

**PUNJAB LAND RECORDS SOCIETY
(RULES)**

The Registered Office of the Society shall be situated in the Jalandhar, district of Punjab.

Short title and commencement:

1. The Society may be called the Punjab Land Records Society.
2. **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. "Central Government" shall mean the Government of India.
 - c. The "Chairman" shall mean the "Chairman of the Governing Council".
 - d. "Chief Executive Officer" means Chief Executive Officer of the Executive Committee of the Punjab Land Records Society.
 - e. "Governing Council" shall mean the body which is constituted as the "Governing Council of the Society" by the Government.
 - f. IT shall mean: Information Technology.
 - g. Member means:
 - i. The ex-officio members as per the constitution of the society or
 - ii. Such Person(s) who may be accepted in future as Members of the Society on such terms and conditions as laid down by the Governing Council.
 - iii. Such Person(s), institutions, organizations, societies, corporate bodies who may be accepted in future as the co-opted Members of the Governing Council on such terms and conditions as laid down by the Governing Council.
 - h. "Member Secretary" means Member Secretary of the Governing Council of the Punjab Land Records Society. Director Land Records, Jalandhar as per the recommendations of the Governing Council shall be the Member Secretary.
 - i. "State" means the State of Punjab.
 - j. "State Government" shall mean the Government of Punjab in the Department of Revenue & Rehabilitation, Punjab.
 - k. "The Society" means the Punjab Land Records Society (PLRS).
3. **Membership :** - The Society shall consist of the following members: -
 - a) First member of the Governing Council and those who have subscribed to the Memorandum of Association;
 - b) Members nominated by the State Government.
4. When a person is nominated as the member of the Society by virtue of an Office held by him, his membership of the Society shall terminate when he ceased to hold that office and the vacancy so caused shall be his successor to that office.
5. Whenever a 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. His resignation shall take effect only on its acceptance by the Governing Council.
6. Any vacancy in the membership of Society either by resignation or otherwise may be filled by the State Government.
7. Should a person who is the member of the Society by virtue of his office held by him be unable to attend the meeting of the Society, he may appoint a proxy to attend the meeting in his place. Such proxy shall be entitled to take part in the proceedings of that meeting for which he is nominated but shall not have a right to vote thereat.
8. The Society shall function notwithstanding that any person entitled to be a member by reason of his Office is not represented by the Society for the time being. The

proceedings of the Society shall not be invalidated by the above reason or by the reason of any vacancy or defect in the nomination of any of the members.

9. The Society shall maintain a roll of members at its registered Office and every member shall sign the required form stating his Occupation and Address.
10. It shall be incumbent upon a member of the Society to notify to the Office of the Society any change of the Address or Occupation.
11. The Society shall maintain a Register of Members into which the following particulars shall be entered:
 - (a) Name and address of each member.
 - 1) The date on which the member was admitted.
 - 2) The date on which the member ceased to be a member.
12. A member of the Society or the Governing Council shall cease to be such a member if he
 - (a) dies, or
 - (b) resigns his membership; or
 - (c) becomes of unsound mind, or
 - (d) becomes insolvent, or
 - (e) is convicted of a criminal offence involving moral turpitude, or
 - (f) is removed by the State Government.

13.1 Governing Council: -

- (a) The Governing Council will consist of members of whom one shall be appointed as Chairman and another as the Member Secretary of the Society. While Financial Commissioner, Punjab, of Punjab Government shall be the Chairman, the Member Secretary shall be appointed by the State Government; however, the State Govt. may nominate any other specialist in the relevant field in addition to the above members from time to time, not exceeding three. The Governing Council shall be the supreme authority and source of all powers, functions and activities of the Society.
- (b) The general superintendence, direction and control of the affairs of the Society and of its income and property shall be vested in the Governing Council of the Society hereinafter referred to as "The Council" or "The Governing Council".
- (c) The following persons will constitute Governing Council of the Punjab Land Records Society:-
 - (i) Ex-officio members as mentioned below.

S. No.	Shri/Smt.	Designation	Address
1.	Rupan Deol Bajaj	Financial Commissioner, Revenue, Punjab	Chairperson, Punjab Civil Sectt. Chandigarh.
2.	K.R.Lakhanpal	Principal Secretary Finance, Punjab.	Punjab Civil Sectt. Chandigarh.
3.	B. R. Bajaj	Principal Secretary, Information Technology, Punjab	Punjab Civil Sectt, Sector 9, Chandigarh.
4.	H.S. Sidhu	Additional Secretary Revenue, Punjab.	Punjab Civil Sectt., Chandigarh.
5.	Dr. Swaran Singh	Commissioner, Jalandhar Division, Jalandhar	Commissioner, Jalandhar Division, Jalandhar
6.	C.S. Srivastava	Commissioner,	Commissioner, Patiala, Division,

		Patiala, Division, Patiala.	Patiala.
7.	B. Sarkar	Commissioner, Ferozepur, Division, Ferozepur.	Commissioner, Ferozepur, Division, Ferozepur
8.	B. Sarkar	Commissioner, Faridkot Division, Faridkot.	Commissioner, Faridkot Division, Faridkot.
9.	Arvinder Singh	Director of Lands Record, Jalandhar	Member-Secretary, Director of Land Records, Punjab, Jalandhar.
10.	Rakesh Kumar Verma	D.C. Kapurthala	Deputy Commissioner, Kapurthala

(ii) The three members **nominated** to the Governing Council by the State Government.

(iii) Other individuals, institutions/organizations 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 Governing Council from time to time.

13.2 Executive Committee

There shall be an Executive Committee of the society, which shall comprise of the following members

Sr. No.	Name of the Member Sh./Smt.	Designation	Remarks
1.	Rupan Deol Bajaj	Chairperson/CEO	Ex-Officio, FCR
2.	Nirmaljeet Singh Kalsi	Member	Ex-Officio Director Information Technology
3.	Arvinder Singh	Member Secretary	Ex-Officio, Director of Lands Records

The Executive committee shall be responsible for day to day functioning of the society and shall perform all such functions as authorized by the Governing Council from time to time.

13.3 Implementation Committees

(a) There shall be a district level implementation committee for each revenue district of the state who shall be responsible for the implementation of all decisions taken by the Governing Council/ Executive Committee of the society.

(b) The members of the Implementation Committee shall be the following;

S.No.	Shri/Smt.	Occupation	Designation
1.	Deputy Commissioner	Service	President
2.	All Sub-Divisional Magistrates of the district	Service	Members
3.	District Information Officer	Service	Member
5.	All Tehsildars of the District	Service	Members
4.	District Revenue Officer	Service	EO

- (c) The Implementation committee shall submit to the Governing Council all such accounts and action taken reports as desired by the Governing Council from time to time.
- (d) The Commissioner for the Division for the districts in his jurisdiction and the Deputy Commissioners in the concerned districts shall manage the projects, properties or the money under the fund, manage accounts, execute all contracts on behalf of the society and receive funds for the society through donations, grants-in-aid, contributions and raising money whenever required.
14. **Power and functions of the Governing Council: -**
- The Governing Council of the Society shall formulate the overall plans and policies of the Society. Save as herein expressly provided, all the duties, powers, the Governing Council shall exercise all such functions to carry out the objectives of the Society. The Governing Council shall approve all the rules/policies of the society.
15. **Chairman of the Governing Council: -**
- Chairman of the Governing Council shall be the Financial Commissioner, Revenue, Punjab.
16. **Proceedings of the Governing Council: -**
- The Governing Council may meet as it is necessary and at least one a year, ordinarily provided that the Member Secretary may himself on his own or upon a requisition of four members of Governing Council require it to be called at any time. Not less than seven days notice shall be given for every meeting of the Governing Council and a copy of the Governing Council and the State Government as soon as practicable after the meeting provided that in case of urgency at shorter notice may be given with the prior approval of the Chairman and provided further that any accidental commission to give such notice to, or the non receipt of any such by, any member shall not invalidate any proceedings of such meeting.
- i) **QUORUM** - Four members shall constitute a quorum for any meeting of the Governing Council. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting if convened upon such requisition as aforesaid shall be dissolved, in any other case it shall stand adjourned to the same day in the next week at the same time and place, and if at such adjourned meeting a quorum is not present these members who are present shall be the quorum and may transact the business for which the meeting was called.
- ii) In case of difference of opinion amongst the members the opinion of the majority shall prevail.
- iii) Each member of the Governing Council including the Chairman shall have one vote and if there shall be an equality of votes on any question to be determined by the Governing Council, the Chairman shall in addition have and exercise a casting vote.
- iv) Every meeting of the Governing Council shall be presided by the Chairman and in his absence by a member chosen from amongst themselves by the members present at the meeting.
- v) Any resolution except such as may be placed before the meeting of the Governing Council may be adopted by circulation among all its members present in India and any resolution shall be as effective and binding as if such resolution had been passed at the meeting of the Governing Council.
17. The Governing Council may by resolution delegate to the Chairman, Member Secretary and other officers of the Society such of its powers for the conduct of its affairs of the Governing Council as it may consider necessary or desirable.
18. Subject to the rules, regulations and bylaws and orders of the Governing Council, the Member Secretary of the Society shall be responsible for proper administration of the Society and for the conduct of the staff under the direction and control of the Governing Council.

19. The members of the Society, the Governing Council or any Committee appointed by the Society or the Governing Council shall not be entitled to any remuneration from the Society. However, they shall be entitled to reimbursement of, or compensation for expenditure on traveling, conveyance etc., incurred by them in attending meetings of the Society or Governing Council or any Committee thereof or in performing journeys for the work of the Society at such rates and in such manner as may be prescribed by the Governing Council.
20. The Chairman shall have the power to invite any person or persons, not being member of the Governing Council to attend the meeting of the Governing Council but such invites shall not be entitled to vote at the meeting.
21. **Powers, Functions & Responsibilities of the Member Secretary:**
- a. The Member-Secretary shall be the custodian of the record, the funds of the Society & such other property of the society as the Governing Council may commit to his charge. 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.
 - b. The Member-Secretary shall have such other powers & perform other duties as may be delegated or assigned to him by the Governing Council. The Member-Secretary may delegate any of his powers to any of his subordinate with the approval of the Governing Council.
 - c. The Member-Secretary of Governing Council shall act as the Member-Secretary of the Punjab Land Records Society and will record the proceedings of the meetings of the Society and of the Governing Council and maintain a proper record of these meetings in accordance with the provisions of the Bye-laws of the Society.
 - d. The Member-Secretary of Governing Council shall manage the projects, properties or the money under the fund, manage accounts, execute all contracts on behalf of the society and receive funds for the society through donations, grants-in-aid, contributions and raising money whenever required except as provided in Rule 13.3(d).
 - e. The Member-Secretary of Governing Council 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.
 - f. The Member-Secretary of Governing Council shall represent the society in all its legal matters jointly or through any authorized representative.
 - g. To do all acts, deeds and things necessary for carrying out his functions as Member-Secretary.
22. **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 and Financial Institutions.
 - (b) The recurring expenditure of the society would be met out of the service charges collected through the Punjab Land Records Society from the citizen's services and other income from other 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. The contribution may also be accepted from Private bodies and individuals subject to the approval of its Governing Council.
 - (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 relating to IT industry.
 - ii **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.

23. **Withdrawal of Funds.**
1. Withdrawal of funds from the accounts of the society shall be regulated in a manner to be determined by the Governing Council.
 2. 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 Governing Council.
24. **Annual report.**
- A report on the working of the Fund for every year shall be prepared in the Month of June by the Member Secretary after the approval of the Governing Council, presented to the Department of Revenue and Rehabilitation, Punjab.
25. **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.
26. **Powers of the State Government to Give Directions to the Society:**
- The State Government in the Department of Revenue and Rehabilitation may give the Society such directions as in its opinion, are necessary or expedient for carrying out the purposes of the funds or the Society. It shall be the duty of the Society to comply with such directions.
27. **Repeal and Savings.**
- I. Subject to the prior approval of the Governing Council, the Society may alter, extend or abridge any purposes for which it is established by following the procedure prescribed under these rules.
 - II. These Rules may be altered by the Society with the consent of the Governing Council 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 subject to the approval of Department of Revenue and Rehabilitation, Punjab.
28. **Societies Registration Act to Apply:**
- All clauses of Societies Registration Act, 1860 (Punjab Amendment Act, 1957) as applied 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.