

CERTIFICATE OF REGISTRATION.

SOCIETIES ACT, XXI OF 1860

NO. S/16683

OF 1986


I hereby certify that RITNAND BALVED  
EDUCATION FOUNDATION.

\_\_\_\_\_ has been registered under the  
SOCIETIES REGISTRATION ACT, XXI OF 1860.

GIVEN UNDER MY HAND AT DELHI on this \_\_\_\_\_ day of  
MAY, 1986.

REGISTRATION FEE OF Rs.50/- PAID

SEAL  
REGISTRAR OF SOCIETIES  
DELHI

  
REGISTRAR OF SOCIETIES  
DELHI ADMN., DELHI



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ATTESTED

DINESH K. SINGH  
Exec. Secretary/  
Chamber of Indian Trade and Industries  
DELHI



الإمارات العربية المتحدة  
UNITED ARAB EMIRATES

وزارة الخارجية  
Ministry Of Foreign Affairs

Date: 23/06/2015 11:49

سفارة الإمارات العربية المتحدة - نيودلهي

No: 15010080854

Fee: Rs 30000

رسوم: روبية هندية 30000

نصافق على صحة ختم و توقيع

وزارة الخارجية الهندية

دون تحمل اي مسؤولية تجاه المحتويات



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दिनांक  
Date  
No.  
बाणिज्य मंत्रालय में सहायक सचिव/अससचिव/  
सचिव के हस्ताक्षर सत्यापित किए जाते हैं।  
The Signature of Asstt. Secretary/  
Dy. Secretary/Secretary of Chamber  
of Commerce Attested.



(पुष्पा रंजन)  
(PUSHPA RANJAN)  
अनुमोदक अधिकारी (सत्यापन)  
Section Officer (Attestation)  
सी.पी.वी. प्रभाग/C.P.V. Division  
विदेश मंत्रालय, नई दिल्ली  
Ministry of External Affairs  
New Delhi

# RITNAND BALVED EDUCATION FOUNDATION

## MEMORANDUM OF ASSOCIATION

### NAME

1. The name of the Society shall be **RITNAND BALVED EDUCATION FOUNDATION.**

### Registered Office

2. The Registered Office of the Society shall be situated in the Union Territory of Delhi and at present it is at E-27, Defence Colony, New Delhi-11 0024.
3. The **AIMS AND OBJECTS** for which the society is being constituted are :-

- (a) To establish education institutions of all descriptions, including public schools, polytechnics, vocational and management training institutions, colleges, research institutes, centers for instruction and diffusion of useful knowledge. Issue of any diplomas, certificates etc. shall be made only after the approval of the competent authority, wherever applicable.
- (b) To award stipends, scholarships and other financial facilities (refundable and/or non-refundable to students, teachers and research scholars for studies in Indian institutions and/or in foreign countries.
- (c) To hold seminars, arrange lectures, conference, debates, exhibitions and the like for the dissemination of knowledge and advancement of education.
- (d) To adopt and implement measures to promote intellectual physical, moral and social welfare of students and teachers of educational institutions and to supervise and improve the conditions of their residence, health and discipline.
- (e) To carry out research in all aspects of education including applied sciences.
- (f) To take over and administer any institution or center, carrying on or intending to carry on any of the objects of the Society.
- (g) To do all such acts, deeds and things as may be conducive to the furtherance of any of the above objects or incidental thereto.

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**ATTESTED**  
**DINESH Kr. SINGH**  
Exec. Secretary/  
Chamber of Indian Trade and Industry  
DELHI



All the income, earnings, and moveable and/or immoveable properties of the society shall be solely utilized and applied towards the promotion of its aims and Objects as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred, directly or indirectly by way of dividends, bonus, profit or in any manner whatsoever to the present or past members of the Society or to any person or persons claiming through any or more of the present or past member. No member of the Society shall have any personal claim on any moveable and/or immoveable properties of the Society or make any profit, whatsoever, by virtue of his/her membership.

(h) The Registered Society of the School will be renewed from time to time.

(i) The School established in U. P. shall reserve at least 10% seats for meritorious students of Scheduled Castes/Scheduled Tribes and shall not charge more fee than is prescribed for the school of U.P. Board of Secondary Education/Board of Basic Educations.

(j) The School/Institution established in U.P. shall not ask for any grant from the State Government. If the school is recognized previously by the Board of Secondary Education and gets affiliated to the C.B.S.E./I.C.S.E., the previous recognition and grants from the State Government shall cease to exist with immediate effect.

#### 4. Executive Board

The names, addresses, occupations and designations of the present members of the Executive Board to whom the management of the affairs of the society is entrusted as required under Section 2 of the Societies Registration Act, XXI of 1860 (Punjab Amendment) Act, 1957, as extended to the Union Territory of Delhi are as follows :-

S. No.	Name	Address	Occupation	Designation
1	Mr. Atul Chauhan	E-27, Defence Colony, New Delhi - 110024	Business	President
2	Mr. Aseem Chauhan	- do -	Business	Vice President
3	Brig. G.D. Sharma (Retd.)	E-503, Som Vihar Appts. Sector - 10, R.K. Puram, New Delhi - 110022	Service	Member
4	Dr. (Mrs.) Amita Chauhan	- do -	Business	Member
5	Mr. Ajay Chauhan	- do -	Business	Member
6	Mr. Manjeet Singh	192-B, Delhi Road, Meerut, U.P.	Service	Treasurer
7	Mr. Anand Chauhan	E-27, Defence Colony, New Delhi - 110024	Business	General Secretary
8	Mr. Ajit Chauhan	- do -	Business	Member



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दिनांक 23 JUN 2015  
 No. 32291  
 वाणिज्य : वस्तु में सहायक सचिव/उप सचिव Mr. Aseem Chauhan  
 सचिव के हस्ताक्षर सत्यापित किए जाते हैं  
 The Signature of Asstt. Secretary/  
 Dy. Secretary/Secretary of Chamber  
 of Commerce Attested.



(पुष्पा रंजन)  
 (PUSHPA RANJAN)  
 अनुभाग अधिकारी (संसाधन)  
 Section Officer (Resource)  
 सी.पी.वी. प्रभाग/C.P.V. Division  
 विदेश मंत्रालय, नई दिल्ली  
 Ministry of External Affairs  
 New Delhi

**RULES AND REGULATIONS**  
**OF**  
**RITNAND BALVED EDUCATION FOUNDATION**

**1. NAME:**

The name of the Society shall be  
**RITNAND BALVED EDUCATION FOUNDATION**, hereinafter called  
**"THE EDUCATION FOUNDATION"**.

**2. MEMBERSHIP:**

First members of the Education Foundation shall be :

**(a) Founder Members for life not liable to retire**

The following seven subscribers to its Memorandum of Association, namely-

1. Mr. Ashok Chauhan
2. Mr. Ajay Chauhan
3. Mr. Anand Chauhan
4. Mr. Manjeet Singh
5. Mr. Arun Chauhan
6. Mrs. Amita Chauhan
7. Mrs. Vedvati Chauhan

The term "Founder Member" hereinafter referred shall mean and include the subscribers to the Memorandum of Association and all members for the time being nominated under Rule 8(a) to fill up the casual vacancies. These seven Founder Members shall donate Rs. 1,000/- each as their founder membership fee.

**(b) Other Members**

Members recommended by Founder Members from time to time, who shall be liable for retirement at each Annual General Meeting, but shall be eligible for election by Executive Board.

**3. PATRONS:**

The Executive Board may, by three-fourth majority, request eminent men or women, not exceeding five, whose association would, in its opinion, promote any of the aims and objects of the Education Foundation to be its patrons. They will have no voting rights. List of patrons shall be revised modified by Executive Board on the expiry of every three.

**4. ADVISORY BOARD:**

Executive Board may appoint an Advisory Board consisting of not more than seven members to whom it may refer any matter relating to the affairs of the



Education Foundation for advice. Executive Board shall determine the quorum required for the meetings of the Advisory Board and also give other directions in relation thereto. The Advisory Board shall have no executive functions.

**5. GENERAL BODY:**

The members referred to in Rule 2 (a) & (b) shall constitute the General Body of Education Foundation.

**6. EXECUTIVE BOARD:**

The Management and control of all affairs of the Education Foundation shall vest in Executive Board which shall consist of not less than seven members to be elected by the General Body every five years and the representation of different categories of members on the Board shall be as follows :-

- (a) Four Members to be elected from amongst the Founder Members.
- (b) Three Members to be elected from amongst the other Members

**7. REMOVAL OF MEMBERS:**

The following circumstances shall cause a vacancy in the membership:

- a) Death
- b) Resignation
- c) Insanity
- d) Conviction in a Court of law for an offence involving in the opinion of the Executive Committee, moral turpitude.

**8. FILLING UP OF VACANCIES:**

- a) Any vacancy occurring amongst the founder members shall be filled up by the remaining Founder Members and the Founder Member so appointed shall not be liable for retirement for life.
- b) Any casual vacancy amongst the members of the Executive Board other than Founder Members, shall be filled up by the Executive Board.

**9. POWERS, FUNCTIONS AND DUTIES OF THE EXECUTIVE BOARD:**

With a view to attain the objectives of the Education Foundation, the Executive Board may do all or any of the following acts and things.

- a) All the properties of Education Foundation, moveable or immoveable or any rights relating thereto shall vest in Executive Board and shall be held by it for and on behalf of the Education Foundation. The properties so held shall be used exclusively for the purposes of the Education Foundation.
- b) Executive Board shall be supreme authority of the Education Foundation and shall have all powers for its management, including the powers to establish branches, change the headquarters and to carry into effect the policy and programme of the Education Foundation, from time to time. Executive Board may, from time to time, delegate any of its powers to anyone or more of its members or to any of its officers or agents subject

to general or specific directions and may, from time to time, modify, revoke or amplify such powers.

- (c) Each branch or institution of the Education Foundation may have its own local Management Committee to be constituted by Executive Board in accordance with the local laws, if any, applicable to such institutions. At least 50 per cent of the members of local Managing Committee shall be the nominees of Executive Board. The institutions established in U.P. shall have in its management committee one member nominated by the Director of Education.
- (d) Executive Board shall have powers to open Bank Accounts of all description a'. its Head Office and its branches or any place where its operations are carried on with one or more banks and may authorize two or more persons to operate on anyone of the said accounts, except that an imprest account upto a limit of Rs. 1,000/- may be operated upon by an individual officer or employee authorized in this behalf.
- (e) To solicit, obtain, accept offerings, donations contributions, subscription, grants, gifts, devices and bequests from the donors or any person, firm, corporation, society, trust or other institutions interested in any of the objects of the Education Foundation or from Central Government, State Governments, and any Authority, official, semi-official or other.
- (f) To acquire, by gift, purchase, exchange, license lease, on hire, bequests by will or otherwise however, any land, buildings, easements, playgrounds, parks and property moveable and immovable, and any estate or interest for the furtherance of all or any of the objects of the Education Foundation.
- (g) To accept and receive in any manner whatsoever cash or immovable or moveable property, unconditionally or subject to any conditions, from any donor for the furtherance of anyone or more of the objects of the Education Foundation.
- (h) For the furtherance of the objects and activities of the Education Foundation to build, construct, and maintain houses, or other building and alter, extend, improve, repair, enlarge or modify the same, including any existing building and to provide and equip the same with light, water, drawings, furniture, fittings and call other amenities and necessities for the use in or to which the building is to be put.
- (i) To construct or otherwise acquire, layout, repair, extend, alter enlarge, improve, and use any land for recreation or playgrounds, parks and/or any immovable property belonging to or held by the Education Foundation.
- U) To sell, mortgage, let, lease, exchange gift and otherwise transfer or deal with all or any property, moveable and immovable, of the Education Foundation for the furtherance of the Objects of the Education Foundation.
- (k) To give and pay remuneration, pension, gratuities or charitable aid to the teachers, staff, students and other employees or ex-employees of the Education Foundation or any of its institutions or organizations or to their wives, children and other relatives or dependents, to make payments towards insurance and to form and contribute to provident and benefit funds for the benefit of any persons employed by the Education Foundations



of wives, children, or other relatives or dependents of such person. Further the Schools/Institutions shall be in U.P. shall give equal pay scales and allowances to the teaching and non-teaching staff of institutions as given by State aided institutions. For the Schools and institutions established in U.P. service rules for the employees shall be framed and employees shall be given the benefits as given by aided private secondary schools.

- (l) The Executive Board shall, by three-fourth majority, have power to raise loans against the security of any property of the Education Foundation or without security for fulfillment of aims and objects of the Education Foundation and to grant or direct to be granted mortgage, charge or other encumbrance of any description for securing same.
- (m) Executive Board shall have power to expend funds of the Education Foundation for purposes of the Education and all moneys not required for immediate expenditure for the purpose of the Education Foundation may be invested in such manner and in such securities, deposits and investment as may be permissible under the relevant laws applicable to charitable societies and/or Education Institutions, from time to time.
- (n) The Executive Body may enter into contract, arbitration agreement(s) on behalf of the Education Foundation in relation to any matter concerning the Education Foundation, directly or indirectly, and may authorize one or more of its members to pursue arbitration proceedings.
- (o) To do all such other lawful note, deeds or things are incidental or conducive to the attainment of any of the objects of the Education Foundation.

#### **10. OFFICE BEARERS:**

There shall be a President, a Vice-President, a General Secretary, a Treasurer and three other members of Executive Board.

##### **(a) PRESIDENT**

The President shall exercise the powers of general supervision, guidance and control over the activities and affairs of the Education Foundation. He shall also call or direct the meeting to be called. He may, in an emergency, exercise any of the powers of the Executive Board and take any decision which shall be intimated forthwith to the members of the Executive Board in case of equality of votes on any resolution before the Executive Board the president shall have second or casting vote.

Mr. Ashok Chauhan, founder member, the present Founder President, the backbone of the Foundation, shall continue to be the Founder President of the Foundation for life. Further it is resolved that after his death his wife, Mrs. Amita Chauhan, who is also a founder member of Foundation shall be the President of the Society for life long. She will also have the right to nominate any other person during her life time or after the death, as President of the Foundation.

##### **(b) VICE PRESIDENT**

He shall act in the absence of the President and exercise his powers. He shall also perform such functions as are assigned by the President to him.

**(c) GENERAL SECRETARY**

The powers and duties of General Secretary will be as follows:

- i) To call meetings of Executive Board and maintained records of such meetings.
- ii) To implement or give effect to decisions taken in the meetings and to report progress in subsequent Executive Board meeting.
- iii) To sign or execute correspondence/documents for and on behalf of the Education Foundation.
- iv) To visit different Institutions of the Education Foundation and to report on their working to the President/Executive Board.
- v) To prepare and publish Annual Report.
- vi) To exercise general supervision over the employees and properties of the Education Foundation.
- vii) To collect/interest/disburse and otherwise manage the funds in accordance with the directions of the Executive Board.
- viii) Any other duties that may be entrusted by the President or Executive Board, from time to time

**(d) TREASURER**

The treasurer shall have the following powers and functions :-

- i) He shall be incharge of the cash and moneys and other finance of the Education Foundation to be administered in accordance with the directions of Executive Board and in case of urgency, on the direction of the President.
- ii) To supervise accounts of the Education Foundation.
- iii) To have the statutory audit of the accounts conducted and present Balance Sheet and Income and Expenditure Account to Executive Board.
- iv) To prepare and present annual budget estimates of the Education Foundation to Executive Board for its approval.

**11. MEETINGS :**

**(A) EXECUTIVE BOARD :-**

- (a) Executive Board of the Education shall ordinarily meet once in every quarter on a clear notice of seven days for reviewing the working of the Education Foundation.
- (b) The General Secretary shall with the consent of the President, have powers to call emergent meeting of the members on giving at least three days' notice.
- (c) The quorum for the meetings of Executive Board shall be five, including three permanent members and its decisions shall be by a majority vote.
- (d) In case of any emergency, any resolution may be adopted by circulation among all the members and such resolution circulated and adopted by majority of members shall be ad effectual and binding as if this resolution had been adopted in a meeting of Executive Board.



## **(B) GENERAL BODY**

- (a) An Annual General Meeting of the General Body shall be held within four months of the expiry of the Financial Year on a clear notice of 15 days unless due to unforeseen circumstances it has to be postponed.
- (b) The quorum for the General body meetings shall be one-third of total members personally present. Two quorum shall be required if the General body meeting is adjourned for want of quorum.
- (c) The following business shall be transacted at the Annual General Body Meetings :-
  - (i) to consider and approve Annual Report of the Education Foundation.
  - (ii) to examine and adopt audited accounts including Balance Sheet and income and expenditure for the preceding year.
  - (iii) to consider and sanction budget estimates of capital/revenue expenditure of the ensuing year.
  - (iv) to elect office-bearers and other members of the Executive Board.
  - (v) to appoint statutory auditors and fix their remuneration.
  - (vi) to review working of the Education Foundation and lay down General Policy and future programme for the guidance of all concerned.
  - (vii) to consider any other matter placed before it with the permission of the President.

## **(C) EXTRA ORDINARY GENERAL MEETING**

- (a) An extraordinary General meeting of the Education Foundation may be called, at any time, by the President and shall be called by general Secretary on requisition of at least half of the members of the Executive Board to consider any matter relating to the affairs of the Education Foundation. Such a meeting shall be convened within fourteen days of the receipt of the aforesaid requisition.
- (b) A clear notice of fifteen days shall be given for the Extraordinary General Meeting.

The quorum of Extraordinary General Meeting shall be one-third of total members.

## **12. FINANCIAL YEAR:**

The financial year of the Education Foundation will be from 1<sup>st</sup> April to 31<sup>st</sup> March.

## **13. AUDIT OF ACCOUNTS:**

The accounts of the Education Foundation shall be audited once a year by the Auditors who shall be qualified Chartered Accountants, and appointed by Executive Board.

## **14. ANNUAL LIST OF MEMBERS:**

Once in every year, on or before the fourteenth day succeeding the day on which the Annual General Meeting is held, a list shall be filed with the Registrar of Societies, Delhi, of the names, addresses and occupations of the members of the Education Foundation.

#### **15. LEGAL PROCEEDINGS:**

The President/General Secretary shall have full power to institute, conduct, defend, compromise, refer to arbitration or abandon legal proceedings by or against Education Foundation, through any member or other person specially authorized for the purposes in accordance with section VI of the Societies Registration Act, 1860.

#### **16. RULES, REGULATIONS AND BYE-LAWS:**

Executive Board by majority of three-fifth of members of General Body may frame bye-laws and regulations and consider any amendment of such rules and bye-laws. The meeting shall be called after giving 14 days clear notice to members, with circulation of the proposed bye-laws/ additions/amendments.

#### **17. AMENDMENT AND AMALGAMATION:**

Whenever it shall appear to Executive Board of the Education Foundation which has been established for purposes as per its Memorandum of Association that it is advisable to alter, extend, amend or abridge such purpose to or for other purposes within the meaning of this Act, or to amalgamate the Education Foundation, either wholly or partially, with any other society with similar objectives, Executive board may submit the proposition to members of Education Foundation in a written or printed report, and may convene a special meeting for the consideration thereof according to the regulations of the Education Foundation. Provided that no such proposition shall be carried into effect unless such report shall have been delivered or sent by post to every members of the Education Foundation at least ten days previous to the special meetings convened by Executive Board for consideration thereof, and such proposition shall have been agreed to by the votes of three-fifth of the members delivered in person or by proxy, and confirmed by the votes of three-fifth of the members delivered in person or by proxy, and confirmed by the votes of three-fifth of the members present at a second special meeting convened by Executive Board at an interval of at least one month after the former meeting. Provided further that the procedure to alter, extend, amend or abridge any of its objects or change of names in the Memorandum of Association shall be as laid down under section 12 and 12A of the Societies Registration Act, XXI of 1860, as applicable to the Union Territory of Delhi.

#### **18. INTERPRETATION CLAUSE:**

The Education Foundation is hereby declared and established to be a public Charitable Education Society without any profit motive and is not for the benefit of any particular religion, community or caste and all the provisions of the Income Tax Act, 1961 or amendments thereof shall be applied and construed accordingly.

The Education Foundation may, in its discretion undertake anyone or more of the objects as mentioned in the Memorandum of Association from time to time and shall not be under any Obligation, to take up all the objects simultaneously. If any of the objects mentioned in the Memorandum of Association, in whole or in part, is found to be repugnant to or inconsistent with any of the provisions of Income Tax Act, 1961 as non-charitable in character and scope within the meaning of "CHARITABLE" as per the relevant provisions of the Income-Tax Act, such objects and provisions shall be amended in accordance with the Societies



Registration Act, 1860 and no part of the funds of the Education Foundation shall be expended on furtherance thereto, but the validity of other objects of the Education Foundation shall not be challenged on that account.

## 19. DISSOLUTION:

If at any time it become necessary to dissolve the Education Foundation, Executive Board may, by majority of three-fifth of the total number of its members, for the time being, dissolve accordingly and shall at the same time determine the question of the disposal of the assets having regard to its objects after meeting the claims and liabilities of the Education Foundation.

In the event of dissolution of Education Foundation the procedure laid down in Sections 13 and 14 of the Societies Registration Act, XXI of 1860 as extended to the Union Territory of Delhi shall apply provided that funds and property shall in no case revert back to the donors or members of the Education Foundation and on dissolution, the property of the Education Foundation shall be vested, transferred or applied to charitable institutions having Objects similar to that of the Education Foundation.

- All Schools/Institutions established in U.P. shall complied with all orders issued by State Government time to time.
- All records of schools and institutions shall be kept on prescribed forms/ formats as prescribed by the State Government from time to time.
- The Memorandum and Articles of Association as amended shall not be changed/ amended without prior permission of State Government.

### APPLICABILITY CLAUSE:

All the provisions of the Societies Registration Act, XXI of 1860 (Punjab Amendment Act, 1957) as extended to the Union Territory of Delhi, will apply to this Education Foundation.

We, the undersigned three members of Executive Board of the Education Foundation do hereby certify that the above is a correct copy of the Rules and Regulations of the said Society.

S.No. Name addresses and occupation of members of the Executive Committee

Designation Signature

Mr. Atul Chauhan  
E-27, Defence Colony  
New Delhi - 110024

President

Mr. Aseem Chauhan  
E-27, Defence Colony  
New Delhi - 110024

Vice President

Mr. Anand Chauhan  
E-27, Defence Colony  
New Delhi - 110024

General Secretary



الإمارات العربية المتحدة  
UNITED ARAB EMIRATES  
Ministry Of Foreign Affairs  
Date: 23/06/2015 11:49  
رقم : 15010080853  
رسوم : 50000 روبية هندية  
نصالح على صحة ختم و توقيع  
وزارة الخارجية الهندية  
دون تحمل أي مسؤولية تجاه المحتويات

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ATTESTED

DINESH Kr. SINGH

Exec. Secretary

Chamber of Indian Trade and Industry  
DELHI

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20 MAY 2015

NO. 64916  
दिनांक 20 MAY 2015  
सचिव  
सचिव के हस्ताक्षर सत्यापित किए जाते हैं  
The Signature of Asst. Secretary  
Dy. Secretary/Secretary of Chamber  
of Commerce

(पुष्पा रंजन)  
(PUSHPA RANJAN)  
अनुपाग अधिकारी (सत्यापन)  
Section Officer (Attestation)  
सी.पी.वी. प्रभाग/C.P.V. Division  
विदेश मंत्रालय, नई दिल्ली  
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