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PUNJAB GOVERNMENT
PUNJAB MID-DAY-MEAL SOCIETY

In the matter of Society Registration Act XXI of 1860 being an act for the registration of Literary, Scientific and Charitable Societies.

AND

In the matter of Punjab Mid-Day-Meal Society (herein after referred to as the Society) pertaining to Rules and Registrations of Society for the administrating and implementing Mid-Day-Meal to the school going children.

MEMORANDUM OF ASSOCIATION

1. **Preamble**

The primary objective of the Punjab Mid-Day-Meal Society is to be improve attendance and nutritional status of school going children by providing them Mid-Day-Meal in the schools to Primary and Upper Primary Classes.

It is considered expedient to provide the society a legal entity by getting it registered under The Societies Registration Act 1860.

2. (a) **Name:** The name of society shall be "PUNJAB MID-DAY-MEAL SOCIETY.
- (b) **Registered Office:** The Registered office of the Society shall be office at Govt. Sr. Secondary School, Phase 3B-1, Mohali.
- (c) **Area of Operation:** - PUNJAB

3. **Definitions**

In this Memorandum and the Rules made there under unless the context otherwise requires:

- a. "The Act" means the Societies Registration Act 1860, (Punjab Amendment Act, 1957) as applied to the State of Punjab or any statutory modification thereof for the time being in force.

- b. "The Society" means the Punjab Mid-Day-Meal Society known by the name, style and manner of Punjab Mid-Day-Meal Society.
- c. "Board of Governors" shall mean the body which is constituted as the "Board of Governors of the Society" by the Government.
- d. The "President" and "Vice President" shall mean the "President" and "Vice President" of the Board of Governors.
- e. 'Executive Committee' means the Executive Committee constituted under the Constitution.
- f. 'Chairman' means chairman of the Executive Committee. The Chief Secretary Punjab shall be the ex-officio chairman of the Executive Committee.
- g. "State Government" shall mean the Government of Punjab.
- h. **Member means:**
The ex-officio member as per the constitution of the Society.
- i) "Member Secretary" means Member Secretary of the Board of Governors and Executive Committee of the Punjab Mid-Day-Meal Society.
- j) "Chief Executive Officer" means Chief Executive Officer of the Punjab State Mid-Day-Meal Society.
- k) "Govt. of India" means Ministry of Human Resource Development, Department of Elementary Education and Literacy.
- l) "Primary Education" means Education corresponding to classes I-V.
- m) "Upper Primary Education" means Education corresponding to classes VI-VIII.
- n) 'Year' means a period of 12 months beginning on 1st April.

Objectives and Functions of the Society

The aims and objectives, for which society is established are:-

- a) The Society shall be an independent, not for profit and apolitical organization;
- b) To devise, organize, encourage and promote methods and procedure for providing Mid-Day-Meal to the school children;
- c) To monitor the Nutritional Status of the children;
- d) To monitor the quality of Drinking Water in the schools;
- e) To promote, encourage and involve parents in the smooth functioning of the Mid-Day-Meal Scheme;
- f) To collaborate with other departments/universities/NGOs of the Punjab Government for availing various chemes/ programmes and seeking their help and support, guidance in rolling out various activities of the Society;
- g) To collect, publish, distribute and disseminate educational and informative data, reports and other similar materials, including posters and periodicals etc. relating to implementation of the Scheme.
- h) To organise and conduct trainings and instructional programmes and arrange lectures, conferences and seminars to achieve objectives of the Society.
- i) To participate in the programmes relating to Food Security, Nutritional Support, Cooking techniques and methods of distribution with in India and Abroad;
- j) To organise training for the teachers and parents on promotive and preventive health care.
- k) To educate children, parents and teachers on the preventive health care and inculcating good Hygienic habits in daily routine by doctors on edusat;

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- l) To cooperate, enlist and develop co-operation between all persons, organisations and agencies interested in the promotive of Mid-Day-Meal.
 - m) To engage voluntary organizations/ bodies registered under the Registration of the Societies Act or the Public Trust Act, for establishing centralized kitchens to serve mid day meal to the children studying in the schools:
 - n) To secure from the central and the state government recognition and financial assistance for carrying out the aims and objectives of the Society;
 - o) To collect and recover subscription and other fees and charges for service rendered donations and bottom funds and accept any grant, individual donations and subscriptions whether in cash or securities or any property either moveable or immovable for further of the objectives of the Society:
 - p) To propagate the aims and objectives of the society through advertisement in the Press and through audio-visual and other means;
 - q) To purchase, take on lease or otherwise, acquire any land or building, which may be necessary for the Society;
 - r) To sell, lease, exchange and otherwise transfer all or any the properties of the Society:
 - s) To assist in the formation of the local centres for the encouragement of use of Mid-Day-Meal:
 - t) To award commendation certificates, prize, trophies, etc. to the participants in the various programmes related to Mid-Day-Meal Scheme:
 - u) To render advice, assistance and guidance on matters relating to members of the Society:
 - v) To get case studies conducted and to prepare scheme of Mid-Day-Meal:

- w) To do all lawful acts as the Society may consider necessary, conducive or incidental to the attainment or enlargement of the aforesaid aims and objectives:
- x) To invest funds or money or security entrusted to the Society in such a manner as from time to time, be determined by it;
- y) To draw, accept, make, endorse, discount and deposit Government and other promissory notes, bills of exchange, cheques or other negotiable instruments for carrying out the aims and objectives of the Society:
- z) To establish, subscribe, to become a member of, support, cooperate, or amalgamate with any other Association, Society, Institution or Company, whether incorporate or not, whose objects are altogether or in part similar to those of the Society, and to procure the recognition of the society where considered necessary:
- aa) To enroll various categories of members from among Government, Companies, Associations, Institutions and Organizations, whether incorporate or not, and individuals and to afford them the benefit of projects publications, research and other activities of the Society;
- bb) To do all such other lawful activities as are conducive or incidental to the attainments of the above objects:
- cc) To implement the Mid-Day-Meal scheme in all the Govt., Govt.Aided Private, EGS & AIE centres, in whatever name it is known, as per the policy of State Government and Central Govt.

3. **Funding of Society its resources, operations and management**

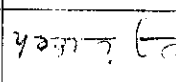
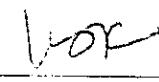
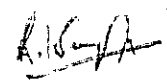
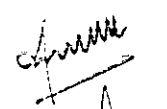
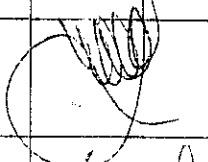
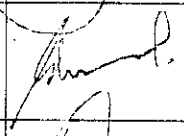
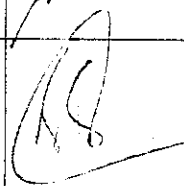
- (a) The expenditure on the operations and management of the Society would be met through the funds received from Govt. of India and the Government of Punjab from time to time.
- (b) The Society will not have a permanent staff under any circumstances but can engage required operating, administrative and other manpower on contract basis or outsourcing basis. The expenditure on manpower would be met out of the funds available for the purpose with the Society.

(c) The income and property of the Society howsoever derived shall be applied towards the promotion of the objects thereof as set forth in this Memorandum of Association (MOA).

(d) No part of income and property of the Society shall be paid or transferred, directly or indirectly, by way of profit to the persons/body who are, or at any time have been or shall be members of the Society or Board of Governors or to any of them or to any persons claiming through them or any of them.

6. **The Board of Governors**

The names, designations and address of the present members and office bearers of the Board of Governors, to whom the management of the affairs of the affairs of the society is entrusted as required under section 2 of the Registration of the Societies Act, 1860 (XXI of 1860) read with Punjab Amendment Act of 1957, shall be as under:-

S. No.	Name	Designation and Address	Remarks	Signature
1.	Sh. Parkash Singh Badal	Chief Minister, Punjab	President	
2.	Smt. Upinderjit Kaur	Education Minister, Punjab	Vice-President	
3.	Sh. Ramesh Inder Singh	Chief Secretary, Punjab	Member	
4.	Sh. Jagpal Singh Sandhu	Finance Commissioner / Secretary to Govt. of Punjab. Deptt of Rural Development and Panchayats.	Member	
5.	Sh. Karanbir Singh Sidhu	Secretary to Govt. Punjab Department of School Education	Member	
6.	Sh. S.C. Aggarwal	Principal Secretary to Govt. of Punjab Department of Finance	Member	
7.	Sh. R.P.S. Pawar	Principal Secretary to Govt. of Punjab Department of Food and Supplies and Consumer Affairs	Member	

8.	Sh. Satish Chandra	Secretary to Govt. of Punjab Department of Planning	Member	<i>Signature</i>
9.	Sh.P.S. Auja	Secretary to Govt. of Punjab Department of Rural Water Supply and Sanitation	Member	<i>P.S. Auja</i>
10.	Ms. Harcharanjit Kaur Brar	Director Public Instructions (SE), Punjab, Chandigarh.	Member	<i>Signature</i>
11.	Sh. S.S.Randhawa	Director Public Instructions (EE), Punjab, Chandigarh.	Member	<i>Signature</i>
12.	Sh. Jagtaar Singh Khattra	Director, SCERT Punjab, Chandigarh.	Member	<i>Signature</i>
13.	Sh. Prabhcharan Singh	General Manager, Mid-Day- Meal.	Member	<i>Signature</i>
14.	Sh. Krishan Kumar	Director General School Education, Punjab	Member Secretary	<i>Signature</i>

We, the undersigned witness, certify that we know above mentioned persons and they have signed before us.

S. No.	Name	Designation and Address	Signature
1.	Sh. Prabhcharan Singh	General Manager (MDM)	<i>Signature</i>
2.	Sh. Surjit Singh Uppal	Manager (Food Grains)	<i>Signature</i>
3.	Sh. M.L.Jindal	Manager (Fin.), MDM	<i>Signature</i>

7. **Rules and Regulations**

The Board of Governors is authorized to frame rules and regulations for conducting the business of the society based on this Memorandum of Association.

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RULES

OF

Punjab Mid-Day-Meal Society

- 1) **Registered Office**
The Registered Office of the Society shall be at Govt. Sr. Secondary School, Phase 3B1, Mohali.
- 2) **Short Title & Commencement**
 - (i) These Society may be called the **Punjab Mid-Day-Meal Society**.
 - (ii) These rules may be called the **Punjab Mid-Day-Meal Society Rules, 2009**.
 - (iii) **Definitions:**
In this Memorandum and the Rules made there under unless the context otherwise requires:
 - a. "The Act" means the Societies Registration Act 1860, (Punjab Amendment Act, 1957) as applied to the State of Punjab or any statutory modification thereof for the time being in force.
 - b. "The Society" means the Punjab Mid-Day-Meal Society known by the name, style and manner of Punjab Mid-Day-Meal Society.
 - c. "Board of Governors" shall mean the body which is constituted as the "Board of Governors of the Society" by the Government.
 - d. The "President" and "Vice President" shall mean the "President" and "Vice President" of the Board of Governors.
 - e. 'Executive Committee' means the Executive Committee constituted under the Constitution.
 - f. 'Chairman' means chairman of the Executive Committee. The Chief Secretary Punjab shall be the ex-officio chairman of the Executive Committee.

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- g. "State Government" shall mean the Government of Punjab.
 - h. **Member means:**
The ex-officio member as per the constitution of the Society.
 - i) "Member Secretary" means Member Secretary of the Board of Governors and Executive Committee of the Punjab Mid-Day-Meal Society.
 - j) "Chief Executive Officer" means Chief Executive Officer of the Punjab State Mid-Day-Meal Society.
 - k) "Govt. of India" means Ministry of Human Resource Development, Department of Elementary Education and Literacy.
 - l) "Primary Education" means Education corresponding to classes I-V.
 - m) "Upper Primary Education" means Education corresponding to classes VI-VIII.
 - n) "Year" means a period of 12 months beginning on 1st April.

3. **Authorities of the Society**

The authorities of the society shall consist of the following:

- (a) The Board of Governors
- (b) The Chairman of the Board of Governors
- (c) The Vice Chairman of the Board of Governors.
- (d) The Member Secretary of the Society.
- (e) Chief Executive Officer of the Society.
- (f) Apart from the Member Secretary, the officers as may be appointed by the Board of Governors from time to time shall be officers of the society.

4. **The Board of Governors**

- a) The Society shall have its Board of Governors as the Supreme Authority and source of all powers, functions and activities.
- b) The general superintendence, direction and control of the affairs of the Society and of its income and property shall be vested in the Board of Governors of the Society here in after referred to as "Board of Governors".

5. **Constitution of the Board of Governors**

Initially the Board of Governors would comprise of the following members:-

President : Chief Minister of Punjab.
Vice President : Minister In-charge of the School Education,
Punjab.

A. Ex-Officio Members

- 1) Chief Secretary, Govt. of Punjab
- 2) Administrative Secretaries of the following Departments of the State:-
 - i) Planning
 - ii) Finance
 - iii) School Education
 - iv) Rural Development and Panchayats
 - v) Health and Family Welfare
 - vi) Social Security and Welfare
 - vii) Rural Water Supply and Sanitation
 - viii) Local Government.
- 3) Senior Regional Manager, FCI, Punjab.
- 4) Director General School Education- Member Secretary.
- 5) Director Public Instructions (EE)
- 6) Director Public Instructions (SE)
- 7) Director SCERT

B. Nominated Members

Representatives of following categories to be nominated by the State Govt. for their significant contribution in their respective fields.

- i) Primary School Teachers 3 (atleast 1 to be woman)

ii) Educationist 2 (atleast 1 to be specialist in Elementary Education)

iii) Voluntary Agencies 2 (atleast 1 to be woman)

C. Co-opted members

Any other member which the Board of Governors decides to co-opt

6. Members of the Society

(a) A Society shall consist of

(i) All the ex-officio members as per the provision at Srl No 1 to 7 of para 5 in the constitution of the Board of Governors.

(ii) The members nominated by the Government as per the provision at Srl No 5(B) in the constitution of the Board of Governors.

(iii) Other individuals, institutions, organizations and corporate bodies to be accepted in future as Co-opted members as per terms and conditions of eligibility as may be laid down and approved by the Board of Governors from time to time as per the provision at Srl No 5(C) in the constitution of Board of Governors.

(b) The society shall keep a Roll of nominated and co-opted members and every such member of the society shall sign the roll and state therein his name, occupation and address.

(c) If a nominated and co-opted member of the society changes his address, he shall inform his new address to the Member Secretary who shall thereupon enter his new address in the Roll of such members. But if he fails to inform his new address, the address in the Roll of members shall be deemed to be his address.

(d) Termination of membership

i) Where a person becomes a member of the Society by reason of the office or appointment he holds, his membership of the Society shall terminate when he ceases to hold that office or appointment.

- ii) Whenever a member other than the ex-officio member, desires to resign from the membership of the Society, he shall address his resignation to the member Secretary of the Society and submit the same to him. The membership of such persons shall stand terminated from the date of his/her resignation.
- iii) A member of the Society shall cease to be a member, if Board of Governors so desire.

7. Meeting of Board of Governors

- a) The Board of Governors meeting of the Society will be held atleast once a year, on a date to be fixed by the **Board of Governors**. Notice of such meeting with agenda of business to be transacted shall be sent to all the members atleast 7 days prior to the date of meeting.
- b) Every meeting of the Board of Governors shall be presided over by the Chairman of the Board of Governor and in his absence, the Vice Chairman, shall preside over the meeting.
- c) The Chairman or the Vice-Chairman may, whenever he thinks fit, and shall, on the written requisition of not less than four members, call a special meeting of the Board of Governors.
- d) **Notice and quorum for the meetings of the society:**
 - (i) Every notice calling a meeting of the Board of Governors shall state the date, time and place at which such meeting will be held and shall be served upon every member not less than 48 hours before the day & time appointed for the meeting.
 - (ii) Provided that the Chairman for reasons to be recorded shall have the authority to call a special meeting on such shorter notice as he thinks fit.
 - (iii) if the Chairman of the Board of Governors is unable to attend any meeting, then Vice Chairman shall preside over such a meeting.

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- e) The Board of Governors can further constitute committee and sub-committees and delegate the necessary powers and authorization to such committees for the specific purposes.
 - f) **Quorum:** Five members, out of whom atleast three must be official members, shall constitute the quorum.

Conduct of the Business of the Society and Executive Committee

- (i) The Board of Governors may function notwithstanding any vacancy in its constitution provided however, that at no time the number of vacancies shall be such that the total number of members is less than the quorum required for a meeting of the Board of Governors.
- (ii) **Acts and Proceedings not to be invalidated by vacancies etc:** No act or proceeding of the Board of Governors or any authority of the Society or any committee constituted under this, shall be questioned on the ground merely of the existence of any vacancy or defect in the election, nomination or appointment of a person acting as a member thereof or any irregularity in its procedure not affecting the merits of the case.
- (iii) Subject to the provisions herein contained, the **Board of Governors** may, with the previous approval of the Punjab Government in the Department of School Education, frame and vary from time to time, as it thinks fit, bye-laws for the conduct of its business.
- (iv) In case of difference of opinion amongst the members, the opinion of the majority shall prevail.
- (v) Each member of the Board, including the Chairman, shall have one vote & if there is an equal number of votes on any question to be determined by the Board, the Chairman shall, in addition, have and exercise a casting vote.
- (vi) Any resolution, except such as may be placed before the meeting of the Board, may be adopted by circulation among all its members, and any resolution so circulated and adopted by a majority of the Members who have given their approval, such Resolution shall be as

effectual and binding as if such Resolution has been passed at a meeting of the Board, provided that in every such case, at least 5 members of the Board shall have recorded their approval to the Resolution

Powers, functions, duties and responsibilities of the Board of Governors
Subject to the Memorandum of Association and these Rules, but without prejudice to the generality of powers, the **Board of Governors** shall have the full functional autonomy and shall exercise the following powers and carry out the following **functions, duties and responsibilities** inter-alia:

Powers of the Board of Governors

1. Take decision on matters of policy relating to the administration, working and control of the Society.
2. Consider and approve programmes and plans of the Society in conformity with the scope of the objectives of the Society mentioned in the Memorandum of association and to sanction expenditure for the same.
3. Consider and approve eligibility conditions, duration, selection process etc for various types of service providers, vendors, resources including system integrators, developers, stake holders, financial collaborators, public-private partners, implementers, executors of the various initiatives and other citizen services.
4. Frame Rules, Regulations and Bye-laws for the conduct of the affairs of the Punjab Mid-day-meal Society and to add, amend, or repeal the rules and regulation from time to time.
5. Consider, approve and authorize operation of the funds of the Society. Collect payments and user charges on behalf of other departments and agencies and transfer/ utilize it in the manner prescribed in the agreements.
6. Frame norms, guidelines and terms and conditions and service level agreements and to add to or amend them from time to time.
7. Appoint Committees or Sub-Committees, by whatever name called, comprising member(s) of the Society and such outside experts and officers of the Society as may be nominated by it for specific tasks,

for the disposal of any of its business or for tendering advice on any matter pertaining to the administration and management of the Society;

- 8. Delegate, to such extent as it may deem necessary, any of its powers to any Officer or the Committees constituted by the Board.
- 9. Create project based contract positions and handle the work on job-work and/or outsourcing basis for the Society, lay down terms and conditions and method of hiring such human resources.
- 10. Acquire by gift, purchase, exchange, lease, hire or otherwise any property, movable or immovable, and to construct, improve, alter, demolish or repair buildings, space, works and constructions as may be necessary or convenient for carrying on the activities of the Society;
- 11. Negotiate, enter into and make contracts and deeds on behalf of the Society without any Government support. To enter into legal and corporate agreements for and on behalf of the society and to sue and defend all legal proceedings on behalf of the society;
- 13. Solicit and receive grants, gifts, donations or other contributions from the Central Government, State Government, user charges, cess, contributions, fee and funds in any other forms, provided it is approved by the Executive Committee;
- 14. Do all such acts and things as are incidental or conducive to the discharge of the functions and attainment of any of the objects of the Society.

Functions, duties and responsibilities of the Board of Governors:

- 15. To prepare and execute the detailed plans and programmes for working of the Society and to carry on its administration and management.
- 16. To procure and provide all types of IT resources & services like hardware, system software, power & printer peripherals, networking components etc.

17. To have custody and ensure proper utilization of the funds of the Society and to manage all the resources of the Society.
18. To frame and prescribe guidelines and instructions for the implementation of Mid-day-Meal scheme with the overall policy approved in this behalf by the State Government and Board of Governors.
19. To provide the required operating, administrative, technical, ministerial and other manpower under Punjab State Mid-day-Meal Society on job work, contract or outsourcing basis from project to project basis for ensuring the efficient operation and management of the projects and the affairs of the society and to prescribe the conditions for hiring and firing of such manpower by the other departments and organizations as and when required.
20. To co-ordinate with central and state level organizations of national and international organizations in the pursuit of its objectives of the society.
21. To consider and pass such Resolutions on the annual report, the annual accounts and the financial estimates of the society as it thinks fit

20. Assets and funds of society

- (a) The Capital Cost and Corpus fund for the smooth functioning of the Society may be contributed by Govt. of Punjab, Govt. of India, contributions from Public Sector Undertakings, Co-operative Institutions, Other Public Sector Organizations and Financial Institutions.

(b) Sources of Income of the Society

The Society will facilitates/execute/implement Punjab Mid-Day-Meal Society on behalf of Department of School education or any other Department as may be notify by the Government based on the availability of the funds. Therefore, any receipts of the Society will consist of the following:-

- (i) Payments against the bills for various services rendered by the Departments which will be transferred by the Society into the accounts of the concerned departments or agency and proper accounts would be maintained;
 - (ii) The fee prescribed by concerned Department of the Government for the certain categories of service would be transferred to the concerned department for depositing the same in the Government Treasury and;
 - (iii) Lastly the approved user charges for providing the service by the Society which will be retained by the Society. These user charges will be apportioned between the Punjab State Mid-day-Meal Society and the Private partner to be selected on open tendering basis for meeting the expenditure on account of operations, management and maintenance of the IT resources for providing the services.
- c) The Recurring Expenditure of the Society would be met out of the funds and other income from resources and business of the Society.
 - d) For expanding the scope of Punjab Mid-Day-Meal Society in the State, the Society may approach Govt. of India, Govt. of Punjab or any Financial Institutions for funding the Punjab Mid-Day-Meal Society depending upon the Programme requirement.
 - e) The business of the Society may be used as an institution of mechanism for the facilitation of the Punjab Mid-Day-Meal Society which could be either fully or partially unded/sponsored by Govt. of India, Govt. Punjab or other Financial Institutions/ Resources. The execution of such projects could be facilitated through the Society and any funds allocated for such projects could be utilized through the Punjab State Mid-Day Meal Society, District Level Society for Citizen Services or any other society. The Society would be paid a service charge for facilitating/ executing such projects to the tune of 4% to 6% as decided by the Government from time to time.
 - f) The Society may accept contributions from Statutory bodies created under the Act of the Parliament or of State Legislature, the National and International Organisations, NRIs, Industries. The contribution may also be accept from private bodies and individuals subject to the approval of its Board of Governors.

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- g) The Income and Property of the Society howsoever derived shall be applied towards the promotion of the objects thereof as set forth in this memorandum of association.
 - h) No part of Income and Property of the Society shall be paid or transferred, directly or indirectly, by way of profit, to the persons /body who are, or, at any time, have been or shall be members of the Society or Board of Governors or to any of them or to any persons claiming through them or any of them.

i) **Operations and Management (O & M) of the Society**

- i) The required operating, Administrative, Technical and other manpower may be deployed on job work, contract or out sourcing basis from case-to-case basis for ensuring the efficient operation and management of the scheme.
- ii) Thus the hiring of manpower for the work of the Society would not be the liability of the Government and any expenditure on such account is proposed to be met out of the funds available with the society.
- iii) Mostly the operating staff would be hired by the private partners and no Govt. expenditure would be involved. Also expenditure on any hiring of staff by the Society would be met out of the funds available with the society.

j) **Vesting of the Assets and funds of the Society**

The Assets and fund shall vest with the society.

- i) **Assets Registers and Accounts:** The society shall maintain assets registers (AR) and Accounts as per the common corporate practices.
- ii) **The treasurer of funds:** The Executive Committee of the Board of Governors headed by the member Secretary or any other person authorized by the Executive Committee shall be treasurer of the funds.

iii) **Operation of Bank Account:** The Bank Accounts of the Society shall be kept in the name of the Society and shall be operated upon by the Member Secretary of the Society or any other person authorized by the Executive Committee or member secretary.

k) **Objects for which the fund of the Society could be used:**

- i) The Objects of fund shall be as approved by the Board of Governors.
- ii) All decisions for utilisation of funds would be recorded in Executive Office Order Register (EOOR).
- iii) Administrative expenses incurred by the Society or Committee such as salary allowances and traveling Allowances and daily Allowances of the staff can be legitimate charges on the funds of the Punjab State Mid-Day-Meal Society in accordance with the provision of the rules of the Society.
- (iv) For any other purpose, which seeks to achieve the objectives of the society.

11. **Accounts and Audit**

- (a) The Member Secretary shall keep or cause to be kept proper accounts of the receipts and payments, income and expenditure and of the property, assets and liabilities of the Society. The Annual Accounts shall be made up by the end of the financial year;
- (b) The Accounts of the Society shall be audited and certified by the Auditor General, Punjab in respect of funds provided by the Government of Punjab and by a Chartered Accountant appointed by the Board of Governor or any other competent authority;

12. **Arbitration and Reconciliation**

- (a) Any dispute between two or more members of the Society which has an impact on the functioning of the society the Chairman or the Vice Chairman or an arbitrator appointed by the Chairman, shall be referred to and resolved amicably by.

(b) The extent of penalty that may be imposed through arbitration shall be limited to a maximum of 15% of the agreement.

Executive Committee of the Society

The routine decision making of the Society and its funds shall be managed by the Executive Committee of the following:-

S. No.	Designation	Address	Designation
1.	Chief Secretary, Punjab	26/6 Civil Secretariat, Punjab, Chandigarh	Chairman
2.	Financial Commissioner/ Secretary to Govt. of Punjab, Deptt of Rural Development & Panchayats.	Civil Secretariat, Punjab, Chandigarh	Member
3.	Principal Secretary, Department of Finance, Punjab	6/8 Civil Secretariat, Punjab, Chandigarh	Member
4.	Secretary Department of Planning	SCO No 70-72, Sector 17-B, Chandigarh.	Member
5.	Secretary Department of Health and Family Welfare	Sector 34, Chandigarh.	Member
6.	Secretary School Education	527/5, Punjab Mini Secretariat.	Member
7.	Secretary to Govt. of Punjab Department of Social Security and Women and Child Development	30, 7 th floor, Punjab Civil Secretariat, Chandigarh.	Member
8.	Secretary to Govt. of Punjab Department of Local Govt.	Mini Secretariat, Punjab, Chandigarh.	Member
9.	Senior Regional Manager, FCI, Punjab, Chandigarh	Sector 31, Chandigarh.	Member
10.	Director Public Instructions(SE), Punjab, Chandigarh	Sector 17, Chandigarh.	Member
11.	Director Public Instructions(EE), Punjab, Chandigarh	Sector 17, Chandigarh.	Member
12.	Director SCERT, Punjab, Chandigarh	Sector 17, Chandigarh.	Member
13.	Director General School Education	SCO 104-106, Sector 34-A, Chandigarh.	Member-Secretary

(c) The Executive committee will be empowered to take all administrative decisions for smooth functioning of the society;

- (d) The Executive Committee will issue Administrative Approvals (AA), Financial Sanctions (FS) and Technical Sanction (TS) subject to certain rules, regulations or delegation of powers as decided by Executive Committee.
- (e) The Executive Committee will be competent to handle all resource acquisition and disposal cases;
- (f) The Executive Committee may also further delegate any of its power to Member Secretary of the Society.
- (g) The Executive Committee shall exercise such other powers as delegated to it by the Board of Governors.

14. Contracts

All Contracts and other assurances shall be executed in the name of the board of Governors and signed on their behalf by the Member Secretary of the Society or any other person duly authorize by the Board of Governors.

15. Powers, Functions and Responsibilities of the Member Secretary

- a) The Member Secretary shall be the custodian of the record, the funds of the Society and such other property of the Society as the Board may commit to his charge. The Member Secretary shall have the accounts maintained and also arrange for the annual audit in accordance with the provisions in the Rules and Bye-laws of the Society.
- b) The Member Secretary shall have such other powers and perform other duties as may be delegated or assigned to him by the Board. The Member Secretary may delegate any of his powers to any of his subordinate with the approval of the Executive Committee.
- c) The Member Secretary of Board of Governors shall act as the member Secretary of the Society and will record the proceedings of the meetings of the Society and of the Board of Governors and maintained a proper record of these meetings in accordance with the provisions of the Bye-laws of the Society.

- b) The Member Secretary of Board of Governors shall manage the Scheme, properties or the money under the fund, manage accounts, execute all contracts on behalf of the Society and receive funds for the Society through donations, grant in aid, contributions and raising money whenever required.
- c) The Member Secretary of Board of Governors shall prepare the Budget relating to the Administrative Expenses of the Society and Committee such as expenditure on TA/DA of the members which shall be a legitimate charge on the fund.
- d) The Member Secretary will be empowered to take all day to day administrative decisions except where no policy is involved where no creation of posts is involve.
- e) The Member Secretary will have the authority to issue all financial sanctions relating to Mid-day-meal Scheme.
- f) In the event of the post of the member Secretary remaining vacant or member secretary being absent or unable to perform his duties or any reason, it shall be open for the Vice Chairman of the Executive Committee to direct any officer or officers in service of the Society to exercise temporarily such powers and perform such functions and duties of the Member Secretary as the Board may deem fit.
- g) The Member Secretary shall be responsible for the proper day to day administration of the society. All other staff of the Society shall be subordinate to the Member secretary. The Member Secretary shall carry out the general correspondence in connection with work assigned to him/her by the Chairman of Board of Governors and the Executive Committee from time to time.
- h) The Member Secretary of Board of Governors shall hire and fire the manpower for the Society and other staff in accordance with Rules and Regulations and Bye-laws of Society. The Member Secretary of Board of Governors shall represent the Society in all its legal matters jointly or through any authorized representative.
- i) To do all acts, deeds and things and necessary for carrying out his functions as member Secretary.

(c) Normally, the Member Secretary shall be the Chief Executive Officer (CEO) of the Society. However, the Board of Governors may appoint a separate Chief Executive Officer(CEO) of society in which case the functions and responsibilities may be decided between the CEO and Member Secretary by the Board of Governors.

16. Withdrawal of Funds

(b) Withdrawal of Funds from the accounts of the Society shall be regulated in a manner to be determined by the Board of Governors or by the Executive Committee.

(d) Such Withdrawals shall be made by cheques on requisition (as the case may be) signed by Member Secretary or an officer (s) authorized in this behalf by the Board of Governors or under its authority by the Executive Committee.

Annual Report

A report on the working of the Society every year shall be got prepared by the month of September by the Member Secretary and presented to the Govt. of Punjab after the approval of Board of Governors.

18. Suit by and against the Society

The Society may sue or be sued in the name of the Society and the member secretary shall have all powers to defend any suits and sue in the name of the Society either by himself or acting through agents/officials duly appointed by the member secretary.

19. Powers of the State Government to give directions to the Society.

The State Government in the department of School Education may give the Society such directions in regard to the grants and funds provided by the State Government, as in its opinion, are necessary or expedient for carrying out the purposes of the funds or the Society. It shall be the duty of the Society to comply with such directions.

20. Repeal and Savings

(c) Subject to the prior approval of the Board of Governors, the Society may alter, extend or abridge any purposes for which it is established by the following the procedure prescribed under these Rules.

ii) These Rules may be altered by the Society with the consent of the Board of Governors at time by a resolution passed by a majority of 2/3rd of the total members present at any meeting of the society which shall have been convenient for the purpose after giving due notice of such resolution to the members of the Society.

21. **Societies Registration Act to apply**

All clauses of Societies Registration Act 1860 (Punjab Amendment Act, 1957) as applied to the State of Punjab shall apply to this Society save as are appropriately and expressly amended and altered or amended by these presents and such amendments are not inconsistent with the aforesaid Act.

22. We, the following members of the Board of Governors certify that the Rules of the Society given above are correct:

S. No.	Name	Designation and Address	Remarks
1.	Sh. Parkash Singh Badal	Chief Minister, Punjab	President
2.	Dr. Upinderjit Kaur	Education Minister, Punjab	Vice-President
3.	Sh. Ramesh Inder Singh	Chief Secretary, Punjab	Member
4.	Sh. Jagpal Singh Sandhu	Financial Commissioner/ Secretary to Govt. of Punjab, Deptt of Rural Development & Panchayats.	Member
5.	Sh. Karanbir Singh Sidhu	Secretary to Govt. Punjab Department of School Education	Member
6.	Sh. S.C. Aggarwal	Principal Secretary to Govt. of Punjab Department of Finance	Member
7.	Sh. R.P.S. Pawar	Principal Secretary to Govt. of Punjab Department of Food and Supplies and Consumer Affairs	Member
8.	Sh. Satish Chandra	Secretary to Govt. of Punjab Department of Planning	Member

9	Sh.P.S. Auja	Secretary to Govt. of Punjab Department of Rural Water Supply and Sanitation	Member
10.	Ms. Harcharanjit Kaur Brar	Director Public Instructions (SE), Punjab, Chandigarh.	Member
11.	Sh. S.S.Randhawa	Director Public Instructions (EE), Punjab, Chandigarh.	Member
12.	Sh. Jagtaar Singh Khattrra	Director, SCERT Punjab, Chandigarh.	Member
13.	Sh. Prabhcharan Singh	General Manager, Mid-Day-Meal.	Member
14.	Sh. Krishan Kumar	Director General School Education, Punjab	Member Secretary