



सत्यमेव जयते

**AMENDED CERTIFICATE OF REGISTRATION
UNDER SOCIETIES REGISTRATION ACT XXI OF 1860**

**Registration No. 13470/1983
(Date of Registration 05.05.1983)**

I hereby certify that **"MANZIL EDUCATIONAL SOCIETY: ,
SHAHDARA, DELHI "** In pursuance of Section 12 and
12A, the ,MOA & Address, of the society has been changed from

**"618/F/15, GALI RAVIDAS, VISHWAS NAGAR, DELHI-110032
To**

H.NO- 16/10, A1 BLOCK, SANT NAGAR BURARI, DELHI-110084

Area of Operation: -DELHI

Given under my hand at Delhi on this 19th day of **SEPTEMBER , Two
Thousand Twenty Five.**

Amended Fee of Rs. 01/- Paid



**REGISTRAR OF SOCIETIES,
DISTRICT SHAHDARA,
GOVT. OF NCT OF DELHI**

1. This document certifies registration under the Society Registration Act, 1860. However, any Govt. Department or any other Association/person may kindly make necessary verification (on their own) of the assets and liabilities of the society before entering into any contract/assignment with them.
2. The Society is not allowed to use translated and abbreviated/acronym version of its names.
3. The Society will use their name with prefixed, etc. as has been mentioned in this letter.
4. The Society will show its name along with the caption below that is governed by private Body/society where used.
5. The name may not be used for any commercial purpose or trade or business or profession, certification/affiliation/recognition to other organization etc.

Reg-13470/1983
Registrar of Societies
District Shahdara
Govt. of NCT of Delhi
DM Shahdara Office Complex
Nand Nagri, Delhi-110093

Amended on 19.09.2025

1

Registrar of Society
District Shahdara

**AMENDED MEMORANDUM
OF
MANZIL EDUCATIONAL SOCIETY: SHAHDARA, DELHI.**

1. NAME OF SOCIETY: The name of society shall be MANZIL EDUCATIONAL SOCIETY: SHAHDARA, DELHI.
2. REGD. OFFICE: The registered office of the society; shall be situated in Union Territory of Delhi and at present it is situated at 16/10, A1 Block, Sant Nagar, Burari, Delhi 110084
3. AIMS & OBJECTS:-
 - (a) To open scholarship Colleges, Educational centers, libraries and reading room in the locality of Union Territory, Delhi to provide education to poor students.
 - (b) To provide free books, note books, etc. to the poor and need/students.
 - (c) To help poor children, handicapped and old man and women of the locality.
 - (d) To organize educational functions such as Debates, conferences and such other functions.
 - (e) To do all such other works which may be helpful and conducive for the attachment of the aims and objects of the society.
 - (f) All the income of the society shall be utilized towards the promotion of aims & object of the society.
 - (g) The Society shall have no connection with any political party or activities.
 - (h) Society is entitled for taking loan from any private/govt. bank/private company for raising further construction/renovation of the building of Rani Public Sr. Sec. School Sant Nagar Burari Delhi 110084 already



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[Signature]

R. Saini

[Signature]

Amended on 19.09.2025

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R. Saini
Registrar of Society
District Shahdara
4

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OF
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R. Saini

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being run by this society or for meeting any financial stringency as and when required.

4. The names, addresses, occupations and designations in the society of the present Governing Body Members of the society to whom the management and affairs of the society are sponsored, as required under section 21 of the societies Registration Act, 1860 (Punjab Amendment Act, 1957) as extended to the Union Territory of Delhi, are as under:-

S.NO	NAME	ADDRESS	DESIGNATION
1	Smt. Rani Saini	16/10 A1 Block, Sant Nagar, Burari, Delhi-110084	President
2	Sh. H.S. Saini	16/10 A1 Block, Sant Nagar, Burari, Delhi-110084	Gen. Secretary
3	Sh. Jaspal Dehal	Manhasan-6, Mehagun Moderne, Sector-78, Noida, Gautam Budh Nagar, U.P.	Vice President
4	Smt. Neetu	16/10 A1 Block, Sant Nagar, Burari, Delhi-110084	Secretary
5	Smt. Geeta	16/10 A1 Block, Sant Nagar, Burari, Delhi-110084	Treasurer
6	Ms. Shivani	16/10 A1 Block, Sant Nagar, Burari, Delhi-110084	Member
7	Sh. Gourav Koundal	B-23/31, Kaushik Enclave, Burari Delhi-110084	Member

5. We the undersigned are desirous of amending memorandum of Manzil Educational Society already formed U/s 21 S.R. Act, 1860 (Punjab Amendment Act, 1957) as extended to the Union Territory of Delhi, and our particulars also are as under:-




 R. Saini
 

S.NO.	NAME	ADDRESS	DESIGNATION
1	Smt. Rani Saini	C-4/2, Police Station, Kingsway Camp, Delhi-8	President
2	Sulekh Chand Garg	2681, Mahavir Enclave, Bhola Nath Nagar, Shahdara, Delhi	Gen. Secretary
3	H.S. Saini	C-4/2, Police Station, Kingsway Camp, Delhi-8	Vice President
4	Sh. Rajinder Singh	65/1, subhash Nagar, Gurgaon, Haryana	Secretary
5	Dr. Kailash Chand	8086, Partap Street, Darya Ganj, Delhi	Treasurer
6	Bishamber Dayal	Mohalla Garhi Vill. & P.O Gurgaon, Disst. Gurgaon	Member
7	Bhagwan Dass	28, Sukhla, Rohtak, Haryana	Member

All the provisions of the societies Registration Act, 1860(Punjab Amendment Act, 1957) as extended to the Union Territory of Delhi, shall apply to this society.

Certified that this is the true and correct copy of the rules and regulations of the society.

1. PRESIDENT

2. GENERAL SECRETARY

3. TREASURER

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[Signature]

R. Saini

[Signature]

AMENDED RULES & REGULATIONS OF MANZIL EDUCATIONAL SOCIETY

1. MEMBERSHIP:-

- a) Who are above of 25 years of age.
- b) Who believe in the aims and objects of the society.
- c) Who assure to work under the rules and regulations of the society.
- d) Who assure to pay all subscriptions, fees in the prescribed time to the society.
- e) Who have not been terminated by any other society.
- f) Who have not been convicted by any court of law.

2. FEES:-

All persons shall have to pay Rs. 100/- as admission fee to the society at the time of becoming the members of the society & thereafter shall pay Rs. 10/- as monthly/ subscriptions.



3. TERMINATION OF MEMBERSHIP:-

- a) On resignation, death, being unsound mind position, by removal of majority of votes.
- b) By doing an/act against the aims & objects of the society & by making any default in regularizing the rules and regulations.
- c) On non-appearance in three consecutive meetings of society without prior intimation.
- d) On non-payment of monthly subscription for three consecutive months.
- e) On conviction by any court of law.




R. Saini


4. RE-ADMISSION:

If any member ceases his memberships, he shall be entitled to submit his appeal before Executive Committee & after approval of his appeal.

5. General Body:-

- a) General Body shall consist of all members of the society
- b) General Body shall meet at least once in a month to consider the business of the society.
- c) Notice for General body meeting shall be given minimum 15 days prior to the date fixed for the meeting and quorum for general body meeting shall require $1/3^{\text{rd}}$ presence of the total members.
- d) Shall meet all the members of the governing body after 5 years.
- e) To pass account of income and expenditure, budget and annual progress report of the society in the annual General meeting.
- f) The decision taken by the General Body shall be considered as final.

6. GOVERNING BODY:-

- a) Shall look after all the works and affairs of the society.
- b) Shall look after and manage all the properties of the society.
- c) Shall meet at least once in 4 month to consider the business of the society.
- d) Shall appoint Sub-Committee(s) for completion of any work of the society and handover them work, shall make inspection of the work and shall dissolve the said sub-committee(s) after the completion of the work for which the same was appointed.

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[Signature] R. Saini *[Signature]*

- e) Shall appoint the committee(s) for the completion of the work, aims and objects of the society shall fix pay, increase and decrease on doing an act against the aims and objects of the society.
- f) Shall organize all religious, social, cultural functions for the entertainment the members of the society.
- g) Shall purchase any land, house, building, plot etc. and shall also require the same by donation Gifts etc. and shall manage them in the proper manner.
- h) Shall do all such other acts which may be helpful for the attainments of the aims and objects of the society.
- i) Shall complete all such work which are approved by the General Body meeting.



7. OFFICE BEARER:

The Governing Body of the Society shall consist minimum & and maximum members of the Society whose designations shall be as follows:-

- 1. PRESIDENT - 1
- 2. VICE-PRESIDENT - 1
- 3. GENERAL SECRETARY - 1
- 4. SECRETARY - 1
- 5. TREASURER - 1
- 6. MEMBER - 2

8. POWER & DUTIES OF OFFICE BEARER

a. PRESIDENT:-

- a) Shall be the Head of the Society.

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R. Saini

- b) Shall preside over all the meetings of the Society.
- c) Shall call upon the records of meetings.
- d) Shall have the veto of right in case of tie.
- e) Shall have powers to spend up to Rs. 500/- for the completion of the aims & objects of the society at any time without prior permission of Governing Body but shall obtain prior permission for the excess amount from the Governing Body and shall

9. VICE PRESIDENT:-

Shall do all such acts which are to be done by the president and shall have all his powers the absence of the president and shall help and cooperate him in all matters of the society.



10. GENERAL SECRETARY:-

- a) Shall call upon all the meetings of the society and shall inform all the members for the same.
- b) Shall note the proceedings of the meetings of society and shall enter them in minute book of the society.
- c) Shall make all correspondence for and on behalf of the society.
- d) Shall prepare all annual accounts, budget and progress report of the society.
- e) Shall made arrangements of Social, cultural, religious, functions to be done by the society. .
- f) Shall have powers to spend upto Rs. 500/- for the works of the society but shall obtain prior permission for excess amount for the completion of aims and objects and works of the society without prior permission but

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R. Saini

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shall obtain prior permission from governing body for excess amount and shall get the same be approved by the next meeting of the society.

- g) Shall do all such acts, deeds or things which may be helpful for the attachment of the aims & objects of the society.

11. SECRETARY:-

Shall do all works to be done by the general secretary, in his absence and shall hold all the powers and shall help & cooperate him in all the matters of the society.

12. TREASURER:-

- a) Shall keep and maintain all accounts of the society in proper manners.
- b) Shall receive all subscriptions, fees, donations, gifts, and aids for and on behalf of the society and shall issue proper receipt thereof.
- c) Shall have powers to spent upto Rs. 200/- for the completion of work, aims and objects of the society but shall obtain prior permission for excess amount from the Governing Body and shall get the same also approved in next meeting of the society.
- d) Shall produce all books, ledgers, cashbooks, receipts, vouchers of income and expenditure of the society to president, General Secretary, Auditor and Governing Body of the society for inspection on demand.
- e) Shall make payments of all bills, passed by the president, General Secretary and the Governing Body of the society and shall obtain receipt thereof.
- f) Shall have with him upto Rs. 500/- for the completion of emergency works of the society but shall deposit the excess amount in any bank in the name of the society.



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R. Saini

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- g) Shall help in preparing the annual accounts, budget of the society, to the General Secretary.

13. SOURCE OF INCOME:

- a) By Membership
- b) By subscriptions,
- c) By Gifts, aids, Donations, grants etc.
- d) By the saving from religious, social, cultural functions.
- e) By Government Id.
- f) name of the society in any schedule bank and the bank account shall be operated with the joint signatures of any two of the president, General Secretary and the Treasurer. The signatures of the President shall be necessary.



14. RESIGNATION:-

If any of the members, resigns his resignation shall be submitted before the Governing Body meetings and its decision shall be final in this respect.

15. FILING OF VACANCIES:-

Any vacancy caused due to the resignation of any of the members, can be filled by the Governing Body but its approval shall be done by the General Body of the Society.

16. QUORUM:-

Quorum of all the meetings of the society shall be 1/3rd of the total members of the society, failing which the meeting shall be adjourned for some other date and the adjourned meeting can be called after his

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R. Saini

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days and no such quorum, as aforesaid, shall be required necessary in such adjourned meeting and all the decisions taken in such meeting shall be final.

17. ELECTION:-

Election of Governing Body members shall be held after every 5 years in General Body Meeting and the names, addresses, occupations and designation of the elected persons shall be sent to the office of the Registrar of Societies, as per provisions of Sec. 4 of the Societies Registration Act, 1860.

18. MODE OF ELECTION:-

The election of Governing Body shall be done by raising of hands in General Body and the President shall casting vote right in case office. If there is only one candidate for any post then he shall be considered as elected without any claim or objection.

The members, who have not paid all dues, fees, subscriptions of the society shall not be entitled to participate in election.

19. COURTS:-

Society shall sue or may be sued in the name of General Secretary of Society as per provisions of Sec. 6 of Section 7. Act.

20. AMENDMENTS:-

Any amendment in Memorandum, Rules & Regulations of society shall be done with the majority of 3/5th of total members of Governing Body as per Section 12 & 12-A of S.R. Act 1860.





R. Saini



Amended as on 19.09.2025

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21. TENURE:-

The Governing Body shall be in working power for a period of 5 years from the date of election.

22. AUDIT:-

Accounts of society shall be audited by an Auditor every year, who shall be appointed by General Secretary.

23. FINANCIAL YEAR:-

Financial year of the society shall be from 1st of April till 31st of March.

24. NOTICE:-

Notice for all meetings shall be given minimum 10 days prior to the date fixed for such meetings and any emergency meeting can be called on short notice.



25. DISSOLUTION:-

Society shall be dissolved as per Section 13 of S.R. Act.

26. DISPOSAL:-

All the properties of society shall be disposal off as per sec. 14 of S.R. Act, 1860.

Rg-13470/1981
Registrar of Societies
District Shahdara
Govt. of NCT of Delhi
DM Shahdara Office Complex
Nand Nagri, Delhi-110093

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DISTRICT MAGISTRATE SHAHDARA
SUNDER NAGARI
NORTH EAST DELHI
India
DELHI

Date: 23/09/2025 Time: 14:54:20
MID: 022000000407267 TID: DL028265
BATCH NO: 000718 INVOICE NO: 001025

SALE

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APPL: A0000000031010
CARD TYPE: VISA CHIP
RRN: 006236080570 AUTH CODE: 502851
AMOUNT ₹ 1.00

TVR: 0080048000
TS: ESUQ

APPL LABEL: 56495341
TC: 950125D5E27B9AF8

PIN VERIFIED OK
SIGNATURE NOT REQUIRED
GOURAV KOUNDAL

Declaration: I Agree To Pay The Above Total
Amount According To Card Issuer Agreement

** CUSTOMER COPY **

Version 1.0.0(17/08/2022)(SBI DX8000)
!!! Have A Nice Day!!!



DISTRICT MAGISTRATE SHAHDARA
SUNDER NAGARI
NORTH EAST DELHI
India
DELHI

Date: 23/09/2025 Time: 14:46:53
MID: 022000000407267 TID: DL028265
BATCH NO: 000718 INVOICE NO: 001025

SALE

**** * 1390

APPL: A0000000031010
CARD TYPE: VISA CHIP
RRN: 006236065345 AUTH CODE: 399158
AMOUNT ₹ 2,000.00

TVR: 0080048000
TS: ESUQ

APPL LABEL: 56495341
TC: 8D82018CAE4DF35E

PIN VERIFIED OK
SIGNATURE NOT REQUIRED
GOURAV KOUNDAL

Declaration: I Agree To Pay The Above Total
Amount According To Card Issuer Agreement

** CUSTOMER COPY **

Version 1.0.0(17/08/2022)(SBI DX8000)
!!! Have A Nice Day!!!