

क्र. 1668/19/2019/93 C.K. 2018/15

आवक क्र. 19
20

अर्ज क्र. 1668/19/2019/93
अर्जदाराचे नांव :- अश्विनी ५३२
नकाशा अर्ज आला तो दिनांक ११/११/१४
नकाशा तयार दि. २०/११/१४

SCHEDULE III
(Vide Rule 13 (1))

**REPORT OF CHANGES THAT HAVE OCCURRED OR ARE DESIRED
IN THE PARTICULARS RECORDED IN THE REGISTER OF PUBLIC
TRUSTS**

Ex. 1

Name of the Public Trust Pune International Centre
Address for Correspondence C/o Shri Suresh Sadashiv Pingale,
Final Plot No. 421/2, Ghorpadi
Gaon, (Koregaon Park),
Pune - 411 001.
P.T.R. No. of the Society F - 31883 (Pune)



Name of the Change	Reasons for Change	Remarks
<p>Kindly take on record the amended copy of Rules and Regulations of PIC w.e.f. 25.8.2013 having the following amended wording in membership clause after clause No 6(a) to clause No. 6(h) against different categories of members.</p> <p><u>ALL RELEVANT APPLICABLE TAXES (INCLUDING SERVICE TAX)</u></p>	<p>The Association was registered as a Public Trust on 8.5.2012.</p> <p>As per Clause No. (5) of the Rules and Regulations there are 8 categories including Hon. Members.</p> <p>The Chartered Accountant of PIC instructed the office bearers to recover Service Tax at actuals from all members, and for this purpose to amend the Rules and Regulations.</p> <p>As such the meeting of Governing Council was held on 20.7.2013 wherein it was resolved to add the sentence All relevant applicable taxes (including service tax) against different category of members of PIC in Rules and Regulations.</p>	<p>1) Copy of letters dt. 8.1.2013, 25.3.2013 written by Hon. Gen. Secretary to The Commissioner Central Excise requesting guidance on payment of Service Tax.</p> <p>2) Copy of letters dt. 24.1.2013 and 10.5.2013 written by the Commissioner Central Excise in response to the above letters.</p> <p>3) Copy of notice of the Governing Council Meeting dt. 20.7.2013 along with evidence having sent the notice to all Governing Council members.</p> <p>4) Copy of attendance list of Governing Council members present in the meeting</p> <p>5) Copy of Minutes passed on 20.7.2013.</p>



Rs. 100/- Court fee stamps
affixed on this page.

APERANDE.
(Adv.)



As PIC is registered as a Society a special General Body meeting was held on 25.8.2013 for confirmation & ratification of the decision taken by the Governing Council.

In this meeting the decision of Governing Council about making amendments in Clause No. 6(a) to 6(h) was confirmed and ratified and it was resolved to file change report.

6) Copy of notice of the Sp. General Body Meeting dt. 25.8.2013 along with evidence.

7) Copy of attendance list of members present.

8) Minutes passed in the Sp. General body meeting dt. 25.8.2013.

9) Copy of chart showing the old clause of the Rules and Regulations and new clause after amendment.

10) Copy of old Rules and Regulations.


11) Amended Rules and Regulations.

12) Letter of C.A.

13) Applicant's Identity Card & residential proof document.

Date : 20.11.2013


Place : Pune

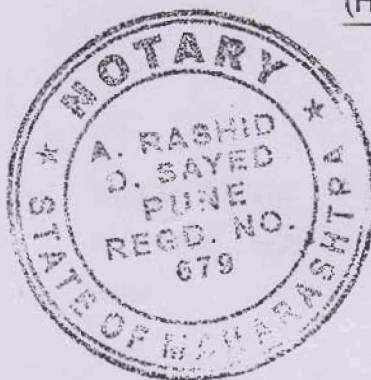

Prabhakar D. Karandikar
(Hon. Gen. Secretary)

I, Prabhakar Dattatray Karandikar, residing at 705, Saptagiri Apartments, Dhankude Vasti, Baner, Pune – 411 045, do solemnly affirm and say that whatever is stated above in the change report is true and correct to the best of my information and belief.

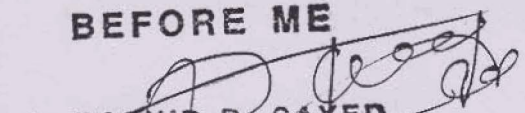
Date : 20.11.2013

Place : Pune


Prabhakar D. Karandikar
(Hon. Gen. Secretary)




BEFORE ME


A. RASHID D. SAYED
NOTARY, STATE OF MAHARASHTRA,
PUNE.

20 NOV 2013

Under Section 22 of
Maharashtra Public Trusts
Act, 1950.

In the matter of-
Pune International Centre,
Address- C/o Shri Suresh
Sadashiv Pingale, Final Plot
No.421/2, Ghorpadigaon,
(Koregaon Park), Pune-411 001.
Reg.No. F-31883(Pune).

- 
- 1) Applicant: Shri Prabhakar Dattatray Karandikar, has filed this change report to record the amended Rules and Regulations of Pune International Centre with effect from 25.08.2013 having amended wording in the membership clause after clause No 6(a) to clause No.6(h) against different categories of members.
 - 2) Change is occurred on 25.08.2013 and change is reported on 20.11.2013. Hence change report is within Limitation.
 - 3) In respect of his change report, applicant has relied upon following documents.
 1. Notarized copy of letter dated 08.01.2013 addressed to The Commissioner of Excise is filed at Exh.04.

P.T.O.



2. Notarized copy of letter dated 07.02.2013 addressed to M/s Pune International Centre by a Additional Commissioner is filed at Exh.05.
3. Notarized copy of letter dated 25.03.2013 to Commissioner, Central Excise, Pune-III Commissionerate is filed at Exh.06 and Notarized copy of reply of the office of the Commissioner of Central Excise Pune-III is filed at Exh.07.
4. Notice copy of meeting dated 20.07.2013 is filed at Exh.10.
5. Agenda copy of meeting dated 20.07.2013 is filed at Exh.11.
6. Minutes copy of the 7th Meeting of the Governing Council of Pune International Centre dated 20.07.2013 is filed at Exh.12.
7. Attendance list of members for meeting dated 20.07.2013 is filed at Exh.13.
8. Notices of Second Annual General Meeting dated 25.08.2013 are filed at Exh.14 to Exh.16.
9. Agenda copy of Special General Body Meeting dated 25.08.2013 is filed at Exh.17.
10. Minutes copy of Special General Body Meeting of Pune International Centre is filed at Exh.19.



11. Attendance list of Members for the Special General Body Meeting dated 25.08.2013 is filed at Exh.20.
12. Notarized letter copy of C.A. Sameer K. Ekhe and Co. addressed to The General Body, Pune International Centre about amendment in constitution is filed at Exh.21.
13. Notarized copy of old Memorandum of Association and Rules and Regulations is filed at Exh.22.
14. Notarized copy of new Memorandum of Association and Rules and Regulations is filed at Exh.23.
15. Chief affidavit of Reporting trustee Shri Prabhakar Dattatray Karandikar is filed at Exh.24.

No any objection received from any body.
Hence the matter is proceeded uncontested one.

All above documents collectively shows that change is occurred as per section 22 of M.P.T. act, 1950.

Hence, I Proceed to pass following order.

P.T.O.

-: O R D E R :-

1. Change report is accepted.
2. No order as to costs.
3. Entries be made accordingly.



Date-30.04.2014.
Place-Pune.

(N.V. Jagtap),
Asst. Charity Commissioner
Pune Region, Pune.

Seen
[Signature]
Atty for Trust
12/5/14

SCHEDULE 'C'
RULES AND REGULATIONS
of
PUNE INTERNATIONAL CENTRE

1. INTERPRETATIONS :

In these Rules, unless the context otherwise requires:

- a) 'The Centre' means the Pune International Centre ;
- b) 'The General Body' means the General Body of the Centre and shall consist of all the members on the roll ;
- c) The 'Governing Council' means the Body of Trustees in which the powers of management of this Centre are vested.
- d) 'The Executive Committee' means the Management Committee of the Centre ;
- e) 'The President' means the President of the Governing Council of the Centre ;
- f) 'The Finance Committee' means the Finance Committee of the Centre ;
- g) 'The Vice President' means the Vice President of the Governing Council of the Centre ;
- h) 'The Hon Treasurer' means the Hon. Treasurer of the Centre ;
- i) 'The Hon. Gen. Secretary' means the Secretary of the Centre ;
- j) 'A member' means a member admitted as such under these rules and whose name is duly entered in the membership register maintained by the Centre ;
- k) 'Society' means Pune International Centre and duly registered under the provisions of Societies Registration Act, 1860, with the Assistant Registrar of Societies, Pune.



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- l) 'Public Trust' means Pune International Centre and duly registered under the provisions of Bombay Public Trusts Act, 1950 with the office of Assistant Charity Commissioner, Pune.
- m) 'A Trust' is an obligation annexed to the ownership of the property and arising out of confidence reposed in and accepted by the owner, or declared as accepted by him, for the benefit of another or of another and the owner.
- n) "Trustee" means the person who accepts the confidence.

2. **JURISDICTION:** Shall be State of Maharashtra.

3. **MEMBER OF THE CENTRE IS A PERSON WHO :**

- a) Any adult person interested in becoming a member has to give an application in writing for membership to the President/Hon. Gen. Secretary and has to pay his/her subscription/fees prescribed under these Rules & Regulations.
- b) Who has accepted in writing the Rules and Regulations of this Centre.
- c) Whose name has been approved and finalized by the Governing Council, and who has the right to vote at the General Body Meeting of the Centre. [excepting those listed under Clause 5(I)(b), 5(I)(e) and 5(II)(h)] ;
- d) The Centre reserves the right to make and enroll new members, and any membership application can be rejected by the Governing Council without giving any reason whatsoever.

4. **GENERAL:**

- i) The Centre/Society formed shall be irrevocable.
- ii) The benefits of the Centre shall be open to all irrespective of the caste creed or religion



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5. CLASSES/TYPES OF MEMBERS :

There shall be the following classes of members:

I. Individual Members :

- a) Founder Members
- b) Honorary Members
- c) Life Members
- d) Annual Members
- e) Professionals/Youth/Scholar Members.

II. Organizational Members :

- f) Corporate Members
- g) Institutional Members
- h) Institutional Associate Members

6. Qualification for Membership :

- I. Individual membership of the following classes, shall be open to persons of Indian origin, shall be subject to the provisions set out below:

a) Founder Members

Founder Members are those persons who took an active interest or part in the establishment of the Centre and were enrolled as such prior to the Centre obtaining the Trust Registration Certificate under the provisions of the B.P.T. Act, 1950, from the Assistant/Deputy Charity Commissioner, Pune, and on payment of Rs. 1,00,000/- (Rupees One lac only) as membership fees.

b) Honorary Members :

- i. Subject to their written consent, the Chief Minister of Maharashtra, the Governor of Maharashtra, Mayors



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of PMC and PCMC shall be Honorary Members of the Centre.

- ii. The Governing Council may invite such other persons as it may deem fit, to be Honorary Members without any obligation of fees.
- iii. The Hon. Members shall not have any voting rights in the Election of the Centre.
- c) Life Members:

Life Members are persons of high attainment in education, science, culture, art, commerce, industry, agriculture or other areas of public activity who are admitted as such on payment of Rs.1,00,000/- (Rupees One lac only) as life membership fees. Plus all relevant taxes (including service tax) as are applicable from time to time.

- d) Annual Members:

Annual Members are persons in the fields of academia, art, culture, science, technology, sports or those engaged in public or professional functions and activities and are admitted as such in accordance with the decisions taken by the Governing Council on payment of Rs.20,000/- (Twenty thousand only) as membership fees in this behalf per year. Plus all relevant taxes (including service tax) as are applicable from time to time.

- e) Professionals/Youth/Scholar Members:

Professionals/Youth/Scholar Members (also known as 'Temporary Associates') are those who are admitted to the Pune International Centre



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essentially for a short duration on payment of Rs.5,000/- (Rupees Five thousand only) as membership fees per annum. Plus all relevant taxes (including service tax) as are applicable from time to time.

The validity of their associateship shall be renewable annually up to a maximum period of three years. Such Professionals/Youth/Scholar Members shall be entitled to all the facilities and privileges of the Centre, excepting the right to vote and participate in the General Body.

II. Organizational Membership shall be of the following classes and subject to the provisions set out below:

f) Corporate Members:

Institutions which may be 'for-profit' public or private limited company in sympathy with the aims and objectives of the Centre may be considered for Corporate Membership as per following fee structures.

i. Patron Corporate Member

Admission fee:- Rs. 40.00 Lakh. Plus all relevant taxes (including service tax) as are applicable from time to time.

Voting Power:- 1

No. of Users:- 10

ii. Benefactor Corporate Member

Admission fee:- Rs. 20.00 Lakh. Plus all relevant taxes (including service tax) as are applicable from time to time.



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Voting Power:- 1

No. of Users:- 5

iii. Donor Corporate Member

Admission fee:- Rs. 10.00 Lakh. Plus all relevant taxes (including service tax) as are applicable from time to time.

Voting Power:- 1

No. of Users:- 2

g) Institutional Members:

Institutions which may be any University, National Laboratory, Premier Institutions of research and higher learning, a Central Government Department, a State Government Department, or any other Society, Trust, Governmental body or Authority, or any Association or Organization of persons interested in academic or cultural work, may be considered for Institutional Membership as per fees mentioned here under...

Admission fee:- Rs. 1.00 Lakh Plus all relevant taxes (including service tax) as are applicable from time to time.

Voting Power:- 1

No. of users:- 5

h) Associate Institutional Members:

Any Association or Organization devoted to academic or cultural work and registered as a Centre under the Societies Registration Act, 1860 or as a Trust under an appropriate Act, may be considered



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for Institutional Associate Membership as per fees applicable.

Provided always that no Association or Organization shall be eligible for admission as a member unless it has been set up under an Act of the Central or State Legislature, or a Resolution/Order of the Central or State Government, or has been registered under the Societies Registration Act, 1860, or other appropriate Act or is a Limited Company in sympathy with the aims and objects of the Centre.

Provided further that any foreign University/National Academy or Research Institution or any other Academic/Cultural institution may be admitted as a Associate Institutional member.

Admission fee:- Rs. 2.00 Lakh Plus all relevant taxes (including service tax) as are applicable from time to time.

Voting Power:- 1

No. of users:- 5

7. PRIVILEGES OF MEMBERS:

- a) Persons admitted as members under Rule (5) shall be entitled to all the facilities offered by the Centre
- b) Persons admitted under Rules 5(I)(a), 5(I)(c), 5(I)(d), 5(II)(f), 5(II)(g) shall be entitled to all the facilities offered by the Centre, besides having the right to vote at the meetings of the General Body.
- c) Persons admitted under Rules 5(I)(b), 5(I)(e) and 5(II)(h) shall be entitled to all the facilities offered by the Centre except the right to attend and vote at the meetings of the General Body.



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(Dr. Raghunath A. Mashelkar)

(Prabhakar D. Karandikar)

(Shashishekar B. Pandit)

8. THE NUMBER OF MEMBERS :

The number of members in each class shall be such as may be determined by the Governing Council from time to time.

The entrance fee shall be payable at the time of admission, subscriptions towards membership shall be payable in advance for each financial year and shall be due for payment on the 1st April of each year. It shall be the responsibility of the members to ensure timely payment of dues and subscriptions.

9. MANNER OF FILLING IN VACANCY IN GOVERNING COUNCIL:

If any vacancy occurs in the Governing Council members/ trustees on account of disqualification of a trustee or on account of vacancy due to death or resignation or if a trustee desires to be discharged or relieved from the trusteeship, then the continuing or surviving trustees shall appoint a new trustee in the vacancy caused by majority, from amongst the members. The person so appointed in the vacancy created shall work only for the remaining term of vacancy.

10. AUTHORITIES OF THE CENTRE:

The following shall be the Authorities of the centre:

- 1) The General Body
- 2) The Governing Council
- 3) The Executive Committee

11. OFFICE BEARERS OF THE CENTRE:

The following shall be the Office-bearers of the Centre:

- i) President

(Dr. Raghunath A. Mashelkar) (Prabhakar D. Karandikar) (Shashishankar B. Pandit)



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- ii) Vice-President.
- iii) Hon. Gen. Secretary
- iv) Hon. Treasurer

12. GENERAL BODY:

- 1) The General Body shall consist of all categories of members.
- 2) The General Body shall normally meet once in a year or more often, as per requirement.
- 3) The meeting of the General Body shall be presided over by the President or in his absence by a member so elected from the Governing Council, or in special circumstances a person from the General Body.
- 4) 1/3rd of the existing members on record shall form a quorum at a meeting of the General Body.
- 5) If at a duly convened meeting of the General Body, there be no quorum at the time announced for the meeting, the meeting shall be adjourned. The adjourned meeting shall be held after half an hour for which there is no necessity of the requisite quorum. However, the same agenda shall be considered at the adjourned meeting.
- 6) All matters placed before the General Body for which no higher majority is prescribed, shall be decided by simple majority or show of hands, or by ballot, if demanded by any ten or more members present. In case of equality of votes, the Chairman of the meeting shall have a casting vote.
- 7) The Hon. Gen. Secretary on the instructions of the President shall convene the meeting of the General Body with at least 14 days clear notice. The notice of the meeting shall contain a specific agenda to be discussed at the meeting. The said notice shall be



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sent by any other method as per the choice of the Governing Council to all members.

8) The General Body at its Annual General meeting shall:-

- (a) Consider and approve the Annual Report of the Centre as presented by the President.
- (b) Consider and adopt the audited statement of accounts for the previous year.
- (c) Consider the abstract of budget estimates of the Centre for the ensuing year.
- (d) Consider the resolutions and amendments, referred to it by the Governing Council or by the member of the Centre.
- (e) Appoint Auditors and Legal Advisors for the ensuing year.
- (f) Transact such other business as may be brought forward with permission of the Chairman of the meeting.
- (g) Elect Governing Council every 5 (Five) years.

13. GOVERNING COUNCIL:-

There shall be a Governing Council of 21 (Twenty one) members. The number of Governing Council shall be minimum 7 (seven) members which can be further extended to maximum (25) Twenty Five as per requirement.

The tenure of the Governing Council shall be of 5 (Five) years. After expiry of the tenure new Governing Council shall be elected by the General Body in its meeting. However the old Governing Council shall continue in office till new Governing Council is elected as per the Rules and Regulations. After expiry of the tenure the retiring Governing Council members are re-eligible for contesting the election. The Governing Council shall consist of four office bearers to be selected by the



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(Dr. Raghunath A. Mashelkar) (Prabhakar D. Karandikar) (Shashishekar E. Pandit)

Governing Council amongst them selves. Their designations are given hereunder.....

- | | |
|------------------------|-------------------|
| 1) President | 2) Vice President |
| 3) Hon. Gen. Secretary | 4) Hon. Treasurer |

The Governing Council is entitled to start the election process by appointing an independent Election Officer, if required, two months before expiry of the tenure of 5 (Five) years. The Governing Council in consultation with the Founder Members, if required and with their approval shall prepare its internal Rules for conducting the elections. The elections shall be conducted by the Election Officer if appointed. The notice for the elections shall be signed by the Election Officer and the Hon. Gen. Secretary jointly. If the Election Officer is not appointed then the notice shall be signed by the Hon. Gen. Secretary alone. Such notice shall be sent only to all members except Honorary, Youth/Scholar Members, Foreign Institutional members 14(Fourteen) days before the election.

14. RIGHTS, POWERS AND DUTIES OF THE GOVERNING COUNCIL:

- All properties movable, immovable, or of any other kind shall stand vested in the Governing Council.
- The business and affairs of the Centre shall be carried on and managed by the Governing Council.
- The Governing Council shall have all such powers and shall perform all such functions as may be necessary or expedient for the achievement or furtherance of the objects of the Centre.
- The Governing Council shall have the power to appoint the Executive Committee and Committee/s from time to time, and assign and/or delegate thereunto such functions and duties as may be considered necessary.



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e) Without prejudice to the generality of the foregoing provisions, the Governing Council shall have the following rights, powers, duties and responsibilities.

- i. To acquire by gift, purchase, exchange, lease or otherwise, lands, buildings or other immovable property together with all rights appertaining thereto.
- ii. To construct and maintain buildings, including right to alter or to improve them and to equip them suitably.
- iii. To manage the properties of the Centre.
- iv. To accept the management of any trust fund or endowment in which the Centre is interested
- v. To raise funds for the Centre by gift, donations, or otherwise.
- vi. To raise loans as per requirement
- vii. To receive moneys, securities, instruments and/or any other movable property for and on behalf of the Centre
- viii. To enter into agreement for and on behalf of the Centre
- ix. To institute a funds/scheme for the benefit of the employees of the Centre and manage such fund/scheme
- x. To grant receipts, to sign and execute instruments, and to endorse or discount cheques or other negotiable instruments through its accredited agents
- xi. To maintain regular accounts & prepare Balance Sheet of each year and adopt the Budget for the ensuing year
- xii. To make suitable grants of moneys or other assistance to a university, educational institution or other Society, Trust for conducting any research or investigation or study in a subject in which the Centre is interested.



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- xiii. To grant fellowship, scholarship or other monetary assistance, on such terms and conditions as it may decide, to such persons as it may select for the carrying on of any research, or investigation, or study in a subject in which the Centre is interested
- xiv. to manage, sell, transfer or otherwise dispose of any property, movable or immovable, of the Centre.
- xv. to assign, from time to time, such functions and duties and delegate such powers as it may deem fit, to the Committee.
- xvi. to lay down the powers, functions and duties of the Director, Controller of finance and accounts, Chief Librarian, Editor and such other officers as the Governing Council may appoint from time to time.
- xvii. To perform all such acts and do all such things as may be necessary for the proper management of the properties and the affairs of the Centre.
- xviii. to lay down the powers, functions and duties of the functionaries such as Director, the /Hon. Treasurer and the Hon. Gen. Secretary
- xix. to appoint an auditor or auditors for auditing the accounts of the Centre and to report thereon.
- xxii. To form an Executive Committee consisting of 7(Seven) to 15 (fifteen) eminent personalities from amongst the members of the centers from different fields so as to guide the Governing Council in its day to day affairs and activities of the Centre, and to fix their tenure, and decide their designations, and dissolve the same as and when required.



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- f) The Governing Council shall appoint the Director, Chief Finance Officer, Chief Librarian, Editor and such other officers as it may deem fit on such terms and conditions of service as may be laid down by it from time to time.

The duties of the Director are as under...

- a. The Director shall assist the President in discharging his duties and perform such other duties as may be entrusted to him from time to time by the Governing Council.
- b. He shall perform the duties Hon. Gen. Secretary in the absence of Hon. Gen. Secretary.
- c. He shall send notices regarding meetings of Advisory Council.
- d. The center shall sue or be sued in the name of the Director of the Centre.
- g) The Governing Council shall have the power to make bye-laws in respect of the following matters:
- i. the management of the properties, funds, affairs and work of the Centre
 - ii. the conditions and procedure under, and according to which the elected members of the Governing Council and the Committee are to be elected.
 - iii. the conditions and procedure under, and according to which the several classes of members of the Centre may be enrolled.
 - iv. Decision on various categories of Membership: The subscription including annual charges, if any, to be paid by the different classes of



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members subject to final approval of General Body.

- v. The rights, duties and privileges of the several classes of members.
 - vi. The procedure for the election of members to the Governing Council /Committee, including, if it deems fit, for postal voting and voting by proxy.
 - vii. The procedure for the convening and the conduct of the meetings of the Governing Council, the committee, and such other bodies as may be set up from time to time including provision for the transaction of business by circulation of papers
 - viii. such other purposes as may be found necessary
- h) The Governing Council shall have the power to repeal, amend and modify the bye-laws subject to final permission of General Body.
 - i) The Governing Council may, from time to time, delegate all or any of its powers to the Executive Committee excluding powers pertaining to taking policy decisions pertaining the immovable properties, investment and borrowings of the Center and/or the functionaries of the Centre.
 - j) The Centre shall sue or be sued in the name of the Director of the Centre.
 - k) to build an appropriately designed physical space with a unique ambience, to facilitate holding of meetings,



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seminars, conferences, workshops etc. in a conducive environment leading to creative ideas.

- l) to co-operate with national and international institutions and interested bodies for promoting harmony and understanding amongst peoples of different cultures and socio-economic characteristics.
- m) to organize and maintain, residential accommodation, with cultural and educational amenities, for the members of the Centre coming to participate in the activities of the Centre and of other bodies with cognate objectives, as well as non-members specially invited to participate in the activities of the Centre.
- n) to invite, as and when feasible, thought leaders, scholars, scientists, creative artists and achievers in different walks of life, who may or may not be members of the Centre, to take advantage of the facilities offered by the Centre.
- o) to issue appeals and make applications for money and funds in furtherance of the said objects in the form of loans, deposits, donations and subscriptions of cash and securities and of any property either movable or immovable.
- p) to invest and deal with funds and moneys of the Centre and to vary, alter or to transpose such investments from time to time.
- q) to purchase or otherwise acquire or take on lease or hire in the State of Maharashtra or outside, temporarily or permanently, any movable or immovable property necessary or convenient for the furtherance of the objects of the Centre.



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- r) to construct, maintain, alter, improve or develop any buildings or works necessary or convenient for the purposes of the Centre.
- s) to undertake and accept the management of any endowment or Trust fund or donation with objects similar to the objects of the Centre.

15. PROVISION FOR BORROWING/DEPOSITS AND INVESTMENT:

- 1) The Governing Council may raise loans/deposits, if necessary, on the security of the movable or immovable properties, and/or by mortgaging the properties of the Centre in consonance with section 36A(3) of the B.P.T. Act, 1950.
- 2) The Governing Council shall open, invest and operate all accounts of any description with any Nationalised, Multi National or private bank/s and to invest and deal with any money of the Centre not immediately required for any of its objects as provided under section 35 of the Bombay Public Trust Act, 1950.

16. PROVISION FOR PURCHASE AND SALE OF IMMOVABLE PROPERTY:

- 1) The Governing Council shall acquire by gift, purchase, exchange, lease, hire or otherwise any lands, buildings, assets, rights of any property, movable and/or immovable and any estate or interest for the Centre.
- 2) The Governing Council shall purchase, take on lease or otherwise acquire or to give its property on lease or hire as may be deemed necessary or convenient.



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(Shashishekar B. Randil)

- 3) The Governing Council may sell, dispose, alienate, develop, transfer, off any property or any part thereof as may be considered necessary or convenient in the best interest of the Centre as per Section 36 of the B.P.T. Act, 1950.

17. POWERS OF THE PRESIDENT :

The President shall exercise general control over the affairs of the Centre and shall give effect to the decisions of the Governing Council and in emergent cases, exercise all the powers vested in the Governing Council under clause 13 of the rules and regulations of the centre and report the decisions taken at the next succeeding meeting of the Governing Council.

Provided that where any such action taken by the President affects any person in the service of the Centre, such personnel shall be entitled to prefer, within thirty days from the date on which s/he receives notice of such action, an appeal to the Governing Council.

17A. DUTIES OF OFFICE BEARERS :

1) PRESIDENT :-

- a) To preside, and chair the General Body meetings, and the meetings of the Governing Council as provided in the rules.
- b) To decide all matters/issues by majority of votes.
- c) The right to call any meeting in case of urgency.
- d) To deliver casting vote in case of a tie.
- e) President is entitled to keep in hand an amount not exceeding Rs. 25,000/- for day to day expenses.
- f) To assign the Director to perform the functions of the Hon. Gen. Secretary in his absence.



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- g) To do all acts in order to promote the general welfare of the Centre.

2) VICE-PRESIDENT:-

- a) To look after the activities and day to day affairs of the Centre in the absence of the President.
- b) To suggest ways and new schemes for the betterment of the objects of the Centre.
- c) He shall be the Ex-officio Chairman of Advisory Committee
- d) To execute such powers/functions as delegated by the President and Governing Council.

3) HON. GEN. SECRETARY:

- a) To convene all meetings of the Governing Council and the General Body as per the instructions of the President.
- b) To keep the minutes of the meetings.
- c) To arrange and keep the records of the Centre up-to-date.
- d) To keep and maintain a list of the properties of the Centre.
- e) To ensure proper maintenance of records of the Centre.
- f) To ensure the regulations of the General Body and the Governing Council.
- h) To perform and to do all the duties in the interest of the Centre as assigned to him/her by the General Body, and the Governing Council of the Centre.
- j) To exercise supervision & control over the staff of the Centre.



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4) HON. TREASURER:

- a) He shall be responsible for all the sums of money which are from time to time received by the Centre.
- b) To ensure and maintain accounts of the Centre and its institutions.
- c) To get the accounts of the Centre audited, and present the statement of accounts to the Annual General Body.
- d) To present the budget to the Governing Council, for consideration and sanction.

18. POWERS, FUNCTIONS AND DUTIES OF THE EXECUTIVE COMMITTEE :

Subject to the overall control and general direction/superintendence of the Governing Council, the Committee shall have the following powers and duties and shall perform the following functions:

- i. To perform all such acts and duties and exercise all such powers as may be delegated or assigned to it by the Governing Council
- ii. To appoint one or more sub-committees from among its own members and / or from among members of the Centre for the purpose of facilitating business and to assign all or some of its duties and powers to such sub-committees.
- iii. To make recommendations in regard to the programme activities of the Centre
- iv. To examine the budget, revised budget and audited accounts, keeping in view the recommendations of the Finance committee, and to recommend the same for the approval of the Governing Council.



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- v. To examine the quarterly income and expenditure statements
- vi. To provide guidance in regard to the publications which may be brought out by the Centre, and the functioning of the Library.
- vii. To propose bye-laws, for any of the matters for which they are required to be made, for consideration and adoption by the Governing Council.
- viii. To consider such other matters as may be brought before the committee with the permission of the Chair.

19. FINANCE COMMITTEE :

The Finance Committee (FC) shall be constituted by the Governing Council with a tenure to be decided by the members of the Governing Council. It shall be an advisory body to oversee the Center's financial affairs and consider matters having major financial implications, examine the budget, revised budget, audited accounts, etc. The composition of the FC would be as follows:

- i. Chairman, to be nominated by the Governing Council from amongst the Life members of the Centre
- ii. two persons to be nominated by the Governing Council, one from among the members of the Committee and the other from among the members of the Centre
- iii. the Hon. Treasurer and Hon. Gen. Secretary shall serve as ex-officio members
- iv. The Chief Finance Officer shall serve as Secretary of the Finance Committee



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20. **ADVISORY COUNCIL:**

- a. The Governing Council may appoint an Advisory Council to advice on the programmes and activities which the Centre may usefully undertake:
- b. The strength of the Council shall not exceed twenty-five (25) at any given point of time.
- c. The meetings of the Council shall be convened in accordance with such procedure as may be prescribed by Governing Council from time to time.
- d. The members of the Advisory Council shall be appointed by the Governing Council.
- e. The members of the Advisory Council shall hold office for such period as may be decided by Governing Council.
- f. The Vice President shall chair the meetings.
- g. The notices of Advisory Council meetings shall be send by the Director.

21. **MEETINGS :**

a) **Venue of Meetings**

All meetings of the Governing Council and General Body shall be held in Pune. Similarly, meetings of Committee/s constituted under these Rules shall also be held in Pune or at such place/s to be decided by the Governing Council.

b) **Frequency of Meetings**

- i. The General Body shall meet at least once a year



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- ii. The Governing Council shall meet as far as possible once a quarter or as often as may be necessary, to transact its business.
- iii. The Committee/s shall generally meet once a month or at shorter intervals and expedient and necessary.

c) Convening of meetings

- i. The annual meetings of the General Body shall be convened by the Hon. Gen. Secretary, provided that special meetings of the General Body shall be convened on requisition in writing by the Hon. Gen. Secretary, or by at least 1/4th (one-fourth) of the number of members on rolls for the time being.
- ii. The meetings of the Governing Council shall be convened by the Hon. Gen. Secretary, provided that a special meeting of the Governing Council shall be convened on requisition in writing by the President.
- iii. The meetings of the committee shall be convened by the Hon. Gen. Secretary provided that special meetings of the Committee shall be convened on requisition in writing signed by at least (4) four members of the committee.

d) Notice of Meetings

- i. There shall be at least 15 (fifteen) days clear notice for meetings of the General Body
- ii. There shall be at least seven (7) days clear notice for meetings of the Governing Council.
- iii. There shall be three (3) days clear notice for the meetings of the Committee.

Provided that for special meetings the period of notice shall be as follows:



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Of the General Body	:	Seven clear days
Of the Governing Council	:	Five clear days
Of the committee	:	One clear day

e) Nature of Business at meetings as determined by Governing Council

i) General Body: The General Body shall meet inter-alia, to:

- adopt the Annual Report of Centre
- adopt the Audit Report and audited annual Statement of accounts.
- to elect the Governing Council every 5 (five) years ;
- to lay/suggest policy guidelines to the Governing Council from time to time.

ii) Governing Council: The Governing Council shall meet to consider reports about activities of the Centre forwarded by the Committee...

- to determine policy for the guidance of the Committee;
- to consider and approve the annual budget submitted by the committee and to consider such other matters as may be brought before the Governing Council with the permission of the President.

iii) Executive Committee: The Committee shall meet to consider the matters assigned to it under clause (18) of this document.

f) Quorum for Meetings

- For the annual meetings of the General Body the quorum shall be 1/10th (one-tenth) of the number of the members on roll for the time being.



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ii. For special meetings of the General Body, the quorum shall be one - fourth of the number of the members on roll for the time being

iii. Meeting of the Governing Council, the quorum shall be seven

iv. For a meeting of the Committee/s the quorum shall be (5) five.

Provided always that the quorum prescribed above shall not be necessary for an adjourned meeting.

g) Business by circulation of papers

i. The election of elected members to the Governing Council and the Committee by the General Body may be held by secret voting.

ii. The Governing Council may dispose of urgent matters by circulation of papers, if so desired by the President.

iii. The committee may dispose of urgent matters by circulation of papers on the initiative of the Hon. Gen. Secretary.

22. FUNDS AND FINANCES :

a. The Centre shall have its own fund and all the receipts of the Centre through grants, donations, subscriptions and fees, as well as income from investments, publications and other sources shall be carried to the Fund and all payments by the Centre shall be made there from.

b. All the incomes, earnings and movable and / or immovable properties of the Centre when so ever and



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howsoever derived shall be applied solely towards the promotion of the aims and objects of the Centre as set forth in the Memorandum of Association. No portion of the income and property of the Centre shall be paid or transferred or distributed, directly or indirectly by way of dividends, interest or otherwise to any person(s) who at any time are or have been member(s) of the Centre or anyone through them, provided that nothing herein contained shall prevent the payment in good faith or honorarium, facilities of any nature, remuneration to any member, office bearer, officer or servant or anyone else, in return for services rendered. No member of the Centre shall have any personal claim on any movable and / or immovable properties of the Centre to make any profit whatsoever, by virtue of his/her membership.

- c. All expenditure paid out of the Fund shall be incurred solely for the promotion of the aims and objectives for which the Centre has been established, and in the manner approved by the Governing Council.
- d. The Centre may establish general, special or capital funds for furtherance of the aims and objectives of the Centre, and the money shall be deposited in Nationalised, Multi National and/or private banks or Public Securities.

23. BUDGET:

- a) The Hon. Treasurer through the Director shall prepare, in such form and at such time each year as decided by the Governing Council, a budget in respect of the financial year next ensuing and a revised budget for the financial year showing the estimated receipts and expenditure, and forward the



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same to the Committee, along with the views of the finance committee, for its consideration.

- b) The budget as approved by the Governing Council, shall be operated upon by the Hon. Treasurer / Director.

24. ACCOUNTS AND AUDIT :

- a) The Centre shall maintain such books of accounts and other books in relation to its accounts in such form and in such manner as may be determined in consultation with the Auditors of the Centre.
- b) The Centre shall, as soon as may be, after closing its annual accounts, prepare a statement of accounts in such form as the Governing Council may in consultation with the Auditors of the Centre, determine.
- c) The accounts of the Centre shall be audited by such auditors as the Governing Council may appoint.
- d) The annual accounts of the Centre together with the audit report thereon shall be laid before the General Body, as far as practicable, at its annual meetings. If the statement of the audited accounts is not ready by the date of the annual meeting, it shall be placed before the General Body at a subsequent meeting called for the purpose.



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REMOVAL FROM MEMBERSHIP AND SUSPENSION OF FACILITIES:

- a) Any member who has committed a breach of any of the Rules of the Centre or who has refused or

neglected to abide by any such Rules or has not cleared the dues of the Centre (other than membership fee) within the stipulated time or is a habitual defaulter in the clearance of the dues of the Centre or who has committed any act which, in the opinion of the Committee, is calculated or likely to bring discredit to the Centre may be removed from the membership of the Centre by a resolution of 3/4th three-fourth of the members of the committee present at a special meeting thereof convened for the purpose after at least 21 days notice.

Provided that no such resolution shall be passed unless the member concerned is informed by a registered letter (acknowledgement due) at least 21 days before such a meeting, of the date, time, and place of the meeting and of the grounds on which it is proposed to remove him/her from membership of the Centre and is given an opportunity to explain his/her conduct to the Committee in writing or in person at such a meeting.

- b) Pending consideration/decision of the Committee in respect of complaints/charges against a member, the Director in consultation with the Governing Council may suspend the use by such member of any or all of the Center's facilities.
- c) The name of any member, individual or institutional, who is liable to pay subscription by 1st April of each year but whose subscription falls in arrears beyond 31st May shall be removed from the Roll of Members of the Centre unless the Committee shall otherwise decide, in which case the members whose subscriptions have fallen in arrears shall have to pay, in addition to the arrears due administrative charges to be fixed by the Governing Council to enable to continue their membership of the Centre.



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- d) The name of a member removed from the Roll of Members of the Centre may be restored thereto only on payment of such sum as the Committee may determine in each case.

26. ACCOUNTING YEAR:

The accounting year of the Centre shall be from 1st of April to 31st March each year or as per the directions and/or circulars issued by the Charity Commissioner from time to time.

27. BANK ACCOUNT:

The Bank Accounts shall be in the name of the Centre and shall be operated under the joint signature of any two out of President, Hon. Gen. Secretary, and Hon. Treasurer. However, the signature of the Hon. Treasurer shall be compulsory to any transaction.

28. CHANGE AMENDMENT IN THE NAME AND OBJECTIVES:

To alter, extend, amend or change the name, and/or the objectives of the Centre, provisions of Sections 12 and 12A of the Societies Registration Act, 1860, shall be complied with.



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Any amendment to the Memorandum of Association shall be carried out only with the approval of the Asstt. Charity Commissioner, Pune. If required application can be made to Competent Income Tax Authority i.e. the Commissioner of Income Tax, Pune, for the purpose of Section 12A of the Income Tax Act.

29. CHANGE IN RULES AND REGULATIONS:

Any change to be done in the Rules and Regulations shall be done by calling special General Body meeting in which the changes, amendments to the Rules and Regulations must be passed by 3/5th of the total number of members present. A copy of proposed change(s) in Rules and Regulations shall be sent along with Notice to the members well in advance.

Any amendment to the Rules and Regulations shall be carried out only with the approval of the Asstt. Charity Commissioner, Pune. If required application can be made to Competent Income Tax Authority i.e. the Commissioner of Income Tax, Pune, for the purpose of Section 12A and 80G of the Income Tax Act.

30. LIST OF MEMBERS:

The list of persons who are members within the meaning of Section 15 of the Societies Registration Act, 1860, shall be maintained in the form of Schedule VI to the Societies Registration (Maharashtra) Rules, 1971, vide Rules 15 thereof.

31. INDEMNITY:

- 1) The office bearers and the members of the Centre shall be indemnified in respect of acts done by them for the Centre in good faith, and no office bearer or member of the Centre shall be liable for such act done by any other office bearer, or member Centre of the .
- 2) No act or proceedings of the Centre shall be deemed to be invalid by a reason merely of any vacancy in and/or defect or deficiency in the construction of



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Memorandum of Association of the Centre / Rules and Regulations thereof as the case may be.

- 3) The Centre shall sue or sued in the name of the Director of the Centre.

32. SEAL:

There shall be a common Seal of the Centre which shall be affixed at the discretion of Governing Council to such deeds, contracts, agreements and official letters, documents or statements of whatever nature where requires the sanction of the Governing Council.

33. PROVISION FOR EXPENSES TO BE INCURRED ON OBJECTS:

If any amount is collected for some specific object, the said amount can be 100% spent for that object. Alternatively, such amounts can be spent on other objects as approved and decided by the Governing Council from time to time.

34. DISSOLUTION:

If for any reasons it is decided to dissolve the Centre, the provision of Section 13 and 14 of the Societies Registration Act, 1860, shall be complied with.

In the event of dissolution the surplus assets/funds of the Centre as would remain after discharging all liabilities shall be transferred to any other Public Charitable Institution/Foundation having similar objects, and also registered u/s 12A of Income Tax Act, 1961, and the same shall not under any circumstances be distributed among the members.



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: CERTIFICATE :

Certified that this is the true and correct copy of the Rules and Regulation adopted by **PUNE INTERNATIONAL CENTRE** to the best of our knowledge and belief.

(Dr. Raghunath A. Mashelkar)

President

(Prabhakar D. Karandikar)

Hon. Gen. Secretary

(Shashishekhar B. Pandit)

Hon. Treasurer



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पुणे विभाग



सही शिक्काची खरी नकल

जकीलक
सार्वजनिक धर्मदाय नोंदणी
कार्यालय पुणे विभाग पुणे

(Dr. Raghunath A. Mashelkar)

(Prabhakar D. Karandikar)

(Shashishekhar B. Pandit)