



सेन्टर फॉर मेटिरियल्स फॉर इलेक्ट्रॉनिक्स टेक्नोलॉजी

(वैज्ञानिक संस्था, सुचना प्रौद्योगिकी विभाग, भारत सरकार)

पंचवटी, ऑफ पाषाण मार्ग, पुणे - ४११ ००८.

**CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY**

(Scientific Society, Department of Information Technology, Govt. of India)  
Panchwati, Off Pashan Road, Pune - 411 008. INDIA.

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DL/ADM/SOC/1/91

August 22, 2005

Director,  
C-MET,  
Hyderabad/ Pune/ Thrissur

Sir,

Please find enclosed a copy of the Memorandum of Association and Rules and Regulations of C-MET duly incorporating the amendments approved by the General Body, C-MET in its 16<sup>th</sup> meeting held on 19<sup>th</sup> October, 2005 for your kind information and reference.

Thanking you,

Yours faithfully,

(P.I. Sadanandan)  
Registrar

Encl : AS above

RULES AND REGULATIONS  
OF  
CENTRE FOR RESEARCH AND DEVELOPMENT IN  
**INDEX**  
TECHNOLOGY (C-RD-NET)

Amended as on.....08.8.05.....

**RULES AND REGULATIONS**

Registrar of Society

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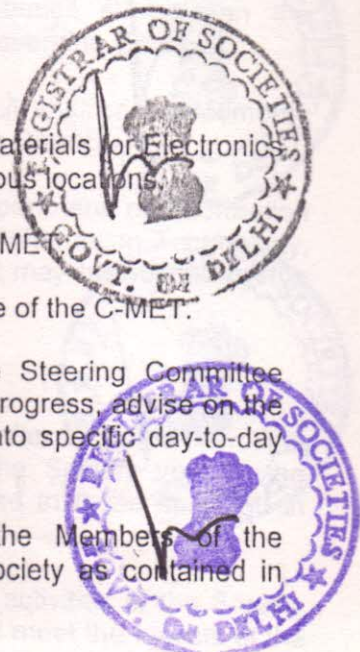
# RULES AND REGULATIONS OF CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)

1. SHORT TITLE: Amended as on... 08.8.05  
These Rules and Regulations shall be called the Rules of the Centre for Materials for Electronics Technology (C-MET). Registrar of Society

2. DEFINITIONS:

In these Rules, unless the context otherwise requires:

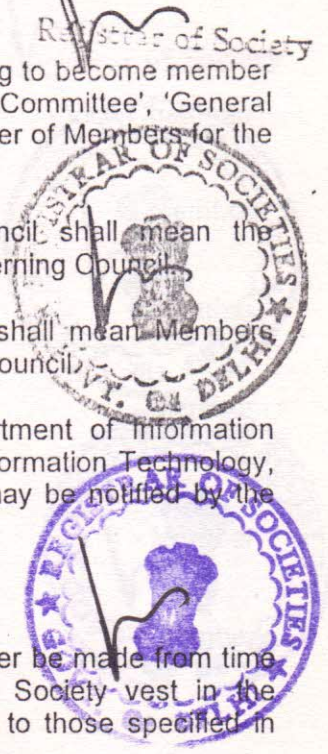
- (a) The 'Society' or 'C-MET' mean the 'Centre for Materials for Electronics Technology' and includes its Laboratories at various locations.
- (b) The 'Council' means the Governing Council of C-MET.
- (c) The 'Committee' means the Executive Committee of the C-MET.
- (d) The 'Steering Committee' or 'SC' means the Steering Committee constituted by Governing Council to review the progress, advise on the technical and management aspects and look into specific day-to-day issues of the C-MET referred to be.
- (e) 'General Body' shall mean constitution of the Members of the Governing Council and the Registrar of the Society as contained in Rules 4.1 & 4.2.4.
- (f) The 'Project' means activities of the programmes of the Society.
- (g) 'Executive Director' means the Chief Executive of the Society or the C-MET.
- (h) 'Director' means Head of the Laboratory of C-MET. The term also means 'Executive Director', if there is no regular Director/Director (Acting) in a Laboratory.
- (i) 'Registrar' means the Registrar of this Society.
- (j) 'Chief Finance Officer' means Chief Finance Officer/Senior Finance Officer or any other officer responsible for financial functions of the Society.
- (k) 'Year' means the period of twelve calendar months beginning from the first day of April and ending on the thirty first day of March of the subsequent year.



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- (l) 'Government' means Government of India.
- (m) Words imparting the singular number shall include the plural number and vice-versa. Words imparting masculine gender shall include the feminine gender also. *Amended as on 08.8.05*
- (n) Members means any person who agrees in writing to become member of the 'Society', 'Council', 'Steering Committee', 'Committee', 'General Body' (and whose name is registered in the register of Members for the respective body). *Register of Society*
- (o) 'Nominated Members' of the Governing Council shall mean the Members nominated by the Chairman of the Governing Council.
- (p) 'Co-opted Members' of the Governing Council shall mean Members recommended to be co-opted by the Governing Council.
- (q) The 'Administrative Ministry' means the Department of Information Technology, Ministry of Communications and Information Technology, Govt. of India or the Ministry/Department that may be notified by the Government from time to time.



3. ADMINISTRATION AND MANAGEMENT

- 3.1 Subject to these Rules and such Rules as may hereafter be made from time to time, the administration and management of the Society vest in the Council. Membership of the Council will be confined to those specified in Rules 4.1 and 4.2.4.
- 3.2 The Council will periodically review and monitor the activities of the Society and take remedial measures as deemed necessary to meet the objects of the Society.
- 3.3 The Council will be assisted by the Executive Committee for the total technical, financial and administrative management of the Society under the overall control and guidance of the Council. The Committee has right to authorize any of its members, who are on the staff of the Society, in addition to the Registrar, to sign and execute documents and contracts on behalf of the Society.
- 3.4 The Executive Committee will be assisted by the respective Directors of the Laboratories for the day to day activities of the laboratories of C-MET.
- 3.5 The Executive Director shall appoint committees and sub-committees for purposes within the objectives of the Society and with such powers and periods and on terms as it may deem fit and also can dissolve any of them.

4. GOVERNING COUNCIL

- 4.1 Composition of the Council

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The Governing Council, shall consist of not less than 8 (eight) and not more than 15 (fifteen) members to be constituted as under:

- Amended as on 08.8.05
1. Minister  
Department of Information Technology  
Ministry of Communication & Information Technology  
- Chairman  
Registrar of Society
  2. Secretary  
Department of Information Technology  
- Vice Chairman
  3. Additional Secretary  
Department of Information Technology  
Member
  4. Joint Secretary (Societies)  
Department of Information Technology  
Member
  5. Joint Secretary & Financial Advisor  
Department of Information Technology  
Member
  6. Concerned Group Coordinator  
Department of Information Technology  
Member
  7. Chairman – Electronics Materials  
Development Programme  
Department of Information Technology  
Member
  8. One Eminent Scientist/Technologist in relevant field  
- Member
  - 9-11 Representatives of Concerned S&T Ministries/  
Departments (Not more than 3)  
- Members
  12. One Representative of User Industry  
- Member
  13. One Representative of Reputed Academic Institution  
- Member
  14. Chief Executive of One of Other Societies of the  
Administrative Ministry.  
- Member
  15. Executive Director  
- Member

#### 4.2 Modification of the Composition / Term of the Council

- 4.2.1 The above constitution of the Council can be modified by Department of Information Technology/Administrative Ministry, Government of India, on the recommendation of the Chairman of the Council.
- 4.2.2 The members at Sl. nos. 8 to 14 in para 4.1 shall be nominated with approval of the Chairman of the Council.

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- 4.2.3 The term of the office of the Members indicated under (8) to (14) above would be three years. *08.8.05*
- 4.2.4 The Registrar shall be the non-member ex-officio secretary to the Council of Society
- 4.2.5 Nominated Members of the Governing Council can be expelled from the Council by Resolution and other Members can be expelled with the permission of Government.
- 4.3 Meeting of the Council.
- 4.3.1 The Council shall meet at least once a year to consider and adopt the accounts for the preceding year and also to discuss and adopt the final Annual Plan for the current year.
- 4.3.2 The quorum for the meeting will be 1/3<sup>rd</sup> of the total membership and meeting will be presided over by the Chairman of the Council. In the absence of the Chairman of the Council, the meeting will be presided over by the Vice-Chairman. In the absence of both Chairman and Vice-Chairman, an elected member from amongst the members present other than the Executive Director will preside over that meeting.
- 4.3.3 The notice of the meeting, signed by the Registrar will be sent at least 15 days prior to the date of meeting. The period of the notice may be reduced at the discretion of the Chairman of the Council, if the circumstances so warrant.
- 4.4 GENERAL BODY OF THE SOCIETY
- 4.4.1 Membership of the General Body will be confined to those specified in Rules 4.1 and 4.2.4.
- 4.4.2 The General Body shall meet at least once a year. The quorum for the meetings will be 1/3<sup>rd</sup> of the total membership and meeting will be presided over by the Chairman of the Council. In the absence of the Chairman the meeting will be presided over by the Vice-Chairman. In the absence of both Chairman and Vice-Chairman, an elected member from amongst the members present other than the Executive Director will preside over that meeting.
- 4.4.3 The notice of the meeting, signed by the Registrar will be sent at least 15 days prior to the date of meeting. The period of the notice may be reduced at the discretion of the Chairman of the Council, if the circumstances so warrant.
- 4.4.4 Once in every year a list of the office-bearers and Members of the Society shall be filed with the Registrar of Societies, Delhi as required under Section 4 of the Societies Registration ACT 1860.

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## 5. EXECUTIVE COMMITTEE

Amended as on 08.8.05

## 5.1 COMPOSITION

The Executive Committee shall consist of not less than eight and not more than ten Members to be constituted as under :-

- |        |  |                  |
|--------|--|------------------|
| (i)    | Chief Executive of the Society   | Chairman         |
| (ii)   | Concerned Group Coordinator or his representative from Administrative Ministry | Member           |
| (iii)  | Joint Secretary (Societies) or his representative from Administrative Ministry | Member           |
| (iv)   | Joint Secretary & FA or his representative from Administrative Ministry        | Member           |
| (v)    | Directors or Heads of Laboratories   | Members          |
| (vi)   | Programme Coordinator/<br>Business Development Manager                         | Member           |
| (vii)  | Chief Finance Officer  | Member           |
| (viii) | Registrar  | Member-Secretary |



## 5.2 Change in Composition/Co-opted Members

5.2.1 The above composition of the Committee can be modified by the Chairman of the Committee except the member from Finance with the approval of the Chairman of the Council.

5.2.2 Outside experts can be co-opted by the Chairman of the Committee for meetings/ consultation on specific items.

## 5.3 Meetings of the Executive Committee

5.3.1 The Committee will hold its meeting at least once in 3 months.

5.3.2 The notice of the meeting signed by the Secretary, will be sent 7 days prior to the date of the meeting. The meeting may be held at shorter notice by the Chairman of the Committee if the circumstances so warrant.

5.3.3 The quorum of the meetings would be 1/3<sup>rd</sup> of the total membership.

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Amended as on 28.8.05

## 6. STEERING COMMITTEE

- 6.1 The Steering Committee (SC) of C-MET comprising of the Members of Governing Council and experts to be nominated, would be set up by the Chairman of the Council to advise on the technical and management aspects and look into specific day to day issues of the Society as referred to it. The Steering Committee will provide a thrust; suggest new areas of research oriented R&D programmes in the desired direction. The SC shall also exercise critical judgment of the activities of the Society and give directions for international scientific collaboration and Research Schemes. The Committee would also act as Search Committee for identifying suitable persons for appointment, etc., if required. It would submit reports to the Governing Council.
- 6.2 The Chairman of the Steering Committee would be a Member of the Council other than the Executive Director and his nomination will be approved by the Chairman of the Council.
- 6.3 The total number of the Members of the Steering Committee would not be more than ten out of which eight members would be from Governing Council and other two would be experts nominated on the recommendation of the Chairman of the Steering Committee and approved by the Chairman, Governing Council.
- 6.4 The Executive Director would be the Member-Convenor of the Steering Committee. In the absence of the Chairman of Committee, the meeting will be presided over by a Member elected from amongst the members present, other than the Executive Director and nominated experts, for conducting that meeting.
- 6.5 The tenure of the Steering Committee shall normally be for three years.
- 6.6 Any change in the composition or terms of Steering Committee may be done with the approval of the Council.
- 6.7 The meetings will be held at least three times in a year out of which one meeting each in a year would be held at each laboratory.
- 6.8 The quorum for the meetings of the Steering Committee would be four.

## 7. MEMBERSHIP OF SOCIETY/COUNCIL/COMMITTEES

- 7.1 The Society shall keep a roll of all the Members giving their addresses and occupations and every Member shall sign the same.
- 7.2 If a Member of the Society changes his address, he shall notify his new address to the Secretary and the entry in the roll will be changed accordingly. In case he fails to do so, his address and/ or occupation given in the roll of Members shall be deemed to be correct for the purpose of the Society.

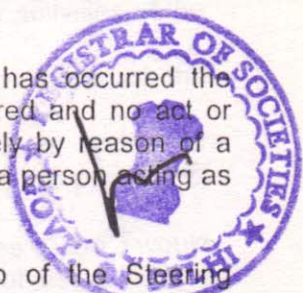
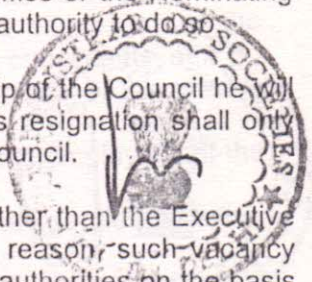
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Amended as on 08-8-05

- 7.3 No substitute can be nominated on behalf of the Members or Alternate Member to attend/participate in the meeting of the Council/General Body.
- 7.4 When a person becomes a Member by virtue of his position/office, or is appointed or nominated as Member of the Council, his membership of the Council shall terminate when he ceases to hold that office or the Nominating or Appointing Authority indicates changes, if it has the authority to do so.
- 7.5 Whenever a Member desired to resign the Membership of the Council he will indicate in writing to Secretary of the Society, and his resignation shall only take effect on its acceptance by the Chairman of the Council.
- 7.6 When a vacancy occurs in the office of the Council, other than the Executive Director, through death, resignation or for any other reason, such vacancy shall be filled by the respective authorities/nominating authorities on the basis of the action initiated by the Secretary to the Council.
- 7.7 If a vacancy in the office of a Member of the Council has occurred the continuing Member shall act as if no vacancy had occurred and no act or proceedings of the Council shall be deemed invalid merely by reason of a vacancy in the Council or of a defect in the appointment of a person acting as a Member.
- 7.8 The rules similar, to above also apply for Membership of the Steering Committee and Executive Committee except Rules 7.3. Alternative Member can be permitted in the case of Committee or Steering Committee and his name has to be approved at the time configuring the Committee or Steering Committee. The alternate Member can attend the meetings with prior permission of the respective Chairman only.



8. SECRETARY TO SOCIETY/COUNCIL/COMMITTEE

The Registrar shall be the Ex-officio Non-member Secretary to the Council and Member Secretary to the Executive Committee. He will also act as the Secretary to the Society. He will send the notices and the minutes of all the meetings to the Members.

9. COUNCIL TO BE EXECUTIVE BODY OF THE SOCIETY.

The Council shall be executive body of the Society and subject to the provisions of these rules, the Council shall conduct the administration and management of the Society with the assistance of the Committee.

10. BYE-LAWS

The Council may frame bye-laws from time to time not inconsistent with these rules and regulation of the Society. These Bye-laws for general management and administration of the Society, may in particular provide for the following matters :-

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- (a) Conduct of business and the procedures to be adopted at meetings of the Council/Committees.
- (b) Finance and Accounts of the Society. Amended as on 08.8.05
- (c) Payment terms and amounts to be levied by the Society for services provided by the Society or its laboratory.
- (d) Terms and tenure of appointments, emoluments, allowances and other conditions of service of the officers and employees of the Society as well as for deputationists, specialists, consultants, etc.
- (e) Rules regarding discipline, suspension and dismissal of the officers and employees of the Society.
- (f) Terms and tenure and functions of the officers and employees of the Society at outside agencies.
- (g) Powers, duties and functions of the Committee as well as other officers and employees of the Society.
- (h) Selection of the items for development, demonstration of technology, pilot production, limited supply and other activities of the Society.
- (i) Execution of contracts and other instruments on behalf of the Society.
- (j) Establishment and maintenance of pension, provident and other funds for the benefit of officers and employees or for the purpose of the Society.
- (k) Special incentives, rewards etc to employees who would contribute/has contributed significantly to meet the objectives of the Society.
- (l) Conduct and defence of legal proceedings and manner of signing pleadings.
- (m) Such other matters as may be necessary for the administration of the Society.

## 11. FINANCE MATTER

- 11.1 A representative of the Integrated Finance Division of the Administrative Ministry should be nominated to the Governing Council of C-MET.
- 11.2 In the event of disagreement between the Chairman of the Council and the Finance Member of the Council on any financial matters beyond the delegated powers of the Administrative Ministry, the matter may be referred to the Minister-in-charge of the Administrative Ministry and the Ministry of Finance, if considered necessary, for a decision.

## 12 OFFICERS AND EMPLOYEES

- (a) Executive Director
- (b) Directors for laboratories of C-MET.
- (c) Programme Coordinator/Business Development Manager
- (d) Technical staff (Engineers, Scientists and Specialists including Marketing)
- (e) Registrar
- (f) Administrative, Finance and Support Staff

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(g) Such other officers as may be considered necessary for the work of the Society from time to time for a specific period/tenure or contract (including Distinguished Scientists, Specialists, Consultants Research Associates, Project staff, Guest Workers etc.) Amended as on 28.8.05

13. APPOINTMENT OF EXECUTIVE DIRECTOR

Registrar of Society

13.1 The Executive Director shall be responsible for the overall management and running of the Society under the overall guidance of the Council and with assistance from the Committee. He will have necessary executive powers and authority for efficient running of the Society.

13.2 The Chairman of the Council shall constitute a Committee for selection of the Executive Director. Based on the Committee's recommendation the Chairman of the Council will appoint the Executive Director by invitation with the approval of the Government and the Council will be informed.

13.3 His emoluments, allowances and other conditions of service including tenure shall be fixed by the Council with the approval of the Government of India.

13.4 Executive Director shall hold office normally for a period of five years at a time or attaining the age of sixty years, whichever is earlier. The term may be extended by two years on recommendation of the Council subject to Rule 19.

13.5 In the absence of the Executive Director appointed under Rule 13, the Chairman, Governing Council may make a temporary / officiating arrangement with the approval of the Administrative Ministry. Every such appointment under this Rule shall be for a period not exceeding six months at a time. An officiating or a temporary Executive Director shall discharge only such of the duties and functions vested in the Executive Director as may from time to time be sanctioned by the Chairman, Governing Council who may impose conditions and restrictions as to the discharge of any such duty or function by the officiating or temporary Executive Director.

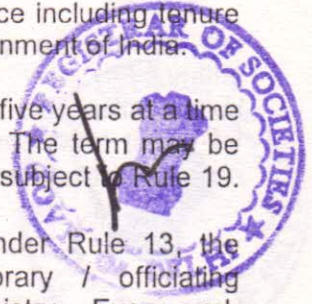
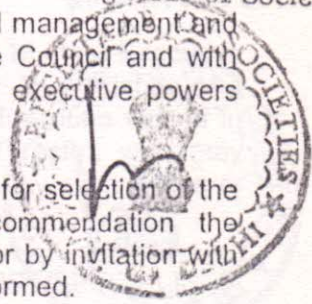
14. POWER OF DELEGATION OF EXECUTIVE DIRECTOR

The Executive Director may delegate some of his powers, functions and duties to any member of the staff of the Society with the approval of the Council.

15. APPOINTMENT OF DIRECTOR

15.1 The appointment of Director of a Laboratory in the scale of pay Rs.18400-500-22400 will be made by the Chairman of the Governing Council with the approval of the Government. The appointment of Director in scale of pay Rs.16400-450-20000 and below will be made by the Executive Director. A Selection Committee duly approved by the Chairman or the Executive Director depending on the scale of pay shall be constituted for this purpose as and when necessary.

15.2 The emoluments, allowances and other conditions of service shall be fixed by the Council, subject to the approval of the Government.



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- 15.3 They shall discharge such duties and functions of the Director as may be assigned to them by the Executive Director.
- 15.4 The terms of appointment of Director shall normally be till he attains the age of sixty years. The term may be extended by two years by the Chairman of the Governing Council with the approval of the Administrative Ministry subject to Rule 19. 08-8-05
- 15.5 In the absence of the Director appointed under Rule 15, the Executive Director may make a temporary / officiating arrangement. An officiating or a temporary Director shall discharge only such duties and functions vested in the Director as may be sanctioned by the Executive Director, who may impose conditions and restrictions as to the discharge of any such duties or functions by the officiating or temporary Director.
16. APPOINTMENT OF DISTINGUISHED SCIENTIST/SPECIALISTS/CONSULTANTS.

The Chairman with the approval of the Council may appoint on the recommendation of the Executive Director individuals with outstanding expertise in the area of interest to the Society as distinguished Scientists/specialists/consultant of the Society. The tenure and terms for appointment would be decided by Council on case to case basis keeping in view the Government directives, if any.

17. APPOINTMENT OF TECHNICAL STAFF/ GUEST WORKERS.

The appointment of Engineers and Scientists as Programme Coordinator/Business Development Manager/Staff for the Society in a grade above Rs.16400-450-20000 shall be approved by the Chairman of the Council on the recommendation of the Executive Director and in the specified grade, i.e., Rs. 16400-450-20000 and below shall be made by the Executive Director or by an officer to whom the power has been delegated by him.

18. APPOINTMENT OF ADMINISTRATIVE, FINANCE AND SUPPORT STAFF

The Administrative & Finance officers and Administrative support staff as well as other miscellaneous staff of the Society except the Registrar shall be appointed by the Executive Director or by an officer of the Society to whom the power has been delegated by the Executive Director.

19. TENURE OF APPOINTMENT OF EMPLOYEES OF THE SOCIETY:

The regular employees of the Society shall superannuate at the age of 60 years or the age that may be decided by the Government / Administrative Ministry. Employees of the Society with proven merit and outstanding performance, whose meritorious service have been recognized, may be considered for re-employment on lump sum remuneration up to the age of 62 years. Meritorious Scientists could be re-employed up to the age of 65 years, in succession of 2 years at a time, subject to guidelines issued by the

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Government from time to time.

Amended as on 08.8.05

20. APPOINTMENT ON DEPUTATION FOR FIXED PERIOD

Registrar of Society

20.1 Subject to provision contained in Rule 15, on the recommendation of the Executive Director, Vice-Chairman of the Council may appoint Directors for the Laboratories of C-MET on Deputation from Government Departments / Laboratories or Central Public Sector Undertakings for a period of three years. This period can be extended by another term of one year if necessary, with the prior approval of the Chairman of the Council.

20.2 Subject to provision contained in Rule 17 and Rule 18, the Executive Director may appoint staff of any grade other than Directors of the Laboratories of the Society on Deputation/Temporary basis as and when required for a period not more than three years. This period may be extended by another term of one year, if necessary, with the approval the Chairman of the Council.

20.3 At the end of 2<sup>nd</sup> term of appointment of such staff, selected members may be offered continuing appointment till the age of superannuation.

20.4 The provisions of sub-rules 20.1, 20.2 and 20.3 will be applicable within the guidelines issued by the Government from time to time.

21. APPOINTMENT OF REGISTRAR

The appointment of Registrar shall be made on the recommendations of Executive Director and approved by the Chairman, Governing Council.

22. TERMINATION OF SERVICES OF STAFF

The termination of services of the officers and employees of the Society will be governed in accordance with the Bye-Laws to be framed under Rule 10.

23. PROPERTIES AND FUNDS VESTED IN THE COUNCIL

The properties and funds of the society shall vest in the Council and shall consist of:

- (a) Recurring grants made by the Government of India through the Administrative Ministry.
- (b) Any other grants made by the Government/Project funds by other non-Government agencies including agencies such as UNDP, UNIDO etc. for specific projects/ activities/ services.
- (c) All machinery, plant, equipment and instruments (whether laboratory, workshop, prototype shop or otherwise) Software, books and journals, furniture, furnishings and fixtures belonging to the Society.

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- (d) Gifts and donations of cash and securities and of any properties either movable or immovable including equities in joint ventures and design, development, technology transfer, contracts etc. patents know-how, technology, data electronic belonging to the society.

Registrar of Societies

#### 24. LEGAL ACTION

The Registrar may sue or be sued in the name of Society in all legal proceedings as per section 6 of Societies Registration Act 1860.

#### 25. SEAL OF SOCIETY

The Registrar is authorised to execute all documents and contracts and to put in the Seal of the Society on such documents on the direction of the Council/Committee/Executive Director. The custody of the seal would be with the Registrar.

#### 26. BUDGET AND ACCOUNTS

- 26.1 The Council shall frame the Annual Budget before Oct/November each year and final budget in March on the figures advised by the Administrative Ministry and forward copies thereof to the Government of India. The Accounts will be operated by any two of the following : Chief Finance Officer would be one of them.

1. Executive Director
2. Registrar
3. Chief Finance Officer

- 26.2 Money forming part of the funds of the Society vested in the Council shall be deposited in the name of the Society in the approved Bank or Banks which shall be nationalized Banks.

- 26.3 All the incomes, earnings, movable and/or immovable properties of the Society will be solely utilized and applied towards the promotion of the objects as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or any manner, whatsoever, to the members of the Society or to any person or immovable properties of the Society or make any profit, whatsoever, by virtue of his membership.

- 26.4 The Accounts of the Society shall be audited annually by the Chartered Accountant or Accountants as defined in the Chartered Accountants Act 1949 (XXXVIII of 1949) to be approved by the Council from the approved list of Chartered Accountants or Accountants of the Comptroller and Auditor General of India for this purpose.

#### 27. ANNUAL REPORT

The Council shall submit a Report on the working of the Society annually to the Administrative Ministry, Government of India. Such report shall contain

P. S. Saganandar  
Registrar

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Panchwati, Off. Pashan Road,  
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particulars regarding the work of the Society during the previous year and shall be accompanied by a balance sheet duly audited showing the income and expenditure of the Society during the said year. <sup>08.8.05</sup> as on...

## 28. ANNUAL ACCOUNTS

Registrar of Society

28.1 At every Annual General Meeting of the Council/General Body, the Society shall lay before the Council/General Body:-

- (a) A balance sheet as at the end of the previous financial year.
- (b) An income and expenditure account for that period.

28.2 The Society shall keep at its registered office proper books of account with respect to :-

- (a) all sums of money received and the source thereof and all sums of money expended by the Society and the matters in respect of which the receipt and expenditure take place;
- (b) all sales and purchase of goods by the Society.
- (c) the assets and liabilities of the Society.

28.3 The income and expenditure account shall be annexed to the Balance Sheet and the Auditor's report (including the auditor's Special or supplementary report) if any shall be attached thereto.

28.4 There shall be attached to every Balance Sheet laid before the Society in general meeting, a report by its Council called the Annual Report with respect to :-

- (a) the state of the Society's affairs.
- (b) the amounts if any which it proposes to carry to any reserves in such balance sheet
- (c) materials changes and commitments, if any, affecting the financial position of the Society which have occurred between the end of the financial year of the Society to which the balance sheet relates and the date of report;
- (d) the Conservation of energy;
- (e) technology absorption;
- (f) foreign exchange earnings and outgo.

28.5 A copy of every balance sheet together with a copy of other statement of Accounts and the said Reports shall alongwith the notice calling the annual General Meeting be sent to all members, auditor and other persons entitled to receive notice of Annual General Meeting of the Society.

28.6 The Council shall also submit its Annual Report alongwith Annual Accounts to the Administrative Ministry.

## 29. APPOINTMENT AND REMUNERATION OF AUDITORS

The Society shall at each Annual General Meeting of the General Body appoint a qualified Auditor or Auditors (who shall not be a Member of Council) to hold office from the conclusion of that meeting until the conclusion of the next annual general meeting and shall within seven days of the appointment,

(P. S. S. S. S.)

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Amended on... 08.8.05

give intimation thereof to every auditor so appointed.

Registrar of Societies

Provided that before any appointment or reappointment of auditor or auditors is made by the society at any Annual General Meeting, a written consent to act as Auditor shall be obtained by the society from the auditor or auditors proposed to be so appointed.

29.1 Every Auditor so appointed shall within thirty days of the receipt from the Society of the intimation of his appointment, inform the Society in writing that he has accepted or refused to accept the appointment.

29.2 At any Annual General Meeting a retiring auditor, by whatsoever authority appointed shall be re-appointed unless:-

- (a) he is not disqualified for reappointment or
- (b) he has given the Society notice in writing of his unwillingness to be re-appointed or
- (c) a Resolution has been passed at that meeting appointing somebody else as the auditor instead of him or providing expressly that he shall not be re-appointed.

29.3 The first auditor or auditors of the Society shall be appointed by the Council within one month of the date of registration of the Society, and the Auditor or Auditors so appointed shall hold office until the conclusion of the first annual general meeting provided that:

The Council may at a general meeting remove any such auditor/s and appoint any other person/s as auditors of the society.

29.4 The Council may fill any casual vacancy in the office of an auditor caused due to death or resignation.

29.5 Any auditor appointed in a casual vacancy shall hold office until the conclusion of the next annual general meeting.

29.6 The remuneration of the auditors of the Society, for the purpose of this sub-rule, any sums paid by the Society in respect of the auditors expenses shall be deemed to be included in the expression remuneration.

30. REGISTER OF MEMBERS AND BOOKS OF ACCOUNTS AND INSPECTION THEREOF:

The Council shall cause to maintain a register of members and other books as required by the Rules and Regulations, and the same, as also the books of accounts of the Council shall be open to inspection by the members of the Society at all reasonable times during the usual business hours and as laid down by the bye-laws and notices from time to time by the Council.

31. ALTERATION OF RULES

31.1 Subject to the provisions of the Societies Registration Act XXI of 1860, the Society may alter or extend the purposes for which it is established with the

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previous concurrence of the Administrative Ministry, Government of India.

31.2 The Rules & Regulations of the Society may be altered at any time with the sanction of the Government by a resolution passed by a majority of the members of the Council present at any meeting of the Council duly convened and held for the purpose. *Amended as on 08.8.05*

31.3 The rules (so altered, added to and modified) all operate with effect from the date of registration with Registrar of Societies.

31.4 Change of Name : The name of the Society may be changed by the Council as and when necessary, with the approval of the Administrative Ministry and the change in name, so altered and modified shall operate from such date as shall be notified. The change in the name of the Society shall not affect any rights or obligations of the Society or render defective any legal proceedings by or against the Society and any legal proceedings, which might have been continued or commenced by or against it by its new name.

31.5 Change in aims and objectives of the Society : The Council, with the approval of the Administrative Ministry may change the aims and objectives of the Society subject to clearance from competent authorities under the Societies Registration Act, 1860.

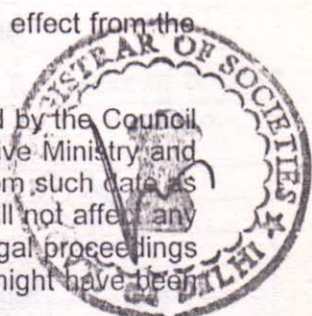
31.6 Amalgamation and Division of the Society : The Council shall be competent to amalgamate the Society with any other Society either wholly or partially for better utilization of the resources of the Society and the change shall operate from such date as shall be notified. Similarly the Government may order division or amalgamation of the Society after giving the Society opportunity to represent against such proposal.

32. DISSOLUTION OF THE SOCIETY

32.1 The Society may be dissolved in accordance with the provisions of Section 13 of the Societies Registration Act (21 of 1860) after obtaining the previous consent of the Government in that behalf.

32.2 If, upon the dissolution of the Society, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but it shall be lawful for the members to determine by the majority of the time of dissolution of the Society that such property shall be given to the Central Government to be utilised for any other purposes referred to in Section 1 of the Societies Registration Act (Act No.21 of 1860).

33. The work done, and the decisions taken etc. by the C-MET Management Committee of Administrative Ministry and its other bodies as also its funds, assets infrastructure, manpower acquired before the Governing Council was set up/Society was formed would be carried over and considered to be approved by the Governing Council of the Society.



*P. i. Sadanandan*  
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Registrar  
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Amended as on... 08.8.05

34. APPLICATION OF THE ACT

Registrar of Societies

The provisions of the Society's Registration Act 1860 as applicable to the State of Delhi shall apply to the Society.

CERTIFIED that this is a true copy of the Rules and Regulations of the Society as amended in the 16th meeting of the General Body of the Society held on 19th October, 2004.

S. No.	Full Name	Address	Occupation	Signature
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1. Mr. Pankaj Agrawala  
 Joint Secretary (Societies),  
 Department of Information Technology  
 Government of India  
 New Delhi - 11003



2. Dr.U.P.Phadke  
 Group Coordinator (R&D in Electronics)  
 Department of Information Technology  
 Government of India  
 New Delhi - 11003



3. Shri Ajeer Vidya  
 Joint Secretary & Financial Advisor  
 Department of Information Technology  
 Government of India  
 New Delhi-11 00

Handwritten signature: m.e.

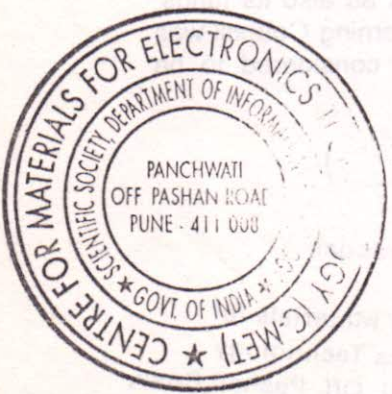
राजस्थान राज्य सरकार  
 सूचनांक सं. 5-20815  
 शासनादेश सं. II  
 दिनांक 19.10.2004  
 (अनुसूचित)

राजस्थान राज्य सरकार  
 सूचनांक सं. 5-20815  
 शासनादेश सं. II  
 दिनांक 19.10.2004  
 (अनुसूचित)

Certified U/S 19 of S.R. Act 1860

Registrar of Societies

11.8.05



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 Electronics Technology  
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