

Punjab Government
Punjab State Council for Employment Generation & Training (PSCEG&T)

In the matter of Society Registration Act, XXI of 1860 being an act for the registration of Literary, Scientific and Charitable Societies.

And

In matter of Punjab State Council for Employment Generation & Training (PSCEG&T) (hereinafter referred to as the Society) pertaining to Rules, and Regulations of Society for providing training and assistance to candidates in finding jobs in India and Abroad.

MEMORANDUM OF ASSOCIATION

1. Preamble

The primary objective of the Punjab State Council for Employment Generation & Training (PSCEG&T) is to act as a **Special Purpose Vehicle** to implement various skill development initiatives, vocational trainings, skill certifications, vocational training certifications, self-employment trainings, entrepreneurship trainings schemes and programmes and other initiatives relating to Employment/ Job creation and to **improve the employability of Punjab Youth** to make him employable and competitive and to assist him in **honourable placement in job/ self-employment** within the state, country or abroad. The strategy being to build a globally competitive and acceptable Human Resource.

It is considered expedient to provide the Society a legal entity by getting it registered under the Societies Registration Act, 1860.

2. Name and Office

- a. **Name:** The name of the Society shall be "Punjab State Council for Employment Generation and Training "or" PSCEG&T for short.
- b. **Office:** The Registered office of the Society shall be at Mohali.
- c. **Area of Operation:** Punjab region and Chandigarh region.

3. Definitions: In this Memorandum and the Rules made there under unless the context otherwise requires:

- a. **"The 'Act'** means the Societies Registration Act 1860, (Punjab Amendment Act, 1957) as applied to the State of Punjab or any statutory modification thereof for the time being in force."
- b. **"Board of Governors"** shall mean the body which is constituted as the "Board of Governors of the Society" by the Government.
- c. The **"Chief Patron", "Chairman" and "Vice-Chairman"** shall mean the **"Chief Patron", "Chairman" and "Vice-Chairman"** of the Board of Governors.
- d. **Member means:**
 - i. The ex-officio member as per the constitution of the society or
 - ii. The members of society nominated by the Government as per the constitution of the society or

- iii. Such person(s), institutions, organizations, societies, corporate bodies who may be accepted in future as the co-opted Members of the Board of Governors on such terms and conditions as laid down by the Board of Governors.
- e. **“Member Secretary”** means Member Secretary of the Board of Governors of PSCEG&T, Director, Department of Employment Generation & Training, Government of Punjab shall be the Member Secretary.
- f. **“Chief Executive Officer”** means Chief Executive Officer of the Punjab State council for Employment and Training. The Administrative Secretary in-charge of the Department of Employment Generation & Training, Government of Punjab shall be the Chief Executive Officer of the Council.
- g. **“The Society”** means the Punjab State Council for Employment Generation & Training, Secretary known by the name, style and manner of PSCEG&T.
- h. **“State Government”** shall mean the Government of Punjab in the Department of Employment Generation & Training or in any other way it is known as.
- i. **“Eminent citizens”** shall mean well-known, highly educated, distinguished, renowned or reputed, persons from the general public duly recommended by the district/ state administration.

4 (a) Conditions:

- a. The income and property of the society shall be applied solely towards the promotion of the object of the society as set forth in Memorandum of Association and no portion thereof shall be paid to or transferred directly or indirectly to members of the society.
- b. No member of governing body of the society shall be appointed to any salaried offices of the Association or any office of the Association paid by fees and no remuneration shall be given by the Association to any member of such governing body expect repayment of out of pocket expenses and interest on money lent or rent for premises demised to the Association.
- c. The society by its constitution is required to apply its profits, if any or the other income in promoting its objects.
- d. if upon winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities, any property whatsoever, it shall not be disbursed among the members of the society, but shall be given or transferred to some other institution having objects similar to the objects of the society to be determined by the members of the society at or before the time of dissolution.

4 (b) Aims, Objectives & functions of the society:

- a. **To enhance the employability of the unemployed persons of the State** by way of training/ vocational training for job/ self-employment skills and competencies, Domain knowledge, soft skills, individual’s awareness about various job/ self-employment opportunities and schemes etc.
- b. **To improve the employability of Punjab Youth** to make him employable and globally competitive both for job employment and self-employment.

- c. **Establish a system to ensure quality HR of various capacity building/ training establishments:** Establishing/ Strengthening the framework of Institute Management and thus raising the standards of all capacity building institutes.
- d. **Map Punjab's human resource skills base:** Mapping of Punjab's present human resources skills base and forecasting employment potential of identified and emerging sectors in the State.
- e. **Partner and collaborate with industry to facilitate employment of trained youth in Punjab.**
- f. **Creation of a Human Resource Portal** (web portal) of Punjab to create data base of jobs, accept on-line registration, availability of skills and sharing of best practices among Industrial Training Institutes in Punjab.
- g. To act as a **Special Purpose Vehicle** to implement various skill development initiatives, vocational trainings, self-employment trainings, entrepreneurship trainings schemes and programmes and other Employment related initiatives.
- h. **Get Developed/ designed/ Borrow the Curricula and course material** on outsourcing basis or with in-house expertise wherever possible.
- i. **Arrange/ tie-up/ organise the fine tuning of the existing educational/ technical education institutions/ framework for Job Oriented Vocational Training programmes** to match the requirements projected by Job Surveys by modifying the existing course curricula in line with the requirement of market or adding new vocational courses/ modules.
- j. **Arrange/ tie-up/ organise Training, testing and certification**, including industrial and **international certification**, of workforce **outside the traditional system** to meet with industry needs in specific trades.
- k. **Arrange/ tie-up/ organise Partnership & collaboration with industry** to facilitate employment of trained youth in Punjab through employment fairs.
- l. **Arrange/ tie-up/ organise** the soft skills training. Basic contents of soft skills training include English and Communication Skills, Basic IT/ computer skills, Customer care/ Handling Skills.
- m. **Arrange/ tie-up/ organise to prepare Punjab Youth for Government/ PSU competitions.**
- n. **Arrange/ tie-up/ organise the Examination and Certifications of skills and competencies of both, formally and non-formally trained persons.** The council will coordinate & Facilitate Certification Activities and will also collaborate with global certification bodies for improving the employability.
- o. **Arrange/ tie-up/ organise Certification of Employment/ Recruitment Partners/ Agencies** by State Employment, Vocational Training & HRD Mission for head hunting, visa counseling etc.
- p. **Arrange/ tie-up/ organise the State wide accreditation programs for institutions, agencies etc.**
- q. Arrange/ tie-ups / organize the statewide, state level grading institutes/ institutions as per criteria.

- r. **Arrange/ tie-up/ organise** opening of new **Vocational institutions in emerging trades on Franchise Model**. This will also generate revenue for additional work. Offer new Vocational Institutions on a Franchise Model in emerging trades in all Districts/ sub divisions in Punjab through State Employment, Vocational Training & HRD Mission/ Private Partners:
- s. To **assist Punjab youth in honourable placement** in job/ business/as an entrepreneur within the state of Punjab, country or abroad.
- t. To **implement various skill development initiatives, vocational trainings, self-employment trainings, entrepreneurship trainings schemes and programmes** based on **Public Private Partnership** on a **self-sustaining basis** wherever required/ possible.
- u. To **Sign MOUs with foreign employers and registered recruiting agents** to facilitate legal job placements of Punjab Youth.
- v. To establish **liaison with foreign employers** and their representatives in India and Abroad.
- w. To maintain **liaison with embassies of foreign countries in India and Indian Embassies/High Commissions in foreign countries** so as to ensure flow of vacancies.
- x. To conduct **manpower surveys** in India to find out the available skills.
- y. To conduct **job surveys** in India and foreign countries to ascertain the demand and skill/ competencies requirements of the foreign employers.
- z. To arrange **Pre-departure-cum-orientation training** for desirous candidates.
- aa. To obtain license as a **Registered Recruiting Agent** so that arrangements for emigration of selected candidates may be made.
- bb. To **collect and disseminate information** on emigration rules of India and immigration rules of other countries and provide all **necessary assistance for immigration**.

5 Funding of Society its resources, operations and management

- a The council will function as a SPV for implementation of various employment oriented schemes and programmes for Government of Punjab/ Government of India/ other agencies. The Council would charge a **management & administration charge of 2%** of the cost of the project or whatever share of funds is provided for in the schemes/ programme for this purpose, whichever is more.
- b The expenditure training & other operations and management of the state-level Society would be funded mainly through the **share of user charges** and other income of society.
- c The income and property of the Society howsoever derived shall be applied towards the **promotion of the objects thereof** as set-forth in this Memorandum of Association.
- d **No part of income and property of the Society shall be paid or transferred**, directly or indirectly, by way of profit, to the persons/ body who are, or, at any time, have been or shall be members of the Society of Board of Governors or to any of them or to any persons claiming through them or any of them.

6 Present Board of Governors:

The names, designations and address of the present members and office bearers of the Board of Governors, to whom the management of the affairs of the Society is entrusted as required under

Section 2 of the Registration of Societies Act, 1860 (Act XXI of 1860) read with Punjab Amendment Act of 1957 shall be as under:-

Sr. No.	Ex-Officio Members (Name & Designation)	Designation
1.	Chief Minister	Chief Patron
2.	Chief Secretary	Chairman
3.	Secretary Employment Generation & Training	Vice-Chairman
4.	Secretary Planning	Member
5.	Secretary Higher Education	Member
6.	Secretary NRI Affairs	Member
7.	Representative of Finance Department not below the rank of Joint Secretary	Member
8.	Director Industries and Commerce	Member
9.	Director Technical Education and Industrial Training	Member
10.	Director Employment Generation & Training	Member Secretary

7 Rules and Regulations:

The Board of Governors is authorized to frame rules and regulations for conducting the business of the Society based on this Memorandum of Association.

8 Witness

--	--	--	--	--

RULES OF the

Punjab State Council for Employment Generation & Training (PSCEG&T)

1. **Registered Office:** The Registered Office of the Society shall be situated at Mohali.
2. **Short title and commencement**
 1. This Society may be called the “**Punjab State Council for Employment & Training**”.
 2. These rules may be called the “**Punjab State Council for Employment & Training Rules 2007**”.
 3. **Definitions:** In this Memorandum and the Rules made there under unless the context otherwise requires:
 - (a) “**The ‘Act’**” means the Societies Registration Act 1860, (Punjab Amendment Act 1957) as applied to the State of Punjab or any statutory modification thereof for the time being in force.”
 - (b) “**Board of Governors**” shall mean the body which is constituted as the “Board of Governors of the Society” by the Government.
 - (c) “**Committee**” means the Executive Committee of the society.
 - (d) **The “Chief Patron”, “Chairman” and “Vice-Chairman”** shall mean the “Chief Patron”, “Chairman” and “Vice-Chairman” of the Board of Governors.
 - (e) **Member means:**
 - i. The ex-officio members as per the constitution of the society or
 - ii. The members of society nominated by the Government as per the constitution of the society or
 - iii. Such Person(s), institutions, organizations, societies, corporate bodies who may be accepted in future as the co-opted Members of the Board of Governors on such terms and conditions as laid down by the Board of Governors.
 - (f) “**Member Secretary**” means Member Secretary of the Board of Governors of the Punjab State Council for Employment & Training.
 - (g) “**The Society**” means the Punjab State Council for Employment & Training known by the name, style & manner & PSCE&T.
 - (i) “**State Government**” shall mean the Government of Punjab in the Department of Employment Generation or in any other way it is known as.
 - (j) “**Eminent Citizens**” shall mean well-known, highly educated, distinguished, renowned or reputed persons from the general public duly recommended by the district/ state administration.
- 2 (a) **Conditions:**
 - a. The income and property of the society shall be applied solely towards the promotion of the object of the society as set forth in Memorandum of Association and no portion thereof shall be paid to or transferred directly or indirectly to members of the society.
 - b. No member of governing body of the society shall be appointed to any salaried offices of the Association or any office of the Association paid by fees and no remuneration shall be given by the Association to any member of such governing body expect repayment of out of pocket expenses and interest on money lent or rent for premises demised to the Association.
 - c. The society by its constitution is required to apply its profits, if any or the other income in promoting its objects.
 - d. if upon winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities, any property whatsoever, it shall not be disbursed among the members of the society, but shall be given or transferred to some other institution

having objects similar to the objects of the society to be determined by the members of the society at or before the time of dissolution.

2 (b) Aims, Objectives & functions of the society:

- a. **To enhance the employability of the unemployed persons of the State** by way of training/ vocational training for job/ self-employment skills and competencies, Domain knowledge, soft skills, individual's awareness about various job/ self-employment opportunities and schemes etc.
- b. To **improve the employability of Punjab Youth** to make him employable and globally competitive both for job employment and self-employment.
- c. **Establish a system to ensure quality HR of various capacity building/ training establishments:** Establishing/ Strengthening the framework of Institute Management and thus raising the standards of all capacity building institutes.
- d. **Map Punjab's human resource skills base:** Mapping of Punjab's present human resources skills base and forecasting employment potential of identified and emerging sectors in the State.
- e. **Partner and collaborate with industry to facilitate employment of trained youth in Punjab.**
- f. **Creation of a Human Resource Portal** (web portal) of Punjab to create data base of jobs, accept on-line registration, availability of skills and sharing of best practices among Industrial Training Institutes in Punjab.
- g. To act as a **Special Purpose Vehicle** to implement various skill development initiatives, vocational trainings, self-employment trainings, entrepreneurship trainings schemes and programmes and other Employment related initiatives.
- h. **Get Developed/ designed/ Borrow the Curricula and course material** on outsourcing basis or with in-house expertise wherever possible.
- i. **Arrange/ tie-up/ organise the fine tuning of the existing educational/ technical education institutions/ framework for Job Oriented Vocational Training programmes** to match the requirements projected by Job Surveys by modifying the existing course curricula in line with the requirement of market or adding new vocational courses/ modules.
- j. **Arrange/ tie-up/ organise Training, testing and certification**, including industrial and **international certification**, of workforce **outside the traditional system** to meet with industry needs in specific trades.
- k. **Arrange/ tie-up/ organise Partnership & collaboration with industry** to facilitate employment of trained youth in Punjab through employment fairs.
- l. **Arrange/ tie-up/ organise** the soft skills training. Basic contents of soft skills training include English and Communication Skills, Basic IT/ computer skills, Customer care/ Handling Skills.
- m. **Arrange/ tie-up/ organise to prepare Punjab Youth for Government/ PSU competitions.**
- n. **Arrange/ tie-up/ organise the Examination and Certifications of skills and competencies of both, formally and non-formally trained persons.** The council will coordinate &

Facilitate Certification Activities and will also collaborate with global certification bodies for improving the employability.

- o. **Arrange/ tie-up/ organise Certification of Employment/ Recruitment Partners/ Agencies** by State Employment, Vocational Training & HRD Mission for head hunting, visa counseling etc.
- p. **Arrange/ tie-up/ organise the State wide accreditation programs for institutions, agencies etc.**
- q. Arrange/ tie-ups / organize the statewide, state level grading institutes/ institutions as per criteria.
- r. **Arrange/ tie-up/ organise** opening of new **Vocational institutions in emerging trades on Franchise Model**. This will also generate revenue for additional work. Offer new Vocational Institutions on a Franchise Model in emerging trades in all Districts/ sub divisions in Punjab through State Employment, Vocational Training & HRD Mission/ Private Partners:
- s. To **assist Punjab youth in honourable placement** in job/ business/as an entrepreneur within the state of Punjab, country or abroad.
- t. To **implement various skill development initiatives, vocational trainings, self-employment trainings, entrepreneurship trainings schemes and programmes** based on **Public Private Partnership** on a **self-sustaining basis** wherever required/ possible.
- u. To **Sign MOUs with foreign employers and registered recruiting agents** to facilitate legal job placements of Punjab Youth.
- v. To establish **liaison with foreign employers** and their representatives in India and Abroad.
- w. To maintain **liaison with embassies of foreign countries in India and Indian Embassies/High Commissions in foreign countries** so as to ensure flow of vacancies.
- x. To conduct **manpower surveys** in India to find out the available skills.
- y. To conduct **job surveys** in India and foreign countries to ascertain the demand and skill/ competencies requirements of the foreign employers.
- z. To arrange **Pre-departure-cum-orientation training** for desirous candidates.
- aa. To obtain license as a **Registered Recruiting Agent** so that arrangements for emigration of selected candidates may be made.
- bb.** To **collect and disseminate information** on emigration rules of India and immigration rules of other countries and provide all **necessary assistance for immigration**.

3. Authorities of the Society: The Authorities of the Society shall consist of the following:

- a. The Chief Minister would be the Ex-officio Chief Patron of the Society
- b. The Board of Governors
- c. The Chief secretary would be the Ex-officio Chairman of the Board of Governor
- d. The Secretary Employment generation & Training would be the Ex-officio Vice-Chairman of the Board of Governor
- e. The Director Employment Generation and Training would be the Ex-officio Member Secretary of the Society.
- f. Apart from the Member Secretary, the officers as may be appointed by the Board of Governors from time to time shall be officers of the Society.

4. Terms of admission as members

- i. The ex-officio members as per the constitution of the society or
- ii. The members of society nominated by the Government as per the constitution of the society or
- iii. Such Person (s), institutions, organizations, societies, corporate bodies who may be accepted in future as the co-opted Members of the board of Governors on such terms and conditions as laid down by the Board of Governors.

4 (a). Fine and forfeitures to be imposed on any members is not applicable.

5. Category of Members of the Society

a. The Society shall consist of

- i. All the ex-officio members as per the provision at Sr. No.2 to 10 of para 6a in the constitution of the Board of Governors.
- ii. The members nominated by the Government as per the provision at Sr. No.11 of para 6a in the constitution of the Board of Governors.
- iii. Other individuals, institutions, organization and corporate bodies to be accepted in future as Co-opted Members as per terms and conditions of eligibility as may be laid down and approved by the Board of Governors from time to time as per the provision in the constitution of the Board of Governors.

b. The Society shall keep a Roll of nominated and co-opted Members and every such member of the Society shall sign the roll and state therein his name, occupation and address.

c. If a nominated and co-opted member of the Society changes his address, he shall inform his new address to the Member Secretary who shall thereupon enter his new address in the Roll of such Members. But if he fails to inform his new address, the address in the Roll of Members shall be deemed to be his valid address.

d. Termination of Membership:

- i. Where a person becomes a member of the Society by reason of the office or appointment he holds, his membership of the Society shall terminate when he ceases to hold that office or appointment.
- ii. Whenever a member other than the ex-officio member, desires to resign from the membership of the Society, he shall address his resignation to the Member Secretary of the Society and submit the same to him. The membership of such person shall stand terminated from the date of his resignation.
- iii. A member of the Society shall cease to be a member, if Board of Governors so desire.

e. The **General Body of the Society shall consist** of all the members of the society. The Government as per the constitution of the society shall nominate the members of society. Such person(s), institutions, organizations, societies, corporate bodies who may be accepted in future as the co-opted Members of the Board of Governors on such terms and on such terms and conditions as laid down by the Board of Governors.

f. Power and Functions of General Body shall include

1. to consider and approve such resolution what is required to be approved by General Body.
2. to elect members of Governing Body.
3. to approve audited balance sheet and approve profit and loss account.

4. to approve rules and regulation of society.
5. to generally carry on business of society.

- g. General Body will **meet** at least once a year.
- h. **Quorum** of General Body meeting will be 1/10th of total members.

6. The Board of Governors/ Governing Body:

- a. The Society shall have its **Board of Governors** as the Supreme Authority and source of all powers, functions and activities.
- b. The general superintendence, direction and control of the affairs of the Society and of its income and property shall be vested in the Board of Governors of the Society hereinafter referred to as **“The Board” or “The Board of Governors” or BOG.**

6 (a). Constitution of the Board of Governors/ Governing Body

The Board of Governors of the society would comprise the following members:

Sr. No.	Ex-Officio Members (Name & Designation)	
1.	Chief Minister	Chief Patron
2.	Chief Secretary	Chairman
3.	Secretary Employment Generation & Training	Vice-Chairman
4.	Secretary Planning	Member
5.	Secretary Higher Education	Member
6.	Secretary NRI Affairs	Member
7.	Representative of Finance Department not below the rank of Joint Secretary	Member
8.	Director Industries and Commerce	Member
9.	Director Technical Education and Industrial Training	Member
10.	Director Employment Generation & Training	Member Secretary
11.	One Expert to be nominated by the Government	Member
12.	Upto 4 Co-opted members	Members

- 6 (b). Mode of election to Governing Body:** First ten (from serial no.1 to 10) are ex-officio members. The members of society nominated by the Government as per the constitution of the society or Such person(s), institutions, organizations, societies, corporate bodies who may be accepted in future as the co-opted Members of the Board of Governors on such terms and conditions as laid down by the Board of Governors.

7. Meeting of Board of Governors/ Governing Body

- a. The Board shall ordinarily meet 4 times in a year but the gap between one meeting and the other shall not be more than 120 days.
- b. Every meeting of the Board of Governors shall be presided over by the Chairman of the Board of Governors and in his absence the Vice Chairman shall preside over the meeting.
- c. The Chairman may, whenever he thinks fit, and shall, on the written requisition of not less than four members, call a special meeting of the Board of Governors.
- d. Notice and quorum for the meetings of the Society:**
 - i. Every notice calling a meeting of the Board of Governors shall state the date, time & place at which such meeting will be held and shall be served upon every member not less than 48 hours before the day & time appointed for the meeting.
 - ii. Provided that the Chairman for reasons to be recorded shall have the authority to call a special meeting on such shorter notice as he thinks fit.
- e. The Board of Governors can further constitute committees and sub-committees and delegate the necessary powers and authorizations to such committees for the specific purposes.
- f. **Quorum:** Five Members, out of whom at least three must be official members, shall constitute the Quorum.

8. Conduct of Business of the Board of Governors

- 1) **The Board of Governors may function notwithstanding any vacancy** in the constitution provided however, that at no time the number of vacancies shall be such that the total number of members is less than the quorum required for a meeting of the Board of Governors.
- 2) **Acts and Proceedings not to be invalidated by vacancies etc:** No act or proceeding of the Board of Governors or any authority of the Society or any committee constituted under this, shall be questioned on the ground merely of the existence of any vacancy or defect in the election, nomination or appointment of a person acting as a member thereof or any irregularity in its procedure not affecting the merits of the case.
- 3) Subject to the provisions herein contained, the Board of Governors may frame and vary from time to time, as it thinks fit, bye-laws/ rules for the conduct of its business.
- 4) In case of difference of opinion amongst the members, the opinion of the majority shall prevail.
- 5) Each member of the Board, including the Chairman, shall have one vote & if there are an equal number of votes on any question to be determined by the Board, the Chairman shall, in addition, have and exercise a casting vote.
- 6) Any resolution, except such as may be placed before the meeting of the Board, may be adopted by circulation among all its members, and any resolution so circulated and adopted by a majority of the Members who have given their approval, such Resolution shall be as effectual and binding as if such Resolution has been passed at a meeting of the Board, provided that in every such case, at least 5 members of the Board shall have recorded their approval to the Resolution.

9. Powers, functions, duties and responsibilities of the Board of Governors:

Subject to the Memorandum of Association and these Rules, but without prejudice to the generality of powers, the Board of Governors shall have the full functional autonomy and shall exercise the following powers and carry out the following functions, duties and responsibilities inter-alia:

Powers of the Board of Governors

1. Take decision on matters of policy relating to the administration, working and control of the Society.
2. Consider and approve programmes and plans of the Society in conformity with the scope of the objectives of the Society mentioned in the Memorandum of Association and to sanction expenditure for the same.
3. Frame Rules, Regulations and Bye-laws for the conduct of the affairs of the Society and to add, amend or repeal the rules and regulation from time to time as and when required.
4. Consider, approve and authorize operation of the funds of the Society.
5. Appointment Committees or Sub-Committees, by whatever name called, comprising member (s) of the Society and such outside experts and officers of the Society as may be nominated by it for specific tasks, for the disposal of any of its business or for tendering advice on any matter pertaining to the administration and management of the Society.
6. Sign MOUs with foreign or Indian employers, institutions, agencies, bodies and registered recruiting agents.
7. Delegate, to such extent as it may deem necessary, any of its powers and functions to any authority of the society, officer or the Committees constituted by the Board.
8. Create project based contract positions, their terms and conditions of service and handle the work on job-work and/ or outsourcing basis for the Society, lay down terms and conditions and method of hiring such human resources.
9. Acquire by gift, purchase, exchange, lease, hire or otherwise any property, movable or immovable, and to construct, improve, alter, demolish or repair buildings, space, works and construction as may be necessary or convenient for carrying on the activities of the Society.
10. Negotiate, enter into and make contracts and deeds on behalf of the Society with or without any Government support. To enter into legal and corporate agreements for and on behalf of the society and to sue and defend all legal proceedings on behalf of the society.

11. Institute and award, prizes and medals for innovative work towards fulfilling the objects of the society.
12. Solicit and receive grants, loans, gifts, donations or other contributions from the Central Government, State Government, user charges, cess contributions, fee and funds in any other forms approved by the Executive Committee.
13. Do all such acts and things as are incidental or conducive to the discharge of the functions and attainment of any of the objects of the Society.

Functions, duties and responsibilities of the Board of Governors:

14. to prepare and execute the detailed plans and programmes for working of the Society and to carry on its administration and management.
15. to procure and provide all types of resources & services like hard infrastructure, soft-infrastructure, Human Resources, Intellectual Resources etc. for Skill Development Initiatives, Vocational Training, Soft-skill & Self-Employment Training, Entrepreneurship Training and other Schemes & Programmes as per the requirements of the society.
16. to have custody and ensure proper utilization of the funds & resources of the Society and to manage all the resources of the society.
17. to provide the required operating, administrative, technical, ministerial and other manpower under PSCE&T on job work, contract or outsourcing basis from scheme, programme on project to project basis for ensuring the efficient operation and management of the missions, objects and the affairs of the society.
18. to co-ordinate with central and state level organizations, agencies, institutions of national and international level, persons or any other body in the pursuit of the objectives of the society.
19. to consider and pass such Resolutions on the annual report, the annual accounts and the financial estimates of the society as it thinks fit.

10. Assets and Funds of Society

- a. The capital cost and corpus fund for the smooth functioning of the society may be contributed by Government of Punjab, Government of India, contributions from Public sector undertakings, co-operative institutions, other Public sector organizations, agencies, HRD Institutions and Financial Institutions.
- b. The recurring expenditure of the society would be met out of the share of service charges collected through the fees paid by the students, candidates, management fee and other income from resources and business of the society.
- c. The Society may accept contributions from statutory bodies created under the Acts of Parliament or of the State Legislature, the national and international organizations, NRIs, industry, associations, service sector organisations etc. The contribution may also be accepted from Private bodies and individuals subject to the approval of its Board of Governors.
- d. **Vesting of the assets and funds of the Society:** The Assets of the fund shall vest with the Society.
 - i. **Assets register and accounts:** The Society shall maintain Assets Register (AR) and accounts as per the common corporate practices.
 - ii. **The Treasurer of Fund:** The Executive Committee of the Board of Governors headed by the Chairman or any other person authorized by the Executive Committee shall be the treasurer of the funds.
 - iii. **Operation of Bank Account:** The bank accounts of the Society shall be kept in the name of the Society and shall be operated upon by the Member Secretary of the Society or any other person authorized by the Executive Committee or Member Secretary.
- e. **Objects for which the Fund of the Society could be used:-**
 - i. The objects of the fund shall be as approved by the Board of Governors from time to time.
 - ii. All decisions for utilization of funds would be recorded in Executive Office Order Register (EOOR).

- iii. Funds could be used for any purpose, which seeks to achieve the objectives of the society.
- i. Administrative expenses incurred by the Society or Committee such as salary allowances and traveling Allowances of the staff and authorities of the society would be the legitimate charges on the funds of the PSCE&T in the accordance with the provision of the rules of the Society.

11. Accounts and Audit

- a. The Member Secretary shall keep or cause to be kept proper accounts of the receipts and payments, income and expenditure and of the property, assets and liabilities of the Society. The Annual Accounts shall be made up by the end of the financial year.
- b. The Accounts of the Society shall be audited and certified by the Auditor General, Punjab in respect of funds provided by the Government of Punjab and by a Chartered Accountant appointed by the Board of Governors or any other competent authority in respect of the remaining funds. Financial year will be from 1st April to 31st March.
- c. Annual audit of accounts will be done by a certified Chartered Accountant.

12. Arbitration and Reconciliation

- a. Any dispute between two or more members of the Society, which has an impact upon the activities of the Society, shall be referred to and resolved amicably by the Chairman or the Vice Chairman or an arbitrator appointed by the Chairman.
- b. The extent of penalty that may be imposed through arbitration shall be limited to a maximum of 15% of the agreement.

13. Executive Committee of the society:

The routine decision making of the Society and its funds shall be managed by the following executive committee:

1.	Secretary to Government of Punjab, Department of Employment Generation	Chairman
2.	One representative of the Department of Finance not below the rank of Joint Secretary	Member
3.	Two experts/ officers to be nominated by the Chairman Executive Committee	Member
4.	Director-cum-Secretary, Department of Employment Generation Punjab Chandigarh	Member Secretary

- a. The Empowered committee is empowered to take all administrative & financial decisions where no creation of posts is involved.
- b. Take all steps necessary to implement the decisions of the Board of Governors.
- c. The Executive committee will issue Administrative Approvals (AA), Financial Sanctions (FS) and Technical Sanction (TS), wherever required, for all schemes, programmes and projects of value upto Rs. 100 Lacs. Any project of more than Rs. 100 Lacs would require the approval of the Board of Governors.
- d. The Executive Committee will be competent to handle all resource and services acquisition and disposal cases of value upto Rs. 100 Lacs per tender. Any acquisition of more than Rs. 100 Lacs per tender would require the approval of the Board of Governors.
- e. Take all steps for outsourcing/ bidding of projects and services, engaging Public Private Partners/ manpower on job work/ contract etc. after the same has been approved by the BOG.
- f. Take loan or provide temporary Loan to any Government Department/ agency for meeting the objectives of the society.
- g. In case of urgency, the Executive Committee will take decisions and get the same ratified from the Board of Governors in its next meeting.
- h. The Executive Committee may also further delegate any of its full or partial powers to the Member Secretary of the Society.
- i. The Executive Committee shall exercise such other powers as delegated to it by the Board of Governors.

14. Contracts:

All contracts and other assurance shall be executed in the name of the Board of Governors and signed on their behalf by the Member Secretary of the Society or any other person duly authorized by the Board of Governors.

15. Powers, Functions & Responsibilities of the Member Secretary of the Society:

- a. The Member-Secretary shall be the custodian of the record, the funds of the Society & such other property of the society as the Board may commit to his charge.
- b. The Member-Secretary shall have the accounts maintained and also arrange for the annual audit in accordance with the provisions in the Rules and Bye-laws of the Society.
- c. The Member-Secretary shall have such other powers & perform other such duties as may be delegated or assigned to him by the Board.
- d. The Member-Secretary may delegate any of his powers to any of his subordinates with the approval of the Executive Committee.
- e. The Member-Secretary of Board of Governor shall act as the Member-Secretary of the Society and will record the proceedings of the meetings of the Society and of the Board of Governors and maintain a proper record of these meetings in accordance with the provisions of the Bye-laws of the Society.
- f. The Member-Secretary of Board of Governors shall manage the schemes, programmes, projects, properties or the money under the fund, manage accounts, execute all contracts on behalf of the society and receive funds for the through donations, grants-in-aid, contributions and raising money whenever required.
- g. The Member-Secretary of Board of Governor shall prepare the budget relating to the administrative expenses of the Society and Committee such as expenditure on TA/ DA of the members, which shall be a legitimate charge on the fund.
- h. The Member-Secretary will be empowered to take all day to day routine administrative decisions where no policy is involved and where no creation of posts is involved.
- i. All important decision may also be taken by the Member-Secretary with the approval of Chairman of the Executive Committee.
- j. The Member-Secretary will have the authority to issue Financial Sanction (FS) and Technical Sanction (TS) for all projects of value upto Rs. 10 Lacs. Any project of more than Rs.10 lacs would require the approval of the Executive Committee or the Board of Governors, as the case may be.
- k. In the event of the post of the Member-Secretary remaining vacant or the Member-Secretary being absent or unable to perform his duties for any reason, it shall be open for the Board to direct any Officer or Officers in the service of the Society to exercise temporarily such powers & perform such functions and duties of the Member-Secretary as the Board may deem fit.
- l. The Member-Secretary shall be responsible for the proper day to day administration of the Society. All other staff of the society shall be subordinate to the Member-Secretary.
- m. The Member-Secretary shall carry out the general correspondence in connection with the work assigned to him/ her by the Chairman and Vice-Chairman of Board of Governors and the Executive Committee from time to time.
- n. The Member-Secretary of Board of Governors shall hire & fire the manpower for the society and other staff in accordance with Rules, regulations and bye-laws of the Society.
- o. The Member-Secretary of Board of Governors shall represent the society in all its legal matters jointly or though any authorized representative.
- p. The Member-Secretary shall be responsible for the preparation, training and execution of all schemes, programmes and projects as approved by the Board of Governors and/ or the Executive Committee.
- q. To do all acts, deeds and things necessary for carrying out his functions as Member-Secretary.

16. Withdrawal of Funds

- a. Withdrawal of funds from the accounts of the society shall be regulated in a manner to be determined by the Board of Governors or under its authority by the Executive Committee.

- b. Such withdrawals shall be made by cheques on requisition (as the case may be) signed by Member-Secretary or an officer(s) authorized in this behalf by the Board of Governors or under its authority by the Executive Committee.

17. Annual Report

A report on the working of the Society every year shall be got prepared by the Month of September by the Member Secretary and presented to the Government of Punjab after the approval of the Board of Governors.

18. Suit by and Against the Society

The Society may sue or be sued in the name of the Society and the Member-Secretary shall have all powers to defend any suits and sue in the name of the Society either by himself or acting through agents/ officials duly appointed by the Member-Secretary or the Vice-Chairman.

19. Powers of the Chief Patron and the State Government to Give Directions to the Society.

- a. The State Government in the Department of Employment Generation may give the Society such directions in regard to the grants and funds provided by the State Government or otherwise, as in its opinion, are necessary or expedient for carrying out the purposes of the funds of the Society.
- b. Chief Patron may give the Society such directions as in his opinion, are necessary or expedient for carrying out the purposes and objects of the Society.
- c. It shall be the duty of the Society to comply with such directions.

20. Repeal and Savings

- a. Subject to the prior approval of the Board of Governors, the Society may alter, extend or abridge any purposes for which it is established by following the procedure prescribed under these rules.
- b. These Rules may be altered by the Society with the consent of the Board of Governors at any time by a resolution passed by a majority of 2/3rd of the total members present at any meeting of the Society which shall have been convened for the purpose after giving due notice of such resolution to the Members of the Society.

20(a) Altering and rescinding of Rules and Regulations of Society will be done as per provisions of section 12 and 12A of the Society Regulation Act 1860.

20(b) In case of dissolution of society, it will be done as per provisions of section 13 & 14 of Society Registration Act 1860. If upon winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities, any property whatsoever, it shall not be disbursed among the members of the society, but shall be given or transferred to some other institution having objects similar to the objects of the society to be determined by the members of the society at or before the time of dissolution.

21. Societies Registration Act to Apply

All clauses of Societies Registration Act, 1860 (Punjab Amendment Act, 1957) as applicable to the State of Punjab shall apply to this Society save as are appropriately and expressly amended and altered or amended by these presents and such amendments are not inconsistent with the aforesaid Act.

22. We, the following members of the Board of Governors certify that the Rules of the Society given above are correct:

Sr. No.	Ex-Officio Members (Name & Designation)	Designation	Signatures
11.	Chief Secretary	Chairman	
12.	Secretary Employment Generation & Training	Vice-Chairman	
13.	Secretary Planning	Member	
14.	Secretary Higher Education	Member	

15.	Secretary NRI Affairs	Member	
16.	Representative of Finance Department not below the rank of Joint Secretary	Member	
17.	Director Industries and Commerce	Member	
18.	Director Technical Education and Industrial Training	Member	
19.	Director Employment Generation & Training	Member Secretary	

R E S O L U T I O N

It is resolved that Punjab State Council for Employment & Training (PSCE&T) may be got registered as Society under the Act XXI of 1860 and hereinafter may be referred as the Society.

Sr. No.	Ex-Officio Members (Name & Designation)	Designation	Signatures
1.	Chief Secretary	Chairman	
2.	Secretary Employment Generation & Training	Vice-Chairman	
3.	Secretary Planning	Member	
4.	Secretary Higher Education	Member	
5.	Secretary NRI Affairs	Member	
6.	Representative of Finance Department not below the rank of Joint Secretary	Member	
7.	Director Industries and Commerce	Member	
8.	Director Technical Education and Industrial Training	Member	
9.	Director Employment Generation & Training	Member Secretary	