

Manual 5
Rules, regulations, instruction, manuals and records
for discharging functions
[Section 4(1)(b)(v)]

updated AS ON DATE 27/7 /2026

prepare a list of rules, regulations, instruction, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions.

गढ़वाली, कुमाउनी एवं जौनसारी अकादमी, दिल्ली के नियम एवं विनियम

updated AS ON DATE 27/7 /2026

CERTIFICATE OF REGISTRATION

UNDER SOCIETIES REGISTRATION ACT XX1 OF1860

Registration no.s/2043/2019

I hereby certify "KUMAONI GARHWALI AND JAUNSARI ACADEMY " Located at C.P.O. Building Kashmere Gate, Delhi -110054 been registered UNDER SOCIETIES REGISTRATION ACT XX1 OF1860 subject to conditions mentioned below:

1. This document certifies registration under the Society Registration Act, 1860. However, any Govt. Department or any other Association/person may kindly make necessary verification (on their own) of the assets and liabilities of the society before entering into any contract/assignment with them.
2. The Society is not allowed to use translated and abbreviated / acronym version of Its names.
3. The Society will use their name with prefixes, etc, as has been mentioned in this letter.
4. The Society will show Its name along with the caption below that it is governed by private Body /Society where used ;

- 5 The name may not be used for any commercial purpose of trade or business or profession, certification /affiliation/ recognition to other organisation etc.

Given under my hand at Delhi on this 2nd day of January 2019

Working Area: DELHI

(HARISH TYAGI)
REGISTRAR PF SPOETIES
DISTRICT CENTRAL
GOVT. OF NCT OF DELHI

MEMORANDUM AND RULES OF ASSOCIATION OF KUMAONI GARHWALI AND JAUNSARI
ACADEMY, DELHI

Name :

The name of the Society shall be "Kumaoni-Garhwali and Jaunsari Academy"

The registered office of the Society shall be situated in the office premises of the Government of National Capital Territory of Delhi in C.P.O. Building, Kashmere Gate, Delhi-110006

Objects and functions of the Society:

To preserve and promote Kumaoni Garhwali and Jaunsari language and literature as an integral part of the multilingual culture of Delhi.

To encourage and publish original works of literary and educational merit and also publish books for children in Kumaoni Garhwali and Jaunsari/

To arrange for translation in Kumaoni-Garhwali and Jaunsari of those literary, scientific and other works not hitherto translated in Kumaoni Garhwali and Jaunsari.

To prepare and publish reference works in Kumaoni- Garhwali and Jaunsari.

To publish properly edited texts of old Kumaoni- Garhwali and Jaunsari literature.

To publish the so far unpublished works of merit in Kumaoni-Garhwali and Jaunsari.

To help deserving writers of Kumaoni-Garhwali and Jaunsari, in publishing their works.

to give awards to the authors of Kumaoni-Garhwali and Jaunsari works published during previous one year.

To give monthly financial assistance to the old and needy authors of Kumaoni-Garhwali and Jaunsari.

To provide financial assistance as well as other facilities for advanced studies to Kumaoni-Garhwali and Jaunsari scholars for specific period.

To invite eminent scholars and other renowned persons to deliver lectures

To organize, seminars, symposia, conferences and other gatherings of academic nature and inter alia to provide facilities for discussion on problems relating to Kumaoni Garhwali and Jaunsari in the perspective of world literary trends as also in respect of implementation of government orders regarding facilities for teaching and use of Kumaoni-Garhwali and Jaunsari In pursuance of above mentioned object, to give financial assistance for each such activity to various such literary and cultural organizations to organize similar functions.

To arrange for bringing out Journals periodicals and magazines or similar publications of a high standard in Kumaoni-Garhwali and Jaunsari.

To arrange for the sale of the matter published under these rules.

To acquire movable and immovable property for the Academy provided that in case of acquisition of immovable property prior approval for it has been obtained from the Delhi administration.

To bring to the notice of the Delhi Administration the demand of the Kumaoni-Garhwali and Jaunsari speaking people regarding teaching and use of Kumaoni-Garhwali and Jaunsari including difficulties in implementation of the Government orders.

To do all such legal acts and take all such legal steps as are necessary for the fulfillment of the objects specified above.

To utilize all the income of the society for the promotion of the aims and objects of the Society.

To ensure the implementation of the orders/ directives issued from time to time by the administration wing of the Kumaoni-Garhwali and Jaunsari Academy. All the income receipts movable and immovable properties of the Society shall be utilized for the fulfillment of aims and objects mentioned in the Memorandum of Association and part of Income shall not be appropriated, divided or distributed in the form of dividend, bonus or in any other manner so as to benefit directly or indirectly to any past or present member, any person on account of his membership of the Society shall not lay any personal claim for his own benefit or for any other reason, on the movable or immovable property of the society.

GOVERNING BODY

The Name, Address, Occupation and Designations of the present members of the Governing Body, to whom the nanagemnt of Society is entrusted, as required under sec. 2 of "Societies Registration Act, or 1860" as applicable to the National Capital Territory of Delhi. are as under:

RULES & REGULATIONS OF "Kumaoni-Garhwali and jaunsari Academy"

- 1 Name: The name of the Society shall be "Kumaoni-Garhwali and jaunsari Academy Delhi"
- 2 definition in the rules and regulation, unless the context otherwise requires, the following words and terms shall bear the meaning given hereunder:
 - i. act means the Society Registration Actm 1860 (punjab Amendment Act, 1967), as extended to the National Capital Territory of Delhi
 - ii. Society means the "Kumaoni-Garhwali and jaunsari Academy" Delhi
 - iii. Committee means the Committee (s) as may be appointed by the Executive committee for the particular purpose(s)
 - iv. Members means members of the Society
 - v. executive Committee means executive Committee of the Society constituted under these rules.
 - vi president/ Chairman means president / Chairman of the Society as defined in clause hereunder
3. Membership:
The Academy shall consist of the following :
 1. Minister (Art Culture &Language), Delhi-Chairperson
 2. Minister (Art,Culture & Language)Delhi shall nominate at least ten and not more than twenty person . They may include officials of the Government of India , Delhi

Administration or a local body in Delhi either in their personal capacity or official position and also non-officials who may be useful in the functioning of the Academy and in the promotion of its objectives.

3. The Minister, Delhi shall appoint a secretary on the terms as mentioned above, who shall be the Convener of the "Kumaoni-Garhwali and Jaunsari Academy" Delhi
4. Terms and conditions of the membership of the Academy :
 - i. The ex-officio members cease to be the members of the Academy as soon as they cease to hold the office by virtue of which they were appointed members under rule 3(2).
 - ii. The terms of office of every member, other than ex-officio members referred to in rule 3(2), shall be two years from the date of his appointment. But the members other than ex-officio members shall continue till their respective successors are appointed.
 - iii. A Member shall cease to be a member of the Society if he:
 - a. resign, or
 - b. becomes of unsound mind, or
 - c. is adjudged insolvent, or
 - d. is convicted of criminal offence involving moral turpitude, or
- e. is removed by the chief Minister, Delhi from the membership of the Academy on account of any other reason(s) considered sufficient by him. The decision of Minister shall be final in this regard. ex-officio membership of the Academy he shall send the letter of resignation addressed to the Chairman of the Academy and the resignation shall take effect on being accepted by the chairman.

4. Whenever a member other ex-officio member referred to rule 3(2) desires to resign from the membership of the Academy he shall send the letter of resignation addressed to the Chairman of the Academy and the resignation shall take effect on being accepted by the chairman.
5. Any Vacancy in the membership of the Academy other than that of ex-officio member shall be filled in by the Chief Minister, Delhi and the person so appointed shall hold office for the un expired period of the term of the Academy.
6. The Academy shall continue of function notwithstanding any post(s) having remained vacant and notwithstanding any defect to the nomination of any of its members and in action or any defect in the nomination or appointment of any of its members.
5. Chairman The Minister of Delhi shall be Chairman of the Academy.
6. Vice- Chairman
 - i. The Academy mentioned above shall depute Vice-Chairman from amongst its members other than ex-officio members and the Secretary
 - ii. The Vice-Chairman nominate under the above rule shall preside over the meeting of the Academy in the absence of the Chairman and shall exercise all the powers of the Chairman..
7. Secretary:
 - i. The appointment of the Secretary shall be made by giving the advertisement in the newspapers. It shall be either on the deputation basis or direct appointment for the period of 3 years. The Secretary shall be granted such conveyance allowance and other facilities as may be conducive for the efficient performance of his duties.
 - ii. The Secretary of the Academy shall supervise day to day working of the /Academy under supervision and guidance of the Chairman. He shall implement the directions issued from time to time by the Administrative Section/ Wing of the Academy.
 - iii. The Secretary shall be provided assistance of such paid staff as may be necessary for the efficient functioning of the Academy.
8. Other functions of Secretary:

- i. Subject to the directions given by the Committee, The Secretary shall be the principal executive officer responsible for the proper administration of the Academy under the guidance and directions of the Chairman.
- ii. He shall be responsible for the preparation of annual report, accounts and budget of such form as may be prescribed by the Government.
- iii. He shall prescribe the duties of the members of the staff and shall exercise such supervision and disciplinary control as may be necessary.
- iv. He shall maintain liaison with different department of the Government and its local bodies. Besides, he shall carry on correspondence with the authors and translators regarding their work, Check the manuscripts, get them edited and after obtaining the approval of the Chairman, arrange for the printing

9. meeting of the Academy:

1. The meeting of the Academy shall be held at least two a year, fifteen days notice to the members shall be necessary for convening the meeting of the Academy.
2. The Secretary call the meeting after consulting the Chairman.
3. 8 members present shall constitute the quorum for the meeting provided that no quorum shall be required for the meeting held to transact a business notified for the meeting which was adjourned for want of quorum.
4. decision of the majority of the members present at the meeting shall be deemed to be the decision of the Academy.
5. A record of the proceedings of every meeting shall be maintained.
6. The meeting of the years which will generally be held before 31st March shall be the Annual General Meeting.
7. A special meeting of the Academy can be requisitioned on fulfillment of the following condition:
 - a. The requisition is made by not less than 7 sitting members of the Academy.
 - b. The requisition is made in writing to the Secretary under the signatures of the members concerned.

- c. The subject matter which necessitated the requisitioned meeting is specifically stated.

10. Business to be transacted at the Annual General Meeting:

1. At the Annual General Meeting, the Secretary shall place the following matters:

- a. The Annual budget of the Academy indicating estimates of the likely income and expenditure for the next financial year and the final supplementary demand for the current year.
- b. The administrative report on the working of the Academy for the preceding year and outline of the future programme of work.
- c. A balance sheet showing properly assets and liabilities of the Academy and the statement of accounts for the previous year duly certified by the Auditors

8. Copies of the Balance Sheets, the Financial Statement and the report of the working of the Academy referred to in rule (1) above shall be send by the Secretary to the Chief Minister Delhi within 15 days of the Annual General Meeting .

Any other matter that may be brought forward only with the approval of the Chairman.

11. Executive Committee:

The Executive Committee shall consist of the following members:

1. Chairman of the Academy
- ii. Vice-Chairman of the Academy
- iii. 5 members selected by the Chairman from amongst those included in Clause3(2) but excluding the members nominate Vice-Chairman of the Academy as per rule.
- iv. Secretary of the Academy Convener: The Secretary of the Academy shall be Convenor of the Executive Committee.
- v. The term of the office of the Chairman and the members of the Exective Committee shall be 2years coinciding with the term of the Academy.
- vi. sub-rule (1)and (3) to (4) shall, mutatis mutandis, apply to the members of the Committee as well.
- vii. if any member does not attend three consecutive meeting of the Committee without any valid reason, he shall cease to be the member of the Committee after a notification to this effect is issued by the Chief Minister, Delhi.

12. Powers of the executive Committee:

- i. The Committee shall give effect to the decision of the Academy on matters of policy and arrange for carrying on the work of the Academy.
 - ii. The Committee shall have all powers which may be necessary or expedient for carrying out the objects of the Academy as set out in the Memorandum of the Association.
 - iii. Without prejudice to the generally of the powers conferred by such rule (1) & (2) above, the Committee shall have the following powers.
 - a To lay down its own policy regarding promotion and publication of books and other literature in Kumaoni-Garhwali and Jaunsari.
 - b To make adopt and alter rules for conducting its business and administration.
 - c To appoint, confirmed, discharge and dismiss staff of the Academy
 - d To prescribe the conditions of the service of the employees with the approval of the Academy.
 - e To receive hold and expand the funds of the Academy and to manage its properties and affairs.
 - f To purchase, take on loan or otherwise acquire or dispose off any property with the previous approval of the Academy and subject to the consent of the Chairman.
 - g. To appoint one or more such Committee for carrying on any function of the Academy generally or for any ad-hoc purpose.
 - h To co-opt any member(not exceeding 3) for purpose of obtaining his (their) advice in carrying out any of its function.
13. Meeting of the Executive Committee:
- i. The Committee shall meet at least once in every month and three days notice shall be necessary for every such meeting. But emergency meeting can be called at twenty four hours notice.
 - ii. The Secretary of the Academy shall be the convener of the Committee and he shall call the meeting of the committee after consultation with Chairman.
 - iii. A record of the proceedings of every meeting shall be kept.
 - iv. The decision of the meeting of the members present at the meeting shall be deemed to be the decision of the Committee.
 - v. The quorum shall be deemed to be complete on the physical presence of five members. But no quorum shall be required for the meeting held to transact a business notified for the meeting which was adjourned for want of quorum.
 - vi. The Chairman and in his absence, Vice-Chairman shall preside over all the meetings of the Committees provided that if both are absent to a meeting, one of the member present, so chosen by those present, shall preside over the meeting.
14. Finance, Accounts and Audit:
- i. The Academy shall maintain proper accounts and other relevant records.

- ii. The accounts of the Academy shall be audited by the auditor appointed by the Academy.
- 15. Treasurer:
 - i. The Chairman of the Academy can appoint a person with adequate knowledge of financial rules and regulation as Treasurer of the Academy and sanction honorarium for conveyance allowance to him as may be considered appropriate.
 - ii. The accounts kept with the banks shall be operated by and under the signature of both the Treasurer and Secretary.
- 16. General Provisions:
 - i. The income from the property of the Academy shall be utilised for the promotion of the objects set forth in the Memorandum of Association. No portion of the income and property of the Academy shall be disbursed or paid directly or indirectly as dividend, bonus or otherwise to the members past or present.
 - ii. All contracts and other documents relating to the Academy shall be made expressly in the name of the Academy and shall be executed on behalf of the Academy by the Secretary and one member nominated by the Committee for the purpose.
 - iii. The members of the Academy or of the executive Committee appointed by it who are employees of Delhi Admn. or Central Govt. or Statutory Bodies shall be entitled to travelling or daily allowance according to the rules of their respective Government/ Statutory bodies. Other members of the Academy shall get daily and travelling allowance as are admissible to the Class 1 employee of Govt. of India.
 - iv. In case of any dispute as to the interpretation of these rules on any matter not covered by these rules, the controversy shall be referred to the Minister and his decision shall be final.
- 17. Dissolution:

If the circumstance so warrant, the Society can be resolved in accordance with the provision 13 & 14 of the Societies Registration Act 1860.
- 18. Amendments of rules:

Subject to the provision of Section 12 & 12(a) of the Societies Registration Act, 1860, The rules can be amended added to or altered at the General Body Meeting of the Academy, specially requisitioned for the purpose.
- 19. Suits:

For the purpose of Section 6 of the Societies Act, 1860. the "Kumaoni-Garhwali and Jaunsari Academy" Delhi may sue or be sued through Secretary who is its principal Executive.
- 20. Annual list:

As required under Section 4 of the Societies Registration Act, 1860. The Society shall send every year the list of its Governing Body members to the office of the Registrar of the Societies.
- 21. Applicability:

All the provisions of the Societies Registration Act, 1860, (Punjab Amendment Act, 1954) extended to National Capital Territory of Delhi, shall be applicable to the Society.