

Registration No: 452/2011

# Certificate Of Registration Of Societies



## H.P Societies Registration Act 2006 (Act No. 25 of 2006)

I hereby certify that Himachal Pradesh State Rural Livelihoods Mission (HPSRLM) Society, Block No. 27 SDA Complex, Kasumpti, Shimla-171009 (H.P.) has this twenty eighth day of March Two Thousand Eleven (28-03-2011) been registered under the provisions of the Himachal Pradesh Societies Registration Act, 2006 (Act No. 25 of 2006).

Given under my hand and seal at Shimla, Himachal Pradesh.



*[Signature]*  
Registrar of Societies  
Himachal Pradesh

Registration Fee of Rs 500 /-  
Deposited vide challan No.5  
Dated 18th March,, 2011.

Only Incorporation Certificate  
The Society shall not sue or be sued  
such as admission of students,  
Training Institutions / School etc.,  
developmental function etc. without  
approval from concerned State Govt.  
departments / statutory bodies.

**Memorandum of Association**

**OF**

**Himachal Pradesh State Rural Livelihoods Mission**

**[HPSRLM]**

**1. Name of the Society:**

The name of the Society shall be "Himachal Pradesh State Rural Livelihoods Mission (HPSRLM) (here in after referred to as the "State Society")

**2. Location and Registered office of the society:**

The Society shall have its head office at Shimla and may establish one or more branches anywhere in the State, if required. The Registered Office of the State Society shall be located at Block No. 27 SDA Complex, Kasumpti, Shimla-171009.

**3. Area of Operation:-**

The area of operation of the State Society shall extend throughout the State of Himachal Pradesh.

**4. Vision:**

To be a specialized agency for the empowerment and poverty reduction by focusing on livelihoods of the poor and vulnerable. To act as an agency to bring convergence between all poverty reduction and empowerment programmes.

**5. Scope:**

The state society will be initially responsible for managing the National Rural Livelihoods Mission (NRLM) or any other project (s) which the state Government may entrust and expand its scope of work through-out the State or area specified by the State Government.

**6. Objectives of the Society:**

The State Society shall function as the apex coordinating organization for the implementation of the National Rural Livelihoods Mission (NRLM). The Society shall have the following specific objectives:

- (i) Alleviate poverty by improving capacities of the poor and providing them opportunities to participate and control their own development;
- (ii) To make necessary interventions to empower active and affinity based groups of disadvantaged people.

- (iii) To make necessary interventions to create income security opportunity for the rural poor.
- (iv) Through village institution collaborate and influence Panchayati Raj Institutions (PRIs) to become more effective, accountable and inclusive.
- (v) Bring about coordination, convergence and synergy among the various components of different poverty alleviation programmes of the State and Central government with a view to accelerating programmes towards elimination of poverty in the State.

**7. Management of the State Society:**

The management of the affairs of the State Society shall be vested with the "Executive Committee" as enshrined in the Bye-Laws framed for the purpose.

**8. Authority to Correspond:**

The Member Secretary of the State Society shall be the authority to correspond on behalf of the Society.

**9. Core guidelines for the function of the State Society:-**

Following guidelines will be followed while dealing with the matters regarding man power issues/financial issues, local and other issues:-

- (i) All assets including fixed assets such as land, buildings or expensive operational equipment or machinery will continue to belong to the Government but the State Society will have the right to retain all income accruing from use of these asset and levy of any fees for provision of services by the concerned government unit institution/agency. Any assets created out of such income will belong to the State Society.
- (ii) Representative of Finance Secretary to be kept as ex-officio member of Governing Body and Executive/Finance/Personnel Committees.
- (iii) The state society shall not authorize to incur any expenditure on purchase of vehicles, repair of vehicles and Petrol Oil and Lubricants etc.
- (iv) The state society shall not be authorized to spend money on foreign travel.

(v) State society shall abide by norms on financial prudence in generation and expenditure of money and shall maintain proper accounts of all incomes and expenditures.

(vi) The state society will not recruit any person on regular basis; however new staff even on a temporary/daily wage basis will be recruited /hired only with the approval of the Government. This is notwithstanding the fact that the staff hired/recruited by state society would be its own staff and not Government staff and the staff so appointed shall not be absorbed in permanent capacity in Government Department at any stage.

(vii) The services of employees of State Society would stand automatically dispensed with on the dissolution of the State Society.




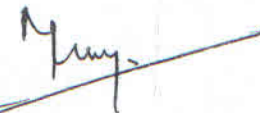


**10. Founding Members and Formation of the State society:**






The undersigned members, associating themselves for the purpose described in this Memorandum of Association and desirous of forming themselves into a society are the founder members of the State Society. The founder members by designation and their successors shall be treated as founder members in their place.

We, undersigned, whose names, occupation and addresses are given below, do hereby subscribe our names to this memorandum of Association and form ourselves into a society namely the HP State Rural Livelihoods Mission under the H.P. society Registration Act, 2006.

A certified copy of rules of the society enclosed herewith, as required under the provisions of HP State Society Registration Act, 2006

We, the undersigned, are desirous of forming a Society namely "Himachal Pradesh State Rural Livelihoods Mission" in pursuance of the aforesaid Memorandum of Association, and have signed the memorandum in presence of the witnesses mentioned as follows:-

Sr. No.	Name	Age	Designation	Occupation	Address of Subscribers	Signature
1.	R.D. Dhiman	48	Chairman	Govt. Service	Secretary, Rural Development Department to the Govt. of H.P.	
2.	Dr. Ravinder Nath Batta	50	Vice Chairman	Govt. Service	Special Secretary-cum-Director, Rural Development Department to the Govt. of H.P.	
3.	Amarjeet Singh	41	Member	Govt. Service	Joint Secretary-cum-Additional Director, Rural Development Department to the Govt. of H.P.	
4.	Naresh Gupta	51	Member	Govt. Service	Executive Engineer, Directorate of Rural Development Department, Block No. 27, SDA Complex, Kasumpti, Shimla-171009	
5.	Dr. R.K. Anand	53	Member Secy.	Govt. Service	Subject Matter Specialist (AH), State Level Monitoring & Evaluation Cell, Directorate of Rural Development Deptt., Block No. 27, SDA Complex, Kasumpti, Shimla-171009	
6.	Shamsher Singh	54	Member	Govt. Service	Deputy Director, Rural Development Department, Block No. 27, SDA Complex, Kasumpti, Shimla-171009	

7	B.D. Sharma	41	Member	Govt. Service	Deputy Director, (Stat) Rural Development Department, Block No. 27, SDA Complex, Kasumpti, Shimla-171009	
8	Kewal Sharma	45	Member	Govt. Service	Deputy Director, Directorate of Panchayati Raj, Block No. 27, SDA Complex, Kasumpti, Shimla-171009	
8	Robin George	36	Member	Govt. Service	B.D.O.(H.Q.) MNREGA Cell, Directorate of Rural Development, Block No. 27, SDA Complex, Kasumpti, Shimla-171009	
9	Mohinder Bhatia	42	Member	Govt. Service	Section Officer (F&A) Rural Development, Block No. 27, SDA Complex, Kasumpti, Shimla-171009	
10	Sanjeev Bhatnagar	50	Member	Govt. Service	Additional Secy Panchayati and Rural Development to the Govt. of H.P.	

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

1. 

2. 

Signature 

.....  
 .....

Rules and Regulations

Of

Himachal Pradesh State Rural Livelihoods Mission Society  
(HPSRLM)

1. Name of the Society

The name of society shall be "Himachal Pradesh State Rural Livelihoods Mission" (HPSRLM). (here-in-after referred to as the "State Society").

2. Location and Registered office of the Society:

The Society shall have its head office at Shimla and may establish one or more branches anywhere in the State, if required. The Registered Office of the Society shall be located at Block No. 27 SDA Complex, Kasumpti, Shimla-171009.

3. Area of operation :-

The area of operation of the State Society shall extend throughout the State of Himachal Pradesh.

4. Short title and Date of Commencement :-

These rules shall be called as "H.P. State Rural Livelihoods Mission (HPSRLM) Rules" and shall come into force from the date which the Himachal Pradesh State Rural Livelihoods Mission is registered under the H.P Societies Registration Act 2006.

5. Definitions:

- (i) AC :- means Assistant controller
- (ii) CEO ZP :- 'means' the Chief Executive Officer of a Zila Parishad.
- (iii) Chairperson :- 'means' the Chairperson of the Executive Committee of the Society.
- (iv) Chief Executive Officer (CEO) :- 'means' the Chief Executive Officer of the HPSRLM as appointed by the State Government.
- (v) Collector :- 'means' the Collector/ District Magistrate of a district appointed by the state Government.
- (vi) DCEO :- 'means' shall mean District Capacity Building Organization

*[Signature]*

*[Signature]*

*[Signature]*

- (vii) DPM :- 'means' District Project Manager
- (viii) DPU:- 'means' the District Project Unit.
- (ix) Executive Committee (EC):- 'means' the body of the society, which constituted under Rule 7 of these Rules.
- (x) General Body:- 'means' the body of the society constituted under Rule of these Rules.
- (xi) GO:- 'means' the concerned Ministries and the concerned Department of the Government of India.
- (xii) GP:- 'means' Gram Panchayat.
- (xiii) GP/VO:- 'means' the Gram Panchayat/ Village organization at the village level
- (xiv) Gram Sabha:- as defined by the Panchayat Act.
- (xv) Mission/Project:- 'means' the HPSRLM of the Government of Himachal Pradesh as implemented in the State and/or any other project given to the Society to implement.
- (xvi) MoRD:- 'means' Ministry of Rural Development Government of India
- (xvii) NGO: - a non-government organization.
- (xviii) Officers and staff:- 'means' all whole time and part time employees of the Society or project duly appointed by any authority or officer, duly empowered to do so, and would include consultants, fellow and research staff, if any.
- (xix) Officers of the Society:- 'means' all post holders of the Society.
- (xx) PD/ DRDA :- 'means' the Project Director of District Rural Development Agency.
- (xxi) PFT:- 'means' the Project Facilitation Team at sub cluster level.
- (xxii) President:- 'means' the President of the General Body of the Society.
- (xxiii) SHG:- 'means' the Self Help Group.









- (xxiv) State Project Management Unit (SPMU):- 'means' the State Project Unit who is responsible for the Project Administration
- (xxv) The Project:- 'means' any project taken by the Society including National Livelihoods Mission.
- (xxvi) VDC:- means Village Development Committee
- (xxvii) Vice Chairperson:- 'means' the Vice Chairperson of the Executive Committee of the Society.
- (xxviii) Vice President:- 'means' the Vice-President of the General Body of the Society.
- (xxix) Zila Parishad Sub Committee (ZPSC):- 'means' a sub Committee of the Zila Parshad, notified by Government.

## 6 General Body

### 6.1 Members of the General Body

General Body of the State Society shall consist of following members:-

S.No	Occupation	Designation
1.	Hon'ble Chief Minister	President
2.	Hon'ble Minister in Charge of Rural Development	Vice President
3.	Secretary Rural Development	Member
4.	Director Rural Development	Member
5.	Director Health	Member
6.	Director Social Welfare and Women Empowerment	Member
7.	Director Agriculture	Member
8.	Director Watershed Mission	Member
9.	Director Tribal Development	Member
10.	Director Industries	Member
11.	Convener State Level Bankers Committee	Member
12.	State Level Representative of NABARD	Member
13.	Representative of Finance Department	Member
14.	Representative of SHG Federation	Member
15.	CEO, HPSRLM	Secretary

#### NOMINATED MEMBERS:-

The representatives of RBI, NABARD, Commercial Banks, Civil Society Organization, and the representatives of Project Non-officials.

#### SPECIAL INVITEES:-

There would also be a provision for special invitees including Community representatives to the meeting of General Body.

*Seal*

*Handwritten mark*

*Signature*

### 6.2 Terms of Ex-Officio Member:-

- (a) Ex-Officio Members of the General Body including the President, Vice President and those cited at Rule 6.1 shall continue to be Members, so long as they continue to hold office and shall cease to be members as soon as they cease to hold such office. The successor in office of the person so ceasing to be a member shall become member from the date of his assuming charge of the new office, subject to like conditions as the term of membership.
- (b) In the event of any office held by such member of the General Body being abolished or differently designated or in the event of any doubt as to whether a particular person holds a particular office or not, a duly authorized communication from the State Government to the Project Officer conveying the decision of the Government as to the successor in office or as to the incumbent holding the office shall be final and conclusive.

### 6.3 Term of Nominated members

- (a) The term of the nominated member would be at the pleasure of the President of the Society and shall ordinarily be for 2 years and would be nominated by the President of Society.
- (b) The nominated members would be drawn from the project districts in a way that over the life of the NRLM project all the districts can get represented.

### 6.4 Termination of Membership:

Members of the General Body shall cease to be such members if they resign or become of unsound mind, or are insolvent or are convicted of criminal offence involving moral turpitude.

### 6.5 Resignation from Membership.

Resignation from the membership of the General Body of the Society shall be tendered to the Member Secretary/ of GB and shall not take effect until it is accepted by the President.

### 6.6 Pre mature vacancies in the Nominated Category:

Any vacancy in the membership of the nominated category of the General Body occurring pre maturely due to resignation or otherwise shall be filled by nomination by the authority competent to make such nomination, and the persons so nominated shall hold office only for the un expired period of the term of the pre maturely terminated membership.

*[Signature]*

*[Signature]*

*[Signature]*

6.7 The Society, and through it the project, shall function notwithstanding the fact that any person who is otherwise entitled to be a member by reason of her/his office, is not a member of the General Body for the time being, and also notwithstanding the fact of any other vacancy either due to non-appointment or otherwise. Further, no act of the Society or the project shall be invalidated merely by reason of the happening of any of the above events or any defect, procedural or otherwise, in the appointment of any of the members of General Body.

6.8 Functions of the General Body:

To achieve the objectives laid out in the MOA, the General body shall:-

- (a). Provide overall policy guidance and direction for efficient functioning of the Society and will be instrumental in bringing about strategic and policy changes that may be necessary for the implementation of programme/HPSRLM and other projects assigned to it by the State Government.
- (b). Review project/ HPSRLM performance and secure active involvement and participation of institutions, Non-governmental organization, Voluntary agencies and individuals committed to poverty alleviation and provide necessary financial assistance to them.
- (c). Bring about effective decentralization in basic planning for poverty alleviation / involvement of the people through a process of training and awareness building and creation and/or utilization structures formal or otherwise.
- (d). Secure constructive and participatory involvement of local people and grass root leadership for the achievement of the project's objects and for this purpose establish and /or utilize formal as well as informal structures.
- (e). It shall consider and approve the balance sheet and annual audited accounts of the Society presented by the Member Secretary.
- (f). It shall consider the annual report and ratify district budget.
- (g). It shall consider evaluation and special reports commissioned by the project administration.
- (h). It shall ensure that the Society consider any comments made by funding agencies on the progress and requirement in the implementation of the projects sponsored and funded by them.
- (i). It shall ensure technical and non-technical resources by harnessing the existing institutions and through establishing new ones, if required.

Jey

Handwritten signature

Handwritten signature

- (j). Organize conferences, symposia, workshop etc. on matter related to the and to the project.
- (k). Advise State Government in implementation of poverty alleviation program

6.3. Powers of General Body:

The General body shall have power to:-

- (a). To undertake all activities necessary for the fulfillment of the objective of the
- (b). To expand/modify the strength of its membership.
- (c). To add, Modify or amend the memorandum and Articles of Association and bylaws, provided that all such additions, modification or amendments shall be at promoting the objectives of the Society;
- (d). To create duly empowered administrative mechanism through such particip may be deemed necessary, of various departments and agencies of Cen State Government and other organizations for the achievement of the obj the State Society and of the NRLM in the State project
- (e). to create academic, technical, administrative, managerial, training and other the project and/or within the society.
- (f). To ratify rules and regulations for conduct of the affairs of the Society and them from time to time.
- (g). To accept grant of money, securities or property of any kind and under accept the management of any endowment, trust, fund or donat inconsistency with the objectives of Society or project.
- (h). To acquire movable and immovable property by purchase, lease, hire, exo otherwise and to construct, alter, maintain any buildings as may be nec carrying out the objectives of the society and of the project.
- (i). To delegate to the Executive Committee or to any of the officers and autho Society such powers and impose such duties as it deems proper.
- (j). To approve the annual report, balance sheet and annual audited accou Society.
- (k). To undertake all such activities, form such committees/ task groups as necessary or incidental for the achievements of the objectives of the Soc the project.

*Seal*

*Signature*

*Signature*

6.10. Functions and Power of the President and Vice President of the Society:

The functions and powers of the President of the Society are:-

- (a). To call meeting of the General Body.
- (b). To preside over the General Body.
- (c) Accept resignation of a member of either body when offered.
- (d) To review all the aspects of the projects being implemented by the Society.
- (e) President of the Society will have full powers both administrative as well as financial in all the matter, which are required for successful and efficient implementation of the project. However, he can further delegate the powers to other members/authorities/officers of the societies as well as to the administrative unit.
- (f) In the absence of the President, the Vice-President shall exercise all the powers vested in the President and shall also exercise independently powers duly delegated to him.

6.11 Proceeding of the Society:-

- (a). Meeting of the General Body of the Society shall be held at such time, date and place as may be determined by the President. Meeting shall be held at least once in a financial year.
- (b). Except as otherwise provided in these Rules, all meeting of the General Body shall be called to notice under the signature of the Member -Secretary. However, for calling a meeting a written notice must be dispatched to every member through messenger or by post at least ten days before the due date. Under special circumstances, the President of the society can ask to call the meeting of General Body by giving a shorter notice.
- (c). Meeting of General Body of the society shall be presided over, by the President, or in his absence, by the Vice-President.
- (d). One third of the members of the General Body of the Society present in person shall form the quorum at every meeting, provided that no quorum shall be necessary in respect of an adjourned meeting.
- (e). All disputed question at meeting of the Society shall be determined by vote and in case of equality of votes, the person chairing the meeting shall have the casting vote.



## 7. Executive Committee

7.1 The Executive Committee of the Society would comprise of following officers and members as specified below:-

S.No	Occupation	Designation
1	Secretary Rural Development	Chairperson
2	Director Rural Development	Vice-Chairperson
3	Director Health	Member
4	Director Social Welfare and Women Empowerment	Member
5	Director Watershed Mission	Member
6	Director Tribal Development	Member
7	Convener State Level Bankers Committee	Member
8	State Level Representative of NABARD/RBI	Member
9	Representative of Finance Department	Member
10	Representative of SHG Federation	Member
11	CEO, HPSRLM	Member Secretary

**NOMINATED MEMBERS :-**  
There would be at least two representatives from implementing capacity building NGOs nominated by the President/Vice-President of the General Body.

**SPECIAL INVITEES:-**  
There would also be a provision for special invitees to the meeting of Executive Committee.

### 7.2 Term of Members:

- The term of ex-officio member of the Executive Committee shall be in manner as in Rule 6.2
- The term of nominated members shall be ordinarily, for a period of two years. Such members shall be eligible for re-nomination. A member so nominated shall become such member as from the date of issue of authenticated communication conveying that such person has been nominated as a member of the Executive Committee.

### 7.3 Termination of membership:

Members of Executive Committee shall cease to be such members if they resign, or become of unsound mind, or are insolvent or are convicted offence involving moral turpitude.



#### 7.4 Resignation from membership:

Resignation from the membership of the Executive Committee shall be tendered to the Chief Executive Officer and shall not take effect until it is accepted by the Chairperson.

#### 7.5 Premature Vacancies in the Nominated Category:

(a). Any vacancies in the membership of nominated category of the Executive Committee occurring prematurely, due to resignation or otherwise, shall be filled by nomination by the authority competent to make such nomination, and the person so nominated shall hold office only for the unexpired period of the term of the prematurely terminated membership.

(b). The Executive Committee shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Executive Committee for the time being and notwithstanding any other vacancy in the Committee whether on account of non-appointment by the authority entitled to make the appointment or otherwise, and no act or proceedings of the Executive Committee shall be invalidated merely by reason of the happening of any of the above events or defects in the appointment of any of its members.

#### 7.6 Functions of Executive Committee:

It shall be the responsibility of the Executive Committee to endeavor to achieve the objects of the Society and of the Project, and to discharge all its functions subject to the Rules and Regulation of the Society. It shall ensure that the Society consider any comments made by funding agencies on the progress and requirement in the implementation of the projects sponsored and funded by them

#### 7.7 Powers of the Executive Committee:-

(a). Shall provide policy guidance and direction for functioning of the Society.

(b). Review project performance and undertake activities necessary for fulfillment of objective of the Society.

(c). Have power to enter into agreements with other public or private organizations or individuals for furtherance of its objects.

(d). Have power to secure and accept endowments, grants-in-aid, donations or gifts to the Society on mutually agreed terms and conditions. Provided that conditions of such grants-in-aid, donations or gifts shall not be inconsistent or in conflict with the objects of the Society or with the provisions of these rules.

(e). Have power to take over and acquire, by purchase, gifts or otherwise from Government, and other public bodies, from private individuals, movable and immovable properties or other funds together with any attendant obligations and

engagements, not inconsistent with the objects of the society or with the provisions of these rules.

- (f) Have power, to undertake or give contract for construction of building required, if, for use of Society or project' and to acquire stores and services required for discharge of the functions of the Society.
- (g). Have, subject to the provisions of power to sell or lease any movable or immovable property of the Society provided, however, that no assets of the Society created of the Government grants shall, without prior approval of the Government, be disposed of encumbered or utilized for purposes other than those for which the grant was sanctioned,
- (h). Have power, by resolution, to constitute standing / ad hoc committees or task forces/ groups, etc., for various areas of District Poverty Initiatives Project and to decide in regard to their membership, powers, functions and liabilities.
- (i). Have the power, by resolution, to appoint Advisory boards or other special committees for such purposes and with such powers as the Executive Committee may think fit, and to dissolve any such committee of board at any time,
- (j). Have the power, to delegate to the Chairman, Vice-Chairperson, Chief Executive Officer of any of its members and/ or to a Committee/ group or any officer of the project such duties as it deems proper and also prescribe limitations within which the powers and duties shall be exercised and discharged by the member/Committee/group/Officer so delegated.

#### 7.6. Proceedings of the Executive Committee:

- (a) Meetings of the Executive Committee shall be presided over by the Chairperson, and in his absence, by the Vice-Chairperson.
- (b) One-third of the members of the Executive Committee present in person shall constitute the quorum at any meeting of the Executive Committee, provided that no quorum shall be necessary in respect of an adjourned meeting.
- (c) Not less than seven days notice of every meeting of the Executive Committee shall be given to each member of the Executive Committee provided that:
  - (i) The Chairperson may call any emergency meeting at the notice of even 24 hours, and
  - (ii) Any inadvertent omission to give notice of the meeting of its non receipt by any member shall not invalidate the proceedings of that or any other meeting.
  - (iii) Every notice calling a meeting of the Executive Committee shall state the date, time and place at which such meeting will be held and shall be, except as otherwise provided in these rules, issued under the signature of the Member-Secretary

*[Signature]*

*[Signature]* 15

*[Signature]*



(d) The Executive Committee shall meet as often as necessary but at least once in three months.

(e) Each member of the Executive Committee including the Chairperson shall have one vote and if there shall be equality of votes on any question to be decided by the Executive Committee, the Chairperson shall, in addition, have casting vote.

#### 7.9 Powers and Duties of the Chairperson of the Executive Committee:-

##### The Chairperson:-

(a) Shall ensure that affairs of the Society are run efficiently and in accordance with the provisions of Memorandum of Association, Rules, Regulations and Byelaws of Society.

(b) Shall preside over the meeting of the Executive Committee. May himself call, or by a requisition in writing signed by him, may require the Member Secretary to call a meeting of the Executive Committee at any time.

(c) May, in case the votes for and against a particular issue are equal exercise his casting vote.

(d) Shall be the sole and absolute authority to judge the validity of the votes cast by all Members at all the meeting of the Executive Committee.

(e) Shall be entitled to invite any other person to attend the meeting of the Executive Committee, provided that such invited persons shall have no power of voting.

(f) May direct the Member Secretary to call special meeting of the Executive Committee at a short notice, in case certain situations, and

(g) May delegate to the Vice Chairperson such of these functions and powers as he may deem fit.

#### 8. Functions & Powers of the Chief Executive Officer (CEO):-

(a) A Chief Executive Officer for HPSRLM shall be appointed by the State Government.

(b) The Chief Executive Officer shall be the Chief Executive of the Society and for the Project, and shall be responsible for proper administration, of the day to day affairs and fund flows/financial operations of the Society and implementation of its various activities. For the effective discharge of functions, he/she shall have powers to

(i) Arrange meeting of the general body of the Society and its Executive Committee and keep a record of the proceedings of these meetings and be responsible for taking action accordingly,



- (ii) Discharge such other functions as may be assigned to him/her by the general body/ Executive Committee and/or any other authority /officer of the Society, in furtherance of the objects of the Society;
- (iii) Constitute steering groups for each programme components and functional areas; constitute a task force, comprising heads of the steering groups, which would function as a cohesive team for the achievement of the objects of the society;
- (iii) Appoint consultants (in accordance with the rules) and resources persons;
- (iv) Prescribe, delegate powers and duties of all officers and staff of the society and of the Project;
- (v) Exercise such supervision and disciplinary control as may be necessary; coordinate and exercise general supervision over the activities of society and the project, including branches and units setup at the district and other lower levels;

9. District Level Management Structure:-

- (a) A district unit of the project, the district management unit (DMU), shall be setup in every district in which the Project will be implemented. The DMU shall be deemed to be a constituent unit of the Society, and shall have its office at the district headquarters. The DMU shall be headed by the District Project Manager and shall have well-defined powers delegated to it.
- (b) (i) There shall be a Zila Parishad Sub Committee, which shall provide the necessary guidance to the Project, review performance and approve budget to project villages.

(ii) The Zila Parishad sub Committee shall consist of following members:

S.No	Occupation	Designation
1.	Zila Parishad Adhyakshna	Chairperson
2	Zila Parishad members of the areas covered under DPIP	Member
3	Chief Executive Officer of the Zila Parishad/ PDDRDA- nodal officer	Member
4	2 NGO representatives implementing project in the district	Member.
5	2 representatives from the VDC/VO.	Member
6	2 representatives from the SHGs	Member
7	2 representatives from the PFTs	Member
8.	District Project Manager of the Project / P.O. DRDA Officer.	Member secretary

*[Signature]*

*[Signature]*

- c The District shall also have a capacity building organization to meet the requirements of training and human resource development.
- d At a cluster of 10-15 Panchayats, there shall be a project facilitation team which would work with poor people and help them organize themselves into Self Help Groups as well as build their capacities.
- e Village development Committee/ Village organization would be formed at every project village and shall be the lowest unit of monitoring project activities.

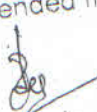


**10. Funds of the Society:-**

The funds of the society shall consist of the following:

- (a)
  - (i) Grants- in aid and/or loan assistance made by the Government of India and the State Government for furtherance of the subjects of the Society.
  - (ii) Contribution from other sources.
  - (iii) Income from the assets of the society.
  - (iv) Receipts of the Society from other sources and .
  - (v) Grant, donation, loan or assistance of any kind from any external agencies with prior approval of the Central Government /State Government.
- (b)
  - (i) All funds shall be paid into the Society account with the bank, and shall not be withdrawn except through a cheque.
  - (ii) Mode of payment or disbursement of funds from the Society's account may be through cheque, demand draft, money order, or otherwise, as decided by the financial rules.

**11. Account and Audit:-**

- a) The Society shall maintain proper accounts and relevant records, and shall prepare annual accounts comprising the Receipts and Payment accounts, statement of liabilities in such form as may be prescribed by the Registrar of Societies of the State Government in accordance with the rules in force under the H.P. State Societies Registration Act 2006, subject to the conditions that in respect of grants from the Central Government, directions of the Central Government shall be adhered to
- b) The accounts of the Society shall be audited annually by a Chartered Accountant, and in accordance with the provisions of the HP Society Registration Act, 2006.
- c) The audited accounts shall be communicated to the General Body of the Society which will submit a copy of the Audit Report to the State Government.
- d) The accounts of the Society shall also be subject to the provisions of the Comptroller and Auditor General (Duties, Powers and conditions of Services) Act, 1971 as amended from time to time



 18
 

12. Annual Reports:

The Annual Reports on the working of the Society and the work undertaken by it during the year together with the Balance Sheet, Audited Account and Auditor's Report shall be prepared and presented to the Executive Committee for approval and shall be placed before the Annual General Body meeting of the General Body of the State Society each year. After approval by the Society these shall be submitted to the State Government.

13. Amendments:-

- a) Amendments to these Rules shall be affected by the General Body of the Society, by a majority of not less than 3/5 of the total members, and voting. However, all amendments will be applicable upon their registration under the provision of HP Societies Reg. Act, 2006
- b) With the approval of the State Government, the Society may alter, extent of abridge the purpose for which it is established, or amalgamate itself or the Project either wholly or partly with any other Society in accordance with the provisions of the HP Societies Registration Act, 2006.
- c) As and when there is any change in the nomenclature of Minister, Departments, or Institution(s) and Designation(s) such change shall automatically stand incorporated in these Rules.
- d) If the Society needs to be dissolved as per provisions laid down in HP Society Registration Act, 2006.
- e) If, on the winding up or dissolution of the Society, there shall remain, after the satisfaction of all debts and liabilities, any property whatsoever, the same shall not be paid to, or distributed amongst the members of the Society or any one of them, but shall accrue to the State Government, which will decide about its utilization.

14. The Department of Rural Development, Government of H.P. shall be the administrative department of the State Government for the Society and Programmes implemented by it.

15. Rules and Regulations:

Rules and Regulations may provide for the following matters;

- a) Service matter pertaining to officers and staff, including creation of posts, setting of qualifications, selection procedure, service conditions, pay and emoluments, discipline and control rules, T.A. and D.A. rules, etc.
- b) Important financial aspects including formulation of budget, purchase procedures, delegation of financial powers, investment of funds, maintenance of accounts and audit, etc., and
- c) All such other as may be necessary for the furtherance of the objects and the proper administration of the affairs of the Society.



Provided:

a) In the management structure, staff, which may devolve permanent liability on the State Government, shall not be appointed and the services of employees of Society would stand automatically dispensed with on the dissolution of the State Society.

b) Till such time as the Society formulates its own set of rules and regulation, service conditions and other benefits shall apply to all the employees of the State Society in the same manner and extent as applicable to the HP Govt. servant from time to time.

c) Consideration of financial propriety and prudence shall be kept in view.

#### 16. Delegation of Administrative and Financial Power:

- a) The powers delegated will be exercised as per Annexure 'A'
- b) The CEO will exercise all the powers of head of the department of the State Government.
- c) The Powers delegated to a lower authority can be exercised by a higher authority.
- d) Further detailed regulations and procedures will be laid down by specific working groups /committees as may be constituted under the provisions.
- e) NRLM being a Centrally Funded Scheme, for the procedures regarding incurring of expenditures and project administration framed by MORD, GOI will form the basis of all the activities.

#### 17. Residuary Provisions:-

In any matter relating to the functioning of the State Society for which no provision or insufficient provision has been made in these rules & Regulations the matter shall be referred to the Secretary (RD) to the Govt. of HP & in that case Govt. Rules & Regulations will be the guiding principles.

#### 18. Interpretation:-

If any doubt arises as to the Interpretation of any of the provision of these Rules & Regulations the matter shall be referred to the Secretary (RD) to the Govt. of HP

#### 19. Miscellaneous: -

All the Provisions of State Societies Registration Act, 2006 shall apply to the Society.



ANNEXURE-A

DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWERS

1. The President of the society will have full powers required for execution of the Project. However, in his absence Vice President of the State Society will have full powers
2. The exercise of the delegated powers in Table-I shall be subject to the condition that a specific budget provision exists for meeting the expenditure in the financial year in which it is proposed to be incurred.
3. The Chief Executive Officer will exercise all the powers as given in Table-I. If it is silent about any power, Chief Executive Officer will enjoy powers of Head of the Department of the State Government.
4. The powers delegated to a lower authority can be exercised by a higher authority.
5. Further detailed regulations and procedures will be laid down by the concerned authorities/specific committees as may be constituted under the Mission.
6. Authorities to which powers are delegated in Table-I can be further delegated to lower Authorities.
7. The delegation of powers to lower authorities is detailed in Table-II and Table-III
8. New staff even on a temporary/daily wage basis will be recruited /hired only with the approval of the Government and the services of employees of State Society would stand automatically dispensed with on the dissolution of the State Society.

DELEGATION OF POWERS AT STATE SOCIETY AND CHIEF EXECUTIVE OFFICER

TABLE - I

<u>NATURE OF POWER</u>	<u>AUTHORITY TO WHOM THE POWER DELEGATED</u>	<u>EXTENT OF DELEGATION</u>
Appointment of staff on deputation	Chief Executive Officer	Full Powers
Fixation and revision of qualification and pay scale	Chief Executive Officer	Full Powers
Sanction special pay	Executive Committee	Full Powers
Sanction and withhold annual increment	Chief Executive Officer	Full Powers
To draw salary, wag. s, advances and other allowances to staff	Chief Executive Officer	Full Powers
Recoveries from pay	Chief Executive Officer	Full Powers

11	To approve tour programme and to accord approval and sanction for Tour advances/LTC. (There will be no expenditure on FOREIGN VISIT)	Chief Executive Officer	Full Powers
12	To sanction claims of employees with regard to travel and medical	Chief Executive Officer	Full Powers
13	To sanction leave	Chief Executive Officer	Full Powers
14	To propose DE, suspension, minor punishment and cash penalties for staff appointed on deputation	Chief Executive Officer	Full Powers
15	To appoint staff on contract, if any	Chief Executive Officer	Full Powers
16	To accord administrative approval and financial sanction to hiring of office support and vehicle hiring	Chief Executive Officer	Full Powers
17	To accord administrative approval and financial sanction for purchase of good, equipment including computers hardware and software, furniture and supplies. (This does not include vehicle)	President Vice President Chief Executive Officer	Full Powers Up to Rs. 50 Lakh Up to Rs. 20 Lakh
18	To accord administrative approval and financial sanction for purchasing books, journals and newsletters.	Vice President Chief Executive Officer	Full Powers Up to Rs 2 Lakh
19	To accord administrative approval and financial sanction for petty construction in nature of repairs and maintenance/repairs of goods, equipments, furniture and supplies, annual maintenance contract etc.	Vice President Chief Executive Officer	Full Powers Up to Rs. 5 Lakh
20	To accord administrative approval and financial sanction for purchase of consumable stores and fuel, oil and lubricants and repair/maintenance of vehicle.	Chief Executive Officer	Full Powers
21	To accord administrative approval and financial sanction for field visits and attending training/seminars/workshops within the state and outside state	Chief Executive Officer	Full Powers
22	To accord administrative approval and financial sanction for attending trainings/seminars/workshops and study/exposure tours abroad.	President	Full Powers

19.	To accord administrative approval and financial sanction for hosting lunch/dinner or invitee VIPs, experts and delegates attending meetings	Vice President	Full Power
		Chief Executive Officer	Upto Rs. 5 Lak
20.	To grade eligibility of expert/resource persons/members of Executive Committee for purpose HPSRLM T.A. Rules.	Chief Executive Officer	Full Powers
21.	To accord administrative approval and financial sanction to undertake expenditures in the Mission component	President	Full Powers
		Vice President	Upto Rs. 50 Lakh
		Chief Executive Officer	Up Rs. 25 Lakh
22.	Act as Controlling Officer	Chief Executive Officer	
23.	Sanction renting of ordinary office accommodation	Chief Executive Officer	Full Power (Subject to RRC)
24.	To permit travel by air in exceptional cases.	Chairperson	Full Powers
25.	Power to grant permission for presentation of TA bill after one year from the date on which it became due.	Chief Executive Officer	Full Powers (where circumstances are beyond the control of the claimant)
26.	Write off of Unserviceable articles of dead stock.	Chairperson	Full Powers (As per the norms laid down in the H.P. Financial Rules, 2009)
		Chief Executive Officer	Upto Rs. 1 Lakh (As per the norms laid down in the H.P. Financial Rules, 2009)
27.	Write off of petty losses or irrecoverable value of stores due to theft where the police recommend classification as undetected.	Chairperson	Full Powers
		Chief Executive Officer	Upto Rs. 5 Lakh (As per the norms laid down in the H.P. Financial Rules, 2009)

Note: Wherever the limit other than full powers has been mentioned in the above tables it should be interpreted per case and would be limited by the budgetary provisions.



TABLE - II

DELEGATION OF POWERS TO PROJECT STAFF

<i>NATURE OF POWER</i>	<i>AUTHORITY TO WHOM THE POWER DELEGATED</i>	<i>EXTENT OF DELEGATION</i>
1. Fixation of pay on deputation	Finance Controller	Full Powers for state unit officers & DPM
	DPM	Full Powers for District level & PFT level staff
2. To Sanction annual increment	Finance Controller	Full Powers for state unit officers
	DPM	Full Powers for District level & PFT level staff
3. To draw salary, wages, advances and other allowances to staff	Finance Controller	Full Powers for state level officers
	DPM	Full Powers for District level staff
	PFT Coordinator	Full Powers for PFT level staff
4. Recoveries from Pay	Finance Controller	Full Powers for state unit officers & DPM
	DPM	Full Powers for District level staff
5. To approve tour programme and to accord approval and sanction for Tour Advances	ACEO	Full Powers for state unit officers & DPM
	DPM	Full Powers for District level & PFT level staff
6. To sanction claims of employees with regard to travel and medical	Finance Controller	Full Powers for state unit officers & DPM
	DPM	Full Powers for District level staff
7. To Sanction leave	ACEO	Full Powers for state unit officers & DPM
	DPM	Full Powers for District level staff

8.	To propose DE, suspension, minor punishment and cash penalties for staff appointed on deputation	ACEO	Full Powers for unit officers & DPM At District level
		DPM	
9.	To accord administrative approval and financial sanction for purchase of goods, equipment, computer hardware and software, furniture and supplies	ACEO	Upto Rs. 50,000 (subject to budget)
		Finance Controller	Upto Rs. 25,000 (subject to budget)
		DPM	Upto Rs. 25,000 (subject to budget)
10.	To accord administrative approval and financial sanction for purchase of books, Journals and newsletters	ACEO	Upto Rs. 20,000/- (subject to budget)
		DPM	Upto Rs. 5,000/- (subject to budget)
11.	To accord administrative approval and financial sanction for petty construction in nature of repairs, and maintenance/repairs of goods, equipment, furniture and supplies	ACEO	Upto Rs. 50,000/- (subject to budget)
		Finance Controller	Upto Rs. 20,000/-
		DPM	Upto Rs. 20,000/-
12.	To accord administrative approval and financial sanction for purchase of consumable stores and fuel, oil and lubricants and repairs/maintenance of vehicle	ACEO	Upto Rs. 20,000/-
		Finance Controller	Upto Rs. 10,000/-
		DPM	Upto Rs. 10,000/-
13.	To accord administrative approval and financial sanction for field visits and attending trainings/seminars/workshops within the state.	DPM	Full Powers within District
14.	To accord administrative approval and financial sanction of hosting lunch/dinner or invitee VIPs, experts and delegates attending meetings.	Finance Controller	Upto Rs. 20,000/-
		DPM	Upto Rs. 20,000/-
15.	Act as Controlling Officer Power of Head of office	ACEO	STATE LEVEL
		DPM	DISTRICT LEVEL
		PFTC	CLUSTER LEVEL
16.	Sanctioning of ordinary office accommodation	DPM	Full Powers (Subject to RRC)

17.	Furniture and Fixtures hiring including tent and electronic equipment etc. on hire	ACEO	Upto Rs. 1 lakh (State level)
		DPM	Upto Rs. 1 lakh (Distt. Level)
18.	Sanction advance of travelling allowances, etc. to officers and staff	Finance Controller	Full Powers
		DPM	For travelling within state
19.	Sanction reimbursement of cancellation charges for rail/air tickets.	Finance Controller	Full Powers for state unit officers
		DPM	Full Powers for District level
20.	To accord administrative approval and financial sanction to hiring of office support and vehicle hiring	Finance Controller	Upto Rs. 25,000/-
		DPM	Upto Rs. 50,000/-
21.	To accord administrative approval and financial sanction for purchase of photographic equipments and project or including multimedia players projectors, panels etc/Cinematic and display equipments/Audio-Visual equipments.	ACEO	Upto Rs. 50,000/-
		DPM	Upto Rs. 25,000/-
22.	To accord administrative approval and financial sanction to undertake still photography/video shooting/slide/transparency preparation and production and purchase of film, video cassettes, CDs, DVDs etc and other media means for training, community organization and dissemination of information knowledge and technology through government institutions and non-government organization	ACEO	Upto Rs. 50,000/-
		DPM	Upto Rs. 50,000/-

23.	To accord administrative approval and financial sanction to undertake preparation and production of training, modules, literature, pamphlets in various medium etc.	ACEO	Upto Rs. 50,000/-
		DPM	Upto Rs. 30,000/-
24.	To accord administrative approval and financial sanction for training courses, seminars, workshops, conferences, cultural shows and exhibition organized by Mission with/without the aid of training/academic institutions in the country.	ACEO	Upto Rs. 50,000/-
		DPM	Upto Rs. 30,000/-
25.	To accord administrative approval and financial sanction for attending trainings/ seminars/workshops and study/exposure	ACEO	Upto Rs. 50,000/-
		DPM	Upto Rs. 30,000/-
26.	Sanction TA Bill & Tour Project of Officers and Staff at the DPU	DPM	Full Powers
27.	Sanction of TA for travelling out of State for employees -	DPM	Full Powers
28.	Write off of Unserviceable articles of dead stock.	DPM	DPM Up to INR 50,000/- (As per the norms prescribed in the H.P. Financial Rules, 2009)
29.	Write off of petty losses or irrecoverable value of stores due to theft where the police recommend classification as undetected	DPM	Upto Rs. 25,000/- (As per the norms prescribed in the H.P. Financial Rules, 2009)

*Note: Wherever the limit other than full powers has been mentioned in the above tables, should be interpret per case and would be limited by the budgetary provisions.*

**TABLE - III**

**DELEGATION OF POWERS FOR THE PROJECT FACILITATION TEAM (PFT) OFFICERS**

NATURE OF POWER	AUTHORITY TO WHOM THE POWER DELEGATED	EXTENT OF DELEGATION
To accord administrative approval and financial sanction for purchase of goods, equipment, computer hardware and software, furniture and supplies.	PFT Coord.	Upto Rs. 25,000/-
To accord administrative approval and financial sanction for purchase of office stationery including computer consumable	PFT Coord.	Upto Rs. 5,000/-
To accord administrative approval and financial sanction for purchase books, journals and newsletters.	PFT Coord.	Upto Rs. 2,000/-
To accord administrative approval and financial sanction for purchase of consumable stores and fuel, oil and lubricants	PFT Coord.	Upto Rs. 2,500/-
5. To accord approval for hire & Repair's- Vehicles (hire)- Office equipments/Machines/Apparatus (Repairs)- Furniture (Repairs)- Computers and peripherals (Services, AMC, Cartridge etc.)	PFT Coord.	As per Agreement
6. To accord administrative approval and financial sanction for hosting lunch/dinner or invite VIPs, experts and delegates attending meetings	PFT Coord.	Upto Rs. 2,500/- (Subject to condition that not to exceed Rs. 15,000/- yearly)
7. Sanction advance of travelling allowances, etc. to officers and staff	PFT Coord.	For travelling within state
8. Telephone bill of PFT office	PFT Coord.	Upto Rs. 2,000/- per month
9. Take furniture for office on hire.	PFT Coord.	Upto Rs. 2,500/-
10. To sanction the expenditure on 1. Fix TA 2. Telephone Reimbursement 3. Training Expenses	PFT Coord.	As per the norms prescribed in the H.P. Financial Rules, 2009

1. To Sanction leave	PFT Coord.	Sanction of C.I. of their staff
2. To accord administrative approval and financial sanction for purchase of books, Journals and newsletters	PFT Coord.	Upto Rs. 2,500/-
3. To accord administrative approval and financial sanction for petty construction in nature of repairs, and maintenance/repairs of goods, equipment, furniture and supplies -- Yearly	PFT Coord.	Upto Rs. 5,000/-
4. Act as Controlling Officer Power of Head of office	PFT Coord.	
5. To Approve SHG-LP VDC Full Powers	VDC	Full Powers
6. To Revise / Amend SHG-LP VDC Full Powers	VDC	Full Powers

Note: Wherever the limit other than full powers has been mentioned in the above tables it should be interpreted per case and would be limited by the budgetary provisions.