



**Certificate of Registration of Societies**  
*West Bengal Act XXVI of 1961*  
*No. S/49700 of 1985-1986.*

I hereby certify that Eastern Zonal Cultural Centre has this day been registered under the West Bengal Societies Registration Act, 1961.

Given under my hand at Calcutta the Thirtieth day of September one thousand nine hundred and eighty five.

**Sd/- S. K. Ghose**  
*Registrar of Firms, Societies*  
*& Non-Trading Corporation*  
*West Bengal*

# **MEMORANDUM OF ASSOCIATION**

**AND**

## **RULES & REGULATIONS**

**OF**

# **EASTERN ZONAL CULTURAL CENTRE**



**Director**

**Eastern Zonal Cultural Centre**

**Memorandum of Association and**  
**Rules & Regulations of the Eastern Zonal Cultural Centre**


Sl. No./ Clause	Provisions
1.	<b>The Name of the Society :</b> The name of the Society shall be the Eastern Zonal Cultural Centre
2.	<b>Office of the Society :</b> The Registered office of the Society shall be situated at IB-201, Sector – III, Salt Lake, Kolkata – 700 106
3.	<b>Objectives of the Society</b>  The objective of the Society shall be to preserve, safeguard, document and promote folk and tribal arts and craft of people residing in the Zone comprising the States of Assam, Bihar, Jharkhand, Manipur, Odisha, Sikkim, Tripura, West Bengal, Andaman & Nicobar Island (hereinafter referred to as 'the Zone') and also of people of any other contiguous State / Union Territory that fall under the broad disciplines of Sangeet, Nritya, Natak, Lalit Kala and Sahitya and to develop and expand a Zonal Centre of excellence in creative arts, with special emphasis on performing arts and will include the following :
	(a) to develop and promote the rich arts <b>primarily</b> folk and tribal arts of the Zone and to upgrade and enrich consciousness of the people about their Cultural heritage;
	(b) to lay special emphasis on activities of the linkages among various areas through evolution of styles and their contribution to the larger composite identity of cultural heritage of India;
	(c) to make special efforts to encourage folk and tribal arts and to frame special programme for the preservation and straightening of the <b>endangered and rare art forms through cultural yatras, festivals etc. in rural and mofussil areas of the Member States;</b>
	(d) to frame programmes to encourage and involve the youth of the Zone amongst themselves and with the youth of the rest of India in creative cultural communications through the process of seminars, exchanges and workshops on matters relating to the cultural heritage of India;
	(e) to print, publish and exhibit any monograph on rare, vanishing and dying arts, magazines, periodicals, books and issue pamphlets for furthering the

  
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	objectives of the Society;
	<b>(f) to assist folk and tribal artists in upgrading their marketing and presentation skills so that the arts and crafts practiced by them could become a self sustained source of livelihood and to facilitate and promote the legacy industries;</b>
	<b>(g) to create and maintain Shilpgrams and to also use their other infrastructure for holding quality programmes such as cultural performances, craft melas, visual art camps, Training, seminars, workshops etc;</b>
	<b>(h) to promote participation and funding of international events inter alia through Extra – budgetary resources; and</b>
	<b>(i) to pursue such other activities and programmes to strengthen and promote the cultural interlinkages amongst States, including setting up of Sub-Centres within the Zone.</b>

  
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Sl. No. / Clause	RULES AND REGULATIONS
	The Management of the affairs of the society is entrusted in accordance with the Rules and Regulations of the Society to the Executive Board.
1.	<p><b>Title :</b></p> <p>These Rules may be called the Rules and Regulations of the Eastern Zonal Cultural Centre</p>
2.	<p><b>Definitions :</b></p> <p>In these Rules and Regulations unless the Context otherwise requires the following words shall have the meanings assigned to them namely :-</p> <ul style="list-style-type: none"> <li>i. <b>“Board of Governors”</b> herein means the Board of Governors of the Society;</li> <li>ii. <b>“Chairperson”</b> herein means the Chairperson of the Board of Governors / Executive Board / Finance Committee as the case may be;</li> <li>iii. <b>“Central Government”</b> herein mean the Ministry of Culture, Government of India.</li> <li>iv. <b>“Director”</b> herein means the Director of the Society.</li> <li>v. <b>“Executive Board”</b> herein means the Executive Board of the Society;</li> <li>vi. <b>“Member”</b> herein mean the Members of the Board of Governors/ Executive Board / Finance committee referred to in these.</li> <li>vii. <b>“Member State”</b> herein means the States of Assam, Bihar, Jharkhand, Manipur, Odisha, Sikkim, Tripura, West Bengal and Union Territory of Andaman &amp; Nicobar Island;</li> <li>viii. <b>“Society”</b> Shall mean the Society of Eastern Zonal Cultural Centre;</li> <li>ix. <b>“Secretary”</b> means the Member Secretary of Board of Governors / Executive Board / Finance Committee / Programme Committee.</li> <li>x. <b>“Zone”</b> means the territories comprising the EZCC Member States namely Assam, Bihar, Jharkhand, Manipur, Odisha, Sikkim, Tripura, West Bengal and Union Territory of Andaman &amp; Nicobar Island.</li> </ul>

  
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3.	<b>AUTHORITIES OF THE SOCIETY</b> The following shall be authorities of the Society (a) Board of Governors (b) Executive Board (c) Finance Committee (d) Programme Committee
4.	<b>Composition of the Board of Governors.</b> The Board of Governors shall comprise the following members namely:
(i)	<b>Chairperson - Governor of the State where the HQ of EZCC is located</b>
(ii)	<b>Principal Secretary or Secretary, Cultural Department of all Member States / U.T.</b>
(iii)	<b>Secretary or his representative, not below the level of Joint Secretary, dealing with ZCC in the Ministry of Culture, Government of India.</b>
(iv)	<b>Financial Advisor or his nominee (not below the rank of Deputy Secretary) in the Ministry of Culture, Govt. of India</b>
(v)	<b>Joint Secretary or his nominee (not below the rank of Dy. Secretary) in the Ministry of Tribal Affairs, Govt. of India.</b>
(vi)	<b>One eminent Expert in the field of Folk / Tribal Art Culture from each member State/ U.T. to be nominated by the Hon'ble Minister of Culture, Government of India</b>
(vii)	<b>Director, Handloom / Handicraft of Member States / UTs.</b>
(viii)	<b>Director General or his nominee (not below the rank of Deputy Secretary to the Government of India), Anthropological Survey of India;</b>
(ix)	<b>Hon'ble Member of Parliament where the HQ of ZCC is located (Barasat Lok Sabha Constituency)</b>
(x)	<b>Director EZCC, Director of the Society - Member Secretary</b>
5.	<b>Powers and Functions of the Board of Governors :</b>
	<b>(i) To guide supervise and oversee the overall functioning of the Society.</b>
	<b>(ii) To approve Annual Report and the yearly accounts of the Society.</b>

  
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6.	<b>Composition of the Executive Board :</b>  <b>The Executive Board shall comprise the following members namely :-</b>
	<b>1. Chairperson – Joint Secretary dealing with ZCC in Ministry of Culture, Government of India.</b>
	<b>2. Members:</b>
	<b>i. Secretaries Culture of Member States / U.T;</b>
	<b>ii. Director / Deputy Secretary (IFD) or a representative, Ministry of Culture, Government of India;</b>
	<b>iii. Director of the Society - Member Secretary</b>
	<b>Note : Joint Secretary, Ministry of Culture, Govt. of India can nominate one of the senior members of the EB to chair the meeting in exceptional circumstances like Parliament Session etc.</b>
7.	<b>Powers and Functions of the Executive Board (EB):</b>
	<b>7.1 The Executive Board shall exercise or perform all duties, powers, functions and rights whatsoever necessary or consequential and incidental to give effect to its objectives set forth in clause 3 of the Memorandum of Association provided that the Government of India may from time to time issue directives to the Executive Board on matters of policy which the Board shall carry out.</b>
	<b>7.2 The Executive Board shall hold, control and administer the property and funds of the Society as well as other funds placed at the disposal of the Society for any specific object.</b>
	<b>7.3 The Executive Board may appoint committee such as the Search Committee and other Committees which may be deemed necessary to assist the Board in furtherance of the objectives of the Society.</b>
	<b>7.4 Without prejudice to the generality of the foregoing provisions, the Executive Board shall have the following rights and powers :</b>
	<b>i) to issue appeals and applications for money and funds in furtherance of the said objectives of the society, and to accept both from Government and non- Government agencies, Indian and Foreign, Grants Gifts, Donations, Benefactions, Bequests, Funds-in-Trust, Subscriptions of Cash and Securities and of any property movable or immovable to be utilized for the</b>



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	<b>purposes of the Society;</b>
	<b>ii) to undertake and accept the management of any assets, properties, bequests, endowments or trust-funds ;</b>
	<b>iii) to manage sell, mortgage, lease, exchange and otherwise transfer or dispose of all or any part of the property movable or immovable, in furtherance of the object of the society;</b>
	<b>iv) to construct, maintain, alter, extend, improve, develop or repair any immovable property belonging to or held by the Society;</b>
	<b>v) to establish, equip and maintain auditoriums, libraries, Dormitories, periodicals, books and issue pamphlets for furthering the aims and objectives of the Society;</b>
	<b>vi) to pay out of the funds belonging to the Society or out of any particulars part of such funds the expenses incurred by the Society from time to time including all expenses incidental to the formation of the Society and management and administration of any of the foregoing objectives, including all rents, rates, taxes outgoings and salaries, related allowances, including fringe benefits of the employees and to adopt pay scales and revision thereof as per extant rules of Government of India;</b>
	<b>vii) to establish provident fund and other benefit of the employees of the Society, including their family and dependents.</b>
	<b>viii) to grant scholarships and stipends in furtherance of the said objectives;</b>
	<b>ix) to acquire by gift, purchase, exchange, lease or otherwise lands, buildings or other immovable property including cultural, historical or like property together, with all rights appertaining to it;</b>
	<b>x) to enter into agreement for and on behalf of the Society;</b>
	<b>xi) to use and defend all legal proceedings on behalf of the Society;</b>
	<b>xii) to grant receipts, to sign and execute instruments and to endorse or discount cheques or other negotiable instruments through its accredited agents;</b>
	<b>xiii) to invest the moneys and funds of the Society and vary the investment as and when it may seem necessary or proper as per the pattern of investment prescribed by Ministry of Finance, Government of India, from time to time;</b>

  
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	xiv) to create, institute & abolish posts as may be necessary in accordance with the Rules & Regulations of the Society with the approval of Government of India.
	xv) to make appointment in respect of all posts including Director of the Society. The appointment of Director will, however, be made with the prior approval of Government of India;
	xvi) to draw up the annual budget of the Society;
	xvii) to approve Annual Report and Accounts of the Society.
	xviii) to incur all expenditure subject to the provision of the approved budget, the rules prescribed from time to time and policy directives of the Board;
	xix) to delegate any or all of its powers to Finance, Programme or any other Committee as may be constituted by the Board;
	xx) to prepare and execute plans and programmes for the furtherance of the objects of the Society;
	xxi) to appoint an auditor or auditors for auditing the accounts of the society and to report thereon;
	xxii) to have the accounts of the Society audited by the C & AG of India;
	xxiii) to make, adopt, amend, vary or rescind, from time to time MoA/RAR/bye-laws (a) for the conduct of the business of the Board and the committees to be appointed by it (b) for delegation of its powers or (c) for fixing the quorum etc.;
	xxiv) to ensure implementation of the Reservation Policy of the Government of India;
	xxv) to exercise such other powers and to do such other acts or things as may be necessary or expedient in the proper performance of the duties and for furtherance of the alms of the Board.
8.	<b>COMPOSITION OF FINANCE COMMITTEE :</b>  The Finance Committee shall consist of following members namely.
	<b>1. Chairperson - Financial Advisor or Joint Secretary dealing with Zonal Cultural Centres (ZCCs), Ministry of Culture, Govt of India;</b>

  
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	<b>2. Members –</b>
	<b>i) Secretary or his nominee not below the rank of Director, Department of Cultural Affairs of Members States / UTs;</b>
	<b>ii) Director / Deputy Secretary / Under Secretary dealing with ZCC in Ministry of Culture, Government of India.</b>
	<b>iii) Director (Finance) / Deputy Secretary (Finance) or his representative, Ministry of Culture, Government of India.</b>
	<b>3. Member Secretary - Director, EZCC.</b>
<b>9</b>	<b>POWERS AND FUNCTIONS OF THE FINANCE COMMITTEE:</b>
	<b>Subject to the general rules and directions of the Executive Board, the Finance Committee shall have the following powers and functions, namely:</b>
	<b>i) to scrutinize the accounts and budget estimates of the society and make recommendations to the Board;</b>
	<b>ii) to prescribe the limits for recurring and non recurring expenditure for the year;</b>
	<b>iii) to review the financial position of the society from time to time and have audit conducted whenever necessary and ;</b>
	<b>iv) to give advice and make recommendations to the Board of Governors on any other financial issues affecting the affairs of the Society;</b>
	No expenditure other than what has been provided for in the budget shall be incurred without the prior approval of the Executive Board.  (In terms of Ministry of Finance, Department of Expenditure, O.M. No. 1(37)/2010-E.II (A) dated 2 <sup>nd</sup> November, 2010, the provisions contained in General Financial Rules shall be deemed to be applicable to ZCC except to the extent the bye-laws provide for separate financial rules which have been approved by the Government).
<b>10.</b>	<b>COMPOSITION OF THE PROGRAMME COMMITTEE :</b>  The Programme Committee shall comprise the following members.
	<b>1. Chairman - Secretary (Culture) of a Member State on rotation basis, in alphabetical order, for a period of 2 years;</b>



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	<b>2. Members –</b>
	i) One nominee each of the Central academies (Lalit Kala Academy, Sangeet Natak Akademy and Sahitya Akademy) and State academies to be nominated by these academies;
	ii) Chairman of the Arts Councils or State academies of the Member States/ U.T.
	iii) One nominee of Department of Cultural Affairs of the each Member State/ U.T, not below the rank of Deputy Secretary;
	iv) One eminent art personality from the field of folk / tribal arts from each State/ U.T. to be nominated by the Member State/ U.T.
	v) Director / Deputy Secretary / Under Secretary dealing with ZCC in Ministry of Culture, Government of India.
	<b>3. Member Secretary – Director, EZCC</b>
11.	<b>POWERS AND FUNCTIONS OF THE PROGRAMME COMMITTEE :</b>
	The Programme Committee shall draw programmes for the projections, exposition, promotion, dissemination of creative arts which are in conformity with the aims and objects of the Society.
12.	<b>PROCEDURE FOR BOARD OF GOVERNORS / EXECUTIVE BOARD / PROGRAMME COMMITTEE / FINANCE COMMITTEE:</b>
	<b>Term :</b>  <b>The Board of Governors, Executive Board and Finance Committee shall be permanent bodies, while the term of Programme Committee shall be two years.</b>
13.	<b>MEMBERSHIP:</b>
	i) Where a person becomes such member by reason of the office he holds, his membership shall be deemed to be terminated when he ceases to hold that office.
	ii) A member representing the Central or the State Government shall continue to be such member during the pleasure of the concerned Government.
	iii) The non-official members of the Board of Governors and Programme Committee shall cease to be such member on the expiry of two years from the




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	date of his appointment / nomination but shall be eligible for re-appointment or re-nomination, as the case may be.
	iv) A non-official member shall cease to be such a member if he (a) dies or (b) resigns his membership, or (c) becomes of unsound mind, or (d) becomes insolvent, or (e) is convicted of a criminal turpitude or (f) if he is removed by the competent authority from the membership of the Society or (g) If, except in the case of the Heads of the Zone, he accepts a full-time appointment in the institute, or (h) acts or behave in a manner not conducive to the purpose and objective of the Society or (i) if he fails to attend three consecutive meetings without the leave of the Chairperson.
14.	<b>RESIGNATION :</b>  <b>A Member other than ex-officio member representing the Central / State Government may resign by a letter addressed to the Chairperson and such resignation shall take effect from the date of acceptance by the Chairperson.</b>
15.	<b>VACANCIES :</b>  <b>Any casual vacancy due to death / resignation or otherwise shall be filled by the appointment or nomination of a member by the appropriate authority entitled to make such appointment or nomination and the member appointed or nominated to fill such casual vacancy shall hold office for the remainder of the term of any of the member in whose place he has been appointed.</b>
16.	<b>VACANCY NOT TO AFFECT PROCEEDINGS :</b>  The Board of Governors, Executive Board and other Committee shall function, notwithstanding any vacancy in the membership therein and notwithstanding any defect in the appointment or nomination or election of any of its member and no act or proceedings of the Board etc. shall be invalid merely by reasons of the existence of and vacancy therein or of any defect in the appointment of nomination or election of any of its members.
17.	<b>MEETINGS:</b>
	i) The Board of Governors / Programme Committee shall ordinarily meet at least once in a year or more if necessary on a written requisition of not less than five members for a special meeting.
	ii) The Executive Board / Finance Committee shall ordinarily meet twice in a year or more if necessary on a written requisition of not less than five members for a special meeting.

  
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	iii) Ordinarily not less than fifteen days notice shall be given for every meeting and the agenda papers should reach the members at least one week before the meeting and a copy of the proceeding of every meeting shall be furnished to the Central Government as soon as practicable after the meeting.
	iv) The quorum shall be 1/3 <sup>rd</sup> of the total members. If the meeting is adjourned for want of quorum, no quorum shall be necessary for the re-convened meeting. This meeting can be re-convened on the same date, at the same venue after an interval of half an hour of the scheduled timing.
	v) In case of a difference of opinion amongst the members, the opinion of the majority shall prevail.
	vi) Each member of the Board etc., shall have one vote and if there is a tie of votes on any issue to be determined by the Board etc, the Chairperson / Chairman shall exercise a casting vote.
	vii) In the absence of the Chairperson / Chairman, a meeting shall be presided over by a Member chosen by the Members present on the occasion.
	viii) Any resolution except such as may be placed before the meeting of the Board of Governors etc. may be adopted by circulation among all its members and any resolution so circulated and adopted by a majority of the members who have signified their approval or disapproval of such resolution shall be as effective and binding as if such resolution had been adopted at a meeting of the Board of Governors etc., provided that in every such case at least five members of the Board etc. shall have recorded their approval of resolution.
18.	<b>POWERS OF THE CHAIRPERSON OF THE EXECUTIVE BOARD :</b>
	(i) The Chairperson shall ensure that the decisions taken by the Executive Board are implemented.
	(ii) The Chairperson shall exercise such other powers as are or may be delegated to him by the Executive Board under these Rules.
19.	<b>POWER OF DELEGATION OF THE EXECUTIVE BOARD :</b>
	i. Without prejudice to the powers and authority conferred on it under these Rules, the Executive Board may by Resolution, delegate to the Chairperson or Director, such of its powers for the conduct of its business as it may deem fit subject to conditions that the action taken by any of the persons, to whom the powers have been delegated under these Rules, shall be reported to the Executive Board at their next meetings.
	ii. These powers shall be exercised subject to the provisions of the Bye-laws

  
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	made under and so as to be within the Budget Estimates approved by the Executive Board from time to time.
20.	<b>POWER OF THE DIRECTOR :</b>
	i) The Director shall be the Chief Executive Officer of the Society. He / She shall be responsible for the proper administration of the affairs of the Society under the direction and control of the Executive Board.
	ii) The Director shall in all matters have the powers and duties assigned to him in these Rules and Regulations and the Bye Laws framed in this respect separately.
	iii) The Director shall prescribe and supervise the duties of all officers and staff of the society and shall exercise such administrative and disciplinary power as may be necessary subject to the rules and regulations and service conditions of Government of India.
	iv) The Director shall be the custodian of the funds and securities of the Society.
	v) The Director shall subject to the direction and control of the Executive Board, manage the properties and investments of the Society and shall be responsible for the presentation of the Annual Estimates and the Annual statement of Accounts.
	vi) The Director shall realise and receive all grants or other money due to the Society from the Government and designated persons, Bodies and Authorities.
	vii) The Director shall nominate a person or persons to represent Zonal Cultural Centre in national and international conferences / workshops etc.
	viii) Subject to the direction and control of the Executive Board, the Director shall have the power to buy, sell, endorse and otherwise negotiate or transfer all Government securities, stocks, shares and other instruments of similar character on behalf of the Institute and realise interests, dividends, bonuses or profits due thereon.
	ix) The Director in order to keep the members of the Board informed of the progress of the expenditure of the Institute shall submit yearly statement of income and expenditure of the Institute to the Board for information according to the budget heads.
	x) The Director shall have power to incur expenditure within the limits of the budget approved by the Finance Committee subject to such conditions and limits as may be prescribed by the Executive Board.




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	xi) In any emergency in which, in the opinion of the Director immediate action is required, the Director shall take the action subject to these Rules as he thinks necessary and shall report the action taken by him to the Chairperson of the Executive Board immediately and the Executive Board at its next meeting for approval and confirmation.
21.	<b>POWER OF THE SECRETARY :</b>
	i) The Director shall be the Member-Secretary of the Board of Governors / Executive Board / Finance Committee / Programme Committee.
	ii) The Secretary shall keep a record of the proceedings of the Board of Governors / Executive Board / Finance Committee / Programme Committee and shall perform the duties herein after directed to be performed by Secretary and not otherwise provided for by these Rules.
	iii) The Secretary shall present progress report to the Board of Governors / Executive Board.
	iv) The Secretary shall be the sanctioning and controlling Officer. The cheques and account books will be signed jointly by the Secretary and the Accounts Officer or as per the delegation of powers by the Board.
22.	<b>POWER OF THE ACCOUNTS OFFICERS :</b>
	i) The Accounts Officer shall help the Director in maintenance of accounts and in day to day financial and other affairs of the institutes.
	ii) The Accounts Officer shall be the Drawing and Disbursing Officer.
	iii) The Accounts officer shall prepare budget estimates, maintain Cash book, ledger, voucher files, etc.
23.	<b>BYE LAWS :</b>
	The Executive Board shall have powers to make and frame bye-laws not inconsistent with the Memorandum of Association and Rules and Regulations of the Society and to alter, amend and rescind the same from time to time for the administration and management of the affairs of the Society for all or any of the following matters, namely;
	(i) The Authorities and Bodies of the Society
	(ii) The Officers of the Society
	(iii) The constitution, powers and functions of the authorities and other bodies of

  
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	the Society, as may be constituted from time to time ;
	(iv) The election and continuance in office of the members of the said authorities and bodies, the filling up of vacancies of members and all other matters relating to those authorities and other bodies for which it may be necessary or desirable to provide;
	(v) The manner of appointment of the employees of the Society, terms and conditions of services, their powers and duties ;
	(vi) The principles governing the seniority of service of the employees of the Society ;
	(vii) The manner of co-operation and collaboration with other Societies in India or abroad ;
	(viii) The setting up of machinery for redressal of grievances of employees ;
	(ix) All other matters which by the Rules may be provided for by the Bye laws.
24.	<b>FUNDS, ACCOUNTS AND AUDIT :</b>
	<b>(a) Funds :</b> The funds of the Society shall consist of the following :
	i. all moneys provided by the Central Government;
	ii. all fees and other charges received by the Society;
	iii. all moneys received by the Board by way of grants, gifts, donations benefactions, bequests or transfers; and
	iv. all money received by the Board in any other manner or from any other source.
	<b>(b) Accounts</b>
	i. An account or accounts in the name of the Society shall be opened with a Nationalized bank or banks only as the Board may think fit and the funds of the Society deposited with such bank(s).
	ii. The fund of the Society shall be utilized solely for the purpose of the Society.
	iii. The accounts of the Society shall be maintained in the name of the Society. The accounts of the Society shall be kept in such forms as may be laid down by the Board and shall conform to the rules prescribed by the Government of India.


  
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	iv. All funds belonging to the Society or under the control of the Board shall be shown separately in the account of the Society.
	v. All expenditure will be incurred in accordance with the Rules to be framed for the purpose. There shall be suitable imprest cash for the Director to meet the day to day contingent expenses.
	<b>(c) Audit</b>  In accordance with General Financial Rule 211 of the Government of India, the Accounts of the Society shall be audited by Comptroller and Auditor General of India (C & AG).
25.	<b>ANNUAL REPORT &amp; ACCOUNTS :</b>  The Executive Board within six months after the close of financial year shall submit a Report in English and Hindi both on the working of the Society annually to the Government of India. A draft of the Annual Report and the yearly accounts of the Society shall be placed before the Board of Governors at its annual general meeting for its consideration and approval. Such Report shall contain particulars regarding the work of the Society during the previous year and shall be accompanied by a balance sheet duly audited showing the Income and expenditure of Society during the said year. Copies of the Annual Report and Yearly Accounts as finally approved by the Society shall be submitted to Ministry of Culture, Govt. of India, for the purpose of being laid on the Table of each House of the Parliament within nine months of closure of the accounting year.
26.	<b>THE INVESTMENT OF FUNDS :</b>  The Investment of funds belonging to the Society shall be made in property and securities authorized by law for the investment of the trust funds or such other classes of security as per the pattern of investment prescribed, from time to time, by Ministry of Finance, Government of India.
27.	<b>PROVIDENT FUND, PENSION :</b>
	i) The Executive Board shall establish and maintain a Provident Fund for the benefit of the staff of the Society in accordance with the Rules of Government of India, as applicable to autonomous organizations;
	ii) The Executive Board may introduce a Pension Scheme for the benefit of the staff of the Society in accordance with the New Pension Scheme of Ministry of Finance, Government of India, as applicable to autonomous organizations.

  
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28.	<b>COMMON SEAL :</b>  The Society shall have a common seal of such make and design as the Board may determine.
29.	<b>CONTRACTS :</b>  Subject as herein before, provided all contracts for and on behalf of the Society shall be in the name of the Society and shall be signed by the Director.
30.	<b>AMENDMENT OF MEMORANDUM OF ASSOCIATION AND RULES &amp; REGULATIONS:</b>  i) In case it is deemed expedient to alter, extend or abridge the purpose for which the Society is established or to amalgamate wholly or partly with any other Society or change any other clause of the Memorandum, the same shall be done in accordance with the procedure laid down in the West Bengal Societies Registration (Act XXVI) of 1961 and with prior approval of the Government of India.  ii) The Board of Governors at any time may amend the Rules of the Society but no such amendment shall be made which is not in conformity with the directions of the Government of India.
31.	<b>LEGAL PROCEEDINGS :</b>  The Society may, sue or be sued in the name of the Director of the Society as per the provision of Section of the West Bengal Societies Registration Act (Act XXVI) of 1961.
32.	<b>REMUNERATION TO MEMBERS :</b>  i) The Non-Official Members of the Board of Governors and Programme Committee shall be paid by the Society such travelling and daily allowance as may be provided for in the bye-laws to be made in this behalf in respect of any journey undertaken by them for attending the meetings in connection with any other business of the Society, the Board or the Committee as the case may be.  ii) All the members including special invitees shall be paid sitting charges as decided by the Executive Board.
33.	<b>SPECIAL INVITEES FOR BOARD OF GOVERNORS / EXECUTIVE BOARD / FINANCE COMMITTEE / PROGRAMME COMMITTEE MEETINGS:</b>  The respective Chairperson will have the power to invite any person or persons

  
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	not being Members to attend the meetings of the Board of Governors / Executive Board / Finance Committee / Programme Committee, but such invitees shall not be entitled to vote at the meeting.
34.	<p><b>PROPERTIES AND FUNDS VESTED IN THE SOCIETY:</b></p> <p>The properties and funds of the Society shall vest in the Society and shall consist of:</p> <p>i) Grants made by the Government of India through the Ministry of Culture;</p> <p>ii) Any other grants made by the Government of India / State Government;</p> <p>iii) Grant-in-aid from Multi Global / Bilateral International agencies subject to compliance of Government rules and regulations ;</p> <p>iv) All buildings, lands, machinery, plant, equipment and instruments (whether laboratory workshop, prototype shop or otherwise), books and journals, furniture, furnishings and fixtures belonging to the Society.</p> <p>v) Gifts and donations of cash and securities and of any properties, either movable or immovable; and</p> <p>vi) Remuneration received through consultancy, training, fee, contracts, etc.</p>
35.	<p><b>REVIEW OF THE FUNCTIONING OF THE SOCIETY :</b></p> <p>i) The Central Government may at any time appoint one or more persons to review the work and progress of the Society and to hold any inquiry into the affairs thereof and to report thereon in such manner as the Central Government may stipulate, upon receipt of any such report, the Central Government may take such action and issue such directions as it may consider necessary in respect of any of the matters dealt within the report regarding the Society as the case may be and the Society shall be bound to comply with such directions.</p> <p>ii) In case, the Central Government is satisfied that the Society is not functioning in accordance with its approved mandate, the Central Government shall have the power to take over the administration and the assets of the Society for a period not exceeding three years and relinquish the management of the Society in the manner stated hereinafter.</p> <p>iii) On the takeover of the management by the Government the Board of Governors, Executive Board, the Finance Committee, the Programme Committee and any other ad-hoc committees that may be in existence at such time shall stand superseded and all of their powers, functions and responsibilities shall vest in a person / committee appointed by the Central</p>

  
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	Government as the Administrator, from the date of the takeover. The said Administrator shall carry on the management of the society for and on behalf of the Central Government, subject to be directions of that Government. Handing back of the management of the Centre by Government.
	iv) In the event of the take over the management of the Centre by the Central Government as referred to in the proceeding clause, on the expiry of the said three years or even earlier, if it appears to the Central Government that the purpose of taking over of management of the Centre has been fulfilled or that for any other reason it is not necessary that the management of the Centre should remain vested in the Government, the Government may by order relinquish the management of the Centre with effect from such date as may be specified in the order. On and from the date so specified, the management of the Centre shall vest in the Board of Governors as reconstituted under the Memorandum of Association and the Rules and Regulations.
	v) The order to relinquish the management of the Centre shall specifically mention the dates with effect from which the tenures of the reconstituted Board of Governors, Executive Board, Finance Committee, Programme Committee etc. shall begin.
36.	<b>ROLE OF THE CENTRAL GOVERNMENT :</b>
	i) The Society shall, in discharge of its functions, be bound by such directions on questions of policy as the Central Government may give in writing to it from time to time.
	ii) The decision of the Central Government as to whether a question is one of Policy or not shall be final.
37.	<b>APPLICATION OF THE ACT :</b>  All the provisions under all the sections, of the West Bengal Societies Registration Act (Act XXVI) of 1961 shall apply to this Society.
38.	<b>DISSOLUTION OF THE SOCIETY :</b>
	i) The Society may be dissolved in accordance with the provisions of Sections 24 & 25 of the West Bengal Societies Registration Act (Act XXVI) of 1961.
	ii) In the event of dissolution after satisfaction of all its liabilities, all the assets, including movable and immovable properties whatsoever remains shall vest absolutely in the Central Government, who would be empowered to decide the future use of them.



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