

Centre For Cooperatives And Livelihood - Autonomous (CCL),

Lal Bahadur Shastri National Academy of Administration, Mussoorie

MEMORANDUM OF ASSOCIATION

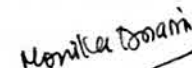
1. The name of the Cooperative Society is Centre for Cooperatives and Livelihood - Autonomous (CCL), Mussoorie.
2. The registered office of the Society will be at Lal Bahadur Shastri National Academy of Administration, Mussoorie-248179, Uttarakhand.
3. The society will be governed under Uttarakhand Autonomus Cooperative Act 2003 and all the time to time amendments done in the act will be applicable to this Memorandum of Association.
4. In this Memorandum and the Rules made thereunder, unless the context otherwise requires,
 - a) 'Academy' means the Lal Bahadur Shastri National Academy of Administration, Mussoorie.
 - b) 'Centre' means Centre for Cooperatives and Livelihood (Autonomus)(CCL).
 - c) 'Centre Director' means Director of Centre for Cooperatives and Livelihood (CCL)
 - d) 'Chairperson' means Chairperson of the Governing Body.
 - e) 'Director' means the Director of Academy.
 - f) 'General Body' means the body consisting of all members of the Society.
 - g) 'Governing Body' means the Governing Body of Centre for Cooperatives and Livelihood (CCL)
 - h) 'Relevant Areas' means areas of Cooperatives and Liveihood
 - i) 'Society' means the Centre for Cooperatives and Livelihood (CCL).


5. OBJECTIVES OF THE SOCIETY:

The Society has been established to set up the Centre for achieving the following objectives:

- a) To organize seminars, workshops, consultations and other similar activities in relevant areas.
- b) To design and deliver training programs to Officer Trainees of the IAS and mid-career civil servants, as well as other stakeholders in the relevant areas.
- c) To undertake consultancy assignments in relevant areas.
- d) To publish research papers, articles, journals, books etc. for dissemination of research and state of art knowledge in relevant areas.
- e) To co-operate/ build alliances with educational or other institutions in any part of the world by exchange of faculty, scholars and generally in such manner as may be conducive to their common objects.


(Dr. Sanjeev Chopra)


(Ms. Monika Dhama)


(Mr. Vizay Babu Vasanta)


(Ms. Anandhi)


(Dr. Milind Ramteke)


(Mr. Ashish Srivastava)


(Dr. Neeraj Kharwal)


(Mr. Nitesh Jha)


(Ms. Ekta Uniyal)

- f) To create patronship, affiliation and other classes of professional or honorary or technical membership or office as the Society may consider necessary to further the objects.
- g) To establish network with other research and/or training institutions for exchange of information/documents and publication in relevant areas. |
- h) To provide necessary dataset, ideas, experiences to the concerned Ministry or government agency for policy initiatives or policy change.
- i) Any other activity that is required to be done for furtherance of the objects of the Society.

5. In order to achieve the objectives, the Society shall perform the following functions:

- a) General administration and Management of the Centre through General Body, Governing Body, and officials of the Centre. .
 - b) Establishment, maintenance and management of the land, buildings, other infrastructure and assets of the Centre.
 - c) Creation of administrative, technical, subject expert, ministerial and other posts under the Society.
 - d) Making Rules and Bye-laws for the conduct of the affairs of the Society and to add, amend, vary or rescind them from time to time, subject to them being within the framework of the MoA with the approval of the Governing Body and Society.
 - e) Creation and maintenance of funds showing clearly their source and utilization as laid down in the Bye-laws so as to meet the objects for which they were set up.
 - f) Depositing all moneys credited to the fund in banks or investing them in a manner that is prescribed and to mobilize or accept resources from different sources other than the Government of India.
 - g) Meeting the expenses of the Society including expenses incurred in the exercise of its power and discharge of the functions out of the Fund.
 - h) Preparation and maintenance of accounts and other relevant records and to prepare an annual statement of accounts including the balance sheet of the Society in such forms as may be approved by the General Body.
 - i) Constitution of such committee or committees as it may deem fit for the disposal of any business of the Centre.
 - j) Delegation of any of its powers to the Governing Body of the Centre or any of the committee or committees constituted by it or to the Chairperson as deemed fit.
 - k) Doing all such things as may be necessary incidental or conducive to the attainment of all or any of the objects of the Society.
6. In case the Academy is satisfied that the Society is not functioning properly, the Academy shall have the power to take over the administration and the assets of the Society, provided that the Governing Body or Society shall be given an opportunity of being heard before issuance of any order under this clause.

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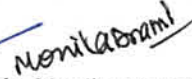
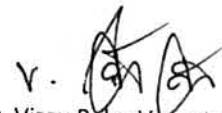

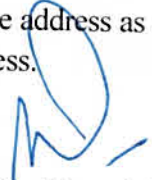




7. If on winding up or dissolution of the Society, there shall remain after satisfaction of all its debts and liabilities, any assets and property whatsoever, the same shall not be paid to or distributed among members of the Society or any of them but shall be dealt with in such manner as the Academy may determine.
8. A copy of the Rules of the Society certified to be a correct copy by the Members of the Society is filed along with this Memorandum of Association.

Rules and Regulations

1. The registered office of the Cooperative Society will be at Lal Bahadur Shastri National Academy of Administration, Mussoorie-248 179, Uttarakhand.

MEMBERS OF SOCIETY





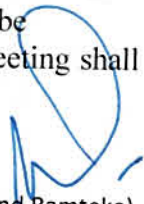
2. The Society shall, for the time being, consist of the following members:
 - a) All Members of the Governing Body during their tenure.
 - b) All persons who join as Director or Joint Director of the Academy as **ex-officio members** of the Society.
3. a) The Society shall maintain a Register of Members containing the following information:
 - i. The names, addresses and other relevant particulars of all the Members of the Society from the date on which such persons have been accepted as Members.
 - ii. All changes taking place in the membership from time to time.
 - iii. Such other information as may be decided by the Governing Body from time to time.
- b) No person shall be considered a Member or entitled to exercise any rights and privileges of a Member unless he has signed the Register of Members.
- c) If a member of the Society shall change his/her address, s/he shall notify to the Chairperson her/his new address; but if s/he fails to notify such address, the address as recorded in the Register of the members shall be deemed to be her/his address.





 (Dr. Sanjeev Chopra)	 (Ms. Monika Dhami)	 (Mr. Vizay Babu Vasanta)	 (Ms. Anandhi)	 (Dr. Milind Ramteke)
 (Mr. Ashish Srivastava)	 (Dr. Neeraj Kharwal)	 (Mr. Nitesh Jha)	 (Ms. Ekta Uniyal)	

4. a) Where a member of the Society becomes such member by reason of the Office s/he holds, his membership shall expire when s/he ceases to hold that Office.
- b) A member of the Society representing the Central or the State Government shall continue to be such member during the pleasure of the concerned Government.
- 5 All members of the Society shall be ex-officio and during the tenure of their posting at the Academy.
- 6 The Society shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination of any of its members, and no act or proceedings of the Society or the Governing Body shall be called in question merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.

GENERAL BODY

7. The General Body shall consist of all the Members of the Society mentioned in the Register of Members who are not disqualified by any prior resolution of the Governing Body.
8. The General Body shall have the following powers, duties and functions to perform:
 - a) To receive, consider and adopt the annual report and audited statement of accounts for the previous year;
 - b) To consider proposed amendments to the Memorandum of Association and Rules approved by the Governing Body;
 - c) Such other business that may be required to be done by the General Body.
9. a) The General Body shall meet at least once in a year. However, a meeting of the General Body may be convened whenever the Chairperson thinks fit, provided that the Chairperson shall call a meeting of the Society upon a written requisition of not less than half of the total number of members.
- b) For every meeting of the General Body, fifteen days' notice shall be given to the members.
- c) One-half of the members of the Society in position or 7 members, whichever is less shall constitute quorum at any meeting of the General Body.
- d) When a quorum is not present within thirty minutes for the time notified for the commencement of the meeting, the meeting (i) if called on the requisition of the members shall stand dissolved, (ii) in any other case, the meeting shall be adjourned for 30 minutes and — the members present at the adjourned meeting shall form the quorum, notwithstanding rules 11(c) herein.

 (Dr. Sanjeev Chopra)
  (Ms. Monika Dhama)
  (Mr. Vizay Babu Vasanta)
  (Ms. Anandhi)
  (Dr. Milind Ramteke)

 (Mr. Ashish Srivastava)
  (Dr. Neeraj Kharwal)
  (Mr. Nitesh Jha)
  (Ms. Ekta Uniyal)

- e) In case of a difference of opinion amongst the members, the opinion of the majority shall prevail.
- f) Each member of the General Body, including the Chairperson shall have one vote and if there be an equality of votes on any question to be determined by the Society, the Chairperson shall, in addition, have and exercise a casting vote.
- g) Every meeting of the General Body shall be presided over by the Chairperson, and, in his absence, by a member chosen from amongst themselves by the members present at a meeting.

10. GOVERNING BODY


- a) The general supervision, management and control of the Society shall be vested in the Governing Body.
- b) The composition of the Governing Body shall be as under:

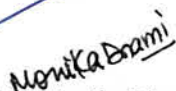
1	Dr. Sanjeev Chopra	Director, LBSNAA
2.	Dr. Milind Ramteke	Deputy Director, LBSNAA
3.	Ms. Monika Dhani	Deputy Director.(Senior) LBSNAA
4.	Mr. Vizay Vasanta	Professor of Economics, LBSNAA
5.	Ms. Anandhi	Deputy Director, LBSNAA
6.	Dr. Neeraj Kharwal, Member	Secretary (Incharge to Govt. of Uttarakhand)
7.	Mr. Ashish Srivastava	District Magistrate, Dehradun
8.	Mr. Nitesh Jha	Reader in Political Theory and Constitutional Law, LBSNAA
9.	Ms. Ekta Uniyal	Assistant Director, LBSNAA


- c) The governing Body shall have all the powers necessary for the administration of the affairs of the Society.
- d) The Chairperson of the Society would also be the Chairperson of the Governing Body.


11. MEMBERSHIP OF GOVERNING BODY


- a) Ex-officio members shall hold the position only during their tenure as faculty at the Academy.
- b) Experts nominated to the Governing Body shall enjoy a tenure of three years. The nominated member may cease to be a member in the event of death, resignation or being declared as either insolvent or of unsound mind.



 (Dr. Sanjeev Chopra)



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 (Mr. Vizay Babu Vasanta)



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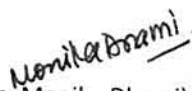

 (Ms. Ekta Uniyal)


12. POWERS AND FUNCTIONS OF THE GOVERNING BODY

Governing Body shall be the principal policy making body of the Centre and all Administrative and Financial powers for the administration and management of the Centre to achieve the objects of the Society shall be vested in it. These powers shall inter alia include:

- a) To establish and to carry on the administration and management of the Centre.
 - b) To decide on all policy issues concerning the affairs of the Society.
 - c) To prescribe rules/regulations/guidelines for management of affairs of the Society.
 - d) To approve Long Term Plans, Annual Work Plan and Budget for the Centre for any financial year and to approve revisions thereto.
 - e) To consider the Audited Annual Accounts and Annual Report of the Society and recommend its adoption by the General Body.
 - f) To create paid/ consultative posts as per needs of the Society.
 - g) To set up Funds of the Society and prescribe the manner in which such funds will be invested.
 - h) To constitute such committee or committees as it may deem fit for the disposal of any business of the Centre.
 - i) To delegate any of its administrative or financial powers to the Chairperson, Centre Director, or Executive Committee of the Centre or to any of the committee or committees constituted by it.
 - j) To do all such things as may be necessary incidental or conducive to the attainment of all or any of the objects of the Society.
13. a) The Governing Body shall ordinarily meet once in every six months provided that the Chairperson may, whenever s/he thinks fit or on a written requisition of not less than four members, call for a special meeting.
- b) Not less than fifteen days' notice shall be given for every meeting of the Governing Body and the agenda papers should ordinarily reach the members one week before the meeting.
- c) A copy of the agenda and proceedings of every meeting shall be furnished to the Academy as soon as practicable.
- d) One-half of the members of the Governing Body in position or 5 members, whichever is lesser, shall constitute a quorum for any meeting of the Governing Body.
- e) When a quorum is not present within thirty minutes of the time notified for the commencement of the meeting, the meeting (i) if called on the requisition of the members shall stand dissolved, (ii) in any other case, the meeting shall be adjourned for 30 minutes and the members present at the adjourned meeting shall form the quorum, notwithstanding rules 15(d).
- f) In case of difference of opinion amongst the members, the majority shall prevail.


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- g) Each member of the Governing Body including the Chairperson shall have one vote and if there shall be an equality of votes on any question to be determined by the Governing Body; the Chairperson shall in addition have and exercise a casting vote.
- h) Every meeting of the Governing Body shall be presided over by the Chairperson and in her/his absence by a member chosen from amongst themselves by the members present at the meeting.
- i) Any resolution except such as are required to be placed before the meeting of the Governing Body may be adopted by circulation among all its members and any resolution so circulated and adopted by a majority of the members who have signified their approval or disapproval of such resolution shall be as effective and binding as if such resolution has been passed at a meeting of the Governing Body, provided that in every such case at least half members of the Governing Body in position shall have recorded their approval of the resolution.
14. The Chairperson shall have the power to invite any person or persons, not being members of the Governing Body, to attend any meeting of the Governing Body, but such invitees shall not be entitled to vote at the meeting.
15. The Governing Body may by resolution delegate to the Chairperson such of its powers for the conduct of the affairs of Governing Body as it may consider necessary or desirable.

SUB-COMMITTEE OF GOVERNING BODY





16. There shall be a Finance and Administration sub-committee of the Governing Body which will exercise the financial and administrative powers delegated to it by the Governing Body. This sub-committee will be constituted as below:
- Centre Director, CCL Chairperson
 - Deputy Director in-charge, LBSNAA Member
 - any other Deputy Director or Professor of LBSNAA to be nominated by the Director
17. The Chairperson shall have the powers to nominate additional members to these sub-committees or may replace the members of the sub-committees.
18. The meetings of the Sub-committee will be held as per need and it will be essential that the Centre Director and the nominated Deputy Director, both are present for any meeting.
19. In urgent situations, if it is not possible to convene the meetings of sub-committee the Centre Director may exercise the powers of the sub-committee with the condition that s/he would get such decisions ratified in the next meeting of the sub-committee.
20. Director and Chairperson shall have power to deploy/appoint the resource persons for official functions of the Centre as and when required for specific period of time.







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 (Mr. Ashish Srivastava) (Dr. Neeraj Kharwal) (Mr. Nitesh Jha) (Ms. Ekta Uniyal)

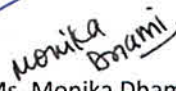
POWERS AND DUTIES OF THE CHAIRPERSON OF THE SOCIETY AND GOVERNING BODY


21. Director, LBSNAA shall be the ex-officio Chairperson of the Society and Governing Body and shall have the power to give general directions for management of the affairs relating to Society.
22. The Chairperson shall have the following powers and duties:
- The Chairperson shall summon and preside over all the Governing Body and General Body meetings of the Society.
 - The Chairperson shall nominate the members to the Governing Body and the Standing prescribed in these Rules.
 - The Chairperson shall appoint one of the Joint/ Deputy Director or a Professor of the Academy as Centre Director.
 - At the time of voting on any matter/subject if the total votes of the groups of members happen to be equal in number, the Chairperson will have the power to cast an extra vote to decide the matter/subject.
 - In the course of any proceedings or meetings of the Governing Body or the General Body, the decision of the Chairperson shall be considered as final, except for the matters that are decided by ballot or voting.
 - S/he shall have the power to allow inclusion of any subject/matter in the agenda for the discussion in the meetings of Governing Body and General Body.
 - In case it is necessary to decide any point/matter/issue urgently and there is no time to call the Governing Body meeting, the Chairperson shall have the powers to decide the point/issue/matter but s/he shall bring the matter to the notice of the Governing Body as early as it is possible, for having the same ratified.
 - To appoint/ terminate such staff as may be required for effective and efficient management of the affairs of the Society as per Rules/ Bye-Laws.
 - Any such thing which s/he is required to do to achieve the objects of Society.

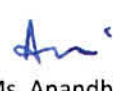
CENTRE DIRECTOR AND HIS POWERS AND FUNCTIONS

23. Director shall appoint one of the Joint Directors, Deputy Directors or Professors of the Academy as the Centre Director, who shall discharge her/his duties as the Centre Director in addition to her/his duties in the Academy and will not be paid any remuneration by the Society.


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GENERAL




27. The members of the Society, Governing Body or/of any Committee appointed by the Society or the Governing Body shall not be entitled to any remuneration from the Society or the Governing Body. However, non-official members of the Society, the Governing Body, or any Committee appointed by either of them shall be paid by the Society such traveling and daily allowance as may be provided in the Bye-laws to be made in this behalf in respect of any journeys undertaken by them in connection with the affairs of the Society, the Governing Body or the Committee.
28. The annual accounts of the Society shall be audited by the Chartered Accountant and any expense incurred in connection therewith shall be payable by the Society.
29. For the purpose of Section-6 of the Registration of Societies Act, the person in whose name the Society may sue or be sued shall be the 'Centre Director' of the Centre.
30. We, the following persons whose names, addresses and occupations are given below, having been associated ourselves for the purposes described in the Memorandum of Association and in accordance with the enclosed Rules Regulations, set our several hands hereto and form ourselves into a Society under the Societies Registration Act,1860.

S.No	Name	Father's/Husband's Name	Address	Designation	Signature.
1.	Dr. Sanjeev Chopra	S/o: Sri Late Surinder Kumar Chopra	Lal Bahadur Shastri National Academy of Administration , Mussoorie	Director, LBSNAA	
2.	Dr. Milind Ramteke	S/o: Dharmrao Ramaji Ramteke	Lal Bahadur Shastri National Academy of Administration , Mussoorie	Deputy Director, LBSNAA	
3.	Monika Dhami	D/o: Swadesh Kumar Sharma	Lal Bahadur Shastri National Academy of Administration , Mussoorie	Deputy Director,(Senior) LBSNAA	
4.	Vizay Vasanta	S/o Surya Rao Vasanta	Lal Bahadur Shastri National Academy of Administration , Mussoorie	Professor of Economics, LBSNAA	

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2.	Dr. Milind Ramteke	S/o: Dharmrao Ramaji Ramteke	Lal Bahadur Shastri National Academy of Administration , Mussoorie	Deputy Director, LBSNAA	
3.	Monika Dhani	D/o: Swadesh Kumar Sharma	Lal Bahadur Shastri National Academy of Administration , Mussoorie	Deputy Director,(Senior) LBSNAA	
4.	Vizay Vasanta	S/o Surya Rao Vasanta	Lal Bahadur Shastri National Academy of Administration , Mussoorie	Professor of Economics, LBSNAA	

5.	Anandhi	W/o : Gaurav Chaturvedi	Lal Bahadur Shastri National Academy of Administration , Mussoorie	Deputy Director	
6.	Dr. Neeraj Kharwal, Member	S/o: Ram Avtar Kharwal	Secretariat Uttarakhand, Dehradun	Secretary (In-charge) to Govt. of Uttarakhand	
7.	Ashish Srivastava	S/o: H.D Srivastava	District Magistrate Office, Dehradun	District Magistrate, Dehradun	
8.	Nitesh Jha	S/o: Devendra Jha	Lal Bahadur Shastri National Academy of Administration , Mussoorie	Reader in Political Theory and Constitutional Law	Nitesh Jha
9.	Ekta Uniyal	D/o Late B.N Sharma	Lal Bahadur Shastri National Academy of Administration , Mussoorie	Assistant Director	