

MANAS

ANNEXIRE-XV-

EDEUCATION & VOCATIONAL TRAINING CENTRE FOR MENTALLY CHALLENGED.
At/PO/Dist-Koraput-764020,ORISSA

BIO-DAT

(To be filled by the parent/Guardian)

1. Name of the Student.(In Block Letters)
2. Date of birth.

D	M	Y
3. Age as on date of application

D	M	Y
4. Name & Occupation.
 1. Father :
 2. Mother:
5. Annual income(Family) :- _____
6. name & Address of Local guardian :
7. Present Address : _____

8. Present Address:- _____

Telephone No _____
9. Nationality :- _____
10. Religion.:- _____
11. Caste :- SC/ST/OBC/GEN
12. Language known :- _____
(Underline mother tongue)
13. Whether the candidate will reside with.
Parent/Local Guardian/Hostel/Other :- _____
14. Normal/Special school/any type of service attended (please list.):- _____
 - 1 Name of the institution.:- _____
 - 2 Address.:- _____
 3. Purpose. _____
 4. Reason for discontinuing. _____
 5. Period of study. :-From _____ to _____

DECLARATION

I hereby declare that the particulars/ information given above of my son/daughter _____ against the item 1 to 14 are true and correct to the best of my knowledge. In further declare that I will not hold the institution responsible for any mishaps/injuries to my child/word occurs. I am confident that services which will be rendered to my child/ ward are in good faith. Any decision taken by the institution with respect to the programmers for my child/ word will be final and binding on me.

MEMORANDUM FOR REGISTRATION OF SOCIETIES.

1. MEMORANDUM:-
2. Location..:-
At.....P.O.....Block.....Dist.....
3. Aims and objects of the Society.
 - a)
 - b)
 - c)
 - d)
 - e)
 - f)
 - g)
 - h)
4. Name, Address, Designation, Occupation and Signatures of the Governing Body.:-

NAME	ADDRESS	DESIGNATION	OCCUPATION	SIGNATURE.
		President. Vice-President. Secretary. Asst.Secretary. Treasure.		

5. We, the undersigned the members are desirous of forming Society namely.....
In pursuance of this memorandum of the Association and belief that the acts stated in the Memorandum and Rules and Regulation are true to the best of our knowledge and belief..

NAME	ADDRESS	DESIGNATION	OCCUPATION.	SIGNATURE
		President. Vice-President. Secretary. Asst.Secretary. Treasure. Member -do- -do-		

6. Attested the Signature from SI No 1 to
& Signature of the Attesting Officer with Official Seal.
7. Signature of the two witnesss other than the members of the Society with address..
 1. Shri.....Village.....P.O.....P.S.....
Dist.....
 2. Shri.....Village.....P.O.....P.S.....
Dist.....

RULES AND REGULATION (BYE-LAWS) OF SOCIETIES.

Definition:-The Society was established on the day of.....2000.....

Interpretation:- The Society shall be followed as per rules provided in the Society Registration Act.21 of 1860.

Jurisdiction.- Its jurisdiction shall be in its own village and shall not be extended without the approval of General body having 2/3rd majority, and also the same shall not be implemented without the prior approval of the Addl.Registrar of Society within two months from the date of passing of such resolution.

Directive body- The members elected or selected in the General body shall be the Directive Body.

Membership- Any person irrespective of cast and creed/rich and poor and sex who have attended the age of 18 years, and desirous of betterment of the Society shall be entitled to be a members of the Society. The members fee shall be derided by the General body.

Declaration of membership-The membership shall be ceased for the following reasons with due approval of the General body having 2/3rd majority and sufficient prove thereof which will be recorded in the resolution book and get approved from the Addl.Registrar of Society within two months.

1. Who does not attend 3 consecutive meeting.
2. If a member found activities determine to the aim and object of the Society shall also removed.
3. resigns, rules become unsound mind insolvent and convicted in a criminal offence.

Executive Committee- it will consist of members as may decided by the General body of the Society and the management shall be entrusted to this Committee. The members so elected or selected by the General body shall elect or select the president, Vice-president, Secretary, Asst.Secretary and Treasurer for better management of the Society. If the General body think proper may select or elect the members for the above posts

Meeting- The executive Committee shall meet once in a month of emergency the General body shall be called at any time with one week notice.

Quorum- The quorum of the General Body and Executive Committee shall be 1/3rd of the total members of the Society.

Duties of office bearers- The Vice-President shall carry out all the duties and function of the President in his/her absence.

Secretary- The Secretary shall be responsible to the Governing Body for the proceeding of the meetings exercise supervision over all the affairs of the Society attend the official re-respondence and shall be custodian of the records. He/she shall prepare detailed report regarding the activities of the Society including. Income and expenditure and apprise the position to the G.B. He/she shall sign the cash book daily and also the receipts granted by the Treasurer towards collection.

Asst. Secretary- In absence of the Secretary the Asst. Secretary shall attend normal workers so assigned. Besides this he will assist the Secretary, but shall not act independent without direction and guidance of the Secretary in writing.

Treasurer- He/She shall be responsible for collection of funds as fixed by the General body with collection of funds as the same in Society Account within 24 hours. The funds so called shall be reflected in the cash book in same day and got the same signed from the Secretary at the closing day and got the same signed from the Secretary at the closing of the day.

Expenditure limit- The president and Secretary shall have power to sanction of Rs.2/- and Rs.20/- respectively and above that the view of they shall be obtained and shall be approved in next General body

General body- The General body means the total members of the Society. It shall be the sole authority of the Society. Will –meet annually before fourteenth day of January and co0py of the resolution shall be submitted to the Addl.Registrar within one month for approval.

Vote- Every member shall have right to vote and the President shall have power to casting the vote

Audit- The accounts of the Society shall be audited annually by a qualified Auditor or Government Auditor.

Funds- 1.Subscription of members, 2. Donation of Villagers. 3. Grant-in-aid from the Government.

Legal Action- legal action will be instituted against the Society for loss of property misappropriation of funds of Society.

Disolution.- upon dissolution of the Society its assets will be handed over to a similar type of registrar Society or to Government after satisfaction of all kits debts and liabilities and shall not be distributed or paid among the members. Provided that no Society shall be dissolved . unless 3/6th of its member shall have expressed a wish for such dissolution by their votes delivered in person or by proxy at a General body meeting convened for the purpose. Provided that the Society registered under this Act shall not be dissolved without the consent of the Government of the State or registration where the Government is a member contributor or otherwise interested.

1. **Certificate-** Certified that this is the true and correct copy of the Rules and Regulations
of.....
2. Certified that there is no other Registered Society with the above name in the same village.
3. All legal matters shall be guided under the Societies Registration Act XXI 1860 with Amendment 1969.

PRESIDENT

SECRETARY

TREASURER

Attested the above signature