

संख्या 3593

पत्रावली संख्या 1-171109

दिनांक 29/06/2018



सोसाइटी – रजिस्ट्रीकरण
का
प्रमाण – पत्र
(अधिनियम संख्या 21, 1860 के अधीन)

संख्या

654-2013-2014

एतद्वारा प्रमाणित किया जाता है कि दि एसोसियेशन ऑफ


ओटोलारिनगोलोजिस्ट्स ऑफ लखनऊ

56 सी, सिंगारनगर, आलमबाग, लखनऊ।

को आज उत्तर प्रदेश में अपनी प्रवृत्ति के संबंध में यथासंशोधित सोसाइटी रजिस्ट्रेशन अधिनियम, 1860 ई० के अधीन सम्यक् रूप से रजिस्ट्रीकृत किया गया है।

यह प्रमाण-पत्र 27/06/2018 तक विधिमान्य होगा।

आज दिनांक 28/06/2018 को मेरे हस्ताक्षर से दिया गया।


सोसाइटी के रजिस्ट्रार,
उत्तर प्रदेश।

RULES & REGULATIONS

1. NAME : **THE ASSOCIATION OF OTOLARYNGOLOGISTS OF LUCKNOW**
2. Address: **56, Singar Nagar, Alambagh, Lucknow**
3. Jurisdiction: **WHOLE OF U.P.**
4. **Membership: There shall be two kinds of members as under.**
 - a. **Ordinary member:** Any Post graduate student in Otolaryngology who pays Rs. 500/- per year, Any E.N.T. Surgeon of Sr.Citizen catagory, who is not a life member of AOI will also be ordinary member.
 - b. **Life Members:** Any person who has faith in the objectives of the institution and zeal to work for it is MS/DLO/DNB E.N.T. and is Registered under AOI central body and pays Rs. 2000/-once.
5. **Membership Register :** ther shall be a register of members with their name, Fathers name, occupation, address, email address, phone number and category of membership will be maintained.
6. **Suspension and termination of Membership:**
 - a. A suspended member may be expelled for any period from the society on the recommendation of 2/3 majority of the governing body.
 - b. A member may withdraw his/her membership by submitting his/her resignation to the President.
 - c. The membership shall cease on the death of that member.
 - d. The membership shall cease when one is declared insolvent or insane.
 - e. The membership shall cease when one is penalized under I.P.C. act by the Court.
 - f. The membership shall cease when a member does not attend three consecutive meetings without justified reasons.
7. **Bodies of Society**
 - a. General body
 - b. Governing body/Executive Body
 - (1) **General bodies:**
 - i) **Formation of Genral Body:** Genral body will consist of life members.
 - ii) **Genral body Meeting:**
 1. It shall meet at least once a year ordinarily within first two months after closing.of financial year.
 2. It shall consider such other matters as may be brought up before it by governing body it will review the working of the society.

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3. Notice period for the meetings of the general body will be at least 15 days. Only special meeting of the general body may be called with 7 days notice period. Notice for all the meeting will be sent by registered post or written electronic media.
- b. Time/Date and place of such meeting shall be decided by 2/3 members of the governing body.

iii). Quorum:

1. For general body meeting the quorum shall be 2/3 of total members.
2. Postponed meeting may be convened after 30 minutes at the same place and no quorum will be required for such meeting

iv) Duties and Rights of the general body:

- a. Life members will be entitled to receive notice of all and special general body meetings.
- b. Life members will be entitled to vote in the entire Annual and special general body meeting.
- c. The General body has power to amend rules and regulation. And the objective of society from time to time in accordance with the rules and regulation laid down for amendment of these rules and regulations and the objective.
- d. In accordance with recommendation by executive body the general body, shall have the power to make, repeal, amend and modify Bye-Laws in regard to the working of the society.
- e. The general body in consultation with executive body shall appoint the auditors for the society for auditing account and reporting thereon. The annual action plan of the society will be submitted to and will be discussed by the governing body and General body.

Governing Body or Executive Body:

i) Forming of Exective Body, Member & Official of Executive Body:

The governing body will consist of members elected by general body which will have President, Vice-President, Secretary, Treasurer and 6 Members. Total Number is ten. This strenght can be increased as per the requirements. Immediate Past President and Secretary will be Ex officio member of the Executive Body.

- ii) **Election:** Governing body members shall be elected by voice vote at general body meeting. voting method, process and conduct of elections may be changed by general body. Any dispute will be settled by General Body

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iii)

Tenure:

The Tenure of the governing body shall be of two years. It can be extended by general body for a further period of one year.

iv)

Meetings:

Normally the governing body will meet four times in a year. However special meeting can be called for at any time as and when required.

v)

Notice/Information:

A written notice of the meetings will be sent to the members 7 days in advance by registered post or by written electronic media. The President on special case can call for an emergency/special meeting in such condition the notice shall be only before 24 hours.

vi)

Quorum:

The quorum for the meeting of Governing body shall be 2/3 of the total strengths of members.

vii)

Filling the vacancies:

Casual vacancy shall be filled by decision of the governing body by 2/3 majority.

Someone shall fill a casual vacancy in the post of President and Secretary from among the remaining members of the committee for a term of office equal to the term of the office bearer who vacated the post. The term of office of such members shall be for the remainder of the term of the member creating vacancy.

viii)

Power and Duties of the office Bearers of the Governing Body.

- a. **President:** President will look after the financial aspects and creates the fund for the normal functioning and upliftment of society programs with consultation of Secretary and Treasurer.
- b. To do all liaison work on behalf of society.
- c. To sue and be sued on behalf of society will be collective responsibility of Secretary & President.
- d. Where rules are silent President can make rule in sync with secretary for the benefit of institution/society. President has got the sole responsibility to all the activity of the society.
- e. The president shall have power to take the decision to meet the emergent situation in the interest of society President will appraise the governing body of his decisions.
- f. President shall authorize anyone from the governing body to preside over the meetings in his absence of vice president is unavailable.
- g. To use his discretion in the event of any difference of opinion amongst the member of society.
- h. To engage terminate, dismiss, suspend or penalize any employee or worker
- i. To manage and control financial affair of the society with Secretary & Treasurer.

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Vice President:

- a To manage and control financial affair of the society.
- b To look after all the work of President in the absence of President.

Secretary

- a Secretary will assist the President and make planning with the concern of the executive committee member concerning upliftment program of the society.
- b Supervise the functioning of the office.
- c To record the proceeding of meeting and to circulate it to the members.
- d Secretary will prepare the annual budget and annual report to general bodies.
- e Secretary is responsible to maintain all the papers and documents etc. pertaining to the institution for smooth functioning.

Treasurer:

- a To collect funds for the society.
- b To look after all financial matters of the society.
- c To ensure the safety of cash deposit in the nationalized bank/post office as decided by governing bodies.
- d Entitled to receive donations/deposit and to issue receipts there of subject to conditions/ restrictions laid-down by the governing body.
- e To keep an update account of all the expenditure and income.

8. Bank Account:

All funds of the society shall be kept in nationalized banks or Post Office authorized by the managing committee in the name of institution. The account shall be operated by joint signatures of President, Secretary and Treasurer or either of any two. ✓



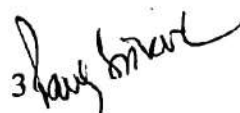
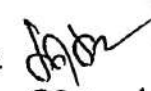

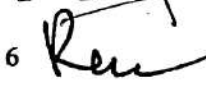

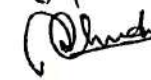
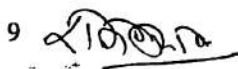
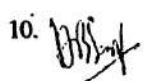
9. Audit and Accounts:

The accounts for each financial year shall be audited by the competent auditors appointed for the purpose by the Governing bodies and the balance sheet and income and expenditure account for the year duly certified by the auditors shall be laid down before annual meeting of the General Bodies through Governing bodies.

10. Maintenance of the Records:

The secretary shall arrange to maintain proper records like Register for membership, Minutes of meeting, Cash Book, Stock Book, Attendance register for Office staff and meeting, ledger and Guard file etc. All receipts, registers and vouchers shall be preserved at least for Ten Years from the date of Audit, Member register; Permanent stock register shall be kept for 20 years. In all other cases central Government Rule shall apply. the society in a written form at least 15 days before special meeting of the general bodies called for the purpose of making amendments.

Signatures.

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(5) Under the rules and regulation of the society, the names, address, designation and occupation of the members of the executive committee who have been entrusted with the jobs are under

Name	Address	Designation	Occupation
1 Dr. Ashok Kumar Gangwar S/o Late sri R.S. Gangwar	2/27, Viram Khand-2 Gomti Nagar, Lucknow	President	Doctor
2. Dr. Suresh Chandra Srivastava S/o Sri SGL Srivastava	1042, Sector 6 jankipuram Extension, Lucknow-21	Vice-President	Doctor
3 Dr. Pankaj Srivastava S/o Sri G.S. Srivastava	56-C Singar Nagar Alambagh, Lucknow	Secretary	Doctor
4 Dr. Himanshu Pratap Singh S/o Sri Dharm Veer Pratap	2/1, Doctors Lawn Balrampur Hospital, Lucknow	Treasurer	Doctor
5. Dr. Anurag Kumar Gupta S/o Late Dr. D.P. Gupta	40, Avas Vikas Colony, Mall Avenue	Member	Doctor
6 .Dr. Rakesh Srivastava S/o Dr.R.N. Srivastava	C-3/387, Vishal Khand Gomti Nagar, Lucknow	Member	Doctor
7 Dr. Deepak Singh S/o Sri D.V. Singh	440/Sector 4 Vikas Nagar Lucknow	Member	Doctor
8 Dr. Suresh Chandra S/o Sri Ram Dutt	5/7 Doctors Colony RML Hostpital, Gomti Nagar, Lucknow	Member	Doctor
9. Dr. Ram Kumar Yadav S/o Sri Pateshwar;PD Yadav	501, Abhshek Udayan II, Eldeco Rai , Bareilly Road, Lucknow	Member	Doctor
10.Dr. Devendra Bahadur Singh S/o Sri R.K. Singh	36-A Ishwarpuri Colony Sect-12 Indira Nagar, Lucknow	Member	Doctor

We under signed herewith declare that, we want to register the above noted Association under Societies Registration Act, 1860.

Date:

Signature:

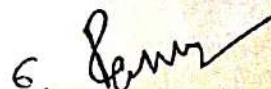
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MEMORANDUM

1. NAME : **THE ASSOCIATION OF OTOLARYNGOLOGISTS OF LUCKNOW**
2. Address: **56C, Singar Nagar, Alambagh, Lucknow.**
3. Jurisdiction: **WHOLE OF U.P.**
4. Aims and objectives: The aims and objectives of the Society shall be to encourage and advance the study and practice of the science of Otolaryngological problems.
 - A. By encouraging scientific research and experimental work on Otolaryngology and Head & Neck Surgery.
 - B. By providing facilities for research.
 - C. By holding scientific discussions and reading papers on Otolaryngology and Head & Neck problems.
 - D. By watching and advising on legislation affecting Otolaryngologists and Head & Neck Surgeons and by bringing together members of the Society periodically at conferences and in general by working for the betterment of the cause of Otolaryngologists and Head & Neck Surgeons.
 - E. By conducting CMEs and publishing a journal devoted to Otolaryngologists and Head & Neck Surgeons subjects.
 - F. By bringing together members of the Society periodically at conferences and in general by working for the betterment of the cause of Otolaryngology in India.
 - G. By holding properties moveable and immovable that may be necessary or advantageous for the aforesaid objects, to purchase and sell, to lease and to mortgage the same for the purpose of the Society and to construct, alter and maintain any building or buildings necessary from the finances of the Society.
 - H. By receiving donations and contributions from members as well as non-members and by holding the same in Society for particular purpose or purposes for advancement of Otolaryngology and Head & Neck Surgery.
 - I. By cooperating with other Societies. National & International, connected with Otolaryngology and Head & Neck Surgery and allied Sciences and interact with other medical disciplines and take collective steps for education of public in preventive aspects.
 - J. By organizing exhibitions of machinery, implements, tools, appliances etc. connected with or pertaining to Otolaryngology in different parts of the country and to improve the implements, machinery, instruments and appliances used in the practice of Otolaryngology and Head & Neck Surgery.
 - K. By making bye-laws, rules and regulations of the Society and to delete, alter and amend or add to the same as and when necessary.
 - L. By doing all such other things as may be incidental to or conducive to the attainments of the aims and objects of the Society.
 - M. By establishing branches wherever feasible.

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