

**DOCUMENT NO. 1**  
**MEMORANDUM OF THE SOCIETY**

1. NAME OF THE SOCIETY : “CHETANA” SOCIETY
2. LOCATION OF THE SOCIETY : 201, Aarthi Residency, LN Colony,  
Saidabad, Hyderabad 500 059
3. AIMS AND OBJECTS:

The objectives for which the society is established, which are not for profit making, but for the purposes of promoting integrated holistic development of rural, urban & Tribal communities are as follows:

- 3.1 To design, implement development programmes for the betterment of marginalized sections of people through capacity building.
- 3.2 To organize people’s co-operatives, sanghams and group action aims at betterment of the quality of life or self reliant communities.
- 3.3 To develop, carry out research, training programmes, document, disseminate knowledge & skills in the areas of cottage industries and gainful employment.
- 3.4 To promote collective action against environmental deterioration and environment induced problems, and to prevent ecological degradation etc.
- 3.5 To design and implement effective programmes for the rehabilitation of street children, aged people, physically handicapped & mentally retarded people.
- 3.6 To undertake, participate and assist projects for the improvement of health, literacy, functional/non-formal adult education of people in general and of women, child & youth in particular.
- 3.7 To do all such matters and things necessary, conducive, incidental or ancillary to promote and further the objects of the Society.
- 3.8 To function as a centre for dissemination of information on all matters pertaining to study and action for development, and with that object, to subsidise for, collect, document, print, publish, issue and circulate, bulletins, papers, books etc., on development, quality of life and other related subjects.

**“CERTIFICATES”**

“Certified that the association is formed with no profit motive and no commercial activity is involved in its working”.

“Certified that the office bearers are not paid from the funds of the association”.

“Certified that the association would not engage in agitational activities to ventilate grievances”.

“Certified that the office bearers signature are genuine”.

“DECLARATIONS”

We, the undersigned persons in the memo have formed with into an association and responsible to run the affairs of the association and desire out of getting the society registered under public societies Registration Act, 1350 Fasli.

| Sl. No. | Name                               | Age | Position          | Occupation               | Address  | Signature |
|---------|------------------------------------|-----|-------------------|--------------------------|--|-----------|
| 1.      | D. Narasimha Reddy                 | 49  | President         | Development professional | 201, Aarthi Residency, Laxminagar colony, Saidabad, Hyderabad 500 059            |           |
| 2.      | Deme Shobha Rani w/o Bhaskar Reddy | 48  | Vice President    | Home Maker               | Flat No.401, Shanthisoudha Apartments, Erramanzil Colony, Punjagutta, Hyderabad  |           |
| 3.      | M. Srinivas Reddy s/o M. Ram Reddy | 40  | General Secretary | Software professional    | 203, Apurupa, 8-2-277/A/5, Rd. No.2, Banjara Hills, Hyderabad 500037             |           |
| 4.      | P. V. Ramana Reddy                 | 46  | Joint Secretary   | Self-employed            | 18-2-836/5, Flat No.302, Satyaramsai Apartments, LIC Colony, Saidabad, Hyderabad |           |
| 5.      | L. Rajani Devi                     | 43  | Treasurer         | Lecturer                 | 17-1-382/19, Road No.8, Vinay Nagar, Saidabad, Hyderabad                         |           |
| 6.      | C. Sheela                          | 46  | Member            | University faculty       | Professors Qtr No.8, Prakasham Nagar, SVU Campus, SV University, Tirupathi       |           |
| 7.      | B. Narasing Rao s/o Mallaiah       | 43  | Member            | Social Worker            | H. No.6-1-356/K, Bhoiguda, Secunderabad  |           |

WITNESSES:

| Sl. No. | Name | Occupation | Address | Signature |
|---------|------|------------|---------|-----------|
| 1.      |      |            |         |           |
| 2.      |      |            |         |           |

CERTIFIED TO BE A CORRECT COPY

**DOCUMENT NO II**  
**RULES AND REGULATIONS**

1. NAME OF THE SOCIETY : "CHETANA" SOCIETY  
2. LOCATION OF THE SOCIETY : 201, Aarthi Residency, LN Colony,  
Saidabad, Hyderabad 500 059  
3. MEMBERSHIPS : Those who are interested in the aims of the  
Society can become members.
- Category of members : General  
Admission fee and the annual  
subscription or monthly subscription : Admission fee Rs.10/- monthly fee Rs.5/-  
only
4. GENERAL BODY : Annual General body will meet once a year  
i.e. in the month of DECEMBER.

**II. FUNCTIONS:**

1. To pass the budget for the ensuing year and approve the expenditure statement for the previous year.
2. To approve the report of the activities of the society.
3. To elect the executive committee.
4. To appoint an Auditor.
5. Exact number of the Executive committee (5) i.e., President, Vice President, General Secretary, Joint Secretary and Treasurer. And all the remaining persons are executive committee members.
6. The members of the Executive committee (Governing body) shall be duty-bound to attest the signatures of all the members of newly elected executive committee (Governing body) and to see that the said signatures in shape of annual list are filed with the Registrar of societies before 15<sup>th</sup> day of the succeeding month of the month in which elections were held.

**III. FUNCTION OF THE EXECUTIVE COMMITTEE (BODY) AND OFFICE BEARERS:-**

1. **PRESIDENT:** He presides over all the meetings of the both the bodies of the Executive Committee. He can cast his vote in the position. He can supervise all the branches of the society.
2. **VICE PRESIDENT:** He shall assist the president in discharging his duties in the absence of the President he will perform the duty of the president as entrusted by him.
3. **GENERAL SECRETARY:** He is the chief executive officer of the society and custodian to all records to all records relations to the society and correspondent on behalf of the society. He has to take on record all minutes of the society to convene both the bodies of the society with the permission of the president. He

- guides the treasurer in preparing the budget and expenditure statement to put before the General body for its approval.
4. JOINT SECRETARY: He has to do the work as entrusted by the executive committee. He has to assist the secretary in discharging his duties. In the absence of the society. He can perform the duties of the Secretary.
  5. TREASURER: He is the responsible for the financial transactions relating to the society. He has to maintain accounts properly along with the vouchers. He has to maintain account the budget and expenditure statement of the society with the guidance of the secretary. He has to prepare the budget and society jointly with the secretary or president.
  6. OFFICE BEARERS: They are the responsible persons to doing the activities to society which the executive committee entrusted to them.
  7. QUORUM: Half of the total members of the General body meeting and 1/4<sup>th</sup> of the executive committee body meeting.
  8. FUNDS: It is hereby expressly agreed and declared that the Executive Committee shall not make any investment of the Society Fund nor deal with the income, property or Funds of the Society in any manner whereby exemption from tax under the provisions of the Income Tax Act may be denied to the Executive Committee in relation to any income of the Society Fund and that all the investments of the Society funds shall at all time be such that the Executive committee shall be entitled to claim exemption from tax in respect of the corpus and the income under the provisions of the Income Tax Act, Wealth Tax Act, etc. All the investments shall be made in accordance with the provisions of section 11 (5) of the Income Tax Act, 1961.
  9. AMENDMENTS: Any amendments or alteration shall be made in the purpose of the association when it is voted by 2/3<sup>rd</sup> of its members present at a special meeting convened for the purpose and confirmed by 2/3<sup>rd</sup> of the members present at a special second meeting. No amendments to alter, add or delete any of the clauses of the Society Deed shall be made without the prior approval of the Director of Income Tax (Exemptions), Hyderabad, Andhra Pradesh.
  10. WINDING UP: If the Executive Committee shall be unanimously of the opinion that the Society shall be dissolved, such dissolution shall be effected by an instrument in writing under their hands and if, after all the debts and liabilities of the Society have been paid or provided for, there shall remain any assets, the same shall be transferred to some other organization or association having aims or objects which in the unanimous opinion of the Executive Committee are similar to all or any of the Society purposes.
  11. The Executive Committee shall maintain proper and regular accounts and such books of the accounts shall be kept at the office premises. Each Executive Committee member shall have a right to inspect books of accounts during office hours. The annual accounts shall be audited by a Chartered Accountant or a firm of Chartered Accountants who shall be appointed by the Executive Committee. The financial year shall end on 31<sup>st</sup> March every year.

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