



सूक्ष्म, लघु एवं मध्यम उद्यम  
Micro, Small & Medium Enterprises  
MSME – TECHNOLOGY DEVELOPMENT  
CENTRE RAMNAGAR



**एम0एस0एम0ई0 – टेक्नॉलाजी डेवलपमेन्ट सेंटर**  
**इलेक्ट्रॉनिकी सेवा एवं प्रशिक्षण केन्द्र**  
(भारत सरकार की सोसायटी)

**MSME-TECHNOLOGY DEVELOPMENT CENTRE**  
**ELECTRONICS SERVICE & TRAINING CENTRE**  
(A GOVT. OF INDIA SOCIETY)

**MEMORANDUM OF ASSOCIATION**  
**AND**  
**RULES & REGULATIONS**

**कानियाँ, रामनगर, जिला – नैनीताल (उत्तराखण्ड)**

**KANIYA, RAMNAGAR-244715, DISTT. NAINITAL (UTTARAKHAND)**

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**MEMORANDUM OF ASSOCIATION  
AND  
RULES & REGULATIONS  
Electronics Service & Training Centre  
RAMNAGAR (Uttarakhand)**

**Government of India  
Office of the Development Commissioner  
(Micro, Small & Medium Enterprises)  
Ministry of Micro, Small & Medium Enterprises  
NIRMAN BHAVAN  
NEW DELHI**

## MEMORANDUM OF ASSOCIATION

### ELECTRONICS SERVICE AND TRAINING CENTRE, RAMNAGAR

- I. The name of the Society shall be “Electronics Service & Training Centre, Ramnagar.”
- II. The office of the Society shall be located at Ramnagar (Uttarakhand)
- III. The main objectives for which the Society is established are:
  1. Training of the personnel in the areas of production and quality control for electronic industry.
  2. Providing common facilities to the entrepreneurs in the region.
  3. To render counselling and guidance to new entrepreneurs in setting up of Micro, Small & Medium Enterprises / electronic units.
  4. To develop products and processes involving advanced technologies in Industry.
  5. To evolve a consultancy cell for the micro, small & medium enterprises in the region.
  6. To establish library-cum-documentation Centre.
  7. To identify and promote ancillary industrial units for the large/medium enterprises in the region.
  8. To conduct market research and development of the above products for domestic and export markets.

#### **IV. In pursuance of the objective, the Society may**

1. Institute and award stipends, fellowships, prizes and medals in accordance with the framed rules and regulations.
2. Impose and recover affiliation and other fees and charges for the services rendered.
3. Sell or dispose of products, bye-products and / or waste materials arising out of or incidental to the courses of training.
4. Create technical, administrative, ministerial and other posts under the Centre other than the post of Principal Director and to make appointments thereto and to prescribe for them terms and conditions of appointment, emoluments, allowances, rules and discipline and other conditions of service, subject to the stipulation that the terms & condition of appointment, emoluments, allowances, rules of discipline and other conditions of service of the employees of the Centre including matters relating to the scale of pay and allowances would be as per the project report. Any changes in these terms & conditions and increase in the regular establishment shall require prior approval of the Government.

5. Provide for welfare of employees and their dependents.
6. Establish an appropriate Provident Fund/CPF/Pension Fund or any other suitable retirement benefit scheme for the benefit of the employees of the Society.
7. Maintain an Account to which following shall be credited:-
  - i) All moneys provided by the Central Government
  - ii) All fees and other charges received by the Society.
  - iii) All moneys received by the Society by way of grants, gifts, donations, benefactions bequeaths or transfer, aid.
  - iv) All moneys received by the society in any other manner or from any other source.
8. Function on **non-commercial basis without profit motive**, however, with an aim of becoming self-supporting in due course of time. It should also create adequate surplus reserve funds for replacement of capital assets and for further development of the activities of the Centre.
9. Invest the money of the Society not immediately required in any securities authorized under the Indian Trust Act or with the sanction of the Central Government in any other manner.
10. Draw, make, accept, endorse and discount cheques, notes or other negotiable instruments.
11. Pay all expenses preliminately or incidental to the formation and registration of the society and for its management and administration out of the Fund.
12. Meet the expenses of the society out of the Fund to buy materials/stores and consumable tools that may be required to maintain the training programme as well as building and equipment belonging to the Society.
13. Borrow or raise moneys with the prior approval of the Government of India with or without security or on the security of mortgage, charge, hypothecation or pledge over all or any property belonging to the society or in any other manner whatsoever.
14. Create with the prior approval of the Central Govt. any Reserve Fund, Sinking Fund, Insurance depreciation or for repairs, improving, extending or maintaining any of the properties or rights of the society and or for recoupment of wasting assets and for any other purpose for which the society deems it expedient or proper to create or maintain any such fund or funds.
15. Construct buildings and workshops and alter, extend, improve, repair, enlarge or modify the same and provide and equip the same with light, water, drainage, furniture, machines and all other necessities.
16. Establish, maintain and arrange Hostel for the residence of students/trainees.

17. Acquire by gift, purchase, exchange lease, hire or otherwise howsoever any lands, buildings, basements and any property movable and immovable and hold the same provided that prior approval of the Central Govt. is obtained for acquisition of the immovable property.
  18. Dealing with any property belonging to or vested in the society in such a manner as may be deemed fit for advancing the objectives of the society provided that prior approval of the Central Government is obtained for transfer of any immovable property.
  19. Constitute such Committee or Committees as it may deem fit for the disposal of any business of the Society for rendering advice in any matter pertaining to the society.
  20. Delegate any of its powers to the Governing Council of the society or any of the Committee or Committees constituted by it.
  21. Make Rules and Regulations and bye-laws for the conduct of the affairs of the Society and add, amend, vary or rescind them from time to time with the approval of the Central Government; and
  22. To enter into contracts with international organisations, foundations and research institutions and other organisations governmental or private for undertaking work on their behalf for training, development or research in the field of micro, small & medium enterprises – development, provided that in respect of contracts with foreign governments/international organisations, etc prior approval of the Government of India shall be obtained.
  23. To perform all such other lawful acts and things either alone or in conjunction with other organisations or persons as the society may consider necessary, incidental or conducive to the attainment of all or any of the above mentioned functions and objectives.
  24. Provide reservation for Scheduled Castes (SCs), Scheduled Tribes (STs) and Other Backward Classes (OBCs) in services under its control.
- V. The addresses, occupations and designations of the first members of Governing Council to whom the management of the affairs of the Society is entrusted as required under Section 2 of the Societies' Registration Act XXI of 1860, till the Governing Council is constituted according to the Rules and Regulations of the Society.

<b>Sl.No.</b>	<b>Designation Occupation and Address</b>	<b>Position</b>	<b>Name</b>
1.	Development Commissioner Small Scale Industries New Delhi Or an Officer of the Govt. of India not below the rank of a Joint Secretary as may be nominated by the Government of India.	Chairman	

2.	Secretary (Elex), UP Govt	Vice-Chairman	
3.	Dr. C.P. Joshi, Ex-Adviser, Government of India C/o UPTRON, Lucknow	Member	
4 & 5	Two representatives of Ministry of Industry, Govt. of India, New Delhi	Members	Jt. Secretary, Ministry of Industry, Deptt. of ID A representative of Finance Wing, Deptt. of I.D.
6 & 7	Industrial Adviser (Elex), O/o the DC (SSI) and Director (TRTC), O/o the DC (SSI), New Delhi	-do-	
8.	Industrial Adviser (Electx.) DGTD, Udyog Bhavan, New Delhi	Member	
9.	A representative of Govt. of UP, Deptt. of Industries	-do-	
10.	Representative of the Kumaon Vikas Mandal	-do-	
11.	Representative of the Garhwal Vikas Mandal	-do-	
12.	Representative of Mnfrs. of Electronics Items	-do-	
13.	A representative of UPTRON	-do-	
14.	Representative of Deptt. of Electx., Govt. of India	-do-	
15.	Resident Representative of UNIDO/UNDP (if UNDP assistance is availed)	Observer	
16.	Chief Tech. Adviser posted (UNIDO/UNDP) with the Project	-do-	
17.	Principal Director/Director Incharge, Electronics Service & Training Centre, Ramnagar	Member Convener	

- VI. The above Governing Council shall remain in office for a period of three years from the date of registration of the Society or till the Governing Council is constituted according to the Rules & Regulations of the Society, whichever is earlier.
- VII. Income and property of the Society, however, derived shall be applied towards the promotion of the objects as set forth in its Memorandum of Association subject nevertheless in respect of the grants made by the Government of India to limitations as the Government of India may from time to time impose. No part of the Income and property of the Society shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise, howsoever by way of profit to persons who at any time are or have been members of the Society or to any of them or any person claiming through them or any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration of any member thereof or any person in return for any service rendered to the Society or for traveling allowances, halting or other similar charges.

VIII. We the several persons whose names and addresses are hereunder subscribed are desirous of having formed into a Society in pursuance of this Memorandum of Society.

We also authorize the Principal Director / Director Incharge of the Electronics Service & Training Centre, Ramnagar to correspond with the Registrar of Societies, Uttar Pradesh.

S.No.	Name	Signature	Address
1.	Shri G. Venkataramanan		Joint Secretary & DC (SSI) Ministry of Industry, Nirman Bhavan New Delhi
2.	Shri A.K. Basak		Industrial Adviser (Elex) O/o the DC (SSI) Nirman Bhavan, New Delhi
3.	Shri D.S. Chauhan		Director (TRTC)
4.	Shri Sardarilal		Under Secretary I.F. Wing, Deptt. of I.D. Ministry of Industry Udyog Bhawan New Delhi -11
5.	Shri Balraj Bhanot		Industrial Adviser (Elex) D.G.T.D. Ministry of Industry Udyog Bhawan New Delhi -11
6.	Shri S.G. Oberoi		Director (Tech) Govt. of India Deptt. of Electronics Lok Nayak Bhavan New Delhi
7.	Shri T.R. Bhalotra		General Manager U.P. Electronics Corpn. Ltd., 10- Ashok Marg Lucknow

**ELECTRONICS SERVICE AND TRAINING CENTRE  
RAMNAGAR  
Ministry of Micro, Small & Medium Enterprises  
Government of India**

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**RULES AND REGULATIONS**

1. The Rules & Regulations may be called the “Rules and Regulations of the Electronics Service & Training Centre, Ramnagar”.

**DEFINITION**

2. In these Rules & Regulations :
- (a) “Society” means the Electronics Service & Training Centre, Ramnagar.
  - (b) “President” means the President of Society nominated by the Government of India under Rule - 4.
  - (c) “Governing Council” means the body constituted under Rule 30(b).
  - (d) “Principal Director” means the Principal Officer appointed by the Government of India under the Rule 16(a).
  - (e) “Secretary” means Secretary appointed under Rule 16 (b)

**COMPOSITION OF SOCIETY**

3. The Society shall consist of the following Members :-
- i) The President of the Society (who shall be ex-officio Chairman of the Governing Council).
  - ii) The Chairman of the Governing Council
  - iii) The members of the Governing Council.
  - iv) Any other person or persons appointed by the Government of India.
4. The President of the Society shall be nominated by the Government of India from amongst the Members of the Society and shall hold office for such time as may be specified by the Government.
5. Should any Member of the Society be prevented from attending a meeting of the Society, the Government of India shall be at liberty to appoint a substitute to take his place at the meeting of the Society. Such substitute shall have all the rights and privileges of a Member of the Society, including the right to vote for that meeting only.
6. The Society shall keep a roll of Members giving their addresses and occupations and every Member shall sign the same.
7. If a Member of the Society changes his address, he shall notify his new address to the Secretary and the entry in the roll will be accordingly changed, but if he fails to notify his new address, the address in the roll of Member shall be deemed to be his address.



## DURATION OF APPOINTMENT

8. (a) Members of the Society appointed by the Government of India shall hold office for such period as may be prescribed by the Government at the time of their appointment or at any time thereafter.
  - (b) where a person is appointed as a Member of the Society by reason of the office or the appointment he holds, his membership of the Society shall terminate when he ceases to hold that office or appointment.
  - (c) The Government of India may terminate the Membership of any member or at one and the same time the membership of all members other than ex-officio members of the Society. Upon such termination the vacancies shall be filled in accordance with the relevant provision of the rules. The Members whose membership is to terminate shall be eligible for re-appointment.
- 9 A. Unless their membership of the Society is terminated as provided in Rule 8 and 10 and subject to the provisions of Rule 5, all other members of the Society shall relinquish their membership on the expiry of three years from the date on which they became members of the Society, but shall be eligible for re-appointment, or re-nomination as the case may be. If a casual vacancy arises during the three years period, the persons appointed in the vacancy shall subject to the provisions of Rule 5, 8 & 10 hold office only for the unexpired period of the tenure.
- 9 B. "The tenure of the Governing Council / Governing Body shall be for a period of three years, the members whose membership is terminated by reason of office tenure shall be eligible for re-appointment. Notwithstanding anything contained in these Rules, in case for any reason whatsoever notification for reconstitution of the Governing Council is not issued before the expiry of the existing Governing Council, the existing Governing Council shall continue until the new Governing Council is constituted".
10. A member of the Society Shall cease to be a member on the happening of any of the following events:-
- (a) If he dies, resigns, becomes of unsound mind, becomes insolvent or be convicted of a criminal offence involving moral turpitude.
  - (b) If he does not attend three consecutive meetings of the Society without proper leave of the President
  - (c) If he is removed by the Government of India from the membership of the Society or if a member other than the Principal Director accepts the full time appointment in the Society.
11. A resignation of membership shall be tendered to the Society through its Secretary and shall not take effect until it has been accepted on behalf of the Society by the President.
12. The President of the Society may resign from his office by a letter addressed to the Govt. of India in the Administrative Ministry and his resignation shall take effect from the date it is accepted by the Government of India.

13. Any vacancy in the membership of the Society caused by any of the reasons mentioned in rule 10 shall be filled up by the Government of India, at the request of the President.
14. The Society shall function notwithstanding that any person who is entitled to be a Member by reason of his office is not a member of the Society for the time being and notwithstanding any other vacancy in its body whether by non-appointment or otherwise and no act of proceeding of the Society shall be invalidated merely by reasons of the happening of any of the above events or of any defects in the appointment of any of its members.

### **AUTHORITIES OF THE SOCIETY**

15. The following shall be authorities of the Society:
  1. The President of the Society.
  2. The Governing Council
  3. The Principal Director
  4. The Secretary; and
  5. Such other authorities as may be constituted as such by the Governing Council.

### **OFFICER OF THE SOCIETY**

16. (a) The Principal Director shall be the Principal Executive Officer of the society. He shall be appointed by the Government and the terms of his office and other conditions shall be determined by the Government provided that all or any of the functions of the Principal Director may be exercised by such officers of the Society as may be delegated in that behalf by the Governing Council.
- (b) The Principal Director will be assisted by the Secretary and such other officers as may be appointed by the Governing Council from time to time. The Secretary shall be appointed by the Governing Council.

### **OFFICE OF THE SOCIETY**

17. The office of the Society shall be situated at Ramnagar (Uttarakhand) or at such other place as the Governing Council may determine.

### **PROCEEDINGS OF THE SOCIETY**

18. (i) An Annual General Meeting of the Society shall be held at such date, time and place as may be determined by the President. At such annual meetings, the Governing Council shall submit drafts of the annual report and yearly accounts for discussions and recommendations. The same shall thereafter be adopted and passed by the Society with such modification as may be deemed proper.
  - (ii) Except as otherwise provided in these rules, all meetings of the Society shall be called by notice under the hand of the Secretary.
19. The President may convene a special meeting of the Society whenever he thinks fit.

20. Every notice calling a meeting of the Society shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Society not less than 14 clear days before the day appointed for the meeting.
21. A notice may be served upon any member of the Society either personally or by sending it by post in an envelope addressed to such member at his address in the roll of members.
22. Any notice so served by post shall be deemed to have been served on the day on which in the ordinary course it would have been delivered to the address and proof that the envelope containing such notice was properly addressed and duly posted will be sufficient proof of such service.
23. If the President is not present at the Meeting of the Society the members of the Society shall choose one of the members present to be the Chairman of the meeting.
24. No business shall be discussed at any meeting of the Society except the election of a Chairman whilst the Chair is vacant.
25. One-third of the members of the Society (Any fraction contained in that 1/3 being rounded off as 1) present in persons shall form a quorum at every meeting of the Society.
26. All disputed questions at meeting of the Society shall be determined by majority vote.
27. Each member of the Society shall have one vote.
28. In case of an equality of votes, the Chairman shall have a casting vote.
29. The President may, in writing, delegate such of his powers as he may consider necessary to the Principal Director and / or Secretary.

### **THE GOVERNING COUNCIL**

- 30 (a) The affairs of the Society shall be managed, administered, directed and controlled, subject to Rules & Regulations and bye-laws and order of the society, by the Governing Council and orders/directives received from the Government of India, shall be binding on the Governing Council.
- (b) The Governing Council of the Society for the purpose of Societies Registration Act No. 21 of 1860 shall be constituted by the Govt. of India for a period not exceeding three years.

While constituting the Council, the Govt. of India may also give due representation to persons having specialised knowledge of matters relating to Electronics Goods Industry.

- (c) The property of the Society shall be vested in the Governing Council and in any proceedings, civil or criminal may be described as the property of the Governing Council.

- (d) In any proceedings, the Society may sue or be sued in the name of the Secretary or such other members as have in reference to the matter concerned, be appointed by the Governing Council for the occasion.
31. The Governing Council shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Governing Council for the time being and notwithstanding any vacancy in its body whether by the non-appointment by the Authority or association entitled to make the appointment or otherwise and no act or proceeding of the Governing Council shall be invalidated merely by reason of the happening of any of the above events or any defects in the appointment of any of its members.
32. A member who fails to attend three consecutive meetings of the Governing Council without proper leave of the Chairman shall cease to be member thereof.
32. A. Unless the membership of the Governing Council is terminated as provided in proviso under Rule 33 (b) and subject to the provisions of Rule 31, all other members of the Governing Council shall relinquish their membership on the expiry of 3 years from the date on which they became members of the Governing Council, but shall be eligible for re-appointment. If a casual vacancy arises during the three years period, the person appointed in that vacancy shall hold office only for the un- expired portion of that three years period.
32. B. "The tenure of the Governing Council / Governing Body shall be for a period of three years, the members whose membership is terminated by reason of office tenure shall be eligible for re-appointment. Notwithstanding anything contained in these Rules, in case for any reason whatsoever notification for reconstitution of the Governing council is not issued before the expiry of the existing Governing Council, the existing Governing Council shall continue until the new Governing Council is constituted."
33. (a) Any vacancy in the membership of the Governing Council shall be filled up by an appointment by the Government of India.
- (b) The Government of India may terminate the membership of any or at one & the same time of all members of the Governing Council. Upon such termination the vacancies shall be filled in by the Government of India.
34. Every meeting of the Governing Council shall be presided over by the Chairman and in his absence by the Vice Chairman and in the absence of both of them by a member chosen by the meeting to preside for the occasion.
35. One-third of the members of the Governing Council (any fraction contained in that one-third being rounded off as one) present in person shall constitute quorum at any meeting of Governing Council.
36. At least one meeting of the Governing Council shall be held every six months.
37. The Chairman may himself call, or by a requisition in writing signed by him require the Secretary to call a meeting of the Governing Council at any time.
38. Each member of the Governing Council including the Chairman shall have one vote and if there shall be an equality of vote, on any question, the Chairman shall in addition have a casting vote.

39. Any business, except such as the Governing Council may by general or special order direct to be placed before the meeting, may be carried out by circulation amongst all the members and any resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Council provided that at least one-third of the members of the Governing Council (any fraction contained in that one-third being rounded off as one) have recorded their views on the Resolution.
40. The President or the Chairman may refer any question which in his opinion is of sufficient importance, for the decision of the Govt. of India and such decision shall be binding on the Society and its Governing Council.
41. Notwithstanding anything contained in any of these rules and regulations, the Government of India may from time to time issue such directives or instructions as they may think fit in regard to the finance and conduct of business and affairs of the Society and the members of the Governing Council shall duly comply with and give effect to such directives or instructions.

### **FUNCTIONS & POWERS OF THE GOVERNING COUNCIL**

42. It shall be the function of the Governing Council generally to carry out the objectives of the Society as set forth in the Memorandum of Association.
43. The Governing Council shall have the management of all the affairs and funds of the Society and shall have the authority to exercise all the powers of Society subject to such limitations in respect of expenditure as the Govt. of India may from time to time impose.
44. Subject to the provision of the Memorandum of Association, the Governing Council shall have full powers and authority to do all acts; matters, things and deeds which may be necessary and expedient for the purpose of the Society and without any manner derogating from the generality of their powers particularly in the following:-
  - i) To prepare and execute detailed plans and programmes for the establishment of the Institute and to carry on its administration and management after such establishment.
  - ii) To look after and manage the Centre and property of the Society and to spend money required for that purpose.
  - iii) To receive grants and contributions and to have custody of the funds relating to the Centre.
  - iv) To enter into arrangements with the Government of India, State Governments and other public or private organisations or individuals in India or abroad for securing and accepting endowments, grants-in-aid, donation or gifts to the Society on mutually agreed terms and conditions provided that the conditions of such grants-in-aid, donations or gifts, if any, shall not be inconsistent or in conflict with the nature of objects of the Society or with the provisions of these rules.

- v) To prepare the budget estimates of the society for each year, and to sanction the expenditure within the limits of the budget as approved by the Govt. of India.
- vi) To prescribe and conduct courses of training in the Centre.
- vii) To prescribe rules and regulations for the admission of students to various courses of training.
- viii) To lay down standard of proficiency to be demonstrated before the award of certificates of competence in respect of the courses offered by the Centre.
- ix) To establish procedure to sell or dispose of finished articles, prototypes etc. produced in the course of training.
- x) To establish procedure in respect of service and technical advice to be rendered to the industry by the Society and the levy and collection of charges for the same.
- xi) To lay down procedures for appointment of officers and staff under the society; and terms and tenure of appointment, emoluments, allowances and rules and discipline and other conditions of service for the officers and staff of Society.
- xii) To create technical, administrative, ministerial and other posts under the Institute other than the post of Principal Director subject to specific provision in the Budget and on the scales of pay applicable to similar posts under the Govt. of India and as applicable from time to time, to classify them into groups and specify their designation, and to make appointments thereto and to prescribe for them terms and conditions of appointment, emoluments, allowances, rules of discipline and other conditions of service subject to the provisions of Rule IV (4) of the Memorandum of Association.
- xiii) To institute and award fellowships, scholarships, prizes and medals.
- xiv) To execute contracts including the investment of the funds of the Society and the sale or alteration for such an investment.
- xv) To cooperate with any other organisation or enter into arrangements for and on behalf of the Society for the fulfillment of the objectives of the Society.
- xvi) To provide for the supervision, the residence, health, discipline and well-being of the participants in the various programmes of the Society.
- xvii) To constitute Regional Council and appoint financial and other committees or sub-committees for carrying out the objectives of the Society and to delegate any of the powers to them. Persons who are not members of the Society may be appointed to such Regional Councils, Committees or Sub-committees.
- xviii) To perform such other functions and to carry out such duties, as may from time to time be assigned to it by the Government of India.

44. A. The Governing Council shall have full powers to make such bye-laws as they may think essential for the regulation of the business of the Society and in particular with reference to:-
1. The keeping of accounts;
  2. Preparation and sanction of Budget Estimates;
  3. Sanction of Expenditure;
  4. Entering into contracts;
  5. Appointment of staff and determination of their conditions of service; and
  6. Any other purpose that may be necessary.
45. The Governing council shall have the power to take over and acquire by purchase, gift or otherwise from the Government and other public bodies, or private individuals willing to transfer movable and immovable properties, endowments or other funds together with any attendant obligations and engagements not inconsistent with the objectives stated in the Memorandum of Association and the provisions of these rules.

#### **FINANCIAL AND OTHER COMMITTEES**

46. The Governing Council shall have the power to appoint financial and other committees or sub-committees for carrying out the objectives of the Society.
47. The Governing Council may by resolution delegate to the Chairman of the Council such of its powers for the conduct of the business as it may deem necessary.

#### **FUNCTIONS AND POWERS OF THE CHAIRMAN**

48. The Chairman may in writing, delegate such of his powers as he may consider necessary to the Principal Director.
49. The Chairman shall have the authority to review periodical work and progress of the Society and to order enquiries into the affairs of the Society, and to pass orders on the recommendations of the reviewing or enquiry committees.

## **FUNCTIONS & POWERS OF THE PRINCIPAL DIRECTOR**

50. The Principal Director shall prescribe, on behalf of the Council the duties of all officers and staff of the Society and shall exercise such supervision and disciplinary control as may be necessary in accordance with these rules.
51. It shall be the duty of the Principal Director to coordinate and exercise general supervision of overall the activities of the Society.
52. The Principal Director shall be responsible for the day-to-day management of affairs of the Society and shall exercise his powers under the direction, superintendence and control of the Chairman of the Governing Council.

## **FUNCTIONS AND POWERS OF THE SECRETARY**

53.
  - a) The Secretary shall be ex-officio secretary of the Governing Council and such other Committees or bodies as may be determined by the Council.
  - b) The Secretary shall maintain a record of the proceedings of the Society and of the Governing Council and shall perform such other functions and duties as may be determined by the Governing Council.

## **FUNDS OF THE SOCIETY**

54. Funds of the Society will consist of the followings:-
  - a) Grants made by the Govt. of India.
  - b) Contribution from other sources.
  - c) Income from investments.
  - d) Receipts of the society from other sources

## **BANKERS**

55. The bankers of the Society shall be the State Bank of India or any other Nationalized Bank. All funds shall be paid into the Society's account with such bank and shall not be withdrawn except by such officer as may be duly empowered in this behalf by the Governing Council and countersigned by the Chairman or by an officer in this behalf by the Chairman.

## **ACCOUNTS AND AUDIT**

56.
  - i) The Society shall cause regular accounts to be kept of all its money and properties in respect of the affairs of the Institute.
  - ii) The accounts of the Society shall be audited annually by the Auditors appointed by the Government of India and any expenditure incurred in connection with such audit shall be payable by the Society to the Auditors.



- iii) The Auditors appointed by the Govt. of India in connection with the audit of the accounts of the Society shall have the same right, privileges and authority in connection with such audit as the Comptroller and Auditor has in connection with the Audit of Government Accounts and in particular shall have the right to demand the production of books, accounts, connected and other necessary documents and papers.
- iv) The results of the audit shall be communicated by the Auditor to the Governing Council who shall submit a copy of the Audit Report along with its observations to the Ministry of MSME, Govt. of India and to the Institute. The Auditors shall also forward a copy of the report directly to the Ministry of MSME, Govt. of India.

### **ANNUAL REPORT**

- 57. The Annual Report and yearly accounts of the Society shall be prepared by the Governing Council and placed before the Society in its annual general meetings for consideration and approval. Copies thereof as finally approved by the Society shall be supplied to the members of the Society. The proceedings of the Society, together with the Annual Report, shall be sent to the Govt. of India and to the members of the Society for information.

### **ALTERATION OR EXTENSION OF THE PURPOSE OF THE SOCIETY**

- 58. With the prior approval of the Government of India, the Society may alter or extend the purpose for which it is established in accordance with the provisions of the Societies' Registration Act No. 21 of 1860.

### **ALTERATION OF THE RULES**

- 59. The prior sanction of the Government of India shall be obtained before the Rules & Regulations of the Society and amendments to them are brought into force. The said rules and regulations save and except Rule 60 may be altered at any time by a resolution passed by a majority of the members of the Society.
- 60. The Society shall not be dissolved without the consent of the Government of India and on such dissolution the assets of the Society shall be dealt with in accordance with the provision contained in Societies' Registration Act 21 of 1860.

Certified that the above are the Rules and Regulations of the Society.

Sl.No.	Name	Signature	Address
1.	Shri P.P. Khanna		Addl. Secretary & Dev. Commissioner(SSI) New Delhi 11
2.	Shri G. Venkitaramanan		Joint Secretary Deptt. of Industrial Development Ministry of Industry New Delhi
3.	Shri AK Basak		Indl. Adviser (Elx) O/o the Dev. Commissioner (SSI) New Delhi 11
<b>Witness</b>			
	Shri DS Chauhan		Director (TRTC) O/o the Dev. Commr (SSI) New Delhi 11