

- d) He will carry on correspondence with different departments as per the instruction of the Managing Committee.
- e) He can sanction five days leave to any employee of the society and impose a fine of Rs 50/- on any employee on complaint received from the head of the institution run by the society.
- f) To make all the administrative information available for the president.
- g) To select the application for grant-in-aid on priority basis.

iv Joint Secretary

- a) In the absence of Secretary of the society the joint secretary will exercise all the powers of the secretary.

v Cashier

- a) He will keep the cash as per retention limit fixed by the General House.

12 Financial Year

The accounting year of the society will be from 1st April to 31st March. The annual income & Expenditure account, Balance sheet of the society shall be presented at the annual General Body meeting.

13 Audit

A qualified and competent Chartered Accountant shall be appointed as auditor of the society at its annual general body meeting and he/she shall audit the account 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 require such information.

14 Dissolution

The society may be dissolved by 3/5 of members upon dissolution of the society the assets will be handed over to a similar registered society of government, after clearing up all its debts and liabilities.

15 Legal Proceedings

The governing body of the society may initiate legal action if and when necessary for the society's properties and interests. If a legal action is taken against the society, the governing body may defend the society and for the said purpose appoint an advocate. All the expenses of legal proceedings will be spent out of the society's funds.

Agreed and Approved by all members hereby on 3rd October 2006