

Regd. No.:- 2107

Date :- 15/12/2014

English Translation from Gujarati text

Outward N o. 1 197IExh-22  
Office of Joint Charity Commissioner,  
Opp. Polo Ground,  
Vadodara  
Date: 31<sup>st</sup> July, 2014

To

- 1) Patel Dr. Jayeshbhai Khemdas, At A-71, Ashoknagar Society, Opp Lion Hall, Vadodara
- 2) Patel Dr. Arvindbhai Vithhalbhai, At as above

Sub: Application No.18/7012 for merger of following three trusts and framing of constitution under Section 50/A(2) of The Bombay Public Trust Act, 1950;

- 1) Parul Arogya Seva Mandal, Vadodara Regn No. E/4251
- 2) Parul Trust, Limda, Regn No. E/7008/Vadodara
- 3) Hariom Arogya Seva Trust, Vadodara Regn No. E/4931/Vadodara

Dear Sir,

With reference to above, this is to inform that Joint Charity Commissioner, Vadodara Division has passed an order on 2817/1,4 in the subject matter referred to above which may be noted.

ORDER

In view of the details submitted in the application of the applicant and provisions, objective of the Act, and with reference to the proposed draft of the Scheme /constitution for administration of the institution and in the interest of the institutions and concerned parties along with a request to make necessary changes, the said Application is partly accepted/approved and the



Scheme/constitution as per attached Schedule - A, which will be treated as part and parcel of this order for approval of which this order is passed and the Founder (First) Trustees No. 1 to are appointed hereby. With reference to seeking approval mentioned in the application at Exh-I in regard to merger of said three trusts (1) Parul Arogya Seva Mandal, Vadodara Regn No.E/4251/Vadodara (2) Parul Trust, Limda, Regn No.E/70089/Vadodara (3) Hariom Arogya Seva Trust, Vadodara Regn No.E/4931/Vadodara, approval is sought to merge these trusts and for the purpose of better administration of these institutions and keeping in view the request to merge these three trusts and with reference to the objectives mentioned in the P.T.R. of all the three trusts, in order that the trust remains active for achieving objectives mentioned in the proposed scheme and for better and smooth administration, order is hereby passed to make entry of the property which is registered in the P.T.R. in the column of immovable and movable property of the Trust E/4251/Vadodara in view of approval of the Scheme under merger order, and the property of the trusts being merged noted in the P.T.R. of the remaining active trust and property that may be found or may be acquired, all such properties are vested in the founder (first) Board of Trustees and the Board of Trustees to be continued thereafter on behalf of the Trust. Order is passed in regard to number of trustees in the founder (first) appointed Board of Trustees with required amendment, reports and the status of establishment during the proceedings. Therefore, upon the intimation of the order prescribing number of trustees all the activities including at the completion stage and essential activities which can be undertaken as per the provisions of the Act and the Scheme shall be implemented.

Under the Act and in view of consistent and well planned, simplified and appropriate objectives, keeping in mind present and future objectives, in the interest of public, better administration which may be done and may continue to be done, with such objective, the liability or activities of the merged trusts under the provisions of merger, which are pending or are to be done, all such activities will be treated as status quo to be completed by the continuing Trust, and will be implemented accordingly.





The founder (first) trustees appointed under this order will be required to complete the necessary works as per acts and provisions of the institution, including entering details in the column of P.T.R. within 60 days as per rules. These appointed trustees will be required to complete the works for the benefit of the public and in the interest of the institution, in line with provisions of the Scheme.

This institution being established and engaged in achieving objectives of public interest and welfare, to safeguard the interest of the public and with a view to maintain objective growth, the proposed Scheme/project prescribed in Schedule - A which is to be treated as part and parcel of this Order, and the provisions made thereunder are done with such trust that the Board of Trustees will remain engaged in overall achievement of the fruitful growth of the Institution and such provisions having been made, even then if any difference of opinion or negative situation takes place, the rules along with prevailing provisions and provisions of the constitution of the institution and keeping interest of the institution in view, the Board of Trustees will take up the necessary action before competent authority and obtain order, direction, instruction, guidance, will undertake the activities as the provisions. Failing to do so, in regard to the situation that has arisen for the institution, will be held responsible in individual as well as joint capacity under relevant provisions of the Trust. Therefore, the works will be carried out in the interest of public in view of provisions regarding trust made in the interest of the institution.

No order for cost. Copy of this Order to be sent to applicant for information. A complete copy of the order to be sent to Charity Commissioner, Ahmedabad for information and to Asstt. Charity Commissioner, Vadodara for necessary action. Applicant No. 1 being the founder (first) Trustee





of this Scheme, a copy along Schedule – “A” may be sent to him, which he will forward to other founder trustees.

Round seal of Joint  
Charity Commissioner,  
Vadodara

Vadodara

Date: 28/07/2014

sd/-

(R.V. Vyas)

Jt. Charity Commissioner  
Vadodara Division, Vadodara

Yours faithfully,

Sd/- Illegible 2/8/14

Supdt., Office of Jt. Charity Commissioner,  
Vadodara

Copies with compliments to

- The Charity Commissioner, Gujarat State, Ahmedabad
- Assistant Charity Commissioner, Vadodara



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**SCHEDULE –“A”**

**SCHEME APPLICATION NO.18/12 U/S. IN REGARD TO MERGE ACTIVITIES OF  
PARUL HEALTH SERVICE TRUST, REGN NO.E/425UVADODARA  
FOR SCHEME FOR BETTER ADMINISTRATION AND FUNCTIONING OF THE TRUST  
WITH REFERENCE TO SECTION 50/A(2)**

- L. Name: This Public Trust will be known as Parul Arogya Seva Mandal Trust, Regn. No.E/ 4251/Vadodara.
- Office: will be situated at Parul Arogya Seva Mandal Trust, Kothi Cross Road, Vadodara and if required, the location can be changed to Parul Campus, At Limda, Tal. Waghodia, Dist. Vadodara by passing a Resolution by the Board of Trustees.
- Area of activities: Presently the area of activities will be India and the area of activities will be as required in the interest of public at large for undertaking activities under legal provisions of all the prevailing laws.
- Objectives of The Trust: The objectives will be as registered in P.T.R. of all the three Trusts merged/unified/combined hereby.

- (1) **PARUL AROGYA SEVA MANDAL TRUST, VADODARA. REGN. NO. E/ 4251/ VADODARA**

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- a) To arrange medical treatment for poor and needy people of Vadodara City and District and for this to run Hospitals, Clinics, Nursing Homes, Health Centers and to incur necessary expenditure for the same.
- b) To make publicity for creating an atmosphere conducive for medical treatment, publish magazines, exhibit films, to organize lectures, seminars and symposiums for the same.
- c) To work in coordination with Govt. organizations / institutions so that proper management medical treatment can be done.
- d) To undertake general activities related to public health and give assistance and cooperation in activities conducted by other institutions or persons. To participate in similar projects run by state or Central Govt. and undertake activities for such projects by obtaining necessary grants.
- e) Organize Family planning Centers and give cooperation where such centers are run by other institutions or Govt.
- f) To undertake activities for education from pre-primary to higher education at university levels and for that to establish and run centers, schools, colleges and to incur necessary expenditure for the same. To conduct study-classes, study-centers in consonance with such objectives and to undertake activities related to education for general public.
- g) To establish and run Research centers necessary to achieve objectives mentioned above.
- h) To undertake work for upbringing and training of orphan and deserted women and children to make them self-reliant.

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(2) PARUL TRUST. LIMDA. REGN. NO.:E/7708/VADODARA

- I. To provide and take forward necessary help/assistance for development of educational activities in different branches/faculties of education. To develop educational programmes and industrial activities in education branches up to Modern Diploma, Graduation, Post-Graduation, M. Phil. And P.H.D. levels, Arts, Science, Commerce, Engineering, Medicine, Pharmacy, Dental, Nursing, Management, Music, Hotel Management, Fine Arts, Architecture, Agriculture, Aviation and its subjects, Biology, Bio Information, Information Technology, Communication, Foreign Languages, Yoga, Homeopathy, Naturopathy, Ayurveda, Acupuncture, Yunnani and related subjects, Medical Tourism, Buddhism, Jainism and other religious/philosophical educational programmes, to commence P.H.D., M. Phil., M. Tech. Degrees in relevant subjects and other start study programmes in such subjects which are beneficial to the students and to undertake activities to commence Distance Learning Programmes Online from Pre-primary to higher education up to University levels and for that purpose to establish and run Centers, Schools, Colleges and to incur necessary expenditure for the same. To run study-classing and study-centers relevant to such objectives. To undertake education related activities for general public. To establish and run Research Centers for achieving above objectives and to provide educational facilities to orphan, handicapped boys and girls.
- II. To establish a University in the name of Parul University at Vadodara in Gujarat State.
- III. **Scholarship:** To establish and run Library, Residential Schools and Boarding Houses for needy students and to provide scholarship, exemption from fees and to provide necessary assistance/help for higher education to needy students.

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- IV. **Medical:** To create facilities for medical treatment for poor and needy people in Vadodara City and District and to run hospitals, clinics, nursing homes, health centers for the same and to incur necessary expenditure for the same. To make publicity for creating an atmosphere conducive for medical treatment, publish magazines, exhibit films, to organize lectures, seminars and symposiums for the Same, to make proper arrangements for medical treatment, and to undertake general activities and give cooperation in activities related to public health, and to carry out activities for the same by availing necessary grants and to establish Family Planning Centers'
- V. **Social:** To provide help and assistance to general public at the time of natural calamities like flood, famine, earthquake, epidemic or any man-made calamities. To establish and run orphan-houses, to create shelters for deserted and old people, undertake activities of exchange of scientific knowledge, study tour, training for science and technology, handling of joint projects, science, to provide grant/assistance for establishment of institutions, and to carry out activities in all such matters which are in consonance with the objectivities of the Trust. To work for uplifting of level of social, cultural activities in the State and to conduct Yoga and Religious programmes for the benefit of the society.

(3) **SHREE HARIOM AROGYA SEVA TRUST, VADODARA, REG N. NO. E/4931/VADODARA**

- a) To organize facilities for medical treatment for poor and needy people of all the districts of Gujarat State and other states and for Round stamp of Joint Charity

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Commissioner, Vadodara with initial this to run Hospitals, clinics, nursing homes, health centers and to incur necessary expenditure for the same.

- b) To make publicity for creating conducive atmosphere for medical treatment, publish magazines, exhibit films, to organize lectures, seminars and symposiums for the same.
- c) To work in coordination with Govt. institutions for proper arrangements for medical treatment.
- d) To undertake general activities related to public health and to assist and cooperate in activities conducted by other institutions or persons. To participate in similar projects conducted by State Govt. or Central Govt. and undertake activities for the same by availing necessary grants.
- e) To establish Family Planning Centers and give cooperation where other institutions or Govt. are running such centers.
- f) To undertake activities for education from Primary to higher education of university level in the areas of all the States of India and to establish and run centers, schools, colleges and to incur necessary expenditure for the same. To conduct study-classes, study-centers in consonance with this objective and to carry out activities related to public education and training.
- g) To establish and run Research Centers for achieving all above objectives.
- h) To undertake activities for upbringing and training for self-reliance to orphan and deserted women and children.
- i) To undertake activities for social up-liftment and educational purposes for socially backward classes and castes.

Moreover, further activities to achieve the objectives of the Act including activities in regard to its development and expansion and with an intention to benefit the concerned classes in

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development and welfare of such classes without any bias or prejudice regarding caste or creed, will be as follows:

- I. **Education:** To develop all the branches of educational activities, to conduct courses right from beginning to the end in Arts, Science, Commerce, Humanities, Engineering, Medicine, Pharmacy, Dental, Nursing, Management, Music, Hotel Management, Fine Arts, Architecture, Agriculture, Aviation and its subjects, Biotechnology, Bio-informatics, Information Technology, Communication, Foreign Languages, Yoga, Naturopathy, Homeopathy, Ayurveda, Acupuncture, Yunnani and related subjects, Medical, Tourism, Buddhism, Jainism and other education in religious/philosophical field of Certificate, Diploma, Under Graduate, Post Graduate, M. Phil. And Doctorate courses and to undertake industrial activities, to start degree courses as Board of Trustee may deem fit in the interest of students of all caste and religion like Ph.D. and M. Phil., M. Tech. and distance education courses under distance learning programmes, in various fields like Online Certificate, Diploma programmes, Graduation, Post-Graduation, Ph.D. and to establish facilities for education from pre-primary to university level and shall help medical students for higher education, and will spend money for development of medical education and will encourage the same. This Trust will pay attention to the education and jobs for physically handicapped boys and girls. To organize and develop parallel institutional education as per guidelines given by the Education Department, Director of Technical Education and/or Govt. and other departments, concerned Councils, Universities of Gujarat and other states of India. To establish facilities like Libraries, Reading Rooms, Audio-Visual centers, air centers, Reference, Index Libraries and

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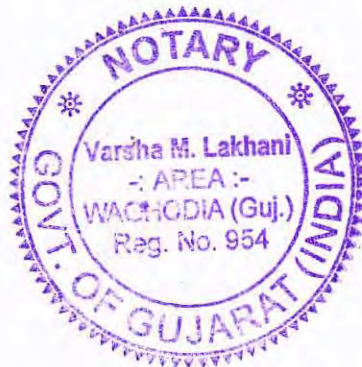




other facilities for technical study in local areas, to organize study tours, to affiliate with other trust/society/institution engaged in similar type of activities, to help and enter into agreements for fulfillment of objectives with such institutions, to acquire institutions/colleges and its assets and liabilities by passing resolutions, to undertake advisory and research activities for any institutions in all the fields of Sciences, Engineering and Management, to encourage/promote the same and to get actively involved, to organize seminars, workshops, conferences, symposiums, debates and other related activities for educational purposes, to conduct study-classes, study-centers related to educational objective and to undertake activities for education and training of general public.

- II. To establish "Parul University" at Vadodara in Gujarat State.
- III. **Scholarship:** To arrange and conduct libraries, residential schools and hostels for needy students and to provide scholarship, freship to them and provide necessary other help for higher education to them, to undertake activities for education from pre-primary to higher education at university level in all the regions including all the states of India and for that to establish and run centers, schools, colleges and to incur expenditure for the same. To run study-classes, study circles and activities related to training for education of general public.
- IV. **Medical:** To provide facilities for growth of health and social welfare of the general public and to undertake such activities, to be to Family Planning activities and undertake activities relating to it, to provide medical services, to organize hospitals, medical camps, allopathic, Yunnani divisions, to start, establish and run laboratories, pharmacies, blood banks, ambulance services etc. To undertake medical projects for better medicinal help to

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the society and pre-plan Family Planning and prevention of epidemics in rural areas, to work in association with Govt. institutions in order to create proper system for medical treatment.

To undertake general activities related to public health and extend operation and assistance to the activities conducted by other institutions or persons. To participate in the projects run by State Govt. or Central Govt. and carry out activities for such projects by availing necessary grants. To establish Family Planning Centers and to extend cooperation to such centers run by other institutions or Govt.

- V. **Social Activities:** To provide help and assistance to general public at the time of natural calamities like flood, famine, earthquake, epidemic or any man-made calamities. To establish and run orphanages and old age-homes, provide training in specialization areas for Science and Technology, Management, exchange of scientists, study tour, to enter in technical system, organize joint projects, science, to provide technical assistance for establishment scientific institutions, and to carry out activities in all such matters which are in consonance with the objectives of the Trust, to work for uplifting of level of social, cultural activities in the State and to conduct Yoga and Religious programmes for the benefit of the society, to undertake to train orphan children and deserted women to help in their sustenance and make them self-reliant.

Objectives of the unified Trust will be such as to realize the educational, health, social activities mentioned in P.T.R. and beneficial to the concerned people with reference to public institutions as per details reflected in that regard keeping in view present as well as future, so that the benefits reach to the concerned, with such good objective institution

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may remain active and may undertake activities related to its objectives, to undertake activities for the welfare of general public at large as per the provisions of prevailing laws and permissions of concerned offices, provisions of prior approvals including rules and regulations.

(4) **No. of Trustees / Qualification / Tenure:** (A) Number of Trustees of this Trust will be minimum 07 (seven) and maximum 09 (Nine). (B) New Trustees to be appointed must be good, qualified, suitable, interested in educational activities and educated. (C) The minimum Age limit of the Trustees would be above 21 years. (D) Candidates should not be legally ineligible or inefficient for the Trusteeship as per provisions of prevailing laws. (E) The tenure (duration) of the Board of Trustee will be Five years.

(5) **Founder (First) Trustees:** Following persons will be considered as founder (First) trustees under this Scheme:

- a) Dr. Jayeshbhai Khemcias Patei, Resicjent oi A-71, Hshoknagar Society, Opp Lion Hall, Race Course Circle, Vadodara
- b) Dr. Arvindhbai Vithhalbhai Patel, Resident of above address.
- c) Dr. Vinodbhai Khemdasbhai Patel, Resident of G-7, Marutinandan Villa, Near Govt. Tubewell, PO: Bopal, Ahmedabad
- d) Dr. Devanshu Jayeshbhai Patel, Resident of A-71., Ashoknagar Society, Opp Lion Hall, Race Course Circle, Vadodara
- e) Dr. Gitika Madan, Resident of above address
- f) Dr. Parulben J. Patel, Resident of above address

In regard to above details, in the event of death of any trustee during his/her tenure, process of appointment of new trustee will be done within 30 days from the date of order regarding

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maintaining minimum and maximum number of trustees, will be completed so as to limit of number of trustees is maintained.

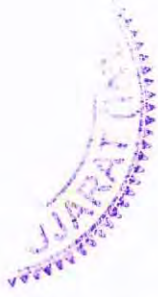
The tenure of the First Trustees will be for five years from the date of order, during which as per provisions of Clause-4 of this Scheme, the existing Board of Trustee, three months before completion of tenure of five years, can appoint as a trustee any suitable service-minded person from the general public who is meeting the required qualification and who could be useful to the institution, as per requirement of the Trust and as the Board of Board may deem fit, after taking into consideration all above details. The existing Board of Trustees will complete the process of appointment of the new Board of Trustees for next five years unanimously/by majority so that upon completion of tenure of five years of the existing Board of Trustees, handing over charge by the existing Board of Trustees to the newly appointed Board of Trustee can be completed as per procedure of handing over management of the institution. As per provisions of the said Scheme of Board of Trustees, the process of appointment unanimously or by majority will be required to be completed and in future said procedure will be required to be followed.

Note: The Board of Trustees will be required to be well-versed with the provisions of the institution and as per provisions of the Act and for the benefit of the general public and documents like Reports of changes, Accounts etc. will have to be submitted to the concerned Regional Office as per provisions of the Constitution.

For the management of the Trust and if any issue in regard to properties or management of the Trust arises, it will be the duty of the Board of Trustee to take

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guidance of the legal advisors as per provisions of the Act in force at that time and if necessary the Board of Trustee will, before taking any decision regarding whether to seek advice of legal advisor or for benefit of general public as per provisions of the Act and Constitution, will become well-versed with the provisions and then as per those provisions, the Board of Trustees will take necessary action in regard to the institution.

(6) (A) **Consent of new Trustees:** Before making appointment of the new Trustees, their written consent will be required to be produced before Trustees and upon receipt of written consent, those new Trustees will act in a manner similar to the originally appointed Trustees.

(B) **Filling up vacant posts of the Trustees:** If any Trustee out of the Trustees appointed Under this scheme or Trustees that may be appointed henceforth, dies, or if one remains absent continuously for six months without written permission of Charity Commission or is convicted for a criminal offence or a Trusts wishes to resign as a Trustee on his own or if a Trustee is not able to discharge his duties and authority or becomes invalid or if he is not willing to continue, in all such circumstances, all the Trustees except that Trustee, will appoint in his place any other person from the institution unanimously/by majority as a New Trustee under Clause-3 for the period up to the completion of the duration of the Board of Trustees.

(C) If the Trustees / Board of Trustees fails to appoint or undertaking process to appoint Trustee as per provisions of the scheme, then after three months, the appointment can be made by charity commissioner, Gujarat state, Ahmedabad/Jt. charity Commissioner, Vadodara upon application by any concerned person or without application.

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- (7) **Office Bearers:** After appointment of the Board of Trustees, the Board of Trustees will appoint one President, one Vice President, one Secretary and one Joint Secretary and one Treasurer from among themselves unanimously or by majority. If any post falls vacant during tenure of the office bearers, the remaining Trustees will fill up the vacant post from among them unanimously or by majority for the remaining tenure within three months for the period from the new appointment to the completion of remaining tenure. The tenure of the office bearers will be same as that of the Board of Trustees.

(8) **Duties of Office Bearers:**

**President:**

- a) President will preside over all the meetings of the Board of Trustees and General Body.
- b) Will supervise and control the work carried out by the Board of Trustees and the employees and give necessary guidance and suggestions.
- c) Will give written instructions to the secretary regarding Agenda of the meetings/Issuance of Notices for meetings.
- d) The day to day management/administration of the Trust will be carried out under supervision, guidance of the President.
- e) To distribute/entrust duties and works to the members of the Board of Trustees.
- f) If any written representation/submission is received from member/members of General Body in regard to functioning of the Trust by the Present, in such circumstances President, after consideration of the written representation/submission, will take

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necessary action like calling a meeting, to take a decision on any issue in the interest of the institution etc. and give necessary instructions to Secretary in writing and will give detailed reply to the member giving such written representation.

- g) In case, due to some circumstances, President is not available to attend to the work related to the institution, in such circumstances, President shall clearly inform the Vice President, Secretary, Joint Secretary in writing regarding such unavailability.
- h) If any office bearer appointed as per rules of the institution is not available to carry out work of the institution due to some circumstances during certain period, he will be required to inform the President in writing and will keep a copy of such written information duly acknowledged and signed for the receipt of the same.

**VICE PRESIDENT:**

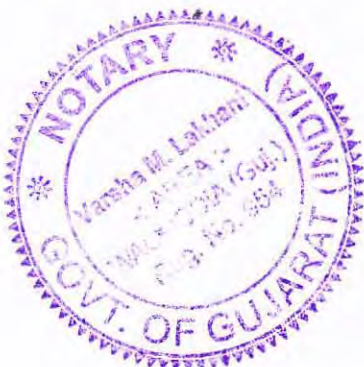
Will carry out at[ the works/functions of the President in absence of the President.

Moreover, he will help/assist the President in the work related to the Trust and upon written information regarding unavailability of the President due to any circumstances, he will discharge functions of the President in the interest of the institution.

**SECRETARY:**

- I. Will complete the formalities upon receipt of written instruction from the President regarding Agenda of the meeting/Issuance of Notice and will send the Notice/Agenda to all concerned so as to reach them in time and keep acknowledgements of the receipt in the record of the Trust.

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- II. To call meetings of the Trust with the written approval of the President and to help/assist President in successful conduct of the same.
- III. Will keep note of the proceedings of the meeting of the Board of Trustees/General Body in Resolution Book.
- IV. All the record related to the Trust and all the accounts will be kept in the office of the Trust. In an event necessitating keeping of such literature/record somewhere else in circumstances beyond control, the same will be kept at a prescribed place decided by the Board of Trustees unanimously or by majority. If record is required to be kept somewhere else due to circumstances beyond control arising out of human nature, the decision will be taken by the Board of Trustees for keeping the record for the period necessitated by the circumstances unanimously and if that is not possible by majority.
- V. Will carry out work of the administration of the Trust as per instructions of the President.
- VI. In case Secretary, due to any circumstances or for any reason, cannot carry out functions like sending agenda, points for consideration of the meeting etc. to the members, the Secretary will inform the President/Vice President in writing regarding inability to carry out duties as Secretary and upon receipt of such written information, President will inform the Joint Secretary to carry out duties in writing after discussing the matter with Vice President and Joint Secretary.
- VII. Will keep on record the acknowledged receipts of the agenda of the meetings in regarding to the convened meeting and will mention names of the members present and obtain their signatures at the beginning of the meeting and also obtain

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signatures of the members present on the proceedings of and decisions taken in the meeting in the Resolution Book without fail.

- VIII. The Account Books of the Trust, will be maintained by the Secretary as per account practices and will obtain signatures of the President, Vice President, Secretary, Joint secretary and any other office bearer appointed for the purpose in such account book on the prescribed day of the week. And will ensure that the necessary action is taken in time in regard to the audit of the accounts as per rules and inform the President, Vice President and Joint secretary and any other appointed office bearer as per rules, in writing, and will see that all such formalities are maintained without fail in regard to the function of the institution.

**JOINT SECRETARY:**

Shall assist the Secretary in the work of the Trust when he is present and in his absence will discharge all the duties of the Secretary and will see that the President, Vice President and Joint secretary and informed about unavailability of Secretary to carry out his work due to some circumstances and in such circumstances, after discussion on the written information regarding absence of Secretary, Jt. Secretary will carry out functions of Secretary upon written instruction from President in that regard.

**TREASURER:**

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- I. The account of income and expenditure will remain with Treasurer. Every year accounts will be submitted in the meeting of Board of Trustees after due audit of the same.
- II. Will prepare Budget estimates.
- III. Will main all the documents, contracts, agreements in regard to the immovable and movable property of the Trust.
- IV. Will manage the accounts of the Trust in such a way that the financial position of the Trust does not face any risk and will keep the Board of Trustees informed about the situation in that regard from time to time and provide information about financial situation when demanded by the Board of Trustees. All the record of all type of accounts showing income and expenditure of the Trust will be kept at the office of the Trust. In case of circumstances beyond control, the action prescribed in the Secretary's job description will be applicable to the Account literature.
- V. Will prepare the annual budget estimates as per advice of the Secretary.

(9) **Meeting:** The meeting of the Board of Trustees will be convened at least four times in a year. Besides that, Trustees can convene additional meetings and that will be referred as Special Meeting. Such Special meetings will be convened normally in the office of the Trust. If that is not possible, Board of Trustees can hold a meeting at a place unanimously/ by majority decided. As per rules, the agenda finalized for the meeting shall be maintained without fail. Intimation regarding meeting mentioning date/time/place and agenda will be sent to members by Post/Hand delivery (in person) so as to enable them to remain present and the documentary evidence to that effect will be kept in the record of the Trust.

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- (10) **Requisition Meeting:** To call a special meeting of the Board of Trustees by Trustees or on behalf of Trustees, a written requisition showing special reason or reason for calling meeting to conduct the business mentioned in the requisition, will be filed. Accordingly, upon receipt of requisition by the president, if the requisition meeting is not called within two weeks from the date of receipt of requisition, majority Trustees filing requisition can call such meeting at the office of the Trust after that period.
- (11) **Notice for the meeting:** Written Notice for every meeting of the trustees will be given to every Trustee by Post or Circular by obtaining their signatures in advance before seven days. If any rule is framed by the Trustees regarding issuing such notice and if such rule is known to all the trustees and is done with their consent, such notice will be under that rule in such circumstances and agenda intimation of that meeting of the Trustees or Special meeting will be dispatched at least 7 days in advance as per-rule to every Trustee by taking signature in person or Registered Post AD post or by modern system in practice and documentary evidence for the same will be kept on record. The provisions of said notice regarding meeting of the Board of Trustees will be followed by the Board of Trustees.
- (12) **Quorum:** The quorum for meeting of the Trustees shall be 2/3'd presence. If full quorum is not achieved within half an hour from the prescribed time of the meeting, such meeting shall be postponed and such postponed meeting can be held after half an hour on the same day and such meeting would not require full quorum.
- (13) **Majority Resolution:** All Resolutions/decisions on each issue, except Resolution of appointment of New Trustee, shall be passed by majority by the trustees. Each Trustee will cast one vote. However, if equal votes are cast, the President of the meeting can cast additional vote.
- (14) **Circular:** If all the Trustees are in agreement, general decisions relating to day today business of the Trust or any issue requiring urgent decision can be done by Circular by

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the Trustees without calling meeting. If any difference of opinion arises on such issue, the same shall be resolved in the next meeting of the Board of Trustees by majority. And as regards consent, responsibility to submit written details will be that of the Trustee giving consent, otherwise such issue will be treated as consented.

**(15) Minute Book:**

- a) Minute Book of the meeting of Trustees shall be maintained in which all the details of the proceedings of the meeting/business conducted in the meetings shall be recorded and in the case of matters decided by Circular, a copy of such Circular shall be kept.
- b) The minute book shall be read over in the next meeting and after approval, proper note will be made as per instructions of the President of the meeting and majority of the Trustees of the Board.
- c) Signatures of the members present in such meetings shall be obtained in that regard and at the end of the proceedings of the meeting, signatures of all the members/trustees present shall be obtained in the minute book.

**(16) Properties of the Trust:** The movable and immovable properties of the Trust shown in the schedule of P.T.R. and whatever increase in property takes place or whatever properties that Trust may acquire hereinafter, the same shall be treated as properties of the Trust. At present, with the merger of all three Trusts under unification, the registration/note of all the properties shall be entered as per rules in the P.T.R. of the Trust coming into force/existence and such registers of all the properties shall be maintained.

**(17) Vesting of properties of the Trust:** The properties of the Trust shall be vested in the current Trustees of the Trust at relevant time on behalf of the Trust and the management and administration of all these properties shall be done by those Trustees as per rules

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and regulations of this Scheme and under prevailing laws and acts.

- (18) **Gift, donations received in cash and kind by the Trust:** All the incomes by way of lease or any other income and dividend etc. and the gifts etc. received in cash or kind by the Trust shall be treated as income of the Trust.
- (19) **Maintenance of Accounts:** Proper accounts will be maintained by the Trustees in regard to management of the properties of the Trust and such accounts will audited and sent to the office of Public Trust Registration within 6 months after completion of financial year as per The Bombay Public Trust Act, 1950. The financial/accounting year of the Trust shall be from 1<sup>st</sup> April to 31<sup>st</sup> March. Copy of the Annual Balance Sheet & profit & Loss Account shall be given to each Trustee and in case of absent members in the meeting of the Board of Trustees, the same shall be sent to them by Post/In person along with details of activities of the institutions in order to complete the proceedings in a transparent manner in the interest of general public.
- (20) **Expenditure of the Trust:** From the income of the Trust like, lease, interest, profit, produce from land and other activities, Trustees will incur expenditure to achieve objectives of the Trust and incur expenditure for the management and administration of the activities accordingly. 10% of the balance amount of income will be kept as a Reserve Fund and use of that Reserve Fund shall be done for major repairing/maintenance, new construction, other purposes in the interest of the Trust, as per rules and regulations by the Trustees as may deem fit by adopting process of Resolutions.
- (21) **Investment of Trust fund:** The funds and properties of the Trust shall be invested as per provisions of Section 35 of The Bombay public Trust Act, 1950 and all the formalities will be carried out with due examination, inspection and care in the interest of the Trust as per Act. Normally, Trustees shall not keep more than Rs.10,000/- (Rupees Ten

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Thousand) in cash on hand. The balance amount shall be kept in Nationalized Bank. If Nationalized Bank is not available, the same shall be kept in the Scheduled Bank from the list of Cooperative Banks approved by the Govt. as per rules. All the accounts of the Trust with the Banks shall be maintained in the name of the Trust. The said accounts will be operated jointly by minimum three numbers of Trustees appointed by unanimous/majority resolution of the Board of Trustees one of which will be the President.

- (22) **Regarding Loans:** If in any circumstances, a loan is required to be taken by pledging immovable property of the Trust as a collateral, for the work of the Trust or if it is required to sell or gift or exchange the immovable property of the Trust within the limits of Section-36 of the Mumbai Public Trust Act, 1950, the Board of Trustees will be eligible to do so after passing the Resolution with prior approval of the Charity Commissioner.
- (23) **List:** The Trustees will be required to prepare list of all the properties, furniture and all moveable properties with complete details. Each of the entry of such details added in the list will be signed by the Trustees or the person authorized to do so. The items mentioned in the list will be checked and verified at least once in a year and all the Trustees will sign the same having done so.
- (24) **Recruitment of employees:** The employees required for carrying our administration of the Trust, the Board of Trustees will recruit required numbers of employees with terms and conditions they may deem fit and after deciding suitable salary, remuneration, dearness allowance etc. and the Board of Trustees can take decisions in regard to discharge any employee as may be necessitated keeping in view rules and provisions of the institution. The Trustees can allot room or rooms in the property of the Trust to the employees and servants recruited by them for their use till they remain in the employment of the Trust at the terms and conditions they may found suitable. However, such servants

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or employees should not be relatives of the Trustees.

- (25) **Appointment of Sub-Committee:** The Board of Trustee can appoint Sub- Committee/s from Board of Trustees when required for any work of the administration of Trust and such sub-committee shall submit its report regarding whatever work is done by such sub-committee to the Trustees and whatever decision is taken by the Board of Trustees based will be treated as final.
- (26) **Framing of rules:** For proper implementation of this Scheme and for the Trust and for achieving objectives of the Trust, the Board of Trustees will frame appropriate rules and after framing such rules, written approval of the competent Charity Commissioner in whose jurisdiction Trust is located, will be obtained with reference to such rules, and Board of Trustees will be authorized to amend or modify such rules whenever needed after obtaining approval of the competent Charity Commissioner in whose jurisdiction Trust is located. The rules framed under this clause and/or amendments made therein shall be in harmony with the other sections of this Scheme and The Bombay Public Trust Act, 1950 and rules framed there under and the interest of the institutions.
- (27) **Making changes in this Scheme/Project:** Whenever it is necessary to make amendment, addition or changes in this Scheme/Project, at that time Trust or Trustees or any two or more persons having at heart interests of the Trust can file written application to the Joint Charity Commissioner in whose jurisdiction the Trust is located, and the Joint Charity Commissioner having jurisdiction himself can also, when deemed fit, can make amendments, addition or changes by giving notice to the Trustees.
- (28) **With reference to interpretation of the clauses of this Scheme:** In the event of any difference of opinion between trustees in regard to interpretation of the clauses of this Scheme, the Trustees of the Trust shall give a written application to the concerned

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Joint Charity Commissioner and the decision given by the concerned Joint Charity Commissioner will be treated as final.

This constitution is framed in the interest of this project/scheme and public at large and the provisions and rules of this constitution should be followed to the letter except in the circumstances when the situation is beyond the control for following such rules, so as to avoid wastage of time, energy and money of the Trust in the matters of litigations or claims and with such good intention this constitution of the Scheme is framed along with all the amendments which will be followed by the Board of Trustees in public interest.

Vadodara

Date: 28/07/2014

Sd/- Illegible 28/7/14

(R.V. Vyas)

Jt. Charity Commissioner

Vadodara Division, Vadodara



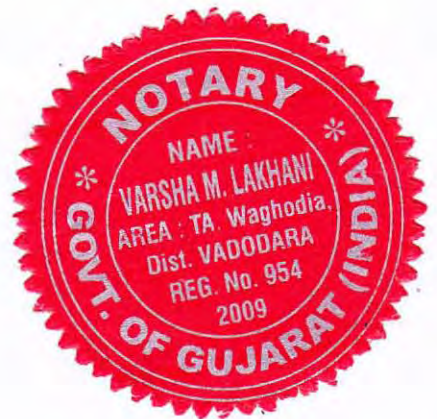
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Supdt., Office of Jt. Charity Commissioner,

Vadodara

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**CERTIFICATE**  
This is to Certify that this is the  
True & Free Translation from  
Gujarati in to English.

*V. M. Lakhani*  
**Varsha M. Lakhani**  
ADVOCATE & NOTARY, WAGHODIA.

**15 DEC 2014**

My Commission Expires on  
Dt. 26-02-2019