

Annexure - 'B'

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GOVERNMENT OF PUNJAB

Memorandum of Association (MoA)

and

Rules & Regulations

of

Ghar Ghar Rozgar and

Karobar Mission

Registered as a Society under Societies Registration Act, 1860

**Department of Employment
Generation and Training, Punjab**

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Memorandum of Association of Ghar Ghar Rozgar and Karobar Mission Society

Preamble

The government of Punjab is duty bound to assist in providing a job to every household in the State of Punjab. It has launched Ghar Ghar Rozgar scheme which aims to help youths of the State to provide employment opportunities which would further improve the standard of life of the Citizens of the State. In pursuance of the attainment of the objectives of the Scheme the Government is launching the Ghar Ghar Rozgar and Karobar Mission.

The Mission would be a single point within the Government to formulate and steer various employment generation initiatives of the Government of Punjab. The Mission will bring necessary synergy, oversight and effective coordination in the implementation of various employment generation schemes across the Departments.

It has been decided to setup the Mission as a Society and provide it Legal entity by getting it registered under the Societies Registration Act, 1860.

1. **Name of the Society:** The name of the Society shall be "Punjab Ghar Ghar Rozgar and Karobar Mission Society(PGRKAM)".

2. **Registered Office of the Society:** The Registered office of the Society shall be situated at Chandigarh/Mohali


3. **Aims and Objectives:**

A. **The main aims of the Society are:**


1. To create necessary framework to facilitate Wage and Self-employment for the unemployed people of the State of Punjab.
2. To improve employability through skill training/ skill up-gradation.
3. To identify areas having potential for employment generation and to harness that potential with government intervention.

B. **The main objectives to be pursued by the Society are:**

1. To create an exhaustive data base of Unemployed Household in the State of Punjab. Also to create all such databases as may be necessary for the purpose of employment generation. Creating web portals for generating


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- and managing such data. Conducting surveys etc for creation of such database.
2. To develop and promote an eco-system amongst all stakeholders, which is conducive to employment Generation.
 3. To enable the establishment of flexible delivery mechanisms that respond to the characteristics of a wide range of needs of all stakeholders;
 4. To promote public-private partnership models (Including CSR) to encourage private sector initiatives in the field of Employment Generation.
 5. To Plan and set targets including preparation of State Employment Plan and District Employment Plan.
 6. To develop and oversee the functionalities of Ghar Ghar Rozgar portal which will facilitate the registration of all eligible job seekers registration of job providers and organizing job fairs etc online either in-house or through professional firm via project Management Consultant(s).
 7. To facilitate the job seekers for placement in Govt./ Private Jobs/ Overseas Employment and Skill training as per the aptitude and skills of the Job seeker.
 8. To facilitate Punjab Youth in Overseas Study and to undertake such ancillary activities may lead to fulfillment of this object.
 9. To do social mobilization of the Job seekers with focus on Unemployed Household.
 10. To conduct and support Research and Development in the Employment Generation Sector(s) to learn from innovative and emerging trends globally for improving rate of employment.
 11. Establishing call centres and keeping consultants for culling out and managing data regarding unemployment/ employment for pushing employment generation program with vigour.
 12. To co-ordinate and monitor the 22 District Bureaus of Employment and Enterprises (DBEE's) formed in the districts.
 13. To take such actions, incidental, ancillary or conducive to the attainment of the objects stated above or any other similar object, as per requirement prescribed by Central Government or State Government or any other organization.


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4.

Governing Council

The Governing Council, constituted in accordance with the Rules and Regulations of the Society, shall be the Apex decision making body, and shall be responsible for approving the broad vision and framework for skill development in the state and long term objectives and goals for the Society.

The Governing Council shall have following members:

(i).	Chief Minister	Chairman
(ii).	Minister, Employment Generation and Training	Vice Chairman
(iii).	Finance Minister	Member
(iv).	Minister, Industries and Commerce	Member
(v).	Chief Secretary,	Member
(vi).	Administrative Secretary, Department of Employment Generation and Training	Member
(vii).	Administrative Secretary, Department of Finance	Member
(viii).	Administrative Secretary, Department of Labour	Member
(ix).	Administrative Secretary, Department of Industries and Commerce	Member
(x).	Administrative Secretary, Department of Technical Education and Training	Member
(xi).	Mission Director, PGRKAM	Member Convener
(xii).	Any other person nominated by the Chair	Member

We, the several persons whose names and addresses are given below, having associated and declared to form a Society under the Societies Registration Act 1860, This.....(month).....(dated), 2018 (year) at Chandigarh (Place).

S No	Name	Designation	Designation in PGRKAM	Signature
(i)		Chief Minister	Chairman	
(ii)		Minister, Employment Generation and Training	Vice Chairman	
(iii)		Finance Minister	Member	
(iv)		Minister, Industries and Commerce	Member	
(v)		Chief Secretary,	Member	
(vi)		Administrative Secretary, Department of Employment Generation and Training	Member	
(vii)		Administrative Secretary, Department of Finance	Member	
(viii)		Administrative Secretary, Department of Labour	Member	
(ix)		Administrative Secretary, Department of Industries and Commerce	Member	
(x)		Administrative Secretary, Department of Technical Education and Industrial Training	Member	
(xi)		Mission Director, PGRKAM	Member Convener	

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**RULES AND REGULATIONS OF
GHAR GHAR ROZGAR AND KAROBAR MISSION SOCIETY (GGRKMS)**

1. INTRODUCTION


- i. The Society shall be known as 'Punjab Ghar Ghar Rozgar and Karobar Mission Society'.
- ii. The Registered Office of the Society shall be situated at Chandigarh/ SAS Nagar, Mohali.
- iii. The Society was formed on.....
- iv. The Society is within the jurisdiction of the Registrar of Societies, Government of Punjab.
- v. These rules may be called "Rules of the Society-Ghar Ghar Rozgar and Karobar Mission Society.
- vi. The aims and main objects of the Society shall be as set out in the Memorandum of Association.
- vii. In these Rules and Regulations, the language shall be interpreted according to its ordinary meaning provided, however, that unless the context necessarily indicates otherwise.

2. DEFINITIONS for the purpose of these Rules and Memorandum of Association of the Society are;

- i. 'Rule' means any of the rules, regulations and bye laws of the Society, set out herein or in Memorandum of Association.
- ii. 'Society' means the "Ghar Ghar Rozgar and Karobar Mission Society" as registered under Societies Registration Act 1860.
- iii. 'Act' means the Societies Registration Act, 1860.
- iv. 'Mission' means Ghar Ghar Rozgar and Karobar Mission.
- v. 'Governing Council' means Committee as per Section 2 of the Societies Registration Act, 1860 to which the management of the affairs of the Society "Ghar Ghar Rozgar and Karobar Mission Society" shall be entrusted.
- vi. 'General Body' of the Society shall mean the body consisting of the members of the Governing Council together with other categories of members mentioned hereinafter.
- vii. 'Chairman' means the Chairman of the Governing Council.
- viii. "Mission Director" means the administrative head of the Society appointed by the Government for overseeing various day to day functions of the Mission.
- ix. 'Vice Chairman' means the Vice Chairman of the Governing Council.


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- x. Secretary of Society means Mission Director of Society.
 - xi. 'State Government' means the Government of the State of Punjab
 - xii. 'Annual General Meeting' means the meeting of the members of the Society held once in a Year within six months after closing of the financial year of the Society for adopting the accounts of the Society, appointing auditors and discussing such other issues as may be brought before the meeting.
 - xiii. 'Registrar' means Registrar under the Society Registration Act, 1860.
 - xiv. 'Special Resolution' means resolution passed by a majority of not less than three fourth of Society members present and entitled to vote as are present in person or by proxy at a General Body with a notice of not less than 15 days specifying the intention to propose the resolution as been duly given.
 - xv. SSAC means 'State Steering and Advisory Committee' a Committee at the State level for laying down policies, guidelines, regulations and rules for the Society.
 - xvi. 'Year' means the period commencing from the 1st April and ending on the 31st March.


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2. General Body of the Society

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- i. The General Body of the Society shall be composed of members of the Governing Council together with such persons, from public and private bodies and individuals of ability or experience, subscribing to the aims and objects of the Society as may be nominated by the Governing Council and approved by the State Government, provided, however, that it will also be open for the State Government to nominate any individual as a member of the Society. Till the time the State Government appoints these persons, the Governing Council would function as the General Body of the Society.
- ii. The Society shall keep a roll of members with their addresses and occupations and every member shall sign the same.
- iii. If a member of the Society changes his address, he shall notify his new address to the Secretary and the entry in the roll shall be changed accordingly. If such member fails to notify his address, the address in the rolls of the Society shall be deemed to be his address.
- iv. Should any ex-officio or institutional member of the Society be unable to attend or prevented from attending a meeting of the Society, the respective member and the parent organization shall be at liberty to appoint a substitute in his place for that meeting of the Society. Such a substitute shall have all the rights and privileges of a member of the Society for that meeting.
- v. When a person is appointed as a member of the Society by reason of the office of appointment he holds, his membership of the Society shall terminate when he ceases to hold that office or appointment. The respective parent organization shall, however, be entitled to remove their nominee at any time from membership of the Society and appoint others in his place.
- vi. Member of the Society shall hold the office for a period not more than four years or as may be prescribed by the Society at the time of their appointment or at any time thereafter.
- vii. The Society may, notwithstanding anything contained in sub-rule (b) above, terminate the membership of any member or one and the same time the membership of all members. Upon such termination, the vacancies shall be filled in accordance with the relevant provisions of the Rules. The members, whose membership is so terminated, shall be eligible for reappointment.
- viii. A member of the Society shall lose his/her membership on the following


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
grounds and reasons and the Governing Council is empowered to take such decisions:

- a. If he/she does not attend three consecutive meetings of the Society without sufficient cause or leave of absence granted to him/her by the Chairman;
 - b. If he/she dies, resigns, becomes of unsound mind or insolvent and is convicted of a criminal offence involving moral turpitude;
 - c. If the tenure of his/her respective office as prescribed in these Rules and Regulations terminates.
 - d. If he/she is hindrance in the achievements of the aims and objective of the Society.
- ix. The resignation of a member shall be tendered to the Society through the Secretary and shall not be effective till it has been accepted in writing by the Chairman of the Governing Council on behalf of the Society.
- x. A vacancy in the membership caused by any of the reasons mentioned above may be filled up by the Society.

4. Meetings of the Society

There shall be two meetings of the Society, namely:

- i. Annual General Meeting
 - ii. Extra Ordinary General Meeting
- i. The Annual General Meeting of the Society shall be held not later than six months after the expiry of each financial year at such date and time and place as may be determined by the President in consultation with the Governing Council.
- The business of the Annual General Meeting shall be:
1. To receive and adopt the audited statements of accounts prepared for the preceding financial year and the annual report of the Society;
 2. To consider the budget estimates and the action plan of the Society for the next financial year prepared by the Secretary and approved by the Governing Council, and to adopt the same;
 3. To appoint auditors of the Society; and
 4. To transact such other business which may be brought before the meeting by the Governing Council.
- ii. The Chairman can at any time summon an extraordinary general meeting of the Society, if considered necessary for transacting business of important


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nature or if so requisitioned by not less than three members of the Society by request in writing and specifying the reasons for the requisition within one month from the date of request of requisition.

Except as otherwise provided in these Rules and Regulations, all meetings of the Society shall be called by notice under the hand of the Secretary who shall act in accordance with the directions of the Chairman in this regard.

Every notice calling meetings of the Society under Rule 17 shall state the date, time and place at which such meeting will be held and be served upon every member of the Society not less than 7 clear days before the day appointed for the meeting.

The accidental omission to give or non-receipt of such notice by any member shall not invalidate the proceedings of any such meeting.

A notice may be served upon any member of the Society either personally or by sending it by post in an envelope addressed to such member at his address as mentioned in the roll of members.

Any notice so served by post shall be deemed to have been served on 4th day following that on which the envelope containing the same was posted, provided that the envelope containing such notice was properly addressed and duly posted.

Every meeting of the Society shall be presided over by the Chairman/ Vice-Chairman and in their absence, by a member chosen to preside over that particular meeting,

One-third of the total members of the Society present in person shall form a quorum at every meeting of the Society. Where the quorum is not present within half an hour after the time fixed for the meeting of Governing Council, the meeting shall stand adjourned and may be held at the same place after half an hour following the adjournment. No quorum shall be necessary for such adjourned meeting.

Subject to the provisions contained in Rules above, all disputed questions at the meeting of the Society shall be determined by majority of votes.

Each member of the Society shall have one vote,

In case of equality of votes for and against a particular issue, the Chairman shall have a casting vote.

The Society shall cause minutes of all proceedings of its Annual General Meetings, and of its Extra Ordinary General Meetings to be entered in a Minutes Book kept for the purpose.



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Any such minutes, if purporting to be signed by the Chairman of the meeting at which the proceedings were held or by the Chairman of the next succeeding meeting, shall be evidence of the proceedings.

The minutes book shall be kept at the Registered Office of the Society and shall during business hours be open to inspection of any member free of charge.

In respect of the following business of the Society a special resolution as per the provisions of the Act would be required to be passed:

1. Amendment of the Memorandum of Association and Rules Regulations;
2. Change in the name of the Society, subject to approval of the Registrar.
3. Amalgamation and division of the Society:
4. Manner of distribution of any property left undistributed on dissolution of the Society.

A copy of the special resolution shall be filed with the Registrar within 30 days from the date of passing of such resolution signed by the Secretary of the Society.

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- (a) The affairs of the Society shall be administered, directed and controlled by a Governing Council in accordance with its Rules and Regulations.
- (b) The members of the Governing Council shall become ipso facto members of the Society on their admission.

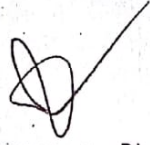
6. Composition of the Governing Council

The Governing Council of the Society shall have the following members:

(i).	Chief Minister	Chairman
(ii).	Minister, Employment Generation and Training	Vice Chairman
(iii).	Finance Minister	Member
(iv).	Minister, Industries and Commerce	Member
(v).	Chief Secretary,	Member
(vi).	Administrative Secretary, Department of Employment Generation and Training	Member
(vii).	Administrative Secretary, Department of Finance	Member
(viii).	Administrative Secretary, Department of Labour	Member
(ix).	Administrative Secretary, Department of Industries and Commerce	Member
(x).	Administrative Secretary, Department of Technical Education and Training	Member
(xi).	Mission Director, PGRKAM	Member Convener
(xii).	Any other person nominated by the Chair	Member

The tenure of the Governing Council shall be for a period of not more than four years, and the outgoing members shall be eligible for reappointment.

The ex-officio and nominated members of the Governing Council shall hold their office by virtue of being the nominees on behalf of their respective parent organizations. Their membership of the Governing Council shall automatically terminate in case they cease to be in that office or appointment by reason of which they hold membership in the Society or if they are removed by their respective nominating organization from membership of the Society. The respective nominating organization shall have power to nominate others as their representative instead of the previous ones.


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The members of the Governing Council, except the ex-officio members, shall lose his/her membership on the following grounds and the Governing Council is empowered to take such decision;

- i. if they do not attend three consecutive meetings of the Governing Council without sufficient cause or leave of absence granted to them by the Chairman;
- ii. if they resign, become of unsound mind or insolvent and are convicted of a criminal offence involving moral turpitude;
- iii. if in the opinion of the Society, continued association of any member is not conducive to the interest of the Society and an order in writing is made to that effect.

Upon such termination of membership, the vacancies shall be filled in accordance with the relevant Rules and Regulations of the Society.

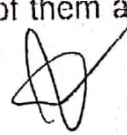
The resignation of a member of the Governing Council shall be tendered to the Secretary and shall not be effective till it has been accepted in writing by the Chairman of the Governing Council on behalf of the Society.

7. Powers, Functions and Responsibilities of the Governing Council


The Governing Council will be the highest body, and will decide on and approve policy matters related to the project including inter- departmental issues. The decisions taken at this council will be final and would not require reference to be made to any specific department for approval.

The Governing Council shall abide by any instructions issued by the State Government in respect of any matter related to implementation of the employment generation Activities.

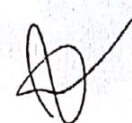
1. To enter into collaborations, MoUs, partnerships, agreements and contracts with Indian and/or foreign individuals, companies or other organizations for delivery and generation of employment in any sector.
2. To acquire, transfer, sell, purchase of equipment and for technical, financial or any other assistance for carrying out all or any of the objects of the Society.
3. To enter into any agreement with any Government or authorities (Municipal/local or otherwise) or any corporations, companies, or persons which may seem conducive to the Society's objects or any of them and


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- to obtain from any such Government authorities, corporations, companies, societies or persons any contracts, rights, privileges and concessions which the society may think desirable.
4. To hire professionals, consultants and other specialized agencies as found necessary for efficient delivery of skills and handling and conduct of the business of the society.
 5. To take all the steps necessary to fulfill the objectives of the Society for the overall benefit of the citizens and public in the State of Punjab. To do all such other lawful things as may be necessary, incidental or conducive to the attainment of the above objectives;
 6. To lend or deposit moneys belonging to or entrusted to or at the disposal of the Society and others having dealings with the society with or without security, upon such terms as may be thought proper and to guarantee the performance of contracts by such person(s) or company(ies) provided that the Society shall not carry on banking business as defined in Banking Companies Regulation Act, 1949;
 7. To borrow and raise money with or without security or to receive money and deposit on interest or otherwise in such manner as the Society may deem fit;
 8. To establish and maintain any agencies and franchises in the State for the conduct of the business of the Society.
 9. To apply for tender, purchase or otherwise require any contracts and concessions for or in relation to the construction, execution, carrying out, equipment, improvement, management, and administration.
 10. To let out on hire all or any of the properties and assets of the Society;
 11. To invest, apply for and acquire, or otherwise employ moneys belonging to or entrusted to or at the disposal of the Society upon securities and shares or without securities upon such terms as may be thought proper and from time to time and vary such transactions in such manner as the Society may think fit;
 12. To create any fund such as reserve fund, sinking fund, insurance fund or any special or other fund whether for depreciation or for repairing, improving, extending or maintaining any of the properties of the Society and to transfer any such fund or part thereof to any of the other funds here in mentioned.


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13. To create posts of various classifications and provide for the methods of appointment and terms and conditions of services of consultants.
14. To promote healthy competition among the staff and to introduce reward system, a suitable mechanism shall be evolved & implemented. The incentives in terms of Career Growth, Monetary benefits and awards shall be designed by the Society.
15. To promote innovation in Employment Generation and to create/build any such mechanism/projects for improvement of quality & quantity of all such process/resources/systems identified or deemed fit to society.
16. To keep professional/ firms having expertise in audit, accounts, legal issues etc for smooth functioning of the Mission/ Society.
17. Any other purpose(s) that the Governing Council may from time to time define/ prescribe.
18. In the event of any matter not being provided for herein, the Governing Council has the power to make bye-laws, as it deems necessary, with the approval of General Body of the Society.
19. The Governing Council shall be the sole authority for resolving any doubts as to the interpretation of these provisions and its ruling shall be final and binding.
20. To fix, levy and receive such fees and other charges for service rendered by the Society;
21. To consider and pass such resolution on the annual report, the annual account and the financial estimates of the Society as it thinks fit;
22. To appoint committee or committees for disposal of any business of the Society or for advice in any matter pertaining to the Society;
23. To allow excess expenses than what are allotted as annual grant to Society by the Government;
24. Provided that the Chairman shall have power to allow such actions to be taken as may be imperative for smooth functioning of Society and they could later be got approved through Governing Council ex-post facto.
25. The power to frame Rules/Regulations shall rest with the Governing Council.



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Subject to the provisions of the Act, no member of the Governing Council shall be held personally liable for any loss damage or harm that may be caused by reason

of any act or omission done by him in good faith, in course of discharging his functions and powers.

No member of the Governing Council shall in that capacity be entitled to receive remuneration except travel allowance for attending the meeting the quantum for which shall be fixed from time to time by the Governing Council.

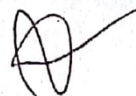


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8. Meetings of the Governing Council

- i. The meetings of the Governing Council shall be held as frequently as is considered necessary by the Chairman but in any case not less than one meeting every year for considering the progress of the Society, solving problem, if any, that may arise in the way of achieving the desired aims and objects as mentioned in the Memorandum of Association of the Society and planning future course of action.
- ii. The agenda for all meetings shall include confirmation of the minutes of the preceding meeting, shall be prepared by the Secretary in consultation with Chairman.
- iii. Members of the Governing Council shall be served notice in writing 7 days before the date of all the meetings. The Chairman shall have powers to reduce the notice period if the circumstances so warrant.
- iv. The notice of the meeting shall set out the date, time and venue of the proposed meeting of the Governing Council and shall be accompanied by the agenda of the meeting.
- v. Any accidental omission and /or non-receipt of the notice for any meeting shall not itself invalidate the proceedings of any meeting of the Governing Council.
- vi. The Governing Council may frame such bye laws as it may deem necessary for holding and conduct of its meetings.
- vii. The Chairman shall preside over all the meetings of the Governing Council.
- viii. All questions in the meeting of the Governing Council where unanimity cannot be reached, shall be decided by a majority of votes.
- ix. In case of equality of votes for and against a particular issue, the Chairman shall have a casting vote in addition to his ordinary vote.
- x. The quorum for all the meetings of the Governing Council shall be one third of the total number of its members.
- xi. Where the quorum is not present within half an hour after the time fixed for the meeting of Governing Council, the meeting shall stand adjourned and may be held at the same place after half an hour following the adjournment. No quorum shall be necessary for such adjourned meeting.
- xii. The Chairman of the Governing Council may himself call or by resolution in writing signed by him require the Member Secretary to call a meeting of the Governing Council at any time.



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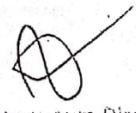
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9. State Steering and Advisory Committee: Composition

The Society shall have a State Steering and Advisory Committee. The State Steering and Advisory Committee headed by the Minister of Employment Generation and Training and will include Government Officials. The committee will be responsible for monitoring the work of Mission Director. The Mission Director will be the Member Convener of the Committee. The State Steering and Advisory Committee will meet as and when required but at least twice in one year. The State steering and Advisory Committee will have the following members:

(i).	Minister, Employment Generation and Training	Chairman
(ii).	Administrative Secretary, Department of Employment Generation and Training	Member
(iii).	Administrative Secretary, Department of Technical Education & Industrial Training or his representative not below the rank of Additional Secretary	Member
(iv).	Administrative Secretary, Department of Industries and Commerce or his representative no below the rank of Additional Secretary.	Member
(v).	Administrative Secretary, Department of Finance or his representative not below the rank of Additional Secretary	Member
(vi).	Mission Director, Punjab Skill Development Mission	Member
(vii).	Mission Director, Punjab Ghar Ghar Rozgar and Karobar Mission	Member Convener

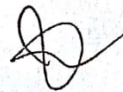
The Chairman may nominate any other person(s) as special invitee in the meeting of the Steering Committee. Quorum shall be 3 members.


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10. Powers, Functions and Responsibilities of State Steering and Advisory Committee

The following functions will be carried out by the State Steering Committee:

- i. To Provide leadership and guidance to the Mission and monitoring of the project;
- ii. To review the project progress and suggest remedial actions to Governing Council;
- iii. To prepare and execute plans and programs and to carry on the administration and management of the Society;
- iv. To prepare and maintain accounts and other relevant records and annual statements of accounts including the Balance sheet of the Society;
- v. To approve schemes that the Mission Director may want to implement for achieving the objects of the Society;
- vi. To approval of annual action plan and Budget.



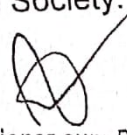
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Department of Cooperation &
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11. Program Management Unit (PMU)

The Program Management Unit will primarily be responsible for the day- to day management of the project and will be headed by a Mission Director. The Mission Director will be a professional with minimum fifteen years of experience in the field of marketing/ skilling/ employment generation/manufacturing relevant projects and should not be more than 45 years of age or he would be an IAS/ PCS officer.

The roles and responsibilities of the Mission Director will include:

- i. To guide, supervise and coordinate the activities and core functions of the members of the PMU;
- ii. To review the Annual plans and provide directions;
- iii. To prepare Action Plans to overcome constraints;
- iv. To flag the policy gaps and identifying critical issues in programme implementation and submit them to the SSAC for the consideration, and take actions to address the constraints at appropriate level;
- v. To design and Finalize the HR requirements of the Mission for executing the Tasks;
- vi. To implement the Overall strategic planning and implementation strategies;
- vii. To make schemes (along with proposed appropriate expenses) for achieving aims of the Mission and get them approved from SSAC and then implement them;
- viii. To hire on contract or outsourcing such staff or consultants or firms as may be needed for achieving the aims of the Mission and get them approved from SSAC.
- ix. To run the Society by engaging 2-3 employees in ex-officio capacity from Department of Employment Generation and Training and keeping in view requirement of qualified manpower, some employees/staff may be engaged on contract basis using the sanctioned funds available with the Society.


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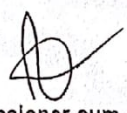
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12. Authorities of the Society

The following shall be the authorities of the Society:

- (i). The Chairman of the Governing Council.
- (ii). The Governing Council.
- (iii). Chairman of State Steering and Advisory Committee.
- (iv). The Member Secretary of the Society, who shall also be Member Secretary of the Governing Council who would be the Mission Director.
- (v). Mission Director.

Governing Council shall have powers to appoint financial and other committee(s)/ sub-committee(s) and set up Unit(s)/Cell(s) for carrying out the objectives of the Society, and by resolution, delegate to the committee(s) or sub- committee(s) so constituted such of its powers for conduct of business as it may deem necessary.


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The Chairman

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The Chairman of the Governing Council shall be the Chief Minister Punjab.

The Chairman shall have the following powers, functions and responsibilities:

- i. The chairman shall provide vision to the Society and lead the Ghar Ghar Rozgar and Karobar Mission;
- ii. The Chairman may direct the Secretary to call a special meeting at a short notice in case of emergency;
- iii. The Chairman shall see that the affairs of the Society are run efficiently in accordance with the provisions of the Memorandum of Association, Rules & Regulation and bye laws of the Society as may be framed;
- iv. On such matters, which the Chairman thinks are of sufficient importance and urgency and cannot wait for being placed in the next meeting of the Governing Council, and which he anticipates would get the approval of the Council, the Chairman shall take decisions and place the same before the Governing Council at its next meeting;
- v. The Chairman shall be the sole and absolute authority to judge the validity of the votes cast by the members of the Governing Council and General Body;
- vi. The Chairman may in writing delegate such of his powers as he may consider necessary to the Secretary;
- vii. The Chairman shall be entitled to invite any other person to attend the meeting of the Governing Council but such person shall not have power to vote;
- viii. The Chairman shall have the authority to review periodically the work and progress of the Society and to order in queries in to the affairs of the Society and to pass necessary orders on the recommendations of the Inquiry committee;
- ix. The Chairman shall plan, direct and coordinate the overall working, of the Society.

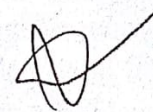
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The Member Secretary of the Governing Council

The Mission Director will be Member Secretary to the Society as well as the Governing Council and shall prepare agenda for the meetings of the General Body and Governing Council and SSAC and convene such meetings, keep a true and accurate record of the proceedings of the same and forward all such documents, papers and related information as may be required in the discharge of his duties.

The Secretary shall perform his duties and functions and exercise his powers under the overall direction, superintendence and control of the Chairman of the Governing Council under the Rules and Regulations, of the Society. The Mission Director would be competent to spend the grants/ finances received by the Society on such Programs and Schemes as are provided in Annexure 'A' or as are approved by SSAC. Mission Director would be competent to change expenditure from one head to another subject to the overall limit of the grant provided by the State.



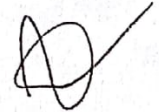
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15. **Mission Director**

Mission Director will head the Mission and State Program Management Unit under the guidance of the Chairman, Executive Committee and shall perform all the functions and exercise all powers, which are listed there in or delegated to him from time to time.

- i. To guide, supervise and coordinate the activities and core functions of the members of the PMU;
- ii. To review the Annual plans and provide directions;
- iii. To prepare Action Plans to overcome constraints;
- iv. To flag the policy gaps and identifying critical issues in programme implementation and submit them to the PSC for the consideration, and take actions to address the constraints at appropriate level;
- v. To design & finalize the HR requirements of the Mission for executing the Tasks;
- vi. To implement the Overall strategic planning and implementation strategies;
- vii. To plan, direct, co-ordinate, organise and supervise day to day work of the Society;
- viii. To prepare concrete operational plan of action for the year together with the revolving action plan;
- ix. To sanction and incur expenditure in accordance with the procedure laid down in the bye laws framed for the purpose and within the authority as may be delegated by the Governing Council;
- x. To sign all deeds and documents for and on behalf of the Society;
- xi. To sign all documents and proceedings requiring authentication by the Society;
- xii. With the approval of the Governing Council delegate any of his powers and functions and duties to any member/staff of the Society, which are not inconsistent with the provisions of these rules;
- xiii. Do all such things as may be required for day to day management and administration of the Society.



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6. Funds of the Society

The Society will setup and manage a State Employment Generation and Development Fund. The sources would include:

- (i). Funds/Budget available under different schemes/projects including State Share of State Government Departments/Organizations as well as special budget grant to be released by FD. Till the time the Society starts to earn for itself, the State would give it a first time 6 monthly grant and then an annual grant as detailed in annexure 'A';
- (ii). Corporate Social Responsibility(CSR) Funds from companies and firms;
- (iii). Grants, contributions, and donations received by the Society from Government of India, State Governments, Public Sector Undertaking, Private Parties or any other sources;
- (iv). The Society may levy service charges or administrative charges for the schemes/projects to be facilitated, executed or implemented by it as may be fixed by the Governing Council from time to time;

All the funds of the society shall only be used for realization of the aims and objectives of the Society.

All funds shall be paid into accounts of the Society which shall be operated upon by such officer(s) as may be duly authorized by the Governing Council.

Subject to the provisions of the Act, and with the approval of Governing Council, any portion of the funds of the Society, not immediately required, may be invested or deposited.


- (i). in a special account opened by the Society for the purpose in a banking company as defined in the Banking(Regulation)Act,1949.
- (ii). in any other mode permitted by State Government in its instructions issued from time to time.
- (iii). If any net profit comes to the society, same will be deposited in the receipt head of Govt. of Punjab towards the end of every financial year..

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- i. All funds and assets transferred to the Society shall be at the disposal of the Society.
- ii. All the properties of the Society shall be acquired and registered in the name of the Society.
- iii. All funds and properties of the Society shall be used only for the aims and objectives of the Society.
- iv. No property of the Society shall be disposed of except on the recommendations of the Governing Council. Disposal of any immovable property shall be approved by the Society as well.

18. Accounts and Audit

- i. The Society shall maintain proper accounts and other relevant records and prepare annual statements of accounts for each of the financial year ending 31st March in such form as may be prescribed by the auditors appointed by the Society.
- ii. The audited accounts of the Society shall be placed before General Body within six months from the date of closing of financial year for approval and the reports shall be filed with the Registrar within three months from the date of conducting the General Body of the Society.
- iii. Books of accounts of the Society shall be kept at the Registered Office of the Society and shall be open to inspection of any member free of charge during the business hours.
- iv. The accounts of the Society shall be audited annually by Auditors of the Finance Department.
- v. The audited Statements of Accounts together with the Audit Report shall be placed before the Governing Council for consideration and approval and there after the same shall be put up before the General Body for approval.
- vi. Every member of the Society on an application made and payment of prescribed fees shall be entitled to receive a copy of the bye-laws, balance sheet and receipts and expenditure account.



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- i. A draft of Annual report and the yearly accounts of the Society shall be prepared by the Secretary for consideration and approval of the Governing Council and shall thereafter be placed before the General Body at its Annual General Meeting for consideration and adoption;
- ii. Copies thereof as finally approved by the Society shall be supplied to the members of the Society.
- iii. The Books and Registers of the Society shall be kept ready for inspection by Registrar at all reasonable hours.

20. Alteration of the Aims and Objectives of the Society and The Rules and Regulations

Whenever it appears to the Governing Council that it is advisable to alter, extend or abridge the aims and objects of the Society either wholly or partially, the Governing Council may take necessary action in accordance with the provisions of the Act.

21. Amalgamation with Other Societies

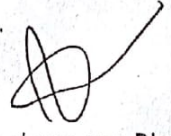
If in the opinion of the Governing Council it is desirable to amalgamate the Society either wholly or partially with any other Society having similar aims and objects, it can be done as per the provisions of the Act.

22. Seal of the Society

The Governing Council of the Society shall provide a seal and also its safe custody and the seal shall never be used except with the authority of Governing Council previously given and one member of the Council shall sign every instrument to which the seal is affixed and every such instrument shall be counter signed by the member Secretary/Mission Director or by some other person appointed by the Council.

23. Dissolution of the Society

The Society shall not be dissolved without the consent of the State Government and upon such dissolution; the assets of the Society shall be dealt with in accordance with the provisions contained in the Societies Registration Act as applicable to the State of Punjab.


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24. **Submission of Annual List**

Once in every year a list of members shall be filed with the Registrar of Societies as per provisions of the Act.

25. **Legal Proceedings**

The Society may sue or may be sued in the name of the Secretary of the Society as per provisions laid down under the Act.

26. **Applicability Clause**

All the provisions of the Societies Registration Act, 1900 shall apply to this Society.



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27. General

The Society shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Society and notwithstanding any other vacancy in its body whether by non-appointment or otherwise and no act or proceedings of the Society or its Governing Council shall be deemed to be invalid merely for the reasons of any vacancy or defect in the constitution of the General Body, Governing Council or Committee as the case may be.

CERTIFIED THAT THIS IS THE CORRECT COPY OF THE RULES AND REGULATIONS OF THE SOCIETY.

Witnesses:

Members Governing Council

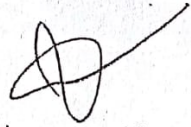
S No	Name	Designation	Designation in PGRKAM	Signature
(i)		Chief Minister	Chairman	
(ii)		Minister, Employment Generation and Training	Vice Chairman	
(iii)		Finance Minister	Member	
(iv)		Minister, Industries and Commerce	Member	
(v)		Chief Secretary,	Member	KM
(vi)		Administrative Secretary, Department of Employment Generation and Training	Member	[Signature]
(vii)		Administrative Secretary, Department of Finance	Member	[Signature]
(viii)		Administrative Secretary, Department of Labour	Member	[Signature]
(ix)		Administrative Secretary, Department of Industries and Commerce	Member	[Signature]
(x)		Administrative Secretary, Department of Technical Education and Industrial Training	Member	[Signature]
(xi)		Mission Director, PGRKAM	Member Convener	[Signature]

[Signature]
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ANNEXURE A

One time 6 monthly grant needed by Society upon its inception – period Oct'2018 to 31st March 2019 and Annual grant needed by the Society thereafter for the next 3 years:

S.No	Particulars	One time	Annual
1	HR Support for <ul style="list-style-type: none"> – General work of Mission – Foreign education & placement wing of Mission – Data creation of Jobs (Call Centre, IVRS, others) – Legal, audit & account functions 	1 Cr	2 Cr
2	IT Support for <ul style="list-style-type: none"> – Development & maintenance of portal 	2 Cr	0.5 Cr
3	Expenses on ongoing job/melas, camps etc.	2 Cr	5 Cr
4	HR cost of running 22 Employment Bureaus	4 Cr	8 Cr
5	Running Cost of DBEE's (electricity, maintenance, stationery etc)	1.50 Cr	3 Cr
6	Office creation and office Expenses (including stationery, vehicle/ vehicle expenses, electricity etc)	2 Cr	0.5 Cr
7	IEC & Advertisement	1 Cr	2 Cr
8	Survey for data creation	2 Cr	0.5 Cr
9	Call Centre for data creation & one stop shop information	1 Cr	1 Cr
10	Miscellaneous Expenses	0.5 Cr	0.5 Cr
TOTAL		17 Cr	23 Cr


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