



GOVERNING BODY OF
GURU HARKRISHAN PUBLIC SCHOOL
(NEW DELHI) SOCIETY

(Regd. No. 4834 of 1970-71)

CTC
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PRINCIPAL
GURU HARKRISHAN PUBLIC SCHOOL
HEMANT COLONY
NEW DELHI - 110 018

MEMORANDUM OF ASSOCIATION

AND

RULES AND REGULATIONS

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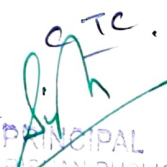
RULES AND REGULATIONS

In the matter of Act XXI of 1860 (Punjab Amendment Act of 1957) as extended to the Union Territory of Delhi, being an act for the Registration of literary, scientific and charitable societies, and

In the matter of the Governing Body of Guru Harkrishan Public School Society herein after referred to as the 'Society'

MEMORANDUM OF ASSOCIATION

1. The name of the Society is the "Governing Body of Guru Harkrishan Public School Society, New Delhi".
2. The Registered office of the Society shall be at New Delhi and is at present situated at, No. 1, Punama Killa Road (Sheikhupura House), New Delhi-1.
3. The objects for which the Society is set up are: to establish and to carry on the administration and management of the GURU HARKRISHAN PUBLIC SCHOOL, NEW DELHI herein-after called the 'School' whose functions shall be :—
 - (a) to maintain and develop the school and to manage, supervise and look after its affairs ;
 - (b) to open branches of the school in the Union Territory of Delhi as and when considered necessary by the society.
 - (c) to take all such steps and adopt all such measures as might be deemed necessary to carry out the aforesaid aims and objects.

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4. The names, addresses and accupation and designations of the first members of the Excutive Board of the School to whom by the Rules of the Society the management of its affairs entrusted in accordance with the Societies Registration Act, 1860 (Punjab Amendment Act of 1957) as extended to the Union Territory of Delhi are as under :—

RULES AND REGULATIONS

1. SHORT TITLE

These Rules and Regulations may be called 'Rules and Regulations' of the Guru Harkrishan Public School, New Delhi.

2. DEFINITIONS

(i) the 'Society' shall mean the Governing Body of Guru Harkrishan Public school, New Delhi.

(ii) the 'School' shall mean the Guru Harkrishan Public School, New Delhi.

(iii) the 'Committee' shall mean the Gurdwara Prabandhak Committee, Delhi State.

(iv) the 'Board' shall mean the Executive Board constituted as such under these Rules—words importing the singular number only include the plural number and vice-versa, words importing the masculine gender also include the faminine gender.

3. The Registered Office of the Society shall be at New Delhi and is at present situated at No. 1, Purana Killa Road, New Delhi.

4. (a) All affairs of the Society will be carried on by the Governing Body to be nominated by the Gurdwara Prabandhak Committee, Delhi State. Total membership of the Society will not be more than 19 members of whom at least 9 will be from out of the members of the

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Gurdwara Prabandhak Committee, Delhi State. The Principal of the Guru Harkrishan Public School, New Delhi shall be an ex-officio member of the Society. The normal tenure of the members of the Society shall be three years except the ex-officio member. Any vacancy arising on the society will be filled by the Gurdwara Prabandhak Committee, Delhi State, by nomination.


The Society shall for the time being consist of the following members:—

1. Malik Hardit Singh Chairman
28, Golf Links, New Delhi
2. S. Jaswant Singh Kochhar, Vice-Chairman
71, Sunder Nagar, New Delhi
3. S. Harbans Singh, Member
C-518, Defence Colony,
New Delhi.
4. Jathedar Santokh Singh
M-103, Greater Kailash,
New Delhi
5. S. Gian Singh,
10, Mathura Road,
New Delhi
6. Jathedar Avtar Singh Kohli,
2/79, Roop Nagar, Delhi
7. Jathedar Mehtab Singh,
7/4, Singh Sabha Road,
Subzi Mandi, Delhi-7
8. Dr. Gurbax Singh,
8-A, Retendone Road,
New Delhi
9. Bakshi Jagdev Singh,
Tibbia College, Karol Bagh,
New Delhi

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10. S. Gurdial Singh, *Member*
 Manager,
 Gurdwara Prabandhak Committee,
 Sis Ganj, Delhi
11. S. Harcharan Singh,
 109, Tilak Bazar,
 Delhi-6
12. S. Gurdial Singh Dhillon,
 Principal,
 Guru Harkrishan Public School,
 New Delhi
13. S. Tarlochan Singh Bhasin,
 Chabi Ganj, Mori Gate,
 Delhi-6
14. S. Kuldip Singh,
 1-A/86, Lajpat Nagar,
 New Delhi
15. S. Charanjit Singh,
 9, Friends Colony,
 New Delhi
16. S. Charanjit Singh,
 11, Mathura Road, Jangpura,
 New Delhi
17. S. Tarlok Singh Sethi,
 Managing Director, Traders Bank,
 Connaught Place, New Delhi
18. S. Madan Singh Nayyar,
 8/8, D. B. Gupta Road,
 New Delhi
- (b) The Gurdwara Prabandhak Committee Delhi State may appoint, at any time, any other person or persons to be member or members of the society.

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5. The society shall keep a roll of members and every member of the society shall sign the roll and state therein his rank or occupation and address. No person shall be deemed to be a member or be entitled to exercise the rights and privileges of a member unless he has signed the roll as aforesaid.
 6. If a member of the Society shall change his address, he may notify his new address in the roll of members ; but if he fails to notify his new address, the address in the roll of members shall be deemed to be his address.
 7. The income and property as well as the management and control of the Society shall be vested in the Governing Body of the society which shall be called the Executive Board, Governing Body of Guru Harkrishan Public School Society, New Delhi-1, herein-after called the Board.
 8. The Board shall be nominated by the Gurdwara Prabandhak Committee, Delhi. It shall consist of 19 members of whom at least 9 will be from out of the members of the Gurdwara Prabandhak Committee, Delhi State. The Principal of the school shall be an ex-officio member of the Board. The Board will elect its own office bearers namely Chairman, Vice-Chairman.
 9. (a) Where a member of the Society becomes a member by reason of the office or appointment he holds, his membership shall terminate when he ceases to hold that office or appointment.
 - (b) Member appointed by the Gurdwara Prabandhak Committee, Delhi State shall hold office for such period as may be prescribed by the Committee at the time of their appointment or any time thereafter.

Unless their membership of the Society is previously terminated as provided in sub-rule (c) of this rule, all other members of the Society shall relinquish their membership on the expiry of three years from the date on which they became members of the Society but shall

be eligible for renomination or re-appointment, as the case may be.

- (c) A member of the Society shall cease to be a member if he shall die, resign, become of unsound mind, become insolvent or be convicted on a criminal offence involving moral turpitude or if he is removed by the Gurdwara Prabandhak Committee, Delhi State from the membership of the Society or if a member other than the Principal of the School accepts a full time paid appointment in the school or if he shall not attend three consecutive meetings of the society without proper leave of the Chairman.
- (d) Unless their membership of the Board is previously terminated as provided in the sub-rule of this rule, members of the Board shall relinquish their membership on the expiry of three years from the date on which they became members of the Board but shall be eligible for renomination or re-appointment, as the case may be.
- (e) A member of the Board shall cease to be a member if he shall die, resign, become of unsound mind, become insolvent or be convicted on a criminal offence involving moral turpitude or if he is removed by the Gurdwara Prabandhak Committee, Delhi State from the membership of the society or if a member other than the Principal of the School accepts a full time paid appointment in the school or if he shall not attend three consecutive meetings of the Board without proper leave of the Chairman.

RESIGNATION

10. A member other than an ex-officio member, or a member of the Gurdwara Prabandhak Committee, Delhi State may resign his office by a letter addressed to the Chairman, and such resignation shall take effect as soon as it has been delivered to the latter.

Principal
 GURU HARKRISHN PUBLIC SCHOOL
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11. (i) Any vacancy in the Society or Board shall be filled by either nomination by the Gurdwara Prabandhak Committee Delhi State or appointed by the Gurdwara Prabandhak Committee, Delhi State; such a vacancy being filled for the unexpired portion of the term of the member who has left.
- (ii) The Society or the Board shall function, notwithstanding any vacancy in its body and notwithstanding any defect in the nomination or any of its members, and no act or proceedings of the Society or the Board shall be invalidated merely by reason of the existence of a vacancy or vacancies in the body or of any defect in the nomination or appointment of any of the members.
- (iii) For every meeting of the Society, 7 days notice shall be given and 24 hours notice for the emergency meeting will be sufficient and a copy of the proceedings of each meeting shall be furnished to the Gurdwara Prabandhak Committee, Delhi State as soon as possible after the meeting.
- (iv) Three members of the Society shall constitute a quorum at any meeting.
- (v) In case of difference of opinion amongst the members the opinion of the majority shall prevail.
- (vi) Each member of the Society, including the Chairman shall have one vote and if there shall be any equality of votes on any question to be determined by the Society, the Chairman shall in addition have a casting vote.
- (vii) Every meeting of the Society shall be presided over by the Chairman; and in the absence of the Chairman, by the Vice-Chairman; and in the absence of Vice-Chairman, by a member chosen by the meeting to preside on the occasion.

(viii) Any business which it may be necessary for the Society to perform except such as may be placed before its meetings may be carried out by circulations among all its members and any resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the Society, PROVIDED that at least three members of the Society have recorded their views on the resolution.

POWERS OF THE BOARD

12. (i) The Board shall have the management of all affairs and funds of the Society and shall have the Authority to exercise all the powers of the Society PROVIDED ALWAYS that the Board shall have no greater powers in the matter of expenditure from the funds of the Society than the Gurdwara Prabandhak Committee, Delhi State themselves possess in respect of expenditure from its funds.
- (ii) The Board shall have power, with the sanction of the Gurdwara Prabandhak Committee, Delhi State, to take such by-laws as they shall think proper for the preparation and sanction of budget estimates, the sanction of expenditure (enter into contracts), the investment of funds of the Society and the sale or alteration of such investment and any other purpose that may be necessary.
- (iii) The Board may, by resolution, appoint such committee for such purposes and with such powers as the Board may think fit. The Board may co-opt such persons to these sub-committees as it considers suitable and may permit them to attend the meetings of the Society.
- (iv) The Board may, by resolution, delegate to a Sub-Committee or the Chairman such of its powers for the

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conduct of its business as it may deem fit, subject to the condition that the action taken by any sub-committee on the chairman under the powers delegated to them by this sub-rule shall be reported for confirmation at the next meeting of the Board.

13. (i) The Board shall meet at least once in every three months and 7 days notice shall be given of such meetings and 24 hours notice for the emergency meeting will be sufficient and a copy of the proceedings of each meeting shall be furnished to the Gurdwara Prabandhak Committee Delhi State as soon as possible after the meeting.

(ii) Three members of the Board, present in person, shall constitute a quorum at any meeting of the Board.

(iii) In case of difference of opinion amongst the members the opinion of the majority shall prevail.

(iv) Each member of the Board, including the chairman shall have one vote and if there shall be an equality of votes on any question to be determined by the Board, the chairman shall in addition have a casting vote.

(v) Every meeting of the Board shall be presided over by the Chairman; and in the absence of the Chairman, by the Vice-Chairman; and in the absence of the Vice-Chairman by a member chosen by the meeting to preside on the occasion.

(vi) Any business which it may be necessary for the Board to perform except such, as may be pieced before its meetings may be carried out by circulation among all its members and any resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if such resolution has been passed at a meeting of the Board provided that at least three members of the Board have recorded their views on the resolution.

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CHAIRMAN

14. (i) The Chairman shall be the Supreme Executive of the Society and the Board and shall preside over all the meetings of the Society and the Board. The Chairman shall have the power to convene meetings of the Society or the Board, any time when he considers it necessary, provided that the Chairman shall call a meeting of the society upon a written requisition of not less than four members of the Society and shall call a special meeting of the Board upon a written requisition of not less than four members of the Board.
- (ii) The Chairman shall exercise such other powers as may be prescribed by the rules,

VICE-CHAIRMAN

15. The Vice-Chairman shall preside over the meeting of the Society and the Board in the absence of the Chairman and shall perform such other duties as may be assigned to him by the Chairman.

HONORARY SECRETARY

16. The Honorary Secretary shall summon meetings of the society and the Board, and shall act as Secretary to the Board and the Committees of the Society or the Board and shall record proceedings thereof. He shall execute, enforce and carry out the orders of the Chairman and implement the resolutions passed by the Society and Board. He will pass all approved expenses according to the Budget. He shall maintain or cause to be maintained to accurate and up-to date accounts of Guru Harkrishan Public School, New Delhi and other institution set up or managed by the Society. He shall maintain lists and accounts of the property and assets of Guru Harkrishan Public School, New Delhi and other Institutions set up by the Society. He shall also keep in safe custody all valuable documents relating to the property and accounts of the society. He shall cause to ensure collections

of all dues of the schools. He will present duly audited accounts regularly. He will present audited accounts for the financial year (1st April to 31st March) and budget for the next financial year in the month of June every year. He shall be overall in-charge of office of the society and running of the school and other institutions as may be set up hereafter.

17. The Principal shall be appointed by the Board in such manner and on such terms and conditions as the Board may decide.
18. The members of the society, or the Board and of any Committee and Sub-Committee appointed by the Society or the Board, shall not be entitled to any remuneration from the Society for attending the meetings of the Society or of the Boards or of the Committees and Sub-Committees or in connection with the business of the Society PROVIDED otherwise the rules are made in this behalf by the Society.
19. (a) The Society shall hold the Annual General Meeting within three months of the closing of the previous financial year to consider the report, on the working of the school in the previous year, together with an audited statement of accounts showing the receipts and payment for the previous year and budget estimates for the ensuing year.
 (b) The Society shall submit annually, within three months of the closing of the previous financial year, to the Gurdwara Prabandhak Committee, Delhi State, a report on the Working of the school in the Previous year together with an audited statement of accounts showing the receipts and payments for the previous year and the budget estimates for the ensuing year.
20. The nature of the audit to be applied and the detailed arrangement to be made in regard to the form of accounts and their maintenance and the presentation of the accounts for audit shall be prescribed by bye-laws to be framed by the Board and approved by the Gurdwara Prabandhak Committee, Delhi State.

21. The bank account of the Society shall be opened with a scheduled bank as may be approved by the Gurdwara Prabandhak Committee, Delhi State. All funds of the Society shall be paid into the Society's account and shall not be withdrawn except on a cheque signed by any to of the office-bearers and provided always that individual cheque upto the value of Rs. 500/- could be drawn under the Joint signature of the principal and the Bursar of the School.

OFFICE BEARERS

22. The Society shall elect the following office bearers :—

1. Chairman
2. Vice-Chairman

The Principal of the school will be the ex-officio Honorary Secretary.

23. All property of the School, movable and immovable shall vest in the Executive Board.
24. The Income and property of the school, however derived shall be applied towards the promotion of the objects as set forth in the Memorandum of Association, subject nevertheless, in respect of the expenditure of grants made by the Gurdwara Prabandhak Committee, Delhi State may from time to time impose. No Portion of the income and property of the school shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise howsoever by way of profit to persons who at any time are or have been members of the school, or to any of them, or to any persons claiming through them, or to any of them provided that nothing herein shall prevent the pamyent in good faith of remuneration to any member or other person in return for service rendered to the school, or for travelling allowance, halting allowance and other similar charges.
25. The staff under the Society will be governing by "SERVICE RULES" as may be made in this behalf by the Society.

26. For the purposes of Section 6 of the Registration of Societies Act, 1860 (Act XXI of 1860) the person in whose name the Society may sue or be sued shall be the Secretary of the Society.
27. All contracts relating to the management and administration of the Society shall be expressed to be made by the Society and shall be executed on behalf of the Society by the Chairman, Honorary Secretary and the principal of the School.
28. (i) Subject to the approval of the Gurdwara Prabandhak Committee, Delhi State previously obtained, the Society may alter, extend or abridge any purpose or purpose for which it is established or may change the name of the Society, provided it carries out the procedure prescribed in that behalf by Act XXI of 1860 (Punjab Amendment Act of 1957) as extended to the Union Territory of Delhi.
- (ii) The Rules and Regulations of the Society may be altered with the consent of the Gurdwara Prabandhak Committee, Delhi State at any time by a resolution passed by a majority of two-thirds of those members present at any meeting of the Society which shall have been duly convened for the purpose.
29. All the provisions of the Societies Registration Act, 1860 (XXI of 1860) as extended to the Union Territory of Delhi, shall apply to the Society.

C. J. S. S. H.
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दिल्ली में लागू संस्था पंजीकरण अधिनियम सन् १८६० (पंजाब संशोधन)

अधिनियम के अधीन पंजीयत का

प्रमाण-पत्र

संख्या ४८३४—सन् १९७०-७१

मैं प्रमाणित करता हूँ कि गर्वतिग बोडी आफ गुरु हरकिशन पब्लिक स्कूल को दिल्ली संघ राज्य क्षेत्र में लागू संस्था पंजीकरण अधिनियम, १८६० (पंजाब संशोधन अधिनियम, १९५७) के अधीन आज की तारीख में पंजीकृत कर लिया गया है।

उपरोक्त हस्ताक्षर के अधीन आज दिनांक ५ फरवरी सन् १९७१ में दिल्ली के पते पर जारी किया।

५० रु० का भुगतान पाया गया।

मोहर

—हस्ताक्षर
संस्था पंजीयक, दिल्ली

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