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DEED OF DECLARATION OF TRUST.

THIS DEED OF DECLARATION OF TRUST.

is made on this 28 Day of June 2004 by Dr Md. Sibghatullah Hejazi son of Late Shah Ahmad Imam resident of Motipur, P.s. Motipur, District Muzaffarpur at present residing at Islampur, Muzaffarpur here-in-after called and referred to as the Settlor Trustee "which expression shall unless be repugnant to the subject or content be deemed to include his successor, assignee, nominee or representatives:-

WHEREAS "the Settlor Trustee" has been working for the welfare of the mankind under the basic principles of Islamic tenets for more than a decade and has decided to create a separate institute for excellence in the field of education, both religious and modern and has ear-marked a sum of rupees Twenty Thousand out of his own fund for the creation of a separate trust for the objectives mentioned hereunder:-

WHEREAS the Settlor trustee has constituted a sum of Rupees Twenty thousand as initial corpus of the Trust Fund together with all the contributions, additions, accumulations and accretions to the said money, and the



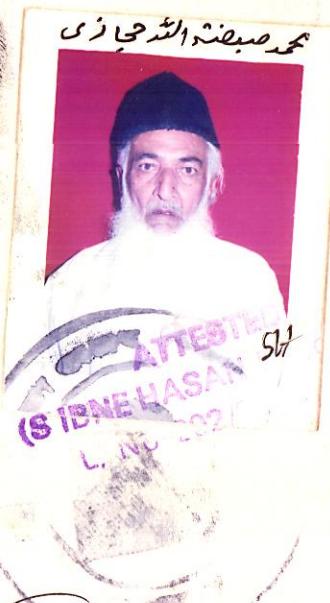
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26/8/2008  
 Dr. Md. Sibghatullah Hegazi S/o  
 Notifcar. Lal Shah Ahmed Khan  
 Notifcar. Mun Officer.  
 Deed of Declaration of Trust  
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مہمن الدین حجازی

$$200 + 200 + 200 = 4200$$

درستہ گز کرنا (نہیں)



مہمن الدین حجازی  
 28/6/04

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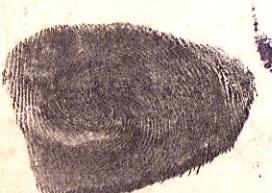
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م. دیکھا ہے ملکے کو اپنے دیکھا ہے

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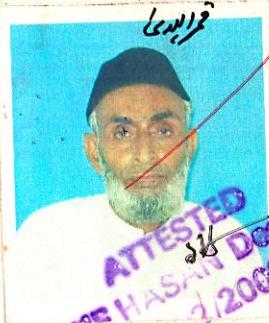


conversion there of and investments in which the same may from time to time be invested and all other movable and immovable properties and assets that may from time to be vested in the Trustees or be received by them by way of donations or other wise or acquired by them or may come into their hands by virtue of these presents by operation of Law or otherwise however in relation to the trust hereby created.

AND WHEREAS with a view to and for the purpose of constituting the Trust permanently as an irrevocable trust for the purposes of carrying on the objective of the Trust as mentioned hereafter under the object clause of Trust, it is now considered desirable that for the purpose of creation of this public charitable trust, the declaration of trust should be made in writing in the manner set out as hereunder:-

**NOW THIS DEED OF DECLARATION OF TRUST  
WITNESSETH : AS UNDER**

- 1.0 Name, Registered office clause:
  - 1.1. That the name of the Trust would be "Hazrat Ali Educational and Social Welfare Trust".
  - 1.2. That the registered office of the trust would be situated in the State of Bihar, in the Town of Muzaffarpur and the present address of the trust is Islampur, Muzaffarpur which may be changed as and when the trust considers it necessary to do so in the light of its needs as may be mutually decided by the Board of Trustees.
- 2.0 Trust Corpus:  
That in order to effectuate his aforesaid desire, the settlor Trustee has already set apart and handed over to the trustees a sum of Rs Twenty Thousand as initial corpus of the Trust Fund. The trust corpus (here in the after called the Trust Fund) shall include the said amount of Rs Twenty Thousand with all the donations, contributions, additions, accumulation, accretions in any kind of form received by or accrued to the Trust and the conversion there of and investments in which in the same may from time to time be invested and all other movable and immovable properties and assets that may from time to time be vested in the trustees or be received by them by way of donations or otherwise or acquired by them or may come to their hands by virtue of



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these presents or by operation of Law or otherwise, howsoever in relation to the trust hereby created. The trustees shall hold and stand possessed of the Trust Fund upon the trust subject to powers, provisions, agreements and declarations here-in-after contained.

### 3.0 OBJECTIVE CLAUSE

## A. MAIN OBJECTS:

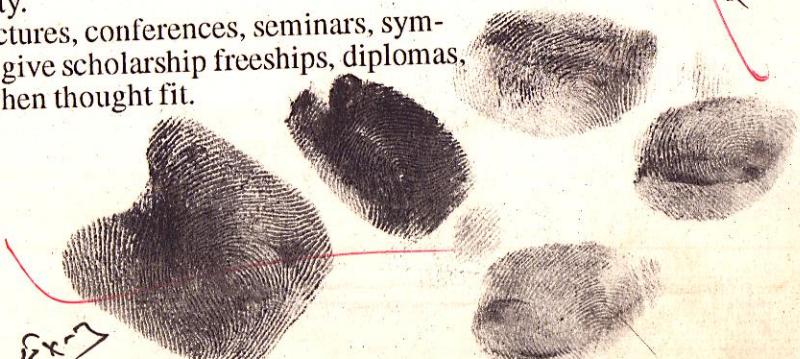
The trust is created :

#### A. Educational :

A. Educational :

- i) To establish and manage school, colleges, polytechnics and other technical medical and other institutions for boys and girls at various centres and also extend aid to such institutions.
- ii) To take over the management and maintenance of schools, colleges, polytechnics and other educational institutions maintained and managed by other authorities and organisations by mutual consent.
- iii) To establish and maintain adult education centres specially in rural areas and slum areas for eradicating illiteracy and ignorance and to appoint teachers and supervisors for the management of such centres.
- iv) To establish, and furnish and help in establishing and furnishing libraries, study circles, reading rooms and computer training centre etc.
- v) To establish and run hostels, boarding house, dormitories etc. for students and teachers.
- vi) To run audio- visual units.
- vii) To award scholarship for deserving students of technical, medical and professional courses.
- viii) To establish and manage centres for religious discourses and for imparting moral education and for propagation of Islamic teaching, philosophy culture and way of life among muslims minority and other who likes.
- ix) To print, published, exhibit and organise films, journals, periodicals, books, Lectures and other audio visual matters for the diffusion of useful knowledge in keeping with the educational, medical charitable, and moral ideas of the society.
- x) To hold and conduct classes, Lectures, conferences, seminars, symposium and competitions and to give scholarship freeships, diplomas, certificates and awards as and when thought fit.

تمامی مکانات (النور حی) ری ۶۰/۶۱/۲۸  
وی امدادی مدد و مددی ری ۶۰/۶۱/۲۸  
میرزا فخری امیر (پیر) ۶۰/۶۱/۲۸  
محمد نورالثواب ری ۶۰/۶۱/۲۸  
وی امدادی مدد و مددی ری ۶۰/۶۱/۲۸





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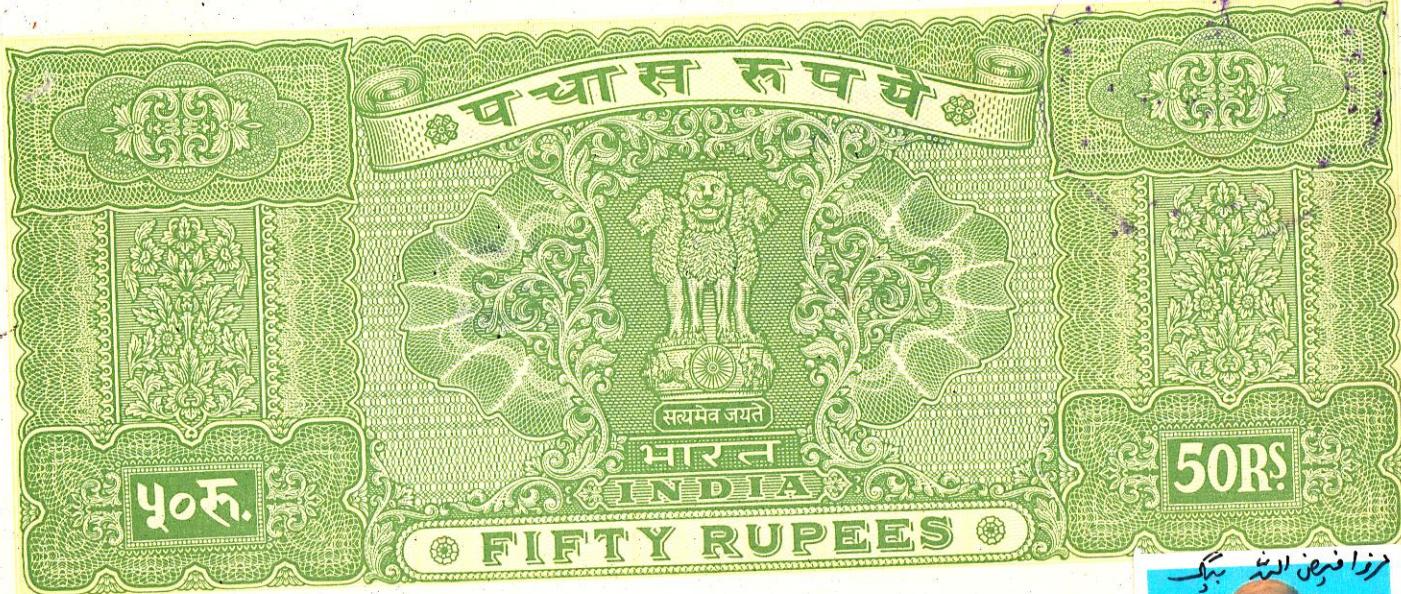
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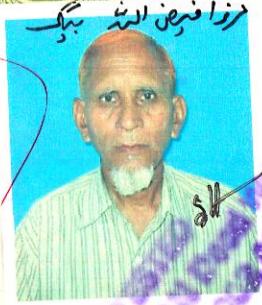
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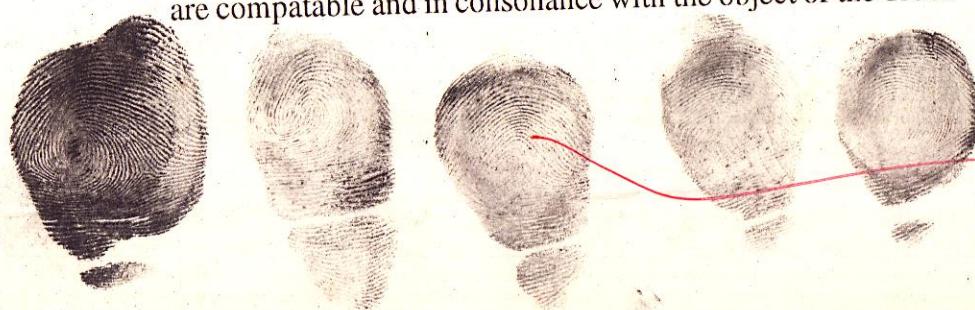


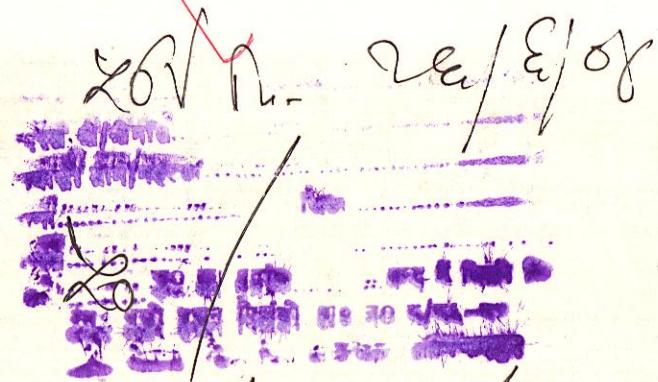
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- xi) To collect, classify and circulate statistics and other informations relating to Indian economy for the benefit of all.
- xii) To maintain a library and to conduct research in the field of Indian economy, History and culture.
- xiii) To organise conferences, seminars, fairs and exhibitions, for the promotions of education industry and economics without profit motive.
- xiv) To promote and establish colleges and institutions and seek affiliations there fore and to promote social and cultural activities including the establishment and management of funds for such activities without profit motive.
- xv) To make such an arrangement for the educational cum-training of the New Generation which may fulfil the aims of their life and inculcate in them the sense of individual and collective responsibility.
- xvi) To establish, run and manage, take over and help in establishing, running and managing educational institutions, libraries, reading room for all persons irrespective of religion, caste and social status.
- xvii) To establish, run and manage institutions for imparting formal and informal educations.
- xviii) To work for the advancement and benefit to mankind in the education and social fields.
- xix) To establish & maintain different Madrasas, study centres for the training and promotion of the knowledge in the activities of social well being in the light of Shariat laws to the teachers and scholars of different educational institutions and Madrasas by enhancing their abilities and qualities to cope with the modern social needs as required by the development of sciences & Technology.
- xx) To provide financial assistance, aid scholarships, stipend and grants to the poor, needy and meritorious students orphans and disabled.
- xxi) To establish liaison and develop mutual areas of co- operation with different organisations in furtherance of aims and objects of the Trust.
- xxii) To carry on such further charitable objects of general public utility as are compatable and in consonance with the object of the Trust.



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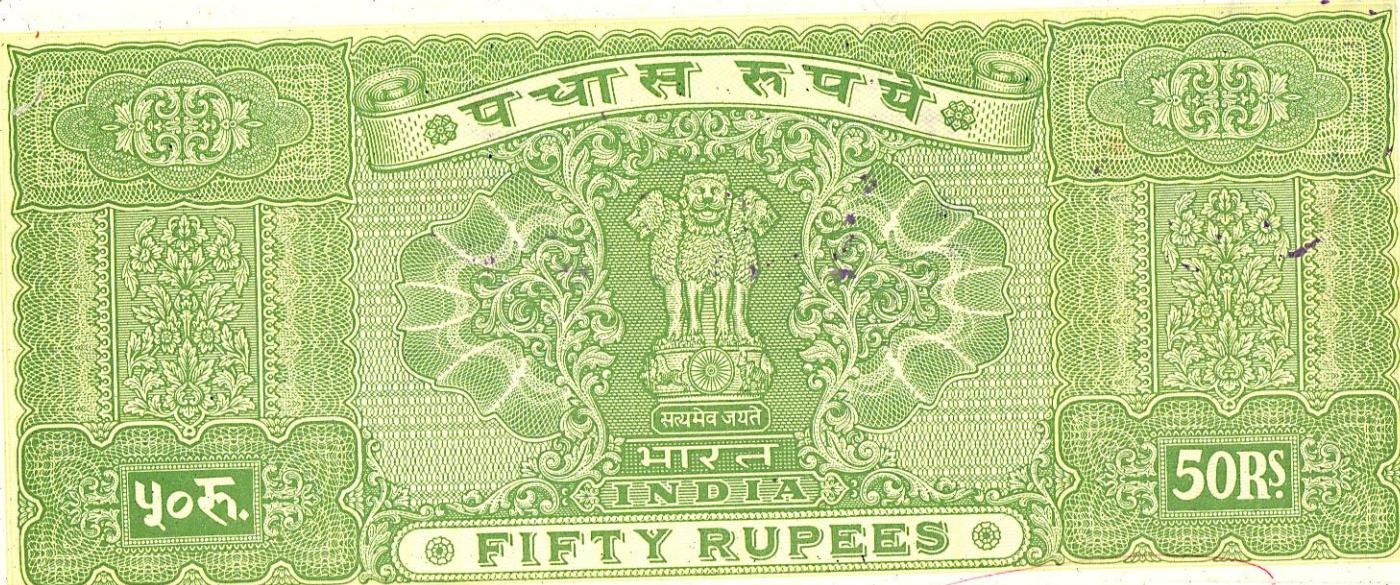


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xxiii) To defray out of the incomes of the Trust all expenses and other outgoing of and incidental to the creation, maintenance, managements and the administration of this Trust.

## B. Economic Activities:

**B. Economic Activities:**

- i) To provide financial assistance to deserving students to go abroad for higher studies or grant interest free loan for self employment and for such other purposes.
- ii) To establish employment vocation career guidance bureau.
- iii) To start training centres for equipping handicapped and orphans with such technical knowledge as would help them in self employment.
- iv) To provide financial assistance to destitutes.
- v) To form and run interest free credit society.
- vi) To under-take programmes and projects for poverty alleviation and income generation.

### C. Health:

C. Health:

- i) To open hospitals and nursing home and to give aids to such institutions.
- ii) To conduct & organise general medical check-up control and health care camps.
- iii) To provide medical assistance to all needy persons irrespective of religion, caste, community or social status.
- iv) To establish, run, manage, take over and help in establishing running and managing institutions for imparting paramedical training.

#### D. Sports :

i) To encourage athletic activities of youth and students and to conduct tournaments, sport and games for them.

## E. Welfare :

- i) To establish and run mentally retarded and handicapped homes.
- ii) To establish and run destitute home/orphange.
- iii) To conduct seminars, symposia and public meetings on problems concerning the economic and education of the people.
- iv) To take efforts for the maintenance of communal harmony and national integration by all means considered Legal and reasonable.

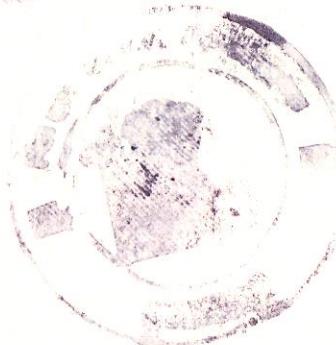
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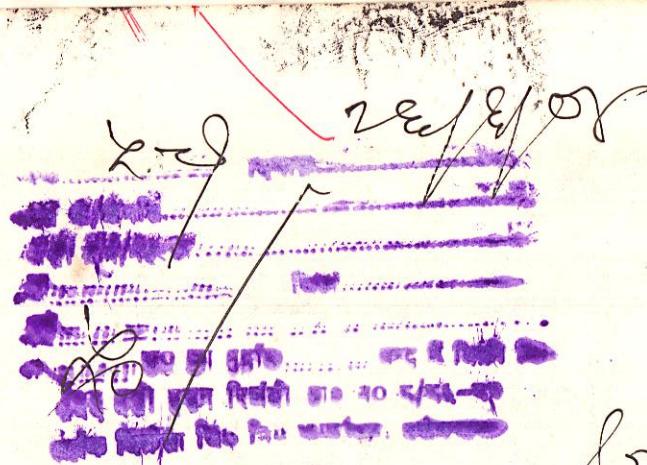
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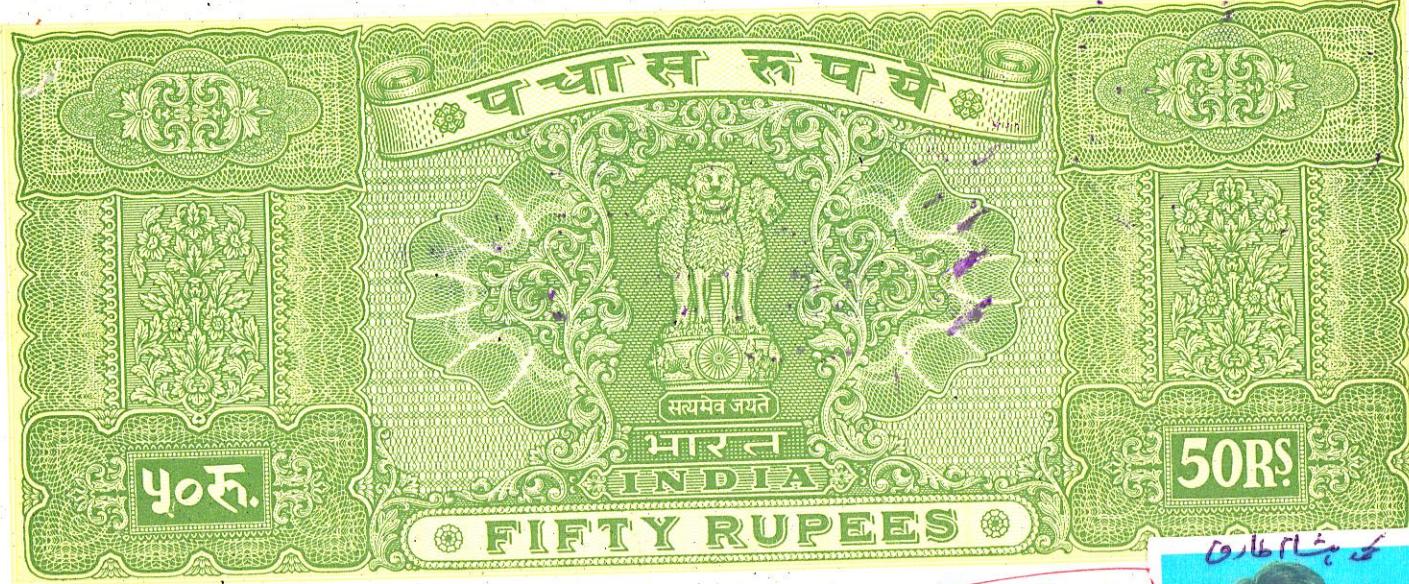




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- xvii) To communicate with public authorities, state and central commercial organisation, public associations and societies and promote the interest of the weaker sections of the people.
- xviii) To subscribe to become a member of and to co-operate with, any other registered association of sound standing whose, objects are wholly or partly identical with or similar to, those of this federation and procure from and communicate to any such association any information to further the objects of this federations.
- xix) To guide the people in attaining knowledge in modern agricultural, industrial and services sectors and also help in introduce modern technology and processes in furtherance of their object.
- xx) To help and guide people in arranging collaborations, technical knowhow, experties and trade enquiries and also to educate them in securing various informations facilities, financial and otherwise, afforded by the state and Central Government so as to improve the economy of the country.
- xxi) To receive and collect any gifts, subscription, donations, aid assistance, grants and loan either in cash or in kind or acquire by any other lawfulway and means and spend the same in fulfilment of all or any of the aims and objects of the trust the income and properties of the trust shall be applied solely for the promotion and fulfilment of the aims and objects of the trust provided if any donor intends that his contributions, donation or subscription shall be applied to the attainment of any particular object or objects of the trust, such contribution, donataion, subscription shall be spent towards the promotion of that particular objects only.
- xxii) To acquire by purchase, take on lease, hire or by gift or otherwise and hold any movable or immovables and also any immovable property or properties or any right or privildges that may be deemed necessary or useful for the advancement of the objects of the trust.
- xxiii) The advancement of any other objects of general public utility for achieving any or all the above objects the trust shall raise funds through donations, grants and contributions and also obtain and receive interest free loans from individuals, associations, firms or any institution what soever



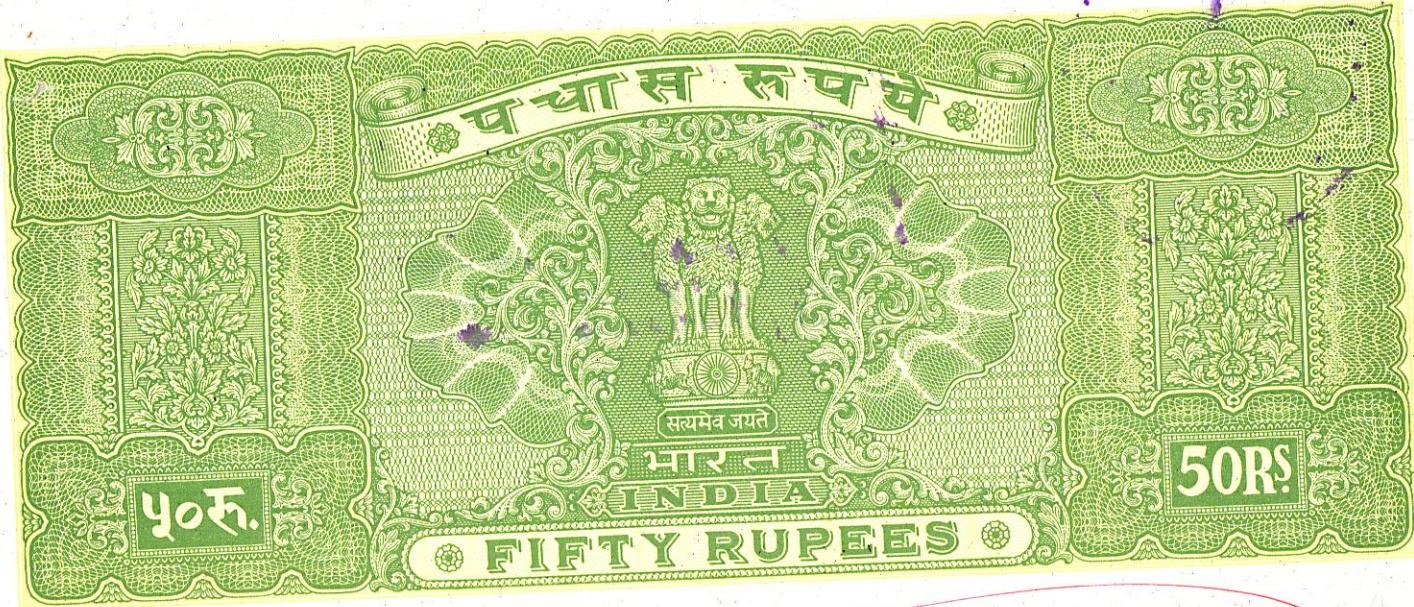


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and shall pay out of the funds of the trust all costs, charges, expenses incidental to the Establishment, registration and advertisement of the trust and shall adopt and take such other lawful means as may be incidental and conducive to the accomplishment of all or any of the above objects.

## F. OTHER OBJECTS:

**OTHER OBJECTS:** For the purposes of carrying on the main objects as enumerated above, the trust will further carry on the activities.

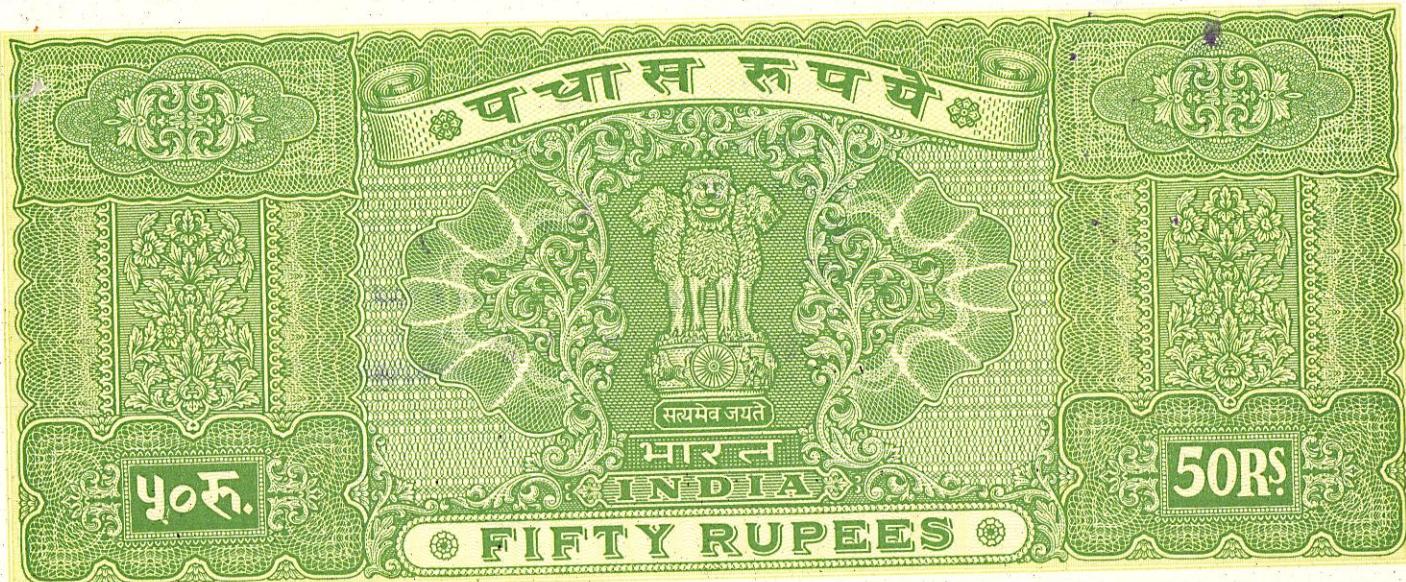
- i) To pay the Government or to any public authority rent rates, taxes, assessment dues, duties and outstanding amounts that may from time to time be levied in respect of the Trust Assets or any part thereof;
- ii) To defray out of the income of the trust all expenses and all other outgoings of and incidental to the creation, maintenance, management and administration of the Trust.
- iii) To undertake and carry on any lawful trade or business for augmenting the trust Assets)
- iv) To accept donations (in cash or kind), subscription, grants, presents and to collect dividend, rent and other income of Trust fund, etc, for being utilised to further the objects thereof.
- v) The trustees are expressly entitled and empowered to invest the fund and properties of the trust either in movable or immovable properties as they deem fit for carrying out the objectives of the Trust. provided, that in no case the investment shall be made in violation of the provisions of section 11(5) of the Income tax Act, 1961.
- vi) To open and maintain account or accounts of the trust in a Bank for the purpose of keeping the money of the Trust and to operate the same or to authorise any one or more of them to operate them:
- vii) To hire or to take on lease or purchase, construct or to enter into a development agreement or let-out and sell any land, building and other immovable or movable properties in the name of the Trust.
- viii) To invest, dispose of, transfer and other wise deal with the subject matter of the Trust in such manner as the Trustees deem fit and proper to do in carrying out object of the Trust;



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- ix) To raise or borrow moneys required for the purpose of the Trust on a mortgage or pledge of the Trust estate or any part thereof with or without any security and on such terms as the Trustees shall think fit;
- x) To take over the management of any other public or charitable institutions, project or branch of any such institution on such terms and conditions as the Trustees may deem fit and to manage such institutions;
- xi) To acquire by gift, purchase, exchange, lease or hire or otherwise any lands, buildings/ industry and any other property movable and/ or immovable and any estate or interest or interests for the furtherance of all or any of the objects of the Trust;
- xii) To invest the funds of the trust not immediately required in deposit with nationalised Banks or with undertaking or in any securities authorised under the Income Tax Act 1961, or other applicable laws in force from time to time;
- xiii) To create any Reserve Fund, sinking Fund Insurance Fund Provident Fund or any other special fund whether for depreciation or repairs, improving, extending or maintaining any of the properties or rights of the Trust and /or for recoupment of washing assets and/or for benefits of the employees and for any other purpose for which the trust deems it expedient or proper to create or to maintain any such funds or funds;
- xiv) To do all such other lawful acts, deeds or things, either alone or in conjunction with other organisations, as are incidental or conducive to the attainment of any of the above objects;
- xv) To provide for the welfare of employees of the Trust;
- xvi) To make Rules and Regulations for conduct of the affairs of the Trust or institutions run managed and controlled by trust and to add, amend vary or rescind them from time to time;
- xvii) all activities financed from the fund shall be conducted in accordance with the ideals and objects as stated herein and no discrimination shall be permitted therein on ground of religion, caste, creed or sex. Provided that any donation earmarked and accepted for any specific purposes falling within the objects mentioned in these presents shall be used for such specific purposes;

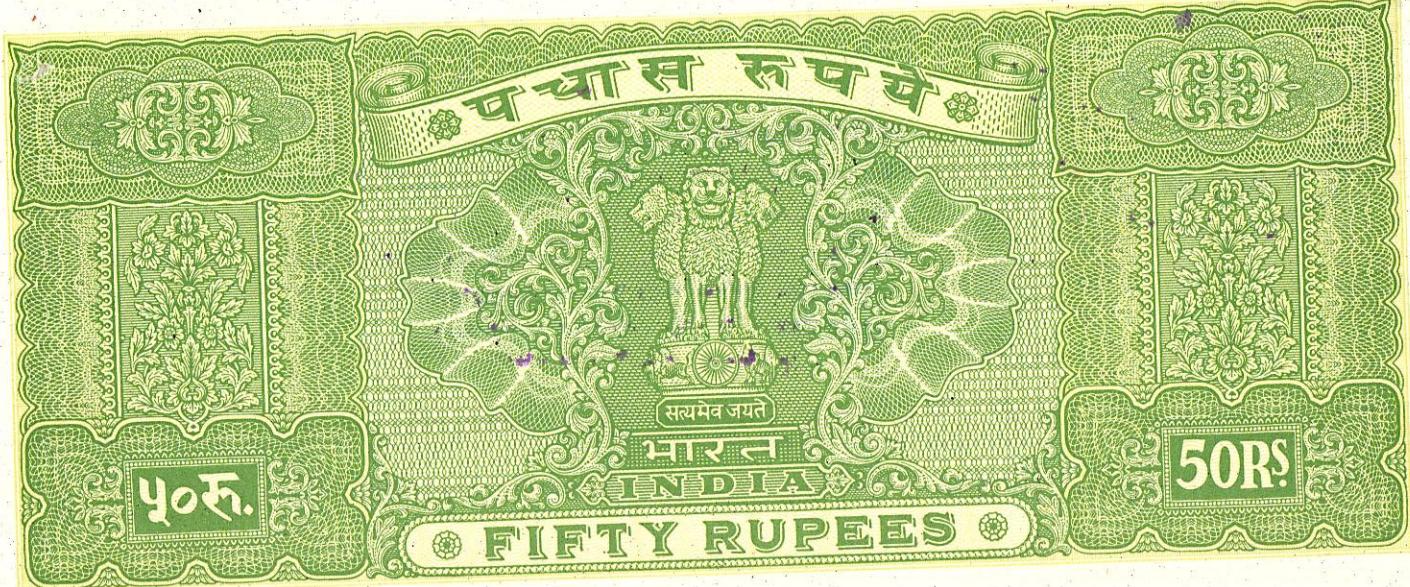


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- xviii) To accept upon such terms as the Board of Trustees may think fit and grant, donation or contribution in money kind or land or other property impressed with the trust to carry out objects referred to in sub-clause of clauses A to F of para there of Provided that the terms upon which such grants, donations, contributions shall be accepted shall not in any way be inconsistent with or repugnant to the object of these present.
- xix) To appoint and constitute managing committee for maximum period of three years for the management and control of the different institutions, established and run by the Trust. The Management committee so constituted shall be accountable to the trust for all its actions and deeds. However in case of mismanagement or improper functioning of the Management committee so constituted by the trust may be dissolved by the trust even before expiring of its terms as mentioned above.

#### 4.0 Board of Trustees :

**4.01** The Management and the control of the trust and its properties shall vest in the Board of Trustees. The Board of Trustees shall comprise of minimum 7 seven Trustees and maximum eleven trustees including the President the Secretary and the Treasurer. The following are members of the Board of Trustees and shall be taken and called as the Founder Trustees to remain as such for the whole life.

Trustees to remain as such for the whole life.

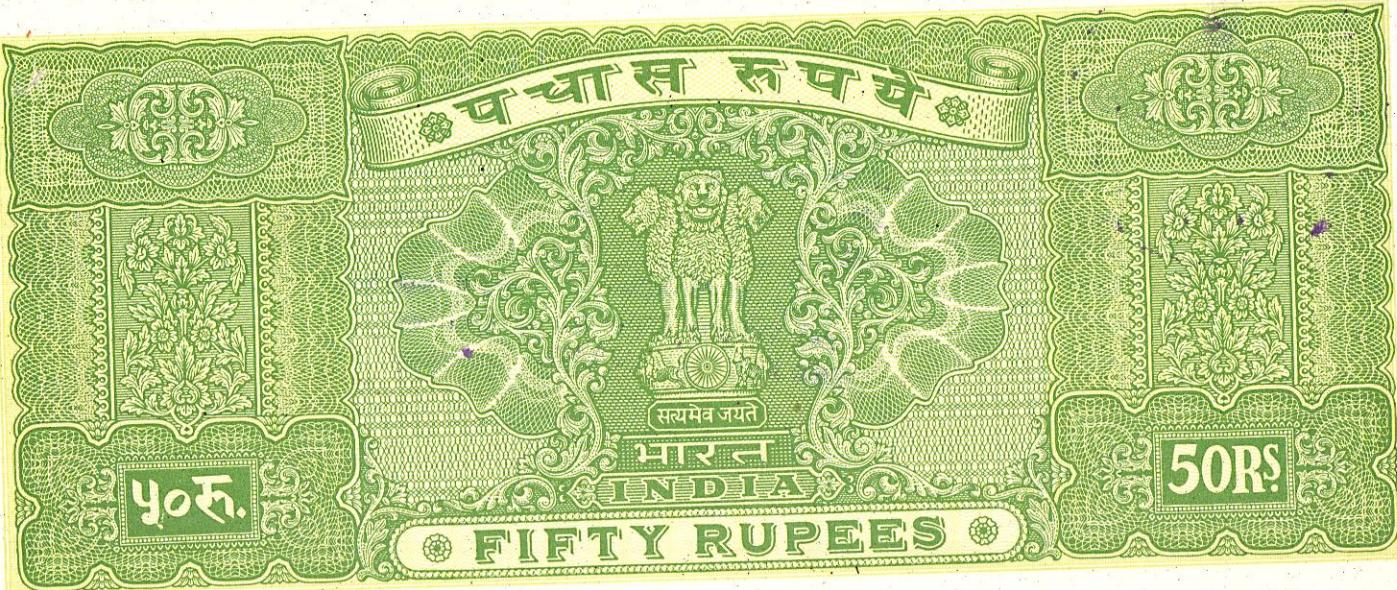
1. Qamarrul Hoda S/O Late Najmul Hoda of malmal Madhubani.
2. Dr. Md Sibghatullah Hejazi S/O Late Shah Ahmad Imam of Motipur Muz.
3. Md. Noorullah Khan S/O Late Abdul Majeed Khan, Islampur Muzaffarpur.
4. Mirza Faizullah Baig S/O Mirza Mehdi Nawab Baig Muz.
5. Md. Ehtesham Hussain S/O M. Abdul Aleem vill+P.O.Khasrahi P.S. Patepur. Vaishali
6. Saad Husaini S/O Late Syed Sadi of Chandwara Muz.
7. Hushsham Tarique S/O Late Md. Fareedul Haque of Chandwara Muzaffarpur.

#### 4.02 Appointment of New Trustees :

**Appointment of New Trustees:**  
If and when as the Trustees of These present die or/and desire to retire or refuse to or become incapable to act in the Trust or take the benefit of insolvency law for the time being in force become of an unsound



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mind or bank rupt or insolvent, or convert to any other religion, or otherwise be disqualified by operation of law or, if any trustees without leave of absence remain absent from six consecutive meet of the Board of Trustees or the founder Trustees feel necessary to fill the vacancy or vacancies withing limit of trustees Prescribed under rule 4.01 then in every such case it shall be lawful for the surviving or continuing trustees for the time being of These present to appoint new trustees or trustees in place of the Trustees of Trustees so leaving or desiring to retire or refusing or becoming incapable to act or taking the benefit of the insolvency law, converting to any other religion or failing to attend six consecutive meeting of the Trustees without leave given and upon every such appointment or vacancy, the number of Trustees for the time being of THESE PRESENT shall not be less than 7 seven and more than eleven.

#### 4.03 Effect of Appointment of New Trustees:

**Effect of Appointment of New Trustees.** upon every appointment made in pursuance of the last foregoing clauses there of, the newly appointed Trustees shall have all powers and authorities of the outgoing Trustees under THESE Presents.

## 5. Power of Board of Trustees:

### 5.01 Patron:

**Patron :** Janab Qamarrul Hoda S/O Late Najmul Hoda of Malmal-Madhubani, resident of Biharshall be patron of the Trust.

That the patron shall be the Chief Arbitrator for all the matters referred to him by the Board of Trustees through the majority decision or in case of a tie among themselves.

case of a tie among themselves.  
On the death, resignation, incapacitation of the present patron, the trustees for the time being shall be competent to nominate his successor by a majority of  $\frac{2}{3}$  of the Trustees.

## 5.02 OFFICE BEARERS OF BOARD OF TRUSREES

That the board of Trustees shall appoint President Secretary and Treasurer from among themselves with the consent of patron for a period of 5 Years. The first office bearers would be as under:

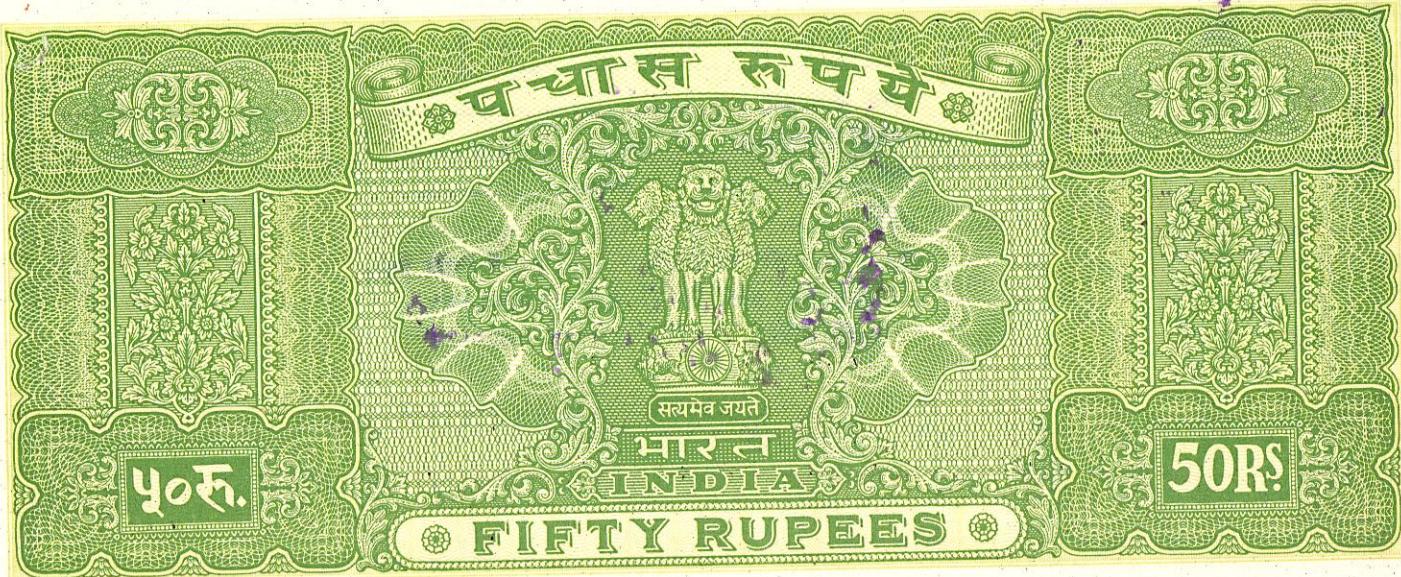
1. Dr. Md Sibghatullah Hejazi
2. Md. Noorullah Khan
3. Mirza Faizullah Baig

as under:

**President**  
**Secretary**  
**Treasurer**



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**5.03.** That the Board of Trustees may any other office bearer on such terms and conditions as the Board may decided from time to time.

**5.04. POWER TO APPOINT AGENTS AND COMMITTEES:**  
That Board of Trustees shall be entitled from time to time to appoint with or without remuneration and on such terms and conditions as they may think proper, persons or agents and to appoint committees as they may think proper to function under the authority and control of the Trustees for carrying out the Trust of These presents or the management thereof and may within the limits of their own powers invest them with all such powers including power to incur all such expenditure as may be necessary for carrying out object of the Trust.

**5.05 POWER TO DETERMINE ALL MATTERS OF DOUBT OR DIFFICULTY :**  
It shall be lawful for the Board of Trustees to settle and determine all matters of interpretation of These Presents as well as matters of difficulty, doubt or dispute and all questions arising in the course of or incidental to the administration, management and execution of the trusts and powers THESE PRESENTS and any such settlement or determination (although the question involved may not have been actually raised) shall be valid, binding and conclusive and shall not be objected to or re-opened upon any ground whatsoever.

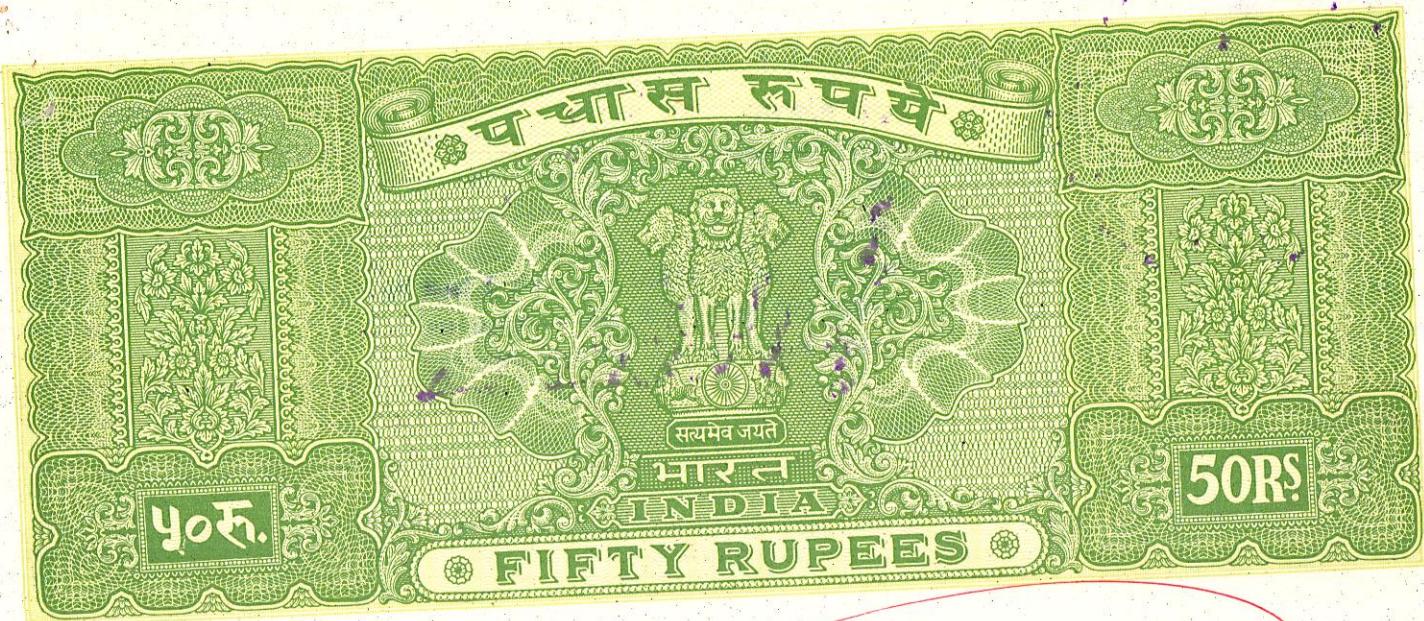
**5.06. POWER TO COMPROMISE AND REFER TO ARBITRATION:**  
The Board of Trustees shall have full powers to settle, compromise or compound, out of court, all suits, actions and other proceedings and to settle all or other proceeding, differences of demands to arbitration and to adjust and settle all accounts relating thereto as fully as if they were absolutely entitled to the trust Fund and without being answerable for loss occasioned thereby.

**5.07. POWER TO PURCHASE, HIRE OR TAKE ON LEASE:**  
The Board of Trustees shall be entitled to purchase or hire or to take on lease or to sell or let out or construct/ develop a property or properties for the purpose of carrying out the objects of the Trust hereby created

**5.08. POWER TO BORROW:**  
The Board of Trustees may, from time to time, at their discretion for



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the furtherance of the objects of the Trust of THESE PRESENTS borrow and for the purpose may authorise the Trustees to borrow moneys on such terms and conditions and in such form and manner as they deem fit including charging, mortgaging and creation of lien on such properties and thereupon the Trustees shall, at their discretion, make all such dispositions of the properties movable or immovable, forming part of the Trust Fund or any part thereof and enter into such agreements, assurances, and deeds in relation thereto as the trustees may deem proper for raising such loans and interest.

## 5.09. OPENING BANKING ACCOUNTS AND HOW TO BE OPER

ATED:

**ATED:** The Trustees may from time to time open and maintain in the name of the Trust any banking account or accounts with such scheduled bank or banks or central and provincial co-operative bank or banks as may from time to time be determined by the Trustees and shall forthwith pay or cause to be paid the rents, income, profits, dividends and all other moneys forming part of the Trust Fund to the credit of any such account or accounts.

any such account or accounts.

## **5.10. POWER TO SELL THE IMMOVABLE PROPERTY AND the president, secretary and Treasurer.**

## MANAGE:

**MANAGE:** The trustee may sell or assign any movable or immovable property or properties by the public auction or private contract and either with or without any special or other stipulations as to title, evidence or commencement of title or otherwise and may buy in and rescind or vary any contract for the sale and re-sale without being made answerable for the loss occasioned thereby, and for the purposes, aforesaid or any of them to execute and do all such assurances, acts deeds and things as they may think fit, and by and out of the moneys which shall arise from any such sales or otherwise in about the execution of any of the trusts or power of THESE PRESENTS AND SHALL stand possessed of the residue of the said premises or of the unsold part thereof for the time being upon such Trust and subject to such powers, provisions, agreements and declarations are herein declared.



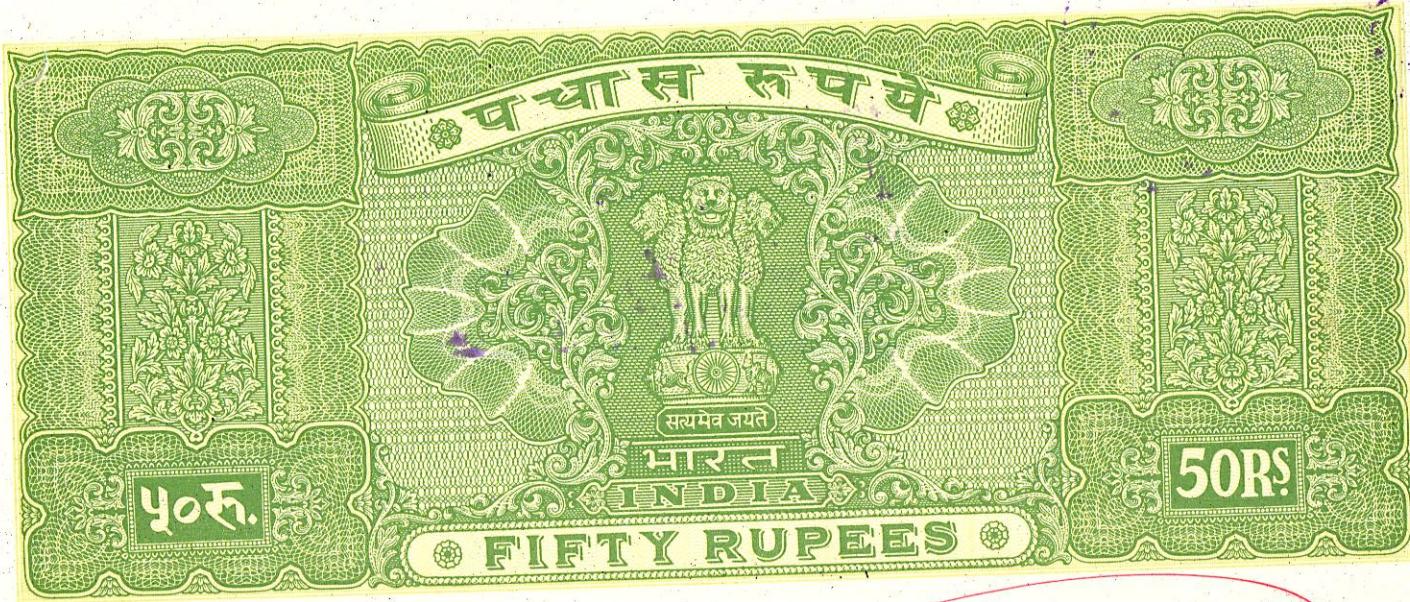
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Provided always, that the Trustees shall manage any immovable property or properties for the time being forming part of the Trust Fund in such a manner as they may think fit with full power to make improvements, repairs or alterations of any description and to make or incur any outlay for any such purpose or for the insurance or otherwise for the protection or benefits of the said premises and to grant or renew lease of any description and upon any terms of the said premises and to grant or renew lease of any description and upon any terms of the said surrenders or losses and agreement either in contemplation of a renewed lease or tenancy occupiers of the said premises and it shall be in the discretion of the Trustees either to arbitration or settle in any other person or persons whosoever in relation to the premises.

The receipt in writing signed by the secretary of the Trust for the time being of THESE PRESENTS for any interest, divident of income of the Trust Fund or for any ~~deeps~~, paper, writing documents or other moneys and effects payable or deliverable to the Trustees shall be sufficient and effectual discharge for the same respectively as in such receipts or receipts shall be expressed or acknowledge to be or to have been received and persons or person to whom or in whose favour the same shall be given, his or her or their heirs executors, or administrators shall not be afterwards in any case obliged or concerned to see to the application of the moneys, property and effects therein mentioned and acknowledged to be received or be answerable or accountable for the loss, misapplication or non-application thereof. The Trustees by a resolution may also authorises any scheduled bank or central, provincial or district co-operative bank in India to collect any interest, dividend or income of the Trust on their behalf.

dividend or income of the Trust on their behalf.

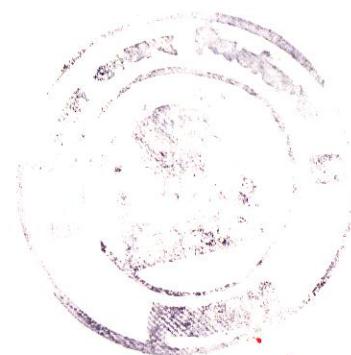
**5.11.** It shall be competent for the Trustees from time to time make rules and bye-laws not inconsistent with the express provisions of these presents as the Trustees may deem proper for facilitating the management of the Trust, assess and the regulation and conduct of the Trust. The Trustees may from time to time repeal or alter, amend rescind or add to such rules and bye-laws.

## 5.12 POWER TO MAKE/AMEND THE RULES:

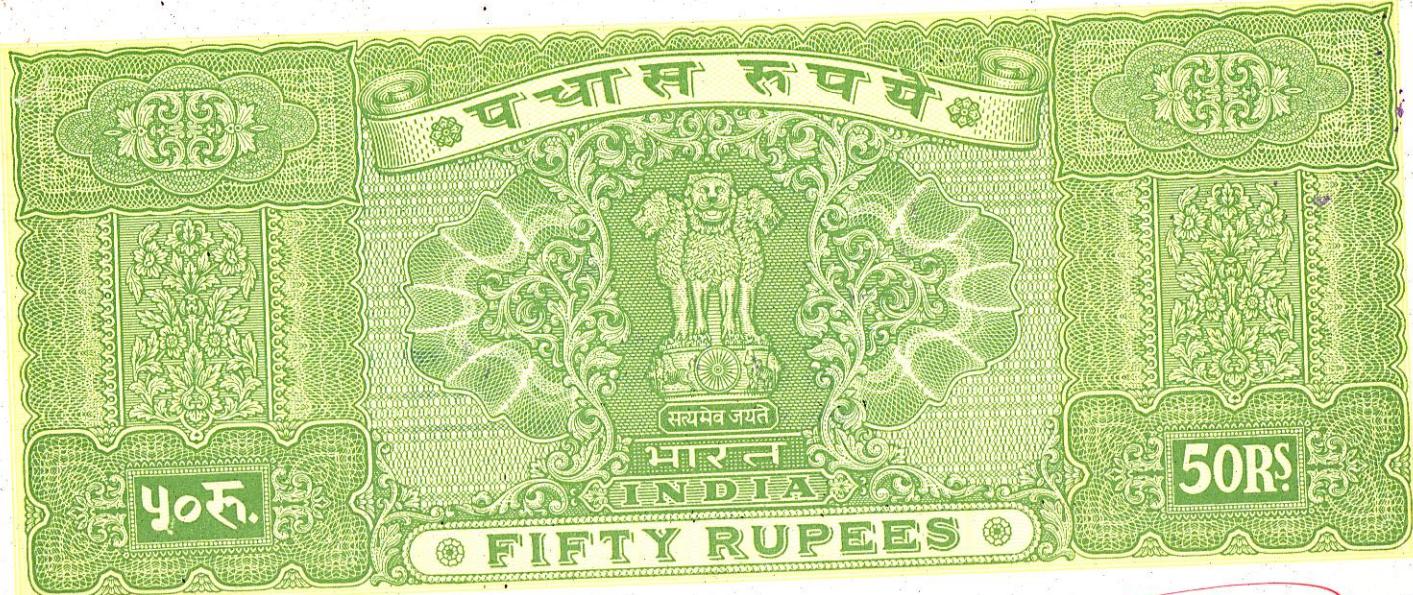
**POWER TO MAKE/AMEND THE RULES.**  
The Board of Trustee shall make such rules and regulations for the trust which are necessary for the smooth functioning of the trust. if the opinion of the Trustee circumstances so require the Trustees may, unanimously



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make any amendment in the their rules they may consider necessary for the better management or administration of the Trust activites or for carrying out the objects or the Trust. So as not to change the basic concept and composition of the Trust.

### **5.13. POWER TO REIMBURSE:**

**5.13. POWER TO REIMBURSE:** The Trustees of These Presents are entitled to be reimbursed and also to pay and discharge out of the Trust .Fund all expenses incurred by them or on their behalf in on about the execution of Trust and power of **THESE PRESENT:**

**THESE PRESENT:**  
**5.14. POWER TO APPOINT AUDITORS.**

**4. POWER TO APPOINT AUDITORS.** That the firm of chartered Accountants shall be appointed as the Auditors of the trust for the period of three years on remuneration as the Board of Trustees may decide. However, the Board of Trustees shall be empowered to extend or withdraw the appointment of the auditors or change their remuneration.

### 5.15. GENERAL:

**5. GENERAL:** The Board of Trustees would be competent and empowered to do all such things as may be required for the fulfilment of the objectives of the Trust as mentioned in Clause 3.0

## 6.0 INVESTMENTS:

## **6.0 INVESTMENTS: 6.01 INVESTMENT OF TRUST FUNDS:**

**INVESTMENT OF TRUST FUNDS.**  
All moneys forming a part of the Trust of the Fund and requiring investment shall be invested on behalf of and in the name of the Trust or the Trustees to be held exclusively for the purposes of the Trust for the time being in or upon any of the securities authorised by income tax Act, 1961 or any other applicable law in force from time to time for investment of Trust funds or in deposits with any scheduled bank or central, provincial or district co-operative banks in India.

## 6.02 IN WHOSE NAME MONEY TO INVESTED:

**IN WHOSE NAME MONEY TO INVESTED.**  
All moneys forming part of the Trust Fund and requiring investments shall be invested and the conveyance or other assurance in the respect of any immovable property or properties forming part of the Trust fund shall be obtained in the names of the Trustees for the time being of THESE PRESENTS.

70 THESE PRESENTS: ~~POWER AND DUTIES OF THE OFFICE BEARERS:~~



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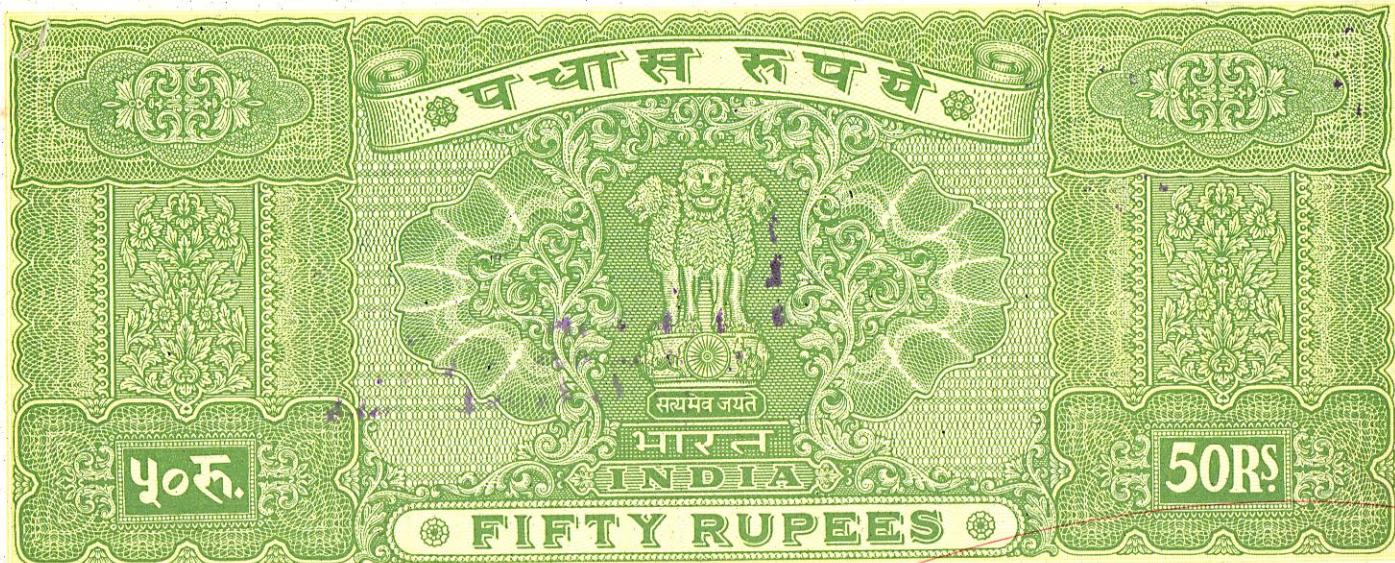
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## 7.1. POWER OF THE PRESIDENT:

- a) The president shall preside over the meetings of the Trust and other constituent units.
- b) The president's duty shall be to ensure that these rules are enforced and resolutions of all the meetings are carried out.
- c) The president shall jointly operate bank account along with the Secretary and/or the Treasurer in terms of Rule 5.09 ½
- d) He shall exercise general supervision over affairs of Trust and other organisations and may for this purpose issue instructions to those concerned.

## **7.02. POWER AND DUTIES OF THE SECRETARY:**

**POWER AND DUTIES OF THE SECRETARY**

- a) The secretary shall be the executive officer of the Trust. He shall discharge his duties and exercise powers subject to the orders, direction, control and superintendence of the Board of Trustees. He shall conduct all official correspondence under his signature and he shall have supervisory powers over all the institutions of the trust and shall have powers of visiting the institutions as and when necessary for discharging his duties.
- b) He shall convene all meeting of the trust on due dates and give intimations thereof to the members in time, as directed by the President.
- c) He shall prepare the agenda of a meeting under the directions of the president.
- d) It shall be his duty to see that proper accounts are kept and documents prepared as per rules of all the incomes and expenditure.
- e) He should get the accounts audited according to rules.
- f) He should keep the patron informed about the activities of the Trust on regular basis.
- g) He should deposit all the collection made in the Bank working days as far as possible.
- h) The Secretary shall jointly operate bank accounts along with the president and/or the Treasurer in terms of Rule 5.09
- i) The secretary will in every meeting submit the report of the working of the Trust and its units along with a detailed statement of receipts and expenditure and cash and Bank balance for the consideration by the Trust.

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### 7.03. POWER OF TREASURER:

- a) The Treasurer shall discharge his duties and exercise powers subject to the orders, directions, control and superintendence of the Board of Trustees.
- b) The Treasurer shall be responsible for the issue of receipts, vouchers for funds received or paid out by the trust. He shall be jointly responsible for receipts and expenditure of the Trust.
- c) The Treasurer shall jointly operate bank accounts alongwith the President and/or the Secretary in terms of Rule 5.09

### 8.0 ACCOUNTS AND YEAR:

#### 8.01 ACCOUNTS AND AUDITS :

The Trustees shall get maintained regular accounts of the TrustFund and shall get the same duly, audited by an Accountant.

#### 8.02 ACCOUNTING YEAR

The Accounts of the Trust would be closed and balanced on 31st March each year.

#### 9.0 MEETING AGENDA QUORUM

##### 9.01 MEETING :

All the meeting of the Trust shall be called by the secretary under the direction of the President.

9.02 Decisions at a meeting of the Trust shall be by a majority of vote.

9.03 Atleast seven days previous notice of meeting shall be given to members for ordinary meeting and a day's notice for emergency meeting, provided that in case of urgency,

If the President so thinks fit a resolution can also be passed by circulation.

9.04 In case the votes are equal the President shall have a casting vote.

9.05 Three of the Boats of Trustees shall form quorum for any meeting.

9.06 One of the meeting would be called Annual General Meeting in which the Audited Statement of Accounts would be presented before the meeting for its approval.

#### 10.0 GENERAL

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