

Department of Industries & Commerce, Haryana

Form-I-A
"Approval of Name"
(See sub-rule (2) of rule 3)

Dr. Bhuvan Nagpal

H.No. 1021, Urban Estate-II, Hisar, Hr

Memo Number : 2023-08-005372

Dated : 28-Aug-2023

Subject : Approval of name for the proposed Society

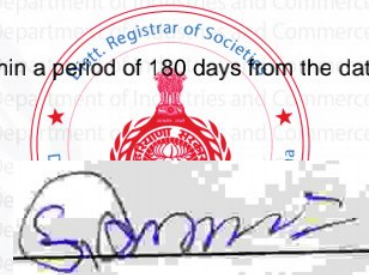
Dear Sir,

Kindly refer to your application dated 24-Aug-2023 for approval of name of your proposed society. Having examined the same, I am pleased to inform you that the following name has been approved against your application, namely:-

Practicing Oral Pathologists and Microbiologists Association

2. This approval shall remain valid for a period of 180 days from the date of issue of this letter, whereafter the same shall lapse.

3. Accordingly, you may take further necessary steps for the registration of the Society within a period of 180 days from the date of issue of this letter.



Issuing Authority
District Registrar,
Hisar, Haryana.

Verification Link: <https://haryanaindustries.gov.in/msme/verify/societyapprovalname/id/180091>



Department of Industries & Commerce, Haryana

Form-III

“Certificate of Registration to be issued under Section 9(1) of the Haryana Registration and Regulation of Societies Act, 2012”

(See rule 5 and rule 6)

Certificate of Registration of Society

I hereby certify that a Society bearing the Registration Number and name as undermentioned has been registered this [29] day [Sep] month [2023] year under the Haryana Registration and Regulation of Societies Act, 2012 (Haryana Act No. 1 of 2012).

State Code		District Code			Year Of Registration				Registration Number				
H	R	1	2		2	0	2	3	0	1	7	9	7
Name Of the Society					Registered Office Address								
Practicing Oral Pathologists and Microbiologists Association					H.No. 1021, Urban Estate-II, Hisar, Haryana								

Issued under my hand at [Hisar] this [29] day of (month)[Sep] (Year)[2023] having Unique Identification Number - 2000159371



SOME IMPORTANT PROVISIONS OF THE HRRS ACT 2012 TO BE FOLLOWED :

- One Flat one vote.
- Collegium Scheme to be approved from District Registrar if members strength is more than 1000.
- Administrator if appointed will not enroll new members, incur capital expenditure and give employment in the society.
- Terms of Governing Body not to be more than 3 years.
- Member to be not less than 21 year age.
- Office bearers of society (Three to twenty one).
- General Body and other meeting should be conducted with quorum i.e 1st meeting - 40%, 2nd meeting - 25% and 3rd meeting - 15% (see entire Provisions)
- Submission of mandatory Annual Returns i.e. list of members, list of members of collegium, list of office bearers, Annual Report on working, Balance Sheet & Auditors Report, Copy of special resolution otherwise shall attract penalties & fines as per provisions of Act.
- In case of Joint Apartment owners, 1st owner will be eligible to contest the elections.
- Proxy voting not allowed.
- Condominium/ Association covered under Apartment Ownership Act 1983 is to be formed by owners only.
- Election observer may be appointed by District Registrar or on request of Society



CONSTITUTION
PRACTICING ORAL PATHOLOGISTS AND MICROBIOLOGISTS ASSOCIATION
MEMORANDUM

1. Name of the Association : Practicing Oral Pathologists and Microbiologists Association
2. Location of its Regd. Office : H.No.1021, Urban Estate-II, Hisar, Haryana
3. Area of operation : All over Haryana

4. Aims and objects of the Association:

The aims and objects of the Association is to endeavor the interest of oral and maxillofacial Pathologists and oral microbiologists with in the profession itself, in the dental and medical community and to the public at large and the advancement of any other objects of general public utility.

1. To promote the highest standards in education, research and the practice of oral and maxillofacial pathology and oral microbiology.
2. To elevate the scientific and professional status of those practicing this specialty of dentistry/medicine/pathology.
3. To promote oral and maxillofacial pathology and oral microbiology as a career by making MDS Oral Pathology & Microbiology degree as one of the requisite qualification to sign the laboratory reports/authorized signatory for lab reports.
4. To represent and promote the value of oral and maxillofacial pathology to other medical and dental organizations, legislative bodies and governmental agencies.
5. To advance the science of oral and maxillofacial pathology and to improve laboratory service to clinicians, to hospitals and to the public through study and education.
6. To encourage closer cooperation of oral and maxillofacial pathologists with other clinicians and with other pathology organizations.
7. To aid in establishing standards for the performance of various laboratory procedures and to monitor and assist regulatory agencies in the establishment of standards for the operation of oral and maxillofacial pathology & oral microbiology laboratories.
8. To promote the cooperative efforts of its members with the advancement of practice, academics, and research in the field of Oral Pathology/Oral Pathology and Microbiology/Oral and Maxillofacial Pathology/Head & Neck Pathology.

Practicing Oral Pathologist and
Microbiologist Association


President Gen. Secretary Treasurer

9. To organize and conduct conferences, seminars, workshops, continuing education programs, community programs, and any such scientific meetings.
10. To propagate and work for the awareness, improvement, and development of the oral pathology and microbiology to the general public and community.
11. To publish newsletters, bulletins, journals, proceedings, posters, and any such materials in print and/or any electronic, digital or such other format.
12. To apply for and receive sponsorships, donations, and grants from individuals, institutions, private companies, multinational companies, government and such others for advancement of research in oral pathology & microbiology and for the improvement of oral and general health.
13. To work with/for and coordinate/associate with other associations, societies, institutions, universities and such organizations having similar objectives.
14. For professional betterment and improvement for the social and scientific well-being, and for representing official views on all matters affecting or likely to affect the registered members.
15. To promote social, economical, cultural, educational interests and spirit of brotherhood in the youth and to foster unity among all of them.
16. To eradicate the evils prevalent in the community such as dowry, childhood marriage, untouchability, drinking, drugs and other bad customs among the community.
17. To inculcate and promote the spirit of patriotism, mutual respect, brotherhood, unity, selfless service among the public in general and the community in particular.
18. To spread useful knowledge among the community through journals, news papers, periodicals, Pamphlets, meetings and seminars.
19. To assist the deserving economically weak and needy students, orphans, disabled persons and widows of the community by way of stipends, scholarships, lodging and boarding, books, cloths, grants, gifts, donations etc.
20. To maintain the Library with State-of-Art facilities.
21. To encourage widow re-marriage, family planning, women education, **Beti Bachao and Beti Padhao**.
22. To work for promotion of sports and health care activities.
23. To spread the education according to the need of present era with scientific method and open public schools, colleges, Technical Colleges, Para-medical & Nursing Colleges, Ayurvedic, Dental & Medical Colleges.
24. To work for the rooting out corruption in the working of its welfare schemes also to undertake Govt. welfare schemes.
25. To open training institute for boys & girls to provide trainings in safety and fire-fighting, Industrial Security, Management and operational Institute.

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Micrologist Association
President Gen. Secretary Treasurer



26. To raise or acquire funds or property from Central Government, State Government, Non-Government agencies, charitable trusts by way of donations or grants or contribution or by taking loan from public and private financial institutions. The funds, properties, assets and all other resources, present and future, of the Association shall be utilized for any or all the purposes or objects of the Association as stated above and also for all other similar activities in furtherance of ideals of truth and non-violence.
27. To avail loan from the financial institutions/banks to achieve the aims and objects of the Association.
28. To work for the rehabilitation of all types of disabilities under RPWD ACT-2016. Also to establish Special School(s) and College(s) for their education and empowerment.
29. To conduct various cultural program, academic program and sports for the development of youth in rural area as well as in urban area.
30. To accept the donation/ grants from the government/ semi- government and to start the projects on public welfares like old age home, awareness on aids, awareness against addiction etc.
31. To work for the cause of enforcement of prohibition and initiate people's movement against alcoholism and drug abuse.
32. The Association can have any property anywhere in its operational area for the purpose of the Association on lease or purchase in the name of Association.
33. The Association shall not be used for the political purpose or any other anti-national activities.
34. The Association by its constitution is required to apply its surplus if any or other income for charitable purposes only.

Practicing Oral Micrologist and
Micrologist Association
President Gen. Secretary Treasurer



5. Conditions:-

1. The income and the property of the Association shall be applied solely towards the promotion of the objectives of the societies as set forth in Memorandum of Association and no portion thereof shall be paid or transferred directly to the members of the Association.
2. No member of the Governing Body of the Association, shall be appointed to any salaried officer of the Association, no remuneration shall be given by the Association to any member of such Governing Body except repayment of out of pocket expenses and interest on money lent or rent for premises/demises of the Association.
3. The Association by its constitution is required to apply its profit, if any, or other income in promoting its objectives.
4. If upon the winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities and property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to other Association having similar aims and objectives of the Association to be determined by the members of the Association at or before the time of dissolution.
5. Association will invest its money and funds according to Section 11(5) of the income Tax Act 1961.'

Practicing Oral Pathologist and
Micrologist Association
President Gen. Secretary Treasurer



6. Governing Body of **Practicing Oral Pathologists and Microbiologists Association**,
 Regd. office at **H.No.1021, Urban Estate-II, Hisar, Haryana** constituted under HRRS Act-
 2012 in the General Body meeting held on **05-09-2023** for 03 years i.e. **2023 to 2026**.

Sr. No	Name and Address	Age	Occupation	Designation
1.	Dr. Bhuvan Nagpal S/o Sh. Ravinder Nath Nagpal R/o H.No.1021, Urban Estate-II, Hisar Adhar No. 308919082621	35	Doctor	President
2.	Dr. Anupam Nagpal D/o Sh. Ravinder Nath Nagpal R/o H.No.1021, Urban Estate-II, Hisar Adhar No. 979196438478	31	Doctor	Vice President
3.	Dr. Priyanka Mittal W/o Sh. Raman Mittal R/o H.No.236, Sec-15A, Hisar Adhar No. 382417192335	38	Doctor	General Secretary
4.	Dr. Amber Agarwal S/o Sh. Basu Dev Agarwal R/o H.No.1351, Near Sai Mandir, Sec-13, Hisar Adhar No. 381552461043	33	Doctor	Joint Secretary
5.	Dr. Anuj Kalra S/o Sh. Ashok Kalra R/o H.No.348-4 Marla Colony, Fatehabad Adhar No. 873186379113	30	Doctor	Treasurer
6.	Dr. Ravinder Nath Nagpal S/o Sh. Shiv Lal R/o H.No.1021, Urban Estate-II, Hisar Adhar No. 683373893228	65	Doctor	Executive Member
7.	Dr. Raman Mittal S/o Sh. Ram Kishan Mittal R/o H.No.236, Haritage Park Sec-15A, Hisar Adhar No. 623697192663	36	Doctor	Executive Member



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 President Gen. Secretary Treasurer

CONSTITUTION

PRACTICING ORAL PATHOLOGISTS AND MICROBIOLOGISTS ASSOCIATION

RULES & REGULATIONS

1. Name of the Association : Practicing Oral Pathologists and Microbiologists Association
2. Location of its Regd. Office : H.No.1021, Urban Estate-II, Hisar, Haryana
3. Area of operation : All over Haryana
4. Membership:

- 1) The Association shall have a maximum of 500 Life and Ordinary Members.
- 2) **Eligibility:** In order to be admitted as a member of the Association, a person:
 - I. Must be 21 years of age on the date of admission and should be holding a professional (bachelor or masters or doctoral degree/diploma) in the discipline of oral pathology & microbiology or medicine or dentistry or pathology or microbiology or biochemistry or laboratory medicine or forensic medicine & deontology or biotechnology or veterinary sciences or medical (BDS/ MDS/ MBBS /MD/ DCP/ MS/ DNB/ DM/ BV Sc/ MV Sc/B. Tech/M.Tech/B.Sc/M.Sc/PhD) recognized by Dental Council of India (DCI)/ National Dental Commission (NDC)/Medical Council of India (MCI)/ National Medical Commission (NMC)/Veterinary Council of India (VCI)/ University Grants Commission/AICTE, and is registered in the respective state Council (Dental/Medical/Veterinary Council of India). **They must have an active interest in the practice/teaching/research of oral and maxillofacial pathology & oral microbiology.**
 - II. Should subscribe to the aims and objectives of the Association.
 - III. Must have deposited the admission fee and annual subscription fee must not be in arrears of payment of such fee as on the date of annual general meeting for continuing as a member.
 - IV. Must not be an insolvent and of unsound mind; and
 - V. Must not have been convicted of an offence involving moral turpitude involving imprisonment of one year or more.
- 3) **Kinds/Types/Categories of Members:** The Association shall consist of two different categories of members as under:
 - I. **Founder Members:**

A Member who has been admitted as a founder member at the time of registration of the society and has paid the requisite membership fee to the society. The numbers of founder members shall not exceed 07. Presently

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there are 07 Founder members in the Society who have deposited the requisite Founder membership fee Rs. 5100 vide Cheque in favour of Society and got Founder membership of the Society accordingly.

II. Life members:

A person may be admitted as a life member on payment of prescribed fees and such person shall continue to be the member of the Association for his life. The total number of life members shall not exceed 250. **Presently there is no any Life member in the Association. In future any person who shall deposit the requisite Life membership fee Rs. 3100 vide Cheque/ Draft in the account of the Association, shall be the Life Member of the Association with the consent of Governing Body.**

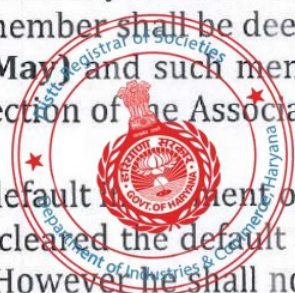
III. Ordinary member:

The Association shall have a total 243 ordinary member who shall continue to enjoy their membership only so long as they are not in arrears of payment of their annual subscription fee. An ordinary member may be admitted as tenure member, say, for a period of two to five year(s), as the case may be, and he will cease to be a member of the Association on completion of his tenure, unless it is renewed by the Governing Body for another tenure. **Presently there is no any ordinary member in the Association. In future any person who shall deposit the requisite ordinary membership fee Rs. 1100 vide Cheque/ Draft in the account of the Association, shall be the Ordinary Member of the Association with the consent of Governing Body.**

4) Membership Fees & Annual Subscription:

The membership fee and the annual subscription shall be as under :-			
Sr. No.	Type of Member	Admission Fee	Annual Subscription
1.	Founder Member	Rs. 5100/-	Nil
2.	Life Member	Rs. 3100	Nil
3.	Ordinary Member	Rs. 1100/-	Rs. 200/-

- I. The payment of annual subscription of a member shall become due as on the **1st of April** of every year, which may be paid latest by the **31st day of May** of such year. The membership of defaulting member shall be deemed to be under suspension after the due date (**31st May**) and such member shall not be entitled to cast his vote during the election of the Association held after **1st June** of the said year.
- II. The suspension of the membership on account of default in payment of the annual subscription may be revoked after he has cleared the default with along with **18%** interest on the amount payable. However he shall not be



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eligible to cast his vote in any election held during the remaining of the financial year.

5) Admission procedure(for members other than subscriber):-

- I. The admission of a person as a member of the Association shall be decided by its Governing Body time to time.
- II. An individual willing to be a member of the Association has to submit an application in prescribed form, and along with supporting documents to the Secretary duly filled in and signed and recommended by a regular member of the Association.
- III. The secretary shall examine the application and place the same before the Governing Body for a decision.
- IV. The Governing Body may accept or reject the application and the decision of the Governing Body in this regard shall be final. It shall not be bound to assign any reason for its decision.
- V. The approval of the Governing Body shall be intimated to the member, his name shall be entered in the register of members, to be maintained in such manner & form as prescribed under the Haryana Societies Registration and Regulation Rules, 2012 and he/she will be issued an Identity Card of the Association.

6) Identity card for every members:-

Every person admitted as a member will be issued an identity card containing his/her photograph, brief particulars and membership category, duly signed by the individual members and General Secretary of the Association.

7) Rights and Obligations of Members:-

- i. All the members of the Association shall be bound by the rules and regulations of the Association as contained in its byelaws and amended from time to time.
- ii. Every member, except an honorary member, shall have a right to cast his vote at the elections of the Association provided such member is not a defaulter in payment of any due of the Association and the annual subscription for a period of three beyond the due date.
- iii. Every member of the Association shall have the right to inspect the book of the accounts, book containing the minute of proceeding of the General Meeting, Meeting of the Governing Body and register of members of the Association on any working day by giving a notice of seven days.
- iv. Every Member shall inform the Association about any change in his address which shall duly recorded in the register of members of the

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Association and upon which the Association shall issue a fresh identity card to such member.

8) Cessation of Membership:

- i. Attracts the provisions contained in section 22 of the Act.
- ii. Upon his/her acting contrary to the aims and objectives of the Association.
- iii. Upon such member being found guilty of financial misappropriation of the funds of the Association.
- iv. Upon indictment a direction for removal by the District Registrar/Registrar/Registrar General of Societies.
- v. An Honorary members shall cease to be a member of the Association, if the Governing Body, decide so by passing a resolution in this behalf.

5. General Body:

- i. Every person admitted as a member shall be a member of the general body of the Association and shall be entitled to cast his vote for the election of the Governing Body of the Association unless he is in the arrears of payment of any dues of the Association, including the annual subscription.
- ii. Every member shall cast his vote in person and no proxy voting shall be allowed.

6. Meeting of the General Body:

- i. A meeting of the General Body of the Association will be held as and when required however, at least one meeting of the General Body of the Association, called as the Annual General Meeting (AGM) will be held in one year, within six months of the close of the financial year for consideration and adoption of the duly audited annual accounts of the Association in addition to transaction of any other business of the Association as may be required.
- ii. The Governing Body of the Association may convene as an extra-ordinary meeting of the General Body of the Association at any time after giving due notice as prescribed hereunder, either of its own or within 45 days of receipt of a written requisition along with reason for convening such meeting, from at least 1/10th of the members of the General Body.
- iii. For any meeting of the General Body, a clear notice of 14 days along with a copy of the agenda of the business to be transacted, date and venue of the meeting will be given to the member of the General body. A copy of such notice will also be endorsed to the District Registrar.

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- iv. A meeting of the General Body may also be convened at a short notice, if agreed to, by a majority (at least above 50% of the total members) of the members of the General Body.
- v. Quorum for the meeting of the General Body will be 40% of the total members entitled to vote and present in person, subject a minimum of four members. In case of a meeting adjourned for want of quorum, the quorum for the adjourned meeting shall not be less than 25% of the total members, subject to a minimum of three. The General Body shall be competent to transact all business in such adjourned meeting except the consideration of any Special Resolution can be passed in such adjourned meeting only if at least 15% of the total members of the Association are present.
- vi. The proceeding of all meeting of the General Body will be Recorded in the minutes-book (bound or in loose leaves) maintained separately for the purpose by the Secretary and any such minutes will be signed by the Chairman of the meeting and the Secretary of the Association.

7. Power, function & Duties of the General Body:-

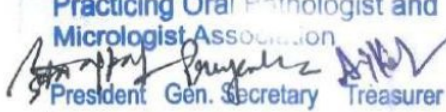
- i. To guide the Association in determining and fulfilling its aims and Objectives.
- ii. To describe policy matters such as change of name of the Association, amendment in the Memorandum of Association and the By-Laws of the Association, approval of annual accounts of the Association, approval of annual accounts of the Association etc. and such other acts as may be required under the Haryana Registration and Regulation of the Societies Act and Rules, 2012.
- iii. To elect the members of the Governing Body.
- iv. To remove any member from the Governing Body and according approval to the continuation of a person appointed as a member of the Governing Body against a causal vacancy.

8. Governing Body:

1) Composition : The Governing Body of the Association shall consist of a total of 05 office-bearers and 02 Members as under :-

- a. President
- b. Vice President
- c. General Secretary/Secretary
- d. Joint Secretary
- e. Treasurer
- f. 02 Executive Members



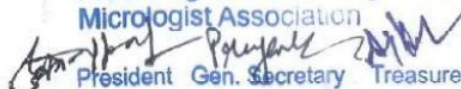
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 President Gen. Secretary Treasurer

2) Election of the Governing Body :

- I. The term of the Governing Body shall be three years from the date of approval of its election by the District Registrar.
- II. The Governing Body will declare the schedule of elections and appoint the Returning Officer for conduct of election and also notify/display a list of members of General body entitled to vote at least **45 days** prior to the holding of the General Meeting for conduct of elections. The Governing Body shall also send notices for holding elections of Governing Body to all the members, conveying the date, time & the manner. The information w.r.t holding of Election for Governing Body shall also be sent to the District Registrar to appoint an observer, if he is so desired.
- III. Any objections qua the list of members of the Association entitled to vote shall be decided by the Returning Officer in consultation with the office-bearers of the Association. However, the decision of Returning Officer shall be final in the event of any difference of opinion. The Returning Officer shall, thereafter, invite nominations to be filled within the period prescribed in the schedule of elections, scrutiny a withdrawal of nominations, if any, for election of the office-bearers and the Executives members of the Governing Body.
- IV. The Returning Officer will display a list of the contesting members on the notice board of the Association. The Returning Officer will conduct the election of the notified date. The member eligible to vote will be allowed to cast their vote in person, and whenever disputed, on production of the identity card issued by the Association.
- V. After closing hours on the date of the poll, the Returning Officer will declare the results and constitutes the Governing Body of the Association. A list of the elected office-bearers and the Executives Members of the Governing Body, duly signed by the Returning Officer, will be filed with District Registrar within **30 days** who shall accord his approval of the same upon satisfaction.
- VI. The office-bearers of the Association shall not be entitled to any remuneration for rendering services to the Association.

3) Filling of any casual Vacancy on the Governing Body:-

Any vacancy arising on account of resignation or death of any member of the Governing Body or for any reason, may be filled-up by the Governing Body, if Required, from amongst the members of the General Body on an adhoc basis till the holding of next annual General Meeting of the Association. Such adhoc member of the Governing Body shall cease to be members of the Governing Body on the date of the next Annual Meeting by a majority vote for balance term of the Governing Body.


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4) Meeting of the Governing Body:

- I. The meetings of the Governing Body will be held as when required. However, if the Governing body shall meet at least once in every quarter and there will be minimum four meetings of the Governing Body in a financial year.
- II. A clear notice of three days of every such meeting will be given by the Secretary to the Governing Body to the office bearers and members before the date appointed for the meeting. However, the Governing Body may meet at the shorter notice wherever required, with the consent of at least fifty percent of its members.
- III. The quorum of the meetings of the Governing Body shall be at least 40% of the total members of the governing Body, subject to a minimum of 05 members. In case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The members present in adjourned meeting to a minimum of three members, shall form the quorum for the adjourned meeting.
- IV. The proceeding of every meeting of the Governing Body will be recorded in the proceeding book separately maintained for this purpose. Such minutes shall be signed by the Chairman of the Meeting and the Secretary of the Association. In case the Chairman of the meeting or the Secretary of the Association are not available to sign the minutes, these will be signed by any two members present in the meeting as may be authorized by the Governing Body.
- V. The minutes of every meeting of the Governing Body will be placed for confirmation in the succeeding meeting of the Governing Body.

5) Powers, Functions and Duties of the Governing Body :

- I. The Governing Body will be responsible for achieving the aims & objectives of the Association and shall work in the best interest of the Association, for which it shall be empowered to deploy the funds & assets of the Association for the state objectives.
- II. The Governing Body will be competent to raise funds and purchase property, movable and immovable. On free-hold or lease basis in its name as decided by it.
- III. The Governing Body shall have full charge of all immovable properties and movable assets belong to or vested in the Association and these will be managed in such a manner as it considers appropriate subject to the overall control and directions of the Governing Body of the Association.
- IV. The Governing Body shall be competent to invest the funds in the manner it considers appropriate in the best interest of the Association and it shall be

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competent to borrow or mortgage or hypothecate the properties on behalf of the Association in the manner decided.

- V. To constitute various standing or adhoc committees for looking after such functions as may be assigned from time to time.
- VI. To create provision for engagement of regular or part-time employees of the Association to look after the secretarial, accounting and other function in a seamless manner.
- VII. To outsource certain functions e.g cleaning, security and similar other maintenance activities of the premises of the Association.

6) Powers, Functions & Duties of individual members of the governing body:

I. President:

- a. Preside over all meetings of the General Body and Governing Body and regulate the proceeding of such meetings.
- b. To do all such acts, deeds and things as may be authorized by the General Body and/or the Governing Body from time to time.
- c. To allow or disallow discussion on any matter which is not included in the agenda.
- d. To ensure strict compliance of the provisions of the Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under.
- e. To supervise and guide the overall activities/ achievements of aims & objectives of the Association.
- f. Act as the overall in-charge of the administration and execution of all the program of the Association/including financial affairs on behalf of the Governing Body including creation of posts, fixation of salaries/ remuneration/ allowances etc. make appointments/engagement of staff make purchases and do all other such things as may be necessary in the furtherance of the aims & objectives of the Association in accordance with the delegation by the governing body from time to time and where no such delegation is specifically made, in consultation with the President of the Association.

II. Vice President :

- a. To assist the President in carrying out his duties.
- b. In absence of the President, to act on his behalf and perform all duties and exercise all the power of the President.
- c. To do all such acts, deeds and things, as may be authorized by the Governing Body.

III. General Secretary/ Secretary:

- a. To conduct, organize, supervise and manage all the affairs of the Association and do all such acts and perform all such duties for the working of the Association as may be assigned by the President/ Governing body.

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Micrologist Association
[Signature]
President Gen. Secretary Treasurer



- b. To receive, scrutinize and place applications for membership of the Association before the Governing Body and to enter the name of the members, if approved, in the register of the members under his initials and to intimate the members about the same and issue identity cards to the members so admitted.
- c. To convene meetings of the General Body/Governing Body with the consent of the president and serve proper notices as prescribed under these byelaws.
- d. To attend all the meetings of the General Body and Governing Body and assist the President in conducting the meetings and record proceeding of all the meetings.
- e. To prepare annual report of the Association and place it before the Governing Body along with audited annual accounts of the Association, for approval to place the same before the General Body in the annual General meeting.
- f. To keep and preserve the records of the Association/Governing Body.
- g. To help and assist the President in looking after the complete affairs of the Association and in attaining aims & objectives of the Association.
- h. To ensure timely filing of all statutory return/ documents in the office of the District Registrar and such other authorities as may be prescribed under the Haryana Registration and Regulation of the Societies Act, 2012 and the rule made there under.
- i. To be in the custodian for the safe custody of common seal of the Association and affix the same, wherever required, as per the authorization of the Governing Body.
- j. To conduct correspondence on behalf of the Association/Governing Body and to sign letters and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.
- k. To prepare before announcing of the date of election and the Annual General Meeting, the lists of all the members eligible to vote, duly updated and to place it before the Governing Body.

IV. Joint Secretary:

- a) To assist the General Secretary/Secretary of the Association in carrying out his functions and duties.
- b) To discharge function and duties of General Secretary/Secretary of the Association in his absence to the extent authorized by the Governing Body.
- c) To look after such function and duties and exercise such power as may be assigned and delegation by the Governing Body of the Association from time to time.

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Micrologist Association

[Signature] *[Signature]* *[Signature]*
President Gen. Secretary Treasurer

V. Treasurer :

- a) To keep accounts of all financial transaction of the Association and of all the sums of money received and spent by the Association and maintain records of receipts and expenses relating to such matters, and of assets, credits and liabilities.
- b) To get the accounts of the Association audited by the chartered accountant appointed by the Governing Body at the close of financial year, every year.
- c) To submit to the Governing Body through General Secretary / Secretary, the audited annual accounts of the Association, at least one month prior to the date of annual General Meeting.
- d) To act as overall custodian of all the books of the accounts of the Association, financial statements, receipt books, expense vouchers, bank pass book & cheque books, cash etc.

7) Cessation of Members of the Governing Body:

As office-bearers/executive member of the Governing Body shall cease to be in an office or executive member:


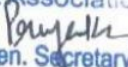

- a) Upon submission & acceptance of his resignation.
- b) If he ceases to be a member in accordance with sub-clause (8) of clause 4 of these byelaws.
- c) If he is removed by resolution passed in meeting of the General Body.

8) Exclusion from the Employment of a Association :

- a. No member of the Association Shall in full-time or part time be employed in the Association.
- b. No dependent or family member or close relative of the office-bearer and members of the Governing Body shall be engaged as an employee of the Association during its term.
- c. Every office bearer and member of the Governing Body shall make a declaration in case any person in the employment of the Association is his close relative.

9. Amendments in the Memorandum of Association, Bye-laws of the Association etc.:

Any amendment in the Memorandum of Association and Bye-laws, or change of Name, amalgamation or division of the Association will be done only with approval of the General Body by way of a special resolution. Intimation of any such amendment or change, along with attested copy of requisite documents, shall be filed in the office of the District Registrar by the General Secretary/Secretary within such time as may be prescribed under the

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President Gen. Secretary Treasurer




Haryana Registration and Regulation of the Societies Act 2012 and the rules made there under.

10. Management of Assets and Funds of the Association :

- i. The Source of income of the Association will include receipts on account of membership fee, annual subscription, rent from property/assets, interest, consultation fees, donation, gifts, grants etc. the Association can also raise funds through interest-free short term loans from its members or from scheduled banks on interest. Loan from Scheduled Banks on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenue expenditure under any circumstances.
- ii. The Governing Body will prepare and approve an annual Budget of the Association on the basis of the Association on the Basis of its estimated income and the capital & revenue expenditure during the first quarter of the financial year and shall also place a copy thereof before the General Body in the Annual General Meeting for information.
- iii. **The bank account(s) of the Association shall be opened and operated by the signatures of any two office bearers i.e. President, General Secretary and Treasurer. The signature of President shall be essential.**
- iv. All assets and funds will belong to the Association and vest in the Association.
- v. All receipts and payments of the Association shall be made through Bank Instruments (i.e. DD/Pay order/Cheques/Bank Transfers/ RTGS) including all receipts towards the Membership fee and the annual subscription from the members. However, the Governing Body may determine the limits of financial transaction which may be conducted in cash in certain other cases.

11. Accounts of the Association :

- I. The Treasurer of the Association will be responsible for keeping and maintaining proper books of accounts i.e. cash book, ledger etc. as required under the Income Tax Laws and/or any other authority including the Institute of Chartered Accountants of India, at its Registered Office with respect to all sums of money received and expended by the Association and the assets and liabilities of the Association.
- II. The books of the accounts of the Association shall be open to inspection during the Business hours by the Registrar General, Registrar, District Registrar or any officer authorized by them and by any member of the Association.
- III. The annual accounts of the Association will be signed by any two authorized office-bearers of the Association.

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President Gen. Secretary Treasurer

IV. The Governing Body will appoint a chartered accountant, who shall not be a member of the Governing Body or family member of any member of the Governing Body, for auditing the accounts and filing of Income Tax Return of the Association for each financial year, at such remuneration as may be determined by the Governing Body.

12. Common Seal :

The Association will have a common seal which shall be in safe custody of the General Secretary/ Secretary and shall be affixed wherever it is required in accordance with the authorization of Governing Body.

13. Amalgamation of the Association :

The Association may amalgamate itself with any other Association established with the identical aims and objectives or allow any other Association amalgamate with itself by a special Resolution passed in this behalf in accordance with the provision contained in section 51 of the Act and rule 25 made there under.

14. Dissolution of the Association :

- I. The Association may resolve to dissolve itself in accordance with the provisions contained in the Act and the rules there under in case it become difficult to carry on with the operations of the Association or it become insolvent or for any other pressing and unavoidable reasons.
- II. In the event of Dissolution of the Association, no assets of any of the Association shall devolve on or distributed among the member of the Association.
- III. Its assets and properties shall be first used to liquidate and liabilities and the left over properties/assets, if any shall be considered for transfer to any other Association established with identical aims and objectives or to the District Collector for use thereof in the General Public Interest.

15. Annual Report:

The Academy shall file the annual return under section 50, sub-section I of the Haryana Registration and Regulation of Societies Act-2012 within 30 days of holding the General Meeting or within 60 days of close of the financial year, whichever is earlier.

16. Applicability of provisions of RTI Act-2005:

Under section 83(i) of HRRS Act-2012 and in compliance with orders of Hon'ble Punjab & Haryana High Court, Chandigarh to appoint and First Appellant Authority in Academy to provide information under RTI Act-2005.



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Micrologist Association
[Signature] *[Signature]* *[Signature]*
President Gen. Secretary Treasurer

ई- स्थायी लेखा संख्या कार्ड
e - Permanent Account Number (e-PAN) Card
AAMAP4808J

नाम / Name	PRACTICING ORAL PATHOLOGISTS AND MICROBIOLOGISTS ASSOCIATION
निगमन/गठन की तारीख Date of Incorporation / Formation	29/09/2023
	
	Signature Not Verified Digitally signed by Income Tax Deptt. Date: 2023.10.11 09:32:08 IST

- ✓ Permanent Account Number (PAN) facilitate Income Tax Department linking of various documents, including payment of taxes, assessment, tax demand tax arrears, matching of information and easy maintenance & retrieval of electronic information etc. relating to a taxpayer. स्थायी लेखा संख्या (पैन) एक करदाता से संबंधित विभिन्न दस्तावेजों को जोड़ने में आयकर विभाग को सहायक होता है, जिसमें करों के भुगतान, आकलन, कर मांग, टैक्स बकाया, सूचना के मिलान और इलक्ट्रॉनिक जानकारी का आसान रखरखाव व बहाली आदि भी शामिल है।
- ✓ Quoting of PAN is now mandatory for several transactions specified under Income Tax Act, 1961 (Refer Rule 114B of Income Tax Rules, 1962) आयकर अधिनियम, 1961 के तहत निर्दिष्ट कई लेनदेन के लिए स्थायी लेखा संख्या (पैन) का उल्लेख अब अनिवार्य है (आयकर नियम, 1962 के नियम 114B, का संदर्भ लें)
- ✓ Possessing or using more than one PAN is against the law & may attract penalty of upto Rs. 10,000. एक से अधिक स्थायी लेखा संख्या (पैन) का रखना या उपयोग करना, कानून के विरुद्ध है और इसके लिए 10,000 रुपये तक का दंड लगाया जा सकता है।
- ✓ The PAN Card enclosed contains Enhanced QR Code which is readable by a specific Android Mobile App. Keyword to search this specific Mobile App on Google Play Store is "Enhanced QR Code Reader for PAN Card. संलग्न पैन कार्ड में एनहांस्ड क्यूआर कोड शामिल है जो एक विशिष्ट एंड्रॉइड मोबाइल ऐप द्वारा पठनीय है। Google Play Store पर इस विशिष्ट मोबाइल ऐप को खोजने के लिए कीवर्ड "Enhanced QR Code Reader for PAN Card" है।

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<p>आयकर विभाग INCOME TAX DEPARTMENT</p> <p>भारत सरकार GOVT. OF INDIA</p> <p>स्थायी लेखा संख्या कार्ड Permanent Account Number Card AAMAP4808J</p> <p>नाम / Name PRACTICING ORAL PATHOLOGISTS AND MICROBIOLOGISTS ASSOCIATION</p> <p>निगमन/गठन की तारीख Date of Incorporation/Formation 29/09/2023</p> 	<p>इस कार्ड के खोने/पाने पर कृपया सूचित करें/सौंपें: आयकर सेवा इकाई, प्रोसेसिंग इंडिया टेक्नोलॉजीज लिमिटेड (पूर्व में एनएसई, ई-गवर्नंस इंफ्रास्ट्रक्चर लिमिटेड) सीपी बिल्डिंग, सप्लायर चेंबर, बॉम्बे रोड, बंगलूर, पिन - 560029</p> <p>If this card is lost / someone's lost card is found, please inform / return to : Income Tax PAN Services Unit, Process eGov Technologies Limited (Formerly NSDI, e-Governance Infrastructure Limited) 8th Floor, Supplier Chambers, Baker Road, Bengaluru, Pin - 560029 Tel: 91-26-2721 8088, e-mail: taxindia@processgov.in</p>
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Electronically issued and Digitally signed ePAN is a valid mode of issue of Permanent Account Number (PAN) post amendments in clause (c) in the Explanation occurring after sub-section (8) of Section 139A of Income Tax Act, 1961 and sub-rule (6) of Rule 114 of the Income Tax Rules, 1962. For more details, [click here](#)