"महाराष्ट्र पब्लिक रिलीफ सोसायटी"
स्थापन करणेबाबत

महाराष्ट्र शासन
सामान्य प्रशासन विभाग
शासन निर्णय क्रमांक :- सीआरएफ-२०१७/प्र.क्र. ६७/२०१७/अर्थसं
मादाम कामा मार्ग, हुतात्मा राजगुरू चौक,
मंत्रालय, मुंबई- ४०० ०३२.
दिनांक :- ०२ नोव्हेंबर, २०२६

प्रस्तावना :-

महाराष्ट्र राज्यामध्ये आर्थिकदृष्ट्या दुर्बल, गरजू तसेच गंभीर व खर्चिक आजारांनी ग्रस्त रुग्णांना वैद्यकीय उपचारासाठी मुख्यमंत्री सहायता निधीच्या माध्यमातून अर्थसहाय्य देण्याची विद्यमान व्यवस्था कार्यरत आहे. तसेच विविध रुग्णालयांसोबत सामंजस्य करार, रुग्ण सहाय्य, धर्मादाय रुग्णालयांशी समन्वय तसेच कॉर्पोरेट सोशल रिस्पॉन्सिबिलिटी (CSR) अंतर्गत त्रिपक्षीय करार यांसारख्या उपक्रमांद्वारे ही व्यवस्था अधिक व्यापक करण्याचा प्रयत्न करण्यात येत आहे.

२. मा.मुख्यमंत्री यांच्या अध्यक्षतेखाली मुख्यमंत्री सहायता निधी कक्षाच्या दि.२३.०४.२०२५ रोजी झालेल्या बैठकीमध्ये "रुग्णांच्या उपचाराकरीता सी.एस.आर.च्या माध्यमातून निधी उपलब्ध करणेसाठी काय मार्ग असू शकतील याबाबत संकल्प पत्र तयार करण्यात यावे" असे निर्देश मा.मुख्यमंत्री यांनी दिले होते. त्याअनुषंगाने "महाराष्ट्र पब्लिक रिलीफ सोसायटी" स्थापन करण्यासाठी तयार करण्यात आलेल्या संकल्पपत्रास मान्यता प्राप्त झाल्यानंतर सदर सोसायटीच्या स्थापनेच्या प्रस्तावित मसुद्यास विधी व न्याय विभागाच्या मान्यतेनंतर "महाराष्ट्र पब्लिक रिलीफ सोसायटी" स्थापन करण्यास मान्यता देण्यात आली आहे.

३. राज्यातील आर्थिकदृष्ट्या दुर्बल, गरजू तसेच गंभीर व खर्चिक आजारांनी ग्रस्त रुग्णांना वैद्यकीय उपचारांसाठी अर्थसहाय्य करणे, नैसर्गिक आपत्तीमधील आपदग्रस्तांना मदत, सामुदायिक आरोग्य शिबीरे राबविणे, वैद्यकीय संशोधनासाठी मदत इत्यादी उद्देशांकरिता कॉर्पोरेट सोशल रिस्पॉन्सिबिलिटी (CSR) च्या माध्यमातून निधी उभारण्यासाठी नोंदणी करण्यात आलेल्या "महाराष्ट्र पब्लिक रिलीफ सोसायटी" ची स्थापना व कार्यान्वित करण्याची बाब शासनाच्या विचाराधीन होती.

शासन निर्णय :-

राज्यातील आर्थिकदृष्ट्या दुर्बल, गरजू तसेच गंभीर व खर्चिक आजारांनी ग्रस्त रुग्णांना वैद्यकीय उपचारांसाठी अर्थसहाय्य करणे, नैसर्गिक आपत्तीमधील आपदग्रस्तांना मदत, सामुदायिक आरोग्य शिबीरे राबविणे, वैद्यकीय संशोधनासाठी मदत इत्यादी उद्देशांकरिता कॉर्पोरेट सोशल रिस्पॉन्सिबिलिटी (CSR) च्या माध्यमातून निधी उभारण्यासाठी मुख्यमंत्री सचिवालयाच्या अधिनस्त नोंदणी करण्यात आलेल्या "महाराष्ट्र पब्लिक रिलीफ सोसायटी" च्या स्थापनेस व कार्यान्वित करण्यास मान्यता देण्यात येत आहे.

२. महाराष्ट्र पब्लिक रिलीफ सोसायटीची उद्दिष्टे, सोसायटीची घटना (MoA), नियमावली (Rules and Regulations) व इतर आवश्यक बाबीं विषयीची माहिती सोबतच्या विवरणपत्रात नमूद करण्यात येत आहे.

३. महाराष्ट्र पब्लिक रिलीफ सोसायटीकरिता कॉर्पोरेट सोशल रिस्पॉन्सिबिलिटी (CSR) अतंर्गत निधी देणाऱ्या कंपन्या तसेच सोसायटीच्या नियमावली (Rules and Regulations) मध्ये नमूद स्त्रोतांच्या माध्यमातून प्रचलित तरतुदींच्या अधीन राहून सोसायटीच्या उद्दिष्टांकरिता निधी उपलब्ध करण्यास मान्यता देण्यात येत आहे.

४. सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक २०२६११०२१७०११०२८०७ असा आहे. हा आदेश डिजीटल स्वाक्षरीने साक्षांकीत करून काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

Digitally signed by GANESH NIVRUTTI PAWAR
Date: 2026.11.02 17:03:28 +05'30'

(गणेश पवार)

उप सचिव, महाराष्ट्र शासन

प्रति,

१. मा.सभापती / उप सभापती, महाराष्ट्र विधान परिषद यांचे खाजगी सचिव
२. मा. अध्यक्ष / उपाध्यक्ष, महाराष्ट्र विधानसभा यांचे खाजगी सचिव
३. मा.मुख्यमंत्री यांचे प्रधान सचिव / सचिव, मंत्रालय, मुंबई.
४. मा. उप मुख्यमंत्री (नगर विकास) यांचे खाजगी सचिव, मंत्रालय, मुंबई.
५. मा. उप मुख्यमंत्री (वित्त व नियोजन) यांचे खाजगी सचिव, मंत्रालय, मुंबई.
६. मा.मंत्री (सर्व) यांचे खाजगी सचिव, मंत्रालय, मुंबई.
७. मा. विरोधी पक्ष नेता, विधान परिषद / विधानसभा, विधान मंडळ सचिवालय, मुंबई.
८. मा.राज्यमंत्री (सर्व) यांचे खाजगी सचिव, मंत्रालय, मुंबई.
९. सर्व सन्माननीय सदस्य, विधान परिषद / विधानसभा.
१०. मा.मुख्य सचिव, महाराष्ट्र शासन, मंत्रालय, मुंबई.
११. मा.मुख्यमंत्री यांचे उप सचिव, मंत्रालय, मुंबई.
१२. अपर मुख्य सचिव / प्रधान सचिव / सचिव, सर्व प्रशासकीय विभाग, मंत्रालय, मुंबई.
१३. धर्मादाय आयुक्त, महाराष्ट्र राज्य, वरळी, मुंबई- ४०० ०१८.
१४. सहाय्यक संचालक (निधी व लेखा), मुख्यमंत्री सहाय्यता निधी, मुख्यमंत्री सचिवालय, मंत्रालय, मुंबई- ३२.
१५. सर्व विभागीय आयुक्त
१६. सर्व जिल्हाधिकारी
१७. महासंचालक, माहिती व जनसंपर्क संचालनालय, मुंबई (प्रसिद्धीसाठी)
१८. निवड नस्ती.

MEMORANDUM OF ASSOCIATION
OF

"MAHARASHTRA PUBLIC RELIEF SOCIETY''

1) **NAME OF THE SOCIETY: - "MAHARASHTRA PUBLIC RELIEF SOCIETY''**

2) **OFFICE ADDRESS: -**

Chief Minister's Secretariat
6 th floor, Main Building,
Mantralaya
Mumbai – 400032.

3) **OBJECTIVES and PURPOSE OF SOCIETY:**

A) To provide financial and other assistance to victims of natural calamities and natural disaster in the State

B) To provide partial financial assistance for surgeries/ treatment of individual's suffering from serious & critical illness such as heart disease cancer, kidney failure, brain or spine disorder, and others as decided by the Governing Body of this Society

C) To provide financial assistance in accordance with criteria decided by the Governing Body by majority to the dependents of individuals killed or injured in accidents not covered in any prevailing scheme or incurring amount above current provision.

D) To assist, or to grant assistance to needy or/and indigent persons including vulnerable and marginalized groups, for meeting the cost of medical treatments and where no support is provided through existing medical coverage provided by the State and/or private insurance through financial, logistical, in kind provisions

E) To provide financial and other assistance to the dependents of individuals killed, injured or whose property was damaged in the communal riots.

F) To support dependent of individuals killed or injured in Naxalite attacks, where specified, in the prevailing policies of the Government of Maharashtra.

G) To provide institutional aid to organizations for differently abled persons.

H) Relief for poor and needy — to give financial or other assistance in kind i.e. distributing cloths, meals or other essential commodity to the needy, poor, indigent and to the persons suffering and in distress due to natural calamities.

I) To provide institutional support to organizations for seminars/ conferences/ workshops on healthcare and medical education and to initiate all necessary awareness campaigns through seminars, print material, films, street dramas, theatre plays, websites, telephone calling, seminars, workshops, platform discussions, lectures etc.

J) To undertake and provide research support to the State for matters related to health, aids, grants, charity and relief to take informed decisions.

K) To mobilize resources and funds to realize aims and objectives of this society

L) To undertake Community Health Camps.

M) To undertake any other activity that is incidental or conducive to the attainment of the principal charitable objects of the Society set out above, and which is not inconsistent therewith.

N) To undertake all activities covered under Section 2(15) of the Income-tax Act, 1961, Schedule VII of the Companies Act, 2013, and such other charitable purposes recognized under applicable laws.

O) To receive and utilize Corporate Social Responsibility (CSR) funds and undertake CSR projects and programmes in accordance with Section 135 of the Companies Act, 2013 and rules made thereunder.

P) PROVIDED, the Society may assist/donate the other Trust/Society to carry out the objects mentioned in the objects clause in such manner and to the extent the Board may decide upon from time to time.

Q) PROVIDED FURTHER, the Society will not carry out any activities with the intention of earning profit and will perform with service motive only.

R) PROVIDED FURTHER, no part of the income, profits, dividends or surplus funds of the Society shall be distributed, paid or transferred, directly or indirectly, to any of its members; all such income, profits and surplus funds shall be applied solely towards the promotion of the objects of the Society.

4) PROVISO FOR COMPLIANCE WITH CORPORATE SOCIAL RESPONSIBILITY (CSR) LAWS

A) CSR Alignment: The Society shall ensure that all Corporate Social Responsibility (CSR) funds, projects, and programs received or undertaken are aligned strictly with the activities permissible under Section 135 and Schedule VII of the Companies Act, 2013, read along with the Companies (Corporate Social Responsibility Policy) Rules, 2014, as amended or substituted from time to time.

B) Compliance Framework: The Society shall maintain complete transparency, project track records, separate accounting allocations, and undergo necessary certification (including registering as an implementing agency via Form CSR-1) to ensure absolute compliance with the monitoring and reporting guidelines issued by the Ministry of Corporate Affairs.

5) PROVISO FOR COMPLIANCE WITH THE FOREIGN CONTRIBUTION (REGULATION) ACT (FCRA)

A) Prior Statutory Authorization: In the event the Society intends to solicit, receive, or utilize any foreign contributions, donations, or hospitality from foreign sources in the future, it shall not do so without obtaining prior registration or formal prior permission from the Ministry of Home Affairs, Government of India, in strict accordance with the provisions of the Foreign Contribution (Regulation) Act, 2010 (FCRA), and the Rules framed thereunder.

B) Banking Channels: All such foreign contributions, if authorized, shall be received exclusively through the designated FCRA bank account in accordance with statutory mandates and shall be subject to independent audit, separate reporting, and regulatory disclosure as prescribed by law.

6) Governing Body of above Society: The following are the members, their addresses and designation, age, occupation and nationality who are the member of the Governing Body of above Society. And they are entrusted the work and management of the Society as per Rules and Regulations of the Society.

NO.	NAME & ADDRESS	DESIGNATION	AGE	NATIO-NALITY
1.	Hon'ble CHIEF MINISTER Mantralaya, Madam Cama Road, Churchgate, Mumbai, Maharashtra – 400032	PRESIDENT		INDIAN
2.	CHIEFSECRETARY, GOVERNMENT OF MAHARASHTRA Mantralaya,Madam Cama Road, Churchgate, Mumbai, Maharashtra – 400032	MEMBER		INDIAN
3.	ADDITIONAL CHIEF SECRETARY / PRINCIPAL SECRETARY / SECRETARY General Administration Department Mantralaya, Madam Cama Road, Churchgate, Mumbai, Maharashtra – 400032	MEMBER		INDIAN
4.	ADDITIONAL CHIEF SECRETARY / PRINCIPAL SECRETARY / SECRETARY TO THE CHIEF MINISTER Mantralaya, Madam Cama Road, Churchgate, Mumbai, Maharashtra – 400032	SECRETARY		INDIAN

5.	ADDITIONAL CHIEF SECRETARY / PRINCIPAL SECRETARY / SECRETARY Public Health Department 10 th Floor, New Mantralaya, G.T. Hospital Campus ,Lokmanya Tilak Marg, Mumbai-400 001	MEMBER		INDIAN
6.	ADDITIONAL CHIEF SECRETARY / PRINCIPAL SECRETARY / SECRETARY Department Of Medical Education 9 th Floor, New Mantralaya, G.T. Hospital Campus ,Lokmanya Tilak Marg, Mumbai-400 001	MEMBER		INDIAN
7.	JOINT / DEPUTY SECRETARY RECOMMENDED BY ADDITIONAL CHIEF SECRETARY / PRINCIPAL SECRETARY / SECRETARY, Department of Finance , Mantralaya, Madam Cama Road, Churchgate, Mumbai,Maharashtra – 400032	MEMBER		INDIAN
8.	DEPUTY DIRECTOR (ACCOUNTS & AUDIT) / ASSISTANT DIRECTOR (ACCOUNTS & AUDIT) Chief Minister's Secretariat, Mantralaya, Madam Cama Road, Churchgate, Mumbai, Maharashtra – 400032	TREASURER		INDIAN
9.	Any Two Members as recommended by Hon'ble Chief Minister will act as member	MEMBER		INDIAN

7) GOVERNING BODY TENURE, RESIGNATION, REMOVAL, VACANCY, AND SUBSTITUTION MECHANISM

a) Ex-Officio Members and Co-Existence with Post: All ex-officio members of the Governing Body (including the President, Chief Secretary, and Secretaries of concerned departments) shall hold their membership automatically and strictly by virtue of holding their respective official Government office or post. Their membership shall co-exist with their tenure in that specific administrative post; upon vacating, transferring, or retiring from their Government office, their successor officers shall automatically and instantly assume ex-officio membership and voting rights in the Society without the need for a separate appointment resolution.

b) Nominated Members and Term of Office: The members nominated to the Governing Body under the recommendation of General Body and shall hold office for a fixed tenure of three (3) years from the date of their nomination. Upon the expiry of the three-year term, their membership shall be eligible for renewal or extension at the sole discretion and written recommendation of the General Body.

c) Resignation: Any nominated member may resign from the Governing Body at any time by tendering a formal, written resignation letter addressed directly to the President of the Society. Such resignation shall become legally effective only from the date it is explicitly accepted in writing by the President/Authorized General Body member as authorized by President.

d) Removal: The Governing Body, with the prior written approval and order of the President (Hon'ble Chief Minister), reserves the absolute right to remove any nominated member from the board prior to the expiry of their 3-year tenure on grounds of non-attendance of three consecutive meetings without a valid leave of absence, misconduct, operational inefficiency, breach of public trust, or if their actions are deemed prejudicial to the objects and reputation of the Society.

e) Casual Vacancy and Substitution Mechanism: In the event of a casual vacancy arising in respect of a nominated member due to death, resignation, permanent mental or physical disability, or removal, the vacancy shall be filled immediately via a fresh substitution mechanism. The President (Hon'ble Chief Minister) shall recommend a qualified substitute member, who shall be formally inducted into the Governing Body to hold office for the remaining residual period of the original three-year term, subject to the same renewal conditions.

8) We the following signatories the members of the above Governing Body jointly and severally declare that we wish to form a Society and register the same under the Societies Registration Act, 1860, and for that object we met today i.e. on 21/07/2026 and formed the above Society for registration.

NO.	NAME & ADDRESS	DESIGNATION	AGE	NATIONALITY
1.	Hon'ble CHIEF MINISTER Mantralaya, Madam Cama Road, Churchgate, Mumbai, Maharashtra – 400032	PRESIDENT		INDIAN
2.	CHIEF SECRETARY, GOVERNMENT OF MAHARASHTRA Mantralaya, Madam Cama Road, Churchgate, Mumbai, Maharashtra – 400032	MEMBER		INDIAN
3.	ADDITIONAL CHIEF SECRETARY / PRINCIPAL SECRETARY / SECRETARY General Administration Department Mantralaya, Madam Cama Road, Churchgate, Mumbai, Maharashtra – 400032	MEMBER		INDIAN
4.	ADDITIONAL CHIEF SECRETARY / PRINCIPAL SECRETARY / SECRETARY TO THE CHIEF	SECRETARY		INDIAN

	MINISTER Mantralaya, Madam Cama Road, Churchgate, Mumbai,Maharashtra – 400032			
5.	ADDITIONAL CHIEF SECRETARY / PRINCIPAL SECRETARY / SECRETARY Public Health Department 10 th Floor, New Mantralaya, G.T. Hospital Campus ,Lokmanya Tilak Marg, Mumbai ,Maharashtra – 400 001	MEMBER		INDIAN
6.	ADDITIONAL CHIEF SECRETARY / PRINCIPAL SECRETARY / SECRETARY Department Of Medical Education 9 th Floor, New Mantralaya, G.T. Hospital Campus ,Lokmanya Tilak Marg, Mumbai , Maharashtra - 400 001	MEMBER		INDIAN
7.	JOINT / DEPUTY SECRETARY RECOMMENDED BY ADDITIONAL CHIEF SECRETARY / PRINCIPAL SECRETARY / SECRETARY, Department of Finance , Mantralaya, Madam Cama Road, Churchgate, Mumbai,Maharashtra – 400032	MEMBER		INDIAN
8.	DEPUTY DIRECTOR (ACCOUNTS & AUDIT) / ASSISTANT DIRECTOR (ACCOUNTS & AUDIT) Chief Minister's Secretariat, Mantralaya, Madam Cama Road, Churchgate, Mumbai,Maharashtra – 400032	TREASURER		INDIAN
9.	Any Two Members as recommended by Hon’ble Chief Minister will act as member	MEMBER		INDIAN

RULES AND REGULATIONS
OF

"MAHARASHTRA PUBLIC RELIEF SOCIETY''

1. DEFINITIONS:

A) Society– The word "Society" wherever mentioned means "MAHARASHTRA PUBLIC RELIEF SOCIETY''

B) Governing Body – "The body of the Society referred to in the Memorandum of Association, comprising the members as elected by General Body and vested with the management and administration of the Society, as recommended by the general body."

C) General Body – "The collective body of all members of the Society for the time being on the Membership Register."

D) President – "The Hon'ble Chief Minister of Maharashtra, who shall preside over meetings of the Governing Body as provided in the Memorandum of Association."

E) Ex-officio Members – "Those members of the Governing Body who hold membership by virtue of holding a specified Government office or post, as set out in the Memorandum of Association."

F) CSR Funds – "Funds contributed by companies towards Corporate Social Responsibility under Section 135 of the Companies Act, 2013 and the rules made thereunder."

G) Member – "A person whose name is entered in the Membership Register of the Society, and includes ex-officio members and nominated members of the Governing Body."

H) Advisor– The word "Advisor" means any independent competent individual expert in healthcare appointed as advisor/expert for CMRF to mobilize resources.

2. JURISDICTION: The jurisdiction of the Society shall be Maharashtra. However, the Governing Body will have the power to extend jurisdiction on case-to-case basis including getting donations from persons out of Maharashtra.

3. FINANCIAL YEAR: The financial year of the Society shall be 1st April to 31st March of every year.

4. CESSATION OF MEMBERSHIP: A person shall ipso-facto cease to be a member and shall be removed as such by the Governing Body.

A) On his/her death.

B) On his/her resignation from the post

C) On vacating the post for any other reason

D) Person of unsound mind declared by a competent court or suffering any legal disability.

E) On decision of the President to recuse/remove a person by an order.

5. **<u>POWER OF THE GOVERNING BODY:</u>**The 'Governing Body' shall work and have full powers and authority to do all acts, matter, things and deeds which may be necessary or expedient for the purpose of and in particular to the following: -

A) To look after, manage, supervise and control the management and administration of the said society and its properties.

B) To admit or reject new members and accept resignation of the members.

C) To have an audited statement of accounts prepared every year for submission to the Registrar of Societies & Income Tax and any other authority as may be required by Law for the time being in force, if any.

D) All clauses herein are intended to secure exemption from Income Tax on the Income of contributions and donations to the Society and any clause or portion of this Deed of society which is inconsistent with or repugnant to the sections of the Income Tax Act, 1961 as amended, substituted or modified from time to time, shall be deemed to be deleted or modified with effect from the date on which the sections to which the clause or part of a clause is repugnant or inconsistent comes into force.

E) To accept donations and to make an appeal to the people, institutions, organizations and government for general donations as per the decision of the General Body, all the donations and CSR contributions shall be accepted and utilized subject to applicable laws, Government directions and financial regulations.

F) To appoint such committee with such powers as the Governing Body may think fit and proper, for such purpose. And/or to dismiss the same when the purpose is full-filled.

G) Generally, to do all such other acts, things as are incidental or conducive to the attainment of the above powers and duties or anyone or more of them and the aims and objects specified in the Memorandum of Association.

H) **Invite an expert from the CMRF**: To invite an expert from the Chief Minister Relief Fund (CMRF) to the meeting of Governing Body, as and whenever deemed necessary.

i. **Policy Formulation and Regulatory Powers:** The Governing Body shall be the supreme executive authority responsible for framing, modifying, and implementing operational policies, guidelines, and criteria for the mobilization and utilization of Corporate Social Responsibility (CSR) and public relief funds. It shall establish transparent frameworks for verifying the eligibility of needy individuals and prioritizing financial assistance for medical treatments.

ii. **Framework for Engagement of Experts / Consultants:** To ensure technical accuracy and informed decision-making in specialized matters concerning healthcare, corporate compliance, fund mobilization, or disaster relief, the Governing Body shall have the absolute power to engage or invite experts and consultants.

iii. **Procedure for Appointment of Experts / Consultants:**

a. The Governing Body may, either on its own motion or upon the direct recommendation of the President (Hon'ble Chief Minister), appoint any independent, competent professional or a designated expert from the Chief Minister's Relief Fund (CMRF) Cell or externally as a Consultant/Advisor to the Society.

b. The appointment shall be made via a formal resolution passed by the Governing Body, specifying a fixed tenure (not exceeding two years) and any terms of honorarium or professional fees, if applicable.

c. Casual or agenda-specific experts may be invited by the Secretary, with the prior approval of the President, to attend specific meetings without a formal long-term contract.

iv. **Role of the Expert / Consultant:**

a. The primary role of the expert/consultant shall be purely advisory and technical in nature.

b. They shall assist the Governing Body in scrutinizing complex medical cases, assessing infrastructure requirements for community health camps, and verifying compliance with Schedule VII of the Companies Act, 2013.

c. They shall act as a strategic liaison to streamline resource mobilization from corporate donors.

v. **Powers of the Expert / Consultant:**

a. **Right to Attend and Deliberate:** The appointed expert/consultant shall have the power to attend ordinary, special, or emergency meetings of the Governing Body upon receiving an official invitation or notice. They have the power to express professional opinions and record technical notes during these proceedings.

b. **No Voting Rights:** The expert/consultant shall attend meetings strictly as an invitee or non-voting advisor. They shall possess no administrative, executive, or voting powers, and their presence shall not be counted toward constituting a valid quorum for any meeting of the Governing Body or General Body.

c. **Access to Information:** They shall have the power to call for and inspect operational data, specific medical aid applications, or corporate funding proposals directly relevant to the technical assignment assigned to them by the Governing Body.

6) MEETING OF THE GOVERNING BODY: Members of the Governing Body shall meet ordinarily once in a year or more if necessary to conduct the affairs of the said Society. Minimum seven-day notice of the meeting in writing/by hand delivery/through official email be given to the members of the Governing Body.

An emergency or special meeting of the Governing Body may be convened by the President or Governing Body at shorter notice where the urgency of the matter so requires. Meetings of the Governing Body may be held through video-conferencing or other audio-visual means, and decisions may also be taken by way of circular resolution signed/approved by a majority of the members, which shall be placed before and noted at the next meeting of the Governing Body. The President shall be the authority competent to convene meetings of the Governing Body

7) <u>REQUISITION MEETING</u>: The requisition meeting of the Society may be convened upon a requisition made in writing by President or authority appointed or authorised by the President or the Secretary of the Society, when specifically authorised in writing by the President for that purpose

On receipt of the requisition the Society shall forthwith proceed to convene the meeting. If, Governing Body fails to do so, then the President and/or the requisitionists themselves may convene such meeting within 10 days from the delivery of such requisition. Quorum for the requisition meeting shall be $3/5^{th}$ members present in the meeting of the Governing Body.

8) <u>QUORUM</u>: $3/5^{th}$ members present in the meeting shall form a quorum of the Governing Body. The meeting adjourned for want of quorum shall be held an hour later at the same place and members present shall form the quorum. But no business other than that is specified in the Notice be transacted in such meeting.

9) <u>MINUTES TO BE KEPT</u>:

A) Recording and Format: The Governing Body shall record clear and accurate reports of all proceedings, meeting notices, and circular resolutions. These may be kept in a physical Minute Book or as secure digital records.

B) Authentication: Minutes shall be confirmed at the immediate next meeting and signed by the President. Digital records shall be authenticated using a secure Digital Signature Certificate (DSC) or official electronic signature.

C) Preservation: All physical and digital minutes must be permanently and securely preserved under the custody of the Secretary at the Society's registered office. Digital records must be securely backed up on government servers.

D) Inspection: By Members: Any registered member may inspect the minutes at the registered office during working hours, subject to a 48-hour prior written notice.

E) Statutory Inspection: Minutes must be produced for statutory inspection by the Registrar of Societies or Charity Commissioner upon demand under applicable laws.

10) <u>OFFICE BEARERS AND THEIR DUTIES:</u>

A) <u>PRESIDENT</u>: The President of the Society, shall preside over the meeting and regulate all the meetings of the Governing Body. The President shall in addition to his rights of voting as a member have a casting vote in case of a tie.

B) <u>SECRETARY</u>: The Secretary shall accept application for membership and submit to the Governing Body and will maintain updated Membership Register. He shall maintain minute book and attend daily routine correspondence. The Gen. Secretary shall maintain all other necessary books.

C) <u>TREASURER</u>: The Treasurer shall ordinarily receive all payments made to the Society and pass the necessary receipts and shall maintain account books.

D) ADVISOR: - The Advisor of the Society, appointed by the Governing Body for seeking advice on matters relating to Society shall help to take proper and accurate decision in the meeting for attaining the objects of the society.

E) Role and Functions: The Governing Body may appoint independent competent individuals' expert in healthcare, finance, or resource mobilization as Advisors to the Society. The Advisor shall attend meetings as an invitee when requested, providing technical inputs to assist the Governing Body in making informed decisions to attain the Society's charitable objects. The Advisor shall act purely in an advisory capacity and shall not possess any voting rights in the meetings of the Governing Body or General Body.

F) Tenure: An Advisor shall hold office for a fixed term of up to two (2) years from the date of appointment, which may be renewed or extended at the sole discretion of the Governing Body.

G) Resignation: An Advisor may resign from their position at any time by tendering a written resignation letter addressed to the President or the Secretary of the Society. Such resignation shall take effect from the date of acceptance by the President.

H) Removal and Replacement: The Governing Body, with the prior written approval of the President, reserves the absolute right to terminate or remove an Advisor from their post before the expiry of their term without assigning any reason. Any vacancy caused by death, resignation, or removal may be filled by the Governing Body through a fresh appointment for the remainder of the term.

11) GENERAL BODY MEETING:

A) The General Body Meeting of the Society shall be held once in a year within 90 days immediately after 31st March of every year at such place, time and date as Governing Body shall determine.

B) Convening and Timeline: The General Body Meeting of the Society shall be held once a year, within ninety (90) days immediately after 31st March of every year, at such place, time, and date as the Governing Body shall determine.

C) **Functional Relationship and Distinction:**

i. The General Body consists of all members currently entered in the Membership Register and acts as the supreme, overarching supervisory and policy-approving authority of the Society.

ii. The Governing Body is the executive committee carved out of the General Body, vested with the day-to-day management, executive administration, and financial oversight of the Society's properties and operations.

iii. Operational Recourse: The Governing Body shall remain strictly accountable to the General Body for all its administrative decisions, annual achievements, and financial expenditures.

D) **Powers and Functions of the General Body:** The following ultimate powers and strategic functions are reserved exclusively for the General Body:

i. **Approval of Accounts**: To consider, review, and formally adopt the annual audited statements of accounts, balance sheets, and audit reports submitted by the Governing Body.

ii. **Annual Report Review**: To receive, deliberate upon, and approve the Annual Progress Report detailing the charitable and relief activities undertaken by the Society during the preceding financial year.

iii. **Policy and Budgetary Oversight**: To ratify major policy frameworks, approve the annual budget estimates prepared by the Governing Body, and authorize long-term collaborations or resource mobilization schemes.

iv. **Auditor Appointment**: To formally appoint the statutory Chartered Accountant/Auditor for the ensuing financial year based on the recommendations of the Governing Body.

v. **Statutory Amendments**: To deliberate upon and ratify any proposed changes to the name, objectives, or structural Rules and Regulations of the Society before they are submitted to statutory authorities.

E) **Role of the Governing Body in the General Body Meeting:**

In the conduct of the Annual General Body Meeting, the Governing Body is mandated to perform the following executive functions:

i. **Presentation of Accounts:** The Governing Body must prepare and lay before the General Body the finalized annual audited statements of accounts, balance sheets, and financial reports for formal review and adoption.

ii. **Submission of Progress Reports:** The Governing Body shall draft and present an exhaustive Annual Activity Report detailing all medical financial assistance, disaster relief distributions, and CSR projects executed during the financial year.

iii. **Budgetary Projections:** The Governing Body shall submit its proposed operational budget, strategic fundraising frameworks, and resource mobilization plans for the ensuing year to the General Body for strategic ratification.

iv. **Recommending Auditors:** The Governing Body shall vet and recommend a qualified Chartered Accountant to be appointed as the statutory auditor by the General Body.

v. **Proposing Amendments:** The Governing Body shall formulate and present any necessary structural or text amendments to the Memorandum of Association or these Rules and Regulations for the General Body's deliberation and approval.

12) <u>EXTRA ORDINARY GENERAL BODY MEETING</u>:

A) **Authority and Requisition Procedure:** An Extraordinary General Body Meeting (EOGM) may be convened by the Governing Body on its own motion, or upon a written requisition signed by the President or at least 3/5th of the total registered members of the Society. The requisition must explicitly state the specific business or resolutions to be transacted, contain the signatures of all requisitioning members, and be delivered to the Society’s registered office.

B) **Timeline for Convening:** Upon receipt of a valid requisition, the Governing Body must issue a notice to convene the meeting within ten (10) days from its delivery. If the Governing Body defaults, the President or the requisitionists themselves may directly convene the EOGM within an additional ten (10) days.

C) **Notice Requirements**: A minimum of seven (7) clear days' written notice specifying the date, time, venue, and exact agenda must be served to every member via hand delivery, registered post, or official Government email systems.

D) **Conduct and Quorum:**

i. **Business Limitation**: No business other than the specific agenda items listed in the requisition notice shall be transacted or voted upon.

ii. **Quorum**: The quorum shall be 3/5th of the total membership strength of the Society. If a quorum is not present within half an hour of the scheduled time, a meeting called by requisitionists stands dissolved. A meeting called by the Governing Body shall stand adjourned for one hour, after which the members present shall constitute a valid quorum to transact only the original agenda.

13) <u>NOTICE OF THE GENERAL BODY/EXTRA GENERAL BODY MEETING</u>:

A) **Notice Period and Vital Details**: A minimum of fifteen (15) clear days' written notice for an Annual General Body Meeting, and seven (7) clear days' written notice for an Extraordinary General Body Meeting, specifying the exact date, time, venue, and detailed agenda, shall be served to every member of the Society.

B) **Authorized Modes of Service:** To ensure efficient and legally traceable service, notices may be dispatched through any of the following channels: Physical delivery by hand against a signed acknowledgment. Registered Post A.D. (Acknowledgment Due) dispatched to the member's registered address. Transmission via official Government email or the member's registered electronic mail address. Instantaneous electronic communication platforms, including WhatsApp, sent to the member's verified and registered mobile number, with transmission or delivery logs maintained as digital records of service.

C) **Provision Regarding Non-Receipt:** The accidental omission to give notice to, or the non-receipt of such notice by, any individual member shall not invalidate the proceedings of the General Body Meeting or render any resolution passed thereat null and void, provided that proof of dispatch through any of the authorized modes of service specified above is duly maintained by the Secretary.

14) <u>QUORUM OF THE GENERAL BODY MEETING</u>:

The Quorum for the General Body Meeting shall be 1/3rdof the members of the Society on record. Any adjourned meeting for want of quorum shall be held half an hour later at the same place and the members present shall form the quorum. But no business other than that specified in the notice shall be transacted at such meeting.

15) <u>SOURCE OF INCOME</u>:

A) **Permissible Sources of Revenue:** The Society shall raise its funds, assets, and capital through the following legitimate channels:

i. Subscriptions, contributions, and monetary grants from the State Government, Central Government, or statutory bodies.

ii. Corporate Social Responsibility (CSR) funds, projects, and programmatic allocations received from corporate entities under Section 135 of the Companies Act, 2013.

iii. Institutional grants, aids-in-support, and corporate sponsorships from philanthropic organizations, public trusts, or societies.

iv. General public donations and voluntary contributions from individuals.

v. Accrued bank interest, yields from permissible government securities, and any other income incidental to the management of the Society's capital.

B) Mandatory Banking Channels and Compliance:

i. **Traceability:** All funds, grants, donations, and financial contributions of any nature shall be received exclusively through lawful, verified, and traceable banking channels. No cash donations above the legally prescribed statutory limits shall be accepted.

ii. **Account Maintenance:** All inflows must be processed directly into the designated bank accounts opened in scheduled commercial banks approved by the Governing Body in the name of the Society.

iii. **Regulatory Alignment:** Every contribution, particularly CSR funds and international aids, shall be accepted, recorded, and utilized in strict compliance with the Companies Act, 2013, the Income-tax Act, 1961, the Foreign Contribution (Regulation) Act, 2010 (FCRA), and all prevailing financial regulations and Government guidelines.

16) **BANK ACCOUNT:** The Governing Body shall open Bank Account/Accounts in Bank approved by the Governing in the name of the Society and shall be operated by jointly at least two-office bearers out of President, Secretary and Treasurer.

17) **SUB COMMITTEE/COMMITTEES:** The Governing Body shall have power to appoint subcommittee Or Committees as and when deemed necessary and shall be presided over by the Member as directed by the president

18) **BOOKS OF ACCOUNTS:** The Treasurer shall maintain up-to-date financial accounts, with assistance from the specifically appointed auditor as needed. These accounts shall be regularly audited by a qualified Chartered Accountant.

19) **EXPENSES ON THE OBJECT:** The fund of the Society shall be used exclusively towards full-filament of the objects of the Society as specified in the Memorandum of Association.

20) **PROVISION REGARDING SALE AND PURCHASE OF IMMOVABLE PROPERTY:**

A) The Society, through its Governing Body, shall have the power to acquire immovable property by way of purchase, gift, exchange, lease, or allotment from the Government, corporate bodies, or private individuals, provided such acquisition is made solely for the furtherance of the charitable objects of the Society.

B) Restrictions on Alienation and Prior Approval: No immovable property belonging to the Society shall be sold, exchanged, gifted, mortgaged, leased out or otherwise transferred or encumbered without General Body Sanction: A formal resolution passed by a 3/5th majority of the total members present and voting in a General Body Meeting specifically called for that purpose. Statutory Sanction: The prior written permission and formal sanction of the Charity Commissioner, Maharashtra State, obtained in accordance with Section 36 of the Maharashtra Public Trusts Act, 1950 (or any corresponding statutory replacement or amendment in force).

C) Execution of Property Documents: All title deeds, transfer documents, lease agreements, and conveyance deeds concerning the immovable property of the Society shall be executed jointly by at least two office bearers out of the President, Secretary, and Treasurer, when explicitly authorized by a resolution of the Governing Body.

21) <u>PROVISION REGARDING LOANS AND DEPOSIT</u>: Governing Body shall have power to keep Society Deposits in the Bank as approved by Governing Body and also it shall have power to raise interest free loans from any Individual Body or Institution for the requirement of the Society by taking permission of the Charity Commissioner.

22) <u>MEMBERSHIP REGISTER TO BE KEPT</u>: An updated register of member shall be maintained in the format prescribed under the relevant section/rules of the Societies Registration Act/Rules. This Membership Register shall be produced at the time of General Body Meeting for the verification of the General Body.

23) <u>CUSTODY OF THE DOCUMENTS</u>: Any important papers connected to the Society shall be kept at the registered office and/or any other suitable place as per the decision of the Society.

24) <u>PROVISION FOR AMENDMENTS IN RULES AND REUGLATIONS :</u> The Governing Body shall amend the Rules and Regulations of society by $3/5^{th}$ Majority of total members or members present in the meeting.

25) <u>PROVISION FOR CHANGE IN NAME AND OBJECTS OF THE SOCIETY</u>: The Change in name and object shall take place according to Section of 12 and 12-A of the Societies Registration Act, 1860.

26) <u>DISSOLUTION</u>:

A) Dissolution Procedure: The Society may be dissolved at any time by a resolution passed by the votes of 3/5th of the total members of the Society on record, either in person or by proxy, at an Extra Ordinary General Body Meeting specially convened for that purpose. The determination of dissolution shall be carried out in strict conformity with Section 13 of the Societies Registration Act, 1860, and the relevant provisions of the Maharashtra Public Trusts Act, 1950. Intimation of such dissolution shall be sent forthwith to the Registrar of Societies and the Charity Commissioner.

B) Disposal of Surplus Assets and Property: Upon the dissolution of the Society, if there remains, after the satisfaction of all its debts and liabilities, any property or assets whatsoever (whether movable or immovable), the same shall not be paid to or distributed among the members of the Society or any of them.

C) Vesting of Assets: In accordance with Section 14 of the Societies Registration Act, 1860, all such surplus assets and properties shall be given, transferred, and vested in another registered society or public charitable trust having similar charitable objects, or to the State Government of Maharashtra, as determined by a 3/5th majority of the members present at the time of dissolution, and approved by the competent statutory authority.

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