

“PRAGATI ”

Rules and Regulations (Bye-laws) of the of the Society Registered under Society Registration Act XXI of 1860, vide registration No- 2092/455 (KLD)- 1996-1997 on 12.02.1997, with Additional Registrar of Societies, Kalahandi, Odisha.

1. Name of the Society : “ PRAGATI”

2. REGISTERED OFFICE/ OPENING OF OFFICES:

At : NH-6, SAI MULTI SPECIALITY HOSPITAL

Bhatli Chowk, Post/ Dist: Bargarh,

Odisha, Pin : 768028

E-Mail: pragatibrga@mail.com

Cell : 9040096121 & 9040096125

The society can open and operate branch/ project offices in any place of India as per the decision of the Governing Boar.

3. JURISDICTION:

Area of operation of the society shall be primarily in the geographical boundary of the State of Odisha. The Society can extend its activities to any part of India with due intimation to the Registrar of Societies, Odisha and the authorities of the State / district concern where activities are to be carried out.

4. DEFINITION :

- i) PRAGATI the name " Means PRAGATI .
- ii) Act shall mean the Societies Registration Act-XXI of 1860.
- iii) Management shall mean: Governing Body.
- iv) Council means: General Council/ General body.
- v) Advisors mean: Social / Professional experts engaged by the Society as per the requirement but not as employees.
- vi) Office bearer means: The Person elected/ selected from among the general body in a duly conveyed Annual General Body meeting and hold Offices as per the Bye-laws and shall discharge duties by Office held and by responsibilities assigned as per this bye-laws.

5. INTERPRETATION:

The Society shall follow rules and provisions of the Society Registration Act XXI of 1860 and the sub-rules of the act as in force from time to time and also abide by the rules and regulations applicable for the Associations as amended from time to time for the operations of Not for Profit making establishments in India in general and the State of Odisha in Particular.

6. MEMBERS OF THE SOCIETY:

The membership of the Society shall be open to Indian Nationals without criminal background. They may be individuals, Institutions or groups.

6.1. ROLL OF MEMBERS:

The Society shall maintain Roll of members, who has been admitted to membership. A member can exercise the rights and privileges of a member after his / her name is entered in the Roll of members. All members shall be entitled to single cast of votes at the General Body/ Governing Body meetings. In case of equal of vote, the person presiding the meeting shall have cast of one additional vote. All the members have to abide by the rules and regulations and decisions of the Society and work towards fulfilling the aims and objects of the Society.

Member shall not be entitled to vote, if

- a. His / her subscription is in arrears for current year.

- b. Remain(s) absent for two consecutive meetings.

6.2. MEMBERSHIP FEES:

Each member (individual, Institutional / group) shall have to pay an admission fee prior to admission to General body. Such fees may be decided by the General Body. In addition, the Members have to pay annual membership and contributions as decided from time to time in the Annual General Body meeting.

6.3. ELIGIBILITY OF MEMBERSHIP:

- a. Any Indian individual or group/ Institution agrees to the objectives of the Society.
- b. Any Indian individual or group/ Institution those who agree to the Society's Aims and Objectives.
- c. The application for the membership has to be approved by the General Body.

7. EXPULSION/ TERMINATION OF MEMBERS:

Any member who goes against the objects, rules and regulations of the society, ceases to qualify for being a member of the society may be expelled from the society.

The General Body of the society shall have the powers to expel or terminate a member (all categories including funder members) or members from the membership of PRAGATI on the following grounds:

- a) On death
- b) On written resignation
- c) If found to be involved in any anti-social activities
- d) If adjudged by any court of law to be a criminal offender.
- e) Became physically incapable/ mentally challenged.
- f) If found guilty by means of anti-propaganda of the Aims and Objects of the society.
- g) If fails to pay the subscriptions / contribution for two years consecutively.
- h) If not attended two consecutive meetings without written or oral permission from the President
- i) If disregards the rules and regulations PRAGATI and /or disobeys the decisions of the Governing Body.

8. GENERAL BODY & Its MEETINGS:

- I. All primary members of the Organization shall constitute the General Body of the Organization.
- II. The meeting of the General Body will be held annually within 90 days from the end of the financial year.
- III. An extra-ordinary meeting of the General Body may be convened by the Governing Body of its own motion or upon requisition made in writing by 1/3rd members of the Governing Body.
- IV. 15 days clear notice for the meeting of the General Body and 7 days clear notice for an extra ordinary meeting specifying the place, date, hour and nature of business shall be given to the members by post, E-mail, mobile message or hand delivery.
- V. The business of the General Body shall be-
 - a. To receive and to accept the annual report and the audited statement of accounts of the Society.
 - b. To elect requisite members of Governing Body on fulfillment of term or on resignation / termination.
 - c. To appoint an auditor for the next year.
 - d. To finalize plan and program for the year and to give necessary guidance to the Governing Body.
 - e. To transact such other business which may be brought before the council with the permission of the President.
- VI. The President shall preside over the meeting of the General Council. In his/her absent the Vice President or a Senior Governing Member shall preside the meeting.
- VII. The quorum of the General Body meeting shall be more than 50% of the total valid members of the General Body.
- VIII. If at any meeting of the General Body flack quorum the meeting shall be dissolved and shall be held after 3 days or within 15 days as decided by the members present on the schedule date and shall be held at the same place and time. At such adjourned meeting can be held without quorum but only business that specified in the

notice shall transact at such meeting/s.

- IX. The Secretary shall keep proper minutes of the proceedings of the General Body and shall produce the same in the subsequent meeting with the approval and signature of the President/ person presides over the meeting.
- X. General Body shall have power to elect the members for Governing Body on the end of the term in the Annual General Body Meeting.
- XI. Persons with desired eligibility as mentioned above shall constitute the general body.
- XII. Notice can be served to the members either by post, telephone, mobile message mode, hand delivery, e-mail for the above purpose.

9. GOVERNING BODY and IT'S MEETINGS:

- I. The business and affairs of PRAGATI shall be carried out and managed by the Governing Body consisting of 9 members elected by the General Body, and can be represented from any sex/ Gender.
- II. The Governing Body shall consist of four Office Bearers by the designation of President, Vice President, Secretary & Treasurer and five Governing body Members.
- III. The terms of the Office of the Governing Body shall be for three years and subsequent Governing Body shall be constituted by the General Body and shall be selected /elected from amongst the General Body. The members of the outgoing Governing Body are eligible for fully or partly re-election/ selection to the new Governing Body.
- IV. The Governing Body shall sit from time to time and the period between two consecutive sittings shall not be more than 3 months.
- V. In case of exigency, the Governing body can have its meeting with 24 Hours' notice or can pass resolutions by circulation with conference call.
- VI. Governing Body is competent to form an Advisory Board to facilitate the activities of the Society. Such advisory board can be of both standing and time bound based on necessity. One of the Governing Body members shall Chair such committee/ board.
- VII. **Quorum:** More than 50% members present in person shall be the quorum. If in any meeting, there is no quorum, the meeting shall stand dissolved and adjourned to the next day. At such adjourned meeting, the members present shall form the quorum but no business other than that specified in the notice shall be transacted in such meeting.
- VIII. The President of the Governing Body will preside over the meeting. In his absence of the President, the Vice President /any member nominated by the members present, shall preside over the meeting.
- IX. Notice can be served to the members either by post, telephone, mobile message mode, hand delivery, e-mail for the above purpose.

10. POWERS OF THE GOVERNING BODY:

The powers and duties of the Governing Body shall be in general as follows:

- I. The Governing Body shall have full power and authority to do all Acts and deeds which may be necessary for the purpose of the Society, in particulars, to give appointments, to direct transfers, to give honorarium, to reduce salaries, to award punishment, to disperse with the service of an employee as may be necessary.
- II. To frame rules and regulations for the conduct of the business of the organization
- III. The Body will supervise the activities of the projects and branches and sanction aid.
- IV. The Body will look after the properties and funds of the Society and will arrange for the audit of its accounts.
- V. The proceedings of every meeting of the Governing Body shall be recorded and signed by the Secretary and certified by the President or person presiding the meeting. It shall be read at the next meeting and the signature of all Governing members present in the last meeting will be obtained.
- VI. All properties of the Society, movable and immovable shall be the property of the Governing Body and shall

- be treated as the properties of the Society
- VII. In suits, civil or criminal brought by or against the Society shall be represented by the Secretary or any of the Office bearer so authorized by the Governing Body.
 - VIII. The Governing Body may appoint sub-committee/s and delegate powers as and when feel necessary. The sub-committee will be responsible to the Governing Body
 - IX. The Governing Body shall be held responsible for all its dealings to the General Body
 - X. The Governing Body shall undertake any other work that may be assignees to it by the General Body meeting.
 - XI. The Governing Body shall be entitled to admit members and to take action against them for bad conducts and recommended to the General Body for expulsion or other disciplinary action.
 - XII. The Governing Body of the Society shall have such powers to execute through the Secretary, which has not been vested in this bye-law and within the provisions of the Societies Registration Act-XXI of 1860.

12. POWER AND FUNCTIONS OF THE OFFICE BEARERS:

12.1. POWER AND DUTIES OF THE PRESIDENT:

Without prejudice and in addition to the general power of supervision by the Governing Body the President shall have the following power and duties:

- I. To see and sign that all resolutions and decisions of the Governing Body and General Body are properly executed and complied with.
- II. To exercise general powers of superintendence and control over the funds and properties and activities of the society.
- III. To take necessary and prompt action in matters within the jurisdiction of the Governing Body in case of emergency and report it in the next meeting of the Governing Body for approval.
- IV. The President shall have the right to invite any person to the meeting of the Governing Body who may address the meeting but shall not be entitled to vote.
- V. In any meeting, in case of equal votes the President shall have the power of one casting vote.
- VI. In general, the President shall be the **Chief Executive Officer** of the Society.
- VII. The President shall operate and maintain all the bank accounts of the Society jointly with the Treasurer’.

12.2. POWERS AND DUTIES OF THE SECRETARY:

Without prejudice and in addition to the general power of supervision by the Governing Body the power and duties of the Secretary will be:

- I. The Secretary of the society shall be the Secretary of the Governing Body and the General Body. He shall also be the Secretary of all Committees and Sub-Committees set up by the Governing Body unless some other person is specially appointed for it.
- II. The Secretary shall look after the day-to-day affairs of the society and shall be responsible for assisting the President and Governing Body in crying out their functions and shall also carry out all decisions, resolutions and programs of the society.
- III. The Secretary shall have the power for appointment/ engagement of people as per the requirements to carry out the business of the Society.
- IV. All office records including books of account will be in the custody of the Secretary who shall be responsible for the maintenance there of including appointing persons to carry out regular course of business and all staff and other employees shall be under the supervision of the Secretary.
- V. The Secretary shall convey all the meetings of the General Body as well as the Governing Body and he/ she shall attend and record all proceedings of such meetings.

- VI. The Secretary shall receive all payments made to the Society and pass receipts thereof and shall deposit & payments amount in the bank accounts of the society.

12.3. Powers and functions of the Vice President:

The vice president shall assist the President in all matters and shall act as the President in the absence of the President.

12.4. POWERS AND FUNCTIONS OF THE TREASURER:

- I. The Treasurer will maintain the account of the society and will function under the President & Secretary. His responsibilities will determine by the Governing Body. The Governing Body may also rule regarding any honorarium that may be paid for any extra work done by the Treasurer.
- II. The Treasurer shall operate and maintain all the bank accounts of the Society jointly with the President.
- III. The Treasurer shall be responsible to prepare the budget financial statements along with the Secretary and present audited accounts in the General Body Meetings.

12.5. MEMBER OF THE GOVERNING BODY OTHER THAN THE PRESIDENT, VICE-PRESIDENT, SECRETARY & TREASURER:

- I. All the Governing members of the board will enjoy equal power in making decisions.
- II. In the absence of Secretary more than one month, the President shall nominate a Governing Member to act as the Secretary.
- III. The Governing Members of the Governing Body will have to perform specific duties assigned to them by the Governing Body.

13. PANEL OF EXPERTS:

PRAGATI shall engage Experts / Consultants with professional and social reputations to be nominated by the Governing Body. The Experts / Consultants shall provide support and extend technical guidance/ services for the implementation of projects and can represent on behalf of the Organisation in matters of special and technical in nature.

The Experts / Consultants are entitled for honorarium/ professional fees /expenses for the services rendered.

14. FUNDS:

14.1. SUBSCRIPTION, DONATIONS ETC :

The society may solicit, obtain or accept subscriptions, donations, grants, loans, advances, gifts or bequest from any person, firm, bank, local authorities or autonomous/ corporate bodies, other national/ international organizations and /or the Union/State Government for the attainment of the objects of the society. The word "Organization" used here refers, in addition to those specified in the Aims & Objectives of the Society, to an organization of any other form, which is desirous of assisting the society in the attainment of its objects.

14.2. COLLECTION OF FUNDS:

- I. The society may borrow and raise money with or without security or mortgage, charge, hypothecation, guarantee or pledge over all or any of the immovable or movable properties belonging to the society or in any other manner whatsoever, for attainment of the aim and objects of the society.

- II. The society shall also collect funds by way of membership and/or entrance fees and/or administrative fees.
- III. The society shall also raise its funds by seeking financial assistance as loan/grants/subsidies/payments against work from Central/State government and/or other corporate bodies or local authorities or banking institutions or any other national or international financing agencies.
- IV. Further, the society can also raise funds from any other source including internal sources as may be decided by the Governing body.
- V.

14.3. UTILISATION OF FUND:

The funds and the income from the society shall be solely utilized for achievement of the objects of the Society and no payment shall be made to the Office bearers/ Governing Body Members / General Body members by way of profit, interest/ dividends etc.

15. MANAGEMENT OF FUNDS:

15.1. CONTROL OF FUNDS:

The funds of the society shall be kept in any nationalized or scheduled bank branch in a saving bank account and/or current bank account. The bank account shall be jointly operated by the Secretary & President and the Secretary being the Chief Governing Officer shall be the custodian of cash. The operation of cash to conduct field programmes/ activities shall be carried out as per the provisions of the Financial Manual.

15.2. NO PROFIT NO LOSS:

The society shall reinvest the revenue surplus, if any, accruing out of its operations, towards purposes fulfilling the aims and objects of the society and thus shall follow the concept of no-profit no-loss in the totality of its operations. Interest accrued/ from such investments shall be utilised for the society.

16. ACCOUNTS AND AUDIT OF ACCOUNTS:

16.1. Financial Year of the Society:

The financial year of the Society shall begin on the first day of April and end on the thirty first day of March of the succeeding year. This shall follow as per the uniform financial year as determined by Government of India from time to time.

16.2. Accounts:

The accounts shall be maintained on the well-established principles of accountancy to give true and fair view of the financial affairs of the Society.

16.3. Audit of Accounts:

The accounts of the society shall be audited by a qualified auditor or a chartered accountant within 30th June of the next financial year and shall be placed before the General Body for approval. A copy of the audit report shall be sent to the Additional Registrar of Societies, Kalahandi, Bargarh & to the Registrar of Societies, Odisha, for reference and record. All the Accounts of the Society shall be closed on 31st March of the financial year.

17. OFFICE SEAL:

PRAGATI shall have an Office seal and other seals for Chief Functionaries, Office Bearers and staff of the society. In case of transfer of properties or other transactions relating to the property of the organisation the deed or agreement shall be signed and sealed by the Secretary, else it shall be deemed as null and void. The office seal shall be under the custody of the Secretary.

For the operation of funds, there shall be joint seal as per the requirements.

18. ELECTION & VOTING:

All the valid members of the General Body can contest for any post. Every member of the General Body got the right to vote without prejudice. Voting by proxy shall not be allowed at any case.

19. SUITS & LEGAL PROCEEDINGS:

All suits, complaints and application by or against the society in any court or office what so-ever shall be instituted or filed in the name of the society with the signature of the Secretary or if any case he fails to do so, any other member of the Governing Body or Any Staff may so be authorized by a resolution duly passed at a meeting convened for the purpose or through circulation can represent the Society.

20. HUMAN RESOURCES:

The Society shall engage required staff/ volunteers/ professionals/ experts as per the Human Resource Policy to be formulated by the Governing Body from time to time.

21. AMENDMENT TO THE MEMORANDUM OF ASSOCIATION AND RULES AND REGULATION OF THE SOCIETY:

No amendments to the Memorandum of Association/ Byelaws/ Rules and regulations shall be made which may prove to be repugnant to the provisions of Societies Registration Act-XXI- 1860, the Income-tax Act-1961 any other Act in Force in India as well as in the State of Odisha applicable for the Societies. Further no amendment shall be carried out without the prior approval of concern authorities as specified above.

The Governing Body shall discuss the amendment proposal and forward its recommendations to the General Body for consideration and decision. The amendments have to be passed in the Special General Body conveyed for the purpose of the amendments. Such amendments shall be intimated to the Addl. Registrar of Societies, Kalahandi & Bargarh Odisha / The Registrar of Societies, Odisha, Cuttack & to The Commissioner of Income Tax (Exemption) under the jurisdiction of Odisha, by the Secretary within one month from the date of the amendments.

22. DISSOLUTION OF THE SOCIETY AND ADJUSTMENT OF ITS AFFAIRS:

In the event of dissolution or winding up of the society, the assets remaining as on the date of dissolution under no circumstances shall be distributed among the members of the Governing Body or General Body. However, the same shall be transferred to another Charitable trust/ society or to any Registered CBO promoted by the Society, whose object/s are similar to those of this society and which enjoys recognition u/s.80G of the I.T. Act, 1961 as amended from time to time.

23. AFFILIATION:

PRAGATI can get affiliated and can become a network member with any other Society, Trust or Institution having similar objectives and shall pay such fees / users charges as per the requirement, which shall be within the provisions of the law in force.

24. INVESTMENTS:

The funds of the Society shall be invested in the modes specified under provisions of section 13 (1)(c) read with section 11(5) of the I.T. Act, 1961 as amended from time to time.

25. BENEFICIARY:

The benefits of the Society shall be open to all irrespective of sex, caste, creed or religion.

26. ARBITRATION:

Any dispute arising between the member of the society or between any members and the society or between the society and other with the object/ affairs/function of the society shall be first referred to an Arbitrator to be appointed by the society whose decision/ award will be binding on all and the provision of the Arbitration Act shall apply. Outside arbitration will be resorted to only in the exceptional circumstance when the Governing Body does not resolve the dispute.

DECLARATION

We the undersign members of the Governing Body of “ PRAGATI ”, declares above said RULES AND REGULATIONS (Bye-Laws) of the Society. In witness where of the President and the Treasurer of the Society are duly authorised by the Special meeting of the General Body to affix their signature in the document .

Name, address, designation, occupation and signature of members of the Governing Body.

SI	NAME	ADDRESS	ADHAR number	Office held	Signature
1	DR PRAVEEN AGRAWAL, S/o- Radhakrishan Agrwal	C-7, Ganapati Villa, NH 6, BHATLI CHOWK, Post/ Dist: BARGARH, Odisha, Pin: 768028	909066786231	President	
2	AMIT KUMAR AGRAWAL, S/o- Satyanarayan Agrwal	Near Police Club, At: DALAIPARA, Post: SADAR, Dist: Sambalapur, Odisha, Pin: 768001	226630851085	Vice President	
3	DR ARCHANA AGRAWALLA, D/O- Imantram Agrawalla	sai Multi Speciality Hospital, NH 6, BHATLI CHOWK, Post/ Dist: BARGARH, Odisha, Pin: 768028	322182414877	Secretary	
4	ACHYUTANANDA DASH, S/o- Prafulla Ku Dash	At: SUBASH NAGAR, Post/ Dist: BARGARH, Odisha, Pin: 768028	430284053141	Treasurer	
5	RASHMI AGRAWAL, D/O- Nand Kishore Adukia	Police Club Lane , At: DALAIPARA, Post: SADAR, Dist: Sambalapur, Odisha, Pin: 768001	588248966000	Governing Body member	
6	NAMITA AGRAWAL, W/O- Imantram Agrawalla	Plot no: F-702, ADARSH PALM RETREAT, AT: BELLANDUR, Post: Devrabeesanahalli ,BENGALURU, KARNATAKA, Pin: 560103	564273028764	Governing Body member	
7	ANKUR AGRAWAL, S/O- Imantram Agrawalla	Plot no: F-702, ADARSH PALM RETREAT, AT: BELLANDUR, Post: Devrabeesanahalli ,BENGALURU, KARNATAKA, Pin: 560103	358500043972	Governing Body member	
8	HIRAMANJARI DASH, D/O-	At: SUBASH NAGAR, Post/ Dist: BARGARH, Odisha, Pin: 768028	457227004610	Governing Body member	

	Biranchi Narayan Debta				
9	Padmabai Agrawal. D/O- Narasinghdas Modi	103-07,At: Daleipada , Post:Sadara, Sambalpur, Odisha, Pin: 768001	265943312753	Governing Body member	

WITNESS with signature :

- 1. Mrs Kalpana Sarangi, ASHA KIRAN , Post/ Dist: Bargarh, Odisha . Pin : 768028**
- 2. Bijaya Kumar Chhatria, At: Pipilipalli, Post; Bardol, Dist: Bargarh, Odisha , Pin : 768028**

Attested by: NOTARY PUBLIC