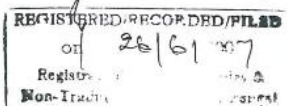
The present 7 (Seven) members are the founder members and will enjoy all the rights of the Society till death. He/She may nominate one such member of equal right after his/her death.

2) Honorary Members :

Any person 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 members shall not, however, be eligible to be member of the Governing Body nor shall be entitled to vote in any meeting.

3) Ordinary Member :

Any person, qualified to be a member and paying prescribed ordinary membership fee of Rs. 5/- (Rupees five only) per month and an admission fee of Rs. 10/- (Rupees ten only) for the 1st time. In case of Life membership a person shall have to pay Rs. 1,000/- (Rupees one thousand only) at the time and an admission fee of Rs. 20/- (Rupees



Contd. on page - 6



twenty only).

4) Donor Members :

Members without voting right will get all the rights and facilities of the Society if he/she donates Rs. 10,000/- (Rupees ten thousand only) at a time.

5) Cessation of Membership :

Any member shall cease to be a member – a) On the acceptance of his/her registration from Membership; b) On his/her becoming insane or insolvent; c) On his/her 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.

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

7) Rights and obligations of members :

Any ordinary members of the society has the right, a) to elect and to be elected in any election of the society; b) to submit suggestion for discussion to the Governing Body and subcommittee on any matter relating to society; c) to inspect the accounts and the proceedings of the meetings of the society on appointment with the secretary; d) to pay his/her subscription within the prescribed time, Defaulting members shall not be allowed to take part or vote in a meeting. Members shall have one vote each.

8) Expulsion & Removal :

Frequent actions of any members, if found by the Governing Body is detrimental to the interest and is in violation of the rules and regulations of the society. He/she 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 members concerned with a show cause showing therein the charges framed and ask him/her to submit his/her 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/her to defend his case. If no reply to the show cause notice is received within a month, the Governing Body take an expert decision.

For any act expulsion or termination no such member shall be entitled to prefer any claim for compensation or damage even if proved



Contd. on page - 7

Mohan Kumar Patra 26.06.07



on subsequent date that such act of expulsion or termination was wrongful and / or unlawful.

### GOVERNING BODY

#### 1. COMPOSITION, ELECTION/APPOINTMENT, RESIGNATION/ REMOVAL, TERMS OF OFFICE :

There shall be a Governing Body consisting of not less than 7(seven) members. The office bearers of Governing Body shall comprise of president, Vice-President, Secretary, Asstt. Secretary, Treasurer and other Committee members. The office bearers & other committee members shall be elected at the Annual General Meeting.

The resignation and removal of the Governing Body members shall be dealt with as has been prescribed as in the case of other members noted hereinbefore.

The term of office of the Governing Body shall originally be one year unless it is dissolved/terminated early under unforeseen circumstances. After election, the old Governing Body will continue to function till the new Body takes over charge which shall under no circumstances be more than 30(thirty) days from the date of election. All functionaries of the Governing Body shall be non-remunerative.

#### 2. Meeting :

A meeting of Governing Body shall be held at least 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 requisitionists may do so provided no business other than specified in the notice shall be transacted at such meeting.

#### 3. Notice and quorum :

7 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. 1/3 rd members personally present shall constitute a quorum for the meeting and if a quorum is not present within 30 minutes of the time, members present shall adjourn the meeting.

#### 4. Procedure of the meetings :

The president or in his absence the Vice-President shall preside over all meetings of the Governing Body and in their absence members



Contd. on page - 8

Mohan Kumar Patra 28.05.07

present shall elect a chairman or the meeting. All questions before the meeting will be decided by a majority of votes, each member having 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.

5. Power 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 :

- i) To appoint sub-committee with such power and duties as may be considered necessary or inevitable.
- ii) To accept donation, gift, subscription, movable or immovable property for the objects of the society.
- iii) To sale, lease, mortgage or otherwise dispose of and deal with all or any part of the property of the society.
- iv) To keep proper accounts of the society and to open bank account in the name of the society in one or more banks.
- v) To co-opt not more than two members to the Governing Body.
- vi) To appoint a person or persons on payment to assist the Secy/ Treasurer in the maintenance of account, etc.
- vii) 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.

SAFE CUSTODY OF PROPERTIES :

1. The Governing Body shall be responsible for the safe custody of the funds, properties and assets of the society.
2. The funds of the society shall be kept in banks/post office/Mutual Funds and be invested in any securities specified under sec. 20 of the Indian Trust Act, 1882.

BOOKS OF ACCOUNT & 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.

ACCOUNTING YEAR :

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



Contd. on page - 9

## GENERAL MEETINGS :

## Annual General Meeting :

Notice : The Secretary shall annually call the Annual General Meeting withing two months from the end of the last financial year giving at least 15 days notice to all members. The notice shall contain the place date, day and time of meeting.

Agenda : The business to be transacted at the Annual General Meeting Shall be :

- a) to confirm the minutes of the last A.G.M. and of special general 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 15(fifteen) days previous notice from any member;
- g) to conduct general election.

Quorum of the meeting : 1/3rd members personally present at the commencement of the meeting shall constitute the quorum.

Manner and Method of Voting : The Chairman of the meeting shall decide the manner and method of voting at the outset of the meeting.

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 7(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 2/3rd of total members. In that case the Governing Body shall convene a special general meeting withing 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.

## 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. 7 days notice along with the proposed draft of change shall be sent to members before the meeting. The

Contd. on page - 10





resolution for change, amendemnt etc, of the Memorandum and Regulations be carried out if accepted by three-fourth of the members present at the meeting.

#### DUTIES OF THE OFFICE BEARERS :

##### President :

He 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) advice the Secretary in any matter requiring urgent attention; d) call emergent meeting.

##### Vice-President :

In the absence of the president, the vice-president shall perform all the duties of the president.

##### Secretary :

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

##### Asstt. Secretary :

In the absence of the secretary. Tha Asstt. Secretary shall perform all the duties of the secretary.

##### Treasurer : He 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 secretary or the president;
- d) prepare the budget in consulation with the secretary for consideratioin of the Govering Body.

Mohan Kumar Pathw  
26.06.07



Contd. on page - 11

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

#### SUIT & LEGAL PROCEEDINGS :

All suits and legal proceedings by or against the society shall be in the name of the secretary or such person as shall be appointed by the committee. Any legal suit by a complainant should be only filed in the Alipore Court, West Bengal.

#### ALTERATION/AMENDMENT OF MEMORANDUM & REGULATIONS :

The Memorandum and Regulations maybe altered, modified, rescinded or added to by special resolutions passed by the 3/4th members in a general meeting called for the purpose.

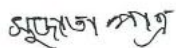
The Governing Body shall have powers to make, alter, modify or rescind such Bye-laws & rules as may be considered necessary in the interest of smooth functioning or the society.

#### DISSOLUTION OF SOCIETY :

Subject to the provisions of sections 24 & 27 of the West Bengal Societies Registration Act, 1961 or any statutory modifications thereof, the Society may be dissolved by a resolution to that effect passed by 3/4th 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 Society.

Signature of three members of the Governing Body :

1. Swyataba Bansa
2. Mohan kumar Patra
3. 

Dated at.....the...31..... day of .....2007

**CERTIFIED TRUE COPY**



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

*Comptroller  
Angade  
31/07/07*

*Mohan kumar Patra  
26.06.07*