

## स्मृति-पत्र / Memorandum Of Association

संस्था का नाम / Society's Name :

**EPIDEMIOLOGY FOUNDATION OF INDIA**

संस्था का पता / Society's Address :

10, Havelock Road, Near Gandhi Ashram, Hussainganj, Lucknow, Uttar Pradesh-226001, Lucknow, 226001

संस्था का कार्य क्षेत्र / Society's Work Area :

All Over India

संपर्क संख्या / Contact Number :

9415101095

### संस्था के उद्देश्य / Objectives of Society :

(ये उद्देश्य

पंचायत उद्योग, विज्ञान साहित्य या ललित शिक्षा के उपयोगी जानकारी के प्रसार के जनसामान्यन के लिये स्थापित रंग चित्रों या अन्य कला बहुउद्देशीय ग्रामीण विकास, कला की प्रोन्नति, लिये, लिये (राजनीतिक शिक्षा), पुस्तकालयों/ वाचनालयों से संबंधित, कृतियों/ संग्रहालयों/ गैलरियों, से सम्बंधित है)



















1. To initiate, encourage, promote, assist, stimulate and sponsor programmes related development of epidemiology to and any other measure in rural as well as in urban areas aims at improving the quality of life through promoting social, environmental and economic well beings of the people irrespective of their religion, cast, ethnic, or political consideration.
2. To identify and promote areas of cooperation and understanding among researchers and like minded organizations, individual, network and other Governmental and Non- Governmental, National & International agencies on issues, which contribute towards realizing the objectives of the society.
3. To establish and maintain centers and branches there for said purpose in any part of the country or at such places as may be decided by the executive committee of the society.
4. To undertake, guide, promote, organize, coordinate, assist, facilitate and maintain various programmes / activities aimed at improving the epidemiological thinking of the young researchers and maximize their potential through capacity building.
5. To plan, promote, develop, provide and conduct manpower development programmes for individual, Government, Non-Government, Corporate and International Bodies/Agencies in areas of activities relevant to the society.
6. To improve the quality of health care of the people through implementation of various projects/activities for furtherance of the objective of the society.
7. To guide, support, sponsor and collaborate with other organization in training, research and consultancy and through any other means in order to achieve the objective of the society.
8. To tender assistance and advice on scientific method of management of men, material, money and other resources and operation towards the furtherance of aims and objectives of the society.
9. To organize seminars, workshops, conferences, public meetings, camps, exhibitions, training other discussion forum to create public opinion and awareness in furtherance of aims and objectives of the society.
10. To disseminate information and data on epidemiological research by undertaking or providing for the publication of journals, reports, news letters/ papers, posters, books and other relevant materials and literature on areas of interest of the society.
11. To create administrative academic and other position under the society, centers and branches by hiring staff there as per the bylaws of the society.
12. To establish award(s) in the names or memory of some reputed, known and recognized personality or personalities (which shall be decided unanimously by the resolution by governing body) for the deserving persons for their excellent and outstanding work in the field of epidemiology.
13. To do all or any other act in consider beliefs serving the cause of the society or covering the aims and objectives which may not have been specifically mentioned above.

पञ्चायत उद्योग समिति के पदाधिकारियों एवं सदस्यों के नाम, पता, पद एवं व्यवसाय जिनको संस्था के नियमानुसार कार्यभार सौंपा गया है /  
Details of office bearer and members of Management Committee :

क्रम सं.	नाम	पिता/पति का नाम	पता	पद	व्यवसाय	मोबाइल नं.	फोटो	हस्ताक्षर
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Dr. Ashok S/o Late Sri R. Q.No.1, Block-D, Type-4, DR RPGMC Tanda, Tanda Member Public 9816023093	Bhardwaj Bhardwaj 456, Kangra, Himachal Pradesh-176001	Health Expert		
2. Dr. Arti Kapil W/o Sri Umesh D-II-13, Ansari Nagar West NDMC, South West Member Public 9818945810	Kapil Kapil Delhi, Delhi-110029	Health Expert		
3. Dr. Shivendra S/o Sri V. V. Kumar Singh Singh 158, Babuganj, Nirala Nagar, Lucknow Member Public 9415086073		Health Expert		
4. Dr. Chandramani S/o Sri Type-5, B-1, House No.105, AIIMS Residents Public 9931733280	Nardeshwar Singh Campur, Hydrolic Khagaul, Danapur, Patna, Bihar- Member Health 801105	Expert		
5. Dr. Pradeep S/o Sri Jai Agarwal Bhagwan Vishnu Ghat, Haridwar, Uttarakhand-249401 Member Public 9837215747		Health Expert		
6. Dr. Umesh S/o Mr. S. L. D II 13, Ansari Nagar West NDMC, South West President Public 9810609340	Kapil Kapil Delhi, Delhi 110029	Health Expert		
7. Dr. Vinod S/o Sri Maharaj Har Niwas, 10, Havelock Road, Near Gandhi Public 9415101095	Kumar Bali Srivastava Aashram, Hussainganj, Lucknow, Uttar Pradesh- Secretary Health 226001.	Expert		
8. Dr. Vinay S/o Sri Srinath H.No.552, Sector-4, Vikas Nagar Police Station, Public 9415011740	Prakash Srivasatava Vikas Nagar, Lucknow.	Treasurer Health Expert		
9. Dr. Chandra S/o Mr. Sabha S-213, Suraksha Enclave, Raibareli Road, Eldeco, B. Vice Bio 9450097977	Mani Pandey Pati Pandey R. A. University, Lucknow	President Statistian		

सभी लिखे हुए साधारण सभा के सदस्यों का विवरण की सूची / List of all Entered Genral Body members' details

क्रम सं.	नाम	पिता/पति का नाम	पता	व्यवसाय
1.	Dr. Arti Kapil	W/o Sri Umesh Kapil	D-II-13, Ansari Nagar West NDMC, South West Delhi, Delhi-110029	Public Health Expert
2.	Dr. Ashok Bhardwaj	S/o Late Sri Bhardwaj	R. Q.No.1, Block-D, Type-4, DR RPGMC Tanda, Tanda 456, Kangra, Himachal Pradesh-176001	Public Health Expert
3.	Dr. Chandra Mani Pandey	S/o Mr. Sabha Pandey	S-213, Suraksha Enclave, Raibareli Road, Eldeco, B. R. A. University, Lucknow	Bio Statistian
4.	Dr. Chandramani Singh	S/o Sri Nardeshwar Singh	Type-5, B-1, House No.105, AIIMS Residents Campur, Hydrolic Khagaul, Danapur, Patna, Bihar-801105	Public Health Expert
5.	Dr. Shivendra Kumar Singh	S/o Sri V. V. Singh	158, Babuganj, Nirala Nagar, Lucknow	Public Health Expert
6.	Dr. Umesh Kapil	S/o Mr. S. L. Kapil	D-II-13, Ansari Nagar West NDMC, South West Delhi, Delhi-110029	Public Health Expert
7.	Dr. Vinay Prakash Srivastava	S/o Sri Srinath Srivasatava	H.No.552, Sector-4, Vikas Nagar Police Station, Vikas Nagar, Lucknow.	Public Health Expert
8.	Dr. Vinod Kumar Srivastava	S/o Sri Maharaj Bali Srivastava	Har Niwas, 10, Havelock Road, Near Gandhi Aashram, Hussainganj, Lucknow, Uttar Pradesh-226001.	Public Health Expert

नेपाली हस्ताक्षरकर्तागण घोषित करते हैं कि हमने इस स्मृति-पत्र तथा नियमावली के अनुसार सोसाइटीज रजिस्ट्रेशन एक्ट 1860 के अन्तर्गत एक समिति का गठन किया है।  
दिनांक / Date :-  
हस्ताक्षर / Signature :



## नियमावली / Rules Of Association

संस्था का नाम / Society's Name : **EPIDEMIOLOGY FOUNDATION OF INDIA**  
 संस्था का पता / Society's Address : 10, Havelock Road, Near Gandhi Ashram, Hussainganj, Lucknow, Uttar Pradesh-226001, Lucknow, 226001  
 संस्था का कार्य क्षेत्र / Society's Work Area : All Over India  
 संपर्क संख्या / Contact Number : 9415101095

### संस्था के सदस्यता एवं वर्ग / Organization's membership and class :

सदस्यता का प्रकार / Membership Type	शुल्क / Fee	सदस्य बनाने की प्रक्रिया / Procedure of making Members
आजीवन सदस्य / Life Time Member	5000	जो व्यक्ति संस्था के विकास हेतु निर्धारित शुल्क एक बार में या इतने ही मूल्य की संपत्ति चल या अचल रूप में देंगे वे संस्था के आजीवन सदस्य होंगे
सामान्य सदस्य / General Member	1000	जो व्यक्ति संस्था के उद्देश्यों में आस्था रखते हैं तथा संस्था के विकास हेतु निर्धारित वार्षिक सदस्यता शुल्क नियमानुसार निस्वार्थ भाव से देते हैं वे संस्था के सामान्य सदस्य होंगे

### सदस्यता की समाप्ति / Termination of Membership :

1. मृत्यु हो जाने पर ।
2. पागल या दिवालिया हो जाने पर ।
3. संस्था के विपरीत हानिकारक कार्य करने पर ।
4. अविश्वास प्रस्ताव या त्याग पत्र पारित करने पर ।
5. नियमित रूप से सदस्यता शुल्क न देने पर ।
6. लगातार तीन बैठकों में अनुपस्थित होने पर ।
7. नैतिक अपराधों में न्यायालय द्वारा दण्डित होने पर ।

### संस्था के अंग / Society's Parts :

1. साधारण सभा / General Body
2. प्रबंधकारिणी समिति/ Management Committee

### साधारण सभा / General Body :

गठन / Formation :

बैठके / Meetings :

सूचना अवधि / Notice period :

गणपूर्ति / Quorum :

विशेष वार्षिक अधिवेशन की तिथि / Special Annual General Meeting Date :

साधारण सभा के अधिकार एवं कर्तव्य / Rights and Duties of the General Body :

साधारण सभा का गठन आजीवन सदस्य / Life Time Member, सामान्य सदस्य / General Member को मिलाकर किया जायेगा।

साधारण सभा की सामान्य बैठक साल में एक बार व विशेष बैठक आवश्यकतानुसार किसी भी समय बुलाई जा सकती है। असाधारण बैठक की सूचना लिखित या किसी भी माध्यम से 1 से 24 घंटे पूर्व दी जायेगी। सूचना के हेतु अर्जेंडा जारी किया जायेगा, जिसमें बैठक बुलाने के कारण का उल्लेख होगा।

साधारण सभा की सामान्य बैठक की सूचना कम से कम 15 दिन पूर्व व विशेष बैठक की सूचना 7 दिन पूर्व सदस्यों को दी जाएगी।

साधारण सभा की गणपूर्ति हेतु कुल सदस्यों में से 2/3 सदस्यों की उपस्थिति गणपूर्ति मान्य होगी।

The annual session of the General Assembly will be held once a year, whose date will be decided by the majority of 2/3 members of the management committee.

A Receive notes/reports for discussion and duly adopt reports of the activities of the association during past year, together with the report of the Governing board and its duty audited statements of accounts. B. Consider the budget for the next year as presented by the Governing board and approve the same. C. Elect the Governing Board and other office bearers, who shall immediately on the closure of meeting, take up their duties. D. Carry out any other efforts that

may be brought before it with in the scope of the aims and objectives of the association.

#### प्रबंधकारिणी समिति / Management Committee :

गठन / Formation :

साधारण सभा द्वारा निर्वाचित पदाधिकारियों / सदस्यों को मिलाकर प्रबंधकारिणी समिति का गठन होगा जिसमें Member-5, President-1, Secretary-1, Treasurer-1, Vice President-1 होंगे इस प्रकार कुल संख्या मिलाकर 9 होगी।

सूचना अवधि / Notice period :

प्रबंधकारिणी समिति की सामान्य बैठक की सूचना कम से कम 7 दिन पूर्व व विशेष बैठक की सूचना 72 घंटे पूर्व सदस्यों को लिखित रूप से दी जाएगी।

बैठके / Meetings :

प्रबंधकारिणी समिति की सामान्य बैठक साल में चार बार व विशेष बैठक आवश्यकतानुसार किसी भी समय बुलाई जा सकती है। असाधारण बैठक की सूचना लिखित या किसी भी माध्यम से 1 से 24 घंटे पूर्व दी जायेगी। सूचना के हेतु अर्जेंडा जारी किया जायेगा, जिसमें बैठक बुलाने के कारण का उल्लेख होगा।

गणपूर्ति / Quorum :

प्रबंधकारिणी समिति की गणपूर्ति हेतु कुल सदस्यों में से 2/3 सदस्यों की उपस्थिति गणपूर्ति मान्य होगी।

प्रबंधकारिणी समिति के पदाधिकारियों के अधिकार एवं कर्तव्य / Rights and Responsibilities of office bearer of Managerial Body :

i. To administer the business and affairs of the society without prejudice to the generality of the fore going provision. ii. To elect new Executive or Governing members, when casual vacancy occurs. iii. To prescribe the powers, functions duties of the office bearers. iv. To appoint Sub Committee for the indispense of any business of the society for advise in matter pertaining to the society. v. The Executive or Governing body shall have the power to hire project staff as well as project director to any eligible person either from general body or executive body or others. vi. To acquire by gift, purchase, exchange, lease otherwise land building or other immovable property together with all right pertaining there to. vii. To accept the management of any trust fund or endowment of any other body in which the society is interested. viii. To receive money, security, instrument and or any other movable property for and on behalf of the society. ix. To enter into the any agreement for and on behalf of the society. x. To manage serve, transfer or other wise dispose of any property movable or immovable of the society. xi. The Executive or Governing body alone shall have the power to repeal , amend and modify these by laws.

रिक्त स्थानों की पूर्ति / Fill blank seats :

प्रबंधकारिणी समिति के अंतर्गत किसी भी प्रकार की आकस्मिक स्थान के रिक्त होने पर उसकी पूर्ति साधारण सभा के 2/3 सदस्यों के बहुमत से शेष कार्यकाल के लिए की जाएगी।

कार्यकाल / Tenure :

प्रबंधकारिणी समिति का कार्यकाल 5 साल का होगा।

प्रबंधकारिणी समिति के सामान्य निकाय द्वारा निर्वाचन प्रक्रिया/ Election Procedure of Management Committee by General Body :

The executive committee will be elected by republican method

#### प्रबंधकारिणी समिति के पदाधिकारियों के अधिकार एवं कर्तव्य / Rights and Responsibilities of office bearer of Managerial Body :

President

1. To chair all the meeting of the society. 2. To insure the compliance of all the resolution passed by the Governing Board. 3. To Mobilize all kind of resources for the fulfillment of the aims and objectives of the society. 4. To Manage and solve all kind of conflicts within the society. 5 To represent the Association in all the cases against the society

Vice President

1. The Vice President shall have the same rights and duties as bestowed on the President and shall act as President in the absence of President.

Secretary

1. To manage and deploy personnel, decide about salary, appraisals and increments and management of issues related to it. 2. The Secretary will have the power to dissolve the Governing Board in the situation of conflicts or any other causes harmful to the society and act as the Chief Adviser till the formation of new Governing Board through the election within six months 3. To act as Chief Executive or Chief Functionary of the society Some of the responsibilities of the Secretary may be delegated to an Executive Director deployed by the Governing Board or if the



Treasurer

Member

Governing Board decides to employ an Executive Director 4. To call and organize all the meetings of the society in consultation with the President. 5. To Prepare the Annual Progress Report and present before the Governing Board and General Body for the approval. 6. To prepare the Budget for the following year and get approval of Governing Board. 7. To mobilize all kind of resources for the fulfillment of the aims and objectives of the society. 8. To sign all the cheque and documents of the society and manage all the documents.

4. 1. To prepare submit and share the accounts of each financial year with the Governing Board and present it before the General Body. 2. To have overall responsibility of the financial affairs of the society and get annual audit done after getting due approval/ confirmation from the Governing Board for the purpose. 3. Payment of bills signed by the secretary.
5. 1 To disseminate publicity by spreading the campaign to publicize the activities of the organization and inform the objectives of the organization through other news and media. 2 To assist in the work of the President / Secretary and other office bearers of the institution.

#### संस्था का कोष / Society's Account Access Details:

पदाधिकारी/Post	
1.	SECRETARY
2.	TREASURER

#### आय के स्रोत / Source of Income

1. Foreign Grants
2. Government Donation
3. Government Loan
4. Maintenance amount
5. Membership Fee
6. Other Sources
7. Remittance
8. Self Money Generation

#### संस्था के नियमों एवं विनियमों में संशोधन की प्रक्रिया / Society's Rules and Regulations Revision Process :

साधारण सभा के २/३ सदस्यों के बहुमत से परिवर्तन या परिवर्धन किया जायेगा / Changes or additions will be done with the majority vote of 2/3 of General body's members.

#### संस्था का कोष/ Society's Account Details:

संस्था का कोष किसी राष्ट्रीकृत बैंक अथवा शिड्यूलड बैंक, पोस्ट ऑफिस, या प्राइवेट बैंक में संस्था के नाम से खाता खोल कर जमा किया जाएगा , जिसका संचालन SECRETARY एवम TREASURER के संयुक्त हस्ताक्षर द्वारा किया जाएगा |

#### संस्था के द्वारा अथवा उसके विरुद्ध अदालती से संचालन का उत्तरदायित्व / Responsibility for court operations of the society by or against :

The responsibility of conducting the court proceedings against or against the institution will be on the Secretary or on any other person authorized by him.

#### संस्था के आय व्यय का लेखा परिक्षण(ऑडिट) / Budget Audit :

संस्था के आय व्यय का लेखा परिक्षण प्रतिवर्ष सुयोग्य ऑडिटर द्वारा कराया जायेगा / The Budget of the society will be audited by a qualified auditor.

#### संस्था के अभिलेख / Society's records :

1. सदस्यता रजिस्टर / Membership Register.

2. कार्यवाही रजिस्टर / Proceedings Register.
    - a) साधारण सभा / General Body.
    - b) कार्यकारी निकाय / Executive Body.
  3. स्टॉक रजिस्टर / Stock Register.
  4. लेजर बुक / Ledger Book.
  5. कैश बुक / Cash Book.
  6. सदस्यता शुल्क रसीद बुक / Membership fee receipt book.
  7. दान रसीद बुक / Donate receipt book.
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**विघटन / Dissociation :**

संस्था का विघटन तथा समाप्ति की कार्यवाही सोसाइटीज रजिस्ट्रेशन एक्ट की धारा १३ व १४ के अंतर्गत की जाएगी / Society dissociation and termination will be according to Societies Registration Act, under Section 13 and 14.

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दिनांक / Date :-

हस्ताक्षर / Signature :