

**MEMORANDUM OF ASSOCIATION**  
**of**  
**SHREE SHREE SHAVA SHIVA KALI MANDIR**  
**DEVELOPMENT COMMITTEE**



Estd. 1789

**D. 30/67, 76 & 77 Devnathpura**  
**Varanasi - 221001**



**MEMORANDUM OF ASSOCIATION**  
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**SHREE SHREE SHAVA SHIVA KALI MANDIR**  
**DEVELOPMENT COMMITTEE**

**D. 30/67, 76 & 77, DEVNATHPURA, VARANASI**



1. The name of the Association is 'SHREE SHREE SHAVA SHIVA KALI MANDIR DEVELOPMENT COMMITTEE, VARANASI.'
2. The Registered Office of the Committee shall be situated at D. 30/67, 76 & 77, Devnathpura, Varanasi in the State of Uttar Pradesh.
3. The objects for which the Committee is established are as follows :
  - i) To develop the spirit and ideals of Hindu Religion and Culture.
  - ii) To perform the daily Puja, Bhog, Sandhyarati and Special occasional Puja from time to time.
  - iii) To impart free education and charitable dispensary.
  - iv) To organise social service squad.
  - v) To inculcate lofty morals and nobility of character.
  - vi) The main object is to protect the deity, the Temple, to make permanent arrangement for Seva, Puja, Bhog, Special Puja, Sringar and to perpetuate the same.

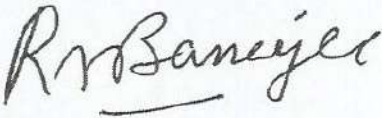
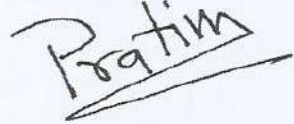
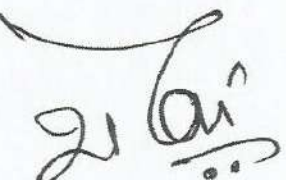

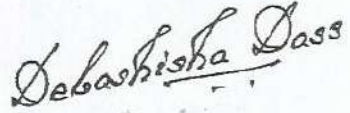
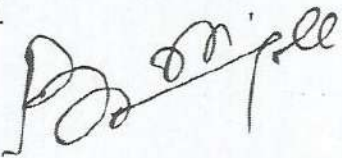
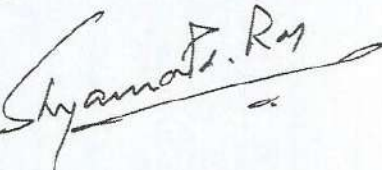
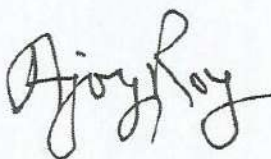
- 4a. Names, addresses and occupations of the members of Executive Committee to whom the Management of the Committee have been entrusted as per Rules & Regulation of the Committee.

<i>Sl.</i>	<i>Name &amp; Post</i>	<i>Address</i>	<i>Occupation</i>
1.	<b>Mr. Rabindra Nath Banerjee (President)</b>	Vimla Apartment, Rohit Nagar Gandhi Nagar, Naria Varanasi - 221005 Mob. : 9335610749	Advocate
2.	<b>Mr. Shekhar Mukherjee (Vice-President)</b>	B. 16/10, Pandey Haweli Varanasi - 221001 Mob. : 9415228428	Ex.-Serviceman
3.	<b>Mr. Atin Ganguli (Vice-President)</b>	B. 14/105-A Mansarovar, Sonarpura Varanasi - 221001 Mob. : 9415694386	Ex.-Serviceman
4.	<b>Mr. Debashisha Dass (General Secretary)</b>	B. 15/36-A-B-3, Sonarpura Faridpura, Durgacharan Girls' Inter College Lane, Varanasi - 221001 Mob. : 9415618806	Service
5.	<b>Mr. Bishwaranjan Bhattacharya (Joint Secretary)</b>	B. 13/90, Sonarpura Varanasi - 221001 Mob. : 9415447089	Business
6.	<b>Mr. Shyama Prasad Roy (Treasurer)</b>	H. 24, VDA Flat, Ravindrapuri Extension, Bhadaini Varanasi - 221001 Mob. : 9935470239	Ex -Serviceman
7.	<b>Mr. Ajay Roy (Executive Member)</b>	B. 20/159, Bhelupura Varanasi - 221010 Mob. : 9839656477	Service
8.	<b>Mr. Ashish Kumar Das (Executive Member)</b>	B. 15/36-A-B-3, Sonarpura Faridpura, Durgacharan Girls' Inter College Lane, Varanasi - 221001 Mob. : 9415624770	Service
9.	<b>Mr. Haridas Chakraborty (Executive Member)</b>	D. 18/13, Ahilyabai Ghat, Varanasi - 221001 Phone : 0542-2450437	Ex -Serviceman



<i>Sl.</i>	<i>Name &amp; Post</i>	<i>Address</i>	<i>Occupation</i>
10.	<b>Mr. Devashis Ganguly (Executive Member)</b>	A-1/22, Shishmahal Colony Varanasi - 221010 Mob. : 9956300622	Service
11.	<b>Mr. Kisholay Banerjee (Executive Member)</b>	D. 28/128, Pandey Haweli Varanasi - 221001 Mob. : 9236111115	Business
12.	<b>Mr. Pranab Kr. Bhaduri (Executive Member)</b>	2-GP, Behind Bal Gangadhar Tilak Hostel, B.H.U. Varanasi - 221005 Mob. : 9450534987	Service
13.	<b>Mr. Pranab Kr. Bhowmick (Executive Member)</b>	D. 31/326, Madanpura Varanasi - 221001 Mob. : 9415686005	Service
14.	<b>Mr. Sukhendu Bhattacharya (Executive Member)</b>	B. 8/12, Flat-E, II <sup>nd</sup> Floor Gauriganj Varanasi - 221001 Mob. : 9450181385	Service
15.	<b>Mr. Saugat Pd. Bhattacharya (Executive Member)</b>	B. 6/115, Pitambarpura Kedarghat, Sonarpura Varanasi - 221001 Mob. : 9415451317	Service

4b. We the undersigned are desirous of forming a Society in persuance of the above Memorandum of Association and desire to do the same registered under the Societies Registration Act XXI of 1860.

Sl. Signature	Address & Description of Signatory	Name, Address & Description of Witness
1. 	<b>Mr. Rabindra Nath Banerjee</b> <b>(President)</b> Vimla Apartment, Rohit Nagar Gandhi Nagar, Naria Varanasi - 221005	 <b>C.A. Pratim Kumar Chatterjee</b> N. 16/31, Kolua Varanasi - 221010
2. 	<b>Mr. Shekhar Mukherjee</b> <b>(Vice-President)</b> B. 16/10, Pandey Haweli Varanasi - 221001	
3. 	<b>Mr. Atin Ganguli</b> <b>(Vice-President)</b> B. 14/105-A Mansarovar, Sonarpura Varanasi - 221001	
4. 	<b>Mr. Debashisha Dass</b> <b>(General Secretary)</b> B. 15/36-A-B-3, Sonarpura Faridpura, Durgacharan Girls' Inter College Lane, Varanasi - 221001	
5. 	<b>Mr. Bishwaranjan Bhattacharya</b> <b>(Joint Secretary)</b> B. 13/90, Sonarpura Varanasi - 221001	
6. 	<b>Mr. Shyama Prasad Roy</b> <b>(Treasurer)</b> H. 24, VDA Flat, Ravindrapuri Extension, Bhadaini Varanasi - 221001	
7. 	<b>Mr. Ajay Roy</b> <b>(Executive Member)</b> B. 20/159, Bhelupura Varanasi - 221010	



**RULES & REGULATIONS**  
**of**  
**SHREE SHREE SHAVA SHIVA KALI MANDIR**  
**DEVELOPMENT COMMITTEE**  
**VARANASI**

**1. Membership :**

- a) Membership shall be open to all respectable citizen of Indian Union who have faith in Hindu religion and its ideology and have attained the age of 18, irrespective of any caste, creed, religion or faith and agreeing with the aims and objects of the Development Committee and willing to abide by the Constitution and Rules and on submitting a duly signed application on the prescribed form (subject to the approval of the Executive Committee of the Development Committee).
- b) There will be three classes of Membership :
  - i) **Ordinary Members** : Person paying ₹ 100/- per month as subscription.
  - ii) **Life Members** : Such persons who pay a lump-sum Donation of ₹ 31,000/- or such persons who render valuable service to the Mandir Committee may be executed as Life Members of the Mandir Development Committee by the Executive Committee.

**2. Patrons And Visitors :**

Eminent persons paying ₹ 51,000/- as Donation at a time or for furthering the cause of the Development Committee in some other way shall be deemed to be Patrons of the Shree Shree Shava Shiva Kali Mandir Development Committee.

**3. Finance :**

The Fund of the Shree Shree Shava Shiva Kali Mandir Development Committee shall consist of :

- a) Subscriptions from various members
- b) Gifts, donations or contribution

- c) Pranamee
- d) Aids secured from local bodies
- e) Grants from State or Central Government
- f) Realisation from cultural performances

**4. Management :**

The Shree Shree Shava Shiva Kali Mandir Development Committee shall be governed and managed by an Executive Committee under the control of the General Body.

**5. Annual General Meeting :**

- a) The Annual General Meeting shall be held in the first quarter of the financial year (April to June) for which fifteen days Notice shall be given. One third (1/3) of the total local members or a minimum of 15 members shall form a quorum.
- b) Special General Meeting can be called at any time or three days notice at the instance of the Secretary or by the President or on a requisition signed by at least one-third (1/3) local members setting for the resolution to be moved therein with the name of the Proposers and Seconders.
- c) Every member present at the meeting shall have One vote to be exercised by show of hand. The Chairman shall have a casting vote in case of Tie. In the absence of the President, either of the Vice-Presidents shall act as the Chairman.
- d) The members present shall elect a Chairman from amongst the members present in the meeting in absence of both the President and the Vice-Presidents.
- e) The following business shall be transacted in the Annual General Meeting:
  - i) To read and confirm the proceedings of the last Annual General Meeting.
  - ii) To adopt the audited Accounts submitted by the Secretary and Treasurer.
  - iii) To adopt the Annual Report of the General Secretary.
  - iv) To elect the following Office-Bearers :
 

1) President	-	One
2) Vice-President	-	Two



- 3) General Secretary - One
- 4) Joint Secretary - One
- 5) Treasurer - One
- 6) Executive Body Members - Nine

- v) To appoint an Auditor for the ensuing year.
- vi) To appoint a Custodian.
- vii) To transact any other business with the permission of the Chair.

**6. Executive Committee :**

The life of the Executive Committee shall be of five year. No member of less than one year's standing, shall be eligible for election. Members having arrears of subscription for more than six months, shall forfeit their right to Vote.

- a) Meeting of the Executive Committee shall ordinarily be held once in three months but the same can be called at any time by the President or General Secretary or by a requisition signed by five members of the Executive Committee.
- b) Any person may be invited by the Executive Committee to attend its meeting but such invitee shall have no right to vote.
- c) The Executive Committee shall have power to form any Sub-Committee, if necessary.
- d) One day Notice is necessary for an Emergent Meeting of the Executive Committee and five members shall form a quorum.
- e) The Executive Committee shall have power to frame, amend or alter such Bye-laws, Rules & Regulations for the smooth conduct of the activities of the various departments of the Committee from time to time, subject to the approval of General Body.

**7. Adjourned Meeting :**

- a) No quorum shall be required at any meeting that has been adjourned.
- b) If any meeting duly called, fails to meet for want of quorum, fresh Notices shall be issued for the meeting but no quorum shall be necessary.



## **8. Function of the Executive Committee :**

- a) It shall dispose off all business of the Mandir Development Committee for the fulfillment and furtherance of the objects of the Development Committee and for the safeguard of Kali Mandir's honour, holiness and prestige.
- b) It shall devise ways and means to raise the funds for the Development and progress for the Kali Mandir and shall sanction expenditure for the objects of the Shree Shree Shava Shiva Kali Mandir Development Committee.
- c) It shall hold, control and administer the properties of the Kali Mandir Development Committee and acquire the same in the name of the Committee.
- d) It shall have power to accept or reject an application for membership without assigning any reason thereof.
- e) It shall have power to exempt any member from payment of monthly subscription.
- f) It shall have power to frame rules and Bye-laws not inconsistent with this constitution.
- g) It shall have power to delegate any of its powers to any members or to any Sub-Committee which may be formed for the purpose of Kali Mandir's Development or its repairs / renovations etc.
- h) It may invite person or persons to become Patrons of the Development Committee.
- i) It may take such disciplinary action against any member as it may deem proper for misbehaviour or moral degradation or for an act prejudicial to the interest of the Kali Mandir Development Committee.

## **9. Vacancy :**

In case of vacancy in the Executive Committee either by resignation or death, the members of the Executive Committee shall elect any member to fill up the vacancy for the rest of the period. The Executive Committee shall have power to relax, if necessary, the requisite qualifications necessary for an Executive Committee Member as laid down in para 8 of the constitution.



## 10. Mode of Servicing Notice

The Notice of all kinds of Meetings of the Shree Shree Shava Shiva Kali Mandir Development Committee shall be served to the members concerned through any one or more of the modes mentioned hereunder :

- i. Personal communication;
- ii. Telephonic conversation;
- iii. At the registered address of the members under Certificate of Posting;
- iv. Publication in any local News Paper;
- v. Text message on WhatsApp or on Short Message Services (SMS);
- vi. E-mail; and
- vii. Any other electronic media which ensures certification of receiving of the notice by the recipient.

## 11. Duties of Office-Bearers :

### a) *The President shall –*

- i) ordinarily preside over all meetings of the General Body and of the Executive Committee.
- ii) call any General meeting or meeting of the Executive Committee.
- iii) in urgent cases in agreement with the Secretary, the President may sanction upto a total expenditure of a sum of ₹ 25,000/- only.
- iv) exercise a 'Casting Vote' in case of a Tie in the exercise of the franchise by members on some proposal.

### b) *The Vice-President shall –*

discharge the duties and exercise the power of the President in his absence.

### c) *The Secretary shall –*

- i) co-opt 2 Assistant Secretaries amongst the Executive members, if necessary.
- ii) keep the records of all resolutions and proceedings and submit the same at the next meeting for confirmation.
- iii) issue notices of meetings of the General Body and of the Executive Body whenever required with the approval of the President.



- iv) carry on all correspondence and enter all contracts on behalf of the Kali Mandir Development Committee when the same are approved by the Executive Committee.
  - v) give effect to all resolutions passed at the meetings.
  - vi) be the Chief Executive Officer and will exercise full control and authority over the honorary and paid staff of the Committee.
  - vii) exercise general supervision over funds of the Development Committee and advise the Executive Committee regarding financial position and policy.
  - viii) hold an imprest cash not exceeding ₹ 10,000/- for purpose of meeting small urgent charges and shall not spend more than the total sum ₹ 10,000/- and get such expenses approved in the next meeting of the Executive Committee.
  - ix) in the event of finding any member to be guilty of misconduct or mischievous, suspend him / her subject to the approval of the Executive Committee. Such action must be brought to the notice of the Executive Committee within 15 days of such suspension.
  - x) defend or lay any suits or legal proceedings brought against or laid on behalf of the Development Committee in the manner to safe-guard the interests of Shree Shree Shava Shiva Kali Mandir Development Committee.
- d) ***The Joint Secretary shall –***  
discharge the duties and exercise the power of the General Secretary in his absence and perform such duties as may be assigned to him by the General Secretary.
- e) ***The Treasurer shall –***
  - i) administer the funds of the Mandir Development Committee and operate jointly with the General Secretary in his absence and to operate the Bank account in the name of the Development Committee and make payment of Bills, Vouchers, Indents, Requisitions etc. sanctioned by the General Secretary.
  - ii) receive all moneys on behalf of the Development Committee and issue receipt for the same and make all authorised payments.



- iii) maintain all accounts of the Committee and Stock Register(s) of properties / assets in collaboration with the Departmental Incharge.
- iv) have his account audited and place the same alongwith the Annual Audited statement before the General Body or before the Executive Committee, if so desired by the same.

## **12. The Membership :**

The membership of the Development Committee is voluntary and shall continue till a resignation has been submitted and accepted. All dues must be paid before submission of the resignation.

## **13. Liability :**

The liability of the members shall be limited to their subscription due to the Committee.

## **14. Amendments Etc. :**

Additions, alterations, amendments and changes in the Constitution will only be made at a General Meeting specially convened for the purpose and shall be made by a Resolution duly passed by a two-third (2/3) majority of the total members present in the meeting.

## **15. Records of the Committee :**

The Committee shall maintain the following records :

- a) *Membership Register* : The name and address of all classes of members, local and outstation, shall be entered.
- b) *Minute Book* : All the resolutions of General Body and Executive Committee shall be noted, duly passed by the Chairman of the Meeting and the members present in the meeting.
- c) *Stock Register* : Details of all the properties of the Committee shall be entered.
- d) *Cash Book* : The details of Income & Expenditure Accounts of the Committee shall be entered.
- e) *Day Book* : The details of daily Income & Expenditure of the Committee shall be entered.



**16. Dissolution of the Committee :**

When the members of the Committee feel that the Committee can not run any more due to some unavoidable circumstances and it has been deviated from its aims and objectives or its working are not in the interest of the Committee as a whole, it may be dissolved in the General Body meeting specially convened for the same purpose and passed by the majority of three-fourth (3/4) member of the Committee.

The disbursement of the property / assets of the Committee shall be made as per rules 13 & 14 of the Committee Registration Act.



Please offering ₹ 100/- only

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MEMORANDUM OF ASSOCIATION — published by Debashisha Dass

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