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Certified copy of memorandum -cum-constitution of the Voluntary Institute for Rural Development (VIRD), At-Titigaon, Po-Aida, Via-Athamallick, Dist-Angul in Regd. No. DKL-1838/181-1988/89

MEMORANDUM OF VOLUNTARY INSTITUTE FOR RURAL DEVELOPMENT (V.I.R.D)

- Section-1** Name of the Organisation : Voluntary Institute For Rural Development (V.I.R.D)
- Section -2** The registered office of the organisation shall be : At: Titigaon
P.o-Aida
Via- Athmallick
Dist:- Angul,
State- Orissa, 759127.

Section-3 Aims & Objectives :

The aim of the organisation is to educate and organize the people of underdeveloped communities mostly from scheduled castes, scheduled tribes, other weaker section and below poverty line people of the society through integrated socio-economic mass action programmes for their social, economical, educational and cultural as well as political upliftment and bring them to a better living condition.

(A) AWARENESS BUILDING :-

- * To help the poor people in remote areas to become organized, to make efforts to self reliant to overcome their own problem by their own initiative.
- * To fight against injustice, exploitation and any form of oppression prevailing in the society.
- * To develop qualitative leadership among the rural youths in prospective out, look towards creating a new world order.
- * To organize different activities to promote effective community living and to raise social responsibility and citizen among the people.
- * To encourage youths in various nation building activities.

Sd/-
Manoj Satpathy

Manita Satpathy
Director
VIRD, Angul

Sd/-
Office Seal

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- To aware people about Govt. schemes and previledges for them and to know their rights and duties and assist the people and Government for effective implementation of programme.
- To aware people against consumption , harmful additions, dowry system, untouchability & other social evils through education seminar , rally, theatre exhibition, padayatra etc

B) EDUCATION :-

- Educational programme will be conducted by the organization to bring total literacy and establish Gram Swarajya on the lines of the Gandhiji's self-reliant and self sustenance.
- To open community education, Non-formal education, Anganwadis, Early childhood and formal school to educate.

Namdeo Selfally.
Director
VIRD, Angul

Sd/-

Sd/-

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- * To conduct vocational education to the women and girls, youth needy people for their self development.
- * To organize camps, debates, seminars and cultural activities in different forms among the people.

ECONOMIC DEVELOPMENT :-

- * To help people in raising up agricultural production applying traditional method and modern technology.
- * To alleviate poverty and bring better living conditions, mutual co-operation and unity among the villagers and in general rural development by implementing KVI, Handicrafts, Cottage industries and other income generation activities
- * To undertake all round development of the area with a view to provide full employment to the people
- * To motivate people for small savings.
- * To undertake rehabilitation of bonded labourers, physically handicapped, disabled, old age, widows, destitute personnel orphans and such other types.
- * To act for the cause of minimum wage for all.
- * To organize co-operative societies among the people.
- * To obtain subscription, donations, grants, gifts, etc. from any person, Bank, Govt. and other donor agencies etc.
- * To sell, manage, transfer, exchange, mortgage, demise, lease or let out dispose of or otherwise deal with the properties whatever (movable or immovable) belonging to the organisation.
- * To do all lawful things incidental or constructive to the attainment of any of the objects of the organisation and to incur necessary expenditure there on.
- * To open and operate accounts in Bank(s) or to deal with the Bank(s) in any manner whatever required for furtherance of object organisation.
- * The profit of organisation shall be utilized in furtherance of the objects of the organisation and shall not be distributed among the members.

sd/-
Manoj Satapathy,
Director, VIRD

Manoj Satapathy
Director
VIRD, Angul

sd/-
Office seal

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(D) WOMENS DEVELOPMENT :-

- * To organize women programmes for the weaker section of the society to learn new skills that would foster for their basic development.
- * To work for the advancement of women folk .
- * Training programmes for adult women to enhance their spontaneity potentiality and competency.
- * To promote women's formal and informal co-operatives in a small way by providing all possible co-operations to Mahila Samities.

(E) HEALTH AND SANITATION :-

- * To undertaken health and sanitation services to foster basic education to the average people for that and to enhance better environment for better health.
- * To organize nutritional food and immunization for all children.
- * To organize activities on child care , care of the aged , pre and post maternity care , family planning for the development of the people.
- * To aware people for their better health ,safe drinking water, cleanliness preventive and naturopathy through pamphlets, charts, demonstration, education, training and other appropriate method

(F) ECOLOGICAL DEVELOPMENT :-

- * To undertake activities to preserve and protect the existing village forest.
- * To undertake social forestry and extensive plantation programme to create new village forests and orchards etc.
- * To organize the undertake activities for the development of wastelands through plantation and agriculture.
- * To motivate people to become awake to check soilerosion and to raise trees for themselves.
- * To organize different activities to preserve forest and promote environment better life.

Namita Sathpathy Sd/-
 Director
 VIRD, Angul Office Seal.

Sd/-
 Manoj Satapathy
 Director, VIRD.

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(G) TRAINING AND RESOURCE DEVELOPMENT :-

- * To undertake Vocational Training courses to impart technical knowledge to poor adult women and youths to make themselves sufficient and self reliant through various Government sponsored schemes.
- * To provide family welfare counselling.
- * To organize training programmes for youth , workers of rural development agencies and its members to enhance their skill, potentialities, competency capability and leadership qualities.

(H) MISCELLANEOUS (EXTENTION) PROGRAMMES:-

- * To organize cultural programme, libraries, lokanrutya to aware people on rural development & to promote their basic knowledge.
- * To work for the revival and development of the traditional culture.
- * To undertake survey on the historisity of the area and life pattern for planning and implementing of various welfare schemes.
- * To undertake and to help with all its possible means to doresearch work to its members and other scholars for general interest of the society and country as well.
- * To undertake various measures for the welfare of the aged.
- * To act for orphans and other neglected children and to organize for their proper rehabilitation .
- * To undertake relief work in natural calamities .
- * To promote low cost housing system, sanitary latrines, maintenance of rural roads and such other development activities .
- * To preserve National Integration by observing various important days and celebrations .
- * To add and amalgamate with any institution having similar objectives which it has .
- * To encourage youth and women irrespective of caste, creed, colour, religion, education and family background ect. With a spite to become professional with commitment in the field of social work for a greater cause of the country .

Sd/-

Manoj Satapathy

Secretary, VIRD

Namita Sathpathi
Director

Sd/-

Office Seal.

VIRD, Angul

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Section-4:- The Name, Address and occupation of the First members of Executive Committee of the society to which the management of its affairs is entrusted as required u/s. of the societies registration Act 21 of 1860 are as under.

LIST OF EXECUTIVE COMMITTEE

Sl.No.	Name & Address	Age	Qualification	Designation	Occupation	Experience	Signature
1.	Mr. Shyama Sundar Das, 40 At/Po- Amalapada Angul		B. A	Chairman	Social work	12 years	Sd/-
2.	Mrs Pravati Sar At/Po-Rasol Dhenkanal	38	B.A	Vice Chairman	-Do-	10 years	Sd/-
3.	Manoj Satapathy. At/Po- Khankar, Dhenkanal	34	(M.A.L.L.B.)	Director	-Do-	9 years	Sd/-
4.	Mr. Manasa Ku. Raut. At-Jamusara Po- Mahimagadi Dhenkanal	32	(B.A.L.L.B.)	Treasurer	-Do-	10 years	Sd/-
5.	Mrs. Namita Panigrahi. At/Po- Kalinga Dehankanal Sd/- Manoj Satpathy Director, VIRD	26	(B.A.)	Member	-Do-	5 years	Sd/- Namita Satpathy Director VIRD, Angul

Office Seal

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6. Mr. Seshadev Banichor At-Bahali, Po-Aida Athamallick Angul	27	B.A	Member	- Do-	4 years	Sd/-
7. Mr. Sunil Ku. Pal Hakimpada Angul	30	(D.E.E)	Member	- Do-	3 years	Sd/-

Section-5:- We the undersigned solemnly declare that we have formed the society named VIRD in pursuance with the memorandum of the said society and the facts Stated above are true to the best of our knowledge and belief.

Sl.No.	Name & Address	Age	Designation	Address	Occupation	Signature
1.	Mr. Shyama Sundar Das (B.A.)	40	Chairman	Amalapada, Angul	Social Work	Sd/-
2.	Mrs Prabhati Sar (B.A.)	38	Vice Chairman	At/Po-Rasol, Dhenkanal	-Do-	Sd/-
3.	Mr. Manoj Satpathy (M.A.L.L.B.)	34	Director	Khankar Dhenkanal	-Do-	Sd/-
4.	Mr. Manasa Ku. Rout (B.A. L.L.B)	32	Treasurer	Jamsara Mahimagadi, Dhenkanal	-Do-	Sd/-
5.	Miss Namita Panigrahi (B.A.)	26	Member	Kalinga, Dehankanal	-Do-	Sd/-
6.	Mr. Seshadev Banichor. B.A	27	Member	At-Bahali, Po-Aida Athamallick, Angul	-Do-	Sd/-
7.	Mr. Sunil Ku. Pal. (D.E.E)	30	Member	Hakimpada, Angul	-Do-	Sd/-
8.	Mr. Santosh Pani	32	-do-	At/Po- Khankara Dhenkanal	-Do-	Sd/-

Sd/-
Manoj Satpathy
Director, VIRD
Tatiguan, Angul.

Namita Panigrahi
Director
VIRD, Angul

Sd/-
Office Seal

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RULES AND REGULATIONS OF VOLUNTARY INSTITUTE FOR RURAL DEVELOPMENT (VIRD).

- Section-1. Name of the Organisation : VOLUNTARY INSTITUTE FOR RURAL DEVELOPMENT (VIRD)
- Section-2. The registered office of the Organisation shall be. : At : Titigaon
Po : Aida
Via : Athmallick,
Dist : Angul,
State : Orissa
Pin : 759125
- Section-3. Year : The financial year of the organisation
Shall be from 1st April to 31st March of
the succeeding year.
- Section-4. Aim & Objectives : Same as mentioned memorandum of the
Organisation.

The following rules and regulations shall be called the rules and regulations of voluntary institute Rural Development (VIRD), Titigaon. Unless there is something repugnant to the context of meaning there of shall mean and include all of the rules of the voluntary institute for rural development Titigaon. That may be framed from time to time or latered by a special resolution of the general body and/or Executive Committee.

Sd/-
Manoj Satapathy

Manoj Satapathy
Director
VIRD, Angul

Sd/-
Office seal

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Section-5. DEFINATION :-

- The Institute shall mean Voluntary Institute for Rural Development (VIRD)
- The Committee shall mean the executive Committee of the VIRD
- The Chairman shall mean the chairman of VIRD
- The Vice-Chairman shall mean the vice-Chairman of VIRD
- The Director shall mean the Director of VIRD
- The Treasurer shall mean the Treasurer of VIRD.
- The member shall mean the general body member of VLRD.
- The area shall mean the district of Angul.
- Year shall mean the financial year from 1st. april to 31st. march of succeeding year
- The office bearers shall include chairman, vice-chairman, director and treasurer of VIRD.
- Person shall mean individuals, farm, societies, bank, clubs, associations, corporations and incorporate bodies.
- The rules and regulations shall mean the bye-law by which VIRD is to be managed.

Section-6. PROJECT ADMN. OFFICE :-


The office of the organisation may be transferred/ extended to any other place as per the need of the project work or conveniency for communication.

Section-7. MEMBERSHIP :-

- Any body irrespective of caste, creed, rich and poor having the minimum age of 18 years can be a member of the organisation.
- The member should have passed matriculation examination, anybody having no such qualification but he is interested to do work for the welfare of the people with the organisation and accepted by the executive committee of the organisation can be a member.
- Institution like non-govt. organisation, company, bank, corporation, youth clubs, mahila mandals, trusts etc. can be the member of the organisation.
- The member must have to follow the rules and regulations of the organisation.

Sd/- Manoj Satapathy
Director, VIRD
Titigaoa, Angul.

Namita Sathpathy. Sd/- Office Seal.
Director
VIRD, Angul

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- (e) For the smooth running of the organisation and its activities there will be one executive committee consisting of not than 07 members having 1/3rd women members.
- (f) Any body wants to be a member of the organisation shall have to apply to the director in a prescribed format, executive committee will give decision on the acceptance of his/her membership.

Section-8.

(a) INDIVIDUAL MEMBER :-

Any body fulfilling the criteria of membership under section-7 can be a member of the organisation and have to pay Rs. 100.00 (Rupees one hundred) only as membership fee per year.

(b) INSTITUTIONAL MEMBER :-

Any institution, non-govt. organisation, company, bank, corporation, youth clubs, mahila mandals, trust etc. can be a member after fulfilling the criteria of membership and have to pay Rs. 200.00 (Rupees two hundred) only towards yearly membership fee.

Section-9

(a) ADVISORY BOARD :-

One informal body will in the organisation who can give advise and share experience for the betterment and growth of the organisation. Experienced, old, qualified persons will be included in the advisory board from different backgrounds.

(b) EXECUTIVE COMMITTEE :-

A minimum 07 members team will be in organisation who will run the organisation's activities smoothly, qualified, experienced, social and development attitude persons will be elected for the executive committee from the general body. Once in three years. 1/3 of the total women members will be elected for the executive committee.

Sd/-Manoj Satapthy
 Director, VIRD
 Tirunagar, Angul.

Manoj Satapathy
 Director
 VIRD, Angul

Sd/- Office seal.

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(c) GENERAL BODY :-

All the individual members and institutional members will form general body and the general body members

Section-10. MEETINGS :-

(a) Executive committee meeting :-

Executive committee meeting will be held 03 to 04 times in a year giving 07 days prior notice to the members. Important rules regulations, plans, policies, finance matter will be discussed and resolved in the meetings. Acceptance and termination of membership will also be finalized by the members.

$\frac{2}{3}^{\text{rd}}$ members of the executive committee shall form the quorum. The chairman of the organisation shall preside over all meeting of all the executive committee. In his/ her absence the vice-chairman and his/ her absence the members present shall elect a chairman from among themselves.

(b) General body meeting :-

General body meeting will held minimum once in a year during April to June. One notice will be issued by the director to the members before 30 days of the stipulated time.

$\frac{3}{5}^{\text{th}}$ of the total members of the organisation shall form a quorum. In the absence of the quorum meeting shall be adjourned and in adjourned meeting if there is no quorum then the business shall be deposited of without a quorum. The general body members will pass the annual report and audited statement of accounts of the last year.

(c) Emergency meeting :-

Emergency meeting may be called by the director incase of need. One notice will be issued to the members before 24 hours of the stipulated time.

Sd/- Manoj Satapathy

Director, VIRD
Pitambar, Angul.

Namita Sathpathy
Director
VIRD, Angul

Sd/- Office Seal

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Section-11. **TERMINATION OF MEMBERSHIP :-**

If any member will not accept or disobey the rules and regulations he/she will be terminated.

- ❖ If he or she failed to attend continuously three meetings without showing sufficient reasons he/she will be terminated.
- ❖ If he/she is engaged in any other business which overcomes the rules and regulations of the organisation his/her membership will be ceased.
- ❖ If he/she will give resignation from his membership he/she can be terminated.
- ❖ If he/she is insolvent or unsound mind and unable work his/her membership will be ceased.
- ❖ Permanent transferred of the member from the station of the organisation his/her membership will be ceased.
- ❖ If the executive committee and other workers will dissatisfy in his/her activities and he/she goes against the interest of the organisation his/her membership will be ceased.

Section-12. **CHAIRMAN :-**

(a) **Qualities :-**

- ❖ The chairman will be elected directly by the members in the general body meeting.
- ❖ He/she should atleast age of 25 years.
- ❖ He/she should sound mind.
- ❖ He/she should have atleast 05 years of experience in the social work field.
- ❖ He/she must be graduate in any discipline. He/she may be accepted by the members, if he/she has no sush qualification but experience is more and social attitude minded.
- ❖ He/she must be an Indian.

(b) **Functions :-**

- ❖ The chairman will attend all the meetings and he/she will preside over a particular meeting.
- ❖ Incase of absence of Director, Vice-chairman, the chairman will exercise power and represent on behalf of the organisation.

Sd/- Manoj Satapthy

Director, VIRD
Tirunagar, Angul

Manoj Satapthy Sd/- Office Seal.
Director
VIRD, Angul

VICE-CHAIRMAN :-

(a) Qualities :-

- ❖ He/she will be elected by members directly.
- ❖ He/she must be an Indian and having 03 years experience in social work field.
- ❖ He/she must have minimum matriculation qualification.
- ❖ He/she must be 25 years of age.
- ❖ He/she must be resident of Orissa.
- ❖ He/she should have sound mind.

(b) FUNCTIONS :-

- ❖ In the absence of the Chairman, he/she will exercise power and he/she will be incharge of the chairman. The Vice-Chairman will assist the Chairman in his/her duty.

DIRECTOR :-

(a) QUALITIES :-

- * The Director will be elected by the members in the general body meeting.
- * He/she must be graduate in any discipline with minimum 05 years of experience in the social work field.
- * He/she must be an Indian and resident of Orissa.
- * He/she should be minimum 25 years of the age and having sound mind.

(b) Functions :-

- * The director will handle all the monetary transactions and officials matters.
- * He/ she will formulate project proposal and submit to the funding agencies for financial support.
- * He/ she will responsible for proper utilization of funds of the organisation.
- * He/she represent on behalf of the organisation in all the legal matters.
- * He/she will record all the proceedings of meetings and then carry over the secretarial duties.
- * He/she has the power and rights to admit new members and workers in the organisation by taking decision of the Executive Committee.
- * He/she has right for co-ordination.
- * He/she has extra power to take necessary steps against anybody who will go against the interest of the organisation.
- * In the absence of members he/she can take immediate decision of plan and executive the work in case of emergency.

Namita Sathpathy
Director

VIRD, Angul

Sd/-
Namita Sathpathy

Sd/-
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TREASURER :-

(a) Qualification :-

- * The treasurer will be elected by the members.
- * He/she must be a graduate in any discipline and minimum 25 years old.
- * He/she must be 03 years experience in the social work field & dealing accounts.
- * He/she must be an Indian.

Section-13. AMMENDMENT :-

In case of any change and/or addition /deletion in the Memorandum, Rules and Regulation , name of organisation a special general body meeting will be sent to Addl. Resisterar of societies or/and Govt. for information.

Section -14. APPOINTMENT OF PERSONNELS :-

For smooth running of the organisation proper management of its activities, Co-ordination ,Project officer, Supervisors, Organisers, Accountant & other personnels will be appointed by the executive committee members or in absence by the Director and chairman or any one Executive Committee member . They will be terminated at any time by the Executive Committee members or the Director if they go against the interest of the organisation and members, defaulter in their work and disobey the rules and regulations of the organisation.

Section- 15. FUNDS, ACCOUNTS, AUDIT & EVALUATION :-

(a) FUNDS :-

Funds shall raise by seeking financial assistance from agencies, Government contribution and donations from the people and organisation, membership fee from the members etc. Loans for such period and any such period any such rate of interest as may be decided by the Executive Committee of the VIRD. Money will be received by the Director and deposited in the Bank. It will be properly utilized for the activities & smooth running of the organisation.

(b) ACCOUNTS :-

All the funds of the society shall be kept in a scheduled Bank to be selected by the governing board and Bank account shall be operated by the Director and accountant or any person to whom such powers are delegated.

Sd/- Manoj Satapathy

Director, VIRD

Manoj Satapathy
Director

VIRD, Angul

Sd/- Office seal.

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(c) AUDIT :-

The fund of the organisation will be audited by a qualified Chartered Account or government Auditor every year. The accounting year is from 1st April to 31st March of the succeeding year or as per the rules & regulations changes from time to time by the govt. & decision taken by the Executive Committee.

Section-16. DISOLUTION :-

The organisation may be dissolved by 3/5 of the members upon dissolution of the organisation its assets will be handed over to a similar registered organisation or to the Government after clearing up its debts and liabilities

Section-17 :- LEGAL ACTION :-

The Director may sue or be sued on behalf of the organisation for movable & immovable properties.

Section-18 :- CERTIFICATE :-

Certified that, there is no other registered organisation in same name at the same place.
Certified that, this is the true and correct copy of the memorandum and rules and regulations of the organisation.

Chairman-Sd/-Shayama Sundar Das.

Director -Sd/- Manoj Satapathy.

Treasure-Sd/- Manasa Ku. Rout.

Manasa K. Rout
Director

VIRD, Angul

Accepted

Sd/-8.2.2005

Additional Dist. Magistrate.

-cum- Addl.Registrar of Societies,
Angul.

Sd/-

Office Seal.

ED BY

COMPARED

CERTIFIED TO BE TRUE COPY
Enforced U/S. 76. Act.I of 1872

Basant Kumar

Head Clerk

Office of the

u. Gomat...

15.2.05

[Signature]

1-11-2005 Dist. Magistrate, Angul