

FORM III

Certificate of Registration to be issued under Section 9 (I) of the Haryana Registration and Regulation of Societies Act, 2012.

(See Rule 5 and 6)

CERTIFICATE OF REGISTRATION OF SOCIETY

I hereby certify that a Society bearing the Registration Number and name as under mentioned has been registered this 04th day of May, month 2015 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 No.				
H	R	0	0	1	2	0	1	5	0	0	0	2	7

Name of the Society	Registered Office Address
HARYANA SKILL DEVELOPMENT MISSION	Bays No. 7-12, Sec-4, Panchkula

Issued under my hand at 4th day of this (Month) May (Year) 2015.

SEAL:

Station: Panchkula


District Registrar of Firms & Societies
(Signature of the District Registrar)

**MEMORANDUM OF ASSOCIATION
and
RULES & REGULATIONS**

of

HARYANA SKILL DEVELOPMENT MISSION

**at Directorate of Technical Education Haryana,
Bays No. 7-12, Sector-4, Panchkula**

Memorandum of Association for Registration of the Society

1. Name of the Society:

The Name of the Society shall be "Haryana Skill Development Mission".

2. Registered office of the society:

The registered office of the society shall be at Directorate of Technical Education Haryana, Bays No. 7-12, Sector-4, Panchkula.

3. Area of operation:

The area of operation of the Society shall be the territory of the State of Haryana.

4. Vision of Society:

To be a specialized agency to deliver quality skill training and professional knowledge to the youth to enhance their employability and bridge the skill deficit with a view to meet burgeoning market demand for skilled manpower.

5. Objectives of the society:

The Society shall function as a non-profit, independent and autonomous organization for implementation of skill development mission in the State. The society shall have the following specific objectives:-

- (i) Increase employability of the youth and empower them to take part in the economic growth of Haryana and India, through skill training in modern and market driven professions at reasonable cost and monitoring its delivery, and thereby reducing unemployment, poverty and socio-economic inequality.
- (ii) To provide skill training to the students passing out from schools, school dropouts, Unemployed youth, Informal sector workers, Women and other disadvantaged groups.
- (iii) To inspect, monitor the quality of training imparted.
- (iv) To map demand for skill sets in the market and formulate programmes to meet such demand through high quality skill training.
- (v) Develop self employment and entrepreneurial skills for youths of Haryana.
- (vi) To act as a platform for job seekers and provide assistance in getting self employment.
- (vii) To assist the State Government in formulating appropriate policy, legislations and/or measures to fulfill the skill gap and constitute task forces for this

purpose.

- (viii) To carry out or implement any other activities/ schemes which are beneficial to make the youth of State of Haryana employable.
- (ix) To create effective convergence between school education, professional courses and various skill development efforts of Central and State Governments.
- (x) To create benchmarks for research, development and quality of the professional and vocational courses including examination, certification, affiliation and accreditations.
- (xi) Assist in creating an enabling environment to attract investment in professional and skill development sector.
- (xii) To undertake the capacity building programmes of various stakeholders working in the professional and skill development sector.
- (xiii) To create Corpus Fund, Reserve Fund, Sinking Fund, Insurance Fund, or any other Special Fund whether for depreciation, repair, improvements, extension or maintenance of any of the properties or rights of the Society and/or for recouping wasting assets and for any other purposes for which the Society deems it expedient or proper to create or maintain any such Fund or Funds.
- (xiv) To enter into any arrangement/ agreement with any person, company or association having similar objectives.

6. Functions:

In pursuance of the Vision and Objectives referred above, the functions of the Society shall be as follows:

- (a) To undertake all activities that may be necessary for achievement of the objects referred to at Article 5 above.
- (b) To provide guidance and support for efficient planning and implementation, monitoring, evaluation of professional, technical, vocational education and skill development and its up-gradation in the State.
- (c) To promote and facilitate public-private partnerships in the accomplishment of its objects.
- (d) To promote and undertake analytical work to continuously improve the

movables or immovable and construct, alter and maintain any building or buildings as may be necessary for carrying out the objectives of the Society.

- (q) To get funds, grants, subsidies, loans or financial assistance from State Government, Central Government or any Person, Company or Association or Organization having similar objectives.
- (r) To give grant, subsidies or financial assistance to any Person or Association or Organization to carry out any specific task/(s) entrusted to it by the Society or in return for the services rendered to the Society.
- (s) To enter into any arrangement/agreement with any person, company or association having similar objectives.
- (t) To take all such other actions as may deem necessary or incidental or ancillary or conducive to the achievement of the objects of the Society.

7. Management of the Society:-

The management of the affairs of the Society shall be vested with the Executive committee as enshrined in the Bye-laws.

8. Authority to correspond:

The Mission Director of the Society shall be the authority to correspond for and on behalf of the Society.

9. Property and Assets: -

The income and property of the Society, howsoever derived, shall be applied towards promotion of the objects thereof as set forth in this Memorandum of Association, subject nevertheless, in respect of the expenditure of funds allocated or grants made by the State Government or Central Government, to such limitations as these Governments may, from time to time, impose. No portion of the income and property of the Society shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise, howsoever by way of profit, to the persons who at any time have been members of the Society or to any of them or to any person claiming through them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other persons in return for any service rendered to the Society for travelling allowance, halting, or other similar charges.

planning, implementation, monitoring and evaluation of professional, technical, vocational education and skill development in the State.

- (e) To create duly empowered administrative mechanisms, through such participation as may be deemed necessary, for the achievement of the objects of the Society.
- (f) To establish for the implementation of the schemes/programmes, task forces and other appropriate mechanisms at the State, District, Block, Panchayat and Village levels, as the case may be, and to delegate necessary powers to enable them to discharge their responsibilities.
- (g) To obtain technical resources support by networking with the existing national and State level academic, training and research institutions, or through establishment of new ones.
- (h) To advise the State Government in formulation, standardization, execution, monitoring and evaluation of suitable measures for professional, vocational education and skill development.
- (i) To organize conferences, symposia, workshops etc. for accomplishment of its objectives.
- (j) To create academic, technical, administrative, managerial and other posts in the Society and to make payments for the same in accordance with its Rules and Regulations.
- (k) To make Rules and Regulations for conduct of the affairs of the Society and add or amend, vary or rescind them from time to time.
- (l) To call for any information from any institution recognized by AICTE/ UGC/ MCI/ NCI/ PCI/ CBSE/ HBSE/ HSBTE/ ITI etc. in the State of Haryana.
- (m) To incur expenditure after drawing up a budget and in accordance with the Financial Rules of the Society with due regard for economy and probity.
- (n) To maintain proper accounts of income and expenditure, arrange for internal and statutory audit of the accounts in time and prepare annual reports and accounts of the Society.
- (o) Open a bank account alongwith the signatories to the account.
- (p) Purchase, hire, take on lease, exchange or otherwise acquire property,

10. State Government's Powers:-

The State Government may appoint one or more persons to review the work and progress of the Society, and to hold enquiries into the affairs thereof and to report thereon in such manner as the State Government may stipulate; and upon receipt of any such report, the Government may take such action and issue such directions as it may consider necessary in respect of any of the matters dealt with in the report and the Society shall be bound to comply with such directions. In addition, the State Government may, at any time, issue directives on matters of policy to the Society and the latter shall be bound to promptly comply with such directives.

11. Dissolution: -

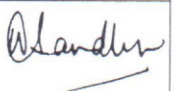
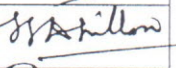
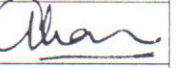
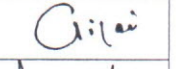
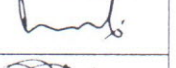
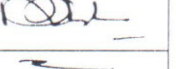
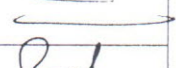

If, on winding up or dissolution of the Society, there shall remain, after the satisfaction of all its debts and liabilities, any assets and property what so ever the same shall not be paid to or distributed among the members of the Society or any of them but shall be dealt with in such manner as the State Government may determine.

12. The names and addresses and occupations of the first members of the Governing Body of the Society to whom, by the rules and regulations of the Society, the management of its affairs is entrusted are given on page

13. A copy of the rules of the Society, certified to be a correct copy by the three members of the Governing Council of the Society is filed along with the Memorandum of Association.

14. Founding Members & Formation of the Society:

The undersigned members, associating themselves for the purpose described in this Memorandum of Association and desirous of forming themselves into a Society are the founder members of the Society. The founder members by designation and their successors shall be treated as founder members in their place. We, undersigned, whose names, occupation & address as given below, do hereby subscribe our names to this Memorandum of Association & form ourselves into a society namely "Haryana Skill Development Mission" under the Societies Registration Act, 2012:

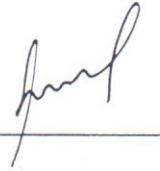
Sr. No.	Name of Officers	Designation & Address	Signature
1	Ms. Navraj Sandhu, IAS	Additional Chief Secretary to Government of Haryana, Development & Panchayat Department, Chandigarh	
2	Sh. S.S. Dhillon, IAS	Additional Chief Secretary to Government of Haryana, Tourism Department, Chandigarh	
3	Sh. Anil Kumar, IAS	Additional Chief Secretary to Government of Haryana, Industrial Training Department, Chandigarh	
4	Sh. Vijai Vardhan, IAS	Additional Chief Secretary to Government of Haryana, Higher Education Department, Chandigarh	
5	Sh. P.K Das, IAS	Principal Secretary to Government of Haryana, Finance Department, Chandigarh	
6	Ms. Dheera Khandelwal, IAS	Principal Secretary to Government of Haryana, Technical Education Department, Chandigarh	
7	Sh. T.C. Gupta, IAS	Principal Secretary to Government of Haryana, School Education Department, Chandigarh	
8	Sh. Sandeep Garg, IAS	Director General, Technical Education, Haryana	

Signatures of all signatories are hereby attested.



Witness

Subhash Chandola, IAS
Director General Technical Education,
Haryana, Panchkula



Witness

Sunil Seth
Joint Director
Tech. Edu. H

RULES AND REGULATIONS OF 'HARYANA SKILL DEVELOPMENT MISSION'

- 1. Short Title:** - These Rules may be called the 'Rules of the Haryana Skill Development Mission'.
- 2. Office:** - The registered office of the Society shall be located in the Directorate of Technical Education, Haryana, Bays No. 7-12, Sector-4, Panchkula.
- 3. Scope and application:** - The area of operation of the Society would be all districts in Haryana State.
- 4.** These Rules shall come into force from the date on which the Haryana Skill Development Mission is registered as society under Haryana Registration and Regulation of Societies Act, 2012.
- 5. Definitions:** - In these Rules, unless the context otherwise requires,
 - (a) '**Central Government**' shall mean Government of India.
 - (b) '**Chairperson**' shall mean the Chairperson of the Executive Committee of the Mission.
 - (c) '**CII**' shall mean Confederation of Indian Industry.
 - (d) '**PHDCCI**' shall mean PHD Chamber of Commerce and Industry.
 - (e) '**Executive Committee**' shall mean the body which is constituted as such under Rule 18 as the Executive Committee of the Mission.
 - (f) '**Governing Council**' or '**Council**' shall mean the Governing Council of the Mission.
 - (g) '**HSDM**' shall mean 'Haryana Skill Development Mission'
 - (h) '**Interested Agencies**' shall mean (i) the Central Government; (ii) State Government; (iii) Professional institutions (iv) Vocational training institutions; (v) academic and professional experts and bodies.
 - (i) '**Mission**' shall mean the Haryana Skill Development Mission.
 - (j) '**Mission Director**' shall mean the Mission Director of Haryana Skill Development Mission.
 - (k) '**NSDC**' shall mean National Skill Development Corporation.
 - (l) '**NSDA**' shall mean National Skill Development Agency.

- (m) **'NITTTR'** shall mean National Institute of Technical Teacher's Training & Research.
- (n) **'NSQF'** shall mean National Skill Qualification Framework.
- (o) **'Officers and Staff'** shall mean employee of the Mission appointed by the Executive Committee or any authority or officer delegated with the powers to do so, and would include Consultants, Advisors, Fellows and research staff, but would not include Mission Director and Additional Mission Director, if any.
- (p) **'President'** shall mean the President of Governing Council of the Mission.
- (q) **'State Government'** shall mean Government of Haryana.
- (r) **'SPMU'** shall mean State Programme Management Unit.
- (s) **'Vice President'** shall mean the Vice President of Governing Council of the Mission.
- (t) (a) Words imparting the singular number also include the plural number and vice-versa.
- (b) Words imparting the masculine gender also include feminine gender.

6. Governing Council:-

The Governing Council of the Mission shall consist of the following members:

Sr. No.	Designation	Position
1	Chief Secretary, Haryana	President
2	Administrative Secretary, Technical Education	Vice President
3	Administrative Secretary, Industries and Information Technology	Member
4	Administrative Secretary, Finance	Member
5	Administrative Secretary, Agriculture	Member
6	Administrative Secretary, Higher Education	Member
7	Administrative Secretary, Labour & Employment	Member
8	Administrative Secretary, Animal Husbandry & Dairying	Member
9	Administrative Secretary, School Education	Member
10	Administrative Secretary, Development & Panchayat and Rural Development	Member

11	Administrative Secretary, Urban Local Bodies	Member
12	Administrative Secretary, Tourism	Member
13	Administrative Secretary, Women and Child Development	Member
14	Administrative Secretary, Industrial Training	Member
15	Administrative Secretary, Welfare of SCs & BCs	Member
16	Administrative Secretary, Medical Education & Research	Member
17	Director General, Technical Education	Member
18	Director, NITTTR, Sector-26, Chandigarh	Member
19	Nominee of National Skill Development Corporation (NSDC)	Member
20	Nominee of National Skill Development Agency (NSDA)	Member
21	One Representative of CII	Member
22	One Representative of PHDCCI	Member
23	One Expert associated with Vocational Training	Member
24	Mission Director	Member Secretary

7. The term of non-official members nominated by the State Government into the Council shall be for 03 years.
8. Members of the Governing Council shall cease to be such members, if they resign, are of unsound mind, are insolvent or are convicted of a criminal offence involving moral turpitude; or they do not attend three consecutive meetings of the Council without proper leave of the President.
9. Where a member of the Governing Council becomes a member by reason of the office of appointment he holds, his membership of the Council shall terminate when he ceases to hold that office or appointment.
10. A resignation of the membership of the Governing Council shall be tendered to the Mission Director and shall not take effect unless it has been accepted on behalf of the Chairman.
11. **Vacancies: -**

Any vacancy in the membership of the Council shall be filled by nomination of

the authorities entitled to make nominations, and the persons appointed in the vacancy shall hold office only for the unexpired period of the term of the membership.

- 12.** The Council shall function notwithstanding that any person who is entitled to be a member by reason of his/her office, is not a member of the Council for the time being and notwithstanding any other vacancy in its body, whether by non-appointment or otherwise, and no act of the Council shall be invalidated merely by reason of the happening of any of the above event or any defect in the appointment of any of the members of the Council.

13. Power and Functions of the Council:-

The council shall have the following powers and functions:-

- a. To frame policies, guidelines, regulations and rules for the mission.
 - b. To approve guidelines for functioning of HSDM like engaging private partners, recruitment rules, purchase rules etc.
 - c. To approve delegation of administrative and financial powers at various levels.
 - d. To approve Annual Action Plan of the state.
 - e. To approve budgets of HSDM.
 - f. To approve communication and social mobilization strategy.
 - g. To approve the recruitments for the mission as prescribed in the rules.
 - h. To facilitate inter-departmental coordination.
 - i. To appoint sub committees for addressing specific issues.
 - j. To periodically review the progress of HSDM.
 - k. Any other matter referred by the State Executive Committee.
 - l. To consider the balance sheet and audited accounts for the previous year.
- 14.** The meetings of the Council shall be held at such time, date and place as may be determined by its Chairman.
- 15.** Except as otherwise provided in these Rules, all meetings of the Council shall be called, by notice issued by the Mission Director.

16. One-third of the members of the Council present in person shall form a quorum at every meeting of the Council, provided that no quorum shall be necessary in respect of an adjourned meeting.

17. All issues at meetings of the Council shall be decided by consensus.

18. The Executive Committee of the Mission:

The affairs of the Mission shall be administered, subject to the Rules, Regulations and Orders of the Council, by an executive committee. The executive committee shall have following members:

Sr. No.	Designation	Position
1	Administrative Secretary, Technical Education	Chairperson
2	Special Secretary/ Secretary, Finance	Member
3	MD, Hartron	Member
4	Director General, Technical Education	Member
5	Director, Labour & Employment	Member
6	Director, Rural Development	Member
7	Director, Urban Local Bodies	Member
8	Director General, Industrial Training	Member
9	Director General, Higher Education	Member
10	Director General, Animal Husbandry & Dairying	Member
11	Director General, School Education	Member
12	Director General, Medical Education	Member
13	Director General, Tourism	Member
14	Director, SCs & BCs Welfare Department	Member
15	Director, Women & Child Development	Member
16	One Technical Expert	Member
17	Mission Director	Member Secretary

19. Members of the executive committee shall cease to be such members if
a. They resign, are of unsound mind, are insolvent or are convicted of a

- criminal offence involving moral turpitude; or
- b. They do not attend three consecutive meetings of the Executive Committee without proper leave of the Chairman.
20. A resignation of membership of the Executive Committee shall be tendered to the Mission Director and shall not take effect until it has been accepted on behalf of Society by the Chairman.
21. **Vacancies:** Any vacancy in the membership of the Executive Committee shall be filled up by appointment or nominations by the authority entitled to make such appointment or nominations, and the person appointed in that vacancy shall hold office only for the expired period of term of membership.
22. The Executive Committee shall function notwithstanding that any person who is entitled to be member by reason of his office is not a member of the Executives Committee for the time being and notwithstanding any other vacancy in the committee whether on account of non appointment by the authority entitled to make the appointment or otherwise and no act or proceeding of the Executive Committee shall be invalidated merely by reason of the happening of any of the above events or defects in the appointment of any of its members.
23. Every meeting of the Executive Committee shall be presided over by the Chairperson.
24. One-third of the members of the Executive Committee present in person shall constitute a quorum at any meeting of the Executive Committee, provided that no quorum shall be necessary in respect of an adjourned meeting.
25. Not less than seven clear days' notice of every meeting of the Executive Committee shall be given to each member of the Executive Committee provided that:
- a. The Chairman may call an emergency meeting at the notice of 3 days, and,
- b. Any inadvertent omission to give notice of the meeting or its non- receipt by any member shall not invalidate the proceedings of the meeting.
26. Every notice calling a meeting of the Executive Committee shall state the date,

time and place at which such meeting will be held and shall, except otherwise, provided in these Rules, be under the signatures of the Member-Secretary.

27. Functions of Executive Committee

The executive committee shall perform the following functions:

- a. To review the district action plans and finalizes Annual Action Plan for the State.
- b. To consider and approve the recommendations of the Course and Fee Standardization Committee and finalize the courses, syllabus and training fee and other arrangements for running these courses.
- c. To finalize and seek approval of the Governing Council on the Process Guidelines for implementing the skill development programme / mission.
- d. To review the progress of implementation of the approved action plan at least quarterly.
- e. To engage with central government training organizations and NSDC for follow up on trainings being imparted by them.
- f. To approve research and evaluation studies in the area of skill development.
- g. To strengthen the institutional infrastructure for skill training and certification.
- h. Any other work assigned by the Governing Council.

28. Powers and Duties of the Executive Committee:-

The executive committee shall discharge such duties and exercise such powers and undertake to carry out such activities as are considered essential in general and particular reference to the following :-

- a. To give overall guidelines for professional courses and skill development modalities in Haryana.
- b. Give suggestion on convergence between professional and vocational training programmes and various schemes of the State and Central Government.
- c. Suggest replicable and feasible Public-Private Partnership models to augment

- the coverage of professional and skill development initiatives in the State.
- d. Plan and review the progress of professional and skill development initiatives in the State.
 - e. Exercise oversight on the administration and management of the Mission.
 - f. To enter into agreements with the similar organizations for the furtherance of professional and skill development initiatives in the State.
 - g. To appoint committee or committees for disposal of any business of the Mission or advice in any other matter.
 - h. To delegate to such extent as it may deem necessary any of its powers to any officers or committee of the Governing council.
 - i. In the events of any matter not being provided for herein, the Governing Council shall have the power to make regulations and by-laws, as it deems necessary.
 - j. The Executive Committee shall be the sole authority for resolving any doubts, as to the interpretation of these provisions and its ruling shall be final and binding.
 - k. The Executive Committee shall have powers to appoint financial and other committees/sub committees for carrying out the objective of the mission

29. State Program Management Unit (SPMU)

The SPMU shall be headed by Mission Director, Haryana Skill Development Mission. Mission Director shall be an IAS officer to be appointed by the Government. He shall be assisted by the executive officer and such other officers/ employees as may be designated as such by the Executive Committee for effective monitoring and implementation of the schemes. Mission Director shall be responsible for proper administration of the affairs and funds of the Mission, and implementation of its various activities and programs in a Mission Mode under the control, directions and guidance of the Chairperson of the Executive Committee.

30. Functions and Powers of Mission Director:-

Mission Director shall administer the affairs and funds of the mission and implement its various activities and programmes in a mission mode under the

guidance of the Executive Committee. For the effective discharge of his/ her function, he/ she shall have powers to:

- a. Constitute a Mission Task Force, comprising of officers and staff of the Mission, which would work in a Mission Mode for the achievement of the objects of the Society.
- b. Prescribe the duties of officers and staff of the Mission at state and district level.
- c. Exercise due supervision and control over the officers and staff of mission at state and district level.
- d. Coordinate and exercise general control and supervision over the activities of the Mission.
- e. Exercise such financial and administrative powers as delegated by the Governing Council from time to time,
- f. Plan, direct, coordinate, organize and supervise day to day work of the Mission.
- g. To finalize the RFP for engaging private sector training providers and after seeking approval of the competent authority, engage private sector training providers and enter into contracts with them.
- h. To supervise the functioning of the District Executive Committees.
- i. To exercise administrative and financial powers as per delegation.
- j. To finalize innovative arrangements / agreements with Industrial units and other private organizations for skill development and seek the approval of the competent authority for signing of MoUs.
- k. To plan for setting up of skill development centers and for upgradation of infrastructure and seek approval of competent authority after tying up the financial arrangements.
- l. Discharge such other functions as may be assigned by the Executive Committee in furtherance of the objects of the Mission.

31. Regulations:

Subject to any specific directions of the Governing Council and keeping in view the overall advice of the State Government, the Executive Committee shall have powers to frame and amend Regulations, not inconsistent with these Rules, for the administration and management of the affairs of the Mission. Without prejudice to the generality of this provision, such Regulations may provide for the following matters:

- (i) Service matters pertaining to officers including creation of posts, qualifications, selection procedure, service conditions, pay and emoluments, discipline and control rules;
- (ii) Such other matters as may be necessary for the furtherance of the objects and the proper administration of the affairs of the Mission.

Provided that for the purpose of this Rule, following guidelines would be kept in view while creating the posts and formulating the Service and Financial Regulations;

- a. Emoluments/ Scales of pay in respect of the posts to be created by the Executive Committee shall correspond to the Emoluments/Scales of pay of the similarly placed employees in the State Government.
- b. Mode of recruitment in respect of the posts to be created for the Mission shall be either transfer on deputation or short-term contract. For work related specific assignments, persons would be deployed on fixed emoluments/honorarium with provision for revision each year if considered appropriate.
- c. In the management structure, staff which may devolve permanent liability on the State Government shall not be appointed.
- d. Till such time, the Mission formulates its own set of regulations; the decisions taken by the Executive Committee in all such matter will be carried out.
- e. The principle of reservation as laid down by the State Government shall be followed.

f. Consideration of financial propriety and prudence shall be kept in view.

32. Bye-laws:

Subject to the specific directions of the Governing Council and the provisions in these Rules and Regulations to be framed there under, the Executive Committee shall have powers to frame and amend bye-laws for the conduct of business of the Mission in furtherance of its' objectives. These bye-laws may, inter alia, include matters relating to;

- a. Establishment of Branch Offices.
- b. Conduct of business of Governing Council, Executive Committee, and other Committees and sub-Committees.
- c. Grant-in-aid to Individuals and Voluntary Agencies.
- d. Involvement of individual and contractual arrangements with them.
- e. All aspects of technical resource support.
- f. Such other things as may be necessary for the achievement of the objects of the Mission.

33. Management Structure Below State Level:-

The Executive Committee may decide to have offices at the levels below the State headquarters and decide its' management structure, powers and functions.

34. Funds of the society:-

- a. The Mission will receive allocations/ Grants-in-aid made by the Central Government and the State Government for furtherance of its objects and functions.
- b. Revenue generation through possible programmes and by providing services that is oriented towards commercialization.
- c. Haryana Skill Developments Fund may be set up with allocations/ contributions made by corporate, placement agencies, Governments, individuals and institutions. This fund may be utilized for furthering the objectives of the Mission.
- d. Revenue generation through providing technical consultancy to private sector.

- e. Income from the assets of the Society.
 - f. Grants, donations or assistance of any kind from external agencies, with prior approval of the State Government
 - g. Receipts from any other source not mentioned above
- 35.** All financial and business transaction of the Mission shall be carried on in the name of the Mission and to be dealt with in the following manner or in such other manner as may be prescribed from time to time by the Executive Committee and Council:
- a. The Mission Director shall have such financial powers as delegated by Executive Committee from time to time.
 - b. All donations, subscriptions, contributions and other moneys received on behalf of the Mission either by the Chairperson, Mission Director or other Authorities/Officers or by any of the offices of the Mission, shall, after providing for the running day to day expenditure and recouping the imprest, be kept in a bank, provided that in exceptional cases, the Mission Director or any authorized officer may order the retention of any money in safe chest for immediate disbursements, or for payment to be made within a week of the date of receipt of the moneys.
 - c. Money received by the Mission shall be duly acknowledged by issuing Mission printed receipts.
 - d. The bank account of the Mission shall be opened in a scheduled bank. All funds shall be paid into Mission account with the appointed bank and shall not be withdrawn except through a cheque, bill note, other negotiable instrument or through electronic banking procedure signed /electronically authorized by such Authorities/Officers of the Mission as may be determined by the Executive Committee. However, the Executive Committee may authorize defraying of petty expenses and payment of petty amounts by cash.
- 36.** The bankers of the Mission shall be decided by the Executive Committee.
- 37. Accounts and Audit:-**

- a. The Mission shall maintain proper accounts and other relevant records and prepare annual statement of accounts comprising of the Receipts and Payment Account, statement of assets and liabilities in such form as may be prescribed by the Registrar of Societies of the State Government in keeping with the Rules in force under Haryana Registration and Regulation of Societies Act, 2012 subject to the condition that in respect of grants from the Central Government directions of the Central Government shall be adhered to.
- b. The statutory audit of the annual statement of accounts of the Mission shall be carried out annually by a Chartered Accountant, appointed by the SPMU, in accordance with the provisions of Haryana Registration and Regulation of Societies Act, 2012.
- c. The audited accounts shall be finalized by the Executive Committee and approved by the Governing Council. A copy of approved Audit Report along with the observations of the Auditors would be submitted to the State Government.
- d. The accounts of the Mission shall also be subject to the provisions of the Comptroller and Auditor General (Duties, Powers and Conditions of Service) Act, 1971 as amended from time to time.

38. Annual Report:-

Annual Report on the working of the Mission and the work undertaken by it during the year together with Balance Sheet and Audited Accounts shall be prepared by the Executive Committee for information of the State Government. A draft of the Annual Report along with the audited accounts and the Auditor's report thereon shall be placed before the Governing Council in its Annual General Meeting for approval and would be submitted to the State Government after obtaining the approval of the Governing Council.

39. Amendments:-

- a. With the approval of the State Government, the Governing Council may alter, extend or abridge the purpose for which it is established, or amalgamate the Mission either wholly or partly with any other society in accordance with the provisions of Haryana Registration and Regulation of Societies Act, 2012.
- b. As and when there is any change in the nomenclature of Ministries, Departments, or institutions(s) and designation(s) mentioned in the Rules, such changes shall automatically stand incorporated in these Rules.
- c. If the Mission needs to be dissolved, it shall be dissolved as per provisions contained in Haryana Registration and Regulation of Societies Act, 2012.
- d. If, on the winding up or dissolution of the Mission, there shall remain, after the satisfaction of all debts and liabilities, any property whatsoever, the same shall not be paid to, or distributed amongst the members of the Mission or anyone of them but shall accrue to the State Government which will decide about its utilization or otherwise.

40. Miscellaneous:-

Once in every year a list of members of the Governing Council shall be filed with the Registrar of Societies as required under provisions contained in Haryana Registration and Regulation of Societies Act, 2012.

41. Removal of Difficulties:-

If any difficulty arises in the interpretation or implementation of any provision of these Rules, it shall be referred to the State Government for decision and decision of the State Government in such matters shall be final.

42. Right to Information:-

Consistent with the spirit of the Right To Information Act 2005, the Annual Report and Audited Accounts of the Mission, Minutes of the meetings of the Governing Council, Executive committee as well as notices for employment and award of contracts and consultancies by the Mission will mandatorily be

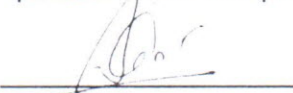
displayed on the web site of the Mission.

43. Power of the State Government: -

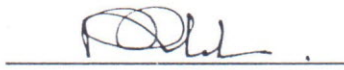
Notwithstanding anything contained in any of these rules, in the discharge of its functions the Mission shall be guided by such directions on questions of policy and proprietary, as may be given to it by the State Government. The decision of the State Government as to whether a question is or is not a matter of policy, shall be final and binding on the Mission. However, such directions shall be in writing.

44. The Registrar of the Societies shall have the right to inspect the Mission and suggestions, if any, made by him shall be complied with.

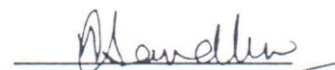
45. No suit, prosecution, or other legal proceedings shall lie against the society or the members or any officer or servant of the Haryana Skill Development Mission for anything which is in good faith done or purported or intended to be done in pursuance of the provisions of these regulations or bye-laws made thereunder.


SH. Subhash chander I.A.S.

**Member Secretary
Governing Council**


Ms. Dheera Khandelwal
I.A.S.

**Member
Governing Council**


Ms. Navraj Sandhu.
IAS

**Member
Governing Council**

Deemed to be a True Copy


District Registrar of Firms & Societies
Panchkula, Haryana