

**MEMORANDUM OF ASSOCIATION
OF
DISTRICT PROJECT LIVELIHOOD COLLEGE SOCIETY, DISTRICT _____**

I. **Name of the Society:-** District Project Livelihood College Society, District _____
("Zila Pariyojana Livelihood College Society, Zila _____")

II. **Office of the Society:-** Office of District Project Livelihood College Society, District _____, _____ (Chhattisgarh) **[Detailed address to be given]**

III. **Jurisdiction of the Society:-** Chhattisgarh State

IV. **Aims and objects of the Society:**

- (1) To set up and establish Livelihood College(s) in District _____, under the guidance of State Project Livelihood College Society.
- (2) To create opportunities of employment for the youth of the district.
- (3) To develop local human resource to further the development of the State.
- (4) To enhance the skills and capacities of local youth, to boost self-employment and development, and to address the demand for skilled and semi-skilled workers in the District.
- (5) To ensure adherence to the parameters fixed by State Project Livelihood College Society for conducting skill training in Livelihood Colleges.
- (6) To establish Livelihood College(s) as Entrepreneur Development Centres.
- (7) To coordinate with industries and financial institutions for the purpose of providing employment and self-employment opportunities to those who receive training from Livelihood College(s).
- (8) To advance the aims and objectives of the skill development related schemes and policies of the Central and the State Governments, and State Project Livelihood College Society.
- (9) To coordinate and collaborate with State Project Livelihood College Society and other agencies as well as departments of the State Government, Central Government agencies, local governments, international and bilateral development agencies, industry and civil society organizations, in order to advance the cause of skill development in the State and in order to synchronise with skill development programmes in the State.
- (10) To act as an agency of State Project Livelihood College Society and to carry out its decisions, orders, directions, instructions etc. as well as those of the State

Government in the Department of Manpower Planning, including the Directorate of Employment and Training.

V. Membership and the General Body: The Society, as well as its General Body, shall comprise of members having the following names, addresses, occupations and description:

S.N.	Name	Address	Occupation	Description
1	Collector, District _____ (<i>ex-officio</i>) [_____]*	Collectorate, District _____, _____	Government service	Chairperson
2	Chief Executive Officer, Zila Panchayat, _____ (<i>ex-officio</i>) [_____]*	Office of Zila Panchayat, _____, _____	Government service	Director
3	Principal, Livelihood College, _____ (<i>ex-officio</i>) [_____]*	_____	Public service	Member- secretary
4	Assistant Director, Chhattisgarh State Skill Development Authority, District _____, and subsequent to initial appointment to the post of District Skill Development Officer, District _____, the latter (<i>ex-officio</i>) [_____]*	_____	Public service	Member
5	District Employment Officer, District _____ (<i>ex-officio</i>) [_____]*	_____	Government service	Member
6	A principal of an Industrial Training Institute who is nominated from time to time by Collector cum Chairperson, District Project Livelihood College Society, District _____ [_____]*	_____	Government service	Member
7	A Class I or Class II district level officer of any State Government department, posted in the district, whom the Collector cum Chairperson, District Project Livelihood College Society, District _____ may nominate from time to time [_____]*	_____	Government service	Member

* Name to be entered

The Collector cum Chairperson, District Project Livelihood College Society, District _____ may invite any other officer(s), expert(s), training provider(s), and reputed person(s) in the field of skill development to attend and participate in the meetings of the Society's General Body.

One copy of the Articles of Association of the Society, as required by sub-section (3) of section 6 of the Chhattisgarh Society Rajstrikaran Adhiniyam, 1973 (No. 44 of 1973) is filed with this Memorandum of Association.

We, the several persons whose names and addresses are subscribed below, are desirous of forming a society in pursuance of the aforesaid Memorandum of Association and have signed the same in the presence of the witness as shown below:-

S.N.	Name and full address	Signature
1	Shri/Sushri _____ Collector, District _____	
2	Shri/Sushri _____ Chief Executive Officer, Zila Panchayat, _____	
3	Shri/Sushri _____ Principal, Livelihood College, _____	
4	Shri/Sushri _____ Assistant Director, Chhattisgarh State Skill Development Authority, District _____	
5	Shri/Sushri _____ District Employment Officer, District _____	
6	Shri/Sushri _____ Principal, Industrial Training Institute, _____	
7	Shri/Sushri _____ _____	

Date:

Witness :-

Signature :-

(_____)

Designation and address: _____

**ARTICLES OF ASSOCIATION
OF
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("Zila Pariyojana Livelihood College Society, Zila _____")
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Government in the Department of Manpower Planning, including the Directorate of Employment and Training.

V. Membership and the General Body

The Society, as well as its General Body, shall comprise of members having the following names, addresses, occupations and description:

S.N.	Name	Address	Occupation	Description
1	Collector, District _____ (<i>ex-officio</i>) [_____]*	Collectorate, District _____, _____	Government service	Chairperson
2	Chief Executive Officer, Zila Panchayat, _____ (<i>ex-officio</i>) [_____]*	Office of Zila Panchayat, _____, _____	Government service	Director
3	Principal, Livelihood College, _____ (<i>ex-officio</i>) [_____]*	_____	Public service	Member- secretary
4	Assistant Director, Chhattisgarh State Skill Development Authority, District _____, and subsequent to initial appointment to the post of District Skill Development Officer, District _____, the latter (<i>ex-officio</i>) [_____]*	_____	Public service	Member
5	District Employment Officer, District _____ (<i>ex-officio</i>) [_____]*	_____	Government service	Member
6	A principal of an Industrial Training Institute who is nominated from time to time by Collector cum Chairperson, District Project Livelihood College Society, District _____ [_____]*	_____	Government service	Member
7	A Class I or Class II district level officer of any State Government department, posted in the district, whom the Collector cum Chairperson, District Project Livelihood College Society, District _____ may nominate from time to time [_____]*	_____	Government service	Member

* Name to be entered

The Collector cum Chairperson, District Project Livelihood College Society, District _____ may invite any other officer(s), expert(s), training provider(s), and reputed person(s) in the field of skill development to attend and participate in the meetings of the Society's General Body.

VI. Income and property of the Society

The income and property of the Society, howsoever derived, shall be applied towards the promotion of its aims and objects. No portion of the income and property of the Society shall be paid or transferred, directly or indirectly, by way of dividend, bonus, profit or otherwise, to any person who at any time is or has been a member of the Society, provided that nothing herein contained shall prevent the payment to a member of such travel allowance, perquisites, facilities etc. of any nature, as the General Body deems fit, for any services rendered by them to the Society.

VII. Composition, powers, duties and privileges of the General Body

1. The management of the affairs of the Society is entrusted by its Articles of Association to its General Body, which shall consist of all members of the Society. The General Body shall meet at least once every six months and shall have the following powers, duties and privileges:

- (1) To consider and approve the budget of the Society;
- (2) To approve the audited accounts and annual report of the Society;
- (3) To dissolve the Society through a resolution adopted by at least three-fifths of its total members;
- (4) To approve the Society's organisational structure;
- (5) To recruit the officers and employees as per the norms and guidelines decided by State Project Livelihood College Society;
- (6) To prepare guidelines, make recommendations, and prepare action plans for carrying out the functions of the Society;
- (7) To cause the annual report and the balance-sheet of the Society to be prepared, and to consider and approve the same;
- (8) To induct professionals, experts, consultants etc. to render specific services and perform specific tasks, and to approve the terms of contracts in this regard;
- (9) To consider and approve the financial and administrative rules of the Society;
- (10) To prepare strategies to fulfil the aims and objects of the Society;
- (11) To mobilise funds by way of grants etc. from the State and central Governments, and from various institutions, agencies etc.;

- (12) To delegate all or any of its powers to the Director, or on his recommendation any other officer of the Society, or to one or more committee constituted by it;
- (13) To discharge any other functions which it considers to be necessary to achieve the objects of the Society;
- (14) To decide and frame the administrative structure of Livelihood College;
- (15) To decide and frame the administrative operational arrangements of Livelihood College;
- (16) To decide and prepare the scheme of financial administration of Livelihood College;
- (17) To approve proposals for conduct and help in research activities related to the Society's aims and objects, and to recommend the results thereof;
- (18) To institute and award stipends, fellowships, prizes and medals, and to approve rules there for;
- (19) To construct buildings and workshops for the Society and Livelihood College(s), and to alter, extend, improve, maintain, repair, enlarge and modify the same and to provide and equip the same with light, water, drainage, furniture, fittings, and machinery and other necessary equipment;
- (20) To award degrees, certificates and diplomas to those who successfully complete their training courses;
- (21) To maintain a fund to which all funds, aids, grants, gifts, donations, benefactions, bequests, transfers, fees, charges and other moneys received by the Society shall be credited;
- (22) To sell, mortgage, lease, exchange, transfer, dispose of or charge any of the properties, whether movable or immovable, of the Society, for furtherance of any of its aims and objects, provided however that in respect of any transaction relating to immovable property prior permission of the Finance Department of the State Government shall be required;
- (23) To appoint, employ, transfer, retrench, lay off, suspend or terminate the services of people working thereon, and to approve the remuneration therefore at such rates and on such terms and conditions as it may deem appropriate, subject to any decisions, directions, instructions, guidelines etc. of the State Project Livelihood College Society;
- (24) To arrange for and provide from a corpus fund to the Society, for achieving its aims and objects;

- (25) To solicit, receive and accept funds, aids, grants, services and contributions in kind from individuals, companies, foundations, governmental departments, agencies and other sources in furtherance of the aims and objects of the Society;
- (26) To acquire, purchase and otherwise own, to take on lease or hire, to requisition or to accept as a gift, grant or otherwise any movable or immovable property, endowments or funds, for furtherance of the aims and objects of the Society, and to maintain or raise construction on its immovable properties;
- (27) To approve schemes for establishment the institution of provident fund, pensions, or other benefits for the employees of the Society, and to frame rules therefore;
- (28) To open and operate bank accounts, draw, accept, endorse, discount and negotiate cheque, bills of exchange, promissory notes and other negotiable instruments;
- (29) To create various fund, including a depreciation fund, sinking fund, insurance fund or any special or other fund, for various purpose such as depreciation, repair, improvement, replacement, renewal, finance, extension or maintenance of any of the properties of the Society, and for any other purpose deemed beneficial to the Society;
- (30) To institute, conduct, defend or effect compromise in legal proceedings by or against the Society or its officers or employees in respect of any matters affecting the Society, whether directly or indirectly;
- (31) To pay out of the funds of the Society, or out of any particular part of such funds, all expenses for carrying out any of the foregoing aims and objects including payment of salaries and any other payments to persons employed;
- (32) To impose and recover affiliation and other fees and charges for services rendered;
- (33) To provide for the welfare of employees and their dependents;
- (34) To pay all expenses preliminary or incidental to the formation and registration of the Society, and for its management and administration;
- (35) To meet the expenses of the Society out of its funds, including for the purchase of materials, stores and consumable tools that may be required for securing its aims and objects, as well as for buildings and equipment;
- (36) To borrow and raise money, with or without security, in the ordinary course of business;
- (37) To negotiate and enter into contracts on behalf of the Society, and to vary or rescind such contracts, deeds and instruments as may be necessary;

- (38) To constitute such committee or committees as it may deem fit for the disposal of any business of the Society, or for tendering advice in any matter pertaining to the Society;
- (39) To promote, support, take over, affiliate, amalgamate or merge with any other institution or body having objects wholly or in part similar to those of the Society;
- (40) To make rules for the conduct of the affairs of the Society and to add, amend, vary or rescind the same from time to time;
- (41) To publish and disseminate, reports, studies and other publications pertaining to the activities of the Society;
- (42) To promote or associate with any other person, authority or body, for the attainment of its aims and objects;
- (43) To do all things conducive or incidental to the attainment of any of the aims and objects of the Society, and for furthering the growth of the Society or its resources.

The first meeting of the General Body shall be held within three months from the date of its registration. The Collector cum Chairperson, District Project Livelihood College Society shall be competent to authenticate the proceedings of General Body meetings, and to cause the same as well as decisions taken at the meetings to be communicated, and to take all consequential and necessary actions for giving effect to such decisions. The quorum for meetings of the General Body shall be at least four persons, and in the absence of the Chairperson, the Director shall chair its meetings.

VIII. Director:

1. CEO, Zila Panchayat shall be *ex-officio* Director of the Society. S/he shall be the appointing, disciplinary and controlling authority for the employees, mentioned in human resource plan for the District Project Livelihood College Society. Appeal against any order passed by her/him in any disciplinary proceeding shall lie with a three-member committee nominated in this behalf by the General Body from among its members. S/he shall be responsible for carrying out decisions taken by the General Body. S/he shall be responsible for carrying out the functions of the Society.
2. The General Body shall be competent to regulate the powers of and confer specific powers upon the Director, subject to any decisions, directions, instructions, guidelines etc. of State Project Livelihood College Society.
3. The Director shall be responsible for the preparation of the budget and the financial and administrative rules of the Society, under the provisions laid down by State Project Livelihood College Society for consideration of General Body, under the provisions laid down by State Project Livelihood College Society.

4. In the event a matter needs to be decided immediately, or where it is otherwise expedient to do so in the interest of the Society, the Director may, after recording the reasons therefor, initiate adoption of a resolution by circulation, with the prior permission of the Chairperson of the General Body, and may also take necessary steps in the meantime, in anticipation of *ex post-facto* approval of the General Body, or any committee as may be constituted under the provisions of these Articles of Association.

IX. Information to be sent to Registrar, Firms and Societies, Chhattisgarh

In pursuance of Section 27 of the Chhattisgarh Society Rajistrikaran Adhiniyam, 1973 (No. 44 of 1973), relevant information in prescribed format shall be sent to the Registrar within 45 days of the annual meeting of the General Body. Audited accounts of the organisation shall also be forwarded as per provisions of section 28 of the said Act.

X. Amendments

Every amendment proposed to these Articles of Association shall be placed before the General Body, and such proposed amendment shall be adopted through voting if supported by two-thirds majority of the members present at such meeting. The amendments shall be submitted with the requisite fee to the Registrar, Firms and Societies. The Registrar, Firms and Societies, Chhattisgarh shall have the power to amend the Articles of Association of the Society, if the same is in the interest of the Society.

XI. Dissolution of the Society

The General Body of the Society may dissolve the Society through a resolution adopted by at least three-fifths of its total membership. Upon dissolution, all movable and immovable properties of the Society shall be disposed of as per decisions of the State Government in the department dealing with business or the subject of manpower planning, and may also be donated by the General Body to any other society working on similar lines, as per the provisions of the Chhattisgarh Society Rajistrikaran Adhiniyam, 1973.

XII. Funds of the Society

The funds of the Society shall include the following:

- (1) Grants made by the Central or State Governments and domestic and international agencies;
- (2) Donation from national and international agencies, companies and other organisations; and
- (3) Earnings or other receipts from the Government or other sources;

XIII. Bank accounts

All accounts of the Society shall be maintained in a bank included in the second schedule of the Reserve Bank of India Act, 1934 (No. 2 of 1934). Deposits in to and withdrawals from such an account shall be under the joint signature of any two persons authorized by the General Body in this behalf. The General Body may also approve the maintenance in cash of an imprest account of up to such ceiling and in such manner as it may decide.

XIV. Financial and administrative powers of the society

The financial and administrative powers of the society shall be such as may be laid down by the State Project Livelihood College Society from time to time.

XV. Annual reports and audit accounts

Annual report and audited accounts shall be filed with the Registrar, forms and Society, in accordance with provisions of the Chhattisgarh Society Rajistrikaran Adhinyam 1973, as amended from time to time.

XVI. Property

All the movable and immovable properties of the Society shall be held in the name of the Society subject to applicable provisions in the Chhattisgarh Society Rajistrikaran Adhinyam, 1973.

XVII. Calling of the annual meeting of the Society by Registrar

In case the Society does not call its annual meeting, the Registrar, Firms and Societies shall be entitled to call such the same.

XVIII. Settlement of disputes

Provisions of the Chhattisgarh Society Rajistrikaran Adhinyam, 1973 shall apply with regard to settlement of disputes.
