

**PUNJAB GOVERNMENT**  
**PUNJAB EDUSAT SOCIETY-Use of Technology for Advancement**  
**And**  
**Reorientation of Studies in Punjab**

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 EDUSAT Society (herein after referred to as the Society) pertaining to Rules and Regulations of Society for the administrating and implementing quality education through satellite education.

**MEMORANDUM OF ASSOCIATION**

**I. Preamble:** The primary objective of the Punjab EDUSAT Society is use of Satellite Technology for Knowledge, Advancement and Reorientation of Studies in Punjab. It would facilitate the establishment of required Satellite infrastructure as well as courseware for the School. It is considered expedient to provide the Society a legal entity by getting it registered under The Societies Registration Act, 1860.

**II. (a) Name of the Society:** The name of the Society shall be "PUNJAB EDUSAT SOCIETY – Use of Technology for knowledge Advancement and Reorientation of Studies in Punjab", Punjab EDUSAT Society for short.

**(b) Registered Office:** The Registered office of the Society shall be at Punjab School Education Board, Sector – 8, Mohali, PUNJAB, C/o Director General school Education, Punjab, SCO 104-106 , 2nd Floor, Sector 34-A, Chandigarh.

**(c) Area of Operations:** INDIA

**III. Objectives and functions of the Society:**

The aims and objectives, for which the Society is established, are:

1. The Society shall be an independent, not for profit & apolitical Organization.
2. To make use of EDUSAT for various developmental/social/ educational/ Scientific/health/literate/cultural/research/scientific programs etc.
3. Knowledge Packing for Face-to-Face & Self-Paced Learning, EDUSAT Technical Possibilities, Promotion of E-Learning, Management of Interactivity in Educational Media.
4. To collaborate with other institutions having similar objectives such as Indira Gandhi National Open University, Central Institute of Educational technology, National Institute of Open Schooling, etc. for availing various schemes and programmes and seeking their help, support, guidance etc. in rolling out various activities of the Society.
5. To devise, organize, encourage and promote methods and procedure for use of Technology and Science in education and for Management, Administration and Planning of Education set up.
6. To organize and conduct training and instructional programme and arrange lectures, conferences, seminars etc. to make use of EDUSAT network in particular and other technologies in general for all the Government Educational Institutes of the State.
7. To collect, publish, distribute and disseminate educational and informative data, reports and other similar materials including posters, periodicals etc. relating to use of technology in general and EDUSAT in particular.
8. To establish and maintain a library on use of technology in education and allied subjects.

9. To participate in the programmes relating to use of technology in education and EDUSAT within the country and abroad.
10. To co-operate, enlist and develop co-operation between all persons, organizations and agencies interested in the promotion of technology in education and use of EDUSAT for imparting education, instruction and learning.
11. To maintain a film/video/audio library and arrange film shows on use of technology including EDUSAT in the Government educational institutes concerning all the Departments of the State. To establish language labs for imparting language training to students in schools and colleges.
12. To secure from the Central and State Governments recognition and financial assistance and for carrying out the aims and objectives of the Society.
13. To collect and recover subscription and other fees and charge for service rendered and borrow funds and accept any grant, individual donations and subscriptions whether in case or securities or any property either movable or immovable for furtherance of the objectives of the Society.
14. To propagate the aims and objectives of the Society through advertisement in the Press and through audio-visual and other means.
15. To purchase, take on lease or otherwise, acquire any land or building, which may be necessary for the Society.
16. To sell, lease, exchange and otherwise transfer all or any of the properties of the Society.
17. To assist in the formation of the local centers for the encouragement of use of EDUSAT and use of Technology in Education.
18. To award commendation certificates, prizes, trophies, etc. to the participants in the various programmes related to EDUSAT and use of Technology in Education.
19. To render advice, assistance and guidance on matters relating to members of the Society.
20. To conduct case studies and to prepare scheme of EDUSAT and use of Technology in Education.
21. 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.
22. To invest funds or money or security entrusted to the Society in such a manner as from time to time, be determined by it.
23. 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.
24. 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.
25. 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.
26. To do all such other lawful things as are conducive or incidental to the attainments of the above objects.

#### IV. INCOME & PROPERTY

1. The income and property of the Society shall be utilized solely towards the promotion of the aims and objects of the Society and no part of the same shall be paid or transferred directly or indirectly by the way of dividend, bonus or profit to the members of the Society provided that nothing shall prevent the payment of interest on money borrowed from any member of the Society or the payment for any occasional services.

#### V. Funding of Society its resources, operations and management

- a. The expenditure on IT Resources, operations and management of the Society would be funded through the State of Punjab and from the fees to be collected from the students.
- b. The Society may approach Government of India or any financial institutions or sources for funding the PUNJAB EDUSAT SOCIETY education project depending upon the policy at that time and the project structuring/ requirement.
- c. **Sources of income of the Society:** The Society will facilitate/ execute/ implement Punjab EDUSAT Society education on behalf of Department of School Education (DSE) or any other department of government based on the availability of the funds.
- d. **Provision of Nominal fee will be made for using the EDUSAT Network. All the users have to pay nominal fee per hour for using the EDUSAT studio and EDUSAT Network. The fees to be charged would be decided by the Executive Committee.**
- e. **Operations and Management (O & M) of the society:** The Society will not have a permanent staff of its own. Any required operating, administrative, technical and other manpower may be deployed on job work, contract or outsourcing basis. Any expenditure on manpower would be met by the Society out of the available funds.
- f. 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).
- g. 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.

#### VI. Present 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 Society is entrusted as required under Section 2 of the Registration of Societies Act, 1860 (Act XXI of 1860) read with Punjab Amendment Act of 1957, shall be as under:

Sr. No.	Designation	Address
1.	Hon'ble Chief Minister, Punjab	2 <sup>nd</sup> Floor, Civil Secretariat, Punjab Chandigarh
2.	Minister In charge of Higher and School Education	Civil Secretariat, Punjab Chandigarh
3.	Minster in Charge of Technical Education	Civil Secretariat, Punjab Chandigarh
4.	Minster in Charge of Medical Education	Civil Secretariat, Punjab Chandigarh
5.	Chief Secretary Punjab.	26/6 Civil Secretariat Punjab Chandigarh
6.	Principal Secretary Department of Information Technology, Punjab	10/8 Civil Secretariat, Punjab, Chandigarh
7.	Principal Secretary Department of Finance, Punjab	6/8 Punjab Main Secretariat, Chandigarh

8.	Principal Secretary, Department of Health and Family Welfare	Sector 34, Chandigarh
9.	Principal Secretary, Department of Technical Education, Punjab	Plot-1 A Sector 36 A, Technical Education Bhawan, Chandigarh
10.	Secretary School Education	527/5 Punjab Mini Secretariat Punjab Chandigarh
11.	Secretary Employment Generation and training	Mini Secretariat Punjab, Chandigarh
12.	Secretary Department of Planning	SCO.No-70-72, Sec- 17 B, Chandigarh
13.	Secretary Medical Education and Research	9, 5 <sup>th</sup> Floor, Main Civil Secretariat, Punjab
14.	Secretary Social Security and Women and Child Development	30, 7 <sup>th</sup> Floor, Main Civil Secretariat, Punjab
15.	Secretary Higher Education	Mini Secretariat, Sector 9, Chandigarh
16.	Director, Department of Information Technology	SCO.No-193-95, Sec- 34 A, Chandigarh
17.	Director General School Education, Punjab	518/5 Punjab Mini Secretariat, Chandigarh
18.	Director Department of Agriculture	Sector 34, Chandigarh
19.	Chairman, Punjab School Education Board	Phase-8 SAS Nagar, Punjab
20.	Additional State Project Director, Punjab	SCO-104-106, 2 <sup>nd</sup> & 3 <sup>rd</sup> Floor Sector 34 A, Chandigarh
21.	Assistant State Project Director, Edusat Punjab	SCO-104-106, 2 <sup>nd</sup> & 3 <sup>rd</sup> Floor Sector 34 A, Chandigarh
22.	Senior System Manager (HRD), Department of IT, Punjab	SCO.No-193-95, Sec- 34 A, Chandigarh
	<b>Nominated Members</b>	
	Two IT experts to be nominated by the Department of School Education	Member
	Two eminent citizens to be nominated by the Department of School Education	Member
	<b>Co-opted Members</b>	
	Any other member which the Board of Governors decides to co-opt.	Co-opted Members

#### **DECLARATION OF THE BOARD OF GOVERNOR'S:**

We the undersigned are desirous of forming a society by the name of "PUNJAB EDUSAT SOCIETY – Use of Technology or Knowledge Advancement and Reorientation of Studies in Punjab" under the Societies Registrar Act, 1860 as applicable to the State of Punjab, in pursuance of this Memorandum of Association.

<b>Sr. No</b>	<b>Designation</b>	<b>Address</b>	<b>Designation</b>
1.	Hon'ble Chief Minister, Punjab	2nd Floor, Main Civil Secretariat, Punjab Chandigarh	<b>President</b>

2.	Minister In charge of Higher and School Education	Main Civil Secretariat, Punjab Chandigarh	Member
3.	Minster in Charge of Technical Education	Main Civil Secretariat, Punjab Chandigarh	Member
4.	Minster in Charge of Medical Education	Main Civil Secretariat, Punjab Chandigarh	Member
5.	Chief Secretary Punjab.	26/6 Main Civil Secretariat Punjab Chandigarh	<b>Vice President</b>
6.	Principal Secretary Department of IT, Punjab	10/8 Punjab Main Secretariat Chandigarh	Member
7.	Principal Secretary Department of Finance, Punjab	6/8 Punjab Main Secretariat, Chandigarh	Member
8.	Principal Secretary, Department of Health and Family Welfare	Sector 34, Chandigarh	Member
9.	Principal Secretary, Department of Technical Education, Punjab	Plot-1 A Sector 36 A, Technical Education Bhawan, Chandigarh	Member
10.	Secretary, Department of School Education	527/5 Punjab Mini Secretariat Chandigarh	<b>Member Secretary</b>
11.	Secretary Employment Generation and Training	Punjab Mini Secretariat Chandigarh	Member
12.	Secretary Department of Planning	SCO.No-70-72, Sec- 17 B, Chandigarh	Member
13.	Secretary Medical Education and Research	9, 5 <sup>th</sup> Floor, Main Civil Secretariat, Punjab	Member
14.	Secretary Social Security and Women and Child Development	30, 7 <sup>th</sup> Floor, Main Civil Secretariat, Punjab	Member
15.	Secretary Higher Education	Mini Secretariat, Sector 9, Chandigarh	Member
16.	Director, Department of IT	SCO.No-193-95, Sec- 34 A, Chandigarh	Member
17.	Director General School Education, Punjab	518/5 Punjab Mini Secretariat, Chandigarh	Member
18.	Director Department of Agriculture	Sector 34, Chandigarh	Member
19.	Chairman, Punjab School Education Board	Phase-8 SAS Nagar, Punjab	Member
20.	Additional State Project Director	SCO-104-106, 2 <sup>nd</sup> & 3 <sup>rd</sup> Floor Sector 34 A, Chandigarh	Member
21.	Assistant State Project Director, Edusat Punjab	SCO-104-106, 2 <sup>nd</sup> & 3 <sup>rd</sup> Floor Sector 34 A, Chandigarh	Member
22.	Senior System Manager (HRD), Department of IT, Punjab	SCO.No-193-95, Sec- 34 A, Chandigarh	Member
	<b>Nominated Members</b>		
	Two IT experts to be nominated by the Department of School Education	Member	
	Two eminent citizens to be nominated by the Department of School Education	Member	
	<b>Co-opted Members</b>		
	Any other member which the Board of Governors decides to co-opt.	Co-opted Members	

## **RULES & REGULATIONS OF THE SOCIETY**

**1. Registered Office:** The registered office of the Society shall be situated at Chandigarh.

### **2. Short Title and Commencement:**

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

These rules may be called the "RULES OF PUNJAB EDUSAT SOCIETY" - Use of Technology for knowledge Advancement and Reorientation of Studies in Punjab" (hereafter called 'Society')

In these rules unless the context otherwise provides:-

**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 Punjab EDUSAT Society known by the name, style and manner of PUNJAB EDUSAT 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 Executive Committee.
- g) IT shall mean: Information Technology.

h) Member means:

**i. The ex-officio members as per the constitution of the society or**

**ii. The members of society nominated by the Government as per the constitution of the society or**

**iii. Such Person(s), institutions, organizations, societies, corporate bodies who may be accepted in future as the co-opted Members of the Board of Governors on such terms and conditions as laid down by the Board of Governors.**

- i) "Member Secretary" means Member Secretary of the Board of Governors and Executive Committee of PUNJAB EDUSAT SOCIETY. Secretary School Education shall be the Member Secretary.
- j) "State Government" shall mean the Government of Punjab or in any other way it is known as.
- k) "IT experts" shall mean a specialist from the field of Information Technology, Computers, Communication or Electronics with a formal graduate degree in computers/Information Technology/communication/electronics/management with minimum of 10 years of experience and can contribute his expertise and experience to achieve the objectives of the Society.
- l) "Eminent Citizens" shall mean well-known, distinguished, renowned or reputed persons from the general public duly recommended by the district/state administration.

m) "Honorary Members" mean officials of the State/Central Government and individuals taken in the Society without subscription by virtue of their office or experience.

n) "Year" means a period of 12 months beginning on 1st April.

#### 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 "The Board" or "The Board of Governors".

#### 5. The Executive Committee:

The powers of Executive body: The Executive committee is authorized to take decisions regarding implementation of the project and expansion of the same with overall control of the General body.

The Executive Committee comprising of the following members will monitor the EDUSAT Project:

Sr. No.	Designation	Address	Designation in Executive Committee
1.	Chief Secretary Punjab	26/6 Main Civil Secretariat Punjab Chandigarh	<b>Chairman</b>
2.	Principal Secretary Department of IT, Punjab	10/8 Punjab Main Secretariat Chandigarh	Member
3.	Principal Secretary Department of Finance, Punjab	6/8 Punjab Main Secretariat, Chandigarh	Member
4.	Principal Secretary Health and Family Welfare	Sector 34, Chandigarh	Member
5.	Principal Secretary Department of Technical Education, Punjab	Plot-1 A Sector 36 A, Technical Education Bhawan, Chandigarh	Member
6.	Secretary School Education	527/5 Punjab Mini Secretariat Chandigarh	Member Secretary
7.	Secretary Employment Generation and Training	Punjab Mini Secretariat Chandigarh	Member
8.	Secretary Department of Planning	SCO.No-70-72, Sec- 17 B, Chandigarh	Member
9.	Secretary Medical Education and Research	9, 5 <sup>th</sup> Floor, Main Civil Secretariat, Punjab	Member
10.	Secretary Social Security and Women and Child Development	30, 7 <sup>th</sup> Floor, Main Civil Secretariat, Punjab	Member
11.	Secretary Higher Education	Mini Secretariat, Sector 9, Chandigarh	Member
12.	Director Department of Technical Education Punjab	Plot-1 A Sector 36 A, Technical Education Bhawan, Chandigarh	Member
13.	Director, Department of IT	SCO.No-193-95, Sec- 34 A, Chandigarh	Member
14.	Director General School Education, Punjab	518/5 Punjab Mini Secretariat, Chandigarh	Member
15.	Director Department of Agriculture	Sector 34, Chandigarh	Member

16.	Chairman, Punjab School Education Board	Phase-8 SAS Nagar, Punjab	Member
17.	Additional State Project Director	SCO-104-106, 2 <sup>nd</sup> & 3 <sup>rd</sup> Floor Sector 34 A, Chandigarh	Member
18.	Assistant State Project Director, Edusat Punjab	SCO-104-106, 2 <sup>nd</sup> & 3 <sup>rd</sup> Floor Sector 34 A, Chandigarh	Member
19.	Senior System Manager (HRD), Department of IT, Punjab	SCO.No-193-95, Sec- 34 A, Chandigarh	Member

#### **6. Approval of Co-optive Members:-**

A person, Institution or Organization as approved by the Executive Committee shall be enrolled as a member. **Those who have excelled in the field of education/Human Resource Development.**

#### **7. Membership:- Membership of the Society shall be:-**

- i.) Government Departments / Semi-Government Organization / Public Sector Undertakings / Cooperative Institutions / Societies promoted by the Government / NGOs working in Developmental Programmers / Health / Social / Educational / Literary / Research etc.
- ii) Industrial Enterprises.
- iii. Educational, Research another institutions interested in the use of technology in education.
- iv.) Individuals. (not covered under category (i) to (iii) above)
- v) Honorary members.

**8. Voting Power:** Every member enterprise (or its nominee) who has been enrolled as member has right to vote:-

- i) Voting by proxy will not be permitted.
- ii) Where the membership is in the name of an enterprise or association, the member concerned shall nominate its representative and shall be entitled to change the nominee, with not less than 3 days clear advance notice to the Member Secretary.

**9. Management of the Society- The Executive Committee:-**

The affairs of the Society shall be managed by the Executive Committee.

#### **10. The Business of the Society and The Executive Committee:-**

##### **i) Business of the Society:-**

- a) The general body meeting of the Society will be held at least once a year, on a date to be fixed by the Executive Committee. Notice of such meeting with agenda of business to be transacted shall be sent to all the members at least 7 days prior to the date of meeting.
- b) Chairman of the Society and in his absence Vice President will preside over the meeting. The Vice Chairman shall be so elected by the members present and entitled to vote at the meeting of Executive Committee.
- c) At the general body meeting, the following business may be transacted:-
  - 1) Appointment of Auditors.
  - 2) Consideration & Approval of Annual Accounts.
  - 3) Any other business with permission of the Chairman.

##### **ii) Special General Meeting:-**

When at least 25% members of the Society send a requisition in writing to the Chairman calling for special general meeting, the Chairman shall call the special general meeting of the Society within one month of the receipt of the requisition. All the rules regarding conduct of the general body meeting shall apply to the special general meeting also.

##### **iii) Quorum for General Meeting:-**

The quorum for a General Meeting of the Society will be 1/5<sup>th</sup> of the total voting strength or 15 whichever is less. If there is no quorum at the general meeting, the meeting shall be adjourned to



a subsequent date and at such an adjourned meeting, no minimum quorum shall be required. Normal notice per rules will be given. Decision shall be taken by simple majority but in the event of a tie, the Chairman shall have a casting vote.

### **11. Powers and Functions of the Executive Committee:-**

- i) The day-to-day work of the Society will be carried out by the Executive Committee which shall meet as and when necessary but not later than once in a quarter.
- ii) The quorum for the meeting of the Executive Committee shall be 4 members, including the Chairman.
- iii) In case of difference of opinion amongst the members of the opinion of the majority shall prevail.
- iv) The Chairman shall prescribed the duties of all the personnel and staff employed in the Society and shall exercise such supervision and disciplinary control as may be necessary subject to the orders, rules and bye laws of the Society which are yet to be framed.
- v) The Chairman shall ordinarily have full responsibility for developing supervising the execution of the projects for use of Technology in education and propaganda, so long as these projects are in compliance with the broad policy laid down by the Society from time to time.
- vi) The Members Secretary shall maintain a record of the minutes of the meetings of the Executive Committee and the Society and shall perform the duties otherwise directed to be performed by him and all other such duties entrusted to him by the Chairman and assist him in the day to day affairs of the Society. In addition to this, he shall be responsible for proper administration of the affair of the Society under the general directions and guidance of the Chairman of the Executive Committee and shall oversee the functioning of the Society office at Chandigarh/Mohali.
- vii) Neither the Chairman nor any member of the Executive Committee shall be personally liable for any assurance or contract made under these bye laws but any liability arising under such assurance or contract shall be discharged from the money at the disposal of the Society.

**12. Sectoral Committees:** There shall be a Sectoral Committee for each concerned department headed by the concerned Administrative Secretary. This committee shall be responsible for management of EDUSAT network so far as it relates to the concerned departments. This shall include content development or procurement, formulation of telecast schedules and Selection of resource persons (Teachers/ Lecturers). The constitution of the Sectoral Committee shall be as under:

- i) Administrative Secretary --- Chairman*
- ii) Concerned Head of Department --- Member Secretary*
- iii) Nominee of Director General School Education --- Member*
- iv) The Chairman of the committee may co-opt maximum of three members in the committee.*

The Executive committee may delegate such of its functions to the Sectoral Committee as it may decide by a resolution passed in this regard. The Governing body may, by resolution appoint any committee (s) and delegate to it such powers as it may consider necessary. Executive Committee shall have powers to appoint any committee/sub-committee during the intervening period of the meetings of the Governing Body of the Society.

### **13. 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.

### **14. Assets and Funds of Society**

- (a) The capital cost and corpus fund for the smooth functioning of the society may be contributed by Government of Punjab, Government 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 facilitate/ execute/ implement PUNJAB EDUSAT SOCIETY education on behalf of Department of School Education (DSE) or any other department as may be notified by the government or any other department as may be notified by the government based on the availability of the

funds. Therefore, any receipts of the society will consist of the following:

- i. Plan budget outlay for PUNJAB EDUSAT SOCIETY project in the Department of School Education will be transferred to the Society and proper accounts would be maintained;
  - ii. Financial assistance from central ministries, Financial Institutions (FIs), or any national/ international individual or institutions or industry;
  - iii. Any other revenue generated from PUNJAB EDUSAT SOCIETY activities.
- (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 and coverage of PUNJAB EDUSAT SOCIETY education project in the State the Society may approach Government of India, Government of Punjab or any financial institutions for funding the PUNJAB EDUSAT SOCIETY Education project depending upon the project structuring/ requirement.
- (e) The business of the Society may be used as an institutional mechanism for the facilitation/ execution of PUNJAB EDUSAT SOCIETY education project which could be either fully or partially funded/ sponsored by Government of India, Government of Punjab or other financial institutions/ resources.
- (f) The execution of the projects could be facilitated through the Society and any funds allocated for such projects could be utilized through the Punjab EDUSAT Society Level Society or any other society.
- (g) The Society may accept contributions from statutory bodies created under the Acts of Parliament or of the State Legislature, the national and International organizations, NRIs, industry. The contribution may also be accepted from Private bodies and individuals subject to the approval of its Board of Governors.
- (h) 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.
- (i) 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.
- (j) **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 outsourcing basis from case-to-case basis for ensuring the efficient operation and management of the projects.
  - 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 Government 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.
- (k) **Vesting of the assets and funds of the Society:** The Assets of the fund shall vest with the Society.
- i. **Assets register and accounts:** The Society shall maintain Assets Register (AR) and accounts as per the common corporate practices relating to IT industry
  - ii. **The Treasurer of Fund:** The Executive Committee of the Board of Governors headed by the Member Secretary or any other person authorized by the Executive Committee shall be the 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.

- (I) Objects for which the Fund of the Society could be used:
- i. The objects of the fund shall be as approved by the Board of Governors.
  - ii. All decisions for utilization of funds would be recorded in Executive Office Order Register (EOOR).
  - iii. Some of the indicative objects for which the funds could be used are as follows:
    - a. For creation, operation, management and maintenance of databases to be used for IT enabled citizen services in the State.
    - b. For developing replicable and reusable models of e-Governance in various State Government Departments, Offices, Boards and Corporations;
    - c. For creation, operation, management and maintenance of IT and other resources for e-governance applications and IT enabled citizens services.
    - d. To develop Decision Support System, MIS, Intranet and other applicable enabling technologies in State Government Departments, Offices, Boards and Corporations;
    - e. For IT innovations in administration, re-engineering and for IT supported resource optimization;
    - f. To impart special training, awareness and capacity building in the field of IT for various State Government Departments, Offices, Boards and Corporations;
    - g. For any other purpose, which seeks to achieve the objectives of the society.
  - iv. 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 EDUSAT Society in accordance with the provision of the rules of the Society.

#### **15. 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 Chartered Accountant appointed by the Executive Committee in his behalf. However funds provided by the State Government shall be subject to audit by Auditor General, Punjab. Such report of the Chartered Accountant or Auditor General shall be placed before the Board of Governors after approval by the Executive Committee.

#### **16. APPOINTMENT OF COMMITTEES:**

The Executive Committee may, by resolution appoint any committee(s) and delegate to it such powers as it may consider necessary. Further, Executive Committee shall have powers to appoint any committee/ sub-committee during the intervening period of the meetings of the Governing Body of the Society.

#### **17. FUNDS OF THE SOCIETY AND ACCOUNTS**

The funds of the Society shall consist of the following:

- i) Donations/Grants from State Govt./Central Government/other institutions/Societies etc.
- ii) Income from its own sources.
- iii) Loans/Borrowings that the Society may take as approved by the Executive Committee.
- iv) The bankers of the Society shall be appointed by the Executive Committee. The Executive Committee shall also authorize any of its officers to operate the accounts.
- v) The treasurer shall maintain the proper accounts and other relevant records in the form as may be prescribed by the Executive Committee.
- vi) The accounts shall be audited by qualified auditors approved by the Executive Committee.

## **18. ALTERATION OF THE RULES AND OBJECTS OF THE SOCIETY**

- i) The purpose for which the Society has been established may be altered or extended by a Resolution passed by not less than three fifths of the total number of members of the Society
- ii) The rules of the Society may be altered at any time by a Resolution passed by not less than three fifths of the total numbers present and voting in a meeting of the Society which shall have been convened for the purpose.

## **19. PROVISION FOR DISSOLUTION OF THE SOCIETY**

Any number not less than three fifths of the members of the Society may determine that the Society shall be dissolved provided that they have expressed a wish for such dissolution by their votes at a general meeting convened for the purpose and obtained consent of the Board of Governors.

If on winding or dissolution of the Society there shall remain, after the settlement of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed among the members of the Society or any of them but shall be given or transferred to some other institution having aims and objects somewhat similar to that of the Society, or as may be directed by the Board of Governors.

## **20. Contracts:**

All contracts and other assurance 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 authorized by the Board of Governors.

## **21. Powers, Functions & Responsibilities of the Member Secretary:**

- a. The Member-Secretary shall be the custodian of the record, the funds of the Society & 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 & 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 Governor 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 maintain a proper record of these meetings in accordance with the provisions of the Bye-laws of the Society.
- d. The Member-Secretary of Board of Governor shall manage the projects, 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, grants-in-aid, contributions and raising money whenever required.
- e. The Member-Secretary of Board of Governor 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.
- f. 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 involved.
- g. The Member-Secretary will have the authority to issue Financial Sanction (FS) and Technical Sanction (TS) for all IT and e-Governance projects of value less than Rs. 20 lacs. Any project of more than Rs. 20 lacs would require the approval of the Executive

Committee or the Board of Governors, as the case may be.

- h. In the event of the post of the Member-Secretary remaining vacant or the Member-Secretary being absent or unable to perform his duties or any reason, it shall be open for the Board to direct any Officer or Officers in the service of the Society to exercise temporarily such powers & perform such functions and duties of the Member-Secretary as the Board may deem fit.
- i. 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 the work assigned to him/ her by the Chairman of Board of Governors and the Executive Committee from time to time.
- j. The Member-Secretary of Board of Governor shall hire & fire the manpower for the society and other staff in accordance with Rules, regulations and bye-laws of the Society. The Member-Secretary of Board of Governor shall represent the society in all its legal matters jointly or through any authorized representative.
- k. The Member-Secretary shall be responsible for the training and execution of all IT and e-Governance projects as approved by the Board of Governors and the Executive Committee.
- l. To do all acts, deeds and things necessary for carrying out his functions as Member-Secretary.

**22. Withdrawal of Funds:**

- 1. Withdrawal of funds from the accounts of the society shall be regulated in a manner to be determined by the Board of Governors or under its authority by the Executive Committee.
- 2. 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.

**23. 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 Government of Punjab after the approval of the Board of Governors.

**24. 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.

**25. 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.

**26. Repeal and Savings.**

- I. 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 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 any 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 convened for the purpose after giving due notice of such resolution to the Members of the Society.

**27. 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.

**28. INTERPRETATION OF RULES**

**In case of any dispute about the interpretation of any rule or regulation of the constitution, the decision of the President of Board of Governors shall be final. No act or proceedings of the Society and its other constituents shall deem to be invalid by reasons merely of any object its constitution.**

Certified to be the true copy of Rules & Regulation of "PUNJAB EDUSAT SOCIETY Use of Technology for Knowledge Advancement and Reorientation of studies in Punjab"(hereafter called 'Society')

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

<b>Designation</b>	<b>Designation</b>	<b>Signatures</b>
Chief Minister Punjab	<b>Chairman</b>	
Minister In charge of Higher and School Education	Member	
Minister in Charge of Technical Education	Member	
Minister in Charge of Medical Education	Member	
Chief Secretary to Government of Punjab Chandigarh	<b>Vice-Chairman</b>	
Principal Secretary Department of Information and Technology	Member	
Principal Secretary Department of Finance	Member	
Principal Secretary Department of Health & Family Welfare	Member	
Principal Secretary Department of Technical Education	Member	
Secretary to Government of Punjab, Department of School Education	<b>Member Secretary</b>	
Secretary to Government of Punjab, Department of Employment Generation & Training	Member	
Secretary to Government of Punjab, Department of Planning	Member	
Secretary to Government of Punjab, Department of Medical Education and Research	Member	

Secretary to Government of Punjab, Department of Social Security & Women & Child welfare	Member	
Secretary to Government of Punjab, Department of Higher Education	Member	
Director, Department of Information Technology, Punjab, Chandigarh	Member	
Director General-cum-Special Secretary, Department of School Education	Member	
Director, Department of Agriculture Punjab	Member	
Chairman Punjab School Education Board	Member	
Additional State Project Director, Sarva Shiksha Abhiyan Punjab Authority, Punjab	Member	
Assistant State Project Director, Edusat Punjab	Member	
Senior System Manager (HRD), Department of Information Technology, Punjab	Member	
<b>Nominated Members</b>		
Two IT experts to be nominated by the Department of School Education	Member	
Two eminent citizens to be nominated by the Department of School Education	Member	
<b>Co-opted Members</b>		
Any other member which the Board of Governors decides to co-opt.	Co-opted Members	

**ANNEXURE-1  
RESOLUTION**

It is resolved that Punjab EDUSAT Society may be got registered as Society under the Act XXI of 1860 and hereinafter may be referred as the Society.

Designation	Designation	Signatures
S. Parkash Singh Badal, Chief Minister Punjab.	<b>Chairman</b>	
Dr. Upinderjeet Kaur, Minister In charge of Higher and School Education	Member	
Chaudhary Swarna Ram, Minister in Charge of Technical Education	Member	
Sh. Tikshan Sood, Minister in Charge of Medical Education	Member	
S. Ramesh Inder Singh, Chief Secretary to Government of Punjab.	<b>Vice-Chairman</b>	
Sh. B.R. Bajaj, Principal Secretary Department of Information and Technology	Member	
Sh. Principal Secretary Department of Finance	Member	
Principal Secretary Department of Health & Family Welfare	Member	
Sh. P. Ram, Principal Secretary Department of Technical Education	Member	
S. Karan Bir Singh Sidhu, Secretary to Government of Punjab, Department of School Education	<b>Member Secretary</b>	
S. N. S. Kalsi, Secretary to Government of Punjab, Department of Employment Generation & Training	Member	
Secretary to Government of Punjab, Department of Planning	Member	
Secretary to Government of Punjab, Department of Medical Education	Member	
S. Nirmaljit Singh, Secretary to Government of Punjab, Department of Social Security & Women & Child welfare	Member	
Mrs. Anjali Bhavara, Secretary to Government of Punjab, Department of Higher Education	Member	
Sh. Rakesh Verma, Director, Department of Information Technology, Punjab, Chandigarh	Member	
S. Jaspal Singh, Director General-cum-Special Secretary, Department of School Education	Member	
Director, Department of Agriculture Punjab	Member	
S. Dalbir Singh Dhillon, Chairman Punjab School Education Board	Member	
Additional State Project Director, Sarva Shiksha Abhiyan Punjab Authority, Punjab	Member	



Sh. Rajeev Sharma Assistant State Project Director, Edusat Punjab	Member	
Ms. Gurbinder Randhawa, Senior System Manager (HRD), Department of Information Technology, Punjab	Member	
<b>Nominated Members</b>		
Two IT experts to be nominated by the Department of School Education	Member	
Two eminent citizens to be nominated by the Department of School Education	Member	
<b>Co-opted Members</b>		
Any other member which the Board of Governors decides to co-opt.	Co-opted Members	