



## GOVERNMENT OF KERALA

### Abstract

Information Technology Department - e-District Project - State Wide Rollout of e-District Project - Formation of District e-Governance Societies in all Districts of Kerala -Memorandum of Association and Model Bye Laws for District e-Governance Societies -Approved - Orders Issued.

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### INFORMATION TECHNOLOGY (B) DEPARTMENT

G.O. (Ms) No. 22/2012/ITD

Dated, Thiruvananthapuram, 22.10.2012

- Read:-
- 1) Administrative approval No.3(10)/12-EG-II dated 28.03.2012 from Government of India.
  - 2) Letter No.KSITM/e-District/2012/983 dated 28.06.2012 from Director, KSITM
  - 3) G.O(Rt) No.83/2009/ITD dated 18.04.2009.
  - 4) G.O.(Rt) No.140/2012/ITD dated 09.05.12.
  - 5) G.O.(Rt) No.1639/2012/ITD dated 30.06.2012.

### ORDER

1) Government of Kerala envisages e-District Project as an important initiative of the State's eGovernance implementation program. This project is part of the State Mission Mode Project under the National e-Governance Plan (NeGP). The project aims to apply Information Technology and Government processes re-engineering on high volume Government services to improve them and electronically deliver them through the Internet at home/ Browsing Centres / Common Services Centres (CSCs). Districts are the primary delivery channels for Government administration. Hence, services to the Citizens would be identified and workflow automation would be suggested for significant improvements through e-governance. The project will optimally utilize State Data Centre (SDC) and Kerala State Wide Area Network (KSWAN).

2) The Districts are the primary delivery channels for Government Administration to deliver a large number of services to the citizens. Therefore, e-Governance can significantly improve Government service delivery at the grass-root level.

3) The Government of Kerala have successfully implemented the pilot e-District Project in two districts viz., **Palakkad and Kannur**. Currently 23 services of Revenue Department have been made online and are being processed through the e-District Application. Many such services of various Departments are being identified and these are expected to go-online in the near future. To achieve this task, the e-District Project envisages leveraging and utilizing the four pillars of e-infrastructure viz., State Data Centre (SDC), Kerala State Wide Area Network (KSWAN), State Services Delivery Gateway (SSDG), e-forms and Common Services Centres (CSC), optimally to deliver public services electronically to citizens at their door steps. The Government will ensure that these services are not only confined through CSC alone but to provide them in all online modes such as Internet, kiosk, and facilitation counters at District levels.

4) The Government has decided to roll out the e-District Project in the remaining 12 districts of the State viz., *Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Ernakulam, Thrissur, Idukki, Kozhikode, Wayanad, Malappuram and Kasargod* in addition to the two pilot districts as mentioned in para 3 above.

5) For the State wide rollout of e-District Project, the Government of India have issued guidelines for formation of District e-Governance Society in each District as follows:

*"A District e-Governance Society (DeGS), headed by the Collector/District Magistrate shall be established in each district by the district administration and registered under the Societies Act. The DeGS will be responsible for the implementation of the project at the district level. District level officials of all service delivery departments could be the members of the society."*

6) The District Informatics Officer (DIO), NIC or any other member of DeGS nominated by Chairperson (District Collector) will be the Member-Secretary of the Society.

7) The DeGS will also play a key role in the post implementation operation and maintenance phase of the Scheme.

**The Roles and Responsibilities of District e-Governance Society (DeGS) are:**

- i. The DeGS would implement the Project and ensure close linkages and co-ordination amongst the various stakeholders in the Project at field level. Provide commitment and support to bring-in the process changes.
- ii. Provide overall guidance to the Project at District level.
- iii. Work closely with the System Integrator/ Implementing Agency to undertake the field work, comprehend the requirements, document the observations, prepare road map and redesign the processes.
- iv. Build capacity of the staff at various level of the District Administration. DeGS and System Integrator would also work closely with the technical solution provider for developing and customizing the software and implement the technical solution.
- v. Manage, supervise and implement backend computerization of Government Departments with long term vision of Government.
- vi. The DeGS as owner of the Project at District level will be responsible for proper record keeping of all the assets including software artifacts created under the scheme at the District level.
- vii. Release funds to the implementing agencies on successful completion/ installation of hardware, training and data digitization.
- viii. Support the Common Services Centers (CSC), throughout the District for providing G2C services as per the Service Level Agreements between Departments/ State Designated Agency (SDA) for CSCs and the Service Center Agency. It would identify and recommend the Citizen Services which can be provided in consultation and coordination with the concerned departments on priority and assist SCA in roll out of G2C services through CSCs.

- ix. Collect user charges as fixed by the State Government and keep audited accounts of the same.
- x. Take all publicity measures and campaigning through media like TV, radio, newspaper, conferences, seminars, public meetings, banners and posters etc for creating awareness about transformation through e-Governance for the benefit of the rural masses.
- xi. Explore revenue streams for the sustenance of the District e-Governance Society and assist SDA in formulating policies accordingly.
- xii. The DeGS shall also ensure close tie-ups with all the Stakeholders in the project, to provide commitment and support, help to bring-in the process changes and overall guidance to the project. The stakeholders would include district level departmental officers eg. Additional District Magistrate; District Police Chief; District Panchayat President; One Sub Collector/ RDO nominated by the District Collector; Principal Agriculture Officer; Regional Transport Officer; District Supply Officer; Deputy Collector, Election; Deputy Director of Panchayats; Regional Joint Director of Municipalities; District Treasury Officer; District Planning Officer; Finance Officer; District Informatics Officer; Representative from KSITM, State Designated Agency; Assistant District Coordinator, Akshaya; One Member nominated by the District Collector from Urban Local Bodies; One Member nominated by the District Collector from Rural Local bodies; One Member nominated by the District Collector from Civil Society. On formation of District e-Governance Society in each District an initial seed money of Rs 10.00 Lakhs would be provided for the smooth establishment and functioning of the society by Government of India.

8) After careful examination, the Government hereby nominates the Kerala State Information Technology Mission (KSITM) as the State Designated Agency (SDA) as required under the guidelines issued by the Government of India for State wide roll out of e-District Project.

9) Further, the Government hereby orders that the District e-Governance Society (DeGS) shall be formed in each district with the following personnel.

|     |   |             |
|-----|---|-------------|
| 1.  | The District Collector                                    | Chairperson |
| 2.  | Additional District Magistrate                            | Member      |
| 3.  | District Police Chief                                     | Member      |
| 4.  | District Panchayat President                              | Member      |
| 5.  | One Sub Collector/RDO nominated by the District Collector | Member      |
| 6.  | Principal Agriculture Officer                             | Member      |
| 7.  | Regional Transport Officer                                | Member      |
| 8.  | District Supply Officer                                   | Member      |
| 9.  | Deputy Collector, Election                                | Member      |
| 10. | Deputy Director of Panchayats                             | Member      |
| 11. | Regional Joint Director of Municipalities                 | Member      |
| 12. | District Treasury Officer                                 | Member      |
| 13. | District Planning Officer                                 | Member      |
| 14. | Finance Officer   | Member      |

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|-----|---|--------|
| 15. | District Informatics Officer  | Member |
| 16. | Representative from KSITM, State Designated Agency                              | Member |
| 17. | Assistant District Coordinator, Akshaya   | Member |
| 18. | Member nominated by the District Collector from Urban Local Bodies              | Member |
| 19. | Member nominated by the District Collector from Rural Local bodies - Panchayats | Member |
| 20. | Member nominated by the District Collector from Civil Society                   | Member |

10) The District Collectors are directed to form the District e-Governance Society in their respective district with the personnel as mentioned in para 7 above at once and register the District e-Governance Societies under Travancore Cochin Literary, Scientific & Charitable Societies Registration Act, 1955 and to communicate the orders issued in this regard to the Government and KSITM, the State Designated Agency.

11) The Model Bye-Laws and Memorandum of Association for Registration of District e-Governance Society are annexed to this Order.

(By order of the Governor)

**P. H. KURIAN, IAS**

PRINCIPAL SECRETARY TO GOVERNMENT

To:

The Secretary, Ministry of Communication and Information Technology,  
Department of Information Technology, Government of India,  
New Delhi 110 003. (with C/L)

Principal Secretary/Secretary, Home/LSGD/Revenue/Agriculture/  
Transport/Food&Civil Supplies/Finance/Law Department.

The Secretary, Kerala State Planning Board, Thiruvananthapuram

The State Police Chief, Police Head Quarters, Thiruvananthapuram

The Director, KSITM, Thiruvananthapuram (with request to publish on  
KSITM website under e-District.)

The Additional Secretary to Chief Secretary, Thiruvananthapuram.

All District Collectors

The State Informatics Officer, NIC, Thiruvananthapuram

Director, Akshaya, Thiruvananthapuram.

Director, Information & Public Relations Department (for  
publishing in the official website)

General Administration (SC) Department vide item

No.2425 dated 17.10.2012.

Stock file/ Office Copy.

Forwarded/By Order

  
Section Officer

**ANNEXURE**

**Memorandum of Association  
of District e-Governance Society, ..... [Name of the District]**

1. The name of the Society shall be called the "District e-Governance Society, ..... " [Name of the District] (hereinafter called as "society")
2. The registered office of the Society shall be situated at ..... [address]
3. The Society has been formed on the date .....
4. The registrar of the district within whose jurisdiction the office of the society is situated at ..... [address]
5. The Objects for which such society is established are:-
  - a) to provide improved services as well as to create an efficient delivery mechanism for the District Administration at the District, Sub-Divisions, Block levels and provide better support for planning and execution.
  - b) to support and computerize certain key services provided to the citizens by the district administration.
  - c) to facilitate coordination of e-Governance schemes at the district level.
  - d) to ensure firm linkage of the Common Service Centres with Bharat Nirman/Flagship programmes.
  - e) to coordinate other components of National e-Governance Plan (NeGP) like e-District MMP, State Wide Area Network, State Data Centre, State Service Delivery Gateway and other e-Governance projects at the district level.
6. The names, Address and Designations of the members of the General Body of the District e-Governance Society..... [Name of the District]

| SL.No | Name | Address | Designation |
|-------|------|---------|-------------|
| 1.    |      |         |             |
| 2.    |      |         |             |
| 3.    |      |         |             |

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7. We, the following persons whose names, addresses and occupation are hereunto subscribed are desirous of being formed into an association, namely, "District e-Governance Society, ..... [Name of the District] in the district of ..... [Name of the District] under the Travancore Cochin Literary, Scientific & Charitable Societies Registration Act, 1955 :-

| Sl. No. | Name | Address | Status in the Society | Occupation | Signature |
|---------|------|---------|-----------------------|------------|-----------|
|         |      |         |                       |            |           |
|         |      |         |                       |            |           |

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8. Witness to the above signatures:

Signature:

Address:

Occupation:

Dated the:

**District e-Governance Society Bye-Laws, 2012**

**Chapter-I**

**Preliminary**

1. **Short title.-** These Bye-Laws may be called as the "ByeLaws of District e-Governance Society" ..... **[Name of the District]**

2. **Definitions.-**

(1) **In these Bye-Laws, unless the context otherwise requires, -**

- (a) "Act" means the Travancore Cochin Literary, Scientific & Charitable Societies Registration Act, 1955;
- (b) "DeGS" means the District e-Governance Society;
- (c) "District e-Governance Society" means and includes core committee for coordination and smooth implementation of various e-Governance activities under National e-Governance Plan, specially, the Common Service Centres (CSC) Scheme;
- (d) "General Body" means and includes the core committee for coordination and smooth implementation of various e-Governance activities under National e-Governance Plan, specially the Common Service Centres (CSC) Scheme;
- (e) "Governing Body" means the Governing Body set up by the District e-Governance Society;
- (f) "Government" means the Government of Kerala in the Information Technology Department;
- (g) "Society" means the District e-Governance Society, in respect of the District concerned;
- (h) "Sub-Committee" means Sub-Committee of the Society set up by the District e-Governance Society.

(2) Words or expressions occurring in the bye-laws and not defined in clause (1) shall bear the same meaning as in the Act.

3. **Membership.-** The Society shall have two such numbers of members as noted below:



- (a) The Primary Members who resolve to constitute the Society as per the order of the Government.
- (b) In addition, the Society shall be at liberty to include or co-opt such other officers or local experts as the District Magistrate / District Collector may feel necessary as members for implementation of the desired activities.
- (c) The members of the Committee shall be appointed at a meeting of the Society by a resolution of a majority of the members present and entitled to vote thereat.
- (d) The term of Office of the members of the Committee shall not exceed three years from the date of their appointment.
- (e) The members of the Committee shall be eligible for re-appointment.

**Chapter-II**

**Authorities of the Society**

**4. Authorities of the Society.-** The Authorities of the Society shall be -

- (a) The General Body;
- (b) The Governing Body;
- (c) The Sub-Committee(s).

**Chapter-III**

**General Body of the Society**

**5. Composition of the General Body.-**

| SL. No | Name                           | Designation |
|--------|--------------------------------|-------------|
| 1.     | The District Collector         | Chairperson |
| 2.     | Additional District Magistrate | Member      |
| 3.     | District Police Chief          | Member      |

|     |   |        |
|-----|---|--------|
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| 4.  | District Panchayat President  | Member |
| 5.  | One Sub Collector / RDO nominated by the District Collector                     | Member |
| 6.  | Principal Agriculture Officer   | Member |
| 7.  | Regional Transport Officer  | Member |
| 8.  | District Supply Officer   | Member |
| 9.  | Deputy Collector, Election  | Member |
| 10. | Deputy Director of Panchayats   | Member |
| 11. | Regional Joint Director of Municipalities                                       | Member |
| 12. | District Treasury Officer   | Member |
| 13. | District Planning Officer   | Member |
| 14. | Finance Officer   | Member |
| 15. | District Informatics Officer  | Member |
| 16. | Representative from KSITM, State Designated Agency                              | Member |
| 17. | Assistant District Coordinator, Akshaya   | Member |
| 18. | Member nominated by the District Collector from Urban Local Bodies              | Member |
| 19. | Member nominated by the District Collector from Rural Local Bodies - Panchayats | Member |
| 20. | Member nominated by the District Collector from Civil Society                   | Member |

- a) The District Collector / District Magistrate shall be the Chairperson of the General Body
- b) The DIO, NIC or any member of the General Body nominated by the Chairperson shall be the Member Secretary.

c) The presence of atleast 1/3<sup>rd</sup> members of General Body would be sufficient during the creation of the Society and the remaining members shall join thereafter.

6. **Term of office of the members.-** The term of Office of the members of the Committee shall not exceed three years from the date of their appointment. The members of the Committee shall be eligible for re-appointment.

7. **Resignation of member.-**

(1) The primary Members may resign in writing addressed to the Chairman of the Society.

(2) The Members so included or Co-opted as per clause (b) of bye-law 3 may resign in writing addressed to the Chairman of the Society and after acceptance of the same by him.

8. **Removal of member.-** Any member who remains absent continuously in meetings of the Society without valid reason may be removed from the membership of the Society, after the Chairman being satisfied.

9. **Power, Functions and Duties of the General Body.-**

The General Body will be the supreme body of the Society and its composition shall be as in bye-law 5. It shall oversee the functioning of the Society and exercise general superintendence and control over the functioning of the Society. In particular, it shall perform the following function, namely:-

(a) To consider and adopt the audited annual financial statements of the Society;

(b) To consider and approve the annual budget of the Society for the following Financial Year;

(c) To consider and approve the Annual Report of the Society;

(d) To consider and approve the amendments in the regulations as proposed by the Governing Body. The resolution should be passed by 2/3<sup>rd</sup> majority vote or consensus and should be confirmed by 2/3<sup>rd</sup> majority vote in a second special meeting called within one month of the previous meeting as per the provisions of the Act;

(e) To dissolve the Society and dispose off the property in its ownership in accordance with Section 24 of the Act, provided that such resolution shall be considered at a specially convened meeting, presided by the Chairman, voted in favour by 2/3<sup>rd</sup> of the members of the Society, or consensus and approved by the State Government;

(f) To review the progress and performance of the Society;

- (g) To give policy direction to the Governing Body;
- (h) To consider and approve any other matter referred by the Governing Body.

**10. Meetings of the General Body and the Annual General Meeting.-**

- 1) **Meeting of the General Body.-** The Member-Secretary shall call meeting of the General Body with the permission of the Chairman for such agenda as may be decided with the approval of the Chairman.
- 2) **Annual General Meeting (AGM) -**
  - (a) **Notice.-** The Member-Secretary shall also call the annual general meeting within two months from the end of the last financial year giving at least 15 days notice to all members before the day appointed for the meeting. The notice shall contain the place, date, daytime and agenda of the meeting.
  - (b) **Agenda.-** The Business to be transacted at the annual general meeting shall be-
    - i. to confirm the recordings of the minute of the last annual general meeting and the special general meeting, if any;
    - ii. to adopt with or without modification the report of the working of the Society for the previous year;
    - iii. to consider the audited accounts of the Society for the previous year ended;
    - iv. to appoint qualified auditors;
    - v. to transact such business as may be fixed by the General Body;
    - vi. to transact such other business as may be brought forward by giving fourteen days previous notice from any member.
  - (c) **Quorum of the meeting.-** One third members shall constitute the quorum of the meeting.
  - (d) **Manner and Method of voting.-** The Chairman of the meeting shall decide the manner and method of voting at the outset of the meeting.
- 3) **Special General Body Meeting.-** The Chairman of the General Body may convene Special General Meeting to consider any matter of special importance or urgency, on

his own or on the written requisition of not less than one third members of the Society, specifying the purpose for which the meeting is proposed to be called with prior notice. In case of the requisition by the specified number of members, the meeting shall be convened within one month from the date of receipt of requisition.

#### Chapter-IV

#### Governing Body of Society

- 11. Composition of the Governing Body.**- The Governing Body will consist of the following members as may be selected by the Society:

| Sl.No | Address                                  | Designation |
|-------|--|-------------|
| 1.    | The District Collector                   | Chairperson |
| 2.    | Additional District Magistrate           | Member      |
| 3.    | RDO / Sub Collector                      | Member      |
| 4.    | District Informatics Officer (DIO), NIC  | Member      |
| 5.    | Akshaya District Coordinator             | Member      |
| 6.    | Representative from KSITM                | Member      |
| 7.    | Finance Officer                          | Member      |
| 8.    | Deputy Director of Panchayats (DDP)      | Convenor    |
| 9.    | The State Informatics Officer (SIO), NIC | Member      |

- 12. Rights, Power and Duties of the Governing Body.**-

- (1) It is responsible for implementing the project and providing overall guidance to the project in the district ..... **[Name of the District]**;
- (2) It shall provide close tie-ups with all the stakeholders in the Project at field level;
- (3) The activities relating to procurement, site identification, pre-preparation and installation of hardware would have to be simultaneously coordinated by the implementing agencies both at the State (SDA) and District (DeGS) level;
- (4) It shall implement the guidelines of State Government and Government of India for e-District, Common Service Centre, State Wide Area Network, State Data Centre and any other e-Governance Programmes in the District;
- (5) It shall coordinate, manage and monitor the receipt and utilization of financial support received from the State Government/Government of India;
- (6) It shall support the Common Service Centres (CSCs), throughout the District for providing Government to Citizen (G2C) services as per the service level agreements between Departments/State Designated Agency for Common Service Centres and the Service Centre Agency. It would identify and recommend the Citizen Services which can be provided in consultation and co-ordination with the concerned departments on priority and assist Service Centre Agency in roll out of the Government to Citizen services in Common Service Centres;
- (7) It shall collect user charges as fixed by the State Government and keep audited accounts of the same;
- (8) It shall take all publicity measures and campaigning through media like TV, Radio, Newspaper, Conferences, Seminars, Public Meetings, Banners and Posters etc. for creating awareness about transformation through e-Governance for the benefit of rural masses;
- (9) It shall explore revenue streams and assist State Designated Agency in formulating policies accordingly;
- (10) All property of the Society, movable, immovable or of any other kind shall vest in Governing Body. It shall be responsible for the safe custody of the funds, movable and immovable properties and assets of the Society;
- (11) The business and affairs of the Society shall be carried on and managed by the Governing Body;
- (12) It shall open, maintain and operate one bank account for the fund of the Society;
- (13) It shall appoint auditors of the Society subject to ratification of General Body;

- (14) It shall prepare Annual Audit of the accounts of the Society;
- (15) It shall prepare, adopt and approve the annual reports, financial statement of accounts, financial estimates and budget of the Society;
- (16) It shall prepare and execute detailed plans, programmes and proposals for the establishment and development of the Society and carrying on its administration and managements;
- (17) It shall prepare annual plan and supplementary plan, if any, for e-district project;
- (18) It shall sanction and make expenditures and allot funds out of the Society funds;
- (19) The Governing Body/SDA would ensure data digitization of requisite records within the agreed time frame;
- (20) The Governing Body/SDA would ensure development, completion and successful testing of application software by the application developer;
- (21) The Governing Body/SDA would ensure end-to-end implementation of the project within the project timetable and cost;
- (22) It shall provide commitment and support to bring-in the process changes;
- (23) It shall work closely with the Implementing Support Agency (ISA) and the application developer and undertake the field work, comprehend the requirements, document the observations, prepare roadmap and redesign the process;
- (24) It shall build capacity of the staff and executive resources of the District administration. District e-Governance Society and the Implementing Support Agency would also work closely with the technical solution provider for developing and customizing the software, implement the technical solution;
- (25) It shall purchase materials, equipments and other things and articles as may be necessary for the set up of the Society, keeping in view the purchase policy of the Govt;
- (26) It shall submit reports to the General Body;
- (27) It shall exercise administrative control and discipline over the employees of the Society;
- (28) It shall enter into agreement for and on behalf of the Society;

- (29) It shall sue and to be sued and defend all legal proceeding on behalf of the Society;
- (30) It shall make, sign and execute all such documents/ instruments as may be necessary for carrying on management of the property of affairs of the Society;
- (31) It shall form committees for technical and administrative issues;
- (32) To enter into agreement, contract partnership or any other arrangement with other public or private organizations or individuals for furtherance of the objectives of the Society in accordance with rules /guidelines of the Society, with the prior approval of the Department;
- (33) To prepare the balance sheet and audited accounts of the Society;
- (34) To prepare the Annual Report of the society;
- (35) To co-ordinate between different Departments and other Institutions and non-Governmental organizations to achieve the objectives of the Society;
- (36) To recommend amendment to the Regulations for being adopted by the General Body;
- (37) To perform such other functions as may be necessary to achieve the objectives of the Society;
- (38) It shall prepare agenda for the general Body Meeting and prepare Minutes of General Body meeting.

### **13. Meetings of the Governing Body:**

- (1) **Meetings of the Governing Body.-** Subject to the Provisions of the Act, the Governing Body shall meet at least once in every month or as often as may be necessary. The Member-Secretary of the Governing Body in consultation with the Chairman of the Governing Body shall convene the meeting with necessary agenda by giving a notice of not less than seven days time.
- (2) **Notice of the Meeting of the Governing Body.-** Every meeting of the Governing Body shall be convened by notice issued under the hand of the Member- Secretary. Every notice calling for the meeting of the Governing Body shall be issued to every member not less than seven days before the day fixed for the meeting except in the case of special meetings where notice shall be issued three days before the day fixed for the meeting.
- (3) **Quorum for Meeting of Governing Body.-** One third of the membership including the Chairperson present in person shall constitute the quorum for any meeting of the



Governing Body provided that if meeting is once adjourned for want of quorum, a subsequent meeting called on the basis of the same agenda shall not require a quorum provided the Chairman and the Member- Secretary attend the meeting.

**14. Presiding Officer for Governing Body.**- The District Magistrate as Chairman of the Society and as Chairman of the Governing Body shall ordinarily preside over all the meetings of the Governing Body. In his absence, meeting will be presided over by the Officer as will be decided by the members present in the meeting.

**15. Voting in Governing Body meeting.**- In case of difference of opinion amongst the members on any matter under discussion in a meeting, the opinion of the majority present shall prevail.

#### **Chapter-V**

#### **Sub-Committee(s) of the Society**

**16. Sub-Committee(s).**

(1) The Society will have the following Sub-Committee(s), Namely:

- a) Tender Selection Sub-Committee.
- b) Other Sub-Committee(s) as decided by the General Body of the Society.

(2) The Tender Selection Sub-Committee shall consist of the following members, namely:

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**17. Powers, Functions and Duties of the Sub-Committee.**

- (1) The Sub-Committee shall exercise such power, perform such functions and discharge such duties as may be assigned to it by the Society.
- (2) Subject to general and specific conditions as mentioned by the General Body of the Society, the Tender Selection Sub-Committee shall perform such functions as mentioned herein under:
  - (a) To prepare, estimate, arrange for vetting of the works to be done as decided by the Governing Body.
  - (b) To float tender! quotation under the signature of the Member-Secretary of the Society and Chairman of Tender Selection Sub-Committee and finalize the process of tender for the works to be done as decided by the Governing Body as per Rules and Regulations of the Government.
  - (c) To issue work/supply order under the signature of the Member-Secretary of the Society and Chairman of Tender selection Sub-Committee.
  - (d) To exercise such other powers, perform such other functions and discharge such other duties as the Society may be general or special resolution, directs or as the Government may by rules prescribed in this behalf.

**18. Meeting of the Sub-Committee(s).**

- (1) The Convener of the Tender Selection Sub-Committee shall convene the meeting of Sub-Committee and record the deliberation in resolution book.
- (2) Notwithstanding anything contained in this Bye-Law, the Tender Selection Sub-Committee shall under general supervision and guidance of the Chairman of the Tender Selection Sub-Committee –
  - (a) Prepare the list of business to be transacted and convene the meeting of Sub-Committee after due notice to be served before seven days for ordinary meeting and before three days for urgent meeting to all members of Sub-Committee;
  - (b) shall cause to record attendance and resolution of the meeting with due signature;
  - (c) shall prepare comparative statement of rates tendered or quoted.

**Chapter-VI**

**Functions of Office Bearers**

**19. Functions of Office Bearers.** - The functions and the powers of the Office Bearers shall be as follows:-

**(1) The Chairman.**-

- (a) The Chairman shall, wherever present, preside over the General Body and Governing Body meetings.
- (b) The Chairman shall coordinate the efforts of various members of the society.
- (c) The Chairman shall exercise the casting vote in case the votes for and against a particular issue are equal.
- (d) The Chairman may direct the Member-Secretary to call a special meeting of General Body and Governing Body at the short notice in case of emergency.
- (e) The Chairman shall be the sole and absolute authority to judge the validity of the votes cast by members at all General Body meetings.

**(2) The Member-Secretary.**-

- (a) The Member-Secretary shall be the Chief Executive Officer of the Society and all executive functions of the Society shall be authenticated by him.
- (b) The Member-Secretary shall be responsible for the day to day management of the affairs of the Society subject to decisions of Governing Body and General Body, within overall framework of Government Orders issued, from time to time.
- (c) The Member-Secretary shall be responsible for the management of staff of the Society. He shall exercise control and discipline over the employees of the Society.
- (d) The Member-Secretary shall jointly operate Bank account, either with Chairperson or the Ex-officio Member nominated by the Chairperson.
- (e) The Member-Secretary shall maintain proper books of accounts for the funds received and expended by the Society.
- (f) The Member-Secretary shall receive all the funds on behalf of Society and issue receipts whenever required.
- (g) The Member-Secretary shall maintain cash book, cheque book, cheque issue register, advance register, money receipt, vouchers, stock register and seal etc in his custody and also preserve papers as would be required for audit.

- (h) On receipt of any bill, the Member-Secretary, on satisfaction of work done certificate, estimated amount, stock entry certificate and budgetary provision shall pass the bill by affixing the seal 'Pass for Payment' under his signature and A/C Payee cheque shall be issued jointly signing with the Ex-officio Member nominated by the Chairperson.
- (i) On entering the expenditure in cash book, such voucher and sub-vouchers shall be cancelled by affixing the seal 'Paid and cancelled' with the signature of the Member-Secretary. Such vouchers should be systematically numbered and preserved for audit.
- (j) On completion of each day's transactions, the Member Secretary shall reconcile the pass book with cash book and cheque book and affix his signature. Further, bill analysis has to be made on completion of each calendar month.
- (k) On completion of each calendar month, the Member Secretary shall reconcile the pass book with cash book and cheque book and affix his signature. Further, bill analysis has to be made on completion of each calendar month.
- (l) The Member-Secretary shall arrange for the audit of the accounts of the Society by the auditors appointed by the General Body of the Society.
- (m) The Member-Secretary shall convene the meetings of the General Body and Governing Body. He shall prepare the Agenda for the meetings for the circulation to the members concerned.
- (n) The Member-Secretary shall maintain minute books of the meetings. The approved minutes of the meetings shall be circulated by him.
- (o) The Member-Secretary shall sign all Deeds and Documents on behalf of the Society according to the directions of the General Body or the Governing Body.
- (p) The Member-Secretary shall present the report of the Governing Body and the General Body meetings of the Society.
- (q) The Member-Secretary shall sue or be sued and defend the Society in all legal proceedings.
- (r) The Member-Secretary shall sign and seal any document or proceedings-requiring authentication by the Society.
- (s) The Member-Secretary shall be responsible for the execution of all policies and decisions adopted in different meetings.
- (t) The Member-Secretary shall ensure compliance with statutory requirements.

- (u) The Member-Secretary shall do all such other lawful acts as may be necessary to be executed for the achievement of any or all the objectives of the Society.
- (v) The Member-Secretary shall discharge such other functions as may be specifically delegated to him by the Chairman of the Society.
- (w) The Member-Secretary may delegate all or any of his functions referred in sub-clauses (c) to (k) to any officer of the Society with the previous approval of the Chairman of the Society.
- (x) The Member-Secretary shall convene the meetings of the General Body and Governing Body. He shall prepare the agenda for the meetings for the circulation to the members concerned.
- (y) The Member-Secretary shall maintain minute books of the meetings. The approved minutes of the meetings shall be circulated by him.
- (z) The Member-Secretary shall discharge such other functions as may be specifically delegated to him by the Chairman of the Society.

## Chapter-VII

### **20. Establishment of District e-Governance Society, .....[Name of the District]**

- (1) The Member-Secretary of the Society upon the resolution of General Body, may, propose to the Chairman of the Society for requisition of such service of staff, such premise and such instrument of local bodies and Government, as should be required for conduct of smooth functioning of the Society. Upon such proposal and recommendation of the Member-Secretary of the Society, the Chairman, subject to specific and general rule as contained therein and general prudence, may place the service of staff and officers, premises and instruments as would be required for conduct of functioning of the Society:

Provided that the Society may provide refreshments or refreshment charges if such requisitioned staff are required to perform duties beyond office hours, in addition to their normal duties.

- (2) In case of any inadequacy of service of staff so requisitioned or gross negligence or indulgence of corruption, the Member-Secretary subject to approval of the Society may recommend for de-requisition of service of any staff to the Chairman, showing the reasons thereof. The Chairman upon the recommendation of the Member-Secretary shall take appropriate action as per law.

- (3) The Member-Secretary, subject to approval of Chairman, may hire the service of any private skilled / unskilled worker for specific duties at approved rate and also can hire instruments / premise for smooth conduct of function of the Society.
- (4) The Member-Secretary shall bear the administrative expenditure out of budget provision.

### **Chapter — VIII**

#### **Funds of the Society**

- 21. Funds of the Society.-** Initial seed money of Rs. 10.00 Lakhs would be provided for the smooth establishment and functioning of the Society by way of contribution from Government of India. Further fund, if any, shall be provided by the State.

### **Chapter — IX**

#### **Accounts of the Society**

- 22. Accounts of the Society.-** The Society, .....[Name of the District] shall constitute a fund bearing the name of "District e-Governance society" ..... [Name of the District] fund. The funds of the Society shall be deposited in a Bank. The account shall be jointly operated by the Ex-officio Member nominated by the Chairperson and any one of the two, namely, Chairman or the Member-Secretary of the Society.
- 23. Financial Year.-** The accounting year for the Society will be from the 1<sup>st</sup> April to the 31<sup>st</sup> March. The income and expenditure accounts and Balance Sheet of the Society shall be presented at the annual meeting of the General Body within five months of the close of the accounting year, duly audited by the competent auditor, nominated by the General Body.
- 24. Property and Funds of the Society.**
- (1) The Society shall have power to acquire, hold and dispose of property and enter into contract: Provided that in all cases of acquisition or disposal of immovable property, the Society shall obtain the previous approval of State Government.

- (2) The Society shall have power to impose and collect service charge, application fee, etc subject to the approval of the Government.
- (3) The fund of the Society shall be placed to the credit thereof-
- (a) contribution and grants, if any, made by the Central or the State Government;
  - (b) contribution and grants, if any, made by the District Panchayat or any other local authority;
  - (c) loans, if any, granted by the State or Central Government or raised by the Society, of its assets;
  - (d) all receipts on account of public contributions, tolls, service charges, application fee, rates and other fees levied by it;
  - (e) interest accrued through any deposit in Scheduled Commercial Banks, Nationalized Bank / Co-operative Banks;
  - (f) all sum received as gifts or contribution and all income from any trust or endowment made in favor of the Society;
  - (g) such fines or penalties imposed and realized under the provisions of the Bye-Laws;
  - (h) all other sums received by or on behalf of the Society, provided further that the Society shall collect such receipts only by issuing proper acknowledgement under the seal and signature of treasurers or authorized person.
- (4) The Society shall set apart and apply annually such sum as may be required to meet the cost of its own administration and incidental expenditure for organizing programmes, etc.
- (5) The Society shall have the power to spend such sum as it thinks fit for organizing programme, etc. within its budgetary allocation.
- (6) The funds of the Society shall be vested with the Society, and balance to the credit of the fund shall be kept in safe custody of Scheduled Commercial Banks / Nationalized Banks/ Co-operative Banks invested in any of the securities specified under section 20 of the Indian Trusts Act, 1882.
- (7) The Society shall at such time and in such manner as may be prescribed cause it to prepare by Governing Body in each year a budget of its estimated receipts and disbursements for the following year and get approval in its general body meeting.
- (8) No expenditure shall be incurred unless the budget is approved.

(9) The Society upon the recommendation of the Governing Body may approve the supplementary budget in specially convened meeting.

(10) The Society shall keep such accounts and such form as may be prescribed under Section 12 & 13 of the Act.

**25. Keeping of Accounts and its inspection.**- The Governing Body shall arrange for the proper maintenance of accounts with respect to -

- (a) All sums of money received and spent by Society.
- (b) All sales and purchases of goods by the Society; and
- (c) The assets and liabilities of the Society.

The books of accounts and other statutory books shall be kept at the registered office and shall be opened to inspection by the members at such time and place as the General Body directs on a written request made by any member.

Similarly, minutes of the meeting of the Society would be made available for inspection by its members during office hours.

**26. Accounting Procedure of the Society.**- Save and except the specific direction as may be issued by the Society, the accounting procedure for the funds of the Society shall be as follows:

- (1) The Member-Secretary shall maintain cash book, cheque book, cheque issue register, advance register, money receipt, vouchers, stock register and seal, etc. in his custody and also preserve papers as would be required for audit.
- (2) The Member-Secretary shall, with the approval of the Society, the Society can appoint any member for obtaining assistance in writing cash book and help him in maintaining accounts.
- (3) On receipt of any bill, the Member-Secretary, on satisfaction of work done certificate, estimated amount, stock entry certificate and budgetary provision shall pass the bill by affixing the seal "Pass for Payment" under his signature and A/c Payee cheque shall be issued jointly signing with any of the two, namely, Chairman of the Society or the Ex-officio Member nominated by the Chairperson.
- (4) On entering the expenditure in case book, such voucher and sub-vouchers shall be cancelled by affixing the seal "Paid and cancelled" with the signature of the Member Secretary. Such vouchers should be systematically numbered and preserved for audit.



- (5) The Member-Secretary upon his satisfaction and application can make advance to any member of the Society for undertaking any specific works as mentioned in the application. However, on taking the advance, such person shall sign in the advance register and such advance shall be adjusted within 30 (thirty) days from taking advance.
- (6) On completion of each day's transactions, the Member-Secretary shall affix his signature in each page of cash book.
- (7) On completion of each calendar month, the Member Secretary shall reconcile the pass book with cash book and cheque book and affix his signature. Further, bill analysis has to be made on completion of each calendar month.
- (8) The Member-Secretary of the Society should avoid handling liquid cash.
- (9) At the end of each financial year, the Member-Secretary shall cause the completion of audit and submit the audit report to the Governing Body preparation of broadsheet reply and submit to the General Body for deliberation.

**27. Audit of Accounts.**- An approved Audit Firm shall be appointed as Auditor of the Society at the annual general meeting of the General Body to audit the accounts of the Society for the ensuing year. The Auditor of the Society shall have access to the books of accounts and vouchers of the Society and shall be entitled to have such information and explanation, as he may think necessary for the performance of his duties as Auditor. The report of the auditor duly adopted in the annual general meeting of the General Body shall be filed with the Registrar of Societies, Kerala along with other returns as required under section 13 of the Act.

## **Chapter-X**

### **Voluntary Disclosure Under Right to Information Act, 2005**

#### **28. Voluntary Disclosure Under Right to Information Act, 2005.-**

- (1) The Society shall disclose voluntarily all such information required to be done so under section 4 of the Right to Information Act, 2005 with a view to ensure functioning of the Society in a transparent and accountable manner.
- (2) All the offices / sections under the net of the project of the society shall display monthly physical and financial progress of their works of previous month with the 10<sup>th</sup> of the next month positively without fail in conspicuous places so that the same is easily visible to the public.

## Chapter-XI

### Suits and Legal Proceedings

29. Suits and Legal Proceedings.- The Society may sue or be sued in the name of the Member-Secretary or such person as may be authorized by the Governing Body, as per the provision laid down under Travancore Cochin Literary, Scientific & Charitable Societies Registration Act, 1955.

## Chapter-XII

### Amendments and Alternations of Memorandum and Bye-Laws

30. Amendments and Alternations of Memorandum and Bye-Laws. Amendment and Alternations of Memorandum and Bye-Laws will be carried on in accordance with the procedure laid down in the Act. The Memorandum and Bye-Laws may be altered, modified, rescinded or added to by special resolutions passed in the Meeting of the General Body called for the purpose by three-fourth majority of the members present at such meeting.

## Chapter-XIII

### Dissolution Of Society

31. Dissolution Of Society.- Subject to the provisions of section 23 & 24 of the Act and any statutory modification thereof and as per direction of the Government, the Society may be dissolved by a resolution to that effect passed by three-fourth of the members of the Society present at the meeting of the General Body. The said meeting shall also decide the manner of disbursement of the funds and assets of the Society, if any, after dissolution.

## Chapter-XIV

### Application of the Act

32. Application of the Act.- All the sections of the Act shall apply to this Society.

## Chapter-XV

### Directions of Central/State Government

**33. Directions of Central / State Government.**- The Society shall carry out such directions as may be issued to it from time to time by the Government of India and / or the State Government for the implementation of the programmes / schemes and shall furnish to the Government of India and the State Government and their collaborative agencies such reports, returns, and other information as may be required by them, from time to time. The Society shall also ensure that all the existing orders issued by Government of Kerala and Government of India are strictly followed while carrying out the activities of the Society.

**34. Signature of members of the General Body.**- We, the undersigned members of the society, do hereby certify that the above is a true copy of the Rules and Bye-Laws of Society, Signatures of the members of the General Body.

| Sl.No | Name | Address | Signature |
|-------|------|---------|-----------|
| 1.    |      |         |           |
| 2.    |      |         |           |
| 3.    |      |         |           |

/ True copy/