

22 MAR 2024

NOTARY

AD. SURAJ TIWARI
Appointed by Govt of INDIA
DISTRICT BETUL (M.P.)

ATTESTED

OJAS SHIKSHAN EVAM PRASHIKSHAN SAMITI

7 Morandhana, Amla 460001



MEMORANDUM OF ASSOCIATION

OJAS SHIKSHAN EVAM PRASHIKSHAN SAMITI Registration No. 01/06/04/31895/17 dated 18 Jan 2017 under the MADHYA PRADESH Samiti Registration Act 1973 (Serial 44), being an act for the Registration of literary and charitable Societies.

Name

1. The name of the Samiti is OJAS SHIKSHAN EVAM PRASHIKSHAN SAMITI, AMLA herein after referred to as "The Samiti".

Office of the Samiti

2. The registered office of the Samiti is situated in Betul near Durga Mandir, Kothi Bazar, Durga Ward and will be shifted to Amla at premises of the Samiti's campus at 7 Morandhana, Amla 460001 in future.

Objectives of the Samiti.

3. The objectives of OJAS SHIKSHAN EVAM PRASHIKSHAN SAMITI are:-
 - a) To educate poor and tribal students in rural areas.
 - b) To open training centre along with basic education for students who want to join the Armed Forces/ Para Military by employing qualified instructors, without cost to the students.
 - c) To make the students aware about national security and Indian culture and inculcate values in them to build a strong Nation.
 - d) To participate in the interest of the Nation in Swach Bharat Abhiyan.
 - e) To give free guidance for future employment to students.
 - f) To give vocational training to students who fallout from main line education.
 - g) To provide opportunities to children for education and creativity.
 - h) To introduce to the children experiences, creativity and activities not otherwise available to them.
 - i) To offer certain educational services to the local schools and to enrich their curricular and extracurricular activities.

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- (2)
- j) To promote social and cultural contacts amongst the children of all classes and communities.
 - k) To inculcate such values as would help them to develop modern Indian personality with a scientific temper.
 - l) To promote the above-mentioned activities as a movement.

Functions

4. To achieve the above mentioned objectives, the Management of OJAS SHIKSHAN EVAM PRASHIKSHAN SAMITI may carry out any or all of the following functions:-
 - a) Manage, construct, establish and maintain OJAS SHIKSHAN EVAM PRASHIKSHAN SAMITI in Amla and other parts of Madhya Pradesh and to conduct programs of training and research in order to promote the education of children through innovative, scientific and modern methods using technology, e- learning and visual aids.
 - b) Construct, maintain, develop and improve any building and works, if found necessary for the Samiti.
 - c) Promote such other societies, organizations or institutions, having objectives similar to those of the OJAS SHIKSHAN EVAM PRASHIKSHAN SAMITI
 - d) Acquire, purchase or take on lease or hire in Madhya Pradesh, temporarily or permanently any moveable or immoveable property necessary for the objects of the Samiti.
 - e) Receive grants, subscriptions and donations for the purposes of the Samiti, provide that no subscriptions or donations shall be accepted if they are inconsistent with its objectives, or are in conflict with the proper working of the Samiti.
 - f) Sell, mortgage, lease, exchange and otherwise transfer or dispose off all or any property moveable of the Samiti for the furtherance of its Objectives, subject to prior approval of the Board of Management.
 - g) Appoint, in order to execute any instrument or transact any business of the samiti, any person as attorney of the Samiti with such powers as the Samiti may deem fit.
 - h) Deal with funds and dues of the Samiti, for the objectives of the Samiti.
 - i) Enter into any agreement for receiving grants, Contributions



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- (3)
- j) Determine the number, categories and grades of pay and posts, to create, suspend or abolish the posts and fix the emoluments and terms of service of the employees of the Samiti.
 - k) Appoint the staff for the Samiti, as may be needed, to grant extension of service to the staff including extension beyond the age of
 - l) Make Rules and Regulations for the conduct of meetings, and affairs of the samiti and to adopt and vary them from time to time.
 - m)(m) Do all such other acts and things as may be directly or indirectly conducive or incidental to the carrying out, achievement or development in accordance with the Rules and Regulations, of The Objectives of the Samiti.

Management

5. The names, addresses occupations and designation of First Members of the Board of Management to Whom the Management of the affairs of the Samiti was entrusted as required under the MADHYA PRADESH Samiti Registration Act 1973 (Serial 44), till the Board of Management is nominated according to the Rules and Regulation of the Samiti are as

- 1) Brigadier Ram Narayan Vinayak A429 New Minal Residascy Bhopal Patron
- 2) Colonel Pankaj Kumar Colonel Colony Air Port Road Bhopal Custodian
- 3) Colonel Vibhav Prakash Tirpathi Dwarka Nagar B-7 Bhopal trustee
- 4) Colonel Pranav Mishra A402 Air Port Road Bhopal trustee
- 5) Smt. Geeta Pardesi W/o Late Wing Cdr MB Pardesi Caretaker Long member Hasalpur Amal
- 6) Lt. Col Sabil Datt Salik Colonil Secundarbe (A.P.)
- 7) Profeser Dr. K. Karishna Ro Makoriniyea Sagur Presidant
- 8) Shiveant Narware Jeera Dhan Amal V. Presidant
- 9) Dr. Gansh Narware Hasalpur Amal Treasure
- 10) Vatron Anil Kumar Verma Moti Word Betul Scertory
- 11) Harshankar Sowner Ganj. Ganj, Betul Membar

6. The affairs of the Samiti shall be managed and conducted by the Board of Management according to the Rules and Regulations of the Samiti, Which have been framed with the approval of the First Board of Management. Membership to the Armed Forces and their immediate



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- families are eligible for its membership on payment of a membership fee decided by the Board of Management.
7. The income, monies, and properties of the Samiti however derived shall be applied solely towards the maintenance, upkeep and improvement of the institution and properties of the Samiti and for the promotion of all or any of the objects of the Samiti as set forth in this Memorandum of Association.
8. On the winding up or dissolution of the Samiti, if any property whatsoever remains, after the satisfaction of its debts and liabilities, the same shall not be paid to or distributed among the members of the samiti or any of them but shall be dealt with in such manner as the Government of Madhya Pradesh may determine. The land which has been donated as charity in such case will be returned to the Government of Madhya Pradesh.
9. A list of Members of Board of Management of the Samiti shall be filed with the Registrar of Societies Madhya Pradesh Administration every year in the month of January along with a certified copy of the Rules and Regulations of the Samiti in case these have undergone any amendment from the Rules and Regulations already filed with the Registrar of Societies, Bhopal.

BYE-LAWS

In exercise of the powers conferred by Rule 8 of the Rules and Regulation of OJAS SHIKSHAN EVAM PRASHIKSHAN SAMITI, the Board of Management hereby makes the following bye-laws, namely: OJAS SHIKSHAN EVAM PRASHIKSHAN SAMITI BYE-LAWS

PART 1-GENERAL

Short Title and commencement

1. These bye-laws may be called the OJAS SHIKSHAN EVAM PRASHIKSHAN SAMITI BYE-LAWS.
2. These bye-laws shall be deemed to have come into force with effect from the date they are duly passed by the Board of Management.



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- (5)
- a) "SAMITI" means the OJAS SHIKSHAN EVAM PRASHIKSHAN SAMITI.
 - b) "BOARD" means the Board of Management of the OJAS SHIKSHAN EVAM PRASHIKSHAN SAMITI.
 - c) "CHAIRPERSON" means the Chairperson of the OJAS SHIKSHAN EVAM PRASHIKSHAN SAMITI and the Board of Management.
 - d) "VICE CHAIRPERSON" means the Vice Chairperson of the OJAS SHIKSHAN EVAM PRASHIKSHAN SAMITI and Board of Management.
 - e) "DIRECTOR" means the Director of OJAS SHIKSHAN EVAM PRASHIKSHAN SAMITI.
 - f) "DIRECTOR (FINANCE)" means the Director (Finance) of OJAS SHIKSHAN EVAM PRASHIKSHAN SAMITI.
 - g) "Treasurer" means the Treasurer of OJAS SHIKSHAN EVAM PRASHIKSHAN SAMITI.
 - h) "EMPLOYEE" means a person serving in the Samiti in any post or capacity.
 - i) "APPOINTING AUTHORITY" in relation to any post under the Samiti means the authority competent to make appointment to that post.

PART-II

BYE-LAWS FOR THE CONDUCT OF BUSINESS

Powers and Functions of the Chairperson and Director

4. The Chairperson, Vice Chairperson and the Director shall exercise such powers and discharge such functions as are laid down in the Rules and Regulations and these Bye-laws as the powers and functions of the Chairperson, Vice Chairperson and the Director:-

5. Meeting of the Board of Management

- a) For the transaction of the business of the Samiti, the Board of Management shall hold meetings as specified in Rules 12 to 20 of the Rules and Regulations of OJAS SHIKSHAN EVAM PRASHIKSHAN SAMITI.



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- b) At the commencement of each Board meeting, all members shall sign the Attendance Register and the Senior Director shall maintain a record of such attendance.
 - c) All proceedings of the meetings of the Board of Management shall be entered in the Minute Book to be maintained by the Member-Secretary for the purpose and each minute shall be signed by the Chairperson of the next meeting after the same is duly confirmed.
 - d) The Chairperson of the meeting may include in the agenda at any time before or during a meeting, fresh items of business supplementary to those included in the agenda and those supplementary items shall also be taken up for consideration.
 - e) A decision given by the Chairperson of the meeting on a point of order raised by a member shall be final.

Authentication of orders and decisions of the Board.

6. All orders and decisions of the Board of Management shall be authenticated by the signatures of the Director or any other person authorized by the Board of Management in this behalf.

Immovable Property Belonging to the Samiti

7. The Board of Management may constitute a Infrastructure Advisory Committee for the purpose of considering additions and alterations to buildings belonging to the Samiti and other questions relating to their maintenance and use.
8. The Samiti shall use its lands and buildings only for the purpose of the Samiti.

Education and Training

9. In view of the first objective of OJAS SHIKSHAN EVAM PRASHIKSHAN SAMITI, The Board of Management will constitute an Education and Training Advisory Committee for the purpose of framing rules and regulation for the education of children from the backward community. The committee will formulate the procedure for admission, curriculum, detailed syllabus, time table and extracurricular activities.

PART-III

SERVICE BYE-LAWS

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Permanent Employment (Whole-time).

10. Other than in the case of part-time employees, if any, all employees in the Samiti shall be deemed to be in the whole time employment of the Samiti, and they may not accept or practice any other employment or vocation. They shall also be liable, as and when required, to perform their duties, or any other duty assigned to them under the orders of the Appointing Authority, outside the regular working hours of the Samiti.

Posts in the Samiti

11. A post in the Samiti shall be either a "Permanent Post" that is, a post carrying a definite rate of pay sanctioned without any limit of time; or a "Temporary Post", that is, a post carrying a definite rate of pay sanctioned for a limited time.

12. All the posts in the Samiti shall be classified as Group 'A', Group 'B' rroup 'C' and Group 'D' on the lines of the practice prevailing in the Govt.

13. The posts under the Samiti shall be as created/approved by the Board of management from time to time under the Rules and the employees shall be governed by the Rules and Regulations of the Samiti as amended from time to time.

14. The Board of Management may direct:-

- Creation of a post or posts in any grade or category, regular or temporary.
- Abolition of any post or posts of any grade/category.
- Transfer of any category of posts from one category to another or from one grade to another.
- Conversion of a temporary post into a regular post provided the post has been in existence for over 3 years and is found necessary on a regular basis.
- Determine or revise the emoluments and scales of pay of all the employees.

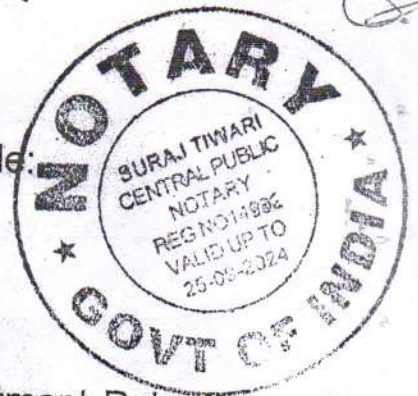
Appointing Authorities.

15. Appointments to posts under the Samiti shall be made:-
- By the Chairperson up to Director.
 - By the Director in the case of all other posts.

Recruitment Methods

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16. Recruitment to posts under the Samiti shall be made:

- a) by direct recruitment, or
- b) by promotion; or
- c) on contract basis, or
- d) by invitation of persons of extraordinary merit;

17. The Board of Management shall frame the Recruitment Rules for each post, specifying the age limit; qualifications, mode of recruitment etc. for appointment in any post in the Samiti.

Direct Recruitment

18. Appointment to all posts in the Samiti by direct recruitment shall be made after giving due weightage to the recommendations of a Selection Committee appointed by the Board. The composition of the Selection Committee shall be made as on required basis.

19. Direct recruitment to Group A and Group B posts shall be made through advertisement, direct recruitment to Group C and D posts shall be made from the ex servicemen category these posts may be advertised if a non-availability certificate is issued by the DSWO, Betul.

20. All appointments by promotion, whether in a substantive or officiating capacity, shall be made on the recommendations of a Departmental Promotion Committee nominated by the Board from amongst eligible employees serving in posts in the immediately lower grade on the basis of 'merit with due regard to seniority' in the case of 'selection posts' (Group A and B) and on the basis of 'seniority cum- fitness' in the case of 'non- selection posts' (Group C and D).

21. For the consideration of fitness of promotion, the composition of the Departmental Promotion Committee shall be as laid down in Recruitment Rules. For confirmation and clearance or otherwise of a probationary employee, the Director shall constitute a Departmental Promotion committee of three Officers of the Samiti who should be higher in rank to the employee (s) under consideration.

Medical Fitness

22. No person shall be appointed to any post by direct recruitment unless:

- i. He/she is found medically fit by Competent Authority as per Government Rules; and

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- ii. The Appointing Authority is satisfied that He/she possesses good character and antecedents.



Probation

23. An employee appointed to any post by direct recruitment in the Samiti shall be on probation for a period of two years. Provided that the Appointing Authority may, in any individual case, for reasons to be recorded in writing, waive, reduce or extend the period of probation, not exceeding one year.
24. If any employee of the Samiti who is on probation is adjudged to be unsuitable for holding his/her post, or has failed to render satisfactory service, the Appointing Authority may:
- a) In case of a person appointed to his/her post by direct recruit as a departmental candidate revert him/her to the post held by him/her immediately before such appointment;
 - b) In the case of a person appointed by direct recruitment terminate his/her service in the Samiti without notice.
25. Every person appointed to a permanent post under the Samiti by direct recruitment shall on satisfactory completion of the period of probation be eligible for substantive appointment to that post.

Permanent/Temporary Service

26. Upon initial appointment in the Samiti; all employees shall be deemed to be in temporary service of the Samiti till such time that they are appointed to a permanent post and specific orders of the Appointing Authority have been issued, based upon the recommendations of a validly constituted DPC, confirming the satisfactory rendition of service by them during the period of probation.

Appointments on Contracts

27. Notwithstanding anything contained in these Bye-laws the Board may, in special circumstances, appoint a person on contract for a period not exceeding 3 years.

Termination of the 'Services'

28. The services of temporary employee may be terminated by the Appointing Authority:

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- a) During the period of probation or extended period of probation following first appointment at any time without assigning any reason and without any.
- b) After such period of probation without assigning any reason on one month's notice or forthwith on payment of one month's salary in lieu of notice notice period.
29. The services of a permanent employee may be terminated by the Appointing Authority after holding an inquiry.

Seniority

30. The seniority of a new employee of the Samiti shall be reckoned initially from the date of his/her selection for appointment, subject to his/her joining duties within a reasonable period of time as adjusted by the Appointing Authority. In case more than one candidate is selected in the same grade on the same date, their seniority shall be based on their order of merit as determined by the Selection Committee/D.P.C. After the completion of their period of probation, whether on initial recruitment or on probation, their seniority shall be based upon the date/order of their confirmation by the Appointing Authority.

31. The employees of the Samiti shall be entitled to such leave and leave salary as are admissible to the State Government (Leave Rules) as amended from time to time.

Conduct, Discipline and Penalties

32. Rules for Conduct, Discipline and Penalties will be framed by a Committee appointed by the Board of Management of the Samiti. The powers of Disciplinary Authority shall be exercised by the Appointing Authority while the powers of the appellate Authority shall be exercised by the Board of Management in the case of Director and by the Chairperson in the case of all other employees.

Resignation and Superannuation

33. The resignation tendered by a permanent employee of the Samiti shall be effective when it is accepted by the Appointing Authority and the employee is relieved of his/her duty. Temporary employees may resign

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their service by giving one month's notice and they shall cease to be in service on the expiry of such notice period even if the resignation has not been formally accepted by the Appointing Authority.

34. The rules governing the retirement of the employees of the Government of India, as amended from time to time, shall apply to the employees of the Samiti, provided that the Board of Management may in deserving cases and at its discretion recommend an extension or service beyond the age of superannuation in the case of meritorious and deserving employees for a period up to 2 years.

Pension/G.P. Fund

35. Will apply to the employees as per the Government policy.

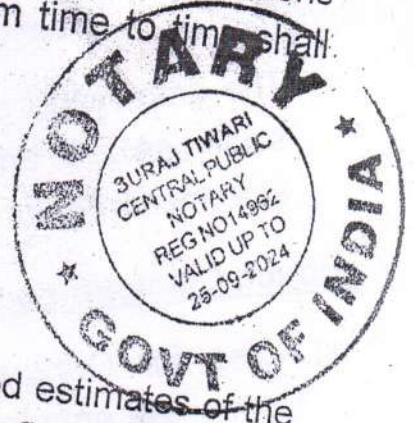
Other Conditions of Service

36. In respect of matters not provided for in these Bye-laws, the rules as applicable to State Government servants regarding the general conditions of service, pay, allowances including traveling and daily allowances, leave salary, joining time etc. and orders and decisions issued in this regard by the State Government from time to time shall apply to the employees at the Samiti.

PART-IV

FINANCIAL BYE-LAWS

Preparation and sanction of Budget Estimates



37. The Director/Secretary shall each year prepare detailed estimates of the receipts and expenditure of the Samiti for the ensuing financial year for approval by the Board of Management.
38. The Director shall maintain a Budget Register in which all grants received from all sources shall be entered. Appropriation
39. The finds of the Samiti shall not be appropriated for expenditure on any item which has not been approved by the competent Authority under these Bye-Laws.
40. The primary unit of appropriation shall be a major head which may further be divided into minor heads subordinate thereto. The major and minor heads of account shall be such as may be approved for the budget estimates of each year.

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Re-appropriation and Expenditure sanction

41. The Director may re-appropriate, if necessary, funds from one unit of appropriation to another within a grant with the approval of the Board of Management only. No re-appropriation of funds shall be made between Non-plan and Plan Grants.
42. The Director shall keep a watch over expenditure against the sanctioned grant.
43. No expenditure from the funds of the Samiti shall be incurred without the sanction of the Competent Authority.

Contracts

44. The Director shall sign and execute on behalf of the Samiti all agreements, contracts, etc. which may be necessary for the proper conduct of the business of the Samiti.

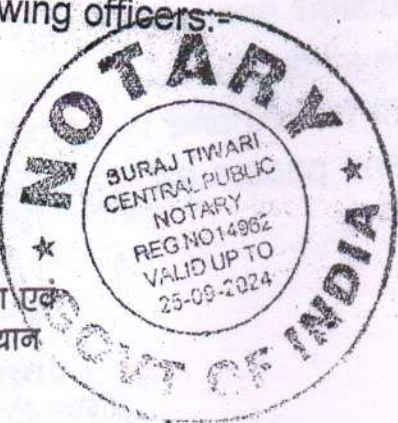
Honorarium payable to Experts

45. The Samiti may invite experts to deliver lectures in the Samiti from time to time on payment of suitable fee or honorarium and pay them travelling allowance.
46. The rate of fee or honorarium payable to experts shall be such as may be determined by the Director in each case but shall not exceed the limits prescribed by the Board of Management from time to time. Bank Account
47. The funds of the Samiti shall be kept and transacted through current account with the State Bank of India or any Nationalized Bank. However, surplus funds which may not be required for expenditure for sometime may be kept in an interest-bearing account by investing in short-term fixed deposits or by keeping in a savings Bank Account.
48. All cheques on the bank account shall be signed and all bills, notes and other negotiable instruments shall be drawn, accepted and made on behalf of the Samiti by the joint signatures of the Director and any one of the following officers:-

(i) Secretary.

(ii) Treasurer.

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49. All cheques, bills, notes and other negotiable instruments payable to the Samiti may be endorsed on behalf of the Samiti by the Drawing and Disbursing Officer to be appointed by the Board of Management.

Drawal of Funds and Maintenance of Accounts

50. Funds shall be drawn from the Bank by means of cheques in the manner laid down in the Bye-laws. Cheque books shall remain in the personal custody of the Director or other person authorized by the Director in this behalf.
51. The claims for pay and allowances and travelling allowances of officers and contingent bills shall be drawn in the prescribed forms and submitted to the Drawing and Disbursing Officer. All bills shall be checked and passed for payment by the Director (Finance). The pay and allowances bills of the employees may be signed by the Drawing and Disbursing Officer. The monthly pay and allowances bills shall be passed for payment by the Director (Finance). Payment shall be made by means of demand drafts or cheques or cash as decided by the Director.
52. The Director shall maintain regular accounts of all the money and properties in respect of the affairs of the Samiti and shall prepare annual statement of accounts including the Balance Sheet in such form as may be prescribed by the Board of Management. The Director (Finance) of the Samiti shall advise the Director on all matters concerning Audit and Accounts. Director (Finance) shall be responsible to the Vice Chairperson for the accuracy and completeness of the accounts of the Samiti in accordance with the bye-laws of the Samiti.
53. The primary accounts of the Samiti shall be maintained in the forms prescribed in the Civil Accounts Manual, General Financial Rules, Receipts and Payment Rules and under other relevant rules.

Annual Audit

54. The Accounts of the Samiti shall be audited annually by a Chartered Accountant, and the Director shall provide all facilities in this regard. The Auditor of the Samiti shall have the right to demand the production of documents, books, accounts, vouchers and papers as may be required or necessary for the purpose of Audit.



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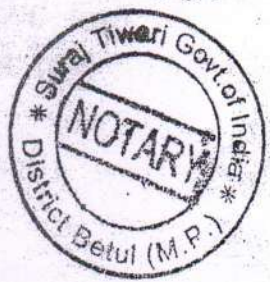
55. The results of audit shall be communicated by the Auditor to the Director who shall submit a copy of the Audit Report along with his observations to the Board of Management.
56. The Director (Finance) shall apply a check of the nature of pre-audit to all payments from the funds of the Samiti and shall maintain appropriate registers in this behalf.

Power to Relax any Rule

57. Notwithstanding anything contained in these Bye-laws the Board of Management may, in the case of any employee, relax any of the provisions of these 'Bye-laws' to relieve him from any undue hardship.

In Case of Doubts

58. Where a doubt arises in the operation of these Bye-laws, the decisions of the Board of Management shall be final.



PLACE OF MY OFFICE
AT- BETUL (M.P.)

22 MAR 2024

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AD. SURAJ TIWARI
CENTRAL GOVT NOTARY
APPOINTED BY MINISTRY
OF LAW AND JUSTICE
GOVT OF INDIA
District Betul (M.P.)
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आजस शिक्षण एवं
प्रशिक्षण संस्थान

प्राचार्य
आजस शिक्षण एवं
प्रशिक्षण संस्थान