

(AMENDED)
RULES & REGULATION
OF THE
MANIPUR MINORITIES AND OBC ECONOMIC DEVELOPMENT SOCIETY
(MOBEDS)



An Autonomous Body under
THE DEPARTMENT OF MINORITIES AFFAIRS, OBC AND SCHEDULED CASTES
Government of Manipur

RULES AND REGULATIONS OF
THE MANIPUR MINORITIES AND OTHER BACKWARD CLASSES
ECONOMIC DEVELOPMENT SOCIETY: MANIPUR.

1. **TITLE**: These Rules may be called the Rules and Regulations of the Manipur Minorities and Other Backward Classes Economic Development Society, hereinafter referred to as the "**SOCIETY**".

2. **DEFINITIONS**:

In these Rules and Regulations, unless the context otherwise requires, the following words shall have the meanings assigned to them namely:-

- 2.1 The "Governing Body" means the Governing Body of the Society.
- 2.2 The "Chairman" means the Chairman of the Society.
- 2.3 The "State Government" means the Government of Manipur.
- 2.4 The "Member" means all categories of the members of the Society.
- 2.5 The "Official Member" means the Government Officers nominated to the Society.
- 2.6 The "Nominate Member" means the persons nominated by the State Government to the Society in addition to the Official Members.
- 2.7 The "Casual Vacancy" means vacancy arisen during the tenure of the Society.
- 2.8 The "Tenure" means the 3(Three) years' term of the Society.
- 2.9 The "Office Bearer" means and includes the Chairman and Member Secretary of the Society.
- 2.10 The "Employees" means and includes Officers and Staff of the Society.
- 2.11 The "ACT" means the Manipur Societies Registration Act, 1989.
- 2.12 The "YEAR" means the period commencing from the first of April and ending on 31st March.
- 2.13 The "Member-Secretary" means the Member Secretary of the Society.

3. **MEMBERSHIP:**

The Society shall consist of the following Members:

- 3.1 Chairman.
- 3.2 Vice-Chairman.
- 3.3 12 (twelve) Official Members and 3 (three) Nominated Members.
- 3.4 Member-Secretary.

4. **CESSATION OF A MEMBER:**

A Member shall cease to be such a member if he-

- a) Dies, or
- b) Resigns his/her membership; or
- c) Becomes of unsound mind; or
- d) Becomes insolvent ; or
- e) Is convicted of criminal offences involving moral turpitude; or
- f) Is removed by the State Government.



5. **RESIGNATION:**

Whenever any nominated member other than the Chairman wishes to resign he shall address his resignation letter to the Chairman and submit the same to him. His resignation shall take effect only on its acceptance by the Chairman.

6. **FILLING UP VACANCY:**

Any casual vacancy of the nominated member shall be filled up in the following manner:-

- 6.1 Any casual vacancy of the nominated member shall be filled up by the Society and shall be member only for the remaining tenure of that vacancy.
- 6.2 Official member vacancy shall be automatically filled by the successor to that office.

7. **THE PRIVILEGE OF MEMBER:**

Member shall have the privilege to vote, deliberation, inspection of accounts, registers and minutes of meetings, and entitled to honorarium whenever admissible.

8. **GOVERNING BODY:**

The General superintendence, direction and control of the affairs of the Society shall be vested in the Governing Body and shall be the final authority of the Society. The Minister (MA/OBC & SC) Manipur shall be the Chairman of the Society.

9. **COMPOSITION:**

The Governing Body shall consist of the following members, namely:-

- 9.1 Chairman
- 9.2 Vice-Chairman
- 9.3 Official and Nominated members.
- 9.4 Member Secretary.



10. **TENURE AND APPOINTMENT:**

The tenure of the Governing Body shall be 3 years.

- 10.1 The Minister (MA/OBC & SC) Manipur shall be the Chairman of the Governing Body.
- 10.2 The Administrative Secretary (MA/OBC & SC), Government of Manipur shall be the Ex-Officio Vice-Chairman of the Governing Body.
- 10.3 All nominated members shall be nominated by the State Government.
- 10.4 Director, Minority Affairs, Manipur shall be the Ex-Officio Member Secretary of the Governing Body.

11. POWERS AND FUNCTIONS:

In particular and without prejudice to the generality of the foregoing provisions and subject to the articles of Memorandum of Association, the Governing Body would have the following powers:

- 11.1 To regulate and determine matters concerning the Society;
- 11.2 To raise resources for attaining the objectives of the Society;
- 11.3 To approve the budget estimates and Project proposals of the Society for each year.
- 11.4 To create administrative, technical, ministerial and other posts under the Society, and determination of remunerations and service conditions of the employees of the Society.
- 11.5 To make Rules for the administration of the Society or its activities.
- 11.6 To approve the Constitution of Expert Committee and such other Committees as may be required from time to time.
- 11.7 To consider and approve the Annual Administrative Reports, the Annual Financial Statement of the Society.
- 11.8 Generally to exercise such other powers and performs such other duties as may be necessary or incidental to the attainment of the objective of the Society.



12. MEETING PROCEDURES:

The Governing Body shall ordinarily meet once in every six months provided that the Vice-Chairman may with the approval of the Chairman, or on a requisition of 1/3 members of Governing Body require it to be called at any time. Not less than 15 days' notice shall be given for every meeting of the Governing Body provided that in case of an urgency a shorter notice may be given with the prior approval of the Chairman.

- 12.1 1/3 members shall constitute the quorum for any meeting of the Society.
- 12.2 No business shall be transacted at any meeting of the society whether ordinary or special unless the requisite quorum is present at the commencement of the business.
- 12.3 If at the time appointed for the meeting of the Society, the quorum is not present, the meeting shall stand adjourned half an hour after the appointed time and if at such adjourned meeting the quorum is not present those members who are present shall be a "Quorum" and may transact the business of which the meeting was called. It shall not be necessary to give notice to the members at any such adjourned meeting.
- 12.4 In case of difference of opinion amongst the members, the opinion of the majority shall prevail.
- 12.5 Each member , including the Chairman shall have one vote and if there shall be an equality of votes on any question to be determined by the Governing Body; the Chairman shall in addition, have and exercise a casting vote.
- 12.6 Any resolution except such as may be placed before the meeting of the Governing Body may be adopted by circulation among all its members and such resolution(s) shall be as effective and binding as if such resolution had been passed at the meeting of the Governing Body.

13 ANNUAL GOVERNING BODY MEETING PROCEDURES :

The Society shall, after giving at least 15 days' notice, hold an Annual Governing Body Meeting, at least once in every calendar year and not more than 15 months shall elapse between Annual Governing Body Meeting.

- 13.1 The Balance Sheet, the Income and Expenditure Account, the Auditors' Report and Annual Progress Report in respect of the financial year ending on the 31st March, proceeding shall be placed at the Annual Governing Body Meeting.

14. OFFICE BEARERS:

The Chairman, Vice-Chairman and the Member-Secretary shall be the office bearers of the Society.

- 14.1 The Chairman shall preside over the meetings of the Society and in his absence the Vice- Chairman.
- 14.2 The Chairman shall have the power to invite any person or persons, not being member of the Society, to attend and take part in the deliberations of the meeting of the Governing Body but such invitee(s) shall not be entitled to vote in the meeting.
- 14.3 The Chairman of the Society shall be the Chairman of the Executive Committee of the Society. He shall be the appointing authority for all the posts in the Society. He shall nominate members of D.P.C.
- 14.4 The Vice- Chairman shall act as the Chairman of the Society in the absence of the Chairman of the Society.
- 14.5 The Member-Secretary shall be the Chief Executive Officer of the Society. He is responsible to formulate, co-ordinate and supervise the programmes and projects of the Society to ensure their successful implementation and exercise such other power as deem fit and authorized by the Governing Body from time to time. He shall be responsible for preparation of Annual Budget Estimates and Financial Statement of the Society for each year.
- 14.6 Subject to the Rules and Regulations of the Society and the Resolutions of the Governing Body, the Member-Secretary shall be responsible for the overall administration, and for the control of the employees of the Society. He shall have the power to accord administrative approval and expenditure sanction upto a sum of Rs. 20 (twenty) Lakhs and sum of above Rs. 20 (twenty) Lakhs to Vice-Chairperson, MOBEDS.
- 14.7 Member-Secretary shall write the Confidential Reports of all the Class-I and II Officers of the Society.

15. EXECUTIVE COMMITTEE:

The Executive Committee will be constituted by six members viz: (i) Minister (Minority Affairs/OBC & SC) as Chairman (ii) Administrative Secretary (Minority Affairs/OBC & SC), Government of Manipur as Vice- Chairman (iii) Administrative Secretary (Planning), Government of Manipur (iv) Administrative Secretary (Finance), Government of Manipur (v) Director (OBC & SC), Manipur and vi) Director (Minority Affairs) as Member Secretary.

15.1 The Executive Committee shall have full executive power of the Society.

15.2 The Executive Committee shall hold meetings as and when required.

15.3 The Member Secretary shall be held responsible for the mobilization of these sources apart from the state funds and take sole accountability for the bank account operation in all such cases.

15.4 Each member, including the Chairman shall have one vote and if there shall be an equality of votes on any question to be determined by the Executive Committee; the Chairman shall in addition have 2nd vote and exercise casting of the 2nd vote.

16. FUNDS OF THE SOCIETY:

The funds of the Society shall consist of the followings:

16.1 Grants/loans received from Government of Manipur and Government of India, abroad, European Union etc. and funding from bilateral and multilateral sources.viz., UNDP, JICA etc.

16.2 Donation, subscriptions, contributions, gifts, assistance from State and Central Government, Quasi-Government or financing institutions.

16.3 Borrowing and financial sources raised through financing institutions in consultation with State Government.

16.4 Interests and income accruing from investments and properties.

16.5 Service charges, maintenance charges, consultancy fees and all other income arising and accruing in pursuance of the objectives of the Society.

17. ACCOUNTS AND AUDITS AND RETURNS :

The Society shall keep at its registered office, proper books of accounts in which the following should be entered accurately:-

- 17.1 All sums of money received and the sources thereof and all such money expended by the Society and the Objects or purpose for which sums are expended.
- 17.2 The Society's assets and liabilities.
- 17.3 The accounts of the Society shall be accounted and audited by a Chartered Accountant.

18. RETURNS TO REGISTRAR:

Within 30 days after holding of Annual Governing Body Meeting, these shall be filled with the Registrar of Societies as required under Section 17 of the Act :-

- 18.1 A list of the names, addresses and occupations of the Members of the Governing Body.
- 18.2 If any changes occur in the composition of the Governing Body or in the holder of the office of the Chairman, or the Member-Secretary at any time for any reasons, such change shall within 30 days be notified to the Registrar of Societies.
- 18.3 A copy of the Annual Accounts along with the Auditor's Report there on and the Annual Administrative Report shall simultaneously be submitted to the Department of Minority Affairs and OBC & SC Government of Manipur.
- 18.4 Department of Minorities Affairs/ OBC & SC Government of Manipur shall act as co-ordinating Departments.

19. PROPERTY OF THE SOCIETY:

All property belonging to the Society shall be deemed to be vested in the Governing Body of the Society and shall be referred to as "The Property of the Society".

20. SUITS AND PROCEEDINGS BY AND AGAINST THE SOCIETY:

The Society may sue or may be sued in the name of the Member-Secretary.

20.1 Every decree or order against the Society in suit or proceeding shall be executable against the property of the Society.

20.2 Every member of the Society may be sued or prosecuted by the Society for any loss or damage caused to the Society or its property for anytime done by him detrimental to the interest of the Society.

21. SERVICE OF NOTICE:

A notice may be served upon any member of the Society either personally or by sending it through the post under Certificate of Posting in an envelope addressed to such members at the last known address.

21.1 Any notice so served by post shall be deemed to have been duly served on the day following that on which the letter, envelope or wrapper obtaining the same is posted and in providing such service it shall be sufficient to prove that the cover containing such notice was properly addressed and put into the Post Office.

22. ALTERNATION, EXTENSION OR ABRIDGEMENT OF THE OBJECTIVE OF THE SOCIETY:

The Society may alter, extend or abridge the objective of the Society for which it is established.

23. CHANGE IN THE RULES AND REGULATIONS :

The Society may alter Rules and Regulations at any time by a resolution passed by 2/3 of the members of the Society present and voting in any Governing Body Meeting of the Society. The modified Rules shall be deemed to have come into force on the day on which they are passed by such resolutions.

24. DISSOLUTION OF THE SOCIETY :

The Society may be dissolved in accordance with the provisions of Section 25 of the Act of 1989. In the event of such dissolution, after satisfaction of all its liabilities, all the assets, including movable and immovable properties whatsoever remain shall be vested absolutely in the State Government who shall appoint a receiver.

25. We, the following members of the Society certify that the above is the correct copy of the Rules and Regulations of the Society and as such do hereby adopt and append our signatures hereunder:

Sl. No.	Name	Address	Occupation	Signature
1.	Shri. N. Biren Singh	Chief Minister's Secretariat, Imphal	Chief Minister (MA / OBC & SC), Manipur.	
2.	Dr. Rajesh Kumar	Manipur Sectt.	Chief Secretary(Finance) Govt. of Manipur.	
3.	Md. Shahbaz Ali	New Delhi	Managing Director, NMDFC, New Delhi.	
4.	Shri K.Narayan	New Delhi	Managing Director, NBCFDC, New Delhi.	
5.	Shri Shyam Kapoor	New Delhi	Managing Director, NSFDC, New Delhi.	
6.	R.K. Dinesh Singh	Manipur Sectt.	Commissioner-cum-Secretary (Textiles, Comm & Ind) Govt. of Manipur.	
7.	Nidhi Kesarwani	Manipur Sectt.	Commissioner-cum-Secretary (RD & PR) Govt. of Manipur.	
8.	Nidhi Kesarwani	-do-	Commissioner-cum-Secretary (Agriculture) Govt. of Manipur.	
9.	Devesh Deval	-do-	Commissioner-cum-Secretary (Planning) Govt. of Manipur.	
10.	Jacintha Lazarus	-do-	Commissioner-cum-Secretary (MA/OBC & SC) Govt. of Manipur.	
11.	Ng. Bhogendra Meitei	Secured Office Complex, A.T. Lines, Imphal	Director(OBC & SC), Manipur	
12.	Ng. Bhogendra Meitei	Secured Office Complex, A.T. Lines, Imphal	Director (MA), Manipur	

**MANIPUR MINORITIES AND OTHER BACKWARD CLASSES
ECONOMIC DEVELOPMENT SOCIETY (MOBEDS)**

LIST OF GOVERNING BODY

<u>Sl.No.</u>	<u>Name</u>	<u>Designation</u>
1.	The Chief Minister (Minority Affairs/OBC & SC), Manipur.	Chairman
2.	The Administrative Secretary (Finance), Government of Manipur.	Member
3.	The Administrative Secretary (RD & PR), Government of Manipur.	Member
4.	The Administrative Secretary (Textiles, Comm & Ind) Govt. of Manipur	Member
5.	The Administrative Secretary (Planning), Government of Manipur.	Member
6.	The Administrative Secretary (Agriculture), Government of Manipur.	Member
7.	The Administrative Secretary (MA OBC & SC) Govt. of Manipur.	Vice-Chairman
8.	The Managing Director, National Minorities Development Finance Corporation, New Delhi.	Member
9.	The Managing Director, National Backward Classes Finance Development Corporation, New Delhi.	Member
10.	The Managing Director, National Scheduled Castes Finance Development Corporation, New Delhi.	Member
11.	A non-official member representing Muslim minorities to be nominated by the State Government.	Member
12.	A non-official member representing OBC communities to be nominated by the State Government.	Member
13.	A non-official member representing SC communities to be nominated by the State Government.	Member
14.	The Director, OBC & SC, Manipur	Member
15.	The Director, Minorities Affairs, Manipur.	Member Secretary


Assistant Registrar
of Societies Manipur