

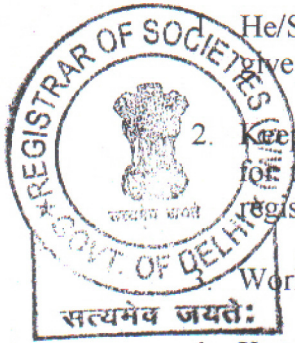
- ii) Issue notice of the meeting and record minutes of the meeting.
- iii) Be responsible to the executive council for all activities of Society & will conduct correspondence on behalf of Society.
- iv) Have authority to incur expenditure in anticipation & formal sanction will be reported to executive council for approval in its next meeting.
- v) Be responsible for the appointments of workers of society.
- vi) Will represent the society in various meeting.

JOINT SECRETARY

He/She shall carry out such duties as may be assigned to him/her from time to time by the Executive council Secretary. In the absence of general Secretary he/She shall assume the duties and powers of General Secretary.

TREASURER

He/She shall be responsible for making all collection and receive cash and give receipts there of on behalf of the society.



2. Keep regular accounts of money received and disbursed & will be responsible for the proper maintenance of the account book and other account related registers of the society.

Work as financial advisor to the president/General Secretary of the Society.

- 4. Keep cash in hand up to Rs2000/- (Rupees Two Thousand Only) and to deposit excess funds, if any in the bank.
- 5. Prepare an annual statement of accounts at the end of the financial year & after approval of Executive Council, submit it to the annual general meeting with duly audited under the supervision and guidance of General Secretary.

11. SOURCE OF INCOME AND UTILIZATION OF FUNDS:

The income and funds of Society shall consist of:



- a) Admission Fees
- b) Subscription
- c) Donation Gift
- d) Grant-in-aid
- e) Through fund raising campaign

All the income of Society shall be utilized to fulfill the aims and objective of the Society.

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Sagarish

CERTIFIED TO BE TRUE COPY

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Registrar of Societies (G/M) Govt. of Delhi