



GOVERNMENT OF KERALA

Abstract

Local Self Government Department – Memorandum of Association, Rules & Regulations of Attappady Hills Area Development Society - Centre for Comprehensive Participatory Resource Management (AHADS - CCPRM) - Approved – Orders issued.

Local Self Government (IB) Department

G.O.(Ms) No. 47/2014/LSGD

Dated, Thiruvananthapuram 22.02.2014

Read :-1. G O(Ms) No. 201/2013/LSGD dated 01.06.2013.

2. E-mail message dated 13.06.2013 from the Project Director, AHADS.

ORDER

AHADS was the implementing agency of the JICA assisted Attappady Wasteland Comprehensive Environmental Conservation Project (AWCECP). The external assistance to the project was ended on 26 March, 2010. However, on the basis of various Government orders, the term of AHADS was extended up to 31.03.2012 to complete the committed works. As per the Government order read above, Government have accorded in-principle approval to transform AHADS into Attappady Hills Area Development Society - Centre for Comprehensive Participatory Resource Management (AHADS-CCPRM) to extend its activities to outside Attappady Block in Palakkad, Wayanad and other districts in Kerala, over and above the activities in Attappady Area for the socio-economic upliftment of the weaker sections of Scheduled Tribes. It was specified in the Government Order that orders regarding Memorandum of Association & Rules and Regulations of AHADS-CCPRM will be issued separately. Accordingly, as per the message read as 2nd paper above, the Project Director, AHADS had submitted the draft Memorandum of Association, Rules & Regulations of AHADS-CCPRM for its approval.

2. Government have examined the proposal in detail and are pleased to approve the Memorandum of Association, Rules & Regulations of AHADS-CCPRM as appended to this Government order.

3. The Project Director, AHADS shall take necessary steps to register AHADS-CCPRM as society; and intimate the details thereon to Government.

4. The assets and liabilities of AHADS including the unutilized funds in the current year's budget will stand transferred to AHADS-CCPRM from the date of its registration.

By Order of the Governor,

Rajan Khobragade
Secretary to Government

To

The Project Director, AHADS

The Director of Panchayats, Thiruvananthapuram

The Director of Urban Affairs, Thiruvananthapuram

The Commissioner for Rural Development, Thiruvananthapuram

~~The Executive Director, Information Kerala Mission.~~

The General Administration (SC) Department (Vide item No. 4951 dated 19.02.2014)

The Finance Department (Vide U.O. No. 61036/Dev.1/13/Fin dated 27.07.2013)

The Law Department (Vide U.O. No. 1580/Conv. 1/2014/Law dated 30.01.2014)

The Information and Public Relations Department.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram

The Accountant General (A&E), Kerala, Thiruvananthapuram

SF/OC.

Forwarded / By Order



Section Officer



**MEMORANDUM OF ASSOCIATION OF ATTAPPADY HILLS AREA
DEVELOPMENT SOCIETY- CENTRE FOR COMPREHENSIVE PARTICIPATORY
RESOURCE MANAGEMENT (AHADS - CCPRM)**

A Society registered under the societies Registration Act, 1860 (Central Act XXI of 1860)

1. The name of the Society shall be “The Attappady Hills Area Development Society- Centre for Comprehensive Participatory Resource Management” It’s short form shall be AHADS - CCPRM.
2. The Registered office of the Society shall be located at Agali in Attappady, Palakkad District
3. The activities of the Society shall extend to the entire area of the state of Kerala.

4. Mission

Improving the socio-economic status and restoring ecology of hilly areas through participatory resource management and empowerment of Scheduled tribes.

5. Vision

1. Advocating the importance of blending natural resource management and poverty eradication.
2. Pursuing mandates in equitable resource distribution in fair and transparent manner
3. Contributing to the rural upliftment in collaboration with Local Self Governments.
4. Devoting to lead the State of Kerala and ultimately our country in the dissemination of ideas / knowledge in replicable participatory resource management and implementation for Tribal programmes.
5. Establishing replicable participatory models of Tribal / rural development.

6. Aims and Objectives

- i) To provide consultancy training and implementation in the fields of rural development, participatory resource management, sustainable livelihood development, participatory housing and designing of hamlets and construction of eco-friendly and cost-effective buildings and structures through out the state for Tribal development.

ii) To evolve model for natural resource management through participatory community governance.

iii) The potential clients include;

- Panchayatiraj Institutions
- Government Departments
- Non Governmental Organizations / Community Based Organizations
- Private agencies
- Health institutions
- National / International organization
- Educational institutions
- Social service organizations

iv) To act as supportive institution to help, empower and secure the development programmes and implementation through Peoples Institutions as created through AHADS project and similar institutions in other parts of the state.

v) To act as an implementing agency of proposed project “Comprehensive Tribal Development in Wayanad” and other similar projects.

vi) To act as implementing agency for agricultural development programmes in Attappady, Wayanad and other similar District through participatory means.

vii) To act as implementing agency of total hamlet development programme in Attappady Block, Wayanad and other similar District in Kerala.

viii) To act as implementing agency for cost effective eco-friendly habitat development initiatives.

ix) To provide linkage with Central and State Departments and Governmental Institutions.

x) To guide, formulate and implement proposals for micro enterprise development for socio-economic security and sustainable livelihood development for tribal women.

- xi) To take up programmes fostering gender equity.
- xii) To enter into agreements with various departments / institutions for projects on , training and implementation of various rural and tribal development programmes such as,
- Training, consultancy and extension services
 - Action research
 - Executing agency for participatory resource management, integrated tribal development, watershed development, community capacity development, livelihood development, Natural Resource Management and conflict management, woman empowerment, community forest management, cost effective participatory construction techniques, organic farming, community irrigation, hill area development, micro enterprise development etc. Services in the fields of Participatory Rural Appraisal, micro plan preparation, eco tourism, project preparation, implementation, monitoring and evaluation of development programmes.

7. Powers

Without prejudice to the objectives and powers of the society, the society shall;

- a. cater to the active association and involvement of the beneficiaries in the various stages of its activities right from the planning and implementation up to evaluation process.
- b. share all information on technology, design, material use and cost of the various components with the beneficiaries.
- c. integrate the project activities with the other developmental programmes under implementation in that area.

8. Governing Body

The control, administration and management of the affairs of the Society shall vest in accordance with the Rules and Regulations of the Society in the Governing body consisting of the following members:

| | | |
|---|---|------------------|
| 1 | Hon'ble Chief Minsiter | Chairman |
| 2 | Hon'ble Minister, Rural Development Department | Vice Chairman |
| 3 | Principal Secretary to Government, Local Self Government Department | Member |

| | | |
|----|---|------------------|
| 4 | Commissioner for Rural Development | Member |
| 5 | Representative of Finance Department, not below the rank of Joint Secretary to Government | Member |
| 6 | Representative of SC/ST Development Department, not below the rank of Joint Secretary to Government | Member |
| 7 | Representative of Planning Department, not below the rank of Joint Secretary to Government | Member |
| 8 | Executive Director, Kudumbashree | Member |
| 9 | Director, Tribal Development, Kerala | Member |
| 10 | Director of Research, Kerala Agricultural University | Member |
| 11 | Director, Centre for Water Resource Development and Management | Member |
| 12 | Director, Kerala Forest Research Institute | Member |
| 13 | Director of Research, Kerala Veterinary and Animal Sciences University | Member |
| 14 | Representative of the State Lead Bank | Member |
| 15 | Representative of Forest Department, not below the rank of Chief Conservator of Forest | Member |
| 16 | Representative of Home Department, not below the rank of Inspector General of Police | Member |
| 17 | Representative of the Indian Institute of Social Sciences | Member |
| 18 | One Parliament Member from Kerala | Member |
| 19 | One Member of Kerala Legislative Assembly | Member |
| 20 | Representative of the Kerala Press Academy | Member |
| 21 | President of the District Panchayat Presidents' Association, Kerala | Member |
| 22 | President of Block Panchayat Presidents' Association, Kerala | Member |
| 23 | President of Grama Panchayat Presidents' Association, Kerala | Member |
| 24 | Representative of KITCO | |
| 25 | Expert on Tribal Affairs | Member |
| 26 | Expert on Rural Development | Member |
| 27 | Expert on Human Resource Management | Member |
| 28 | Executive Director, AHADS-CCPRM | Member Secretary |

9. Rules and Regulations

A copy of the Rules and Regulation of the Society certified to be the true copy by three members of the Governing Body is filed with the District Registrar, Palakkad, along with the Memorandum of Association.

10. Declaration

We, the several Mmbers whose signature, occupation and addresses are given below, having associated ourselves for the purpose described in this Memorandum of Association and set our several hands hereunto do form ourselves into a Society under the Societies Registration Act, 1860 (Central Act xxi of 1860) this the day of2013.

| <u>Sl No.</u> | <u>Name Address and Occupation</u> | <u>Signature</u> |
|---------------|------------------------------------|------------------|
| 1. | | |
| 2. | | |
| 3 | | |

Witness

- 1.
- 2.

Corrections :

Total Corrections:

Copy prepared by :

Copy compared by :

Copy checked by :

Office of the District Registrar,
Palakkad.

District Registrar (GENERAL)
Palakkad.

**RULES AND REGULATIONS OF ATTAPPADY HILLS AREA DEVELOPMENT
SOCIETY- CENTRE FOR COMPREHENSIVE PARTICIPATORY RESOURCE
MANAGEMENT (AHADS – CCPRM) – formerly known as AHADS**

1. Short Title

These rules and regulations may be called as “Attappady Hills Area Development Society -Centre for Comprehensive Participatory Resource Management Society Rules, 2013”.

2. Definitions:

In these Rules and Memorandum of Association unless the context otherwise requires

- a. 'Act' means the Societies Registration Act, 1860.
- b. 'Chairman' means the Chairman of the Governing Body of the Society.
- c. 'Government' means the 'Government of Kerala'.
- d. 'Executive Director' means the Chief Executive of the Society.
- e. 'Society' means the “Attappady Hills Area Development Society -Centre for Comprehensive Participatory Resource Management” being recognized by the Governing Body.
- f. 'Financial year' means the year commencing from the 1st April and ending on 31st March.
- g. 'Order' means the order issued by the competent authority.
- h. 'Governing Body' means the Governing Body of Society.
- i. 'Executive Committee' means the Executive Committee of Society.
- j. 'Project Advisory Committee' means the project advisory Committee of Society.

3. Registered Office:

The Registered Office of the Society shall be located at the headquarters of present AHADS office at Agali in Attappady Block of Palakkad District.

4. Authorities of the Society:

The Society shall consist of the following authorities namely:

- i. The Governing Body
- ii. The Executive Committee
- iii. The Project Advisory Committee.
- iv. Executive Director

5. Governing Body:

The Governing Body of the Society shall consist of the following members

| | | |
|----|---|---------------------|
| 1 | Hon'ble Chief Minister | Chairman |
| 2 | Hon'ble Minister, Rural Development Department | Vice Chairman |
| 3 | Principal Secretary to Government, Local Self Government Department | Member |
| 4 | Commissioner for Rural Development | Member |
| 5 | Representative of Finance Department, not below the rank of Joint Secretary to Government | Member |
| 6 | Representative of SC/ST Development Department, not below the rank of Joint Secretary to Government | Member |
| 7 | Representative of Planning Department, not below the rank of Joint Secretary to Government | Member |
| 8 | Executive Director, Kudumbashree | Member |
| 9 | Director, Tribal Development, Kerala | Member |
| 10 | Director of Research, Kerala Agricultural University | Member |
| 11 | Director, Centre for Water Resource Development and Management | Member |
| 12 | Director, Kerala Forest Research Institute | Member |
| 13 | Director of Research, Kerala Veterinary and Animal Sciences University | Member |
| 14 | Representative of the State Lead Bank | Member |
| 15 | Representative of Forest Department, not below the rank of Chief Conservator of Forest | Member |
| 16 | Representative of Home Department, not below the rank of Inspector General of Police | Member |
| 17 | Representative of the Indian Institute of Social Sciences | Member |
| 18 | One Parliament Member from Kerala | Member |
| 19 | One Member of Kerala Legislative Assembly | Member |
| 20 | Representative of the Kerala Press Academy | Member |
| 21 | President of the District Panchayat Presidents' Association, Kerala | Member |
| 22 | President of Block Panchayat Presidents' Association, Kerala | Member |
| 23 | President of Grama Panchayat Presidents' Association, Kerala | Member |
| 24 | Representative of KITCO | |
| 25 | Expert on Tribal Affairs | Member |
| 26 | Expert on Rural Development | Member |
| 27 | Expert on Human Resource Management | Member |
| 28 | Executive Director, AHADS-CCPRM | Member Secretary |

6. Powers, Rights and Duties of the Governing Body:

a) To be generally carry out the objectives of the Society as set forth in the Memorandum of Association.

b) All properties, movables, immovables or of any other kind of the Society shall vest in the Governing Body.

c) The business and affairs of the Society shall be carried out and managed by the Governing Body.

d) The Governing Body shall exercise all such powers and shall perform all such functions, as are necessary and proper for the furtherance of the objectives of the Society.

e) Without prejudice to the foregoing provisions, the Governing Body shall have the following powers and rights subject to the policy guidelines laid down by the Government.

i) To acquire by gift, purchase, exchange, lease or otherwise, land, building or other immovable properties together with all rights pertaining thereto.

ii) To prepare and execute detailed plans and scheme in furtherance of the objectives of the Society.

iii) To carry on administration and management of the Society.

iv) To exercise over all control over the affairs of the Society within the policy guidelines issued by the Government.

v) To evaluate, review and monitor the schemes and suggest measures for improvement.

vi) To constitute sub committee(s) and assign or delegate thereunder such powers, duties and functions as it may deem fit.

vii) To sue, to be sued and to defend all legal proceedings on behalf of the Society.

viii) To exercise control and discipline over the employees of the Society.

ix) To frame the terms and conditions of service of employees.

x) To construct and maintain buildings including rights to alter, improve, furnish and equip them suitably.

xi) To manage properties movable and immovable of the Society and utilize the income derived there from.

xii) To raise funds for the Society by gifts, donations or otherwise for the purpose and objectives of the Society.

- xiii) To receive money, security, instruments and or any other movable or immovable properties for and on behalf of the Society.
- xiv) To impose and recover fees and charges for the services rendered by the Society.
- xv) To consider annual reports, financial statements of accounts, financial estimates and annual budget of the Society and adopt them after approval by the Government.
- xvi) To appoint an Auditor or Auditors for auditing the accounts of the Society.
- xvii) To assign from time to time such functions and duties and delegate such powers to the committee that may be appointed, to the Executive Director and/ or other officials of the Society, as it may deem fit.
- xviii) To perform all such acts and do all such things as may be necessary for the proper management of the properties and affairs of the Society.
- xix) To repeal and / or modify the bye-laws with the prior approval of the Government.
- xx) To do all such other lawful acts as may be necessary for the achievement of any or all of the objectives of the Society.
- xxi) Appointment of Auditors.
- xxii) Consideration of the Audited Accounts of the Society.

7. Meeting of the Governing Body:

- i. Subject to the provisions of the Act, the Governing Body shall meet at least once in six months.
- ii. Notwithstanding anything contained in these Rules, until a full fledged Governing Body is formed, it shall be lawful to summon the meeting with the available members.
- iii. The chairman of the Governing Body may convene its special meeting to consider any matter of special importance or urgency or on written requisition of not less than a half of the members of the Governing Body specifying the purpose for which the meeting is proposed to be called.
- iv. If the Chairman of the Governing Body is unable to attend any meeting of the Committee, the Vice Chairman and if the Vice Chairman is unable to attend the

meeting, a member duly elected by the members present at the meeting shall preside over the meeting.

8. Quorum of meetings:

1. For a meeting of the Governing body, the quorum shall be one-third of the total number of members.
2. In case a meeting is adjourned for want of quorum, the members present at a subsequent meeting, called *in lieu* of the adjourned one, to consider the same agenda, shall constitute the quorum.

9. The Executive Committee

The Executive Committee shall consist of the following members

| | | |
|---|---|------------------|
| 1 | Principal Secretary to Government, Local Self Government Department | Chairman |
| 2 | Commissioner for Rural Development | Member |
| 3 | Representative of Finance Department, not below the rank of Joint Secretary to Government | Member |
| 4 | Representative of SC/ST Development Department, not below the rank of Joint Secretary to Government | Member |
| 5 | Representative of Planning Department, not the below the rank of Joint Secretary to Government | Member |
| 6 | Representative of Forest Department, not below the rank of Conservator of Forests | Member |
| 7 | Executive Director, Kudumbashree | Member |
| 8 | Executive Director, AHADS-CCPRM | Member Secretary |

10. Powers, Rights and Duties of the Executive committee:

1. To be responsible for administration of the Society.
2. To be responsible for the successful execution of the projects.
3. To enter into all agreements for and on behalf of the Society.
4. To open and operate, bank accounts on behalf of the Society and make, sign and execute instruments, endorse or discount cheques or other negotiable instruments through its accredited agents.

5. To invest money and funds of the Society and to vary the investments as and when it may deem necessary or proper and utilize the income derived thereupon for the furtherance of the objectives of the Society.
6. To present to the Governing Body for consideration and approval, the annual report of the Society, audited statement of accounts, annual budget and work plans of the society.
7. To prepare periodical reports, work plans and technical reports and circulate among the members of the Governing Body.
8. To sanction schemes and estimates of works included in the projects approved by the Governing Body as the case may be and to incur expenditure thereto.
9. To invite tenders and quotations for executing works and making purchases, as per the approved projects and to accept the same as per the Rules and orders in force.
10. To sue and to be sued for and on behalf of the Society.
11. To hire vehicles and buildings for official purposes.
12. To select officers, staff and other employees of the Society and to suspend from service, or dispense with the services of any of the employees of the Society. Provided that the appointments shall be made only against the posts in the staff pattern approved for the project or that approved by the Governing Body.
13. To engage Consultants and to decide on their remuneration or honorarium subject to the action plan of the approved project.
14. To utilize the services of non-governmental organisations for the purpose of the Society.
15. To depute the members of Staff to attend seminars, workshops, training etc. within the country.
16. To hold or arrange surveys, discussions, lectures, seminars, workshop, studies and conferences and to interact with experts, individuals and institutions as deemed necessary for the furtherance of the objectives of the Society.
17. To institute and maintain information centres, laboratories and field stations provided for in the approved project.
18. To co-ordinate and exercise general supervision over the activities of the Society.

19. To perform all such acts and duties and exercise all such powers under these Rules and also those, which may be delegated or assigned by the Government or the Governing Body, from time to time in the interest of proper working of the Society and effective achievement, of the objectives of the Society.

20. Finalization of the accounts of the Society.

11. Meeting of the Executive Committee

- Subject to the provisions of the Act, the Executive Committee meet at least once in a month.
- Notwithstanding anything contained in these rules, until a full fledged Executive Committee is formed, it shall be lawful to summon the meeting with the available members.
- The Chairman of the Executive Committee may convene its special meeting to consider any matter of special importance or urgency or on written requisition of not less than half of the members of the Executive Committee specifying the purpose for which the meeting is proposed to be called.
- If the Chairman of the Executive committee is unable to attend any meeting of this Committee, a member duly elected by the members present at the meeting shall preside over the meeting.

12. Quorum of meeting

For a meeting of the Executive Committee, the quorum shall be one-third of the total number of members.

In case a meeting is adjourned for want of quorum, the members present at a subsequent meeting, called in lieu of the adjourned one, to consider the same agenda shall constitute the quorum.

13. Cessation of Membership:

- i. A non-official member of the Executive Committee shall cease to be a member if he dies, resigns, becomes of unsound mind, insolvent or he is convicted of a criminal offense involving moral turpitude.
- ii. Resignation of a non-official from the membership of the Executive Committee shall be tendered to the Chairman of the Executive Committee and shall not take effect until it has been accepted by the Chairman of the Executive Committee.

14. Tenure:

The term of office of the members in the Executive Committee shall be two years.

15. The Project Advisory Committee

The Executive Committee can form Project Advisory Committees with appropriate number / level of members for each project. The Project Advisory Committee will assist Executive Committee to prepare annual action plans and vet them to ensure that the works contribute to environmental upgradation and sustainable livelihood. Conduct field visits to monitor progress vis-a-vis quality, usefulness of works, efficiency of delivery systems, reasonableness of costs, awareness building and appropriateness of technological practices and render advice appropriate for the proper execution of the works.

16. Executive Director:

- i. The Executive Director shall be the Chief Executive Officer of the Society.
- ii. He shall be appointed by the Government for the period and on the terms and conditions as the Government may deem fit.

17. Rights, duties and responsibilities of the Executive Director shall be;

1. To be responsible for the day-to-day administration of the Society.
2. To be responsible for the successful execution of the projects.
3. To issue notice for all meetings of the Governing Body and Executive Committee.
4. To prepare agenda and notes and to keep the minutes of the Governing Body and Executive Committee.
5. To sign all documents, deeds and correspondences of the Society.
6. To maintain all the records of the Society.
7. To make all disbursements on proper vouchers and to receive all money on proper receipts for and on behalf of the Society.
8. To maintain the proper book of accounts supported by proper vouchers.
9. To invite tenders and quotations for executing works and making purchases as per the approved projects.
10. To purchase all such articles, stationery material and equipments, as may be necessary for the Society, for its day to day work with the prior approval of the Executive Committee.
11. To appoint officers, staff and other employees of the Society

12. To suspend from service, or dispense with the services of any of the employees of the Society with the approval of the Executive Committee.
13. To engage labourers and workers for the smooth functioning of the works taken by the Society and to fix their wages.
14. To sanction all kinds of leave not exceeding 120 days at a stretch, to the members of staff of the Society.
15. To depute the members of the staff to attend seminars, workshops, training etc. within the state.
16. To exercise general supervision, and control over the officers and staff of the Society and to prescribe their duties and functions.
17. To co-ordinate and exercise general supervision over the activities of the Society.
18. To perform all such acts and duties and exercise all such powers under these Rules and also those, which may be delegated or assigned to him by the Executive Committee, from time to time in the interest of proper working of the Society and effective achievement of the objectives of the Society.

18. Appointments:

1. Retaining the required number of staff selected from among the existing staff under AHADS.
2. Further appointment, if necessary shall be made on contract / deputation from State Government Departments.

19. Matters in respect of which prior approval of Government is necessary.

The following matters shall require the prior approval of Government

- a. Creation of posts
- b. Foreign tours of officials and members of the Committee.
- c. Amendment to the Memorandum of Association and Rules and Regulations of the Society.
- d. Adoption of Annual Action Plan.
- e. Adoption of Annual Budget.
- f. Adoption of staff pattern and service conditions of employees including pay and allowances.

20. Finance and Funds:

The fund of the Society shall consist of the following:

- a. Budgetary support from the State and Central Governments
- b. Project Funds from sponsoring agencies
- c. Grants and contributions from other corporate bodies, agencies, institutions, persons.
- d. External funding for programmes / projects.

21. Budget:

- a. The financial year of the Society will correspond with the Government's financial year ie., April to March.
- b. The Annual Budget of the Society should be passed by the Governing Body on or before 28th February of each year.
- c. The Annual Budget of the Society duly passed by the Governing Body should be got approved by Government on or before 31st March.
- d. The Society shall submit to Government, before 30th September every year, a report on the working of the Society in the previous year together with the audited statement of accounts.

22. Amendments:

- a. Amendments to any clause or clauses of the Memorandum of Association and these Rules may be made through a resolution passed by two-thirds of the members of the Governing Body present and voting in the meeting convened for the purpose, provided that the members voting in favour of the amendment shall constitute not less than one half of the total members of the Governing Body at that time.
- b. The amendment shall take effect after the Government approves it.

23. Assets and liabilities of AHADS

The assets and liabilities of AHADS will be assets and liabilities of the Society from the day of the Registration of the Society.

24. Take over of Administration:

In case the Government is satisfied that the Society is not functioning properly, it shall have the power to take over the administration and assets of the society, subject to the provisions of the Societies Registration Act of 1860.

25. Winding up or dissolution:

On winding up or dissolution of the Society there shall remain, after satisfaction of all the debts and liabilities, any assets or property, whatsoever, the same shall be vested with Government upon the terms and conditions as the Government deems fit.

26. Issue of directions by Government

Notwithstanding anything contained herein the Government may, from time to time, issue such directions or instructions as it considers necessary in regard to the conduct of the affairs of the Society or regarding any matter pertaining to the management or administration of the Society and such directions and instruments shall be binding on the Society.

DECLARATION

In all circumstances the Society will be functioning in accordance with the provisions of the societies Registration Act, 1860 and all the provisions of the said Act will be applicable to the Society.

We, the undersigned members of the Governing Body of the Society do hereby certify that the above is a correct copy of the Rules and Regulations of the Society.