

**PUNJAB LAND RECORDS SOCIETY**  
**Under**  
**The Department of Revenue and Rehabilitation**  
**Government of Punjab**  
**(RULES)**

1. The Registered Office of the Society shall be situated in the Jalandhar, district of Punjab.
2. **Short title and commencement:** The Society may be called the Punjab Land Records Society.
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) "The Society" means the Punjab Land Records Society (PLRS).
  - (c) "Central Government" shall mean the Government of India.
  - (d) "Governing Council" shall mean the Apex body which is constituted as the "Governing Council of the Society".
  - (e) "Board of Management" shall mean the main managing body which is constituted as the "Board of Management" of the Society.
  - (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, or the Government.
    - iii. Such person (s) who may be nominated by the State Govt. to be the members of the Society
    - iv. Such Person(s), institutions, organizations, societies, corporate bodies who may be accepted in future as the co-opted Members of the Governing Council, Board of Management or the Executive Committee of the Society on such terms and conditions as laid down by the Governing Council, or the Government.
  - (h) "Chairperson" means Chairperson of the Governing Council of the Punjab Land Records Society.
  - (i) "Vice-Chairperson" mean Vice-Chairperson of the Governing Council of the Punjab Land Records Society.
  - (j) "Chief Executive Officer (CEO)" means Chief Executive Officer of the Punjab Land Records Society.
  - (k) "Member Secretary" means Member Secretary of the Punjab Land Records Society.
  - (l) "State" means the State of Punjab.

- (m) "State Government" shall mean the Government of Punjab in the Department of Revenue & Rehabilitation, Punjab.
- (n) "IT experts" shall mean a specialist from the field of Information Technology, computers, communication or electronics with a formal graduate degree in computers / Information Technology / communication/ electronics/ management or other related fields with 8 to 10 years of experience and can contribute his expertise & experience to achieve the objectives of the Society.
- (o) "Revenue experts" shall mean well-known, distinguished, important, renowned or reputed persons from the Revenue field duly recommended by the State Government.
- (p) The word importing masculine gender shall also include the feminine gender and vice-versa.
- (q) The Word importing singular number shall also include plural number and vice-versa;

4. **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.
5. 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.
  6. Whenever a non-official 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 who will place the resignation before the Governing Council. His resignation shall take effect only on its acceptance by the Governing Council.
  7. Any vacancy in the membership of Society either by resignation or otherwise may be filled by the State Government.
  8. 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.
  9. 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.
  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.
    - (b) The date on which the member was admitted.
    - (c) The date on which the member ceased to be a member.
  12. An Official member would cease to be a member of the society on his transfer from the designated post. A non-official member of the Society or the Governing Council shall cease to be such a member,

- (a) On death,
- (b) On written resignation,
- (c) becomes insolvent, or
- (d) is convicted of a criminal offence involving moral turpitude, or
- (e) is removed by the State Government.
- (f) If the member other than an official member has not attended three consecutive meetings without any justifiable reason or without the permission of the Governing Council.
- (g) If disregards Rules & Regulations or disobeys the decision of the Governing Body.
- (h) If he/ she is found to be insane or of unsound mind by a registered medical practitioner.

### **13. MEMBERS OF THE SOCIETY:**

- (a) The Society shall consist of
  - i. **All the ex-officio members** of the Governing Council (GC).
  - ii. The members nominated by the Government in the Governing Council (GC).
  - iii. Other individuals, institutions, organisations 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 (GC) from time to time.
- (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 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 acceptance of his resignation by Governing Council.
  - iii. A member of the Society shall cease to be a member, if Governing Council (GC) so desires.

### **14. Governing Council (GC):**

- (a) The Governing Council (GC) shall be the Apex Body and source of all powers, functions and activities of the Society.
- (b) The Governing Council will consist of following members of the Punjab Land Records Society.

Sr. No.	Designation & Address	Remarks
	<b>Ex-officio members</b>	
1.	Revenue & Rehabilitation Minister Punjab Civil Secretariat Chandigarh.	<b>Chairperson</b>
2.	Financial Commissioner, Revenue, Punjab Punjab Civil Secretariat Chandigarh.	Vice Chairperson
3.	Principal Secretary, Information Technology, Punjab	Member
4.	Principal Secretary Finance, Punjab Punjab Civil Secretariat Chandigarh	Member
5.	Director-cum- Secretary, Information Technology, Punjab	Member
5-9	All Divisional Commissioners of Revenue Divisions	Members
10-26	All Deputy Commissioners	Members
27.	Additional Secretary Revenue, Punjab Punjab Civil Secretariat, Chandigarh. (Office Bearer of Department of Revenue)	Member
28.	Director of Lands Record, Jalandhar	Member Secretary
	<b>Nominated members</b>	
29-30	Two IT experts to be nominated by Government	Nominated Members
31-32	Two Revenue Experts to be nominated by the Govt.	Nominated Members
	<b>Co-opted members</b>	
33.- 34	Any other members not exceeding two in numbers, which Governing Council (GC) decides to co-opt.	Co-opted Member

#### 15. Meeting of Governing Council (GC)

- (a) The Governing Council (GC) shall hold Annual General Meeting (AGM) once in a year.
- (b) Every meeting of the Governing Council (GC) shall be presided over by the Chairperson of the Governing Council (GC) and in his absence by the member chosen from the amongst themselves by the members present at; the Vice Chairperson shall preside over the meeting.
- (c) The Chairperson or the Vice-Chairperson may, whenever he thinks fit, and shall, on the written requisition of not less than four members, call a special meeting of the Governing Council (GC).

#### 16. Notice and quorum for the meetings of the Governing Council:

- (a) Not less than seven days notice shall be given for every meeting of the Governing Council with a copy to the State Government as soon as practicable. Provided that in case of urgency a shorter notice may be given with the prior approval of the Chairperson in such cases every notice calling a meeting of the Governing Council (GC) 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. Provided further that any accidental omission to give such notice to, or the non receipt of any such notice by any member shall not invalidate any proceedings of such meeting.
- b) Ten members shall constitute a quorum for any meeting of the Governing Council.
- c) Each member of the Governing Council including the Chairperson shall have one vote and if there shall be an equality of votes on any question to be determined by the Governing Council, the Chairperson shall in addition have and exercise a casting vote.
- d) 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.

- e) The Governing Council may by resolution delegate to the Chairperson, vice-Chairperson, 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.
- f) The Members of the Society, the Governing Council or any Committee appointed by the Society of the governing Council shall be entitled to reimbursement of, or compensation for expenditure on travelling, 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 (GC).
- g) The Chairperson 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 (GC) but such invitees shall not be entitled to vote at the meeting and also not eligible to claim remunerations, but he shall be entitled to reimbursement on travelling, conveyance etc. incurred by him, as approved by the Board of Management (BoM).

### **17. Conduct of Business of the Governing Council (GC)**

- (a) The Governing Council (GC) may function notwithstanding any vacancy in its 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 Governing Council (GC).
- (b) Acts and Proceedings not to be invalidated by vacancies etc: No act or proceeding of the Governing Council (GC) or any body 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.
- (c) In case of difference of opinion amongst the members, the opinion of the majority shall prevail.
- (d) Each member of the Governing Council (GC), including the Chairperson, shall have one vote & if there is an equal number of votes on any question to be determined by the Governing Council (GC), the Chairperson shall, in addition, have and exercise a casting vote.
- (e) Any resolution, except such as may be placed before the meeting of the Governing Council (GC), 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 Governing Council (GC), provided that in every such case, at least 50% members of the Governing Council (GC) shall have recorded their approval to the Resolution.

### **18. Power and functions of the Governing Council:**

Subject to the Memorandum of Association and these Rules, but without prejudice to the generality of powers, the Governing Council (GC) shall have the full functional autonomy and shall exercise the following powers and carry out the following functions inter-alia:

- (a) The Governing Council (GC) shall be the ***Apex Body*** of the Society.
- (b) The Governing Council (GC) shall be vested with the general ***superintendence, direction and control of the affairs*** of the Society and of its ***income, expenditure, assets & liabilities***.
- (c) The Governing Council (GC) may issue directions for the formulation of overall plans and policies of the Society with an aim to ***improve the delivery system of revenue services*** of the State of Punjab.

- (d) The Governing Council (GC) shall consider and approve the **overall policies of the society** on the recommendations of the Board of Management (BoM).
- (e) The Governing Council (GC) shall consider and approve the **annual budget of the society** on the recommendations of the Board of Management (BoM).
- (f) The Governing Council (GC) shall consider and approve the **annual reports of the society** on the recommendations of the Board of Management (BoM).
- (g) The Governing Council (GC) shall consider and approve the **appointment of Auditor of the society** on the recommendations of the Board of Management (BoM) of the Society.
- (h) The Governing Council (GC) shall approve the **rules & amendments** therein for the fulfillment of the objects of the Society on the recommendations of the Board of Management (BoM).
- (i) The Governing Council (GC) shall approve the **acquisition and alienation of immovable Property** by the society.
- (j) The Governing Council (GC) may **co-opt members** of the Society on the recommendations of Board of Management (BoM).
- (k) With the approval of its Governing Council (GC), 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 etc. for the furtherance of the objects of the Society.
- (l) The contribution may also be accepted from **Private bodies** and individuals with the approval of its Governing Council (GC).
- (m) The Governing Council (GC) may **accept the resignations** of the non-official members.
- (n) The Governing Council (GC) may approve the **awards and rewards** to the officials/ persons connected with the affairs of the society on the recommendations of Board of Management (BoM).

#### 19. Board of Management (BOM):

- (a) The Board of Management (BoM) shall be the main Managing Body of the Society.
- (b) Financial Commissioner (Revenue) of Punjab Government shall be Ex-officio chairperson of the Board of Management of the society.
- (c) Director Land Records, Government of Punjab shall be the ex-officio member Secretary and Chief Executive Officer (CEO) of the Society.
- (d) Board of Management will consist of the following members:

Sr. No.	Designation of address	Remarks
	<b>Ex-Officio Members</b>	
1.	Financial Commissioner, Revenue, Punjab, Punjab Civil Secretariat, Chandigarh	<b>Chairperson</b>
2.	Principal Secretary, Finance Department, Punjab, Punjab Civil Secretariat, Chandigarh.	Member
3.	Principal Secretary, Information Technology, Punjab, Punjab Civil Secretariat, Chandigarh.	Member
4.	Secretary cum Director, Information Technology, Punjab, SCO 193-95 Sector 34-A Chandigarh	Member
5,6, 7,8	Commissioners of Revenue Divisions, of the State	Four Members

9.	Additional Secretary, Revenue, Punjab, Punjab Civil Secretariat Chandigarh	Member
10.	Two Deputy Commissioners of the State to be nominated by the Government	Member.
11.	Director of Land Records, Punjab, Jalandhar.	Member Secretary
	<b>Co-opt members</b>	
12	Any other member, which Board of Management (BoM) decides to co-opt.	Co-opted Member

## 20. Meeting of the Board of Management (BoM):

- (a) The Board of Management shall ordinarily meet at least 3-4 times in a year.
- (b) Every meeting of the Board of Management shall be presided over by the Chairperson of the Board of Management and in his absence the senior member shall preside over the meeting.
- (c) The Chairperson whenever he thinks fit and shall, on the written requisition of the Member-Secretary, call a special meeting of the Board of Management.
- (d) Notice and Quorum for the meeting of the Board of Management:
  - i. Every notice calling a meeting of the Board of Management (BoM) 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 Chairperson for reasons to be recorded shall have the authority to call a special meeting on such shorter notice as he thinks fit.
  - iii. The Board of Management (BoM) can further constitute committees and sub-committees and delegate the necessary powers and authorizations to such committees for the specific purposes.
- (e) **Quorum:** Six Members shall constitute the Quorum.

## 21. Conduct of Business of the Board of Management:

- (a) Acts and Proceedings not to be invalidated by vacancies etc.: Not act or proceeding of the Board of Management (BoM) or any authority of the Society or any committee constituted under this, shall be questioned on the ground merely on 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.
- (b) In case of difference of opinion amongst the members, the opinion of the majority shall prevail.
- (c) Any resolution, except such as may be before the meeting of the Board of Management (BoM) 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 bindings as if such Resolution has been passed at a meeting of the Board of Management (BoM), provided that in every such case, at least 50% members of the Board of Management shall have recorded their approval to the Resolution.

## 22. Powers & Functions of Board of Management (BoM):

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

- (a) Shall be responsible for the overall administration and control of the Society and take all decisions necessary for this purpose.
- (b) Shall recommend the Governing Council (GC) for the general superintendence, direction and control of the affairs of the Society and of its income, expenditure, assets & liabilities.
- (c) Shall formulate and recommend to the Governing Council (GC) on the overall plans and policies of the Society with an aim to improve the delivery system of revenue services of the State of Punjab.
- (d) Shall formulate and recommend to the Governing Council (GC) on the plans, policies, annual budget, annual reports and appointment of Auditor of the society.
- (e) Shall formulate and recommend to the Governing Council (GC) on the rules & **amendments** therein for the fulfilment of the objects of the Society.
- (f) Shall formulate the project based contract positions, their qualifications and remunerations and conditions of service subject to the instructions of the State Government from time to time.
- (g) Shall delegate, to such extent as it may deem necessary, any of its powers to any Officer or the Committees to be constituted.
- (h) Shall recommend the Governing Council (GC) on the acquisition and alienation of immovable Property by the society.
- (i) Shall formulate and fix the user charges/ facilitation charges subject to the instructions of the State Government from time to time.
- (j) The Board of Management (BoM) may review the progress of the implementation of the project at any stage.
- (k) Shall formulate the Quality Policy, for the Society.
- (l) Shall recommend the Governing Council (GC) on co-option of members of the Society.
- (m) For the implementation of the policies, plans, and programmes approved by Governing Council (GC), the Board of Management (BoM) shall take all decisions relating to the administration, management, working and control of the Society.
- (n) The Board of Management (BoM) shall sanction expenditure for the execution of plans, and programmes of the Society
- (o) The Board of Management (BoM) may appoint 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.
- (p) Consider, frame and issue detailed regulations, instructions, guidelines, procedures and processes from time to time in conformity with the statues and rules for the fulfilment of the objects of the society.
- (q) To authorize any change of procedure, limits, delegation etc. in the operation of the funds of the Society.
- (r) Authorize the collection, payments and user charges to be charged from the general public for the delivery of revenue services on behalf of Revenue and other Departments and agencies and transfer/ utilize the same in the manner prescribed.
- (s) Fixation of remuneration and other TA/DA charges for members of various Committees and special invitees, while attending the meetings of the various Committees.

- (t) Consider and approve eligibility conditions, duration, selection process etc for various types of service providers, vendors, resources including system integrators, developers, stake holders, financial collaborators, public-private partners, franchises, implementers, executors of the various e-Governance initiatives and other citizen services.
- (u) Consider and frame the proposals, Request For Proposal (RFP) and other documents for the approval of the competent authority to achieve the objects of the society
- (v) Consider and approve norms, guidelines and terms and conditions and service level agreements with stakeholders and franchises to establish service delivery Centres and to add to or amend them from time to time.
- (w) To handle the projects on job-work and/or outsourcing basis for the Society, lay down terms and conditions and method of hiring such human and other Information Technology resources.
- (x) Acquire by gift, purchase, exchange, lease, hire or otherwise any property, movable or immovable, and to construct, improve, alter, demolish or repair buildings, spaces, works and constructions as may be necessary or convenient for carrying out the activities of the Society.
- (y) Negotiate, enter into and/or make contracts & deeds on behalf of the Society.
- (z) 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;
- (aa) Solicit and receive grants, gifts, donations or other contributions from the Central Government, State Government, user charges, cess, contributions, fee and funds in any other forms, provided it is approved by the Executive Committee;
- (bb) Recommend cases for obtaining Technical Sanction (TS) to the competent authority i.e. Empowered Committee on Computerisation in the Department of Information Technology, Government of Punjab.
- (cc) 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

### **23. Powers, Functions & Responsibilities of the Member Secretary:**

- (a) The Member-Secretary of Governing Council shall act as the Member-Secretary of the Punjab Land Records Society and will act as the Chief Executive Officer of the society.
- (b) The Member-Secretary shall be responsible for the day to day functioning of the society and for providing the revenue services relating to land records to the people.
- (c) The Member-Secretary shall be responsible for implementing/ executing all decisions of Governing Council (GC), Board of Management (BoM) and Executive Committee. He shall also be responsible for implementing the directions of Empowered Committee on Computerisation and Punjab State e-Governance Society.
- (d) The Member-Secretary shall be responsible for implementing the Service Level Agreements (SLAs) in providing the revenue services relating to land records to the people
- (e) The Member-Secretary 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.
- (f) The Member-Secretary shall be responsible for and the custodian of all the records pertaining to the Society, the funds of the Society & such other property of the society as the Governing Council (GC) or the Board of Management (BoM) may commit to his charge.
- (g) The Member-Secretary shall have the accounts maintained in such manner as prescribed

under the rules of the society and the instructions of Government from time to time.

- (h) The Member-Secretary shall arrange for the annual audit in accordance with the provisions in the Rules and Byelaws of the Society.
- (i) The Member-Secretary shall have such other powers & perform other duties as may be delegated or assigned to him by the Governing Council, Board of Management and Executive Committee.
- (j) The Member-Secretary may delegate any of his powers to any of his subordinate with the approval of the Board of Management.
- (k) The Member-Secretary shall manage the projects, properties or the moneys of the society, manage accounts, execute all contracts on behalf of the society and receive funds for the society through Government budget allocation, donations, grants-in-aid, contributions and raising money whenever required as per approval of the Governing Council (GC).
- (l) The Member-Secretary shall prepare the budget relating to the administrative expenses of the Society and Committee such as office expenditure, expenditure on TA/DA of the members and staff which shall be a legitimate charge on the fund.
- (m) The Member-Secretary shall represent the society in all its legal matters jointly or through any authorized representative.
- (n) To do all acts, deeds and things necessary for carrying out his functions as Member-Secretary.
- (o) In the event of the post of the Member-Secretary remaining vacant or the Member-Secretary being absent or unable to perform his duties or any reason, it shall be open for the Governing Council (GC) 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 Governing Council (GC) may deem fit.
- (p) 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. The Member-Secretary shall carry out the general correspondence in connection with the work assigned to him/ her by the Governing Council (GC), Board of Management (BoM) or the Executive Committee from time to time.
- (q) The Member-Secretary of Board of Governor shall hire & fire the manpower for the society and other staff in accordance with Rules, regulations and bye-laws of the Society. The Member-Secretary shall represent the society in all its legal matters jointly or through any authorized representative.
- (r) The Member-Secretary shall be responsible for the training and execution of all IT and e-Governance projects as approved by the Governing Council (GC), Board of Management (BoM) or the Executive Committee.

#### 24. Executive Committee

- (a) There shall be an Executive Committee of the society, which shall comprise of the following members:

Sr. No	Designation	Remarks
	<b>Ex-officio Members</b>	
1.	<b>Financial Commissioner Revenue, Punjab</b>	<b><u>Chairperson</u></b>
2.	Director Information Technology	Member
3.	One representative of the Department of Finance not below the rank of Joint Secretary.	Member

4.	Additional Secretary Revenue, Punjab, Civil Secretariat, Chandigarh	Member
<b>Nominated Members</b>		
5.	An IT. Expert to be nominated by the Financial Commissioner, Revenue, Punjab.	Member
6.	A Revenue Expert to be nominated by the Financial Commissioner Revenue, Punjab.	Member
7.	Director of Land Records.	Member Secretary

- (b) The Executive committee shall be responsible for day-to-day functioning of the society and shall perform all such additional functions as authorized by the Governing Council or Board of Management (BoM) as the case may be from time to time.
- (c) The Executive Committee shall exercise such other powers as delegated to it by the Governing Council (GC) or Board of Management (BoM).
- (d) In case of urgency, the Executive Committee shall take the decision and get the same ratified from the Board of Management (BoM) or Governing Council, as the case may be in the next meeting of the same.
- (e) The Executive Committee may further delegate any of its powers to Member Secretary of the Society.

#### **25. District 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/ Board of Management / 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.	Additional Deputy Commissioner	Service	Vice- President
3.	All Sub-Divisional Magistrate of the District	Service	Members
4.	All Tehsildars/Naib Tehsildars of the District	Service	Members
5.	District Informatics Officer, NIC	Service	Members
6.	District Revenue Officer or any District Level Officer	Service	Executive Officer
7.	Any member to be co-opted by the Deputy Commissioner		

- (c) The Deputy Commissioner shall be the ex-officio President of the District Implementation Committee.
- (d) He shall manage all the project, properties or the money under the fund, manage accounts, execute all contracts on behalf of the Society and receive funds for the Society through user charges, donations, grants-in-aids, contribution and raising money, whenever required.

- (e) The Implementation committee shall submit to the Member Secretary all such accounts and action taken reports as desired by the Governing Council / Board of Management / Executive Committee from time to time.
- (f) District Implementation Committee can also submit any proposal/project as per the objectives and aims of the Society for approval from Board of Management/Executive Committee and it shall be responsible to implement all such projects/proposals after approval.

#### **26. 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 user 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.

#### **27. Withdrawal of Funds.**

- (a) Withdrawal of funds from the accounts of the society shall be regulated in a manner to be determined by the Governing Council (GC) as per the procedure approved by the Board of Management.
- (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 Governing Council (GC) as per the procedure approved by the Board of Management.

#### **28. 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.

#### **29. 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.

#### **30. 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 affairs of the Society. It shall be the duty of the Society to comply with such directions.

**31. Repeal and Savings.**

- (a) 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.
- (b) 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.

**32. 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.