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				Cano-109/11



I hereby certify that Managing Committee  
of Gurunank English Medium  
Public School, At: Kharvelnagar, Tanapatty,  
Dist. Bhubaneswar has been  
registered under the Societies  
Registration Act (No. XXI of 1860).

Given under my hand at Bhubaneswar

**Principal**  
Guru Nanak English Medium Public School-II  
Gudiapokhari, Pipili, Puri

**Secretary**  
Guru Nanak E.M. Public School

Copied by:  
Numbered by:

18th day of July  
in thousand nine hundred and ninety one





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#### MEMORANDUM OF GURUNANAK ENGLISH MEDIUM PUBLIC SCHOOL



1. **Name :** The name of the school shall be Gurunank English Medium Public School, Kharavel Nagar, Janapath, Unit-III, Shubaneswar.
2. **Location :** The School is situated at Kharavel Nagar, Janapath, Unit-III, Shubaneswar.
3. **Aims & Objects :**
  - (a) To engage in education.
  - (b) To undertake study and research on child education and on all aspects of education.
  - (c) To organize regular discussion, seminar, camps, sports etc., connected with education.
  - (d) To develop friendship and fellowship among students in National & International stage.
  - (e) To establish library, and to organize games & cultural activities.
  - (f) To work for physical mental & moral welfare of children, in particular and society at large.
  - (g) To develop and encourage patriotic feelings in the minds of the children. To help to develop the creative instinct of the children through dance, drama, music etc., and all facets of human endeavour.

**Secretary**  
Guru Nanak E.M. Public School

**Principal**  
Guru Nanak English Medium Public School-II  
Gudiapokhari, Pipili, Puri

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: 2 :



- (h) To organise and to participate in any activity at local, national and international levels in furtherance of the general objective herein above enunciated.

sd/-  
(President)

sd/-  
(Secretary)

  
Secretary  
Guru Nanak E.M. Public School

  
Principal  
Guru Nanak English Medium Public School-II  
Gudiapokhari, Pipili, Puri

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SL.NO. FULL NAME OF THE MEMBERS/ADDRESS/OCCUPATION/DESIGNATION/SIGNATURE

1.	Sardar Uttam Singh	Station square, Unit-3, Bhubaneswar.	Contractor	President	sdl-
2.	Sardar Rajender Singh	Unit-1, Bhubaneswar.	Business	Vice Presiden	sdl-
3.	Sardar Sardul Singh	Satya nager, Bhubaneswar.	Contractor	Genl. Secy.	sdl-
4.	Sardar Kirpal Singh	Unit-3, Bhubaneswar.	Contractor	Joint Secy.	sdl-
5.	Sardar Surjit Singh	Satya nager, Bhubaneswar.	Contractor	Treasurer.	sdl-
6.	Mr. F.C. Dhir	B.J.B. Nagar, Bhubaneswar.	Educationist	Member.	sdl-
7.	Sardar Karnaal Singh	Station Bazar, Bhubaneswar.	Business	Member.	sdl-
8.	Sardar Balbir Singh	Forest Park, Unit-6, Bhubaneswar.	Business	Member.	sdl-
9.	Mr. Yashpal Dhir	Satyanagar, Bhubaneswar.	Business	Member.	sdl-
10.	Sardar Amarjit Singh	Unit-3, Kharvelnagar, Bhubaneswar.	Business	Member.	sdl-
11.	Mrs. Inderjit Kaur	Forest Park, Unit-6, Bhubaneswar.	Principal Ruchika English Medium	Member.	sdl-



*Singh*  
Secretary  
Guru Nanak E.M. Public School

*[Signature]*  
Principal  
Guru Nanak English Medium Public School  
Gudiapokhari, Pipili, Puri

Copied by: *[Signature]*  
Compared by: *[Signature]*





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#### RULES & REGULATIONS

4. **Short title :** These rules may be called the Rules & Regulations of the Gurunank English Medium School (Public).
5. **Defination :** In these rules under the context otherwise requires-1.
  - a) The Institution means Gurunank English Medium Public School.
  - b) Executive Committee means the Organisers of the G.N.E.M.P. School.
  - c) General Body means all members of Gurunank English Medium Public School.
6. **Membership :**
  - a) The members of G.N.E.M.P. School would be respectable and influential persons who have some contributions towards the school.
  - b) Members shall have the right to take part in all the activities of Gurunank English Medium Public School.
  - c) The Executive Committee shall have the power to expel any member at any time with the consultation of Executive Body.
  - d) The Executive Committee of the unit has the right to accept adhoc members for a period of one year. The Executive Committee has to right to cancel their membership if they are not found suitable.
  - e) The society shall have the power to accept membership from outside the area but that is subject to approval of the Executive Body.

*Singh*  
Secretary  
Guru Nanak E.M. Public School



*Principal*  
Principal  
Guru Nanak English Medium Public School-II  
Gudiapokhari, Pipili, Puri

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Compared by





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*Singh*  
Secretary  
Guru Nanak E.M. Public School



7. Management : The control of the unit shall be vested with the Executive Committee of Gurumanak English Medium Public School.

8. Executive Committee : It shall consist of eleven members of whom there shall be -

- i. President-one-Sardar Uttam Singh.
- ii. Vice President-one-Rajender Singh.
- iii. Secretary-one-Sardar Sardul Singh.
- iv. Joint Secretary-one-Sardar Kirpal Singh.
- v. Treasurer-one-Sardar Surjit Singh.

9. Executive Members :

- a)
  - vi. P.C. Dhir.
  - vii. Karnal Singh.
  - viii. Balbir Singh Basin.
  - ix. Yashpal Dhir.
  - x. Anurjit Singh.
  - xi. Mrs. Inderjit Kaur.

b) The life of the Executive Committee is not changeable. The life of the Executive Committee will be for one year.

c) The administrative expenses of the society should be decided at its Annual meeting.

*W*  
Principal  
Guru Nanak English Medium Public School-II  
Gudiapokhari, Pipili, Puri

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तारीख

Date of application for  
the copy.

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संख्या सूचित करने की निश्चित  
तारीख

Date fixed for notifying  
the requisite number of  
stamps and folios.

अपेक्षित स्टाम्प और फोलियो  
देने की तारीख

Date of delivery of the  
requisite stamps and  
folios.

तारीख, जबकि देने के लिए  
प्रतिलिपि तैयार थी

Date on which the copy  
was ready for delivery.

आवेदक को प्रतिलिपि देने की  
तारीख

Date of making over the  
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#### 10. Office Bearers :

1. President : a) The President shall be elected by  
the Executive Committee.

b) He will preside over the meeting and  
give advise towards the better  
functioning of the Institute.

#### 2. Vice President :

a) The Vice President shall be selected  
by the Executive Committee in accordance  
to the rules provided for it. Vice  
President shall presides over the  
meeting in the absense of the President.

3. Secretary : a) Secretary shall be elected by the  
Executive Committee.

b) To be responsible to give notices of  
the meeting of the Executive Committee  
and General Body & other meetings.

c) To record the minutes of the meetings  
of the Executive Committee, General  
Body and other meetings.

d) Arrangements shall be made by General  
Secretary in consultation with the  
President to fill up the vacancies  
of the Executive Committee as and  
when required.



Secretary

Guru Nanak E.M. Public School

Principal

Guru Nanak English Medium Public School-II  
Gudiapokhari, Pipili, Puri

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- e) To take necessary action on the decision taken and the resolution passed by the Committee and other Sub-Committees.
- f) To be responsible for the maintenance of the office records.
- g) To prepare annual reports to be placed before the Executive Committee and General Body, for consideration.
- h) The General Secretary is the Chief Administrator and Executive Officer of the Unit.

Secretary

Guru Nanak E.M. Public School

Principal

Guru Nanak English Medium Public School-II  
Gudiapokhari, Pipili, Puri

4. Joint Secretary :

Joint Secretary will act in the absence or under the direction of General Secretary. He shall be elected by the Executive Committee. Six members shall be elected by the General Body. The members of the Executive Committee participate in all activities.

5. Cashier :

Cashier keeps all the financial documents in his own responsibility. He is the trustee of the Institution.

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# 11. Meeting :

- A) The Annual General Body meeting of the Gurusansk English Medium Public School, shall be held at least once in a year.
- B) Any tenmembers may request the President or the General Secretary in writing to convene a meeting the general body for discussing of any particular subject and as such request the President or the General Secretary shall convene the meeting within 15 days of the receipt of the request, failing which members themselves shall convene the meeting of the general body.
- C) Every notice calling general body meetings shall state the date, time and place which the meeting will be held. It shall be issued not less than ten days before the meeting. But the President may convene regular or special meeting at shorter notice.
- D) If the President is not present the Vice President or Secretary can preside over the meeting.



Secretary

Guru Nanak E.M. Public School

Principal

Guru Nanak English Medium Public School-II  
Gudiapokhari, Pipili, Puri

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*[Signature]*

**Principal**

Guru Nanak English Medium Public School-II  
Gudiapokhari, Pipili, Puri

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12. Finance : The finance shall be made up from local bodies or any other individual or institutions or from students.
13. Deposits : All collection shall be deposited in the account of Gurunank English Medium Public School, in any Scheduled Bank under the joint signature of President, Treasurer or Secy. Treasurer.
14. Drawals : For withdrawals of money from the account by the President, Treasurer or Secy. Treasurer are authorized.
15. Account : Regular accounts shall be kept of all money properties and expenditure of the Gurunank English Medium Public School, Khavel Nagar, Bhubaneswar.
16. Amendment of Rules : These rules may be altered at any time by the resolution passed in the Executive Committee.
17. Disolutions : Upon dissolution of the school its assets will be handed over to a registered society with similar objects after clearing its debts and liabilities.

18. Certified to be the correct copy of rules and regulations of Gurunank English Medium Public School.

sd/-  
(President)

Piece :

sd/-  
(Secretary)

Witnessed to be true Copy