

**MANIPUR SKILL DEVELOPMENT SOCIETY  
(MSDS)  
(Registered Under Manipur Societies Registration Act, 1989)**

**Memorandum of Association**

**And**

**Bye-Laws**

**MANIPUR SKILL DEVELOPMENT SOCIETY, MANIPUR**  
Registered Office: Babupara, Imphal West -795001

**MEMORANDUM OF ASSOCIATION**

**PREAMBLE:**

- a) To harness the vast youth power and increase employment opportunities, the Govt of India has set-up the National Skill Development Mission chaired by the Prime Minister. This is assisted by a National Skill Development Co-ordination Board co-ordinated by the Planning Commission to combine public and private partnership for imparting the required skills to bridge the gap between skills required by the industry and those being imparted by the academic institutions. The Govt of India have also set-up a National Skill Development Co-oration, as a non-profit company catalysed by the Ministry of Finance to promote skill development in the private sector.
- b) In the above context, the Prime Minister had advised the State Govts to set-up State Level Missions for Skill Development chaired by Chief Ministers to provide inter-sectoral coordination on this critical challenge and, in addition to Govt Deptts, involve experts and representatives from the category of job providers to plan and implement the Mission.

In light of the above, an autonomous society to be called the MANIPUR SKILL DEVELOPMENT SOCIETY (MSDS), MANIPUR is hereby established with objects, composition etc. as set out in the Memorandum.

**1. NAME OF THE SOCIETY :-**

The name of the Society shall be “**Manipur Skill Development Society**”,  
**Manipur (here-in-after referred to as the Society).**

**2. REGISTRATION OFFICE :**

The addressed of Registered Office of the Society shall be the Planning Department, Govt. of Manipur, Babupara, Imphal-795001.

**3. AREA OF OPERATION :**

The area of operation of the Society shall be the whole of the State of Manipur

**4. OBJECTIVES:**

The objectives of the Society are –

- i) To promote development of skills as laid down under the charter of the National Skill Development Mission.
- ii) To organise capacity building programmes for skill development programmes.
- iii) To collaborate with other Organisations like the National Skill Development Corporation (NSDC) with the objective of optimising resources for rapid and sustained skill development among the people of Manipur State.
- iv) Create and support infrastructure both physical and human for facilitating a pool of resource persons for skill development in the State.
- v) Priority shall be accorded to imparting skill development training and upgrading skills of Self Help Groups active in Manipur in established and, more importantly, in emerging trades and vocations.
- vi) To establish Skill Development Centres in various parts of the State.
- vii) To conduct and support Research and Development in the Skill Development Sector to learn from innovative and emerging trends globally for improving livelihoods.
- viii) To develop and support projects on Skill Development in traditional as well as sunrise sectors.
- ix) To document and evaluate existing training / skill development and vocational training programmes and recommend phasing out of out-dated programmes and to introduce new trades.
- x) To evaluate skills of existing trainers and arrange for upgrading/ re-skilling through Training of Trainers (TOT) programme.

- xi) To organise and support special capacity building programmes for the physically and mentally challenged persons.
- xii) To sponsor select persons/ groups, including SHGs, for special capacity building programmes outside the State in India and abroad.
- xiii) To pay out of the funds of the Society, the cost/ charges towards the procurement of properties and assets of the Society and to meet all expenses preliminary and incidental to the establishment and registration of the society for which the society may be required to lawfully pay.
- xiv) To employ persons qualified to perform functions to enable the society to achieve its aims and objectives.
- xv) To accord a high priority to skill development programmes for women's economic development programs.
- xvi) To support construction of buildings for the State Skill Development Institute and Skill Development Centres and residential accommodation for faculty, staff and students/ participants of capacity building programmes.
- xvii) To accord priority to skill development and capacity building in new and emerging sunrise sectors.
- xviii) To aim at improving livelihoods by enhancing earning capacities through skills development.
- xix) To assist the trainees after completion of Skills Development Programmes in tying-up finances for obtaining raw materials, tools and other equipment through linkages with the Central and State Governments, Financial Institutions and other Agencies.
- xx) To promote SHGs particularly Women-led SHGs.

- xxi) To arrange for dissemination of technical know-how in respect of the industries, trade and business as necessary.
- xxii) To solicit, obtain or accept subscriptions, grants, donations gifts, from the Central and State Governments and any person, firm or local authorities or corporate bodies/ NGOs/Agencies.
- xxiii) To extend financial and technical and professional assistance to SHGs (Self Help Groups) and individuals directly and/or through the Financial Institutions and Funding Agencies, both domestic and foreign.
- xxiv) To acquire by gift, purchase, exchange, lease or lien or otherwise, however, any land, buildings, casement and any property movable or immovable for the furtherance of all or any of the objects of the Society.
- xxv) To build, constitute and maintain buildings, alter, extend, improve, repair, enlarge or modify the same including any existing building with light, water, drainage, furniture, fitting instruments, apparatus, applications and also other necessities for the use to which each building is to be put or held.
- xxvi) To borrow money or raise loans with or without security or on the security of the mortgage, charge, hypothecation or pledge over all or any of the immovable or movable properties belonging to the Society or in any other manner whatsoever with the prior approval of the State Government.

**5. GOVERNING BODY:**

- a) The names of the members of the Governing Body of the Society shall be as follows:

| <b>Members</b>   | <b>Designation</b> |
|--|--------------------|
| <b>1. Chief Secretary</b>  | <b>Chairperson</b> |
| <b>2. Representative of Planning Commission<br/>Govt. of India</b> | <b>Member</b>      |

|  |                         |
|--|-------------------------|
| <b>3. Representative from National Skill Development Mission, Govt. of India</b> | <b>Member</b>           |
| <b>4. Secretary ( Planning )</b>   | <b>Member</b>           |
| <b>5. Secretary( Finance )</b>   | <b>Member</b>           |
| <b>6. Secretary( Hr. &amp; Tech.Edn)</b>   | <b>Member</b>           |
| <b>7. Secretary ( Edn-S )</b>  | <b>Member</b>           |
| <b>8. Secretary ( Labour &amp; Emp )</b>   | <b>Member</b>           |
| <b>9. Project Officer</b>  | <b>Member Secretary</b> |

**b) Term of Members :-**

Members of the Governing Council at serial number 1 to 9 specified above shall continue to be Members of the Council so long as they hold their Office and shall cease to be Members as soon as they cease to hold such Offices. The successor in Office of the person ceasing to be a Member, shall become member from the day of his assuming charge of the new office, subject to like conditions as to the term of membership.

In the event of any Office held by such member of the Governing Council being abolished or differently designated or in the event of any doubt as to whether a particular person holds a particular office or not, a duly authenticated communication from the Government to the Society conveying the decision of the Government as to the successor in Office or as to the incumbent holding the Office shall be final and conclusive.

- 6.** A certified copy of the Bye-Laws of the Society is enclosed herewith, as required under section 6 of the Manipur Societies Registration Act, 1989.

We the undersigned are desirous of forming a Society namely Manipur Skill Development Society (MSDS), Manipur in pursuance of this Memorandum of Association and have signed the memorandum in the presence of Witnesses.

| <b>Sl. No.</b> | <b>NAME</b> | <b>DESIGNATION &amp;<br/>ADDRESS</b> | <b>SIGNATURE</b> |
|----------------|-------------|--------------------------------------|------------------|
| <b>1</b>       |             |                                      |                  |
| <b>2</b>       |             |                                      |                  |
| <b>3</b>       |             |                                      |                  |
| <b>4</b>       |             |                                      |                  |
| <b>5</b>       |             |                                      |                  |
| <b>6</b>       |             |                                      |                  |
| <b>7</b>       |             |                                      |                  |
| <b>8</b>       |             |                                      |                  |
| <b>9</b>       |             |                                      |                  |

## Regulations of the Manipur Skill Development Society

(Under provision of Manipur Societies Registration Act, 1989)

1. In the interpretation of these articles unless there is anything repugnant in the subject context.
  - a) “**Act**” means the Manipur Societies Registration Act, 1989.
  - b) “**Society**” means:- Manipur Skill Development Society (MSDS).
  - c) Word imparting the masculine gender shall include the female gender.
  - d) “**Year**” means the period commencing from the 1<sup>st</sup> April and ending on the 31<sup>st</sup> March.
  - e) “**Committee**” means the “Managing Committee” of the Society.
  - f) “**Sub-Committee**” means a Committee appointed by the Society.
  - g) “**State Government**” means the Government of Manipur.
  - h) “**Registrar**” means the Registrar of Societies appointed under MSR Act, 1989.
2. Name of the Society:-**Manipur Skill Development Society (MSDS).**
3. The Address of the registered office of the Society shall be:- the **Planning Department, Govt of Manipur, Babupara, Imphal-795001.**
4. Date of commencement / establishment of the Society shall be:-**1<sup>st</sup> day of February,2011(From the date of registration of the Society)**
5. **Governing Body of the Society:**

The Society of the Governing Body shall consists of the following:

| <b>MEMBERS</b>   | <b>DESIGNATION</b> |
|--|--------------------|
| <b>1. Chief Secretary, Govt. of Manipur</b>                    | <b>Chairperson</b> |
| <b>2. Representative of Planning Commission Govt. of India</b> | <b>Member</b>      |

- |   |                         |
|---|-------------------------|
| <b>3. Representative of National Skill Development Mission<br/>Govt. of India</b> | <b>Member</b>           |
| <b>4. Secretary (Planning),Govt. of Manipur</b>                                   | <b>Member</b>           |
| <b>5. Secretary (Finance),Govt. of Manipur</b>                                    | <b>Member</b>           |
| <b>6. Secretary (Edn-S),Govt. of Manipur</b>                                      | <b>Member</b>           |
| <b>7. Secretary (Hr. &amp; Tech.Edn),Govt. of Manipur</b>                         | <b>Member</b>           |
| <b>8. Secretary (Labour &amp; Emp),Govt. of Manipur</b>                           | <b>Member</b>           |
| <b>9. Project Director</b>  | <b>Member Secretary</b> |

“Secretary” includes Addl.Chief Secretary, Principal Secretary, commissioner or Secretary of the administrative Department, as the case may be.

## **6 TERMINATION OF MEMBERSHIP**

Members of the Society by virtue of the office holds by them shall continue so long as he hold the Office and shall cease to be Member as soon as he ceases to hold such Office. The successor in Office of the person ceasing to be a Member, shall become member from the day of his assuming charge of the office, subject to like conditions as to the term of membership. Members of MSDS shall cease to be such members if they resign or become of unsound mind, or insolvent or are convicted of a criminal offence involving moral turpitude

## **7 RESIGNATION FROM MEMBERSHIP:**

Any member who desires to resign from the membership shall apply in writing to the Chairperson. The application shall be considered in a meeting of the Governing Council. The effect of resignation shall take from the date of acceptance of the resignation by the Governing Council.

**8 POWERS AND FUNCTIONS OF THE GOVERNING BODY:**

The management of the Society shall be vested with the Governing Body. The Governing Body shall not however, interfere with the day-to-day administration by the Managing Committee being carried out in accordance with the Manipur Societies Registration Act, 1889 Memorandum of Association, and Regulation of the Society. Among others, the powers of the Governing Body shall be the following –

- a) Approval to the Annual Plan of Action and Annual and Supplementary Budget proposals of the Society as prepared and presented by the Managing Committee of the Society.
- b) Consideration and adoption of the Annual Report and Audited Annual Statement of Accounts and Balance Sheet of the Society.
- c) Amendment to the Memorandum of Association and Regulations.
- d) Transaction of any business concerning the Society for which due notice has been given within the prescribed time.

**9 MEETING OF THE GOVERNING BODY:**

- a) The Meeting of the Governing Body shall be held at such time, date and place as may be determined by the Chairperson. Meetings shall be held at least once in a financial year.
- b) Except as otherwise provided in these Regulations, all meetings of the Governing Council shall be convened by the Member Secretary.
- c) Meetings of the Governing Council shall be presided by the Chairperson.

d) One third of the members of the Society present shall form the quorum at every Governing Body meeting, provided no quorum shall be necessary in respect of an adjourned meeting.

C) All disputed questions at the meeting of the Governing Council shall be determined by vote and in case of tie, the Chairperson shall have a casting vote.

**10 . MANAGING COMMITTEE OF SOCIETY:**

The day to day affairs of Society shall be administered, subject to the Regulations and orders of Society by the Managing Committee which shall consist of the following Managing Committee.

a) The Chief Secretary to the Government of Manipur shall be the ex-officio Chairperson of the Managing Committee.

b) The other Members shall be the Administrative Secretaries to the State Government in-charge of (i) Planning, (ii) Finance, (iii) School Education, (iv) Higher Education, (v) Vocational Training .

c) The Project Director of the Society shall be the Member Secretary.

d) The function of Managing Committee will have effect immediately after it has been acknowledged by the Registrar.

**11 TERM OF MEMBERSHIP OF THE MANAGING COMMITTEE:-**

a) Members of the Managing Committee shall so long as they hold their Office and shall cease to be Members as soon as they cease to hold such Office. The successor in Office of the person ceasing to be a Member, shall become member from the day of his assuming charge of the new office, subject to like conditions as to the term of membership.

**12 RESIGNATION FROM THE MEMBERSHIP OF THE MANAGING COMMITTEE**

Resignation from the membership of the Managing Committee shall be tendered to the Chairperson of the Managing Committee and shall not take effect until it is accepted by the Chairperson.

**13. MEETING OF THE MANAGING COMMITTEE:**

- a) The Meetings of the Managing Committee shall be presided by the Chairperson.
- b) One-third of the members of the Managing Committee present in person shall constitute quorum at any meeting of the Managing Committee, provided that no quorum shall be necessary in respect of an adjourned meeting.
- c) Not less than seven clear days' notice of every meeting of the Managing Committee shall be given to each member of the Managing Committee provided that :
  - The Chairperson may call an emergency meeting at the notice of 24 hrs and
  - Any inadvertent omission to give notice of the meeting of its non-receipt by any member shall not invalidate the proceedings of any meeting.
  - Every notice calling a meeting of the Managing Committee shall state the date, time and place at which such meeting will be held and shall except otherwise provided in these Regulations be issued under the signature of the Member –Secretary.
- d) The Managing Committee shall meet as often as necessary but atleast once in each quarter of the year.
- e) Each member of the Managing Committee including the Chairperson shall have one vote and if there shall be a tie, the Chairperson shall caste his vote

- f) held such time ,date and place as may be determined by the Chairperson .  
Meetings shall be held at least once in a financial year.
- g) Except as otherwise provided in these Regulations, all meetings of the Governing Council shall be convened by the notice under signature of the Member Secretary of the Managing Committee.

**14. POWERS AND FUNCTIONS OF THE MANAGING COMMITTEE:**

The Managing Committee shall exercise all powers carrying out the aims and objects of the Society. It shall also be responsible for the administration/management of the Society as also the recruitment, fixing the remuneration, capacity building and placement of the employees of the Society.

The Managing Committee shall exercise all such powers and take such proceedings and shall take all such acts as are necessary for the proper Management of the Society subject to the provisions of the Memorandum and Bye-Laws of the Society. In other words, the Managing Committee shall have full power and authority to do all acts, matters, things and deeds as may be necessary for the purposes of Society and more particularly the following –

- a) To look after the management of the Society and its properties and to supervise the transactions of the Society.
- b) To control the management of all the affairs and funds of the MSDS.
- c) To prepare and present the Annual Plan of Action and the Annual Budget of the Society to the Governing Council
- d) To prepare and submit Audited Statement of Accounts of the previous year to the Governing Council.
- e) To give and accept donation and subscription with or without conditions.
- f) To constitute Sub-Committees.

- g) To recruit staff, fix remuneration, take up capacity building/ skill development, assign tasks to the employees of the Society within budgeted funds.
- h) To do all such acts and things as are incidental or conducive to the attainment of the objectives specified in the Memorandum of Association.
- i) To frame rules of business in conformity with the Memorandum and Bye-Laws of the Society.
- j) To acquire/hire land, buildings, vehicles, equipment, furniture and other assets and to maintain and upgrade them as required for accommodating its employees and for achieving its aims and objects most efficiently and effectively.
- k) To pay all rent, taxes, salaries and remuneration of the employees of the Society.

15 **OFFICE BEARERS OF SOCIETY: The office of the Society shall consists of -**

A) The Project Director shall be assisted by the Administrative Officer, Finance Officer, Skill Development Officers and other staff as approved by the General Council. He shall be the overall Officer-in-charge of the Society in its day-to-day affairs and shall be responsible to the Chairperson and the Managing Committee. **The powers and functions of the Project Director shall be as under –**

- a) To take action on the resolution/decisions taken by Governing Body, Managing Committee, any other Committees/Sub-Committees.
- b) To convene meetings of the Governing Body and Managing Committees for which he is a member.
- c) To conduct correspondence on behalf of the Society.

- d) To draft/prepare the Annual Action Plan and Annual Budget of the Society in consultation with the Chairperson, the Administrative Officer and the Finance Officer.
- e) To ensure proper maintenance of the accounts of the Society and their proper and timely Audit by the competent authority in consultation with the Finance Officer.
- f) To submit reports to the Chairperson the Managing Committee from time to time.
- g) To arrange for the safe custody of all records, properties and other securities of the Society.
- h) To execute deeds/agreements/documents etc. for and on behalf of the Society.
- i) To control expenditure, in consultation with the Finance Officer, within the approved budget estimates.
- j) To sanction day-to-day payments and expenditure in consultation with the Finance Officer.
- k) To make expenses up to the extent of powers delegated to him by the Managing Committee in accordance with Memorandum and Regulations of the Society.
- l) To ensure proper and timely maintenance of and to countersign entries in the Cash Book.
- m) To prepare Annual Reports and Statements on the activities of the Society.
- n) To cause timely audit of the accounts of the Society and submit the balance sheets, auditors report etc. to all concerned as prepared by the Finance Officer.

- o) To maintain the records, including the Service Books, of the Society's employees.
- p) To maintain discipline among the Society's employees and suspend, dismiss, terminate or punish the employees subject to and with proper approval of the Chairperson and shall have general control over the staff.

**(B) POWERS AND FUNCTIONS OF THE ADMINISTRATIVE OFFICER AND THE SKILL DEVELOPMENT OFFICERS:**

**The Administrative Officer** shall exercise such powers as may be delegated to him by the Project Director, with approval of the Chairperson, for the smooth administrative functioning of the administration of the Society. **The Skill Development Officers** shall design and execute the various skill development programmes as approved by the Managing Committee. Overall, the Administrative Officer and the Skill Development Officers shall assist the Project Director and the Chairperson in discharging their duties and functions.

**(C) POWERS AND FUNCTIONS OF THE FINANCE OFFICER:**

**The Finance Officer** shall be responsible for all the financial affairs of the Society. He shall prepare the Annual Budgets of the Society and shall be responsible for proper and timely maintenance of accounts and their audit by the competent authority. He shall not keep any funds beyond the extent fixed in the regulations of the Society. He shall prepare all necessary statements, returns etc. connected with the finances and accounts of the Society.

**16. FUNDS OF THE SOCIETY:**

The funds of the Society shall consist of the following:

- a) Grants from the State Government and the Government of India;
- b) Grants and Loans from International Agencies.

c) Loans and advances from Govt Institutions, Corporate Bodies, NGOs and Individuals.

d) Receipts such as Donations and Gifts etc.

**17 SAFE CUSTODY AND INVESTMENT OF THE FUNDS OF THE SOCIETY:**

a) All funds shall be kept in Bank Accounts to be operated jointly by the Chairperson and the Project Director.

b) The Bank Account shall be opened in any Scheduled Bank with the prior approval of the Managing Committee.

c) The Finance Officer shall be authorised by the Management Committee to open and maintain an Imprest Account within a ceiling for meeting day-to-day expenses like payment of electricity, water and telephone dues, fuel and maintenance of society vehicles, rentals etc.

d) All sanctions shall be vetted by the Finance Officer and signed by the Project Director and counter-signed by the Chairperson.

e) No sanction shall be issued beyond funds available in the approved Budget/Annual Action Plan of the Society.

f) No expenditure or investment shall be made unless the programme is approved by the Managing Committee.

**18. REGISTERS AND BOOKS OF ACCOUNTS:**

Proper books of accounts, registers and other documents shall be maintained as may be prescribed by the Manipur Societies Registration Act, 1989 and the Regulations of the Society. In case there is no such prescription, the Society shall maintain the following books of accounts –

a) Cash book showing daily receipts and expenditures and the balance at the end of each day.

- b) Receipt books in duplicate forms one of which is to be issued with details of money received by the Society and the other to serve as counterfoil.
- c) Voucher file containing all voucher for contingent and other expenditures incurred by the Society, numbered serially and filled in chronologically.
- d) Ledgers showing consolidated and separate accounts for all items or receipts and expenditures.
- e) Registers of receipts and disbursements.
- f) Any other books or accounts, if required.

19. **ACCOUNTS & AUDIT:**

The accounts of the Society shall be audited by the Chartered Accountant to be appointed by the Governing Body on payment of such fee as determined by the Governing Body. These accounts shall be subject to a second audit by the Accountant General, Manipur.

20. **FILING OF THE DOCUMENTS OF RETURNS:**

Documents, statements and reason touching on the affairs of the Society shall be submitted to the Registrar of Societies and other authorities within the time prescribed in the Act and the Rules framed thereunder in compliance of the provisions there in or any directive from the Registrar of Societies or in case the Managing Committee think that the documents and information may be required by the Registrar of Societies or other authorities. Proceedings of the Meetings of the General Body, the Managing Committee and any other Committees shall be submitted to the Registrar of Societies for his information, approval etc.

21. **SUITS BY OR AGAINST THE SOCIETY:**

All suits by or against the Society shall be in the name of the Chairperson.

22. **SETTLEMENT OF DISPUTE:**

All disputes pertaining to the management, working and financial position of the Society, the decision of the State Government shall be final.

23 **DISSOLUTION:**

Subject to the provisions of the Act and the Rules framed if the activities of the Society come to a standstill or if the Society is otherwise to be wound up, the Managing Committee by a resolution shall recommended this to the Governing Body, which in turn at a meeting specially convened for the purpose resolve by vote of 3/5<sup>th</sup> of the total number of the members of the Society to dissolve the Society after giving 15 days notice of the meeting with specified justification for the purpose thereof.

24 **DISPOSAL OF PROPERTIES:**

Subject to the Act and the Rules framed thereunder on dissolution of the Society if after satisfaction of all its debts and liabilities there remains any property of properties, movable or immovable the same shall not be paid or distributed among the members of the Society, but shall be given to the State Government of Manipur to be determined in a special general Body Meeting by not less than 3/5<sup>th</sup> of the members present.

25. **AMENDMENTS:**

Subject to the provisions of the Act and the Rules framed thereunder any alternations, additions, omissions etc in the Regulations and Memorandum of the Society shall be affected by votes of least 3/5<sup>th</sup> of the total number of members of the society at the General Body Meeting duly convened for the purpose. The Regulations and the Memorandum so amended shall take effect from the date of receipt of the communication of the recording of the amendment from the

Registrar of Societies. For the amendments in the Memorandum of the society prior permission of the Registrar of Societies, is necessary.

26. **DOUBTS:**

Should any doubts arises as to the meaning of any of provisions of the Regulations, the Managing Committee may refer the matter to the Registrar of Societies and his decision shall be final.

27. **MATTER NOT COVERED IN THE REGULATIONS:**

Any matter not specifically mentioned in these Regulations shall be dealt with according to the provision of the Manipur Societies Registration Act, 1989 and the Rules framed thereunder and the words and phrases used therein shall carry the same import as those in the Act and the Rules.

**Certified to be true copy.**

**Chairperson**

**Project Director**

**Finance Officer**