

MEMORANDUM OF ASSOCIATION



EMPOWERING LIVES, ENRICHING COMMUNITIES

OFFICE ADDRESS

Ward no:4

Sipajhar, Opp. Indian Oil

Darrang, Assam

Pin-784145

Phone no:03713-252353

E-mail:ashajyotiorg@gmail.com

Website:ashajyoti.ngo

MEMORANDUM OF ASSOCIATION

1. The name of the Association: **ASHAJYOTI**
2. The registered address of the Association shall be Vill/P.O: Sipajhar, Districts Darrang State: Assam.
Pin – 784145
3. Area of Operation: N.E States of India.
4. The objects of Ashajyoti is to work for the society as a whole, not for a specific individual. The organization is established for the following objects: –
 - A. To work for all round development of the Society.
 - B. **Disability:-**
 - a) To work for the Socio- Economic Development of the Persons with Disabilities.
 - b) To provide early Intervention Services
 - c) Awareness programme amongst the disabilities.
 - d) Open special school to provide education to the especially able children.
 - e) Awareness camps to provide Rights to the Persons with disability for assessment studies required on Livelihood and advocacy of PWDs in Assam.
 - f) Vocational training programme.
 - g) To create helping hand linkage with stakeholders with focus to persons with Disabilities.
 - h) To setup a disability Re-habilitation center.
 - i) Provision for Preschool facilities for disable children
 - j) To provide equipments to the disable person.
 - k) To help and support the persons with disabilities in the time of natural calamities
 - C. **Health:-**
 - a) To organized awareness camps on health issues/diseases in un-served and underserved areas.
 - b) To organized health camp for all section of the society.
 - c) To implement various scheme provided by the Ministry of Health and Family Welfare, Govt. of India, NHM or other agencies. In addition implementation of schemes on population control, i.e RCM, (Revenue Cycle Management Steps), adolescent programme etc.
 - d) To setup a hospital in underserved area.
 - D. **Education:-**
 - a) To established libraries to create an educational environment.
 - b) To provide Skill development training including vocational, income generation activities.
 - c) To organized coaching centre for secondary or college level student, aspirant of competitive exams.
 - d) To open schools.
 - e) To implement various scheme provided by the Ministry of Skill and Entrepreneurship, Ministry of Textile, Ministry of Education, Govt. of India.


Executive Director
ASHAJYOTI

E. Social Security:-

- a) To help the old age persons, setup a old age home, destitute Home, Swadhar Greha and one stop centre.
- b) To provide relief in natural as well as manmade calamities, work for disaster management.
- c) To aware people about road safety measures.
- d) To work against Trafficking, drugs, Child marriage etc.

F. Welfare:-

- a) To implement some project related with old age person, Women and child, orphan, widows etc.
- b) To established short stay home, old age home, training cum production centre etc.

G. Sports and Physical Fitness:-

- a) To developed the physical as well as mental health of the youth.
- b) To provide coaching facilities in different sports like Football, Volleyball, Basketball, Badminton, Cricket etc
- c) To implement various scheme provided by the Ministry of Sports and Youth Affairs, Govt. of India, NYK etc

H. Literature and Cultural Development:

- a) To work for protection and spread of local and folk culture, literature etc.
- b) To implement various scheme provided by the Ministry of Cultural Affairs, etc
- c) To organized various competition, workshop etc

I. Economic Development:

- a) To organized EDP, skill development training for livelihood.
- b) To provide backward and forward linkage for enhancing production.
- c) To encourage adoption of Scientific way of production in agriculture, Handloom, handicraft, livestock, Fishery, horticulture for more production & income.

J. To provide training on khadi activities and to organized people for engaging in khadi & village Industries.

K. To organized productions and repairs of implements and equipment and training of exiting members and others to improve method of production.

L. To organized legal awareness camp and provide legal aid to the economically weak, and uneducated people.



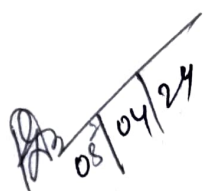
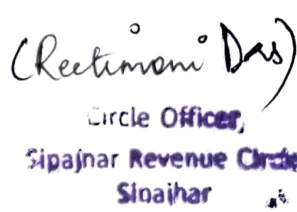
Executive Director
ASHAJYOTI

The undersigned are desirous of form a society in pursuance of this Memorandum of Association:-

Sl. No	Name & Signature of the Members	Address	Designation	Full Name with Seal & Signature of the Witness
1	<i>Jogendra Bania</i> (Jogendra Bania)	Vill.-Niz-Sipajhar P.O & P.S.- Sipajhar PIN.-784145 Dist.-Darrang (Assam)	Chairman	<i>21/9/2020</i> <i>(Nabojyoti Bortha)</i> Additional Deputy Commissioner Darrang, Mangaldai
2	<i>Bhupen Kumar Nath</i> (Bhupen Kumar Nath)	Vill. Dakshinchuburi P.O & P.S-Sipajhar, PIN.-784145 Dist.-Darrang (Assam)	Vice Chairman	
3	<i>Jiaur Rahman</i> (Jiaur Rahman)	Vill.-Nayakpara P.O.-Dhekipara P.S.-Sipajhar, PIN.-784145 Dist.-Darrang(Assam)	Executive Director	
4	<i>Baikuatha Chetia</i> (Baikuntha Chetia)	Vill - Satgaon P.O. - Satgaon P.S. Panbari Dist. - Kamrup (M) (Assam)	Member	
5	<i>Gita Rani Sarma</i> (Gita Rani Sarma)	Vill.-Batabari, P.O.-Dhighipar P.S.-Sipajhar PIN.-784145 Dist.-Darrang(Assam)	Member	
6	<i>Elima Jahan</i> (Elima Jahan)	Vill.-Muslimghopa P.O.-Sipajhar P.S.-Sipajhar PIN.-784145 Dist.-Darrang(Assam)	Member	
7	<i>Mauchumi Sarma</i> (Mauchumi Sarma)	Vill.- Khatikuchi P.O.-Nayakpara P.S.- Sipajhar PIN.-784145 Dist.-Darrang(Assam)	Member	

Date of Establishment: 03/11/2011

The Undersigned are desirous of form a society in Pursuance of the Memorandum of Association.

SI No.	Name in full & Signature	Address & Occupation & Designation of the Signatories	Full name, Sign, Occupation with office seal of the witness
1	<i>Jogendra Bania</i> (JOGENDRA BANIA)	Vill: Niz-Sipajhar P.O: Sipajhar P.S: Sipajhar Dist: Darrang(Assam) Pin: 784145 Designation: Chairman	  Chetimoni Das Circle Officer, Sipajhar Revenue Circle Singajhar
2	<i>Bhupen Kr. Nath</i> (BHUPEN KUMAR NATH)	Ward No 4 P.O: Sipajhar P.S: Sipajhar Dist: Darrang(Assam) Pin: 784145 Designation: Vice-Chairman	
3	<i>Jiaur Rahman</i> (JIAUR RAHMAN)	Vill: Nayakpara P.O: Dhekipara P.S: Sipajhar Dist: Darrang(Assam) Pin: 784145 Designation: Executive Director	
4	<i>Jayanta Barua</i> (JAYANTA BARUA)	Ward No. 2 P.O: Sipajhar P.S: Sipajhar Dist: Darrang(Assam) Pin: 784145 Designation: Executive Member	
5	<i>Gita Rani Sarmah</i> (GITA RANI SARMAH)	Vill: Batabari P.O: Dighirpar P.S: Sipajhar Dist: Darrang(Assam) Pin: 784145 Designation: Executive Member	
6	<i>Nazneenara Fatema Iliash</i> (DR. NAZNEENARA FATEMA ILIASH)	Ward No 8, Mangaldai P.O: Mangaldai P.S: Mangaldai Dist: Darrang(Assam) Pin: 784125 Designation: Executive Member	
7	<i>Rita Kalita</i> (RITA KALITA)	Vill: Kalmani P.O: Madhukuchi P.S: Rangia Dist: Kamrup(Assam) Pin: 781354 Designation: Executive Member	

Date of Establishment: 03.12.2011

Ashajyoti
Executive Director
ASHAJYOTI

RULES AND REGULATIONS OF ASHAJYOTI

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5. MEMBERSHIP:

Qualification to become a member:

- a) A citizen of India above 18 years can become a member.
- b) After approval of Executive Committee a person will be a member by giving prescribed contribution. Every member of this association will have to pay contribution as determined by the Executive Body from time to time. The membership will be renewed every year by paying prescribed annual fee.

6. SOURCES OF FUND:

- a. Members fee
- b. Grants from Govt., Non-govt. Org., CSR Fund, foreign donor etc.
- c. Contribution/donation from well wisher.
- d. Association may raise fund by taking loan from Govt., Non-Govt. Organization, Bank and Financial Institute, Autonomous organization and any other external funding agencies.
- e. Fee from various coaching, training programme.
- f. Conducting Income generating activities.

CONTROL OF FUND:

- a) The fund will be under control of the executive committee of the Association. The bank account will be operating jointly by the Chairman and the Secretary/Executive Director Or the Secretary/Executive Director and any other person authorized by the executive committee.
- b) The fund or any property of the association will be used to implement its objectives.
- c) In any case relating to the income or property of the association shall not be paid or transferred directly or indirectly to any one by way of bonus, dividend or distribution of profit-sharing of profit etc. can't be spend in any portion of the income.
- d) No portion of income or profit of the association shall be paid as remuneration or other benefit out of the profit. No any members will be paid or distributed the profit money of the association except payment of honorarium or expenses incurred thereof, in connection with the work of the association.

7. PROCEDURE OF GENERAL MEETING:

The Secretary/Executive Director with consultation of the Chairman will convey general meeting by giving notice thereof in writing stating time, date place and agenda of the meeting whenever feel necessary. Annual General meeting will be held once in a year.

8. QUORUM OF GENERAL MEETING:

One Third of the total numbers of member shall form the quorum of the general meeting.

The following among others are the functions of the General Body-

- a) To select managing committee.
- b) To appoint Secretary and to fix his remuneration.
- c) To appoint a person to audit account of the Organization
- d) To consider amendments to rules and regulation
- e) To lay down and consider policies.
- f) To consider any other policies brought forward.
- g) In case of general body meeting 10 days advance notice shall be given.
- h) The Secretary shall be responsible for calling the general body meeting.


Executive Director
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9. Short Description of the Executive body/Managing Committee:

The executive body form with the following office bearers

i)Chairman-1

The person Elected as Chairman should be a active member

He will preside all the meeting of the organization and have the power to removed the undisciplinay situation if arises in any meeting.

ii) Vice chairman-1

The person who will be elected as vice-chairman have the right to preside over the meeting and take decision in absent of the chairman.

iii) Secy./Executive Director-1

The Secy./Executive Director is the Chief Functionary of the ASHAJYOTI he has the responsibilities to implement all the functions of the organization. He has to sign all deeds, augments etc. on behalf of the organization recommended by the executive body. He is to verify all the bills and countersign these before passing for payment.

iv)Executive member-4

All the Executive Committee member shall do the work in the interest of the organization and responsible to the work as directed by the Executive Committee.

Managing committee: The Managing Committee shall consist of not less than 7 and not more then 9 elected members including 2 ladies.

v) The function of the MC shall be as under-

- a) To frame rules and regulations.
- b) To consider and recommend the application for membership as per rules of ASHAJYOTI.
- c) To appoint, promote, punish, suspend or dismiss any employee and to frame rules and regulations of service for the employees of ASHAJYOTI.
- d) To Purchase raw materials and implements & equipments, to self and the supply semi finished goods and to make arrangements for storing them.
- e) To organised and conduct production and processing village Industry product, and other products of rural industries together with other activities in conformity with the objects of ASHAJYOTI.
- f) To organised production and repairs of implements and equipments along with training of existing members and others to improved the method of production.
- g) Arrangement for popper maintenance of accounts & preparation of balance sheets, statements etc, and submission of progress report and other obligatory returns to the concerned authority.

Miscellaneous

- a) No amendment or alteration in the rules of the institution shall be made of General Body convened for the purpose and passed by 2/3 no of the members
- b) The proceeding of all meetings of General Body, Managing Committee, shall be entered in separate books kept for the purpose and signed by the chairman of the meeting
- c) No member of the organisation shall be eligible at any time for any claim over the profits made by the organisation.

10. Management of the organization:

The management of the organization will be vested in the hands of the Executive Committee. The Executive Committee will be form by the General Body.


Executive Director
ASHAJYOTI

11. Composition of the Executive Committee.

- i) Chairman : 1
- ii) Vice-Chairman : 1
- iii) Executive Member : 4
- iv) Secy./Executive Director: 1

12. The Term of the executive committee:

The tenure of the executive committee will be 3 years.

13. Procedure of Filling up vacant position of the executive committee.

General body will fill up vacant position of Executive committee.

14. Procedure of the meeting of executive body:

The executive committee will meet at least thrice in a year.

15. Quorum of the meeting of the Executive body:

2/3rd members of the Executive body are required to be present to form quorum of the meeting of the Executive body.

16. Expulsion of undesirable members:

Any member who goes against the Rules and Regulation of the organization will be expelled from the organization. The Executive committee will take the decision.

Cessation and removal of the membership –

A person shall cease to be a member of the Organisation.

- a) On his death,
- b) On his resignation in writing and acceptance of the same by the Managing Committee.
- c) On his being mentally disable or incapacitated to enter into contractual obligation
- d) Any person whose considered detrimental to the interest of the organisation can be removed from the membership.

17. Auditor:

A qualified Chartered Accountant will be appointed by the Executive body who shall audit the accounts of the organization at least once in the year.

18. Legal Procedure:

According to the provision laid down in the Section 6 of the Societies Registration Act XXI of 1860 the Society may sue or may be sued in the name of the Chairman or the Secretary/Executive Director of the Society.



Executive Director
ASHAJYOTI

19. Dissolution:

If necessary the Society may be dissolved and the properties remained after dissolution may be handed over according to the provision laid down the Section 13 and 14 of the Societies Act XXI of 1860.

Certified true copy of the Rules and Regulation of ASHAJYOTI.

Signature of three Executive Members

Jiaur Rahman

(Jiaur Rahman)

Jogendra Bania

(Jogendra Bania)

Gita Rani Sarmah

(Gita Rani Sarma)

Signature attested.

B:
10/06/2024
Assistant Commissioner
Darrang : Mangaldai