



HARYANA GOVERNMENT/ -

# SECRETARIAT FOR INFORMATION TECHNOLOGY

## सूचना प्रौद्योगिकी सचिवालय

In the matter of Act. XXXI of 1860 for the registration of Literary, Scientific and Charitable Societies pertaining to Rules and Regulations of Society for Information Technology Initiative Fund for e-governance hereinafter referred to as the Society.

### MEMORANDUM OF ASSOCIATION

(a) Name: The name of the Society shall be Society for Information Technology Initiative Fund for e-governance.

(b) Office: The Registered office of the Society shall be at Panchkula. Presently the registered office located at NIC District Center, Mini Secretariat Panchkula. Correspondence address is Society for Information Technology Initiative Fund for e-governance, Secretariat for Information Technology, Haryana Civil Secretariat Chandigarh.

2. (a) Definitions: In this Memorandum and the Rules made there under unless the context otherwise requires, Society shall mean: Society for Information Technology Initiative Fund for E-governance.

(b) Primary Object:

The primary object of the Society is to Administer Information Technology Fund for e-governance with the following objectives:

1. Upgrading the standard and quality of administration, particularly in social and public services sector through a process of modernization and rationalization of the administrative set up.
2. Providing public centred, efficient and cost-effective Government.
3. Extensive percolation of IT literacy and education in the State.
4. Promoting investments in IT industry.
5. Encouraging private sector initiative in IT related infrastructure and services.
6. Increasing the share of IT in State Gross Domestic Product.
7. Generating IT related employment opportunities, and
8. Enhancing earning capacity of the residents thereby ensuring a better quality of life.

3. Present Governing Body:

The names, address, occupation and designations of the present members and office bearers of the Governing Body as on 31<sup>st</sup> March, 1998 to whom the management of the affairs of the Society is entrusted as required under Section 2 of the Registration of Societies Act, 1860 (Act XXI of 1860) read with Punjab Amendment Act of 1957 as applied to Haryana.

Name	Designation	Address	Tel. No.	Signature
Sh. Vishnu Bhagwan	Principal Secretary to Chief Minister	506, Sec. 16, Chandigarh	740945 (o) 545930 (r)	

	Sh.A.N.Malhur	Financial Commissioner & Secretary, Finance Deptt.	57,Sec. 5, Chandigarh	740884(O) 741991 @	
3.	Sh. Virendra Nath	Financial Commissioner & Secretary, Planning Deptt.	239,Sec.16, Chandigarh	740188(O) 548620 @	
4.	Sh. M.K.Migliani	Financial Commissioner & Secretary, Cooperation Deptt	237,Sec.16, Chandigarh	711706(o) 543505 @	M. K. Miglani
5.	Sh. Nassem Ahmad	Commissioner & Secretary, Agriculture Deptt.	3020,Sector 19, Chandigarh	711697(o) 549202 @	
6.	Sh. S.C.Chaudhary	Commissioner & Secretary, Town & Country Planning Deptt. Financial	503,Sec.16, Chandigarh	742860(o) 773564(R)	
7.	Sh. Prem Prashant	Commissioner & Secretary, Education Deptt	280,Sec.16, Chandigarh	711758(I) 549425 @	
8.	Sh. S.K. Maheshwari	Commissioner & Secretary, Administrative Reforms Deptt	49,Sec.16, Chandigarh	711918(o) 771109 @	
9.	Sh.,P.K.Chaudhery	Commissioner & Secretary, Industries, Information Technology Deptt.	220Sec.18, Chandigarh	741208(O) 540661 @	

**RULES AND REGULATIONS  
OF  
SOCIETY FOR INFORMATION TECHNOLOGY INITIATIVE FUND FOR E -GOVERNANCE,  
Haryana Civil Secretariat, Chandigarh.**

**1. Registered Office:**

The Registered Office of the Society shall be situated at Secretariat for Information Technology, Haryana Civil Secretariat, Chandigarh.

**2. Membership:**

The Society shall consist of the following members:

- (a) Founder members of the Governing Body who have subscribed to the Memorandum of Association.
- (b) Members admitted by the Governing body from time to time keeping in view their interest & specialization in Information Technology.
- (c) Any vacancy, by resignation or otherwise, shall be filled up by Chairman of the Society.

- 3.** When a person is nominated as member of the Society by virtue of an office held by him his membership of the society shall terminate when he ceases to hold that office and the vacancy so caused shall be automatically filled up by his successor to that office.

**4. Termination of Membership:**

Whenever a member desires to resign from the membership of the Society, he shall address his resignation to the Secretary of the Society and submit the same to him. His resignation shall, however, take effect only on its acceptance by Chairman of the Governing body.

A member of the Society of the Governing Body shall cease to be a member, if he/she

- (a) dies, or
- (b) resigns his/her membership, or
- (c) becomes of unsound mind, or
- (d) becomes insolvent or
- (e) is convicted of a criminal offence involving moral turpitude, or
- (f) is removed by the Society as per Rule 11 below.

**5. Short title and commencement**

1. This fund to be administered by the Society may be called the **Society for Information Technology Initiative Fund for e-Governance.**
2. Definitions :In this Society, unless the context otherwise requires-
  - a) "Body" means the Governing Body of the society constituted in the paragraph 9.
  - b) "Committee" means the Executive Committee of the society constituted in the paragraph 13.
  - c) "Fund" means the Information Technology Initiative Fund for e-Governance.

**6. Objects of the Fund:-**

The objects of the fund shall be



- i) The fund shall be utilized for developing replicable and reusable models of e-Governance in various State Government Offices, Boards and Corporations;
- ii) IT innovations in administration re-engineering;
- iii) IT supported resource optimization;
- iv) To develop Decision Support System, MIS, Intranet and other applicable enabling technologies in State Government offices, Boards and Corporations;
- v) To impart special training, awareness and capacity building in the field of IT various State Government Offices, Boards and Corporations;
- vi) Any other purpose, which seeks to achieve the above, said purposes;

### 7. Assets of the Fund

Initial capital of Rs.10 Crores shall be provided by the contribution from profit making Public sector undertakings, Co-operative institutions and other Public sector organizations.

The fund shall accept contributions from statutory bodies created under the Acts of Parliament or of the State Legislature, the International organizations and Private bodies.

### 8. Vesting of the assets of the fund.

The Assets of the fund shall vest with the Secretariat for Information Technology.

### 9. Constitution of the Governing Body

The Governing body of the society would comprise the following members:

1. Principal Secretary to the Chief Minister	Chairman
2. Secretary, Finance	Member
3. Secretary, Planning	Member
4. Secretary, Co-operation	Member
5. Secretary, Industries	Member
6. Secretary, Agriculture	Member
7. Secretary, Town & Country Planning	Member
8. Secretary, Education	Member
9. Secretary, Administrative Reforms	Member
10. Secretary, Information Technology Department.	Member Secretary

Any other member which governing body decides to co-opt.

### 10. Meeting of the Governing Body:

The Body shall meet at least once in a quarter to decide policy matters or issues relating to the fund on which the Executive Committee seeks its decisions.

### 11. Quorum of the meeting of the Governing Body and decisions of the Body

- 1) The quorum for a meeting of the body shall be two- third of the body
- 2) The Governing body shall decide all matters by consensus provided that in case of difference of opinion, the resolution shall be put to vote and decided by majority of votes of the members present and voting and in case of equality of votes, the chairperson shall have a second or a casting vote.

### 12. Conduct of Business of the Body.

- 1) The body may function notwithstanding any vacancy in its constitution provided however, that at no time the number of vacancies shall be such that the total number of members is less than the quorum required for a meeting of the body.
- 2) Subject to the provisions herein contained, the council may, with the previous approval of the Haryana Government, frame and vary from time to time, as it thinks fit, bye-laws for the conduct of its business.

### 13. Executive committee of the society:

Day-to-day working of the Society and its funds shall be managed by an Executive Committee comprises the following members: -

- |  |                          |
|--|--------------------------|
| 1) The Secretary to Government of Haryana<br>Information Technology      | Chairman                 |
| 2) Managing Director, Hartron  | Vice Chairman & Treasure |
| 3) Managing Director, HSIDC  | Member                   |
| 4) Managing Director, HFC  | Member                   |
| 5) Managing Director, Hafed  | Member                   |
| 6) CA, HUDA  | Member                   |
| 7) CA, HSAMB   | Member                   |
| 8) MD Warehousing Corporation  | Member                   |
| 9) Director, Industries  | Member                   |
| 10) Joint Secretary Information Technology<br>& Executive Director, SIT. | Member<br>Secretary      |

The Executive Committee shall have the authority to call upon experts to assist it in its deliberations.

### 14. Quorum:

The quorum for a meeting of the Executive Committee shall be four of the total number of members of the Committee of which at least one should be the Chairman.

### 15. Meeting of the Executive Committee:

The Body shall meet as often as necessary but not less than four times in a year.

### 16. Duration of membership:

A member of the governing body or Executive Committee shall cease to be a member if he dies or resigns his membership or is removed/replaced by the Government.

### 17. Administrative Expenses:-

Administrative expenses incurred by the body or Committee such as salary allowances and traveling Allowances and daily Allowances of the members can be legitimate charges on the funds of the fund.

### 18. Appointment of Staff:-

- a) The Executive Committee may appoint such staff, as they may consider necessary for discharge of their functions.

- b) The term and conditions of service of the staff may be determined by byelaws made by the Body.

#### 19. The Treasurer of Fund :

Subject to any general or special directions given by the Haryana Government management and administration of the fund shall be vested in the Executive Committee of the Governing Body headed by the Secretary, Information Technology.

#### 20. Framing of Bye -laws:-

The Governing Body may from time to time, with previous approval of the Haryana Government, make Byelaws.

- 1) For regulation, management, appointment of officers and their terms and conditions and for any other purpose connected with the execution and management of objects of the Fund and
- 2) For the conduct of business of the Governing body.

#### 21. Investment.

- 1) The Governing body shall decide on the overall policy of investment of the fund. The Committee shall invest the assets of the fund in any one or more of the mode of investments for the time being authorized by law for the investment of the trust money as the committee may think proper.
- 2) The Committee may invest moneys of the Fund not required immediately on short-term basis in fixed deposits/Certificates or such other scheme decided by the Governing body.

#### 22. Delegation of Powers.

- 1) The Body may delegate any of its power excluding the power to decide policy matters and the power to frame byelaws to the committee.
- 3) The Committee may delegate to one of its members or a sub-committee or subcommittee created for the purpose of its powers as may be, which in opinion of the Committee, are required to be exercised merely for ministerial acts involving no discretion or are considered necessary for common usage.

#### 23. Contracts:

All contracts and other assurance shall be executed in the name of the Governing body and signed on their behalf by the Member Secretary of the Executive Committee duly authorized by the Governing body.

#### 24. Power and Function of the Member Secretary of Executive Committee.

Under the overall supervision and control of Member Secretary, Governing Body i.e. Secretary Information Technology, it shall be the duty of the Member Secretary of Executive Committee

- 1) To be the custodian of all records of the Governing body and the Executive Committee.
- 2) To conduct the official correspondence on behalf of the Body and the Committee.
- 3) To issue all notices for convening the meetings of the Body and committee.



- 4) To keep minutes of all meetings of the Body and the Committee and of such other bodies and convening those meetings.
- 5) To manage the properties or the money under the fund, to manage accounts and execute all contracts on behalf of the Body.
- 6) To prepare the budget relating to the administrative expenses of the body and committee such as expenditure on TA/DA of the members, which shall be a legitimate charge on the fund.
- 7) To exercise all other powers and execute such functions as may be assigned to him by the Body or Committee.

#### 25. Allocation of Fund:-

The Committee shall determine the proportion of the total moneys of Fund, which shall be applied for the purpose of specific scheme in a particular year. Minimum administrative infrastructure shall be provided for operation of the fund after obtaining approval of the Governing Body wherever necessary. The imprest amount as decided by Governing body may be kept by the official to be authorized by the Governing Body and contingent/petty /wages/other expenditures may be incurred out of this amount. In the beginning this imprest amount will be Rs.10, 000/- to be recoupable on submission of account and will be maintained by Supdt. IT. The Executive Committee may modify the quantum of imprest amount and also the official entrusted to keep and make expenditure out of this imprest amount.

#### 26. Withdrawal of Funds.

1. Withdrawal of funds from the accounts of the body shall be regulated in a manner to be determined by the Committee.
2. Such withdrawals shall be made by cheques or requisition (as the case may be) signed jointly by Member-Secretary/Vice Chairman and Treasurer of Executive Committee and one more member authorized in this behalf by the Executive Committee.

#### 27. Remuneration to Members and officers

TA/DA by the members shall be drawn from their respective departments.

Non –Official members of the Governing Body and Committee shall be entitled to draw such remuneration and travelling and other allowances as may be specified by the Governing Body in bye-laws made by it.

#### 28. Audit of Accounts.

1. Accounts of all moneys and properties and of income and expenditure of the Fund shall be maintained by the Managing Director, Hartron in the capacity of Member Secretary and audited by the Chartered Accountant duly appointed who shall certify that the expenditure from the fund has been incurred in accordance with provisions of this fund.
2. A statement of the annual accounts of the fund shall be approved by the Governing body and after the same has been audited and certified by the Chartered Accountant and approved by the Governing body shall be submitted by the MD Hartron in the capacity of Member Secretary of the Executive Committee to the Government of Haryana every year.

#### 29. Annual report.

A report on the working of the IT Initiative Fund for every year shall be prepared in the Month of June by the Member Secretary of Executive Committee and after the approval of the Governing Body, presented to the Government of Haryana.

Sr.No	Name	Designation	Address	Tel. No.	Signature
1.	Sh. Vishnu Bhagwan	Principal Secretary to Chief Minister	506,Sec.16, Chandigarh	740945(o) 545930(R)	
2.	Sh.A.N.Mathur	Financial Commissioner & Secretary, Finance Deptt.	57,Sec. 5, Chandigarh	740884(O) 741991 @	
3.	Sh. Virendra Nath	Financial Commissioner & Secretary, Planning Deptt.	239,Sec.16, Chandigarh	740188(O) 548620 @	
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7.	Sh. Prem Prashant	Commissioner & Secretary, Education Deptt	280,Sec.16, Chandigarh	711758(l) 549425 @	
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