

**AMENDED CERTIFICATE OF REGISTRATION
UNDER SOCIETIES REGISTRATION ACT XXI OF 1860**

Registration No.S-15734/1985(Date of Registration 04-06-1985)
I hereby certify that "In pursuance of Section 12 and 12 A, the
name/address of the society has been changed from

" SHRI LAXMAN DASS SACHDEVA MEMORIAL
EDUCATIONAL SOCIETY "

Located at : SHALIMAR BAGH, DELHI- 33

To

" " SHRI LAXMAN DASS SACHDEVA MEMORIAL
EDUCATIONAL SOCIETY "

Located at : Sachdeva Public School, Maurya Enclave,
Pitam Pura, Delhi-110088.

w.e.f. 12-05-2015 Under the SOCIETIES REGISTRATION ACT OF
1860.

Given under my hand at Delhi on this 12 Day of
May Two Thousand Fifteen.

AMENDED FEE OF RS. 01/- received.



Registrar of Societies

A. Mas/MS
REGISTRAR OF SOCIETIES
GOVT OF NCT OF
DELHI

Amended as on.....

24/5/11
R. Most
Registrar of Society

MEMORANDUM OF ASSOCIATION OF

SHRI LAXMAN DASS SACHDEVA MEMORIAL EDUCATIONAL SOCIETY (REGD.)

1. **Name of the Society** : The name of this society shall be SHRI LAXMAN DASS SACHDEVA MEMORIAL EDUCATIONAL SOCIETY.
2. **Registered Office** : The registered office of the society shall situate in the Union Territory of Delhi and presently it is at Sachdeva Public School, Maurya Enclave, Pitam Pura, Delhi – 88.
3. **Educational aims and objects** :
 - a) To provide better and quality education based on principles of secularism and social justice for children of the country.
 - b) To impart education through Hindi as well as English medium on modern lines.
 - c) To establish, run and manage educational institutions in Delhi and other parts of India.
 - d) To provide education through cultural activities such as music, dance, drama, painting amongst the students.
 - e) To inculcate in young minds the great need and value of international understanding and encourage their participation in children's international cultural exchange programmes and also to arrange educational tours both in India and abroad.
 - f) To educate and develop young minds in order to promote national consciousness and dedication to uphold the unity, integrity and honour of the country.

Vijay Laxmi.
(VIJAY LAXMI)
TREASURER

(R.K. SACHDEVA)
SECRETARY

(S.K. SACHDEVA)
CHAIRMAN

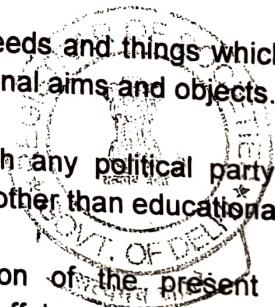
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Amended as on.....

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Legislature of Society

- g) To purchase, take on lease, or exchange, hire, accept as a gift or otherwise acquire or deal in any moveable or immoveable property or take over any existing school with its properties or rights therein or privileges thereto attaching, which may be necessary or convenient for its educational objects.
- h) To lend or otherwise employ monies belonging to it, to borrow or raise loans from co-operative/nationalized/non-nationalised banks or any other reliable agency with or without security by mortgaging the whole or any part of its property, assets or rights and on such terms and conditions as may be determined from time to time for the attainment of educational objects.
- i) Shall have power to build in school premises, its staff houses, boarding houses, games pavilions, gymnasiums, swimming pools, skating halls, shops for stationery and books, tailoring shops, canteens, tuck shops etc. etc.
- j) All income of the society shall be utilized towards the promotion of the educational aims and objects of the society.
- k) And generally to do all such other acts, deeds and things which may be helpful and lawful for the promotion of the educational aims and objects.
- l) The society shall not associate itself with any political party or any political activities or with any object which is or are other than educational.
- 4. The names, occupations and designation of the present governing body members, to whom the management and affairs of the society are entrusted, as required under section 2 of the S.R. Act, 1860 (Punjab Amendment Act, 1957) as extended to the Union Territory of Delhi, are as follows :



Vijay Laxmi
(VIJAY LAXMI)
TREASURER

R.K. Sachdeva
(R.K. SACHDEVA)
SECRETARY

S.K. Sachdeva
(S.K. SACHDEVA)
CHAIRMAN

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 Registered Society

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GOVERNING BODY

S. NO.	FULL NAME IN CAPITAL LETTERS	ADDRESS	OCCUPATION	DESIGNATION IN SOCIETY
1	SHRI S.K. SACHDEVA	HD-28, Vishakha Enclave, Pitam Pura, Delhi - 88.	Business/ Educationist	Chairman
2	SHRI R.K. SACHDEVA	186, Vaishali, Pitam Pura, Delhi - 88.	Industrialist	Secretary
3	SMT. VIJAY LAXMI	186, Vaishali, Pitam Pura, Delhi - 88.	Educationist	Treasurer
4	MRS. KIRAN GAMBHIR	1577, Sector-29, Noida, U.P.	Educationist	Member
5	SHRI SURINDER NATH JAIN	BM-34, Poorvi Shalimar Bagh Delhi - 88.	Business	Member
6	SHRI ANIL SACHDEVA	House No. 9, II Floor, North-West Avenue Club Road Punjabi Bagh Extn., Delhi.	Business	Member
7	SHRI SANJAY SACHDEVA	HD-28, Vishakha Enclave, Pitam Pura Delhi - 88.	Business/ Educationist	Member
8	DR. B.L. GROVER	I-110, Ashok Vihar, Phase-I, Delhi - 52.	Educationist	Member
9	DR. R.C. CHADHA	B-9, Panchwati G.T. Karnal Road Azad Pur., Delhi.	Educationist	Member
10	SHRI CHANDER SHEKHAR	BD-29, Vishakha Enclave, Pitam Pura., Delhi - 88.	Business	Member
11	SHRI AJAY OBEROI	156, Shakti Vihar, Pitam Pura, Delhi - 88.	Service	Member
12	DR. V.K. AHUJA	7943, New Market, Dev Nagar, Delhi.	Doctor/ Medical Practitioner	Member

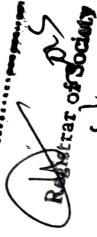
Vijay Laxmi
 (VIJAY LAXMI)
 TREASURER

R.K. Sachdeva
 (R.K. SACHDEVA)
 SECRETARY

S.K. Sachdeva
 (S.K. SACHDEVA)
 CHAIRMAN

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 Registrar of Societies

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5. Desirous Persons :

We the undersigned, are desirous of forming a society namely SHRI LAXMAN DASS SACHDEVA MEMORIAL EDUCATIONAL SOCIETY, AN-3A, Shalimar Bagh, Delhi-88 under the Societies Registration Act of 1860 as applicable to the Union Territory of Delhi in pursuance of this Memorandum of Association of the Society.

S. NO.	FULL NAME IN CAPITAL LETTERS	ADDRESS	OCCUPATION	FULL SIGNATURE
1	SHRI S.K. SACHDEVA	AM-61, Shalimar Bagh, Delhi	Businessmam	Sd/-
2	SMT. VIJAY LAXMI SACHDEVA	AM-89, Shalimar Bagh, Delhi	Teacher	Sd/-
3	SHRI R.K. SACHDEVA	AM-89, Shalimar Bagh, Delhi	Businessman	Sd/-
4	SH. PARTAP KATYAL	2/329, Punja Sharif, Kashmere Gate, Delhi.	Businessman	Sd/-
5	SH. RAGHBAR SHAI SHARMA	VIII. & PO Taraori Disst. Karnal (Haryana)	Retd. Teacher	Sd/-
6	SH. SHOBH RAJ	J-765, Mandir Marg, New Delhi.	Businessman	Sd/-
7	SMT. PHOOLANWANTI	AM-89, Shalimar Bagh, Delhi	House/Wife	Sd/-
8	SH. BHUSHAN RAJ LAMBA	BL-83, Shalimar Bagh, Delhi.	Businessman	Sd/-
9	SH. NARINDER KUMAR BAJAJ	410, Nimri Colony, Delhi.	Doctor	Sd/-
10	SHRI SURINDER NATH JAIN	BM-34, Poorvi Shalimar Bagh - Delhi - 88.	Businessman	Sd/-

Vijay Laxmi,
(VIJAY LAXMI)
TREASURER

(R.K. SACHDEVA)
SECRETARY

Sachdeva
(S.K. SACHDEVA)
CHAIRMAN

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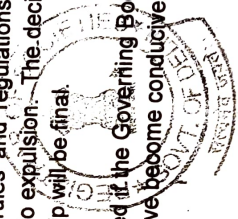
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Registrar of Society

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**RULES AND REGULATIONS OF
SHRI LAXMAN DASS SACHDEVA MEMORIAL EDUCATIONAL SOCIETY**

1. Membership

- a) Membership of the society shall be subject to the approval of the Governing Body. In case of rejection, the reason shall be communicated to the person concerned.
- b) The membership will be valid in these cases only who have paid the usual membership fee in advance as fixed by the society from time to time. The membership will be subject to the approval of the Managing Committee.
- c) The subscription of the membership of the society at present is Rs.60/- per month. It can be increased/decreased by the Managing Committee from time to time.
- d) Members who do not observe the rules and regulations or work against the interest of the society shall be liable to expulsion. The decision of the Governing Body about termination of membership, will be final.
- e) Expelled members may be re-admitted if the Governing Body is satisfied that the activities of the members expelled have become conducive to the interests of the society.



- f) The members shall take part in the meetings of the General Body and elect four principal office-bearers, namely
 - i) Chairman
 - ii) Secretary
 - iii) Jt. Secretary
 - and iv) Treasurer

Vijay Laxmi
(VIJAY LAXMI)
TREASURER

[Signature]
(R.K. SACHDEVA)
SECRETARY

[Signature]
(S.K. SACHDEVA)
CHAIRMAN

Amended as on.....
 R. S. Laxmi
 Registrar of Society

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2. General Body

- a) All members of the society shall be known as the General Body.
- b) The General Body shall elect Chairman, Secretary, Jt. Secretary, Treasurer of the society.
- c) The decisions of far-reaching consequences and of radical nature shall be taken by the General Body.
- d) The General Body shall approve annual accounts of the society and the schools along with budget for the next year.
- e) The General Body shall meet at least once in a year for its annual meeting in the month of July.

f) 14 days clear notice in writing will be given for convening a General Body meeting. The quorum at the General Body meetings shall be 1/3rd of the total members.

g) For want of quorum, a meeting shall be adjourned by the Chairman and no quorum shall be necessary for the adjourned meeting held on the same day and at the same place after one hour. All decisions taken in an adjourned meeting shall be final and binding on all the members.

3. **Governing Body / Managing Committee**
 The Managing Committee/Governing Body shall consist of a minimum of 7 and a maximum of 13 members. The compositions shall be as follows :-

- b) 1. Chairman One
2. Secretary One
3. Jt. Secretary One
4. Treasurer One
5. Members Three to Nine

Vijay Laxmi
 (VIJAY LAXMI)
 TREASURER

(R.K. SACHDEVA)
 SECRETARY

(S.K. SACHDEVA)
 CHAIRMAN



Amended
[Signature]
Registrar of Society

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c) The term of office of the Managing Committee shall be five years.

d) Elections :

The election of the four principal office bearers, namely : a. Chairman, b. Secretary, c. Jt. Secretary, d. Treasurer shall be held in the General Body meeting convened for the purpose by raising of hands. The candidates eligible for the above cited four positions shall be members of the society.

e) Powers and Duties/Functions of the Managing Committee :

The Managing Committee :

1. shall have the full and final power to authorize expenditure and take financial decisions in respect of the society/schools.
2. shall decide and order the termination of services of the teachers/other administrative staff (including the Vice Principal/Principal etc.)
3. shall take all the important decisions in respect of SHRI LAXMAN DASS SACHDEVA MEMORIAL EDUCATIONAL SOCIETY, Address : Sachdeva Public School, Maurya Enclave, Pitam Pura, Delhi - 110 088.
4. shall authorize the appointment of an auditor to audit the accounts of the SHRI LAXMAN DASS SACHDEVA MEMORIAL EDUCATIONAL SOCIETY, Address : Sachdeva Public School, Maurya Enclave, Pitam Pura, Delhi - 110 088.
5. shall have powers to terminate the membership of any member (of the General Body of the Society).
6. shall have power to acquire/dispose of any ~~land~~ plot/building by way of sale/mortgage/ gift/lease etc. for the society.



7. The Managing Committee shall meet at least once in 3 months for which 10 days clear notice shall be given to all the members of the society.

[Signature]
(VIJAY LAXMI)
TREASURER

[Signature]
(R.K. SACHDEVA)
SECRETARY

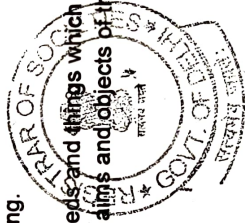
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(S.K. SACHDEVA)
CHAIRMAN

Amended as on

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Registrar of Society

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- 8. To appoint sub-committee/s for the promotion of aims & objects of the society, to guide them and to dissolve them on the completion of assigned work.
- 9. The quorum for a meeting shall be 1/3rd of the total strength failing which the meeting shall be adjourned by the Chairman. No quorum shall be necessary for the adjourned meeting held on the same day and at the same place after one hour. All decisions taken in an adjourned meeting shall be final and binding on all the members of the Managing Committee.
- 10. To appoint employees and fix their pay, increase/decrease their salaries and to terminate their services on doing any act against the aims and objects of the society/schools.
- 11. To implement all the proposals approved by the General Body.
- 12. To accept and extend co-operation to other societies having similar aims and objects.
- 13. To contact the concerned Govt. officer for the solution of genuine problems faced by the society and to make all necessary correspondence concerning organization of any seminar, function, meeting.



14. And generally to do all other society act, deeds and things which may be helpful, co-operative, lawful for the promotion of the aims and objects of the society.

4. Powers and Duties of the Office Bearers

(i) **Chairman :**

- a) shall preside over the Managing Committee/General Body Meetings.
- b) shall correspond and make negotiations with the Govt./Semi-Govt. and other bodies on behalf of the society and the schools.

Vijay Laxmi
(**VIJAY LAXMI**)
TREASURER

S.K. Sachdeva
(**S.K. SACHDEVA**)
CHAIRMAN

Amended as on.....

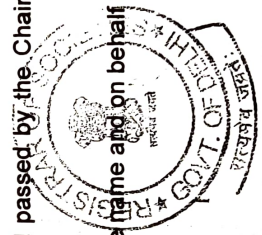
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- c) shall sanction expenditure of the society/schools.
- d) shall authorize/sanction any expenditure in the interest of the society.
- e) To call an emergency meeting of the society.
- f) shall have the casting vote in case of a tie.
- g) to spend any amount for the completion of any work of the society without the prior permission of the Managing Committee.

(ii) Treasurer :

- a) shall operate/handle cash and make payments/receipts where-ever necessary.
- b) shall be responsible for the maintenance of Accounts of the Society/schools-in proper form.
- c) To make payment of bills/vouchers, all passed by the Chairman of the society and to obtain proper receipts thereof.



d) To collect fees, subscriptions, gifts in the name and on behalf of the society.

(iii) Secretary :

- a) To call a meeting of the society.
- b) to convey the decisions of the Managing Committee and ensure their implementation in the different schools run by the society.
- c) to look after the overall functioning of the schools and exercise necessary checks on the Accounts.
- d) shall assume the functions of the Chairman in his absence.

Vijay Laxmi
(VIJAY LAXMI)
TREASURER

R.K. Sachdeva
(R.K. SACHDEVA)
SECRETARY

S.K. Sachdeva
(S.K. SACHDEVA)
CHAIRMAN

Amended as on

 Registrar of Societies

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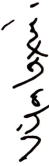
- e) shall convene a meeting and record the minutes of the meetings.
- f) shall authorize/sanction any expenditure in the interests of the society.
- g) to prepare annual accounts/budget of next 4 years and the annual progress reports.
- h) to issue general instructions to employees/members of the society.

(iv) Joint Secretary :

- a) The Joint Secretary shall assist the Secretary.
- b) He shall assume the functions of the Secretary in his absence.
- c) Any casual vacancy in the office of the Chairman, Secretary, Jt. Secretary and Treasurer (all elected), caused by resignation, death or otherwise, shall be filled through nomination by the Managing Committee. The Managing Committee will also be authorized to fill in all these positions which may become vacant during the unexpired period.

(v) Sources of Income and Utilisation of Funds :

- a) The sources of income shall be from the membership fees, gifts, donations and subscriptions, savings from social, cultural, educational functions, charity shows etc.
- b) The funds so collected shall be utilized to achieve the aims and objects of the society and running of SHRI LAXMAN DASS SACHDEVA MEMORIAL EDUCATIONAL SOCIETY, Address Sachdeva Public School, Maurya Enclave, Pitam Pura, Delhi - 110 088.


(VIJAY LAXMI)
 TREASURER


(R.K. SACHDEVA)
 SECRETARY


(S.K. SACHDEVA)
 CHAIRMAN



Amended as on 11/11/2011

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Registrar of Societies

(vi) Financial Year :

The financial year of the society shall be from 1st April to 31st March of the following year.

(vii) Audit of Accounts :

The accounts of the society shall be audited by auditors appointed by the Managing committee who shall submit their report every year to the General Body.

(viii) Operation of Bank Accounts :

A joint savings/current account shall be opened in a Nationalised Bank/ Non Nationalised Bank and shall be jointly operated by any two of the office-bearers, namely, a) Chairman, b) secretary, c) Treasurer.

(ix) Annual List of the Managing Committee (Section 4 of the Act)

Once in every year a list of the office bearers and members of the Managing Committee shall be filed with the Registrar of Societies, Delhi, as required under section 4 of the Societies Registration Act of 1860, as applicable to the Union Territory of Delhi.

(x) Legal Proceedings (Section 6 of the Act) :

The society may sue or be sued in the name of the Chairman as per the provision laid down under section 6 of the Societies Registration Act of 1860 as applicable to the Union Territory of Delhi.

Vijay Laxmi
(VIJAY LAXMI)
TREASURER

(R.K. SACHDEVA)
SECRETARY

(S.K. SACHDEVA)
CHAIRMAN



Amended as on.....
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Registrar of Societies

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(xi) Amendment :

(alteration, extension or abridgement) of purposes, 'Aims & objects' or change of name.....Section 12 & 12 A of Act) Any kind of amendment in the Memorandum of the Society shall be made as per provisions of Section 12 & 12A of the Societies Registration Act of 1860 as applicable to the Union Territory of Delhi.

(xii) Dissolution and Adjustment of Affairs :

If the society needs to be dissolved it shall be dissolved as per the provisions laid down under section 13 & 14 of the Societies Registration Act, 1860, as applicable to the Union Territory of Delhi.

(xiii) Application of the Act :

All the provisions under all the sections of the Societies Registration Act shall apply to the society.



Essentiality Certificate :

Certified that this is the correct copy of the Rules and Regulations of the society containing all the amendments up-to-date as approved by the special general meeting of the society held on 22.02.1989.

[Signature]
(VIJAY LAXMI)
TREASURER

[Signature]
(R.K. SACHDEVA)
SECRETARY

[Signature]
(S.K. SACHDEVA)
CHAIRMAN