समिति पंजीकरण प्रमाण - पत्र
(वर्ष 1860 का इकाइयों अधिनियम)

क्रमांक ............... 15 ........................................ वर्ष ......... 2011-12 ........................................

मे हेनेवर्ना प्रमाणित करता हूँ कि,...

JHE HARYANA STATE RURAL -

LIVELIHOODS MISSION  First Floor
Mini Secretariat, Sector-1, Panchkula.
इकाइयों अधिनियम पंजीकृत किया गया है।

यह प्रमाण-पत्र मेरे हस्ताक्षर से आज दिनांक

24th  मास May

वर्ष 2011 ........................................ को पंचकुला मे जारी किया गया।

District Registrar of Firms & Societies
Panchkula, Haryana
जिला रजिस्ट्रार समाजिक, पंचकुला।
हरियाणा।
Memorandum of Association
And
Rules & Regulations
Of
"THE HARYANA STATE RURAL LIVELIHOODS MISSION"
at 1st floor, Mini Secretariat
Sector -1, Panchkula
Memorandum of Association for Registration of the Society

1. Name of the Society

The name of the Society shall be "The Haryana State Rural Livelihoods Mission" (hereinafter referred to as the Society).

2. Location and Name of the Society

The Registered Office of the Society shall be located at, 1st floor, Mini Secretariat, Sector 1, Panchkula.

3. Vision

To be a specialized agency for the empowerment and poverty reduction by focusing on livelihoods of the poor and vulnerable.

To act as an agency to bring convergence between all poverty reduction and empowerment programmes.

4. Scope

The state society will be initially responsible for managing the National Rural Livelihoods Mission (NRLM) or any other project(s) which the State Government may entrust and expand its scope of work throughout the state or area specified by the State Government.

5. Objectives of the Society

The Society shall function as the apex coordinating organization for the implementation of the National Rural Livelihoods Mission (NRLM). The Society shall have the following specific objectives:

a. Alleviate poverty of poor men and women by improving their capacities and opportunities to participate in and control their own development.

b. To make necessary interventions to empower active and affinity based groups of disadvantaged people.

c. To make necessary interventions to create income security opportunity for the rural poor.

d. Through village institutions collaborate and influence Panchayati Raj Institutions (PRIs) to become more effective, accountable and inclusive.

e. Bring about coordination, convergence and synergy among the various components of different poverty alleviation programmes of the State and Central governments with a view to accelerating programmes towards elimination of poverty in the State.
6. Functions

(a) Take all such actions and to enter into all such actions as may appear necessary or incidental for the implementation of the project and in particular for the achievement of the vision and objectives referred to in article 3 & 5 above.

(b) Formulate guidelines for implementation of the various programs of the Society.

(c) Act as Guardian of Rules and “non-negotiable principles” of the projects, and enforce the rules and guidelines for the implementation of the projects.

(d) Accept or provide any grant of money, loan, securities or property of any kind and to undertake and accept the management of any endowment trust, fund or donation not inconsistent with the objectives of the Society.

(e) Purchase, hire, take on lease, exchange or otherwise acquire property, movables or immovable and construct, alter and maintain any building or buildings as may be necessary for carrying out the objectives of the Society.

(f) Open a bank account, along with the signatories to the account.

(g) Receive funds from the State Government or other sources through budget releases and release money to the lower offices based on their requirements and utilization of funds previously released.

(h) Incur expenditure after drawing up a budget and with due regard for economy and propriety.

(i) Make rules and regulation for the conduct of the affairs of the Society and add or amend, vary or rescind them from as and when required.

(j) Establish its own organizational structure, offices and employ, retain or dismiss personnel as required, decide salary and benefit structure for the Society.

(k) Accept, make, enclose or otherwise execute cheques, drafts, receipts, bills of exchange or other instruments and securities as required for the conduct of the business of the Society.

(l) Enter into contracts without a requirement for government approval, other than by government representatives on the Executive Committee and undertake any legal action that may be necessary to ensure the fulfillment of contracts made between the State Society and others.

(m) Exercise overall responsibility for management of Project on behalf of the Government of Haryana within the framework of project / Mission guidelines.
7. Management of the State Society

The management of the affairs of the State Society shall be vested with the Executive Committee as enshrined in the Bye- Laws framed for the purpose.

The General body of the society consists of the following members:

<table>
<thead>
<tr>
<th>No</th>
<th>Name of the Member</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chief Minister</td>
<td>Chairman</td>
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<td>Member</td>
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<td>13</td>
<td>Principal Secretary, WCD Department</td>
<td>Member</td>
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<td>23</td>
<td>CEO (SRLM)</td>
<td>Co- Convener</td>
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8. Authority to Correspond

The Member Secretary of the Society shall be the authority to correspond on behalf of the Society.

9. Founding Members and formation of the State Society

The undersigned members, associating themselves for the purpose described in this Memorandum of Association and desirous of forming themselves into a society are the founder members of the Society. The founder members by designation and their successors shall be treated as founder members in their place.

We, undersigned, whose names, occupation and address as given below, do hereby subscribe our names to this Memorandum of Association and form ourselves into a society namely “The Haryana State Rural Livelihoods Mission” under the The Societies Registration Act, 1860.

10. A certified copy of the Rules of the Society is enclosed herewith, as required u/s 21 of the Societies Registration Act, 1860 (21 of 1860).

We, the undersigned, are desirous of forming a society namely, “The Haryana State Rural Livelihoods Mission” in pursuance of the aforesaid Memorandum of Association, and have signed the Memorandum in the presence of the witnesses mentioned below:

<table>
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<th>S. No.</th>
<th>Name &amp; Occupation</th>
<th>Designation</th>
<th>Signature</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Smt. Shakuntala Jakhri, IAS</td>
<td>Member</td>
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<td></td>
<td>FC&amp;PS Women &amp; Child Development</td>
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<td>2</td>
<td>Sh. Ajit M. Sharan, IAS</td>
<td>Member</td>
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<td></td>
<td>FC&amp;PS Finance, Technical Education</td>
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<td>3</td>
<td>Sh. Y.S. Malik, IAS</td>
<td>Member</td>
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<td></td>
<td>FC&amp;PS Industries &amp; Commerce</td>
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<td>4</td>
<td>Sh. Rajan Gupta, IAS</td>
<td>Member</td>
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<td>FC&amp;PS Health</td>
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<td>5</td>
<td>Sh. Sarban Singh, IAS</td>
<td>Member</td>
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<td>6</td>
<td>Sh. Roshan Lal, IAS</td>
<td>Member</td>
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<td></td>
<td>FC&amp;PS Agriculture</td>
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<td>7</td>
<td>Sh. P. Raghavendra Rao, IAS</td>
<td>Convener</td>
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<td>FC&amp;PS Rural Development &amp; Panchayat</td>
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We the undersigned witnesses, certify that we know the above-mentioned persons and that they have signed before us.

Certified to be a True Copy

[Signature]

District Registrar of Firms & Societies
Panchkula, Haryana
RULES & REGULATIONS of “The Haryana State Rural Livelihood Mission”

1. Name of the Society
The name of the Society shall be "The Haryana State Rural Livelihoods Mission" (here in after referred to as to the Society).

2. Location and registered Office of the Society
The Society will have its head office at Panchkula and may establish one or more branches anywhere in the State, if required. The Registered Office of the Society shall be located at 1st floor, Mini Secretariat, Sector 1, Panchkula.

3. Scope and Application
The area of operation of the Society would be all districts in Haryana State,

4. Objectives
The Society shall function as the apex coordinating organization for the implementation of the project. The Society shall have the following specific objectives:

a. Alleviate poverty of poor men and women by improving their capacities and opportunities to participate in and control their own development.

b. To make necessary interventions to empower active groups of disadvantaged people.

c. To make necessary interventions to make income security opportunity for the rural poor.

d. Through village institutions collaborate and influence PRIIs to become more effective, accountable and inclusive.

e. Bring about coordination, convergence and synergy among the various components of different poverty alleviation programmes of the State and Central governments with a view to accelerating programmes towards elimination of poverty in the State.

5. Date of Commencement:
These rules shall come into force from the date on which “The Haryana State Rural Livelihoods Mission” is registered under Societies Registration Act 1860.

6. Definitions:
GOI: - shall mean the concerned Ministries and the concerned Department of the Government of India.

MoRD: - shall mean Ministry of rural development Government of India

Chairman/President: - shall mean the President of the General Body of the Society.

Vice Chairperson: - shall mean the Vice-Chairperson of the General Body of the Society.

Chairperson: - shall mean the Chairperson of the Executive Committee of the Society.

Chief Executive Officer (CEO) : - shall mean the Chief Executive Officer of the SRLM as appointed by the State Government.
General Body: - shall mean the body of the Society constituted under Rule 7 of these Rules.

Executive Committee (EC): - shall mean the body of the Society, which is constituted under Rule 18, of these rules.

The Project means any project taken by the Society including National Rural Livelihoods Mission.

NGO: - shall mean a non-governmental organization.

Officers and Staff: - shall mean all whole time and part time employees of the Society or Project duly appointed by any authority or officer, duly empowered to do so, and would include consultants, fellow and research staff, if any.

State Mission Management Unit (SMMU): - shall mean the State Project Unit who is responsible for Project Administration.

Collector: - shall mean the Collector/District Magistrate of a district appointed by the State Government.

CEO ZP: - shall mean the Chief Executive Officer of a Zila Panchayat.

PDDRDA: - shall mean the Project Director of District Rural Development Authority

District Mission Management Unit (DMMU): - shall mean the District Project Unit.

Zila Panchayat Sub Committee (ZPC): - shall mean a Sub Committee of the Zila Panchayat, notified by Government.

VDC/VO: - shall mean the village development committee/Village Organisation at the village level.

PFT: - shall mean the Project Facilitation Team at sub cluster level.

SHG: - shall mean the Self Help Group.

DCBO: - shall mean District Capacity Building Organization.

GP: - shall mean the Gram Panchayat.

Gram Sabha: - as defined by the Panchayat Act.

Officers of the Society: - shall mean all post holders of the Society.

SRLM: - State Rural Livelihoods Mission

Mission/Project: - shall mean the SRLM of the Government of State Haryana as implemented in the State and/or any other project given to the Society to implement.
7. General Body of the Society: It shall consist of the following members:

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The senior most Minister/ Chief Secretary/ Principal Secretary shall be the Vice Chairperson.

Nominated Members:
The number of representatives of SHGs may be kept at 3 to 5 as decided.
Concerned NGOs would be requested to nominate their representatives as member of GB/ EC.
Members from RBI, NABARD, Commercial Banks, Civil Society Organizations. There would also be a provision for special invitees including Community representatives to the meetings of General Body.

8. Terms of Ex-Officio Member:

a. Ex-Officio members of the General Body including the Chairman, Vice Chairperson and those cited at 7 above shall continue to be Members, so long as they continue to hold office and shall cease to be members as soon as they cease to hold such office. The successor in office of the person so ceasing to be a Member shall become member from the date of his assuming charge of the new office, subject to like conditions as to the term of membership.
b. In the event of any office held by such member of the General Body being abolished or differently designated or in the event of any doubt as to whether a particular person holds a particular office or not, a duly authenticated communication from the State Government to the Project conveying the decision of the Government as to the successor in office or as to the incumbent holding the office shall be final and conclusive.

9. Term of Nominated members:

a. The term of the nominated member would be at the pleasure of the Chairman of the Society and shall ordinarily be for 2 years and would be nominated by the Chairman of the Society.
b. The nominated members would be drawn from the project districts in a way that over the life of the NRLM project all the districts can get represented.

10. Termination of Membership: Members of the General Body shall cease to be such members if they resign or become of unsound mind, or are insolvent or are convicted of a criminal offence involving moral turpitude.

11. Resignation from Membership: Resignation from the membership of the General Body of the Society shall be tendered to the Member Secretary / Convener of GB and shall not take effect until it is accepted by the Chairman.

12. Pre mature vacancies in the Nominated Category: Any vacancy in the membership of the nominated category of the General Body occurring pre maturely due to resignation or otherwise shall be filled by nomination by the authority competent to make such nomination, and the persons so nominated shall hold office only for the unexpired period of the term of the pre maturely terminated membership.

13. The Society, and through it the Project, shall function notwithstanding the fact that any person who is otherwise entitled to be a member by reason of her/his office, is not a member of the General Body for the time being, and also notwithstanding the fact of any other vacancy either due to non-appointment or otherwise. Further, no act of the Society or the Project shall be invalidated merely by reason of the happening of any of the above events or any defect, procedural or otherwise, in the appointment of any of the members of the General Body.

14. Functions of the General Body:

To achieve the objectives laid out in rule 4; the General body shall:

a. Provide overall policy guidance and direction for efficient functioning of the Society and will be instrumental in bringing about strategic and policy changes that may be necessary for the implementation of Programme / NRLM and other projects assigned to it by the State Government.
b. Review project / NRLM performance and secure active involvement and participation of Institutions, Non-governmental organization, Voluntary agencies and Individuals committed to poverty alleviation and provide necessary financial assistance to them.
c. Bring about effective decentralization in basic planning for poverty alleviation by involvement of the people through a process of training and awareness building and creation and / or utilization structures formal or otherwise.
d. Secure constructive and participatory involvement of local people and grass root leadership for the achievement of the project's objects and for this purpose establish and/or utilize formal as well as informal structures.
c. It shall consider and approve the balance sheet and annual audited accounts of the Society, presented by the Member Secretary.
f. It shall consider the annual report and ratify district budgets.
g. It shall consider evaluation and special reports commissioned by the project administration.
h. It shall ensure that the Society considers any comments made by funding agencies on the progress and requirement in the implementation of the projects sponsored and funded by them.
i. It shall ensure technical and non-technical resources by harnessing the existing institutions and through establishing new ones, if required.
j. Organize conferences, symposia, workshop etc. on matter related to the Society and to the project.
k. Advise State Government in implementation of poverty alleviation programmes.

15. Powers of General Body:
The General body shall have powers to:

a. To undertake all activities necessary for the fulfillment of the objective of the Society.
b. To expand/modify the strength of its membership.
c. To add, modify or amend the Memorandum and Articles of Association and these byelaws; provided that all such additions, modifications or amendments shall be aimed at promoting the objectives of the Society.
d. To create duly empowered administrative mechanisms through such participation as may be deemed necessary, of various department, and agencies of Central and State Government and other organizations for the achievement of the objectives of the Society and of the NRLM in the state project.
e. To create academic, technical, administrative, managerial, training and other posts in the project and/or within the Society.
f. To ratify rules and regulations for conduct of the affairs of the Society and to amend them from time to time.
g. To accept grant of money, securities or property of any kind and undertake and accept the management of any endowment, trust, fund or donation, not inconsistent with the objectives of Society or project.
h. To acquire movable and immovable property by purchase, lease, hire, exchange or otherwise and to construct, alter, maintain any building or buildings as may be necessary for carrying out the objectives of the Society and of the project.
i. To delegate to the Executive Committee or to any of the officers and authority of the Society such powers and impose such duties as it deems proper.
j. To approve the annual report, balance sheet and annual audited accounts of the Society.
k. To undertake all such activities, form such committees/task groups as may appear necessary or incidental for the achievement of the objective of the Society and of the Project.

16. Functions and Powers of the Chairman and Vice-chairperson of the Society:
The Functions and Powers of the Chairman of the Society are:

a. To call meetings of the General Body.
b. To preside over the General Body.
c. To accept resignation of a member of either body when offered.
d. To review all the aspects of the projects being implemented by the Society.
e. The Chairman of the Society will have full powers both administrative as well as financial in all the matters, which are required for successful and efficient implementation of the project. However, he can further delegate the powers to other members/authorities/officers of the Society as well as to the administrative unit.
f. In the absence of the Chairman, the Vice-chairperson shall exercise all the powers vested in the Chairman and shall also exercise independently powers duly delegated to him.

17. Proceeding of the Society:

a. Meeting of the General Body of the Society shall be held at such time, date and place as may be determined by the Chairman. Meeting shall be held at least once in a financial year.

b. Except as otherwise provided in these Rules, all meetings of the General Body shall be called to notice under the signature of the Members-Secretary. However, for calling a meeting, a written notice must be dispatched to every member through messenger or by post at least ten days before the due date. Under special circumstances, the Chairman of the Society can ask to call the meeting of the General Body by giving a shorter notice.

c. Meeting of the General Body of the Society shall be presided over, by the Chairman, and in his absence, by the Vice Chairperson.

d. One third of the members of the General Body of the Society present in person shall form the quorum at every meeting, provided that no quorum shall be necessary in respect of an adjourned meeting.

e. All disputed question at meetings of the Society shall be determined by vote and in case of equality of votes, the person chairing the meeting shall have the casting vote.

18. The Executive Committee of the Society would comprise of following officials and members as specified below:

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<tr>
<td>16</td>
<td>State level representative of NABARD/RBI/convener SLBC</td>
<td>Member</td>
</tr>
<tr>
<td>17</td>
<td>Industries Associations</td>
<td>Member</td>
</tr>
<tr>
<td>18</td>
<td>Representatives of SHG members/ Federations</td>
<td>Member</td>
</tr>
<tr>
<td>19</td>
<td>CEO (Mission – a fulltime selection grade IAS officer)</td>
<td>Co- Convener</td>
</tr>
</tbody>
</table>
There would be at least two representatives from implementing and capacity building NGOs nominated by the Chairman/ Vice Chairperson of the General Body.

Special invitees to the meeting of the Executive Committee.

19. Term of Members:

a. The term of ex-officio members of the Executive Committee shall be in like manner as in 8(a) and (b) above.
b. The term of nominated members shall be ordinarily, for a period of two years. Such members shall be eligible for re-nomination. A member so nominated shall become such member as from the date of issue of authenticated communication conveying that such person has been nominated as a member of the Executive Committee.

20. Termination of membership:
Members of the Executive Committee shall cease to be such members if they resign, or become of unsound mind, or are insolvent or are convicted of criminal offence involving moral turpitude.

21. Resignation from membership:
Resignation from the membership of the Executive Committee shall be tendered to the State Project Coordinator and shall not take effect until it is accepted by the Chairperson.

22. Premature Vacancies in the Nominated Category:
a. Any vacancies in the membership of nominated category of the Executive Committee occurring prematurely, due to resignation or otherwise, shall be filled by nomination by the authority competent to make such nomination, and the person so nominated shall hold office only for the unexpired period of the term of the prematurely terminated membership.
b. The Executive Committee shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Executive Committee for the time being and not withstanding any other vacancy in the committee whether on account of non-appointment by the authority entitled to make the appointment or otherwise, and no act or proceedings of the Executive Committee shall be invalidated merely by reason of the happening of any of the above events or defects in the appointment of any of its members.

23. Functions of the Executive Committee:
It shall be the responsibility of the Executive Committee to endeavor to achieve the objects of the Society and of the Project, and to discharge all its functions subjects to the Rules and Regulations of the Society. It shall ensure that the Society considers any comments made by funding agencies on the progress and requirement in the implementation of the projects sponsored and funded by them.

24. Powers of the Executive Committee:
a. Shall provide policy guidance and direction for functioning of the Society.
b. Review project performance and undertake activities necessary for fulfillment of objective of the Society.
c. Have power, to enter into agreements with other public or private organizations or individuals for furtherance of its objects.
d. Have power, to secure and accept endowments, grants-in-aid, donations or gifts to the
Society on mutually agreed terms and conditions. Provided that conditions of such grants in aid, donations or gift shall not be inconsistency or in conflict with the objects of the Society or with the provisions of these Rules.

e. Have power, to take over and acquire, by purchase, gift or otherwise, from Government, and other public bodies, from private individuals, movable and immovable properties or other funds together, with any attendant obligations and engagements, not inconsistent with the objects of the Society or with the provisions of these Rules.

f. Have power, to undertake or give contract for construction of buildings required, if any, for use of Society or Project, and to acquire stores and services required for the discharge of the functions of the Society.

g. Have, subject to the provisions of Rule 4, power to sell or lease any movable or immovable property of the Society provided, however, that no assets of the Society created out of the government grants shall, without prior approval of the Government, be disposed of, encumbered or utilized for purposes other than those for which the grant was sanctioned,

h. Have powers, by resolution, to constitute standing/ad hoc committees or task forces/groups etc., for various areas of DPIP and decide in regard to their membership, powers, functions and liabilities.

i. Have the powers, by resolution, to appoint Advisory boards or other special committees for such purposes and with such purposes and with such powers as the Executive Committee may think fit, and to dissolve any such committee or Board at any time, and

j. Have the power, to delegate to the Chairman, Vice-chairperson, State Project Coordinator or any of its members and/or to a committee/group or any officer of the project such duties as it deems proper and also prescribe limitations within which the powers and duties shall be exercised or discharges by the member committee/group/officer so delegated.

25. Proceedings of the Executive Committee:

a. Meeting of the Executive Committee shall be presided over by the Chairperson and in his absence, by the Vice-chairperson.

b. One-third of the members of the Executive Committee present in person shall constitute the quorum at any meeting of the Executive Committee, provided that no quorum shall be necessary in respect of an adjourned meeting.

c. Not less than seven days notice of every meeting of the Executive Committee shall be given to each member of the Executive Committee provided that:

i. The Chairperson may call any emergency meeting at the notice of even 24 hours, and

ii. Any inadvertent omission to give notice of the meeting or its non receipt by any member shall not invalidate the proceedings of that or any other meeting.

iii. Every notice calling a meeting of the Executive Committee shall state the date, time and place at which such meeting will be held and shall be, except as otherwise provided in these Rules, issued under the signature of the Member-Secretary.

d. The Executive Committee shall meet as often as necessary but at least twice in a year.

e. Each member of the Executive Committee including the Chairperson shall have one vote and if there shall be equality of votes on any question to be decided by the Executive Committee, the Chairperson shall, in addition, have a casting vote.
26. Chairperson:

The Chief Secretary to Government of Haryana shall be the Chairperson of the Executive Committee.

The Chairperson:

a. Shall ensure that affairs of the Society are run efficiently and in accordance with the provisions of the District Poverty Initiatives Project and Memorandum of Association, Rules, Regulations and Byelaws of Society.

b. Shall preside over the meeting of the Executive Committee. May himself call, or, by a requisition in writing signed by him, may require the Member Secretary/CEO to call a meeting of the Executive Committee at any time.

c. May, in case the votes for and against a particular issue are equal exercise his casting vote.

d. Shall be the sole and absolute authority to judge the validity of the votes cast by any members at all the meetings of the Executive Committee.

e. Shall be entitled to invite any other person to attend the meeting of the Executive Committee, provided that such invited persons shall have no power of voting.

f. May direct the Member Secretary/CEO to call special meeting of the Executive Committee at a short notice, in case of certain situations, and

g. May delegate to the Vice Chairperson such of these functions and powers as he may deem fit.

27. Functions & Powers of the Chief Executive Officer (CEO):

a. A Chief Executive Officer for SRLM shall be appointed by the State Government.

b. The Chief Executive Officer shall be the Chief Executive of the Society and for the Project, and shall be responsible for proper administration of the day-to-day affairs and fund flows/financial operations of the Society and implementation of its various activities. For the effective discharge of functions, he/she shall have powers to:

i. Arrange meeting of the General Body of the Society and its Executive Committee and keep a record of the proceedings of these meetings and be responsible for taking action accordingly;

ii. Discharge such other functions as may be assigned to him/her by the General Body/Executive Committee and/or any other authority/office of the Society, in furtherance of the objects of the Society.

iii. Constitute steering groups for each of the programme components and functional areas; Constitute a task force, comprising heads of the Steering Groups, which would function as a cohesive team for the achievement of the objects of the Society.

iv. Appoint consultants (in accordance with the rules) and resource persons; Prescribe, delegate powers and duties of all officers and staff of the Society and of the project;

v. Exercise such supervision and disciplinary control as may be necessary; Coordinate and exercise general supervision over the activities of Society and the Project, including branches and units setup at the district and other lower levels;

28. State Mission Management Unit (SMMU)

a. The day-to-day affairs of the State Society shall be conducted by the SMMU under the supervision, guidance and control of the Chief Executive Officer (CEO).

b. The SMMU shall be head by the CEO, SRLM Project, who will also be the Co-Convener of the General Body & Executive Committee.
c. The SMMU shall be formed with various specialists in disciplines like Social Science, Livelihoods, Micro-Finance, Communication, Capacity Building, Finance etc. with necessary supporting staff. The specialist/staff shall be drawn for government departments on deputation and/or out sources for open market on contract basis.

d. Subject to approval of the Government for creation of regular posts, the Executive Committee shall authorize recruitment of employees of the State Society, required for the running of the SMMU and also for the implementation of various projects implemented by the State Society. For the purpose of administrative matters and disciplinary action, the CEO will be the appointing authority.

e. The State Society shall subject to approval by the Executive Committee establish District Mission Management Units which may be registered under the Societies Registration Act, 1860 for implementation of the project at district level.

f. The CEO shall appoint District Mission Managers and other officers and staffs with the approval of the Executive Committee for managing day-to-day affairs of the project under the overall supervision and guidance of the CEO.

29. District Level Management Structure:

a. A district unit of the Project, the District Mission Management Unit (DMMU), shall be setup every district in which the Project will be implemented. The DMMU shall be deemed to be a constituent unit of the Society, and shall have its office at the district headquarters. The DMMU shall be headed by District Mission Manager and shall have well-defined powers delegated to it.

b. (i) There shall be a Zila Panchayat Sub Committee, which shall provide the necessary guidance to the Project, review performace and approve budgets to project villages. 
(ii) The Zila Panchayat Sub Committee shall consist of following:

Chairperson - Zila Panchayat Adhyaksha.

Members:

i. Zila Panchayat members of the areas covered under DPJIP.
ii. Chief Executive Officer of the Zila Panchayat/FDDRDA - nodal officer.
iii. 2 NGO representatives implementing project in the district.
iv. 2 representatives from the VDC/VO.
v. 2 representatives from the SHGs.
vi. 2 representatives of PFTs.

Member-Secretary- District Mission Manager of the Project.

c. The District shall also have a capacity building organization to meet the requirements of Training and Human Resource Development.

d. At a cluster of 10-15 panchayats, there shall be a project facilitation team which would work with poor people and help them organize themselves into Self Help Groups as well as build their capacities.

e. Village Development Committee/Village Organization would be formed at every project village and shall be the lowest unit of monitoring project activities.
30. Funds of the Society:

The funds of the Society shall consist of the following:

a. (i) Grants-in-aid and/or loan assistance made by the GOI and the State Government for
furtherance of the subjects of the Society.
(ii) Contribution from other sources.
(iii) Income from the assets of the Society.
(iv) Receipts of the Society from other sources and
(v) Grant, donation, loan or assistance of any kind from any external agencies with prior
approval of the Central Government/State Government.

(b) (i) All funds shall be paid into the Society account with the bank, and shall not be withdrawn
except through a cheque.
(ii) Mode of payment or disbursement of funds from the Society’s account may be through
cheque, demand draft, money order, or otherwise, as decided by the financial rules.

31. Account and Audit:

a. The Society shall maintain proper accounts and other relevant records, and shall prepare annual
accounts comprising Receipts and Payment accounts, statement of liabilities in such form as
may be prescribed by the Registrar of Societies of the State Government in accordance with the
rules in force under the State Societies Registration Act, subject to the conditions that in respect
of grants from the Central Government, directions of the Central Government shall be adhered
to.

b. The accounts of the Society shall be audited annually by a Chartered Accountant, and in
accordance with the provisions of the Society Registration Act.

c. The audited accounts shall be communicated to the General Body of the Society, which will
submit a copy of the Audit Report to the State Government.

d. The accounts of the Society shall also be subject to the provisions of the Comptroller and
Auditor General (Duties, Powers and Conditions of Service) Act, 1971, as amended from time
to time.

32. Annual Reports:

The Annual Report on the working of the Society and the work undertaken by it during the year
together with the Balance Sheet, Audited Account and Auditor’s Report shall be prepared and
presented to the Executive Committee and to the annual general meeting of the Society each
year. After approval by the Society these shall be submitted to the State Government.

33. Amendments:

a. Amendments to these Rules shall be effected by the General Body of the Society, by a
majority of not less than half of the total members present and voting. However, all
amendments will be applicable upon their registration of the Societies Registration
Act 21 of 1860.

b. With the approval of the State Government, the Society may alter, extend or abridge the
purpose for which it is established, or amalgamate itself or the Project either wholly or
partly with any other Society in accordance with the provisions of the Societies Registration Act.

c. As and when there is any change in the nomenclature of Minister, Departments, or Institution(s) and Designation(s) such change shall automatically stand incorporated in these Rules.

d. If the Society needs to be dissolved, it shall be dissolved as per provisions laid down in the Societies Registration Act 21 of 1860.

e. If, on the winding up or dissolution of the Society, there shall remain, after the satisfaction of all debts and liabilities, any property whatsoever, the same shall not be paid to, or distributed amongst the members of the Society or any one of them, but shall accrue to the State Government, which will decide about its utilization.

34. The Department of Rural Development, Government of Haryana shall be the administrative department of the State Government for the Society and programmes implemented by it.

35. Rules and Regulations:

Rules and Regulations may provide for the following matters:

a. Service matter pertaining to officers and staff, including creation of posts, setting of qualifications, selection procedure, service conditions, pay and emoluments, discipline and control rules, T.A. and D.A. rules, etc.

b. Important financial aspects including formulation of budget, purchase procedures, delegation of financial powers, investment of funds, maintenance of accounts and audit, etc., and

c. All such other matters as may be necessary for the furtherance of the objects and the proper administration of the affairs of the Society.

Provided:

i. In the management structure, staff, which may devolve permanent liability on the State Government, shall not be appointed.

ii. Till such time as the Society formulates its own set of rules and regulation, decisions by the Chairman/Vice Chairperson/Executive Committee in all such matters will be carried out.

iii. Consideration of financial propriety and prudence shall be kept in view.

36. Delegation of Administrative and Financial Power:

a. The powers delegated will be exercised as per the conditions/rules laid down in the byelaws.

b. The CEO will exercise all the powers of head of the department of the State Government.

c. The powers delegated to a lower authority can be exercised by a higher authority.

d. Further detailed regulations and procedures will be laid down by specific work groups/committees as may be constituted under the provisions.

e. NRJLM being a Centrally Funded Scheme, for the procedures regarding incurring of expenditures and project administration, the rules framed by MoRD, GOI will form the basis of all the activities.

37. Report to The Registrar of Society:

Within 30 days after the holding of Annual General Meeting there shall be filed, with the Registrar of Societies (i) a list of the names, addresses and occupations of the members of the Executive Committee, the Chairman and of other office bearers of the Society; (ii) an annual
37. **Property of the Society**

(i) All property belonging to the society shall be deemed to be vested in the Executive Committee of the Society but shall be referred as ‘the property of the Society’.

(ii) The income and property of the Society shall be applied towards the promotion of the objectives thereafter as set forth in this Memorandum of Association subject in respect of the expenditure and funds made available by the Govt. of Haryana to such limitations as the Govt. of Haryana may from time to time impose.

38. **Miscellaneous:**

All the Provisions of State Societies Registration Act, shall apply to the Society.