#### FORM VII

Revised Certificate of Registration to be issued under Section 9 (4) of the Haryana Registration and Regulation of Societies Act, 2012 upon allotme of a new registration number.

(See Rule (2) of Rule 8)



### Revised Certificate of Registration of Society

I, hereby certify that Himalaya Siksha Samiti Assandh registered v Registrartion Number ROS-370 dated 221.06.1996 (1996-97) registe with State Registrar of Societies, Haryana Chandigarh has been allot a new Registration Number as under mentioned, has been registered this 29th Day of May, 2015 under the Haryana Registration a Regulation of Societies Act, 2012 (Haryana Act No. 1 of 2012)

State	District Code	Year of Registration Registration Number
Code		
H R	K N L	2 0 1 5 0 1 4 6
Name of	the Society	Registered Office Address
Manager and Assessment Street, or other Designation of the Party of th	Siksha Samiti 👵	Village Assandh, District Karnal.
	Wording at a supplication	

Issued under my hand at Karnal on this 29th Day of May, 2015.

Seal

Station: Karnal

Signature of District Registra

of Societies, Karnal.

Principal Principal Sanslave Coole School

Principal Happy St. Sec. School

### MEMORANDUM OF ASSOCIATION OF SOCIETY

- :- Himalaya Shiksha Samiti 1. Name of the Society
- 2. The Registered office of the Society shall be at : Assandh Distt. Karnal
- 3. Jurisdiction the society shall work within Karnal district of the territory of state of Haryana.
- 4. Aims and objects if the society: The objectives, which are specified to a society shall be enumerated below.
  - To impart sound and purposeful education to the children. (i)
  - To develop the character and personalities of the students through a (ii) well-balanced combination of general education and co-curricular learning.
  - To open school, hospitals, dispensaries and other type of institutions. (iii)
  - To promote the economics, education and nurture interest of the (iv) common man, through grants from the govt. and other resources.
  - To provide education to the poor and orphans. (v)
  - To raise fund for the smooth running of the institution and to get (vi) land or structure by way of lease donation and purchase.
  - To appear the bank or the banker in the interest of the institution (vii)
  - To provide maximum education to the students to the rural areas at (viii) the lower cost.
  - To provide transport facilities to the students or those connected (ix) with the institution.
  - To establish, maintain or take on lease and run a boarding house and (x) residential institution for the students and those connected with the institution.
  - To establish, run and administer educational institution primarily for the benefit of Sikh community and also for the minority in large (xi) (new Clauses added)

5. The names of the founder members of the society to which the rules and bye laws of the management affairs is entrusted are as under:-

Himalaya Public School

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Raviolee DJ ming Himalaya

Secretary Himalaya Siksha Samiti (Regd.) Assandh (Karnal)

Himalaya Siksha Samiti (Rego.) Assandh (Karnal)

# BYE-LAWS OF HIMALAYA SIKSHA SAMITI, ASSANDH DISTT. KARNAL

- 1. Name of the society HIMALAYA SIKSHA SAMITI
- 2. The Registered Office of the Society shall be at (complete postal address); ASSANDH , DISTT : KARNAL

3 The Society shall carry out major activities in the KARNAL District with in the territory of state of Haryana.

- 4 Membership;
- 1. The Society shall have a maximum of 250 members including members/original subscribers.
- 2. Eligibility; In order to be admitted as a member of the Society, a person;
  - 1. must be 11 years of age on the date of admission;

2. should subscribe to objects of the Society;

- 3. must have deposited the admission fee and annual subscription fee and must not be in arrears of payment of such fee as on the date of annual general meeting for continuing as a members;
- 4. must not be an insolvent and unsound mind; and
- 5. must not have been convicted of an offence involving moral turpitude involving imprisonment of one year or more.
- The Society shall consist of four different 3. Kind /Type/ Categories of Members; categories of members as under;
  - Life Members A person may be admitted as a life member on payment of The prescribed fees and such person shall continue to be the member of the society for his life. The total number of members shall not exceed MEDICAN SANDH (S.

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Ordinary Member- The Society shall have a total of---- Ordinary members who shall continue to enjoy their membership only so long as they are not in arrears of payment of their annual subscription fee. An ordinary member may be admitted as a tenure member, say for a period of two to five years(s), as the case may be, and he will cease to be a member of the society on

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completion of his tenure, unless it is renewed by the Governing body another

Honorary Member - the Governing Body may admit individuals of iii. distinguished talent and merit or whose association is deemed to be beneficial to the Society or who has rendered services of outstanding merit to the Society or who is a distinguished citizen of India after obtaining consent of the individual, without payment of any membership or subscription fees. The number of such honorary members shall not exceed ......, The Honorary members shall be entitles to attend the meetings and contribute to the deliberations but shall have no right to vote.

### Membership Fee & Annual Subscription;

The rates for membership of the Society and the annual subscription shall be as

Sr.No.	Type of Member	Admission Fee	Annual subscription
i.	Founder Members	NH	NIL NIL
ii.	Life Member		NIL
iii.	Ordinary Member	Rs.100/ K	Rs.500/-
iv.	Honorary member	Nil	Nil

The payment of annual subscription of a member shall become due as on the 11. 1st Of April of every year, which may be paid latest by the 30th of June of such year . The Membership of a defaulting member shall be deemed to be under suspension after the date (30th June) and such member shall not be entitled to cast his vote during election of the Society held after 1st July said year.

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interest on the amount payable. However, he shall not be eligible to cast his vote in any election held during the remainder of the financial year.

# 5. Admission Procedure (for members other than the Subscriber);

- The admission of a person as a member of the Society shall be decide by its Governing Body from time to time;
- An individual willing to be a member of the Society has to submit an application in prescribed form, and along with supporting document to the Secretary duly filled ii. in and signed and recommended by a regular member of the society.
- The Secretary shall examine the application and same before the Governing body iii.
- The Governing Body may accept or reject the application and decision of the Governing body in this regard shall be final. It shall not be bounded to assign any iv.
- The approval of the Governing Body shall be intimated to the members, his name shall be entered in the register of members ,to be maintain in such manner & form as prescribed under the Haryana Society Registration and Regulation Rule ,2012 and he/she/ will be issued an identity card of society.
- Every person admitted as a member will be issued an identity card containing his/her photograph, brief particulars and membership category, duly 6. Identity Card for every member: signed by the individual Members and the General Secretary of the Society.

7. Right & Obligation of members;

- All the member of the Society shall be bound by rules and regulations of the Society as contained in Its Byelaws and amended from time to time;
- Every member, except an Honorary member, shall have a right to cast his vote at the elections of the society provided such member is not a defaulter in payment of ii. any dues of the Society and the annual subscription for a period of the three months beyond the due date;
- Every member of the Society shall have the right to inspect the books of the accounts, books containing the minutes of proceeding of the general meetings, iii. meetings of the Governing Body and register of member of the Society on any working day by giving a notice of seven days;
- Every members shall inform the Society about any change in his address, which shall be duly recorded in the register of members of the Society and upon which the iv. Society shall issue a fresh identity card to such member.
- PRESIDENT 8. Cessation of Membership- Any person admitted as a member shall cease to be a member of the Society in the following events;
  - Attracts the provision contained Section 22 of the Act;

Principal Public Scilled Upon such member being found guilty of a financial misappropriation of the funds of the Society

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- Upon indictment and direction for removal by the District Register/Register/Register IV. General of Society;
- An Honorary member shall cease to be a member of the society, If the Governing V. Body, decides so by passing a resolution in the behalf;

#### General Body:

- (1) Every person admitted as a member shall be a member of the General Body of the Society and shall be entitled to cast his vote for the election of the Governing Body of the Society unless he is in arrears of payment of any dues of the Society, Including the annual subscription.
- (2) Every member shall cast his vote in person and no proxy voting shall be allowed.

### 6. Meetings of the General Body:

- A meeting of the General Body of the society will be held as and when required. However, at least one meeting of the General Body of the society, called as the Annual General Meeting (AGM) will be held in a year, within six month of the close of financial year, for consideration and adoption of the duly audited annual account of society in addition to transaction of any other business of the society as may be required.
- The Governing Body of the society may convene an extra-ordinary meeting of the General Body of the society at any time after giving due notice as prescribed ii. hereunder, either of its own or within 45 days of receipt of a written requisition along with reasons for convening such meeting , from at least 1/10<sup>th</sup> of the members of General Body.
- For any meeting of the General Body, as clear notice of least 14 days along with a copy of the agenda of the business to be transacted, date, time& venue of the iii. meeting will be given to the members of the General Body. A copy of such notice will also be endorsed to the District Registrar.
- A meeting of the General Body may also be convened at a shorter notice, if agreed to , by a majority (at least above 50% of the total members) of the members of the iv. General Body.
  - Quorum for the meeting of the General Body will be 40% of the total members entitled to vote and present in person subject a minimum of four members. In case of a meeting adjourned for want of quorum the adjourned the quorum for the adjourned meeting shall not be less than 10% of the total members subject to a minimum of three. The General Body shall be competent to transact all business in such adjourned meeting except the consideration of any Special Resolution . Any Special Resolution can be passed in such adjourned meeting only if at least 25% of the total members of the Society are present.

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The proceeding all meetings of the General Body will be recorded in the minutesbook (bound or in loose leaves) maintained separately for the purpose by the

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Secretary and such minutes will be signed by the Chairman of the meeting and the Secretary of the Society.

#### Powers, Function & Duties of the General Body-7.

- To guide the Society in determining and fulfilling its aims and objects.
- To decide policy matters such as change of name of the society, amendment in the Memorandum of association and the Byelaws of the society, approval of annual ii. accounts of the society approval for disposal of immoveable assts of the society etc. and all such other acts as may be required under the Haryana Registration and Regulation of Societies Acts & Rules , 2012.
- To elect the members of the Governing Body. iii.
- To remove any member from the Governing Body and according approval to the continuation of a person appointed as a member of the Governing Body against a casual Vacancy.

### Governing Body;

- 1. Composition: The Governing Body of the society shall consist of a total of 11 Office bearers and Members as under;
  - a) President
  - b) Vice-President
  - c) General Secretary / Secretary
  - d) Joint Secretary
  - e) Treasurer
  - f) Six Executive members, including co-option of any Honorary Member by the 1131 Governing Body.

### 2. Election of the Governing Body:

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- The Term of the Governing Body shall be three years form the date of approval of its election by the District Registrar:
- The Governing body will declare the Schedule of Elections and appoint the Returning Officer for conduct of elections and also notify/display a list of ii. members of the General Body entitled to vote at least 45 days prior to the holding of the General Meeting for conduct of the elections . The Governing Body shall also send notices for holding elections of the Governing Body to all the members conveying the date , time & the manner . The information w.r.t. holding of election for Governing Body shall also be sent to District Registrar to appoint an observer, if he so desires.
  - Any objections qua the list of members of the Society entitled to vote shall be decided by the Returning Officer in consultation with the office bearers of the society . However the decision of the Returning Officer shall be final in the event of any difference of opinion . The Returning Officer shall , thereafter , invite nominations to be field within the period prescribed in the Schedule of elections, scrutiny and withdrawal of nominations if any, for election of the officer bearers and the executive members of the Governing Body.

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- The Returning Officer will display a list of the contesting members on the notice board of the society. The returning officer will conduct the election on iv. the notified date . The members eligible to vote will be allowed to cast votein person and wherever disputed on production of the identity card issued by the society.
- After closing hours on the date of the poll. The returning officer will declare the results and constitute the Governing Body of the society. A list of the ٧. elected office bearers and the executive members of the Governing Body , duly signed by the Returning Officer will be field with District Registrar within 30 days who shall accord his approval of the same upon his satisfaction.
- The officer bearers of the Society shall not be entitled to any remuneration for vi. rendering services to the society.
- 3. Filling of any Casual Vacancy on the Governing Body-

Any vacancy arising on account of resignation or death of any member of the Governing Body or for any other reason may be filled-up by the Governing Body , if required, from amongst the members of the General Body on adhoc basis till the holding of next Annual General Meeting of The Society, Such adhoc member of the Governing Body shall cease to be member of the Governing Body on the date of the next Annual General Meeting if his appointment is not approved in the Annual General Meeting by a majority vote the balance term of the Governing Body.

4. Meeting of the Governing Body-

- The meeting of the Governing Body will be held as when required , However , the Governing Body shall meet at-least once in every quarter and there will be minimum four meeting of the Governing Body in a financial year.
- A clear notice of three days of every such meeting will be given by the Secretary of the Governing Body to the Officer bearers and members before ii. the date appointed for the meeting . However the Governing body may meet at shorter notice, wherever so required with the consent of at least fifty percent of its members.
- The quorum of the meeting of the Governing Body shall be at least 40% of the total members of the Governing Body subject to a minimum of 5 members. In iii. case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The members present in the adjourned meeting subject to a minimum of three members, shall form the quorum for the adjourped meeting.
  - The proceeding of every meeting of the Governing Body will be recorded in the proceeding book separately book separately maintained for this purpose. Such minutes shall be signed by the Chairman of the meeting and the Secretary of the Society. In case the Chairman or the Secretary are not available to sign the minutes , these will be signed by any two members present in the meeting as may be authorized by the Governing Body.

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The minutes of every meeting of the Governing Body will be placed for confirmation in the succeeding meeting Governing body.

### 5. Power Functions & Duties of the Governing Body-

- The Governing Body will be responsible for achieving the aims & objectives of the Society and shall work in the best interest of the Society ,for which it shall be empowered to deploy the funds & assets of the society for stated objectives.
- The Governing Body will be competent to raise funds and purchase ii. property, movable and immovable, on free hold or lease basis in its name as deicide by it.
- The Governing Body shall have full charge of all immovable properties and iii. movable assets belonging to or vested in the Society and these will be managed in such a manner as it considers appropriate subject to the overall control and directions of the General Body of The Society.
- The Governing Body shall be competent to invest funds in the manner it considers appropriate in the best interests of the Society and it shall be competent to borrow or mortgage or hypothecate the properties on behalf of the Society in the manner decided.
- To constitute various standing or adhoc Committees for looking after such functions as may be assigned from time to time.
- To outsource certain functions e.g. cleaning security and similar other vi. maintenance activities of the premises of the society.

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## 6. Powers, Functions & Duties of individual members of Governing Body -

#### President;

- a) To preside over all the meetings of the Governing Body and the Governing and regulate the proceedings of such meetings.
- b) To do all such acts, deeds and things as may be authorized by General Body and /or the Governing Body from time to time .
- c) To allow or disallow discussion on any matter which is not included in the agenda.
- d) To ensure strict proper & transparent functioning of the Society /
  Governing Body.
- e) To ensure Strict compliance of he provisions of the Haryana Registration and Regulation of Societies Act 2012 and the rules made thereundermalay
  - To supervise and guide the overall activities/ achievement of aims & objectives of the society.

Vice- president:

a) To assist the president in carrying out his duties.

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- b) In absence of the President, to act on his behalf and perform all duties and exercise all the powers of the President.
- c) To do all such acts, deeds and thing, as may be authorized by the Governing Body.

#### iii. General Secretary/ Secretary:

- a) To conduct, organize, supervise and manage all the affairs of the Society and do all such acts and perform all such duties for the working of the Society as any be assigned by the President /Governing.
- b) To receive, scrutinize and place applications for the Society before the Governing Body and to enter the name of the members about the same register of members under his initials and intimate the members about the same and issue identity cards to the members so admitted;
- c) To convene meeting of the General Body / Governing Body with the consent of the President and serve proper notices as prescribed under these byelaws.
- d) To attend all the meetings of the General Body and Governing Body and assist the president in conducting the meetings and record proceedings all the meetings.
- e) To prepare annual report of the Society and place before the Governing Body along with audited annual accounts of the Society, for approval to place the same before the General Body, in the annual General Meeting.
- f) To keep and preserve the records of the society/ Governing Body.
- g) To help and assist the President in looking after the complete affairs of the Society and in attaining aims & objects of the Society.
- h) To ensure timely filing of all statutory returns/ documents in the office of the District Registrar and such other authorities as may be prescribed under the Haryana Registration and Regulation of Society Act 2012 and the rules made thereunder.
- i) To be the custodian for safe custody of common seal of the society and affix the same wherever required, as per he authorization of the Governing Body.
- j) To conduct correspondence on behalf of the society / Governing Body and to sign letters and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.
- k) To prepare before announcing of the date of election and the Annual General Meeting the list of all the eligible to vote, duly update and to place it before the Governing Body.
- Act as the overall in-charge of the administration and execution of all the programmes of the Society/ including financial affairs on behalf of the Governing Body including creation of posts, fixation of salaries/

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Secretary Himalaya Siksha Samiti (Rego Assandh (Karnal) remuneration/ allowances etc. make appointments/ engagement of staff make purchases and do all other such things as may be necessary in the furtherance of the aims & objects of the aims & objects of the society in accordance with the delegations by the Governing Body from time and where no such delegation is specifically made, in consultation with the President of the Society.

#### Joint Secretary: iv.

- a) To assist the General Secretary / Secretary of the Society in carrying out his functions and duties.
- b) To discharge the functions and duties of the General Secretary / Secretary of the society in his absence to the extent authorized by the Governing Body.
- c) To look after such functions and duties and exercise such powers as may be assigned and delegated by the Governing Body of the Society from time to time.

#### Treasurer:

- a) To keep accounts of all financial transactions of the Society and all the sums of money receive and spent by the Society and maintain records of receipts and expenses relating to such matters and of assets credits and liabilities.
- b) To get the accounts of the society audited by the chartered accountant appointed by the Governing Body at the close of the Financial year , every year.
- c) To submit to the Governing Body through General Secretary, the audited annual accounts of the Society at least one month prior to date annual general meeting.
- d) To act as the overall custodian of the books of accounts of the society financial statements receipt books expenses Vouchers bank pass book, Cheque pass book, cash etc.
- 7. Cessation of members of the Governing Body-An office-bearer/executive members of the Governing Body shall cease to be arcoffice-bearer/executive member

Gal Upon submission & acceptance of his resignation;

- b) If he ceases to be a member in accordance with sub-clause (8) of Clause 4 of these byelaws;
- If he is removed by a resolution passed in the meeting of the General Body.

8. Exclusion from the Employment of a Society:

Principal Himalaya Public School Assandh (KNL)

a) No member of the Society shall be in full-time or part-time employment of the Society;

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- b) No department or family member or close relative of the officebearers and members of the Governing Body shall be engaged as an employee of the society during its term;
- c) Every office-bearers and member of the Governing Body shall make a declaration in case any person in the employment of the society is his close relative.
- 9. Amendments in Memorandum of Association, Byelaws, Name of the Society etc. Any amendment in the Management of Association and Byelaws, or Change of Name amalgamation or division of the Society will be done only with approval of the General Body by way of a Special resolution. The intimation of any such amendment or change, along with attested copy of the requisite ,documents , shall be filed in the office the District Registrar by the General Secretary /Secretary with in such time as may be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under.

10. Management of Assets and Funds of the Society;

- The sources of income of the society will include receipts on account of membership fee, annual subscription, rent from property/ assets interest consultation fees, donations, gifts grant, etc. The society can also raise funds through interest free short term loans form its members or from scheduled bank on interest. Loan from the scheduled banks on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenue expenditure under any circumstances.
- The Governing Body will prepare and approve an annual budget of the Society on the basis f its estimated income and capital & revenue expenditure during the first quarter of the financial year and shall also place a copy thereof before the General Body in its Annual General Meeting for information.
- The Bank accounts of the society will be jointly operated by such iii. members/ office bearers as may be decide by the Governing body from time to time.
- All assets and funds will belong to the society and vest in society. iv.
- All receipts and payments of the society shall be made through Bank ٧. instruments (i.e. DD/ Pay Order/Cheque/Bank Transfers /(RTGS) including all receipts towards the Membership Fees and the annual subscription from the members . However the Governing Body may Himalaya Public Sc determine the limits of financial transaction which may be conducted in cash in certain other case. Assandh (KNL)

11. Accounts of the Society;

The Treasurer of the Society will be responsible for keeping and maintaining proper books of accounts i.e. cash book, ledger etc.

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required under the Income Tax laws and /or any other authority including the institute of Chartered Accountant of India , at its Registered Office with respect to all sums of money received and expended by the Society and assets and liabilities of the Society.

- The books of books accounts of the society shall be open to inspection during the business hours by the Registrar General , Registrar District ii. Registrar or any officer authorised office by them and by any member of the Society.
- The annual accounts of the society will be signed by any two authorised iii. office bearers of the Society.
- The Governing Body will appoint a Chartered Accounts who shall not be member of the Governing body or family member of any member of iv. the governing Body for auditing the accounts and filing of income tax return of the society for each financial year, at such remuneration as may be determine by the Governing body.

#### 12. Common Seal;

The Society will be have a common seal which shall be kept in safe custody of the General Secretary /Secretary and shall be affixed wherever it is required in accordance with the authorization by the Governing Body.

### 13. Amalgamation of the Society;

The Society may amalgamation itself with any other Society established with the identical aims and objects or allow any other society to amalgamation with itself by a Special Resolution passed in this benalf in accordance with the provisions contained in Section 51 of the attend and rule 25 made there under.

### 14. Dissolution of the Society;

- The Society may resolve to dissolve it selfin accordance with the provisions contained in the Act and the rules there under in case if becomes difficult to carry on with the operations of the society . or it become insolvent or any other pressing and unavoidable reasons;
- In the event of dissolution of the society no assets of the society shall ii. devolve on or distributed amongst the members of the society;
- Its assets and properties shall be first used to liquidate any liabilities and the left-over properties /assets . if any shall be considered for transfer to any iii. other Society established with identical aims and objects or to District Collector for use thereof in the general public interest.

Himalaya Public School Assandh (KNL)

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Elmalaya Sikeha Samili (Regd.)

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We, the several persons whose names & addresses are subscribed hereunder, certify the above to be the true copy of the Bye - laws of the society.

r.No.	Name	Father's/Husba nd's Name	Address	Occupant	Signatures
i.	Sh. Sant Parkash Singh	Sh. Iqbal Singh	Assandh , Distt : Karnal		Sout Borkash n
ii.	Sh. Inderjeet Singh	Sh. Sant Parkash Singh	Assandh, Distt: Karnal		Indersitsingl
iii.	Sh. Ravinder Pal Singh	Sh. Sant Parkash	Assandh, Distt: Karnal	Farmer	Ravinder red
iv.	Smt. Pushpinder Kaur	Sh. Saravjeet Singh	Assandh, Distt: Karnal	Pvt. Job	Cushbinder Kaur
٧.	Smt. Pritam Kaur	Sh. Sant Parkash Singh	Karnal	Housewife	Pushbinder Kaur Pritur
vi.	Smt. Baljinder Kau	r Late Sh. Gurinder Pal Singh	Assandh Distt : Karnal	2006	
vii.	Smt. Lakhwinder Kaur	Sh. Inderjeet Singh	Assandh Distt: Karnal		81220

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Sant Parkash & PRESIDENT

Himalaya Sissha Samiti (Reed.)

Elmalaya Siksha Samiti (Regd.) Assandh (Marnal)

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# LIST OF GOVERNING BODY OF HIMALAYA SIKSHA SAMITI, ASSANDH DISTT: KARNAL.

			Court Property	Arrived and the second		
Sr.N	Name	Father's/Husband's Name	Address	Occupation	Designation	Signatures
0. i.	Sh. Sant Parkash Singh	Sh. Iqbal Singh	Assandh (Karnal)	Farmer	President	Sant Park
ii.	Sh. Inderjeet Singh	Sh. Sant Parkash Singh	Assandh (Karnal)	Farmer	Secretary	Andersit Ravinde
iii.	Sh. Ravinder Pal Singh	Sh. Sant Parkash	Assandh (Karnal)	Farmer	Cashier	Ravinde Pal
iv.	Smt. Pushpinder Kaur	Sh. Saravjeet Singh	Assandh (Karnal)	Pvt. Job	Manager	Burhpine
's V.	Smt. Pritam Kaur	Sh. Sant Parkash Singh	Assandho (Karnal)	Housewife	Member	
vi.	. Smt. Baljinder Kaur	Late Sh. Gurinder Pal Singh	Assandh (Karnal)	House Wife	Member	al called a se
vii	i. Smt. Lakhwinde Kaur	er Sh. Inderjeet Singh	h Assandh (Karnal)	House Wife	Member	सर्वहर्गर

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Sant Parkash 5 PRESIDENT

Cashier Himalaya Siksha Samiti (Regd.)

Himalaya Siksha Samiti (Regd.) ASSA IDH (Karnal)

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