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Certified Copy of Memorandum of Association & Rules
Regulation of Society Vide Reg No-5/908 ✓ 1089
dated 25/05/2012
16/2/12
MEMORANDUM OF ASSOCIATION
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1. NAME:

The name of the Association shall be the Ex-ONGC Executives Welfare Association, New Delhi.

2 REGISTERED OFFICE:

The Registered office of the Association shall be situated within the territory of National Capital Region of New Delhi.

At present, the office of the Association is situated at Arya Offshore
Services Private Ltd., 8, Balaji Estate, Guru Ravidas Marg, Kalkaji,
New Delhi -110 019.

3. MAIN AIMS & OBJECTS

3.1. To provide a common platform for Ex-ONGC Group of Companies Executives and their families to meet and share matters of common interest and work together for their welfare in improving the quality of life.

3.2 To take up issues of welfare and other concerns with a view to lead a life of dignity with ONGC Management and other concerned authorities.

3.3 To provide a common forum for Petroleum Sector Retired employees and liaise with their respective Welfare Associations in particular and similar organizations of other Public Sector Undertakings in general for mutual support in the matters of common cause and interest.

3.4 To promote Social, economic, educational, technical and scientific interest in the society and provide opportunities to its members to share their experiences and expertise.

3.5 To protect its members from social injustices, discrimination and all forms of



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exploitation and extend its helping hand and support in the hours of need.

- 3.6 To assist in promoting and safeguarding all interests, rights and privileges of its members by all lawful and constitutional means.
- 3.7 To collect and disseminate information about useful engagement of its members and sharing of their experiences and expertise.
- 3.8 To encourage and provide opportunities to its members to update their knowledge and acquiring new skills for self improvement and sharing for the welfare of society.
- 3.9 To institute scholarships, prizes, awards and endowments for the benefit of poor deserving students belonging to members of the Association in particular and public in general with a view to motivating and improving the quality of education.
- 3.10 To establish educational, cultural, scientific social and library centers to function as welfare organization for its members and the society at large.
- 3.11 To arrange conferences, seminars, workshop, meetings, discussions, Exhibitions etc to disseminate knowledge, experience and expertise with the support of its members and for the benefit of Society.
- 3.12 To organize educational, social and cultural programmes, get together and other activities with a view to promoting communal harmony, social solidarity, national unity and integrity.
- 3.13 To formulate and execute schemes for improving the quality of life such as health, education, infrastructure i.e. social and economic condition of its members in particular, and public in general.
- 3.14 To undertake charitable, philanthropic and other social welfare activities for its members in particular and public in general.
- 3.15 To compile and publish from time to time research papers, books, magazines



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papers, pamphlets, brochures, news letters etc. to disseminate information and knowledge in the field of Management and Energy Sector.

3.16 To become member of any other national/international body/institution for promotion of aims and objects of the Association.

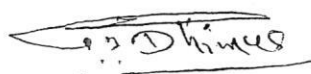
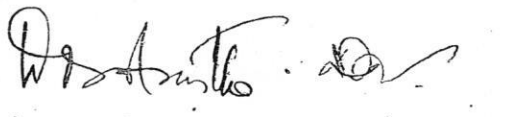
3.17 To receive grants, donations, subscriptions, fees, charges and/or any property either movable or immovable from any organization, institution, individual within or outside India including international agencies.

3.18 To accumulate income of the Association or any part thereof for such periods or periods as the Association may deem it fit within the laid down rules.

3.19 To purchase or take on lease or hire or otherwise acquire temporarily or permanently any movable or immovable properties necessary or convenient for the furtherance of the objects of the Association.

3.20 To open and operate accounts of the Association with any recognized Bank(s).

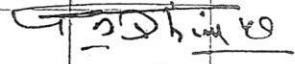
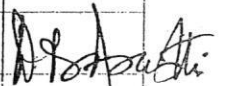
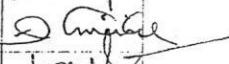


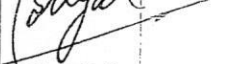




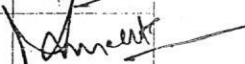
3.21 To take any or all the above activities or any other initiative and activity which the Association feels necessary to achieve its aims and objects for the welfare of its members and their families in improving the quality of life in general and contribution to the society at large.



Desirous Persons

We, the undersigned, are desirous of forming an Association, named, 'Ex-ONGC Executive Welfare Association' for the purpose described in Memorandum of Association under the Society Registration Act XXI of 1860 as extended to the Union Territory of Delhi in pursuance of this Memorandum of this Association.

S.No	Name	Full Address	Occupation	Sign
1	Sh. G.D. Dhingra	V-31/21, DLF Phase-III, Qutub Enclave, Gurgaon 122 002	Retired	
2	Sh. D.N. Avasthi	C-190 Sarita Vihar, New Delhi 110 076	Retired	
3	Dr. Jauhri Lal	121 D, Pocket-1, Mayur Vihar Phase-I, New Delhi 110 091	Retired	
4	Sh. K.C. Gupta	F-502, Pocket-F, Sarita Vihar, New Delhi - 110 076	Retired	
5	Sh. Ranjit Singh	C-51, Sector- 41, NOIDA (UP)	Retired	
6	Sh. Shiv Dayal	C-2, Nav Bharati Apartments, Pashchim Vihar, New Delhi 110 063	Retired	
7	Sh. K.N. Khan	Flat No. D-78, City Apartments, 21, Vasundhara Enclave, Delhi 110 096	Retired	
8	Sh. S.D. Kapoor	A-7/1, SFS Saket, New Delhi 110017	Retired	
9	Dr. Mrs. S. Dhir	80/45, Malviya Nagar, New Delhi 110017	Retired	
10	Sh. Jaswant Singh	BGI, 102, Paschim Vihar, SFS DDA Flats, New Delhi 110 063	Retired	
11	Sh. R.K. Mehta	C-3 / 237, Janakpuri, New Delhi - 110058	Retired	



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Ex-ONGC Executives Welfare Association , New Delhi

Bye-laws/Rules & Regulations

1. NAME OF THE SOCIETY

Ex-ONGC Executives Welfare Association, New Delhi.

2. MEMBERSHIP:

The membership of the Ex-ONGC Executives Welfare Association, New Delhi (herein after called the Association) shall be open to Ex-ONGC Group of Companies Executives who superannuated or taken voluntary retirement from active service of ONGC and its group of companies and also includes Executives who are left with one year or less period to retire or separate from active service of ONGC. The spouses of deceased members shall become members and will have all the rights of a member.

2.1 ORDINARY MEMBERSHIP:

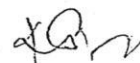
This Membership will be renewable annually on payment of prescribed subscription.

2.2 LIFE MEMBERSHIP:

Any one eligible for Membership of the Association or an existing ordinary Member may opt to become life member on payment of the prescribed one-time subscription.

2.3 ADMISSION AS MEMBER:

- (I) An eligible person may seek admission to the Association by paying the prescribed admission fees.



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2.4 SUBSCRIPTION:

2.4.1 Subscription for Membership shall be as prescribed by the General body from time to time. The present rate of admission fee and membership subscriptions are as under:-

NO.	CATEGORY	FEE DETAILS
1	Admission Fee	Rs.500/- (One time at the time of enrolment)
2.	Subscription towards Membership:	
	(a) Annual Membership	(a) Rs.250/- per annum.
	(b) Life Membership	(b) Rs.1000/- (one time only)

2.4.2 On fresh Enrolment a Member on annual basis shall have to pay a sum of Rs.750/- (Admission Fee Rs.500/- plus annual subscription Rs.250/-). For Life membership, one shall pay Rs.1500 (Admission Fee Rs.500 plus life time subscription Rs.1000/-). An existing annual member shall pay Rs.1000/- for obtaining Life Membership.

2.4.3 No subscription is payable by Life Member or spouse either during or after the life of the Member.

2.4.4 The Spouse of deceased Life Member shall become full fledged Member. However, the Annual Membership can be converted in to Life membership by the spouse on the death of the member by paying the balance requisite fee.

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T. D. Singh

Sh. D. Singh

3. **TERMINATION/CESSATION OF MEMBERSHIP:**

The membership of the Association shall cease in case of death or resignation or default in payment of subscription. However, the Member may, on request, be allowed to pay subscription along with arrears and seek admission as Life Member.

- II. It would be within the competence of the Executive Committee to disqualify a Member, including Life Member, and terminate his/her membership, who in its opinion, has acted in an unbecoming manner or in a manner prejudicial to the interest of the Association, provided that, before such termination, the Member concerned shall be given an opportunity to explain his/her conduct.

4. **APPEAL & RE-ADMISSION:**

The Member whose membership has been so terminated, may prefer an appeal to the President within a period of one month of the order of termination and, if the appeal is accepted, the appellant may be reinstated on payment of dues, if any. Order of termination shall be subject to ratification by the General body.

5. **RIGHT AND PRIVILEGES OF MEMBERS:**

- (i) To participate in the General body Meetings of the Association;
- (ii) To support and help the Association in achieving its Aims and Objects;
- (iii) To exercise right to vote in the election of Office bearers and Members of the Executive Committee of the Association. Every member shall have single non-transferable vote.
- (iv) To be a candidate for election as Office-bearer or Member of the Executive Committee of the Association; and

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G. S. Sharma

Dr. A. K. Singh

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- (v) to seek special meeting of the General Body by requisition addressed to the President in writing detailing the issues to be discussed, with due signatures of 1/3rd strength of Members.

6. GENERAL BODY

- (i) General Body shall consist of all Membership of the Association, who have paid subscription in full.
- (ii) This Body shall be final decision making authority within Memorandum and the Bye Laws of the Association.
- (iii) **DUTIES AND FUNCTION OF GENERAL BODY:--**
- (a) To receive and adopt Annual Report to be presented by the General Secretary and in his/her absence, by the Joint Secretary.
- (b) To receive annual statement of Accounts to be presented by the Treasurer to discuss and pass accounts.
- (c) To elect Office Bearers and Members of Executive Committee;
- (d) To determine the nature and extent of welfare and other activities of the Association; and
- (e) To authorize and direct Executive Committee to carry out the decisions of the General Body.

7. GOVERNING COMMITTEE

- (i) Governing Committee shall be the Governing Body of the Association for the elected **TERM**.

(ii) **COMPOSITION**

The Governing Committee shall comprise of the following elected representatives of the Association:-

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President: One Post
Vice President: Two Posts
General Secretary: One Post
Joint Secretary: One Post
Treasurer: One Post
Executive Members: Five Posts

The Governing Committee so constituted may also co-opt not more than four other members on need basis. Maximum number of Governing Committee including co-opted Members shall not exceed fifteen.

(iii) **PERIODICITY OF MEETINGS:**

Executive body shall meet at least once in three months to deliberate on the matters before it and pass necessary resolutions in order to achieve its aims and objects.

(iv) **NOTICE FOR MEETINGS**

Normally, a Notice of 7 days shall be given in writing for convening the Executive Committee Meeting. However, for urgent and emergency meetings, members shall be informed telephonically or by other convenient mode of communication at short notice.

(iv) **PRESIDING OFFICER**

The President of the Association shall preside over all the meetings. In his absence, Vice President who is senior in position shall preside over.

CASTING VOTE

In case the house is equally divided on any matter under discussion and it is necessary to pass resolution, the Presiding Officer shall exercise the powers of casting vote.

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(VII) TERM

The Executive committee shall be elected by the General body for a term of two years. In case elections are not feasible at the end of the Term for any specific reason, General Body may extend the tenure for a period not more than one year and it would be ensured that the election shall be held within this period.

8. ELECTIONS

Mode of election shall be decided by the General Body as to whether to hold election through Secret Ballot or simply through raising of hands. In both the cases, elections will be held by **Returning Officer** appointed by the Executive Committee.

The Returning Officer shall be appointed from amongst members of the Association or by an eminent person of impartial repute with his/her consent.

The Returning Officer shall be responsible for fair and impartial election and the Executive Committee shall provide list of eligible voters and other necessary documents/information/assistance for conducting election.

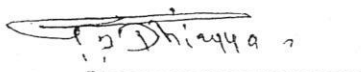
The Returning Officer shall invite nomination for the available posts, scrutinize eligibility and organize Voting process as determined by the General Body.

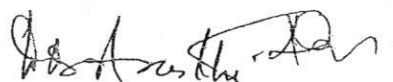
Election result in the form of list of elected Office Bearers and Executive members duly countersigned by the Returning Officer/ and the Presiding Officer of the General Body meeting holding the elections shall constitute the valid list of newly elected Office Bearers and Executive Members.

Result of the Election shall be notified to the Registrar of Societies and the Members.

9. FILLING OF MID SESSION VACANCIES:

Any vacancy arising during the Term of the Elected committee shall be filled in by the Governing Committee itself at its discretion.





10. THE GOVERNING COMMITTEE SHALL HAVE THE POWERS:-

- a) To carry out day-to day activities of the Association in accordance with the Guidelines and decisions of General Body;
- b) To co-opt upto four members on the governing Committee on need basis.
- c) To suspend or disqualify any member and terminate his/her membership for unbecoming behavior or for acting in a manner prejudicial to the interest of the Association;
- d) To make appointments of office staff and fix their emoluments/honorarium.
- e) To accept donations and raise funds through ^{any} bonafide means in furtherance of the aims and objects of the Association.
- f) To sanction funds for its activities;
- g) To formulate plans and strategies in order to achieve its laid down aims and objects;
- h) OPERATION OF BANKS ACCOUNTS. To decide to open Bank Accounts or make Bank Deposits and other transactions as and when required. These Accounts shall be operated jointly by any two of (i) President or Vice President (ii) General Secretary / Treasurer.
- i) To consider and approve the Annual Report Prepared by the General Secretary, and annual Statement of Accounts prepared by the Treasurer, before these are presented to the General Body.
- j) To appoint sub-committees as and when considered necessary. These sub-committees shall carry out such functions and duties as may be assigned by Governing Committee to them.
- k) To appoint Auditors to audit annual accounts of the Association.
- l) To decide investment of funds in the Government approved instruments

- M) To appoint Returning Officer for election of the Association.

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11. POWERS AND DUTIES OF OFFICE BEARERS

- (a) **President:** The President and in his /her absence the Vice President shall preside over the meetings of the Governing Committee and General Body. In case of absence of both, the meeting shall be presided over by the Senior Most Executive Committee Member present. Wherever the house is divided equally, the President shall have the right to casting vote.
- (b) **Vice President:** The Vice President shall in the absence of President carry out all his/her duties or any other duties which may be assigned to him /her by the Governing Committee. (In case both the Vice Presidents are present, the One who is Senior by position shall act as President)
- (c) **General Secretary:** The General Secretary shall be the Principal Officer of the Executive Committee and shall have the following responsibilities:-
1. To summon the meetings of the Governing Committee and the General Body and to issue notice of these meetings in consultation with the President/Vice-President:
 2. To record and maintain minutes of these meetings:
 3. To maintain all records and correspondence of the Association;
 4. To sue and be sued on behalf of the Association. All expenses – legal as well as other incidental for these suits shall be borne by the Association;
 5. To keep an imprest amount as may be authorized by the Executive Committee, to meet day to day expenses;

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6) To ensure implementation of decisions taken in the General body and Governing Committee meetings.

d) Joint Secretary: He will assist the General Secretary in discharging of his duties in all respect and shall, in the absence of General Secretary, carry out all duties of General Secretary.

e) Treasurer: The Treasurer shall maintain proper accounts of all monetary transactions and keep the same in proper custody in accordance with the prevailing laws. He shall keep an imprest account as may be authorized by the Governing Committee and any amount exceeding the said imprest shall be deposited in to the bank. He shall also be responsible for proper and safe custody of all the funds of the Association. He/she will produce the status of the account in each meeting of the Governing Committee. He will also be responsible for periodical audit of account.


f) **Absence of Office Bearers / Governing Members:** If any office bearer or member of the Governing Committee fails to attend three consecutive meetings without prior permission of the President, he/she shall cease to be member of the said Committee.

12. QUORUM

A: General Body Meeting:

- 1) The Quorum for the General Body meeting shall be $\frac{1}{3}^{\text{rd}}$ of the total number of its members.
- ii) If within half an hour after the time appointed for the meeting, the quorum for the meeting is not available, the meeting if convened upon Requisition of the Members under Rule 5 (iv) shall be dissolved. In other cases, the meeting shall stand postponed/adjourned.

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J. S. Thomas
President

- iii) No quorum shall be necessary for an adjourned meeting or for a meeting held upon postponement for want of quorum. No notice shall be necessary for such postponed meetings if held within eight days of the postponement. The date, hour and place for such postponed meeting shall be decided by the President in consultation with the majority of members present.

B. GOVERNING COMMITTEE MEETING:--

The quorum for the Governing Committee Meeting shall be 1/3rd of the total strength of the Governing Committee. If at stipulated time, the quorum is not there, the meeting shall be adjourned for half an hour to re-assemble at the same place and the present strength shall be taken as Quorum.

13. FINANCIAL YEAR AND ACCOUNTS:--

Financial year shall be reckoned from 1st April to 31st March, the Treasurer, and in his/her absence, the Joint Secretary shall be responsible to the Governing Committee and the General Body for all matters relating to the Accounts.

14. SOURCE OF INCOME & UTILISATION OF FUNDS:

Apart from subscriptions, the Association may accept donations and raise funds by issuing souvenirs and arrange bonafide fundraising functions and activities as may be decided by Governing Committee from time to time. All the income, earnings, movable & immovable properties of the Association shall be solely utilized and applied towards the promotion of its aims and objects only, as set forth in the Memorandum of Association and no profit thereon shall be paid or transferred directly or indirectly by way of dividends, bonus, profits in any manner whatsoever to the present or past members of the Association or to any person claiming through any one or more of the present or past members. No member of the Association shall have any personal claim on any movable or immovable properties of the Association or make any profits, whatsoever, by



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virtue of this Membership of any movable or immovable properties of the Association.

15. AUDIT OF ACCOUNTS:--

The accounts of the Association shall be audited by the Auditor appointed by the Association.

16. ANNUAL LIST OF GOVERNING COMMITTEE:(Sec. 4 of the Act):

Once in every year, a list of the Office-Bearers and Members of the Executive Committee shall be filed with the Registrar of Societies, Delhi, as required under Sec. 4 of the Society Registration Act of 1860, as applicable to the Union Territory of Delhi.

17. LEGAL PROCEEDINGS (Sec. 6 of the Act):

The Association may sue or be sued in the name of the President, General Secretary, as per the provisions laid down under Section 6 of the Societies Registration Act, 1860, as applicable to the Union Territory of Delhi.

18. AMENDMENTS:

Any amendment in the Memorandum of Association or Rules and Regulations (Bye-Laws) will be carried out in accordance with the procedure laid down under Section 12 and 12A of the Societies Registration Act, 1860, as applicable to the Union Territory of Delhi.

19. DISSOLUTION

The Association shall stand dissolved by vote of two third members in a special meeting of the General Body called for the purpose. Any funds standing to the credit of the Association may be disposed-off as may be decided in the said meeting. Such

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dissolution shall be as per the provisions laid down under sections 13 and 14 of the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi.

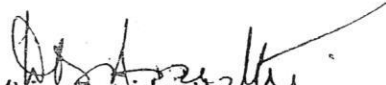
21. APPLICATION OF THE ACT:--

All the provisions under all the sections of the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi, shall apply to this Association.

22. ESSENTIAL CERTIFICATE:

Certified that this is the certified copy of the Rules and Regulations of the Association.


(President)


(Vice President)


(General Secretary)

