



PUNJAB GOVERNMENT

Sukhmani Society for Citizen Services Jalandhar (SSCS-JALANDHAR)

In the matter of Society Registration Act, XXI of 1860 being an act for the registration of Literary, Scientific and Charitable Societies

And

In the matter of Sukhmani Society for Citizen Services, Jalandhar (SSCS-JALANDHAR) (hereinafter referred to as the Society) pertaining to Rules and Regulations of Society for the execution, implementation and handling of Citizen Services and its operations of different types.

MEMORANDUM OF ASSOCIATION

1. Preamble

The primary objective of the Sukhmani Society for Citizen Services, Jalandhar (SSCS-JALANDHAR) is to establish, manage, operate, maintain and control the service centres, namely, Sukhmani centers in the District for providing integrated citizen services to the public in an efficient, transparent, convenient and friendly manner using IT in all aspects of citizen services to maximize speed, accountability, objectivity, affordability, and accessibility from the perspective of the citizens.

The Sukhmani Society is a district level body that would work under the overall umbrella of Punjab State E-Governance Society (PSEGS). All the service centers in a district would be established, managed and run by the Sukhmani Society of that district on a self-sustaining revenue model. Sukhmani Centres would be a one-stop shop for all Government services in an integrated manner.

It is considered expedient to provide the Society a legal entity by getting it registered under The Societies Registration Act, 1860.

2. (a) **Name:** The name of the Society shall be Sukhmani Society for Citizen Services, Jalandhar (SSCS-JALANDHAR), Society for short.
- (b) **Office:** The Registered office of the Society shall be at Office of the Deputy Commissioner, Jalandhar district.
3. (a) **Definitions:** In this Memorandum and the Rules made there under unless the context otherwise requires: -

- a. "The 'Act' means the Societies Registration Act 1860, (Punjab Amendment Act, 1957) as applied to the State of Punjab or any statutory modification thereof for the time being in force."
- b. "Board of Governors" shall mean the body, which is constituted as the "Board of Governors of the Society" by the Government.
- c. The "Chairman" shall mean the "Chairman" of the Board of Governors.
- d. 'General Body' means General Body of the Society comprising of Founder Members of the Society at present and such other person(s)/ institutions or organisations who will be accepted as member(s) in the future.
- e. IT shall mean: Information Technology.
- f. Member means:
 - i. The founder members whose signatures are appended to the Memorandum at the time of registration of society or
 - ii. Such Person(s) who may be accepted in future as Members of the Society on such terms and conditions as laid down by the Board of Governors.
 - iii. Such institutions, organisations, societies, corporate bodies who may be accepted in future as member (s) by the General Body.
 - iv. All such members shall be ex-officio members and none of the members shall be the permanent life member.
- g. "Member Secretary" means Member Secretary of the Board of Governors of the Sukhmani Society for Citizen Services, Jalandhar.
- h. "Chief Executive Officer" means Chief Executive Officer of the Sukhmani Society for Citizen Services, Jalandhar.
- i. "Proxy" means a person appointed usually by written authority by a person entitled to vote personally, to vote at the discretion of the proxy.
- j. "The Society" means the Sukhmani Society for Citizen Services Jalandhar. Known by the name, style and manner of SSCS-JALANDHAR.
- k. "State Government" shall mean the Government of Punjab in the Department of Information Technology.
- l. "IT experts" shall mean persons from the field of Information Technology who being specialists or professional in the areas of Information Technology can suggest, contribute and share their expertise and views to achieve the objectives of the Society.
- m. "Eminent citizens" shall mean well-known, distinguished, important, renowned or reputed persons from the general public.

4. Objectives and functions of the Society:

- a. To establish, manage, operate, maintain and control the service centres, namely, the Sukhmani centers throughout the District for providing integrated citizen services to the public in an efficient, transparent, convenient and friendly manner using IT in all aspects

of citizen services to maximize speed, accountability, objectivity, affordability, and accessibility from the perspective of the citizens.

- b. To identify and recommend the Citizen Services which can be provided in consultation and co-ordination with the concerned departments on priority by various departments/ organizations.
- c. To workout and implement the action plan for the establishment of citizen's service centres in the district on a self-sustaining revenue model in collaboration with the private sector, NGOs, other means as per the requirements of the specific areas.
- d. To ensure and maintain the Standard of Service as per the Service Level Agreements between departments, Punjab E-Governance Society, service centres, franchisees and the government.
- e. To workout and recommend the service fee/ user charges that could be charged from the end customers for the approval of the competent authority and concerned departments/ organizations over and above the prescribed bill amount/ fee/ statutory fee for providing the services through Sukhmani Centres/ Financial Institutions or Franchisees.
- f. To collect the revenue/ payments/ service charge on behalf of Punjab E-Governance Society, various government departments and organisations and to issue receipts on behalf of the Punjab E-Governance Society and concerned Departments and Organizations.
- g. To keep detailed account of the revenue so collected and the transactions, disburse the revenue collected to various stakeholders as per the policy guidelines of Punjab E-Governance Society.
- h. To chalk out detailed procedures for the collection of revenue for various services provided by the Sukhmani centres and to transfer the revenue in to the accounts of the Punjab E-Governance Society and to the concerned departments and organizations as per the policy guidelines of Punjab E-Governance Society.
- i. To chalk out, plan and execute the infrastructure requirements for site preparation, IT resources like hardware, software, connectivity, networking, operational & managerial staff, training, stationery items and consumables with associated agencies. To ensure the timely availability of the necessary resources for the various activities under the project.
- j. To liason with the associated IT companies for the analysis, design, development, testing and the implementation of the application software, networking, connectivity and other solutions necessary for providing Citizen services through the use of information technology.
- k. To create, maintain, update, common databases at the district level in consultation with the concerned the Departments, monitor, administer and control the flow of the data and information between the Sukhmani centers and the concerned agencies.
- l. To recruit and deploy the operational and managerial staff and other human resources, purely on contract basis, for operation and maintenance and running of the Citizen service centres as per the requirement/norms fixed by the Society from time to time.
- m. To take all publicity measures and campaigning through media like TV, Radio, Newspaper, seminars, public meetings, banners and posters etc for creating awareness about the services of the Sukhmani centres for the benefit of the common man, specially the rural masses.

- n. To interact with the various agencies associated with the services to be rendered through the Sukhmani centers and to facilitate inter-departmental coordination in all IT related matters.
 - o. To recommend the necessary administrative reforms or processes re-engineering required accomplishing the objectives of e-governance and good governance. To test and recommend modifications to be made in the system or the processes involved.
 - p. To take necessary steps to ensure the security, safety, backup, disaster recovery and protection of the Government Data of various departments, agencies and organisations, both on-line and off-line.
 - q. To set procedures for taking routine backups regularly, generating various MIS / DSS reports of the revenue, payments and operation and maintenance related information of Sukhmani Centres with all the stake holders like Financial Institution concerned, concerned departments, agencies and the Punjab E-Governance Society.
 - r. Regular reconciliation of bank accounts between all stakeholders including the concerned departments, the financial institutions, the Sukhmani Centre and the Punjab e-governance Society.
 - s. To establish and implement a system of regular detailed review and monitoring mechanism for constantly evaluating the progress, performance, consistency and quality of the Citizen services given by various franchises and other centres with respect to the agreed quality in the service level agreements.
 - t. To facilitate and assist in implementation of Citizen Charters framed by the other departments through the use of E-governance and IT as a tool. Also assist the concerned departments in measuring the performance of Citizen charters with respect to the agreed quality.
 - u. To take all steps necessary to promote efficiency, reduce delays, enhance accountability, transparency and objectivity in the functioning of the concerned government departments participating in the SUKHMANI centres, directly or indirectly.
 - v. To provide all IT resources and support, required by any center for IT and e-governance applications including hiring of professionals, consultancy services, procurement of hardware and software, development of special purpose software projects involving application of Information Technology on turkey basis.
 - w. To make all other expenditures in connection with providing Citizen services through the Citizen services centre including salaries, connectivity costs, cost of power, cost of maintenance and consumables, cost of upgradation of equipment etc
 - x. To do all such other lawful things as may be necessary, incidental or conducive to the attainment of the above objects.
5. The costs of IT resources and management of the district-level Society would be funded through the share of user charges. Initially, the costs for the purpose would be provided by the Government. The income and property of the Society howsoever derived shall be applied towards the promotion of the objects thereof as set-forth in this Memorandum of Association. No part of income and property of the Society shall be paid or transferred, directly or indirectly, by way of profit, to the persons who are, or, at any time, have been or shall be members of the Society or Board of Governors or to any of them or to any persons claiming through them or any of them.

6. Present Board of Governors:

The names, designations and address of the present members and office bearers of the Governing Body, to whom the management of the affairs of the Society is entrusted as required under Section 2 of the Registration of Societies Act, 1860 (Act XXI of 1860) read with Punjab Amendment Act of 1957, shall be as under:

SN	Name & Designation	Address	Remarks	Signature
1.	Sh. Ashok Kumar Gupta IAS Deputy Commissioner, Jalandhar.	Jalandhar	Chairman / CEO	
2.	Sh. N. S. Kalsi IAS Director Cum Secretary to Government of Punjab, Department of Information Technology Or his representative	SCO 193-195, Sector 34-A, Chandigarh	Member	
3.	Sh. S.S. Johal, PCS Commissioner, Municipal Corporation, Jalandhar	Municipal Corporation, Jalandhar	Member	
4.	Sh. Bhpinder Singh PCS SDM JAL1 Sh. Paramjit Singh PCS SDM JAL2.	Jalandhar	Members	
5.	En. N.K. Arora Chief Engineer, Punjab State Electricity Board.	Jalandhar	Member	
6.	Sh. Gail Chand, General Manager, Bharat Sanchar Nigam Limited, Jalandhar	Bharat Sanchar Nigam Limited, Jalandhar	Member	
7.	One representatives of each of the implementing Bank(s).	ICICI Bank Jalandhar	Member	
8.	Vikas Garg, IAS, Additional Chief Administrator, PUDA, Jalandhar	Jalandhar	Member	
9.	Sh. M.S. Kainth PCS Additional Deputy commission (General).	Jalandhar	Member Secretary	
	Nominated Members			
10.	Three IT experts to be nominated by the Government in the Department of Information Technology. 1.Prof. A.L. Sangal 2. Prof. Manohar Singh 3. Sh. Amolak Singh Kalsi.	B.R.Ambedkar National Institute Of Technology. Lyalpur Khalsa College. District Informatics Officer	Member	
11.	Three eminent citizens to be nominated by the Government in the Department of Information Technology. 1. Sh. Rajinder Singh Kalsi 2. Sh. Alok Sondhi 3. Sh. Ashok Mittal		Member	

SN	Name & Designation	Address	Remarks	Signature
	Co- opted Members			
12.	Any other member, which the Board of Governors or Government in the Department of Information Technology decides to co-opt.		Co- opted Members	

RULES AND REGULATIONS

OF

Sukhmani Society for Citizen Services Jalandhar (SSCS-JALANDHAR)

1. **Registered Office:** The Registered Office of the Society shall be situated at Jalandhar District. Presently the registered office is to be located at the Deputy Commissioner Jalandhar Mini Secretariat, Jalandhar.
2. **Short title and commencement**
 1. This Society may be called the Sukhmani Society for Citizen Services Jalandhar.
 2. **Definitions:** In this Memorandum and the Rules made there under unless the context otherwise requires: -
 - (a) "The 'Act' means the Societies Registration Act 1860, (Punjab Amendment Act, 1957) as applied to the State of Punjab or any statutory modification thereof for the time being in force."
 - (b) "Board of Governors" shall mean the body, which is constituted as the "Board of Governors of the Society" by the Government.
 - (c) "Body" means the Governing Body of the society.
 - (d) "Committee" means the Executive Committee of the society.
 - (e) The "Chairman" shall mean the "Chairman" of the Board of Governors.
 - (f) 'General Body' means General Body of the Society comprising of Founder Members of the Society at present and such other person(s)/ institutions or organisations who will be accepted as member(s) in the future.
 - (g) IT shall mean: Information Technology.
 - (h) Member means:
 - i. The founder members whose signatures are appended to the Memorandum at the time of registration of society or
 - ii. Such Person(s) who may be accepted in future as Members of the Society on such terms and conditions as laid down by the Board of Governors.
 - iii. Such institutions, organisations, societies, corporate bodies who may be accepted in future as member (s) by the General Body.

- iv. All such members shall be ex-officio members and none of the members shall be the permanent life member.
- (i) "Member Secretary" means Member Secretary of the Board of Governors of the Society.
- (j) "Chief Executive Officer" means Chief Executive Officer of the Society.
- (k) "Proxy" means a person appointed usually by written authority by a person entitled to vote personally, to vote at the discretion of the proxy.
- (l) "The Society" means the Sukhmani Society for Citizen Services Jalandhar. Known by the name, style and manner of SSCS-JALANDHAR).
- (m) "State Government" shall mean the Government of Punjab in the Department of Information Technology.
- (n) "IT experts" shall mean persons from the field of Information Technology who being specialists or professional in the areas of Information Technology can suggest, contribute and share their expertise and views to achieve the objectives of the Society.
- (o) "Eminent citizens" shall mean well-known, distinguished, important, renowned or reputed persons from the general public.

3. AUTHORITIES OF THE SOCIETY: The Authorities of the Society shall consist of the following

- a. The General Body
- b. The Chairman of the Board of Governor
- c. The Vice Chairman of the Board of Governors
- d. The Member Secretary of the Society
- e. Chief Executive Officer of the Society.
- f. Apart from the Member Secretary, the officers as may be appointed from time to time shall be officers of the Society.

4. THE GENERAL BODY:

- a. The Society shall have its General Body as the Supreme Authority and source of all powers, functions and activities.
- b. The General Body of the Society shall meet at least once in 12 months.
- c. The time gap between one meeting of the General Body and the next shall not be more than 12 months.

5. MEMBERS OF THE SOCIETY:

- a. The Society shall consist of the following:
 - i. All the Members
 - ii. Other individuals, institutions, organisations and corporate bodies to be accepted in future as Members as per terms and conditions of eligibility as may be laid

down by the Board of Governors and approved by the General Body from time to time.

- b. The Society shall keep a Roll of Members and every member of the Society shall sign the roll and state therein his name, occupation and address.
- c. If a member of the Society changes his address, he shall inform his new address to the Member Secretary who shall thereupon enter his new address in the Roll of Members. But if he fails to inform his new address, the address in the Roll of Members shall be deemed to be his address.
- d. Where a person becomes a member of the Society by reason of the office or appointment he holds, his membership of the Society shall terminate when he ceases to hold that office or appointment.
- e. **Termination of Membership:** Whenever a member desires to resign from the membership of the Society, he shall address his resignation to the Member Secretary of the Society and submit the same to him. Thereafter, the membership of such person shall stand terminated on his resignation.

A member of the Society of the Governing Body shall cease to be a member, if Board of Governors so desire he/she

6. **Present Membership of the Society:** The Society shall consist of the following members:

- a) Deputy Commissioner, Jalandhar - Chairman and Chief Executive Officer.
- b) Any two SDMs of the District to be nominated by Deputy Commissioner.
- c) Commissioner, Municipal Corporation, Jalandhar.
- d) Chief Engineer, Punjab State Electricity Board, Jalandhar.
- e) General Manager, Bharat Sanchar Nigam Limited, Jalandhar.
- f) Representatives of the implementing Banks.
- g) Additional Chief Administrator, PUDA, Jalandhar.
- h) Dy ESA, DC Office, Jalandhar.
- i) Three IT experts to be nominated by the CEO.
- j) Three eminent citizens to be nominated by the CEO.
- k) Additional Deputy Commissioner (**General**) or **Additional Deputy Commission (Development)** as per the recommendations of Deputy Commissioner - Member Secretary

7. **PROCEEDINGS OF THE SOCIETY:**

- (a) The Annual General Meeting of the Society shall be held at such time, date and place as may be determined by the Chairman, or in his absence by the Vice-Chairman of the Board of Governors.
- (b) Except as otherwise provided in these Rules, all meeting of the Society shall be called by notice under the signature of the Member Secretary or any other person

authorized by the Member Secretary, after the date, time and place have been duly approved by the Chairman of the Board of Governors as laid down under the rules.

8. Notice and quorum for the meetings of the Society:

- (a) Every notice calling a meeting of the Society shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Society not less than 48 hours before the day and time appointed for the meeting;
- (b) Provided that the Chairman for reasons to be recorded shall have the authority to call a special meeting on such shorter notice as he thinks fit.

9. The Chairman of the Board of Governors shall be the Chairman of the General Body. However, if he is unable to attend any meeting, then Member Secretary shall preside over such a meeting.

10. **BOARD OF GOVERNORS:** The general superintendence, direction and control of the affairs of the Society and of its income and property shall be vested in the Governing Body of the Society which shall be called the Board of Governors, Sukhmani Society for Citizen Services Jalandhar hereinafter referred to as "The Board" or "Board of Governors".

11. Constitution of the Governing Body- The Board of Governors

The Board of Governors of the society would comprise the following members.

SN	Name & Designation	Remarks
1.	Deputy Commissioner, Jalandhar	Chairman/ CEO
2.	Director Cum Secretary to Government of Punjab, Department of Information Technology Or his representative	Member
3.	Any two SDMs of the District to be nominated by Deputy Commissioner.	Member
4.	Commissioner, Municipal Corporation, Jalandhar	Member
5.	Chief Engineer, Punjab State Electricity Board.	Member
6.	General Manager, Bharat Sanchar Nigam Limited, Jalandhar	Members
7.	Representatives of the implementing Bank(s)	Members
8.	Additional Chief Administrator, PUDA, Jalandhar	Member
9.	Additional Deputy Commissioner (General)	Member
10.	Three IT experts to be nominated by the Government in the Department of Information Technology	Members
11.	Three eminent citizens to be nominated by the Government in the Department of Information Technology	Members
	Co-opted Members	
12.	Any other member, which Board of Governors or Government in the Department of Information Technology decide to co-opt.	Member Secretary
13.	Any other member which governing body decides to co-opt	Co- opted

12. MEETING OF BOARD OF GOVERNORS

- a. The Board shall ordinarily meet 4 times in a year but the gap between one meeting and the other shall not be more than 120 day.
- b. Every meeting of the Board of Governors shall be presided over by the Chairman of the Board of Governors and in his absence, the Member Secretary, shall preside over the meeting.
- c. The Chairman may, whenever he thinks fit, and shall, on the written requisition of not less than four members, call a special meeting of the Board of Governors.
- d. **QUORUM:** Seven Members out of whom at least five must be official members, shall constitute the Quorum.
- e. In case of difference of opinion amongst the members, the opinion of the majority shall prevail.
- f. Each member of the Board including the Chairman shall have one vote & if there is an equal number of votes on any question to be determined by the Board, the Chairman shall in addition have and exercise a casting vote.
- g. Any resolution except such as may be placed before the meeting of the Board, may be adopted by circulation among all its members, and any resolution so circulated and adopted by a majority of the Members who have given their approval, such Resolution shall be as effectual and binding as if such Resolution has been passed at a meeting of the Board, provided that in every such case, at least 5 members of the Board shall have recorded their approval to the Resolution.

13. Conduct of Business of the Body.

- 1) The body may function notwithstanding any vacancy in its constitution provided however, that at no time the number of vacancies shall be such that the total number of members is less than the quorum required for a meeting of the body.
- 2) Subject to the provisions herein contained, the Governing Body may, with the previous approval of the Punjab Government, frame and vary from time to time, as it thinks fit, bye-laws for the conduct of its business.

14. Acts and Proceedings not to be invalidated by vacancies etc.

No act or proceeding of the Governing Body or any authority of the Society or any committee constituted under this, shall be questioned on the ground merely of the existence of any vacancy or defect in the election, nomination or appointment of a person acting as a member thereof or any irregularity in its procedure not affecting the merits of the case.

15. Functions and duties of the Board: Subject to the provisions of the Memorandum, the Board shall have the powers: -

1. to prepare and execute detailed plans and programmes for establishment of the public facilitation citizen service centres and to carry on its administration and management after such establishment.
2. to receive grants and contributions and to have custody of the funds of the service centres and to manage the properties of the Society.

3. To prepare the budget estimates of the Society for each year and to sanction expenditure within the limits of budget as approved by the Board of Governors.
4. to prescribe rules and regulations for the implementation of e- governance applications in conformity with the policy approved in this behalf by the State Government and Board of Governors.
5. to create operating, administrative, technical, ministerial and other contractual posts under Society and to make appointments for the efficient management of the affairs of the society and to recruit, finalize the conditions of service and control the staff. For such purposes, the Society shall have its own rules without having any parity with the Punjab Government Service rules including leave, pension, HRA, DA and other allowances etc;
6. to co-operate with any other organisation in the matter of IT in e- governance
7. to enter into agreements for and on behalf of the society.
8. to sue and defend all legal proceedings on behalf of the society
9. to cooperate and collaborate with other State level, national and/or foreign institutions/ international organizations in the pursuit of its objectives
10. to delegate, to such extent as it may deem necessary, any of its powers to any Officer or Committee or Board.
11. to consider and pass such Resolutions on the annual report, the annual accounts and the financial estimates of the society as it thinks fit. Such annual reports, annual accounts and financial estimates along with the resolution passed by the Board being submitted to the State Government
12. to make, adopt, amend, vary or rescind from time to time, with the prior approval of the State Government, Bye-laws for
 - i. The regulation of and for administration of the affairs of the society & for the furtherance of its objects:
 - ii. For the conduct of the business of the Board & the Committees to be appointed by it
 - iii. For delegation of its powers
 - iv. For the co-operation of Members to the Board

16. **Powers of the Governing Body:** Subject to the Memorandum of Association and these Rules, and the rules and regulations and guidelines laid down by the Punjab the governance society from time to time, but without prejudice to the generality of powers and duties, the Governing Body shall have full functional autonomy and shall exercise the following powers inter-alia:

- i. Take decision on matters of policy relating to the administration and working of the Society;
- ii. Consider and approve programmes of the Society within the scope of the objectives of the Society mentioned in the Memorandum of association;
- iii. Workout and recommend to the Punjab State E-Governance Society the eligibility conditions, duration, selection process etc for various types of system integrators, developers, stake holders, financial collaborators, public-private partners, implementers,

executors of the various e-Governance initiatives including franchises of Sukhmani and other citizen services centers;

- iv. Workout and recommend to the Punjab State E-Governance Society Rules and Regulations and Bye-laws for the conduct of the affairs of the Sukhmani Society and also to recommend to the Punjab State E-Governance Society to add, amend, or repeal the rules and regulation from time to time;
- v. Consider, approve and authorize operation of the funds of the Society in line with the overall guidelines of Government of Punjab and Punjab E-Governance Society.
- vi. Collect payments and user charges on behalf of other departments and agencies and transfer it in the manner prescribed in the agreements with Punjab E-Governance Society and Government;
- vi. Frame norms, guidelines and terms and conditions of agreement with stakeholders and franchises to establish Sukhmani Centres and to add to or amend them from time to time;
- ix. Appoint Committees or Sub-Committees, by whatever name called, comprising member(s) of the Society and such experts and officers of the Society as may be nominated by it for specific tasks, for the disposal of any of its business or for tendering advice on any matter pertaining to the administration and management of the Society;
- x. Create positions for temporary posts on job-work and/or outsourcing basis for the Society, lay down terms and conditions of service of such employees and method of appointments thereto;
- xii. Acquire by gift, purchase, exchange, lease/ hire or otherwise any property movable or immovable and to construct, improve/alter, demolish or repair buildings, works and constructions as may be necessary or convenient for carrying on the activities of the Society;
- xiii. Negotiate, enter into and make contracts and deeds on behalf of the Society without any Government support;
- xiv. Solicit and receive grants, gifts, donations or other contributions from the Central/State Government or from any other source, provided it is approved by the Executive Committee;
- xv. Do all such acts and things as are incidental or conducive to the discharge of the functions and attainment of any of the objects of the Society.

17. Assets and Funds of Society

- (a) Government of Punjab may contribute the capital contributions from Public sector undertakings, Co-operative institutions, and other Public sector organizations, Financial Institutions.
- (b) The recurring expenditure of the society would be met out of the share of service charges collected through the Sukhmani centres from the citizen services.
- (c) The Society may accept contributions from statutory bodies created under the Acts of Parliament or of the State Legislature, the International organizations, NRIs, industry, Private bodies and individuals.
- (d) The Society shall maintain assets register and accounts as per corporate practices relating to IT industry.

- (e) **Vesting of the assets and funds:** The Assets of the fund shall vest with the Society.

18. Objects for which the Fund of the Society could be used:

- (a) The objects of the fund shall be as approved by the Board of Governors.
- (b) All decisions for utilization of funds would be recorded in executive office order register.
- (c) Some of the indicative uses are as follows:
 - i. For creation, operation, management and maintenance of common databases to be used for IT enabled citizen services in the District.
 - ii. For developing replicable and reusable models of e-Governance in various Government Departments, Offices, Boards and Corporations at the District level;
 - iii. For creation, operation, management and maintenance of IT and other resources for IT enabled citizen services and departments at the district level and below.
 - iv. Administrative expenses incurred by the body or Committee such as compensation, salary allowances and traveling Allowances and daily allowances of the members can be legitimate charges on the funds of the Punjab E-Governance Society in accordance with the provision of the funds of the Society.
 - v. For IT innovations in administration re-engineering and for IT supported resource optimization at the district level;
 - vi. To impart special training, awareness and capacity building in the field of IT for various State Government Departments, Offices, Boards, Corporations and general public;
 - vii. For any other purpose, which seeks to achieve the objectives of the society.

19. The Treasurer of Fund:

The Executive Committee of the Governing Body headed by the Member Secretary or any other person authorized by the Executive Committee shall be the treasurer of the funds.

20. Operation of Bank Account

The bank accounts of the Society shall be kept in the name of the Society and shall be operated upon by the Member Secretary of the Society or any other person authorized by the Executive Committee.

21. Accounts and Audit

- a. The member Secretary shall keep or cause to be kept proper accounts of the receipts and payments, income and expenditure and of the property, assets and liabilities of the Society. The Annual Accounts shall be made up by the end of the financial year;
- b. The Accounts of the Society shall be audited and certified by the Auditor General, Punjab or any other competent authority appointed by Government of Punjab;

22. Arbitration and Reconciliation

- a. Any dispute between two or more members of the Society, which has an impact upon the activities of the Society, shall be referred to and resolved amicably by the Principal Secretary to Government of Punjab, Department of Information Technology
- b. The extent of penalty that may be imposed through arbitration shall be limited to a maximum of 15% of the agreement.

23. Alterations of the Rules and Regulations

The Society may alter these rules and regulations at any time by a resolution passed by a majority of the total membership of the Society and a majority of the members present and voting at any meeting of the Society duly convened for the purpose.

24. Executive Committee of the society:

The following executive committee shall manage day-to-day working of the Society and its funds:

SN	Name & Designation	Remarks
1.	Sh. Ashok Kumar Gupta IAS, Deputy Commissioner, Jalandhar	Chairman
2.	SDM Jalandhar I	Member
3.	Commissioner, Municipal Corporation, Jalandhar Or his representative	Member
4.	Chief Engineer, Punjab State Electricity Board, Jalandhar or his representative	Member
5.	Additional Deputy Commissioner (General) or Additional Deputy Commissioner (Development), Jalandhar as per the recommendations of Deputy Commissioner	Member Secretary

25. Contracts:

All contracts and other assurance shall be executed in the name of the Governing body and signed on their behalf by the Member Secretary of the Society or any other member, duly authorized by the Governing body.

26. POWERS AND FUNCTIONS OF THE MEMBER SECRETARY:

- a. The Member-Secretary shall be responsible for the proper administration of the Society. All other staff of the society shall be subordinate to the Member-Secretary. He shall be the custodian of the record, the funds of the Society & such other property of the society as the Board may commit to his charge.
- b. The Member-Secretary shall have such other powers & perform other duties as may be delegated or assigned to him by the Board.
- c. The Member-Secretary may delegate any of his powers to any of his subordinate with the approval of the Board.
- d. In the event of the post of the Member-Secretary remaining vacant or the Member-Secretary being absent or unable to perform his duties or any reason, it shall be open for the Board to

direct any Officer or Officers in the service of the Society to exercise temporarily such powers & perform such functions and duties of the Member-Secretary as the Board may deem fit.

- e. The Member-Secretary of Board of Governor shall act as the Member-Secretary of the Society and the Board and will record the proceedings of the meetings of the General Body of the Society and of the Board of Governors and maintain a proper record of these meetings in accordance with the provisions of the Bye-laws and the Act.
- f. The Member-Secretary shall have the accounts maintained and also arrange for the annual audit in accordance with the provisions in the Rules and Bye-laws of the Society.
- g. The Member-Secretary shall carry out the general correspondence in connection with the work assigned to him/ her by the Chairman from time to time.
- h. To hire and fire the manpower for the society and other staff in accordance with Rules/ regulations/ byelaws of the Society. To represent the society in all its legal matters jointly or through any authorised representative.
- i. To manage the properties or the money under the fund, to manage accounts and execute all contracts on behalf of the society. To collect funds for the society by donations, grants-in-aid, contributions and raising money whenever required.
- j. To prepare the budget relating to the administrative expenses of the body and committee such as expenditure on TA/ DA of the members, which shall be a legitimate charge on the fund.
- k. To exercise all other powers and execute such functions as may be assigned to him by the Body or the Executive Committee.
- l. To do all acts, deeds and things necessary for carrying out his functions as Member-Secretary.

27. Withdrawal of Funds.

1. Withdrawal of funds from the accounts of the body shall be regulated in a manner to be determined by the Board of Governors.
2. Such withdrawals shall be made by cheques or requisition (as the case may be) signed by Member-Secretary authorized in this behalf by the Society.

28. Annual report.

A report on the working of the IT Initiative Fund for every year shall be prepared in the Month of June by the Member Secretary after the approval of the Governing Body, presented to the Government of Punjab.

29. SUIT BY AND AGAINST THE SOCIETY: The Society may sue or be sued in the name of the Society and the Member Secretary shall have all powers to defend any suits and sue in the name of the Society either by himself or acting through agents/ officials duly appointed by the Member Secretary.

30. POWERS OF THE STATE GOVERNMENT TO GIVE DIRECTIONS TO THE SOCIETY.

The State Government may give the Society such directions in regard to the grants and funds provided by the State Government, as in its opinion, are necessary or expedient for carrying out the purposes of the Act / Rules. It shall be the duty of the Society to comply with such directions.

31. REPEAL AND SAVINGS.

- I. Subject to the prior approval of the Board of Governors, the Society may alter, extend or abridge any purposes for which it is established, provided that the procedure prescribed in that behalf under the Act, as defined in these rules, have been followed.
- II. These Rules may be altered by the Society with the consent of the Board of Governors at any time by a resolution passed by a majority of 2/3rd of the total members present at any meeting of the Society which shall have been convened for the purpose after giving due notice of such resolution to the Members of the Society.

32. SOCIETIES REGISTRATION ACT TO APPLY: All clauses of Societies Registration Act, 1860 (Punjab Amendment Act, 1957) as applied to the State of Punjab shall apply to this Society save as are appropriately and expressly amended and altered or amended by these presents and such amendments are not inconsistent with the aforesaid Act.

1. We, the following members of the Board of Governors certify that the Rules of the Society given above are correct: -

S.No	Name & Designation	Remarks
1.	Sh. Ashok Kumar Gupta, IAS Deputy Commissioner, Jalandhar	Chairman/ CEO
2.	Sh. N. S. Kalsi IAS Director Cum Secretary to Government of Punjab, Department of Information Technology Or his representative	Member
3.	Commissioner, Municipal Corporation, Jalandhar	
4.	Any two SDMs of the District to be nominated by Deputy Commissioner	Members
5.	Chief Engineer, Punjab State Electricity Board.	Member
6.	General Manager, Bharat Sanchar Nigam Limited, Jalandhar	Member
7.	Representatives of the implementing Banks	Members
8.	Additional Chief Administrator, PUDA Jalandhar	
9.	Additional Deputy Commissioner (General)	Member Secretary -
	Nominated Members	
10.	Three IT experts to be nominated by the Government in the Department of Information technology 1. Prof. A.S. Sangal 2. Prof. Manohar Singh 3. Sh. Amolak Singh Kalsi	Member
11.	Three eminent citizens to be nominated by the Government in the Department of Information Technology. 1. Rajinder Singh Kalsi 2. Ashok Mittal 3. Alok Sondhi	Member
12.	Co-opted Members	Member - Secretary
15.	Any other member, which the Board of Governors or the Government in the Department of Information Technology Decide to co-opt.	Co-opted Members

FORM OF PROXY

(Please refer to Rule 12)

a) As required under Rule 12, the form of proxy for individual member shall be as following:

I,.....of.....in the district of being a member of the above named Society hereby appoint.....ofin the district ofas my temporary / permanent proxy to vote on my behalf at the Annual General Meeting / special Meeting (s) / all meeting(s) of the Society as and when held/ to be held on theday of and at any adjournment thereof.

Signed

Thisday of.....2002

b) As required under Rule 12, the form of proxy for corporate members shall be as following: -

We.....Corporate members of the Society appoint.....of..... in the district of.....as our Proxy to vote on our behalf at the Annual General Meeting / special Meeting (s)/ Meetings of the Society as and when held /to be held on the.....day of.....and at any adjournment thereof.

Signed

Thisday of.....2002

RESOLUTION

It is resolved that Sukhmani Society for Citizen Services Jalandhar (SSCS Jalandhar) may be got registered as Society under the Act XXI of 1860 and hereinafter may be referred as the Society.

SN	Name & Designation	Remarks	Signature
1.	Sh. Ashok Kumar Gupta IAS Deputy Commissioner, Jalandhar	Chairman/ CEO	
2.	Sh. N. S. Kalsi IAS Director Cum Secretary to Government of Punjab, Department of Information Technology or his representative	Member	
3.	Sh. S. S. Johal, PCS Commissioner, Municipal Corporation, Jalandhar.	Members	
4.	Sh. Bhupinder Singh PCS SDM JAL1 Sh. Paramjit Singh PCS SDM JAL2	Member	
5.	Er. N.K. Arora Chief Engineer, Punjab State Electricity Board.	Member	
6.	Sh. Gail Chand, General Manager, Bharat Sanchar Nigam Limited, Jalandhar.	Member	
7.	Representatives ICICI of the implementing Bank(s)	Member	
8.	Vikas Garg IAS, Additional Chief Administrator, PUDA, Jalandhar.	Member	
9.	Sh. M.S. Kainth PCS, Additional Deputy Commission (General)	Member Secretary	
	Nominated Members		
10.	Three IT experts to be nominated by the Government in the Department of Information technology 1. Prof. A.L Sangal 2. Prof. Manohar Singh 3. Sh. Amolak Singh Kalsi	Member	
11.	Three eminent citizens to be nominated by the Government in the Department of Information Technology 1. Rajinder Singh Kalsi 2. Alok Sondhi 3. Ashok Mittal	Member	
	Co-opted Members		
12.	Any other members which the Board of Governors or the Government in the Department of Information Technology decide to Co-opt	Co-opted Members	

New Co opted Members

Sr. No	Name & Designation	Remarks
1.	Additional Deputy Commissioner(Dev), Jalandhar	Member Secretary in place of ADC(G)
2.	Sub Divisional Magistrate, Phillaur	Member
3	Sub Divisional Magistrate, Nakodar	Member
4	Sub Divisional Magistrate, Shahkot	Member
5	D.T.O. Jalandhar	Member
6	Assistant Commissioner(General)	Additional Secretary
7	Civil Surgeon, Jalandhar	Member
8	D.E.O. Secondary Jalandhar	Member
9	XEN PWD(B&R),Jalandhar	Member
10	Sh. Ashwani Kumar Victor Tools, Jalandhar	Member
11	Prof. Anoop Vatts,Prof. DAV College Jalandhar	Member
12	Prof. Lakhbir Singh,Prof. DAV College Jalandhar	Member
13	Regional Passport Officer Jalandhar	Member