

MEMORANDUM OF ASSOCIATION

of the

NPL FORMER SCIENTISTS FORUM

1. The name of the society shall be NPL FORMER SCIENTISTS FORUM, hereafter called the 'Forum'. It shall also be known by its Acronym 'NPL-FSF'.
2. The Registered Office of the 'Forum' shall be situated in the National Capital Territory of Delhi, and at present it is situated at the following address:
National Physical Laboratory,
Dr. K S Krishnan Marg,
New Delhi – 110 012
3. The 'Forum' shall be a social / professional non-profit organization with the following aims and objects:
 - 3.1 To organize lectures / talks of common interest to the Members and to the General Public, by experts in various fields for exchange of ideas and opinion.
 - 3.2 To contribute towards the promotion of science by arranging talks and demonstration- lectures on career counseling in schools & colleges to create interest in pursuing science.
 - 3.3 To publish articles, books and arrange talks for the popularization of science and for creating awareness against social drawbacks like 'superstition' etc in the interest of society, in general.
 - 3.4 To associate with NPL and other organizations for undertaking scientific/ technical projects of relevance to the socio-economic fabric or development of the country.
 - 3.5 To organize independently, or in association with other scientific and technical institutions/ organizations, activities like symposia, seminars, conferences, training courses and workshops and to publish the proceedings etc. for the advancement of knowledge and education.
 - 3.6 To invite any Indian/ Foreign Scientist/ Dignitary to share his/ her expertise with Members, and to interact with them from time-to-time in the interest of General Public.
 - 3.7 To institute awards and scholarships for the advancement of education.
4. The Forum shall have the power to commence, institute and defend all legal actions, law suits, as may be deemed necessary in the interest of the Forum.
5. The Forum may constitute committees of willing members, as and when necessary, to take care of common interest of Members.
6. The Forum shall have the power to do all lawful acts deeds and things as are incidental or conducive to furtherance of the aforesaid aims and objects.
7. The Forum shall have the power to collect funds by subscription, donation, and other lawful activities for the attainment of the aforesaid aims and objects of the 'Forum'.
8. All the incomes, earnings, moveable and/ or immovable properties of the 'Forum' shall be solely utilized and applied towards the promotions of its aims and objects of the 'Forum' only as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonds, profit or in any manner whatsoever, to the present or past members of the Forum or to any person claiming through anyone or more of the present or the past members. No member of the Forum shall have any personal claim on any moveable and/or immovable properties of the Forum or make any profit, whatsoever by virtue of its membership.
9. The Names and Addresses of the Management Committee to whom the management of the affairs of the 'Forum' is entrusted as required under section 2 of the Societies Registration Act of 1860, as applicable to the National Capital Territory of Delhi are as follows:

Sr. No	Name	Address	Occupation (At the time of Retirement from the National Physical Laboratory, New Delhi)	Designation in the 'Forum'
1	Dr Vishwa. Nath Bindal	F-139, Mansarover Garden, New Delhi -110 015.	Scientist G	President
2.	Dr. Om Parkash Bahl	D-210, Sector-55, Noida, 201301. (Uttar Pradesh)	Scientist G	Vice-President
3	Shri Gyanendra Kumar Arora	180, Mandakini Enclave, Alaknanda Complex, New Delhi- 10 019.	Scientist F	Secretary
4	Dr. Vinay Singh Panwar	Flat No. 21-B, B-B Block, Janakpuri, New Delhi - 110 058.	Scientist EII	Joint- Secretary
5	Shri Ved Parkash Wasan	EC-198, Maya Enclave, New Delhi - 110 064.	Scientist EII	Member
6	Dr. Raghunath Bhattacharyya	Flat No. 235, Dakshinayam CGHS, Sector 4, Dwarka, New Delhi – 110 075.	Scientist G	Member
7	Dr. Adeshwar Preshad Jain	U-10, Green Park Extension, New Delhi - 110 016.	Scientist F	Member
8	Dr. Prakash Chandra Jain	112, Old MIG Flats, Prasad Nagar, New Delhi - 110 005.	Scientist EII	Member
9	Dr Mrs. Namita Kundu	A-56, SFS (DDA) Flats, Mount Kailash, New Delhi – 110 065.	Scientist EII	Member
10	Dr. Satya Prakash Varma	81, NPL Apartments, Vikas Puri, New Delhi – 110 018	Scientist F	Member
11	Shri Akhilesh Chandra Gupta	18 B, Pocket C, MIG (DDA) Flats, Ashok Vihar Phase III, New Delhi – 110 052	Scientist G	Member
12	Shri Kameshwar Nath Bhatnagar	H-332 Narayana Vihar, New Delhi – 110 028	Scientist EII	Member
13	Shri Subhash Chandra	A5B-177B, Janak Puri, New Delhi – 110 058	Tech Offer (E-1)	Member
14	Shri Ramesh Chandra Dhawan	144, Ambica Vihar, Paschim Vihar, New Delhi-110087	Scientist E-1	Member
15	Dr. Satya Vir Gupta	269/B-5, Sector 8, Rohini, New Delhi – 110 085	Scientist EII	Member
16.	Dr. Surjeet Kumar Sharma	C-021, Sushant Lok Phase I, Gurgaon – 122 009 (Haryana)	Scientist G	Member
17.	Mrs. Shashkala Shastri	96, Anandvan, A-6 Pashchim Vihar, New Delhi – 110 063	Tech Offer (E-1)	Member
18.	Dr. Sagar Pal Singal	K-7A, SFS (DDA) Flats, Saket, New Delhi – 110 017	Scientist F	Member
19.	Dr. Ved Ram Singh	Flat No. 57, Pocket C, Siddhartha Extension, New Delhi – 110 0134	Scientist G	Member

RULES AND REGULATIONS OF NPL FORMER SCIENTISTS FORUM

Preamble – For the last several years the scientists retired from NPL have been feeling the need of a forum which could help them to interact with each other and share some valuable information for which they had no other source. Ultimately the feeling turned into a reality when some retired scientists met in the Conference Room of the N.P.L. on December 19, 2002. These scientists deliberated on this issue and finally decided to form a NPL Former Scientists Forum. The ‘Forum’ shall be a social / professional non-profit organization

1. Definitions

In the regulations, unless the context otherwise requires

- 1.1 **FORUM:** NPL Former Scientists Forum.
 1.2 **NPL:** National Physical Laboratory, Dr. K S Krishnan Marg, New Delhi – 110 012.
 1.3 **CSIR:** Council of Scientific & Industrial Research, Rafi Marg, New Delhi – 110 001.
 1.4 **Former Scientist:** Person above the age of 60 years who had been associated with NPL as Scientist/Technical Officer, or as Science Planner, Science Administrator or Science Financer etc. in the Officers’ Cadre, and who:
- (i) retired from NPL on Superannuation,
 - (ii) chose to opt for voluntary retirement,
 - (iii) decided to join some other organization on deputation etc. during his/her career; or
 - (iv) set up an industry with NPL/CSIR know-how.
- 1.5 **M.C.:** Management Committee of Forum
 1.6 **G.B.:** All the Members of the Forum constitute the General Body.

2. Address

The Registered Office of the Forum shall be situated in the National Capital Territory of Delhi and at present it is situated at the following address:

National Physical Laboratory Premises,
 Dr. K S Krishnan Marg,
 New Delhi – 110 012.

3. Aims and Objectives

The aims and objects of the Forum shall be as stated in the Memorandum of Association.

4. Membership

- 4.1 Membership of the Forum shall be open to all individuals who are covered by the definition of ‘Former Scientist’, as given at 1.4 above.
 4.2 The M.C. reserves the right with regard to the enrolment of Members of the Forum.
 4.3 The Forum may have Patrons to further its cause. A Patron may be invited by the President in consultation with the M.C., on the basis of the following criteria:

Any Person who has retired from NPL with meritorious service to Science and who has been taking keen interest in the activities of the Forum.

OR

Any Person who has made extraordinary contribution to the growth of NPL-FSF.

There shall not be more than five Patrons at any time.

4.3.1 All the Patrons will be permanent Invitees to the Meetings of the Management Committee

4.3.2 A Patron is expected to give his comments/ guidance/ suggestions for the betterment of the Forum.

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4.4 The MC of the Forum may also have one or more advisers whose advice may be sought for effective functioning of the Forum for a duration co-terminus with the Management Committee

4.4.1. The Adviser will be permanent invitee to the meetings of the Management Committee

5. Rights, Privileges and Responsibilities of Members

- 5.1 A Member can attend the General Body Meeting and other Meetings of the Forum that may be organized.

- 5.2 Each Member shall have only one vote.
- 5.3 He/ she can participate in elections and in the other activities of the Forum, and shall be eligible to contest for any Office Bearers' position in the M C of the Forum.
- 5.4 He/ she shall be entitled to inspect the records of the Forum , with the prior approval of the General Body.
- 5.5 He/ she shall help the Forum in the attainment of its Aims and Objects.
- 5.6 He/ she shall keep informing the Forum about any changes in his/her residential address and telephone number etc.

6. Membership Fee

There shall be a uniform Life Membership Fee of Rs. 1000/- to be paid in full by all members.

7. Membership Register

A Register of Members shall be maintained. It shall contain all the information furnished by the Member in his/her Membership Form. It shall be updated every three months to include information about the new members that may get enrolled during that period and any change pertaining to existing members.

8. Management Committee

8.1 The Management Committee shall comprise of the following office bearers

- President
- Vice President
- Secretary
- Joint Secretary
- Treasurer and
- Not more than 15 members.

8.2 All the posts shall be filled by election, failing which the elected President may nominate a Member to fill up the vacant post.

8.3 Immediate Past President and the Secretary, if not elected for any post, shall be invitees to the meetings of the new Management Committee.

9. Roles of the Office Bearers

9.1 President: He shall preside over the meetings of the M C, the Forum, and the General Body. He shall be the chief executive officer, and shall provide direction to the various activities of the Forum. He shall dispose off such important matters, which for want of time, cannot be put up to the M C. He, in consultation with M C, shall appoint the Returning Officer for the G B Meeting for election of the Office Bearers and Members of the M C.

9.2 Vice President: The Vice-President shall act for and on behalf of the President whenever an exigency arises. The President shall invariably ask the Vice-President to officiate as President in his absence.

9.3 Secretary: He shall generally be the executive functionary of the Forum. He shall have the responsibility of correspondence, and maintaining the Membership Register and the various other records of the Forum. He shall also convene all the meetings of the M C, and the G B, in consultation with the President (or Vice President in the absence of the President).

9.4 Joint Secretary: He shall assist the Secretary in the day-to-day working of the Forum and shall perform the duties and functions of the Secretary whenever any exigency arises.

9.5 Treasurer: He shall look after the Finance and Accounts issues such as funds, securities and other property of the Forum and shall be responsible for the various business transactions of the Forum. He shall maintain all the Account Books, and help the Secretary in submitting returns whenever necessary. He shall collect funds and issue receipts for Membership subscriptions, donations and other moneys received on behalf of the Forum. He shall also be responsible for the collection of the outstanding dues from any of the Members already on the rolls of the Forum. He shall present the financial position to the M C at its periodic meetings and also prepare the annual budget of the Forum. It shall also be his duty to maintain the day-to-day accounts, and getting the same audited annually, and to present the Audited Statement of Accounts at the G B Meeting.

10. Powers and Duties of the M C

There shall be at least one meeting of the M C per quarter on at least 3-days notice, and the quorum shall be 50%. It shall constitute panels or committees for specific purpose.

It shall be responsible for the day-to-day functioning of the Forum, and disposing off urgent matters. It shall have the

powers to incur expenditure for the committed cause viz. fulfillment of the Aims and Objectives of the Forum.

In addition to any specific issues requiring consideration/ approval of the M C its agenda shall invariably include:

- (i) Confirmation of the Minutes of the earlier meeting of the M C.

- (ii) Presentation of the Report by the Secretary, on the action that had been taken in respect of the decisions taken at the earlier meeting.
- (iii) Presentation of the reports by Chairmen in respect of their Committees.
- (iv) Presentation of the financial status of the Forum by the Treasurer

The M C shall appoint an Auditor to audit the Accounts of the Forum.

Every Member of the M C shall have one vote. The president shall also have an additional casting vote, in case of a tie on any issue.

The M C shall have constitutional and legal authority for the fulfillment of the aims and objects of the Forum.

11. Frequency of Meetings of the Forum

11.1 There shall be at least one meeting of the Forum per quarter to take note of the progress made in respect of the decisions taken at the earlier meeting and to deliberate on various issues of common interest that might have come up during the intervening period. The Secretary shall suitably notify the agenda for these meetings preferably a week in advance of the meeting.

11.2 One of the meetings of the Forum shall be the Annual General Body Meeting.

12. Sources of Income and Utilization of Funds

12.1 Besides the Membership Fee, the Management Committee shall explore other possible sources of funds as and when considered necessary, to facilitate the most effective functioning of the Forum . All the income of the Forum shall be utilized for the achievement of the Aims and Objects of the Forum.

12.2 Scholarship/ Fellowship Fund will only be used for award of Scholarships/ Fellowships and Awards.

13. General Body

All the members listed in the Membership List approved by the M C shall constitute the General Body of the Forum.

- 13.1 The G B shall meet regularly once a year.
- 13.2 Annual General Body meeting shall be held at such time and place as may be decided by the M C to transact the following business:
 - (i) To confirm the minutes of the previous General Body meeting,
 - (ii) To consider the Annual Report for the previous year,
 - (iii) To consider the Auditor's Report, and to approve the budget estimate for the ensuing year,
 - (iv) To approve the appointment of the Auditor for the ensuing year,
 - (v) To elect the Office Bearers of the M C (every two years), and
 - (vi) To consider any additions or amendments in the Rules and Regulations of the Forum and any other issue of common interest to the Members.
- 13.3 An emergent meeting of the G B can be called by the President, or by a written notice signed by at least 20 members of the Forum.
- 13.4 A notice of at least 15 days for the G B meeting, and of at least 7 days for an Emergent meeting of the G B shall be given to the Members.
- 13.5 The quorum for the G B meeting shall be 20 members, or one fifth of the membership, whichever ever is less. The meeting can be adjourned by the President in consultation with the members present for want of the quorum, and can be called in order after at least 15 minutes, when the requisite quorum shall not be necessary.

14. Elections

- 14.1 The election for the various Office Bearers and other members of the M C shall be held by the G B once in two years, and this item shall be specifically included as an item on the Agenda for the meeting.
- 14.2 No Member shall be entitled to contest for more than one of the positions of an Elected Member of the M C. Only such of the Eligible Members who are present at the G B meeting, and whose candidatures have been proposed on-the-spot by at least one Member, and seconded by at least two other Members, shall be eligible to contest for any position of an elected member of the M C.
- 14.3 The Returning Officer, who shall not be contesting for any position of an Elected Member in the M C, shall conduct the election process only if there are two or more Members of Forum contesting for any post. For posts where there is only one valid nomination, the nominee shall be deemed to be elected unanimously.
- 14.4 The votes shall be cast by the Members, in person, and if necessary, or through postal ballot.
- 14.5 The Returning Officer shall, after the completion of vote-counting process, announce the results of election, and communicate the same in writing to the President of the out-going M C. In the event of a tie, the Returning Officer shall be entitled to cast his vote also, in favour of one of the contesting candidates.
- 14.6 All the records, documents, accounts and assets shall be handed over to the New Elected M C within a period of 15 days from the date of declaration of the results of the Election, by the Returning Officer.

15. Finances

15.1 All the funds, securities, and properties of the Forum shall be managed by M C, which shall also take all possible measures to ensure their safety. The funds of the Forum shall be invested only with the Central Government or with Public Sector Undertakings. A Savings Fund Account of the Forum shall be opened with a Scheduled Bank approved by M C. If felt necessary, a Fixed Deposit Account shall also be opened in the name of the Forum, with a Scheduled Bank approved by the M C. Separate Accounts shall be opened for Scholarship/ Fellowship.

15.2 The financial year of the Forum shall be April 1 to March 31, unless and otherwise changed under directions from the Government of India.

15.3 All the cheques and other financial documents shall require the signatures of any two of the following Office Bearers of the M C:

- (i) President
- (ii) Secretary
- (iii) Treasurer

All the financial vouchers shall necessarily be routed through the Secretary, and their record shall be maintained by the Treasurer for a minimum of five years. The Secretary shall be authorized to incur and approve expenditure up to Rs. 1000/= (Rupees one thousand only) at a time. All expenses exceeding Rs. 1000/= at one time, shall be approved by the President. All the expenditure incurred shall be within the Budget Estimates approved by the G B.

15.4 The Treasurer and the Secretary may have, at any one time, a maximum of Rs. 1000/= each, as cash in hand, with them for meeting any contingent expenditure.

15.6 The Accounts of the Forum shall be audited annually.

16 Eligibility for Contesting for Election as a Member of the M C, and Voting Rights

All Members of the Forum who have either paid the full amount towards the Membership Fee, or else have paid the membership amount due from them by the time when the election of the Office Bearers of the M C by the G B takes place, shall have the Right to contest for any of the Elected Office Bearer's Position, subject to their nominations being found in order by the Returning Officer, and also to cast their votes in favour of the Office Bearers whom they would like to support.

17 Appointment of the Returning Officer

The M C shall decide about the appointment of the Returning Officer for the meeting of the G B at which the election of the Office Bearers of the New M C is to take place.

18. Adoption of the Rules and Regulations and Amendments thereto

18.1 The Rules and Regulations shall be deemed to be adopted if approved by Simple Majority of the Members present at a meeting of the Forum

18.2 Any resolution or amendment to the Rules and Regulations, or some other proposal for consideration in the G B shall be submitted to the Secretary so as to reach him at least four days before the Meeting. The portion of the Rules and Regulations, which is proposed to be amended, shall be appropriately worded, reflecting the proposed amendment. New additions to the Rules and Regulations may also be similarly drawn out. Such amendments/ additions shall be carried through if 2/3rd of the Members present at the meeting approve them.

18.3 The Rules and Regulations shall be considered for revision at every Fifth Annual G B Meeting, in the light of the additions/ alterations that might have been carried through, and in the light of any deficiencies that might have been observed therein.

19. Annual List of Management Committee

Once in every year a list of the office bearers and members of the Management Committee shall be filed with the Registrar of Societies, Delhi as required by Section 4 of the Societies Registration Act 1860, applicable to the National Capital Territory of Delhi.

20 Legal Proceedings

The Forum may sue or be sued in the name of NPL Former Scientists Forum represented by the President/ Secretary, or their nominee, as laid down under the Societies Registration Act 1860, applicable to the National Capital Territory of Delhi as amended from time-to-time.

21 Application of the Act

All the provisions under all the Sections of the Rules & Regulations Act of 1860, as applicable to the National Capital Territory of Delhi, as named from time-to-time shall apply to the Forum.

22. Dissolution & Adjustment of Affairs

If the Forum needs to be dissolved, it shall be dissolved as per provisions laid down under Sections 13 and 14 of the Societies Registration Act 1860, applicable to the National Capital Territory of Delhi

23. Essentiality Certificate

Certified that this is the correct copy of the Rules & Regulations of the Forum

Sd/-
(*Dr. R G Sharma*)
PRESIDENT

Sd/-
(*Shri R B Saxena*)
SECRETARY

Sd/-
(*Dr. Hari Kishan*)
TREASURER