



सत्यमेव जयते

**Certificate Of Registration Of Societies
GOVERNMENT OF WEST BENGAL
WEST BENGAL ACT XXVI of 1961**

No. S0057231 Of 2025-2026

I here by certify that AMBADHURA HIMALI WELFARE SOCIETY has this day been registered under the West Bengal Societies Registration Act, 1961. The address of AMBADHURA HIMALI WELFARE SOCIETY is: Ambadhura, Salbari, P.O-Salbari, P.S-Pradhan Nagar, Dist-Darjeeling, Pin-734002, West Bengal, India, Siliguri, Darjeeling, Pradhan Nagar, Salbari SO, Pin, 734002

Given under my hand at Darjeeling on 09/06/2025.



Signature valid

Digitally Signed.
Name: YESHAY T. MANG
Date: 09-Jun-2025 13:16:16
Reason: D-Sign
Location: E-Dist 2.0

ACJP-A 1076-2003-04-1,10,000

Joint Registrar of Firms, Societies & Non-Trading
Corporations, Darjeeling ,West Bengal.

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Memorandum of Society

of

AMBADHURA HIMALI WELFARE SOCIETY

(Registered under the West Bengal Societies Registration Act, 1961)

1. The name of the Society shall be: **AMBADHURA HIMALI WELFARE SOCIETY**
2. The registered office of the society shall be situated at: **Ambadhura, Salbari, P.O-Salbari, P.S-Pradhan Nagar, Dist-Darjeeling, Pin-734002, West Bengal, India.**
3. The objects for which the society is established are:
 - i) To Promotion of unity and international peace and amity;
 - ii) To Eradication of untouchability, communal and provincial distinctions;
 - iii) To Women development to avoid gender discrimination and to create a society with equal opportunity for all;
 - iv) To Child welfare and education;
 - v) To our drama team will go and perform plays everywhere;
 - vi) To All our drama teams will be involved in all the drama work of govt and serve in social service work;
 - vii) To Prohibition of social abuses like liquor consumption, gambling, drug abuses, etc.;
 - viii) To Early detection, treatment and education of disabled children;
 - ix) To Rehabilitation of disabled and the handicapped children
 - x) To Promotion of Family Welfare Program;
 - xi) To Our drama team for the betterment of the society will move the society towards betterment through dramas for the betterment of the society;
 - xii) To publish and cause to be published literature, magazines, well papers etc. for literacy culture;
 - xiii) To Education in health, hygiene and sanitation and Organisation of health services prior permission of the competent authority in without any profit-making motive;
 - xiv) To arrange and organize lectures, debates, discussions, seminars, excursions for diffusion of knowledge;
 - xv) To organize folk schools, art centers, museums, conferences, study groups, festivals, charity shows, etc. for the cultural development of the people;
 - xvi) To observe the birthdays of the great men of the country. Independence Day, Republic Day, New-Years Day, in order to uplift the morality of the people of the locality;
 - xvii) To engage and assist in such other philanthropic activities as may be deemed appropriate by the Executive Committee of the society;
 - xviii) To plant trees and to take other measures to protect environment and to maintain eco-logical balance;
 - xix) To organize self – help group-based program for augmentation of livelihood opportunities of the people at grass root level;
 - xx) To do all such acts, deeds, matters and things as may be deemed incidental or conducive to the foregoing objects;
 - xxi) To promote spread of national and various other regional language;
4. The object shall always remain restricted within the scope of section 4(2) of the W.B.S.R. Act. 1961 irrespective of any objects mentioned in the present document in agreement or opposed to the said section.

The income and properties of the Society howsoever derived or obtained shall be applied solely towards the promotion of the objects of the Society and no portion thereof shall be paid to or divided amongst any of its members be way of profits.

Sharmila Chatterjee
Nanda Prasad Upadhyay

5. The names, address and descriptions of the members of the Executive Committee:

Sl. No.	N A M E	Address	Description
1	NANDA PRASAD UPADHYAY	Flat No-T1, Third Floor, Himali Residency, Ambadhura, Salbari, P.O-Sukna, Dist-Darjeeling, Pin-734009	President
2	SHARMILA CHETTRI	T.N. Road, Near Minerva School, St Mary-II, G.P, Sepoydhura Bazar, P.O-Tung, Dist-Darjeeling, Pin-734224	Secretary
3	PURAN PRADHAN	Balabhadra Path, Bijanbari, Bijanbari, Dist-Darjeeling, Pin-734201	Treasurer
4	SUSHMITA CHHETRI	Ward No-32, VTC Ging Lama Hatta, P.O-Lebong, Dist-Darjeeling, Pin-734105	Member
5	ALISHA TAMANG	Ghoom Bhanjyang Forest Village Ward No-5, Jorebunglow Sukiapokhri, Dist-Darjeeling, Pin-734102	Member
6	NIKHIL GOHAR	Gandhi Gram, Gandhi Road, Dist-Darjeeling, Pin No-734101	Member
7	BIRENDRA SHARMA	Hill Card Road, Below Industrial Training Institute Boys Hostel, Sepoy Dhura Tea Garden, Darjeeling, Pin No-734224	Member

6. We, the several persons whose names, addresses and occupations are hereunto subscribed are desirous of being formed into a SOCIETY in pursuance of this Memorandum of SOCIETY.

Sl. No.	Signature	Address	Occupation
1	Nanda Prasad Upadhyay	Flat No-T1, Third Floor, Himali Residency, Ambadhura, Salbari, P.O-Sukna, Dist-Darjeeling, Pin-734009	Social Worker
2	Sharmila Chettri	T.N. Road, Near Minerva School, St Mary-II, G.P, Sepoydhura Bazar, P.O-Tung, Dist-Darjeeling, Pin-734224	Social Worker
3	Puran Pradhan	Balabhadra Path, Bijanbari, Bijanbari, Dist-Darjeeling, Pin-734201	Social Worker
4	Sushmita Chhetri	Ward No-32, VTC Ging Lama Hatta, P.O-Lebong, Dist-Darjeeling, Pin-734105	Social Worker
5	Alisha Tamang	Ghoom Bhanjyang Forest Village Ward No-5, Jorebunglow Sukiapokhri, Dist-Darjeeling, Pin-734102	Social Worker
6	Nikhil Gohar	Gandhi Gram, Gandhi Road, Dist-Darjeeling, Pin No-734101	Social Worker
7	Birendra Sharma	Hill Card Road, Below Industrial Training Institute Boys Hostel, Sepoy Dhura Tea Garden, Darjeeling, Pin No-734224	Social Worker

Witness to the above signature

Signature
Address

Occupation
Date

: Md Shabbir Ali
: Vill: Khudirampally, P.O: -Bagdogra, P.S: -Bagdogra, Dist: -
Darjeeling, Pin No: - 734014, West Bengal. Ph-7001958520.
: Self Employed.
: 27th May' 2025

The West Bengal Societies Registration Act, 1961

REGULATION OF SOCIETY

AMBADHURA HIMALI WELFARE SOCIETY

MEMBERSHIP

1. Admission

The signatories to the Memorandum of SOCIETY and the office bearers of the Governing Body of this SOCIETY shall be the first members of the society. The Governing Body may admit to membership any person of any caste, creed or sex who has attained the age of 18 years and agreed in writing to be bound by the society and who in the opinion of the Governing Body will be interested in advancement of the objects of the society.

Be it noted here that the power to admit the members is the sole and absolute power of the Executive Committee and the Executive Committee may refuse to admit any person as a member without assigning any reason therefore.

2. TYPES OF MEMBERS

1) Honorary Members

Any person whose connection with the SOCIETY is deemed to be useful, may, with the consent of such persons, be admitted as Honorary Member of the SOCIETY. Such member shall not, however, be eligible to be a member of the Executive Committee nor to vote in any meeting.

2) Ordinary Members

Any person, qualified to be a member and paying prescribed ordinary membership fee, may be admitted as an ordinary member of the Society.

3) Cessation of Membership

Any member shall cease to be a member (a) on the acceptance of his/her resignation from membership, (b) on his/her becoming insane or insolvent, (c) on his/her conviction of any offence in connection with the formation promotion, management or conduct of affairs of society or a body corporate or of any offence involving moral turpitude.

4) Register of Members

The society shall maintain a register of members containing the names, address and their occupations, the date of admission and of cessation of membership, the Register will be kept open for inspection of the members of the members of society on requisition. All entries required to be made therein shall be entered within a period of 15 days.

5) Rights and obligation of members

Any ordinary member of the society has the right (a) to elect and to be elected in any election of the society, (b) to submit suggestion for discussion to the Governing Body and subcommittee on any matter relation to society, (e) to inspect the accounts and the proceedings of the meetings of the society on appointment with the Secretary, (d) to pay his/her subscription within the prescribed time, Defaulting members shall not be allowed to take part or vote in a meeting. Member shall have one vote each.

6) Expulsion & Removal

Frequent actions of any members, if found by the Governing Body detrimental to the interest and in violation of the regulations of the society, he/she may be after due enquiry, censured, suspended or expelled from the membership by the Governing Body.

In that case the Governing Body shall first serve the member concerned with a show cause showing therein the charges framed and ask him/her to submit his/her statement of defense with a month. On receipt of the explanation the Governing Body shall have the power to take a suitable action against the delinquent member after allowing him to defend his/her case. If no reply to the show cause notice is received within a month, the Governing Body may take an ex-prate decision.

For any act of expulsion or termination no such members shall be entitled to prefer any Claim for compensation or damage even if proved on subsequent date that such act of expulsion or termination was wrongful and /or unlawful.

Governing Body

1. Composition, election/appointment, resignation/removal, terms of office:

There shall be a Governing Body consisting of not less than 07 members. The office bearers of Governing Body shall comprise of President, Secretary, Treasurer and other committee members. The office bearers & Other committee shall be elected at the A.G.M.

The resignation and removal of the Governing Body members shall be dealt with as has been prescribed as in the case of other members noted herein before.

TERM OF ELECTION:

The term of office of the Governing Body shall ordinarily be every three year, unless it is dissolved/terminated early under unforeseen circumstances. After election, the old Governing Body will continue to function till the new Body takes over charge which shall under no circumstances be more than 30 days from the date of election.

MEETING

Meeting of the Governing Body shall be held at least once in three months at such place, date and time, as the President or the Secretary may determine. Any four members of the Executive committee may requisition the meeting and the Secretary shall summon the same within seven days and failing which the President or the requisitionists may do so provided no business other than those specified in the notice shall be transacted at such a meeting.

NOTICE & QUORUM

Seven days notice of the meeting specifying the place, date, time and agenda to be transacted shall be given to every member of the Executive Committee. An Emergency Meeting may be called at 24 hours' notice. One-third members will form the quorum at any meeting of the Executive Committee. If quorum is not formed within 30 minutes of the scheduled time, the members present shall adjourn the meeting.

Nandalal Mayadevi Society will focus on maintaining a harmonious living environment, ensuring property upkeep, and providing for the well-being of residents. These guidelines cover areas like safety, waste disposal, noise levels, parking, pet ownership, common area usage, and renovation procedures. As a responsible citizen, it should be the duty of all the residents to work towards the general welfare of the society and give up any personal preferences if it hinders the general progress of the society. The guidelines may be amended at certain intervals if need arises with the consent of all residents. These guidelines will be applicable to all the residents including tenants/guests/paying guests/other visitors.

Safety and Security:

Safety is of utmost priority and all residents should abide by the rules of safety protocols to minimize risks and prevent accidents or injuries. All the residents should be fully aware that the building does not have any fire safety equipment and there is only ONE staircase which serves as entry/exit. All types of electrical equipment (AC, Geysers, Ovens, etc.) compounded by a high-voltage cable on the east and transformer on the south very close to the building are a potential threat and electrical fire outbreak cannot be ruled out. The 16 (sixteen) kitchens with at least two LPG cylinders and electrical cooking equipment are also a potential hazard if safety norms are not followed with utmost care. All the residents are expected to be hypervigilant in this regard. Residents should follow the society's security protocols, and report any suspicious activities to the concerned authority. Delivery personnels are expected to respect the property and privacy of residents. They should handle deliveries in a way that minimizes disruption and inconvenience.

Waste Disposal:

Proper segregation and disposal of garbage are crucial. All residents should dispose of garbage at the designated space in the dustbins provided by the society and in no other place. It is also very important not to flush any wipes, paper towels, hygiene products, medications, etc. in the washroom as the same may choke the pipelines and cause serious problems.

Noise and Disturbance:

Noise levels of 55 dB and 45 dB during daytime and night respectively [according to India's Noise Pollution Rules 2000] may be followed by all residents except on special occasions with prior permission from the competent authority. Smoking is strictly prohibited in the common areas especially the staircase as there is only ONE staircase for vertical access between floors or levels in the building. These pollutants can irritate the respiratory and cardiovascular systems. Further, a burning cigarette poses a significant risk of starting a car fire. Even a seemingly extinguished cigarette can reignite, and the heat from an open fire can ignite flammable materials within a vehicle. The cigarette butts and chips/paan masala/etc. packets should be disposed properly. Burning agar batti (incense sticks) can pose health risks due to the pollutants released in the smoke, including particulate matter and volatile organic compounds. Proper care should be taken to light dhoops and agarbattis outside the flats as it may lead to accidental fire outbreak.

Pet Ownership:

As the building does not have any open space and only a single entry/exit staircase is available for the residents, keeping pets is strongly discouraged. It is an injustice to pets to be in captivity without any open space (parks, gardens, etc.) for free movement of the animals within the enclosure of the building. Pet owners will be responsible for their pet's behaviour and should ensure they are not causing a nuisance or disturbing other residents. The safety of the residents is of utmost priority and the authority has to ensure that pet ownership does not negatively impact other residents.

Common Area Usage:

Residents should use common areas responsibly and avoid littering. The common areas including the space outside the flat and the staircase cannot be used for personal purposes. The staircase cannot be

blocked for any reason whatsoever. Staircases are crucial for evacuation during emergencies, and blocking them can be a safety hazard.

Renovation Procedures:

Significant renovations usually require approval from the society's managing committee. This ensures that modifications comply with safety standards.

Maintenance and Repairs:

Residents are responsible for maintaining the cleanliness and hygiene of their units. They may also be responsible for reporting any damages or maintenance issues.

Parking:

Residents may utilize only their designated parking spaces already allocated. In case of visitor parking, prior permission is to be obtained from the competent authority.

Society Meetings:

Active participation in society meetings is encouraged. Residents can contribute to decisions affecting the community.

Participation in Ceremonial occasions:

The real unity of the society will be tested in the togetherness of all members during the times of happiness or distress. Even if there is some sort of indifference between/among some members, it should not be shared with outsiders. Each member should be well aware that he/she will represent the Society and hence should be careful to respect the dignity and well-being of the society in a holistic manner.

PROCEDURE OF THE MEETING

The President or in his absence the Secretary and the members present shall elect a chairman of the meeting. All questions before the meeting will be decided by a majority of votes, each member having one vote. The President shall have a second or casting vote in addition to his own vote in case of equality of votes.

POWER AND DUTIES OF THE GOVERNING BODY

The Governing Body shall have general power of supervision and conduct over all the affairs of the society and in particular shall discharge the following duties (i) To appoint sub-committee with such power and duties as may be considered necessary or expedient. (ii) To accept donation, gift, subscription, movable or immovable property for the objects of the society. (iii) To sell, lease, mortgage or otherwise dispose of and deal with all or any part of the property of the society prior approval at AGM. (iv) To keep proper accounts of the society and to open bank account in the name of the society in one or more bank. (v) To co-opt not more than two member to the Governing Body. (vi) To appoint a person or persons on payment to assist the Secretary/Treasurer in the maintenance of account, etc.

SAFE CUSTODY OF PROPERTIES

The Governing Body shall be responsible for the funds, properties and assets of the Society. The funds of the Society shall be kept in banks/post office/Mutual Funds and be invested in any securities specified under section 20 of the Indian Trust Act, 1882.

BOOKS OF ACCOUNTS AND INSPECTION

The books of account and other statutory books shall be kept at the registered office and shall be open for inspection of the members at such time and place as the Governing Body directs on a written request made by any member.

ACCOUNTING YEAR

The accounting year of the Society shall be from the 1st day of April to the 31st day of March of following year.

BANK OPERATION:

The Banking accounts of the society shall be operated by the Secretary, President, Treasurer or any two of them jointly.

GENERAL MEETING

Annual General Meeting

Notice: The Secretary shall annually call the Annual General Meeting as per provisions of W.B.S.R. Act, 1961, giving at least 14 days' notice to all members. The notice shall contain the place date, day and time of the meeting.

Agenda:

The business to be transacted at the A.G.M, Shall be : (a) to confirm the minutes of the last A.G.M. and of special general meeting if any, (b) to adopt with or without modification the report of the working of the society for the previous year, (c) to pass audited accounts of the society for the previous year ended, (d) to appoint qualified Auditor or Auditors, (e) to transact such business as may

be fixed by the governing Body, (f) to transact such other business as may be brought forward by giving 14 days previous notice from any member, (g) to conduct general election.

QUORUM OF THE MEETING

1/3rd members personally present at the commencement of the meeting shall constitute the quorum.

MANNER AND METHOD OF VOTING

The Chairman of the meeting shall decide the manner and method of voting at the outset of the meeting.

SPECIAL GENERAL MEETING:

A special General Meeting may be convened by the governing Body at any time in view of urgency of the matter. At least 7 days' notice shall be given to every member for special general meeting.

Members may request the Governing Body for special General Meeting by placing a requisition signed by 2/3rd of total members. In that case the Governing Body shall convene a special general meeting within a month from the receipt of such notice. In default by the Governing Body, the requisition shall hold such meeting provided no business other than those specified in the notice shall be transacted.

Extra- ordinary general meeting:

The Governing Body may direct to convene an Extra-ordinary general meeting for consideration of addition, alteration or amendment of the memorandum/regulations of the society. 7 days notice along with the proposed draft of change shall be sent to members before the meeting. The resolution for change, amendment etc. of the Memorandum and Regulations shall be carried out if accepted by the three-fourths of the members present at the meeting.

DUTIES OF THE OFFICE BEARERS

President:

He/ She shall (a) preside over all meetings of the society, (b) take all disciplinary actions such as removals, dismissals etc, in consultation with the Governing Body, (c) advise the Secretary in any matter requiring urgent attention, (d) call emergency meetings.

Secretary:

He/ She shall (a) convene all meetings of the society, (b) maintain minutes of books of all meetings, (c) issue general circulars and notices, (d) receive all applications for membership which shall be placed before the Governing Body, (e) sign on behalf of the society all receipts for all sums received as subscription etc, (f) sign and give payment order on all bills for payments, (g) get the accounts of the society audited by a Chartered Accountant, (h) ensure compliance with statutory requirements, (i) transact all other business subject to the direction of the Governing Body.

Treasurer:

He / She (a) collect and receive all sorts of subscriptions, donations and deposit of money and grant receipts thereof, (b) maintain and keep cash book and such other accounts as are necessary, (c) prepare the budget in consultation with the Secretary for consideration of the Governing Body.

MAINTENANCE AND AUDIT OF ACCOUNTS

The society shall maintain books of accounts as required under sec 15(1), (a), (b) of the Act. The accounts shall be audited by a duly qualified auditor as stated in sec. 15(2) of the Act.

SUIT & LEGAL PROCEEDINGS

All suits and legal proceedings by or against the society shall be in the name of the Secretary or such person as shall be appointed by the committee.

ALTERATION OF THE MEMORANDUM & REGULATIONS

The Memorandum and regulations may be altered, modified, rescinded or added to by special resolutions passed by the 3/4th Members in general meeting called for the purpose.

The Governing Body shall have powers to make, alter, modify or rescind such Regulations as may be considered necessary in the interest of smooth functioning of the society.

DISSOLUTION OF SOCIETY

Subject to the provisions of sections 24 & 27 of the West Bengal Societies Registration Act, 1961 or any statutory modifications thereof, the society may be dissolved by a resolution to that effect passed by 3/4th members of the society at a general meeting. The said meeting shall also decide the manner of disbursement of the funds and assets of the SOCIETY, if any after dissolution. In the event of dissolution, the assets of the society remaining on the date of dissolution shall under no circumstance, be distributed among the members but the same shall be transferred to other societies having similar objectives.

We, the undersigned members of the Governing Body of the society, do hereby certify that above is a true copy of the Regulations of society.

Signature of three members of the Governing Body.

1. *Mande Prasad Upadhyay*

2. *Sharmila Chatterjee*

3. *Ruman Pradhan*

Date : 27th May' 2025