

**MEMORANDUM AND RULES & REGULATIONS
OF
PRADAN FOUNDATION**

MEMORANDUM OF PRADAN FOUNDATION

1. **Name of the Organization** : PRADAN FOUNDATION

2. **ADDRESS**

a) Location of the registered office : At/Po- Hazaribag, Dist- Hazaribag

Jharkhand

b) Location of the liaison Office :

Anywhere in any state of India as the Management Council/**Governing Body** deems suitable for better execution of the programmes keeping in view of it's operational area & strategy.

3. **Area of Operation** : The activities of the organization will be spread through out India in any state.

4. **Aim and Objectives** : Broadly PRADAN FOUNDATION aims at building up a just society of the human race having an unspoilt both social and natural environment where the unprivileged, disadvantaged and neglected people will have ample scope for equal participation in an integrated development approach and decision making process to maintain their original cultural values, social unity and meet their basic needs in view of their fooding, clothing, shelter, education and health.

SPECIFIC OBJECTIVES

1. To organize training, workshop, conference, seminars & symposiums on social issues like dowry system, practice of untouchability & various social stigmas & inequalities in order to bring about a critical awareness among people and to build up the human psychology for eradicating the inhuman practices.

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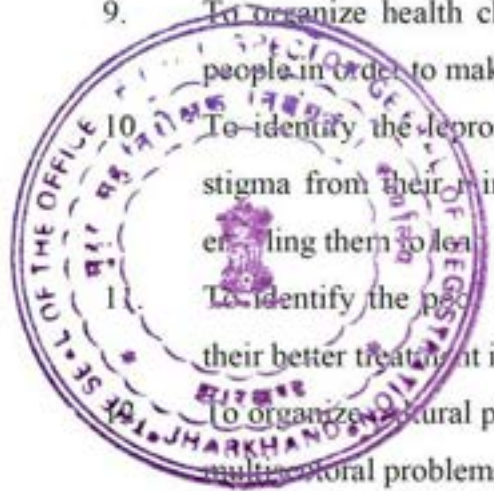
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2. To create maximum opportunities of social service for disadvantaged mass through farm and non-farm based activities on agriculture, handicrafts and revival of traditional and rural industries and factories on the verge of extinction.
3. To organize different folk cultural activities, promotional and inter exchange activities for strengthening communal harmony and national integration.
4. To create facilities like SWADHAR Shelter home, old age home, Widow home, physiotherapy clinic, multi facility centre for older persons, day care centre, short stay home children's home for the neglected aged persons, women and children.
5. To provide necessary support service with the help of the government to the people affected by natural calamities like flood, famine, earth quake, fire etc. and prepare action plans for their rehabilitation..
6. To identify the traditional village artisans engaged in handicraft activities like belmetal, brass metal, wood carving, stone carving, wooden toys etc.and create permanent training infrastructure for up-grading their skill & providing employment opportunities to them.
7. To hammer out various schemes on family welfare and also take part in various government programmes of this nature as a part of planning and development in national interest.
8. To take up community health programmes for the tribal and rural backward people where there is seldom health facility with emphasis on preventive health education, scientific herbal health practices, informative and practical health education, vegetable cultivation, economic growth, nutrition and personal hygiene.
9. To organize health check up camps and health education camps for the neglected people in order to make them conscious communicate necessary health information's.
10. To identify the leprosy patient and organize them in order to eliminate the social stigma from their minds and transform their frustration into the thought of joy for enabling them to lead normal life through rehabilitation programme for them.
11. To identify the poor patients suffering from leprosy, cancer, T.B. and facilities for their better treatment in government hospitals.
12. To organize cultural programs, street plays, produce films, video and audio cassetts on multicultural problems in order to educate the rural and urban communities.
13. To establish demonstration farms, create training facilities on improved agricultural technology, use of modern agricultural implements, bio farming, agro forestry, natural farming, introduction of various cash crops for rural and backward farmers and S.C



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S.T. people engaged in agricultural work with special attention for protecting natural quality of the soil.

14. To create various irrigation facilities like small water harvesting structure, small irrigation dam and implement opportunities of multicrops through out the year and solve the problem of disguise unemployment.
15. To create opportunities for get together of the farmers, agricultural experts, scientists, bankers, media persons etc. in order to find out a way for exploring the possibilities of mutual co-operation and benefit.
16. To implement various poverty alleviation schemes sponsored and declared by the government and thus co-operate the govt. and people for fulfilling the greater objectivities.
17. To take up and participate in effective implementation of different educational programmes like distance education, pre-school education, non-formal education, adult education, Residential school for the tribal, Hostel, educational complex etc. for the upliftment of rural, S.C., S.T. backward and neglected people.
18. To organize seminars, exhibitions, conferences, training, inter exchange programmes on various innovative educational programmes, educational issues and create ample scope for participation of different categories of persons like students, rural backward people, intellectuals, educationists, policy markets etc.
19. To create infrastructure for library, reading room, conference hall for the rural people and students also who are for years together deprived of this facility in order to make them interested to read various books and know their culture, tradition, their countrymen, their history of development, science, administration etc.
20. To organize various activities to create interest for reading among the rural students and create mobile library facility for them.
21. To take up survey, research, study and evaluation work on chapters/issues like education, health, environment, forest, agriculture etc. for analyzing the current situation and exploring the possibilities of better way of implementation in future.
22. To launch the "earn while learn" programme for the students especially for poor students & provide them hostel facility so that they can earn minimum money to meet the expenses of their higher education.
23. To disseminate environmental, Road safety and consumer awareness in a broad sphere and motivate the people to maintain ecological balance through various awareness programs.



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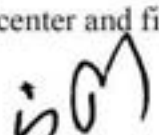


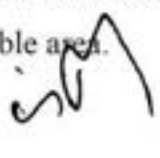
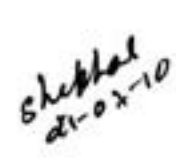
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24. To make every effort for preserving the existing forest and create new forest of species like economic, fuel and fodder purposes with participation of the people for maintaining natural equilibrium and meeting the human need.
25. To organize exposure programmes for the rural people, social workers for visiting dense forests, plantation programmes, research and demonstration programmes on forest and environment in order to have practical knowledge.
26. To prepare and implement various socio economic action projects or the tribal and rural backward communities with their active participation for their upliftment and achieving the developmental goal keeping secured their indigenous way of life.
27. To initiate savings and credit programmes among the women, farmers, rural artisans, youth and adolescents through their groups/ organizations and make them able to take up income generation programmes for their self reliance.
28. To promote and strengthen SHGs for the Women, Rural Artisans, Farmers, Physically challenged persons and other vulnerable communities thereby enhancing their skill & competency for socio-economic empowerment and to arrange finance/ micro finance support and housing micro finance support for them through local nationalized banks, Financial institutions, micro financial institutions, Non-banking financial companies, cooperatives and corporate sectors etc. Apart to form and legalize cooperatives, local/regional federations and other apex organizations of Public, quasi-public and private sectors.
29. To organize rural youth and adolescents life enrichment education, career counseling and career mela , thematic competitions, sports, rural fair, children's fair, farmers fair, in order to identify their hidden expertise & skill for their mutual benefit and make them able to know each other, inoculate in them a sense of fraternity, we feeling and bring about unity among diversities.
30. To encourage forming women organizations, youth organizations and providing training to them on various socio economic problems and development schemes of build up the capacity as village cadres and community organizers.
31. To set up family counselling centre, Integrated Rehabilitation centre for addicts (IRCA), Outreach and drop in centre, (ODIC) Community based peer led intervention (CPI) program, drug counseling centre, RTI/STI/HIV/AIDS prevention and care centre, trauma care centre, AYUSH hospitals, mobile health care centers, rural library, help line, District Consumer Information Centre, parivarik mahila lok adalats, legal aid center and first aid centers in the remote and inaccessible area.





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32. To promote and manage UPHC/PHC/ Arogya plus, Gaon Kalyan Samiti, Rogi Kalyan Samiti, Primary health care centers, livestock care centers, Blood testing centers, blood donation and eye check up camps, RCH camps and to promote local health traditions through plantation of herbal medicinal plants, kitchen garden and to render support services for revival of Ayurveda, Yoga, Unani, Siddha and Homeopathy as well as establish and run ANM/GNM training centre, DMLTs and Laboratories etc.
33. To organize free coaching and allied activities for the minority, religious mendicants, Scheduled castes, Scheduled tribes and other backward communities students and to make them aware about their civil rights, human rights, minimum legal provision for protection of life and property and their obligation to the state.
34. To take up pilot projects on health, education, agriculture, horticulture, pisci- culture, vermin composting, bio-fertiliser, bio-manure through cultivation of different bio-plants and community development on experimental basis in order to find out ways and means for better implementation and better achievement.
35. To work on the issue of child labour giving focus on the education of the child labour, permanent income facility of the family the child labour belongs to and abolition of this evil practice.
36. To work on food security, agriculture intensification for the tribal and backward people with grain bank and storage facility.
37. To educate and encourage the tribal people to make dialogue with the government functionaries for securing a just minimum support price for their minor forest produces and agricultural produces.
38. To work for peaceful co-existence and communal harmony through dance, drama and music for revival and survival of tangible and intangible cultural heritage.
39. To work with the marginalized and vulnerable section in interest of protecting their traditional cultural values and social harmony.
40. To organize special training programmes for the committed and sincere workers for their personal growth.
41. To raise, mobilize, borrow & collect donations/subscriptions/grant-in-aid/loan/dividends/subsidies in such a manner as the management council/Governing body may deem fit from time to time. The funds will be collected in shape of cash,

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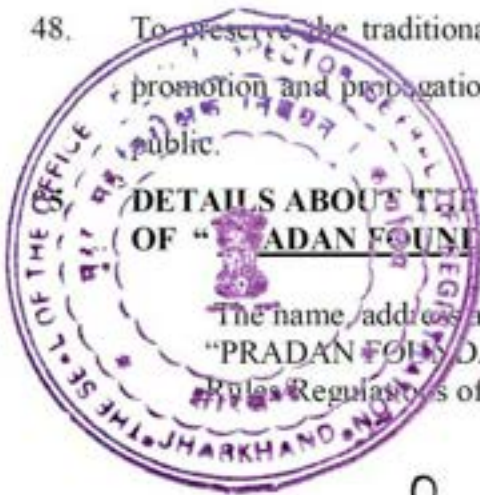
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kind& materials etc from the well wishers, doners, philanthropic persons & agencies of local, regional, national & international nature working towards human resource development and natural resource management.

42. To negotiate and enter into contracts/ MOU/Agreements on behalf of the organization for the better interest of the organization.
43. To take up different social welfare and rural development activities on the basis of public private partnership mode.
44. To make rules and regulations for the conduct of the affairs of the organization and add, amend, vary or rectified them from time to time as per unanimous decision of the Governing body.
45. All activities financed from the funds shall be conducted in accordance with the ideas and object as started herein and no discrimination shall be permitted on grounds of religion, caste, creed and sex on political affiliation of the implementing agency.
46. No part of the income and property of the organization shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise whatsoever by way of profit to the person who at any time are or have been ember of the society or to any of them.
47. To undertake area saturated holistic and integrated development programmes for the mining and industry affected persons/families, periphery development activities and measures for promotion of clean and green environment.
48. To preserve the traditional monuments, places of cultural interest, tribal costumes, promotion and propagation of Rastrabhasa/ Hindi Language among the students & public.

DETAILS ABOUT THE MANAGEMENT COUNCIL/GOVERNING BODY OF "PRADAN FOUNDATION"

The name /address and occupation of members of the Management Council of "PRADAN FOUNDATION" to which the management of the institution has by Rules/Regulations of the institutions are as mentioned.










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Sl.No	Name and Father's Name	Address with Mob No.	Age	Qualification	DESIGNATION	Occupation	Passport Photo with Signature
1	HIMANSU SHEKHAR S/O- KUNJ BIHARI DAS	AT-DHANWAY, P.O.-HASDIAH, DIST-JHARKHAND Mob-9931715187	32	BSC MBA IN RD FROM XISS	Chairman	Social work	
2	CHANDRASEKHAR KUMAR, S/O- SHIV NARAYAN PRASAD	AT/PO-SIMARIA, DIST-CHATRA Mob-9852109953	32	MSC	Secretary	Social work	
3	AMIT KUMAR S/O-BAL GOVIND RAM	AT/PO- CHALKUSHA, PS- BARKATHA, DIST-HAZARIBAG Mob-9931715497	31	BSC	Treasurer	Social work	
4	DEV NARAYAN PRASAD S/O-BHUGESWAR SAW	AT/PO-DUNDUWA, PS-SIMARIA, DIST-CHATRA Mob-9308985408	33	BA	Member	Social work	
5	RUPESH RANJAN S/O-RAJ KAPOOR SAW	AT/PO- BABHANBAL, PS-MUFFASIL, DIST-HAZARIBAG Mob-93866364285	35	IA	Member	Social work	
6	AMIT KUMAR S/O-HARIHAR PRASAD	AT/PO-DUNDUWA, PS-SIMARIA, DIST- CHATRA Mob-7739554037	30	BSC	Member	Social work	
7	AMIT KACHHAP S/O-SBI SOMRA URAY	AT-KORRAH, PO- H. ZARIBAG, PSCSADAR, DIST-H. ZARIBAG Mob-763185356	32	BSC	Member	Social work	



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PRADAN FOUNDATION GOVERNING BODY (7 MEMBERS)

01. HIMANSU SHEKHAR, S/O- KUNJ BIHARI DAS, AT-DHANWAY, P.O.-
HASDIAH, DIST-JHARKHAND, CHAIRMAN
02. CHANDRASEKHAR KUMAR, S/O- SHIV NARAYAN PRASAD, AT/PO-
SIMARIA, DIST-CHATRA, SECRETARY
03. AMIT KUMAR, S/O-BAL GOVIND RAM, AT/PO-CHALKUSHA, PS-
BARKATHA, DIST-HAZARIBAG, TREASURER
04. DEV NARAYAN PRASAD, S/O-BHUGESWAR SAW, AT/PO-DUNDUWA, PS-
SIMARIA, DIST-CHATRA, MEMBER
05. RUPESH RANJAN, S/O-RAJ KAPOOR SAW, AT/PO-BABHANBAI, PS-
MUFFASIL, DIST-HAZARIBAG, MEMBER
06. AMIT KUMAR, S/O-HARIHAR PRASAD, AT/PO-DUNDUWA, PS-
SIMARIA, DIST-CHATRA, MEMBER
07. AMIT KACHHAP, S/O-SRI SOMRA URAO, AT-KORRAH, PO-
HAZARIBAG, PS-SADAR, DIST-HAZARIBAG, MEMBER85356



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PRADAN FOUNDATION GENERAL BODY (07 MEMBERS)

01. HIMANSU SHEKHAR, S/O- KUNJ BIHARI DAS, AT-DHANWAY, P.O.-
HASDIAH, DIST-JHARKHAND, CHAIRMAN
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Signature from Sl.No.1. to 7 are hereby attested by me.



Address

HAZARIBAG


Signature

ATTESTED

NOTARY
HAZARIBAG







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**RULE AND REGULATIONS OF THE
PRADAN FOUNDATION, AT/PO- HAZARIBAG, DIST- HAZARIBAG,
JHARKHAND**

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|----|----------------------|---|
| 1. | Name of the Society | PRADAN FOUNDATION |
| 2. | a) Location | At/Po – Hazaribag, Dist- Hazaribag, Jharkhand |
| | b) Area of Operation | Through out India anywhere in any State. |

MANAGEMENT COUNCIL (M.C)/GOVERNING BODY:

The Management Council/Governing Body of PRADAN FOUNDATION will be consists of seven members as follows.

1. Chairman,
2. Vice-Chairman,
3. Secretary
4. Treasurer
5. Member
6. Member
7. Member

3. Formation of M.C/Governing Body and its tenure :

All the M.C/Governing Body members of PRADAN FOUNDATION except the Secretary will be elected in the General Body Meeting of the Organization. The Secretary who ever he/she may be is a permanent member of the M.C/Governing Body . He/She can not be terminated except under special circumstance. e.g. death of the Secretary or dissolution of the organization. Once the M.C/Governing Body . is formed it will continue and function **for 5 (five) years**. In case of mid-term vacancies in the M.C. it may be filled up by members from Central Body nominated by the Secretary .

4. Meeting of M.C. and Quorum :

The M.C. of "Pradan Foundation" will hold the its meeting thrice in a year and it will sit once every four months. For quorum the presence of two third out of seven members is necessary. A seven days notice will be served before sitting of the M.C by the Secretary

Functions of Management Council /Governing Body:

The M.C/Governing Body. will transact the following business in consultation with the Secretary

- a) M.C. will decide all the policy matters for the sake of the smooth functioning of the organization.
- b) It will appoint sub committees as per the need of the situation for deciding on any problem, issue, policy matter or any of the matter in the organization.
- c) It will raise funds from the local, regional, national international agencies and govt. departments for executing various development programmes of the organization.

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- d) It will make policy for honorarium, allowances, development fund for the regular workers and decide the rent, any other necessary expenditure for the transaction of the day to day business of the organization.
- e) It will appoint the auditor, examine the annual audit report, annual activities report and the annual action plan and pass all these.
- f) It will expel/cease the membership of any member and accept the new members after scrutinizing their applications.
- g) It will look after the overall management of the organization.

6. **GENERAL BODY (G.B.)**

The General Body shortly known as G.B. consists of all the members accepted and interested to form the organization. It will hold meeting not less than once in a year and generally it will sit during April or May in every year to transact the following business.

Functions of G.B.

- a) To elect members to the M.C/Governing Body . of the organization.
- b) To pass the Annual audit report and annual activities report.
- c) To amend the constitution of the organization when ever necessary in order to expedite in achieving the goal of the organization

Quorum for C.B. meeting:

For quorum in the G.B. meeting the presence of one third of all the members is necessary.

7. **MEMBERSHIP:**

Any person being the citizen of India having a healthy mind, voluntary spirit, believing in the objectives/philosophy/process irrespective of caste, creed, class, sex etc. above the age group of 18 years shall be considered as a member when his/her application in the prescribed form for this purpose is approved by the M.C.

Types of Membership:

There are two categories of members. One is annual member and the other is life member.

Procedure of accepting a member:

Any person fulfilling the aforesaid criteria of membership if interested may apply to the Secretary. The Secretary will recommend his/her application to the M.C. for consideration. The M.C. after scrutinizing the application may accept the applicant as a primary member. After one year of observation by the M.C. the primary member may be confirmed as regular member (here- in- after known as member). A primary member(P.M) may attend the G.B. meeting, put forward any subject for discussion. But the P.M. has no voting right.

Renewal of Membership:

The membership of any annual member will be renewed after receipt of his/her annual membership fee in advance for one year during April/May in every year. If any member is not present in the G.B. meeting a one month notice will be served to him/her for paying the membership fee. The membership of a life member is not needed to be renewed.

Membership fees :

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The amount of annual membership fee is Rs.5000/- and life membership fee is Rs.10000/- . The life membership fee is an one time fee.

Ceasation of Membership:

A member will be ceased to be a member on the following grounds:

- a) By resignation : Resignation of any member will be addressed to the Secretary
- b) Death, indulge in criminal offence, insanity, insolvency, loss of mental balance etc.
- c) Active involvement in power/party politics.
- d) Involvement in any activity like misguiding the other members, groupism, communal disharmony and any activity detrimental for the organization, bringing discredit to the reputation of the organization and creating hindrances in achieving the goal/objectives of the organization. In this context the opinion of the Secretary is most vital.
- e) Any member not paying annual membership fee and thus not renewing his/her annual membership.

8. FUNCTIONS OF THE OFFICE BEARERS :

a) Chairman :

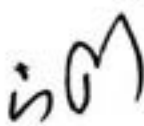
- i) The Chairman will preside over all the M.C and G.B. meetings.
- ii) To exercise his/her casting vote to arrive at a conclusion for any decision
Case of equal votes for & against the point of discussion.
- iii) To consult with the Secretary to convene special M.C. or G.B. meeting under certain circumstances.
- iv) To discharge some responsibilities as decided by the M.C. in consistent with the rules and regulations of the organization.

b) Vice-Chairman :

The Vice-Chairman will preside over the M.C. and G.B. meeting and discharge the same responsibilities in the absence of the Chairman.

c) Director :

- i) The Secretary is the Chief Functionary of the organization and will manage all its day to day works.
- ii) Secretary will be the applicant for any proposal on behalf of the organization and is empowered to raise funds from local, national, international agencies and Govt. for a specific purpose.
- iii) To keep minutes of the M.C. & G.B. meetings.
- iv) To sign the agreement and contract papers for a specific purpose on behalf of organization.
- v) To represent in the state level, national, international meetings, seminars, conference, training on behalf of the organization or can send delegates for the same purpose.
- vi) Secretary will be responsible for the proper utilization of the funds.
- vii) He will be responsible for the appoint for terminate the workers and can make a contract with a personal or cancel the same as per the need/situation and in consistent with the policy made by the M.C.



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- viii) He will be deal with all the administrative matters with efficiency and prudence.
- ix) He will convene all the M.C. & G.B. meetings.
- x) He will give consultation to the M.C. members for talking any decision.
- xi) He will keep all the confidential and valuable documents of the organization at his/her safe custody.
- xii) He is to pass all the payments to be made by the organization and he will give receipt to a person on receiving money or any article.
- xiii) He can to sue and be sued on behalf of the organization.

d) Treasure :

- i) To prepare the annual budget.
- ii) To prepare the financial statement and report.
- iii) To examine the cash book and ledger of the organization.
- iv) To collect all the dues and assessment of the organization in time.

9. FUNDS :

The organization will create funds which will be utilized for the fulfillment objectives of the organization by the following means:

- a) Membership fee.
- b) Contribution from public, Industries, Trusts, Companies etc.
- c) Grant-in-aid from different govt. Departments, non-govt. organization and foreign donors.
- d) Receiving loans from financing agencies.

10. ACCOUNTS :

The funds raised by the organization will be kept in SB A/C at National Bank. The organization will open different account books in the name of the organization for different purpose.

11. BANK OPERATION:

The account of the organization will be operated jointly by the Secretary and the treasurer or the Secretary with any authorized members as per the decision of the Governing body.

12. AUDIT:

The utilized funds and the balance amount of the organization will be audited by a qualified auditor or a chartered accountant or by a govt. auditor once in a financial year beginning from April to March.

13. DISSOLUTION:

The organization will be dissolved by 3/5th majority of the members. Upon the dissolution of the organization all the assets will be handed over to a similar registered society of the govt. after clearing all its dues and liabilities.

14. LEGAL ACTION:

The Secretary may sue or be sued on behalf of the organization for movable and immovable properties.

15. CERTIFICATION:

- a) Certified that there is no other organization in the same name at the same place.

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- b) Certified that this is the true and correct copy of the memorandum and rules & regulation of PRADAN FOUNDATION, AT- HAZARIBAG, JHARKHAND.

Himanshu Shekhar

CHAIRMAN

Shekhar.
(Chandra Shekhar Kumar)

SECRETARY

Armit Kumar

TREASURER



यह सच्ची अभिप्रमाणित प्रतिलिपि है।

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