



## PUNJAB GOVERNMENT

### Punjab ICT Education Society (PICTES)

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

And

In the matter of Punjab ICT Education Society (PICTES) (hereinafter referred to as the Society) pertaining to Rules and Regulations of Society for the administration and implementation of Information & Communication Technology (ICT) Education, Course contents and MIS System.

#### MEMORANDUM OF ASSOCIATION

##### 1. Preamble

The primary objective of the Punjab ICT Education Society (PICTES) is to administer the Information & Communication Technology (ICT) Education, Course contents and MIS System for providing compulsory Information & Communication Technology (ICT) / computer education to the Students of Government Schools across the State in a phased manner. It would also administer the Management Information System (MIS) system. It would facilitate the establishment of required IT infrastructure as well as courseware for the School.

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

2. (a) **Name:** The name of the Society shall be Punjab ICT Education Society (PICTES), Society for short.

(b) **Office:** The Registered office of the Society shall be at District Institute Education and Training (DIET) Ropar C/o Director General (DG), Department of School Education (DSE), Room no. 517, 5<sup>th</sup> Floor, Mini Secretariat (Punjab), Chandigarh.

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 "Chairman" and Vice Chairman" shall mean the "Chairman" and "Vice-Chairman" of the Board of Governors.

d. IT shall mean: Information Technology.

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, organisations, 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 Punjab ICT Education Society (PICTES). Director General (DG), Department of School Education (DSE), Government of Punjab shall be the Member Secretary.

g. "Chief Executive Officer" means Chief Executive Officer of the Punjab ICT Education Society.

- h. "The Society" means the Punjab ICT Education Society known by the name, style and manner of PICTES.
- i. "State Government" shall mean the Government of Punjab in the Department of School Education or in any other way it is known as.
- j. "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 with minimum of 10 years of experience and can contribute his expertise & experience to achieve the objectives of the Society.
- k. "Eminent citizens" shall mean well-known, distinguished, renowned or reputed persons from the general public duly recommended by the district/ state administration.

**4. Objectives and functions of the Society:**

- a. To take all necessary steps to promote the computer education in Government Schools.
- b. To assist the Department of School Education (DSE) in formulating and implementing strategy, procedures and guidelines and for the adoption of Information & Communication Technology (ICT) education in various schools in Punjab.
- c. To promote and disseminate Information Technology culture among existing teachers in the State so that the benefit of information technology can be percolated at the school level.
- d. To administer the implementation of Management Information System (MIS) system for better coordination with the concerned ministry in Government of India.
- e. To workout revenue models and modalities for providing computer education on a public-private partnership model for its self sustainability and to encourage private sector initiative in IT related infrastructure and services. This would include working out all commercial modalities and revenue model including Franchise Model in the education sector.
- f. To collect fees from the beneficiary students for providing ICT education and course material on behalf of the Department of School Education.
- g. To authorize a committee, sub-committee of the Society for utilizing the funds to fulfil the objectives of the society.
- h. To establish and make available connectivity and access to Information through Internet, Intranet, LAN, MAN, WAN, E-MAIL, Web Servers and Web sites, leased line, EduSAT & other modes of Communication or any other form of connectivity and regulate their use in various schools of the State.
- i. To buy, sell, let on hire, repair, import, export, lease, trade and otherwise deal and provide all IT resources and support, required by any school in the State including hiring of teachers & faculty, consultancy services, procurement of hardware and software, development of special purpose software projects involving application of Information Technology on case-to-case basis.
- j. To enter into collaborations, MoUs, partnerships, agreements and contracts with Indian and/or foreign individuals, companies or other organizations for transfer, sale, purchase of equipment and for technical, financial or any other assistance for carrying out all or any of the objects of the Society.
- k. To enter into any agreement with any Government or authorities or corporations, companies, or persons which may seem conducive to the Society's objects or any of them and to obtain from any such Government authorities, corporations, companies, societies or persons any contracts, rights, privileges and concessions which the society may think desirable and to carry out, exercise and comply with any such contracts rights, privileges and concessions.
- l. To hire computer teachers and faculty, consultants and other specialized agencies as found necessary for efficient handling and conduct of the business of the society.
- m. To provide and/ or arrange to provide all technical assistance & help to create, organise, and maintain centralised data-warehouse, information-repository, and software-library to be shared by all schools. To facilitate inter-school coordination in all IT related matters and to devise modalities for information sharing.

- n. To workout the Standard of Service and Service Level Agreements for the services related to computer education.
- o. To take all the steps necessary to fulfil the objectives of the Department of School Education for spearhead the ICT Education in the State of Punjab. To do all such other lawful things as may be necessary, incidental or conducive to the attainment of the above objects.
- p. To obtain licenses, certificates and privileges for all purposes from all persons, local authorities and the Central and State Government, to renew the same and transfer the same in favour of any person or authorities.
- q. To lend or deposit moneys belonging to or entrusted to or at the disposal of the Society or franchisees and other having dealings with the society with or without security, upon such terms as may be thought proper and to guarantee the performance of contracts by such persons or company provided that the Society shall not carry on banking business as defined in Banking Companies Regulation Act 1949.
- r. To borrow, lend and raise money with or without security or to receive money and deposit on interest or otherwise in such manner as the Society may deem fit.
- s. To improve, manage, work, develop, alter, exchange, lease, mortgage, turn to account, abandon or otherwise deal with all or any part to the property rights and concessions of the Society.
- t. To open account or accounts with any individual firm or company or with any bank or banks and to pay into and to withdraw moneys from such account or accounts.
- u. To create any depreciation fund, reserve fund, sinking fund, insurance fund or any special or other fund whether for depreciation or for repairing, improving, extending or maintaining any of the properties of the Society and to transfer any such fund or part thereof to any of the other funds herein mentioned.

#### **5. Funding of Society its resources, operations and management**

- a. The expenditure on IT Resources, operations and management of the Society would be funded through the State of Punjab and from the fees to be collected from the students.
- b. The Society may approach Government of India or any financial institutions or sources for funding the ICT education project depending upon the policy at that time and the project structuring/ requirement.
- c. **Sources of income of the Society:** The Society will facilitate/ execute/ implement ICT education on behalf of Department of School Education (DSE) based on the availability of the funds.
- d. **Operations and Management (O & M) of the society:** The Society will not have a permanent staff of its own. Any required operating, administrative, technical and other manpower may be deployed on job work, contract or outsourcing basis. Any expenditure on manpower would be met by the Society out of the available funds.
- e. 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 (MoA).
- f. 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 or 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:

SN	Designation	Address	Remarks
	<b>Ex-officio Members</b>		
1.	Chief Secretary to Government of Punjab Chandigarh	26/6, Main Secretariat, Punjab	<b>Chairman</b>
2.	Secretary to Government of Punjab, Department of school Education	223/2, Mini Secretariat, Punjab.	<b>Vice-Chairman</b>
3.	Secretary to Government of Punjab, Department of Finance	16/8, Main Secretariat, Punjab	Member
4.	Secretary to Government of Punjab, Department of Information Technology	10/8, Main Secretariat, Punjab.	Member
5.	Secretary to Government of Punjab, Department of Local Government	620/6, Mini Secretariat, Punjab.	Member
6.	Secretary to Government of Punjab, Department of Rural Development & Panchayat	519/5 Mini Secretariat, Punjab	Member
7.	Director, Department of Information Technology, Punjab	SCO 193-195, Sector 34-A, Chandigarh.	Member
8.	Director General-cum-Special Secretary, Department of School Education	517/5, Mini Secretariat, Punjab.	<b>Member Secretary</b>
9.	DPI(S)	SCO 95-97 Sector 17, Chandigarh	Member
10.	Senior System Manager (Policy Planning), Department of Information Technology, Punjab	SCO 193-195, Sector 34-A, Chandigarh.	Member
	<b>Nominated Members</b>		
11.	Two IT experts to be nominated by the Department of School Education		Member
12.	Two eminent citizens to be nominated by the Department of School Education		Member
	<b>Co-opted Members</b>		
13.	Any other member which Board of Governors decides to co-opt.		Co-opted Members

7. **Rules and Regulations:** The Board of Governors is authorised to frame rules and regulations for conducting the business of the Society based on this Memorandum of Association.

## RULES

### OF

### **Punjab ICT Education Society (PICTES)**

1. **Registered Office:** The Registered Office of the Society shall be situated at Chandigarh.
2. **Short title and commencement**
  1. This Society may be called the Punjab ICT Education Society.
  2. These rules may be called the Punjab ICT Education Society Rules, 2004.
  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 "Chairman" and Vice Chairman" shall mean the "Chairman" and "Vice-Chairman" of the Board of Governors.
    - (e) IT shall mean Information Technology.
    - (f) 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, organisations, 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.
    - (g) "Member Secretary" means Member Secretary of the Board of Governors of Punjab ICT Education Society (PICTES). Director General (DG), Department of School Education (DSE), Government of Punjab shall be the Member Secretary.
    - (h) "Chief Executive Officer" means Chief Executive Officer of the Punjab ICT Education Society
    - (i) "The Society" means the Punjab ICT Education Society known by the name, style and manner of PICTES.
    - (j) "State Government" shall mean the Government of Punjab in the Department of School Education or in any other way it is known as.
    - (k) "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 minimum of 10 years of experience and can contribute his expertise & experience to achieve the objectives of the Society.
    - (l) "Eminent citizens" shall mean well-known, distinguished, renowned or reputed persons from the general public duly recommended by the district/ state administration.
3. **Authorities of the Society:** The Authorities of the Society shall consist of the following:
  - a. The Board of Governors
  - b. The Chairman of the Board of Governor
  - c. The Vice Chairman of the Board of Governors
  - d. The Member Secretary of the Society
  - e. Chief Executive Officer 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. The Board of Governors :**

- 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".

**5. Constitution of the Board of Governors**

Initially the Board of Governors of the society would comprise the following members”:

<b>SN</b>	<b>Designation</b>	<b>Remarks</b>
<b>Ex-officio Members</b>		
1.	Chief Secretary to Government of Punjab Chandigarh	<b>Chairman</b>
2.	Secretary to Government of Punjab, Department of School Education	<b>Vice-Chairman</b>
3.	Secretary to Government of Punjab, Department of Finance	Member
4.	Secretary to Government of Punjab, Department of Information Technology	Member
5.	Secretary to Government of Punjab, Department of Local Government	Member
6.	Secretary to Government of Punjab, Department of Rural Development & Panchayat	Member
7.	Director, Department of Information Technology, Punjab, Chandigarh.	Member
8.	Director General-cum-Special Secretary, Department of School Education	<b>Member Secretary</b>
9.	DPI(S)	Member
10.	Senior System Manager (Policy Planning), Department of Information Technology, Punjab	Member
<b>Nominated Members</b>		
11.	Two IT experts to be nominated by the Department of School Education	Member
12.	Two eminent citizens to be nominated by the Department of School Education	Member
<b>Co-opted Members</b>		
13.	Any other member which the Board of Governors decides to co-opt.	Co-opted Members

**6. MEMBERS OF THE SOCIETY:**

- a. The Society shall consist of
- i. **All the ex-officio members** as per the provision at Sr. no. 1 to 10 of para 5 in the constitution of the Board of Governors.
  - ii. The **members nominated** by the Government as per the provision at Sr. no. 11 to 12 of Para 5 in the constitution of the Board of Governors. The term of these members is two years which can be extended by the Board of Governors.
  - 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 Board of Governors from time to time as per the provision at Sr. no. 13 of Para 5 in the constitution of the Board of Governors. The term of these members is two years which can be extended by 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 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.

7. **Meeting of Board of Governors**

- 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 day.
- 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 or the Vice-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.
- iii. If the Chairman of the Board of Governors is unable to attend any meeting, then Vice Chairman shall preside over such a meeting.
- 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 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 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, with the previous approval of the Punjab Government in the Department of School Education, frame and vary from time to time, as it thinks fit, bye-laws 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 8 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. 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, implementers, executors of the ICT education initiatives.
4. Frame Rules, Regulations and Bye-laws for the conduct of the affairs of the Punjab ICT Education Society and to add, amend, or repeal the rules and regulation from time to time.
5. Consider, approve and authorize operation of the funds of the Society. Collect fees on behalf of Department of School Education (DSE) and transfer/ utilize it in the prescribed manner.
6. Frame norms, guidelines and terms and conditions and service level agreements with stakeholders and lease partner to establish IT infrastructure/ Laboratory and to add to or amend them from time to time.
7. 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.
8. Delegate, to such extent as it may deem necessary, any of its powers to any Officer or the Committees constituted by the Board.
9. Create project based contract human resources (HR) needs 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.
10. 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 constructions as may be necessary or convenient for carrying on the activities of the Society;
11. Negotiate, enter into and make contracts and deeds on behalf of the Society 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;
12. Institute and award, prizes and medals for innovative methods for induction & improvements in the education segment;
13. Solicit and receive grants, gifts, donations or other contributions from the Central Government, State Government, contributions, fee and funds in any other forms, provided it is approved by the Executive Committee;
14. 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:**

15. To prepare and execute the detailed plans and programmes for working of the Society and to carry on its administration and management.
16. To procure and provide all types of IT resources & services like hardware, system software, power & printer peripherals, networking components etc.

17. To have custody and ensure proper utilization of the funds of the Society and to manage all the resources of the Society.
18. To frame and prescribe guidelines and instructions for the implementation of ICT project in conformity with the overall policy approved in this behalf by the State Government and Board of Governors.
19. To provide the required operating, administrative, technical, ministerial and other manpower under PICTES on job work, contract or outsourcing basis from project to project basis for ensuring the efficient operation and management of the projects and the affairs of the society and to prescribe the conditions for hiring and firing of such manpower by the other departments and organizations as and when required.
20. To co-ordinate with central and state level organizations/ institutions of national and international organizations in the pursuit of its objectives of the society.
21. 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 and Financial Institutions.
- (b) **Sources of income of the Society:** The Society will facilitate/ execute/ implement ICT education on behalf of Department of School Education (DSE) based on the availability of the funds. Therefore, any receipts of the society will consist of the following:
  - i. Plan budget outlay for ICT project in the Department of School Education will be transferred to the Society and proper accounts would be maintained;
  - ii. The fee to be collected from the students;
  - iii. Financial assistance from central ministries, Financial Institutions (FIs), or any national/ international individual or institutions or industry;
  - iv. Any other revenue generated from ICT activities.
- (c) The recurring expenditure of the society would be met out of the funds and other income from resources and business of the society.
- (d) For expanding the scope and coverage of ICT education project in the State the Society may approach Government of India, Government of Punjab or any financial institutions for funding the ICT Education project depending upon the project structuring/ requirement.
- (e) The business of the Society may be used as an institutional mechanism for the facilitation/ execution of ICT education project which could be either fully or partially funded/ sponsored by Government of India, Government of Punjab or other financial institutions/ resources.
- (f) The execution of the projects could be facilitated through the Society and any funds allocated for such projects could be utilized through the Punjab State eGovernance Society, District Level Society or any other society.
- (g) 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 Board of Governors.
- (h) 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.
- (i) 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 or Board of Governors or to any of them or to any persons claiming through them or any of them.

**(j) Operations and Management (O & M) of the society:**

- i. The required operating, administrative, technical and other manpower may be deployed on job work, contract or outsourcing basis from case-to-case basis for ensuring the efficient operation and management of the projects.
- ii. Thus the hiring of manpower for the work of the Society would not be the liability of the Government and any expenditure on such account is proposed to be met out of the funds available with the Society.
- iii. Mostly the operating staff would be hired by the private partners and no Government Expenditure would be involved. Also expenditure on any hiring of staff by the society would be met out of the funds available with the Society.

**(k) 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. **The Treasurer of Fund:** The Executive Committee of the Board of Governors headed by the Member Secretary 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.

**(l) 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.
- ii. All decisions for utilization of funds would be recorded in Executive Office Order Register (EOOR).
- iii. Some of the indicative objects for which the funds could be used are as follows:
  - a. For creation, operation, management and maintenance of databases to be used for IT enabled citizen services in the State
  - b. For developing replicable and reusable models of e-Governance in various State Government Departments, Offices, Boards and Corporations;
  - c. For creation, operation, management and maintenance of IT and other resources for e-governance applications and IT enabled citizens services
  - d. To develop Decision Support System, MIS, Intranet and other applicable enabling technologies in State Government Departments, Offices, Boards and Corporations;
  - e. For IT innovations in administration, re-engineering and for IT supported resource optimization;
  - f. To impart special training, awareness and capacity building in the field of IT for various State Government Departments, Offices, Boards and Corporations;
  - g. For any other purpose, which seeks to achieve the objectives of the society.
- iv. Administrative expenses incurred by the Society or Committee such as salary allowances and traveling Allowances and daily Allowances of the staff can be legitimate charges on the funds of the Punjab ICT Education Society in 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 Governor or any other competent authority;

**12. Executive Committee of the society:**

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

SN	Designation	Remarks
1.	Principal Secretary to Government of Punjab, Department of School Education	Chairman
2.	One representative of the Department of Finance not below the rank of Joint Secretary	Member
3.	Principal Secretary to Government of Punjab, Department of Information Technology	Member
4.	Director General-cum-Special Secretary, Department of School Education	Member Secretary
5.	Senior System Manager (Policy Planning), Department of Information Technology, Punjab	Member

- a. The Executive committee will be empowered to take all administrative decisions where no creation of posts is involved.
- b. The Executive Committee will issue Administrative Approvals (AA), Financial Sanctions (FS) and Technical Sanction (TS) for all IT and e-Governance projects of value less than Rs. one crore. Any project of more than Rs. one crore would require the approval of the Board of Governors.
- c. The Executive Committee will be competent to handle all IT resource acquisition and disposal cases of value less than Rs. one crore per tender. Any acquisition of more than Rs. one crore per tender would require the approval of the Board of Governors.
- d. In case of urgency, the Executive Committee will take decisions and get the same ratified from the Board of Governors in its next meeting.
- e. The Executive Committee may also further delegate any of its power to Member Secretary of the Society.
- f. The Executive Committee shall exercise such other powers as delegated to it by the Board of Governors.

**13. 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.

**14. Powers, Functions & Responsibilities of the DGSE-Cum-Member Secretary & Chief Executive Officer (CEO):**

- 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. 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 Board. The Member-Secretary may delegate any of his powers to any of his subordinate with the approval of the Executive Committee.
- c. 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.
- d. The Member-Secretary of Board of Governor 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.
- e. 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.
- f. The Member-Secretary will be empowered to take all day to day administrative decisions except where no policy is involved where no creation of posts is involved.
- g. The Member-Secretary will have the authority to issue Financial Sanction (FS) and Technical Sanction (TS) for all IT and e-Governance projects of value less than Rs. 20 lacs. Any project of more than Rs. 20 lacs would require the approval of the Executive Committee or the Board of Governors, as the case may be.

- h. 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 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.
- i. 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 Chairman of Board of Governors and the Executive Committee from time to time.
- j. 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 of Board of Governor shall represent the society in all its legal matters jointly or through any authorised representative.
- k. The Member-Secretary shall be responsible for the training and execution of all IT and e-Governance projects as approved by the Board of Governors and the Executive Committee.
- l. To do all acts, deeds and things necessary for carrying out his functions as Member-Secretary.
- m. Normally, the Member Secretary shall be the Chief Executive Officer (CEO) of the Society. However, the Board of Governors may appoint a separate Chief Executive Officer (CEO) of society in which case the functions and responsibilities may be decided between the CEO and Member-Secretary by the Board of Governors.

**15. Withdrawal of Funds.**

- 1. 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.
- 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 Board of Governors or under its authority by the Executive Committee.

**16. 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.

**17. 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.

**18. Powers of the State Government to Give Directions to the Society.**

The State Government in the Department of School Education may give the Society such directions in regard to the grants and funds provided by the State Government, 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.

**19. Repeal and Savings.**

- I. 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.
- II. 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. 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.

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

SN	Designation	Remarks
	<b>Ex-officio Members</b>	
1.	Chief Secretary to Government of Punjab Chandigarh	<b>Chairman</b>
2.	Secretary to Government of Punjab, Department of School Education	<b>Vice-Chairman</b>
3.	Secretary to Government of Punjab, Department of Finance	Member
4.	Secretary to Government of Punjab, Department of Information Technology	Member
5.	Secretary to Government of Punjab, Department of Local Government	Member
6.	Secretary to Government of Punjab, Department of Rural Development & Panchayat	Member
7.	Director, Department of Information Technology, Punjab, Chandigarh.	Member
8.	Director General-cum-Special Secretary, Department of School Education	<b>Member Secretary</b>
	DPI(S)	Member
9.	Senior System Manager (Policy Planning), Department of Information Technology, Punjab	Member
10.	<b>Nominated Members</b>	
11.	Two IT experts to be nominated by the Department of School Education	Member
12.	Two eminent citizens to be nominated by the Department of School Education	Member
	<b>Co-opted Members</b>	
13.	Any other member which the Board of Governors decides to co-opt.	Co-opted Members

## RESOLUTION

It is resolved that Punjab ICT Education Society (PICTES ) may be got registered as Society under the Act XXI of 1860 and hereinafter may be referred as the Society.

SN	Name & Designation	Remarks	Signatures
	<b>Ex-officio Members</b>		
1.	Sh Jai Singh Gill, IAS Chief Secretary to Government of Punjab Chandigarh	<b>Chairman</b>	
2.	Smt. Tejinder kaur, IAS Principal Secretary to Government of Punjab, Department of School Education	<b>Vice-Chairman</b>	
3.	Sh. K.R. Lakharpal , IAS Principal Secretary to Government of Punjab, Department of Finance	Member	
4.	Sh. B. R. Bajaj, IAS Principal Secretary to Government of Punjab, Department of Information Technology	Member	
5.	Sh. A.K. Dubey, IAS Principal Secretary to Government of Punjab, Department of Local Government	Member	
6.	Sh. Gurinderjeet Singh Sandhu, IAS Secretary to Government of Punjab, Department of Rural Development & Panchayat	Member	
7.	Sh. Nirmaljeet Singh Kalsi, IAS Director-cum- Secretary, Department of Information Technology, Punjab, Chandigarh.	Member	
8.	Sh. Anurag Agarwal , IAS Director General-cum-Special Secretary, Department of School Education	<b>Member Secretary</b>	
9.	Sh. Gian Singh DPI(S)	Member	
10.	Sh. Parveen Garg Senior System Manager (Policy Planning), Department of Information Technology, Punjab	Member	
	<b>Nominated Members</b>		
11.	Two IT experts to be nominated by the Department of School Education	Member	
12.	Two eminent citizens to be nominated by the Department of School Education	Member	
	<b>Co-opted Members</b>		
13.	Any other member which the Board of Governors decides to co-opt.	Co-opted Members	