

13/10/06

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

EFS& T Department - Permission to create and accord autonomous status to "Centre for Forest and Natural Resource Management Studies (CEFNARM)", Andhra Pradesh Forest Academy, Dulapally, Hyderabad - Registering as Society under Section 6(2)(b)(iii) of A.P. Societies Registration Act, 2001 (No.35/2001) - Orders Issued.

ENVIRONMENT, FORESTS, SCIENCE & TECHNOLOGY (FOR.II) DEPARTMENT

G.O. Ms. No.65

Dated:27.05.2008

Read the following:-

1. From the Principal Chief Conservator of Forests, A.P., Hyderabad Letter Rc No.13794/2001/Mis, Dated:5.4.2001.
2. From the Director A.P. Forest Academy, Dulapally, Hyderabad Letter Rc No.1107/2003/M1, Dated:03.01.2005
3. From the Director A.P. Forest Academy, Dulapally, Hyderabad Letter Rc No.1107/2003/M1, Dated:30.07.2005
4. From the Director A.P. Forest Academy, Dulapally, Hyderabad Letter Rc No.1107/2005/P, Dated:05.11.2005
5. From the Director A.P. Forest Academy, Dulapally, Hyderabad Letter Rc No.1107/2003/P, Dated:08.12.2006
6. From the Principal Chief Conservator of Forests, A.P., Hyderabad Letter Rc No.52164/2004/PMU III/1, Dated:24.10.2007

ORDER:

In the letters 1st to 6th read above, the Principal Chief Conservator of Forests, Andhra Pradesh, Hyderabad and Director, A.P. Forest Academy have submitted the proposal for permission to create and accord Autonomous Status to "Centre for Forest and Natural Resource Management Studies (CEFNARM)", Andhra Pradesh Forest Academy, Dulapally, Hyderabad by conversion of part of the Academy into Society to achieve the following objectives:

- a) To provide opportunities to develop and upgrade and disseminate the knowledge, experience and expertise in the fields of Forestry, Wildlife, Bio-diversity and Natural Resources development and management so as to promote the studies, on forestry and other related issues such as Forestry, Social Forestry, Wildlife, Natural Resources Management (NRM), Information Technology, Joint / Community Forest Management and Biodiversity Conservation, etc., and any other associated subjects.
- b) To develop a "knowledge bank" to cater to the day to day needs of Forest fringe villages, farmer groups, self help groups, Natural Resource development and management, and NGOs working on wood, NTFP / Bamboo and Medicinal Plants based industries, etc.
- c) To assist, collaborate and organize training programmes in various forestry, Wildlife, Bio-diversity and NRM related subjects, including the fields of development, administration, industries and Corporate management dependent on Natural Resources besides Human resource development, especially in Forestry and Social Forestry (farmers) dependent communities.

- d) To develop and promote reasonably adequate infrastructure to impart and assist more effective trainings, consultancies, research and development programmes, extension activity, monitoring and evaluation of various programmes and Project, matters related to forestry, Wildlife, Bio-diversity, NRM, and allied activities.
- e) To develop and promote special areas of interest in Joint / Community Forest Management, community participation with special reference to tribals, and other forest dependent Communities in development and Management of Natural Resources.
- f) To take measures to conserve soil and moisture, especially in Drought Prone areas, by adopting suitable site specific methods or treatment practices / Programmes aimed at alleviating Rural Poverty.
- g) To develop and promote Information Technology, especially the areas of Geomatics, Remote sensing, use of Global Positioning System, Management Information System based on the latest and improved technology.
- h) To take up specific consultancy tasks approved by the Executive Committee, in the State and other parts of the Country to generate resources for the Institution / Academy.
- i) To conduct quality research and development programmes to ensure the fruits of research reach the field, to substantially benefit the people, farmers, self help groups, industries etc.
- j) To affiliate its activities with the organizations within the State, within the country and also at international level to become a source of knowledge bank and dissemination to the forest fraternity and other institutions in Natural Resource Management and allied fields.
- k) To help in developing a cadre/ protocol of para-professionals in the area of Forestry, and NRM related subjects by offering "Certificate Courses" of training and distant learning.
- l) To develop a network of similar institutes at different level to cater to the needs of the Communities, NGOs, Government departments, and wood / NTFP / Bamboo and medicinal Plants based industries in a decentralized manner.
- m) To receive funds from the Government, Non-Government or external agencies or from other sources for carrying on its activities and to recycle the funds internally generated through its various activities.

2. The Principal Chief Conservator of Forests, Andhra Pradesh, Hyderabad is advised that all the incomes earned, movable and immovable properties of the Academy so earned or are to be earned shall be utilized towards the promotion of its activities to meet the aims and objectives as set forth in the "Memorandum of Association" and "Bye-Laws", and no profit thereof shall be paid or transferred directly or indirectly by way of dividends or bonus.

3. Government, after careful consideration, hereby order for creation and to accord Autonomous Status to "Centre for Forest and Natural Resource Management Studies (CEFARM)", Andhra Pradesh Forest Academy, Dulapally, Hyderabad by registering it as a Society under AP Societies registration Act, 2001, for better management.

4. Government, also accord permission to Principal Chief Conservator of Forests, Andhra Pradesh, Hyderabad to register the Association in the name of "Centre for Forest and Natural Resource Management Studies (CEFNARM)", Andhra Pradesh Forest Academy, Dulapally, Hyderabad Under Section 6(2)(b)(iii) of A.P. Societies Registration Act, 2001 (Act, No.35/2001)

5. The Memorandum of Association of the CEFNARM and Bye-Laws of the Society are appended to this Order.

6. The Principal Chief Conservator of Forests, Andhra Pradesh, Hyderabad and the Director, AP Forest Academy, Dulapally, Hyderabad are hereby directed to take necessary action for registration of CEFNARM, AP Forest Academy Dulapally, Hyderabad under the provisions of A.P. Societies Registration Act, 2001.

7. This Order issues with the Concurrence of Revenue Department vide their U.O.No.59958/R&M/(2)/2005 Dt.10.01.2006 and Finance Department vide their U.O No.1352/6/A2/Exp M&F/08 Dt.22.02.2008.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

JANAKI R. KONDAPI,
SPECIAL CHIEF SECRETARY TO GOVERNMENT.

To/

The Principal Chief Conservator of Forests, AP, Hyderabad. (w.e.)

The Director, AP Forest Academy, Dulapally, Hyderabad. (w.e.)

The Director General Stamps & Registration, Nampally, AP, Hyderabad. (w.e.)

Copy to:

The Accountant General, AP, Hyderabad.

The Pay & Accounts Officer, AP, Hyderabad.

The Revenue (R&M) Department.

The Finance (Exp M&F) Department.

The Law Department.

The PS to M (FES&T).

The PS to Spl CS EFS & T Department.

The PS to Spl. Secy. (Forests)

SF/SCs

// FORWARDED :: BY ORDER //


SECTION OFFICER.

Appendix - I to G.O. Ms. No.65, EFS&T (For.II) Department, dt.27.05.2008.

**CENTRE FOR FOREST AND NATURAL RESOURCE MANAGEMENT STUDIES
(CEFNARM), ANDHRA PRADESH FOREST ACADEMY, DULAPALLY,
HYDERABAD-500014**

MEMORANDUM OF ASSOCIATION

- 1. Name of the Society:** The name of the Society shall be "Centre for Forest and Natural Resource Management Studies (CEFNARM)".
- 2. Location of Office:** The registered office of the Society shall be at Hyderabad and its address is Centre for Forest and Natural Resources Management Studies (CEFNARM), Andhra Pradesh Forest Academy, Dulapally, Quthubullapur Mandal, Kompalle, P.O. R.R. District. Hyderabad-500 014.
- 3. Jurisdiction:** The operation of Society extends through out India.
- 4.** The Centre deals with training-cum-research-cum-Consultancy and Management organization devoted to the study of the issues in the field of Forestry, Natural Resources management and Bio-diversity conservation.
- 5. Aims and Objects:** The objectives of the Society are:
 - a. To provide opportunities to develop and upgrade knowledge and experience so as to promote the study of management and development issues primarily related to forest and natural resources.
 - b. To assist, collaborate and organize training programmes, seminars, study courses, conferences, workshops, seminars, study tours, and lectures in various technical and management fields pertaining to forestry, natural resources management, wildlife and bio-diversity conservation, and publications of study / print material.
 - c. To undertake or to help to undertake research, extension, evaluation and monitoring of various projects/programs, educational activity.
 - d. To render professional assistance and consultancy services on all matters relating to forestry, NRM, WL and bio-diversity conservation and all such related matters.
 - e. To collaborate with institutions, various organizations, associations and societies in India or abroad interested in similar objectives and goals.
 - f. To help in the growth of professionalism in forestry, natural resource management, wildlife and bio-diversity conservation sectors besides skill development.
 - g. To receive funds from Government, Non-Government or other external agencies organizations/societies for carrying out its activities to achieve the goals and objectives.
 - h. To prepare, print and publish papers, periodicals journals, books and Brochures, and any other useful study/training material for conducting

trgs. courses, and to take up extension activity with an overall objective to furtherance the objectives, goals of the society.

- i. To offer fellowships, scholarships, prizes, and stipends in furtherance of the objectives of the society.
 - j. To undertake such other activities and to create such other structures, institutes and organizations as may be found essential or conducive to the better realization of the above mentioned aims and objectives.
6. Pursuant of the aforesaid objectives, the Society shall work in the Andhra Pradesh Forest Academy and the physical assets and the infrastructure of the Forest Academy already created, and / or are to be created may be fully utilized by the society for achieving the objectives and goals of the Society and for such purposes the Society may :-
- a. accept grants of money, securities or property of any kind undertake and accept the management of any endowment, trust, fund of donation not inconsistent with the objectives of the society, on such terms and conditions as may be prescribed by the Government, time to time.
 - b. invest and deal with the funds and monies of the society.
 - c. impose and recover fees and charges for the services rendered by it.
 - d. purchase, hire, take on lease, exchange or otherwise acquire property-movable or immovable, which may be necessary or essential for the purpose. Construct, alter and maintain such buildings and works as may be necessary for carrying out the objectives and goals of the society with the prior permission of the Government.
 - e. borrow and raise funds / money on mortgages, promissory notes, or other securities founded or based upon all or any of the properties and assets of the society or without any securities provided that prior approval in writing of the Government of the Andhra Pradesh is obtained in that behalf.
 - f. create reserve fund, sinking fund, insurance fund, or any other special fund whether for depreciation, repairs, improvement, extension or maintenance of any of the properties or rights of the Society and/or for recouping wasting assets and for any other purposes for which the society deems it expedient or proper to create or maintain any such fund or funds.
 - g. make rules and bye-laws for the conduct of the affairs of the Society and add to, amend, vary or rescind them from time to time.
 - h. do all such other acts and things either alone or in conjunction with other organizations or persons as the Society may consider necessary incidental or conducive to the attainment of the above objectives.
7. The Society's affairs shall be managed by the Board of Governors.
8. The income and property of the Society, howsoever, derived shall be utilized towards meeting the objectives and goals as set forth in this "Memorandum

of Association". Expenditure on Government grants will be as per the directions given from time to time. No portion of income and property of the Society shall be paid or transferred directly or indirectly by way of dividend, or bonus to the members of the society or any other persons but remuneration could be paid to any members or other persons in return for the service rendered to the Society by way of allowances and charges.

9. If on winding up or dissolution of the Society, there shall remain after satisfaction of its debts and liabilities any property whatsoever, the same shall not be paid or distributed among the members of the Society or any of them, but shall be dealt within the manner provided by Section 25 of the A.P. Societies registration Act, 2001.

The Board of Governors of Centre for Forest and Natural Resource Management studies (CEFNARM) is as follows:

- | | |
|--|---------------------------------|
| 1. Principal Chief Conservator of Forests,
A.P., Hyderabad | - Ex-officio Chairman |
| 2. Special Principal Chief Conservator of Forests/
Addl. Principal Chief Conservator of Forests /
Chief Conservator of Forests dealing the
Subject of Training (T&E) | - Ex-officio Vice Chairman |
| 3. Special Principal Chief Conservator of Forests/
Addl. Principal Chief Conservator of Forests /
Chief Conservator of Forests dealing with IT | - Ex-Officio Member |
| 4. Special Secretary (Forests) to Government,
EFS & T Department, A.P. Secretariat,
Hyderabad | - Ex-Officio Member |
| 5. Addl. Pri. Chief Conservator of Forests /
Chief Conservator of Forests dealing with
'Accounts & Audit' O/o PCCF AP Hyderabad | - Ex-Officio Member |
| 6. Four members to be nominated by the
Chairman with prior approval of Government
In EFS & T Department from NGOs,
Academic / training institutes such as
MCRHRD, APARD, NRSA, JNTU etc. | -Member
" |
| 7. Director, 'CEFNARM' A.P. Forest Academy, Dulapally,
Hyderabad | - Ex-officio
Secretary |
| 8. Dy. Director/DDO, 'CEFNARM' A.P. Forest Academy,
Dulapally, Hyderabad | - Ex-officio
Joint secretary |

DECLARATION

We, the undersigned persons in the memo have formed into an association and responsible to run the affairs of the association and desirous of getting the society registered in Andhra Pradesh under Public society Registration Act, 2001 (Act 35 of 2001):

Sl. No.	Name & Address	Designation in the Society	Signature
1	Principal Chief Conservator of Forests, Andhra Pradesh, Hyderabad.	Ex-Officio Chairman	
2	Special/Principal Chief Conservator of Forests/Addl. Principal Chief Conservator of Forests/Chief Conservator of Forests (T&E), Andhra Pradesh, Hyderabad, O/o Principal Chief Conservator of Forests, Andhra Pradesh, Hyderabad	Ex-Officio Vice Chairman	
3	Special/Principal Chief Conservator of Forests/Addl. Principal Chief Conservator of Forests(IT), Andhra Pradesh, Hyderabad. O/o Principal Chief Conservator of Forests, A.P., Hyderabad	Ex-Officio Member	
4	Special Secretary (Forests) to Govt., EFS & T Department, Secretariat.	Ex-Officio Member	
5	Chief Conservator of Forests (Accts.& Audit) Andhra Pradesh, Hyderabad	Member	
6	Director, CEFNARM, A.P. Forest Academy, Dulapally, Hyderabad	Ex-Officio Member Secretary	
7	Addl. Director, CEFNARM, A.P. Forest Academy, Dulapally, Hyderabad	Ex-Officio Joint Secretary	

Witnesses:

- 1.
- 2.

JANAKI R. KONDAPI,
SPECIAL CHIEF SECRETARY TO GOVERNMENT.

// TRUE APPENDIX //

S. J. S. Sankar
SECTION OFFICER

Appendix – II to G.O.Ms.No.65, EFS&T (For.II) Department, dt.27.05.2008.

**CENTRE FOR FORESTS AND NATURAL RESOURCE MANAGEMENT STUDIES
(CEFNARM), ANDHRA PRADESH FOREST ACADEMY, DULAPALLY,
HYDERABAD – 500 014**

BYE - LAWS

Name of the Society	:	Centre for Forests and Natural Resource Management Studies, (CEFNARM)
Address	:	Andhra Pradesh Forest Academy Campus, Dulapally, Quthubullapur Mandal, Kompalle P.O., R.R. District, Hyderabad, A.P. - 500 014.
Date of starting	:	(to be filled by the Department at the time of Registration)
Area of Society	:	Through out India

1. Short Title:

These Bye-Laws may be called the "Bye-Laws of the Centre for Forests And Natural Resource Management studies, (CEFNARM) ".

2. Definition:

In these Bye-Laws the following words abbreviation shall have the meaning given against them, unless there is anything contrary in the subject of context:

- i. 'Act' means 'The AP Societies Registration Act, 2001 (AP Act No. 35/2001")
- ii. 'Executive Committee' means "The Executive Committee of the Society"
- iii. 'Governing Body' means 'The Governing Body of the Society"
- iv. 'Member Secretary' means "Director of the "Centre for Forest and Natural Resource Management Studies", (CEFNARM)"/Ex-officio Secretary.
- v. 'Financial year' shall mean the accounting year commencing from 1st April and ending on 31st March.
- vi. 'The Government of Andhra Pradesh' shall mean Administrative Department of the Government of Andhra Pradesh concerned dealing with the subject 'Forests & Wildlife'.
- vii. 'The Government of India' shall mean the Administrative Department of the Government of India concerned dealing with the Forest and Wildlife subject.
- viii. "The Centre" shall mean the "Centre for Forest and Natural Resource Management studies', (CEFNARM)

- ix. "The Members" shall mean members of the Board of Governors
- x. "Country" means all over India
- xi. "The Vice-Chairman" shall mean the Vice-Chairman of the Board of Directors of the Centre, made there under.
- xii. "Rules" mean any of the rules and regulations of the Centre.
- xiii. The word "year" shall mean the calendar year unless it is specifically mentioned as financial year.

3. Authorities of the Society:

The Authorities of the Society shall be:

- a) The Governing Body,
- b) The Executive Committee
- c) Such other Authorities as may be constituted by the Governing Body

4. Membership: (a) The 'Society' shall have as its members all the persons representing the Governing body and such other persons as the Chairman, Governing Body may admit by nomination to be the members of the Society. (b) The Management of the Society shall vest in a Board of Governors (c) The Board can recommend to the Chairman on replacement of non-official members

5. Roll of Members: The Society shall keep a roll of members giving their addresses of both official and residential, occupations, and telephone numbers clearly. If a member of the society changes his address, he shall notify his new address with new contact phone numbers, to the Secretary who shall thereupon enter his new address in the roll of members. If the member fails to notify his new address, his address in the roll of members, shall be deemed to be his address.

6. Duration of Membership: The Term of the member of the Society or Board other than that of the Ex-officio members shall be for a period of three years from the date of their nomination.

7. Termination: The nominated member of the society or Board may be terminated by the authority nominating him at any time, or shall continue for a full term of 3 years from the date of his / her nomination. But, the member will cease to be a member when the Board is dissolved or reconstituted.

8. Disqualification: A nominated member of the society or the Board, shall cease to be such member if: (a) he becomes of unsound mind, or, is adjudged by a competent court as an insolvent or is convicted for a criminal offence including involving moral turpitude; or (b) he fails to attend five consecutive meetings of the board without obtaining leave of absence from the chairman or as decided by the Board from time to time.

9. Resignation: Any member of the society or board may resign from the membership of the society in writing addressed to the secretary and shall take effect when it has been accepted by the Chairman on behalf of the society.

10. Filling of Vacancies: (a) Any vacancy caused in the membership of the society by reason of death, resignation or otherwise shall be filled by nomination or appointment by the authorities entitled to make such nomination or appointment,

as the case may be under these Regulations. (b) No act of the society or board or of any officer of the society shall be deemed to be invalid by reason only of the existing of any vacancy or any defect in the organization of the society or in the formation of the board or in the appointment or nomination of a member or officer, on the ground that such member or officer was disqualified for his office.

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

The Board shall advise the functionaries of the Centre to achieve the objectives and goals in general and in particular, the Board shall have to perform the following functions and duties:

- a. Adoption of budget and accounts,
- b. Adoption of plans and programmes to future the Centre's objectives
- c. Delegation of appropriate powers to the Executive Committee, the Chairman, the Vice Chairman and the Secretary or any other office bearer of the centre.

12. Meetings of the Governing Body:

Subject to the provisions of the Act, the Governing Body shall meet once in three months.

13. Special meetings:

The Chairman of the Society may convene special meetings of the Governing Body to consider any matter of special importance or urgency or on the written requisition of not less than six members of the Governing Body specifying the purpose for which the meeting is proposed to be called.

14. Notice of the Meetings:

Every meeting of the Governing Body shall be convened by notice issued under the head of the Member Secretary or any other Officer of the Society so authorized in his behalf. Every notice calling for the meeting for the Governing Body shall be issued to every member not less than ten days before the day fixed for the meeting except in cases of special meetings where notice shall be issued five days before the meeting. However, under exceptional circumstances, emergency meetings may be called for by circulation.

15. Quorum:

One third of the members including the Chairman shall constitute the Quorum for any meeting of the Governing Body, provided that if once the meeting is adjourned for want of quorum a subsequent meeting called on the basis of the same agenda shall not require the Quorum.

16. Presiding Officer:

The Chairman of the Society shall ordinarily preside over all the meetings of the Governing Body. In the absence of the Chairman, the Vice-Chairman shall preside. In the absence of both Chairman and the Vice Chairman, the members present shall choose one from amongst themselves to preside over the meeting.

17. Voting:

In case of difference of opinion amongst the members on any matter under discussion in the meeting the opinion of the majority present shall prevail.

Approval of the "Executive Committee" can be obtained by distributing the proposals to its members.

18. Powers and Rights Constitution, duties, of the "Executive Committee":

The "Executive Committee" of the society shall consist of the following:

- a. Special Principal Chief Conservator of Forests/
Addl. Principal Chief Conservator of Forests /
Chief Conservator of Forests I/c of T&E Subject - Ex-officio Chairman
- b. Director, CEFNARM, - Ex-officio Director
- c. Conservator of Forests (GIS),
O/o Principal Chief Conservator of Forests,
Andhra Pradesh, Hyderabad - Member
- d. Conservator of Forests (R&D),
O/o Principal Chief Conservator of Forests,
Andhra Pradesh, Hyderabad - Member
- e. Deputy Director / DDO, CEFNARM, - Member.
- f. Any other member co-opted by the Board /
Governing body - Member

Subject to the provisions of the Societies Registration Act, 2001 and Rules, the Executive Committee of the Society shall have such powers as delegated by the Board of Governors

19. Meetings of the Executive Committee:-

The Executive Committee shall ordinarily meet once in two months or more often if necessary. Three members of the Committee including the Chairman shall constitute the quorum of the meetings.

20. Tenure of the Executive Committee:

The tenure of the "Executive committee" shall be for a period of three years.

21. Resignation:

The Resignation of a member from the Executive Committee shall be tendered to the Society and shall not take effect until the Chairman of the Executive Committee has accepted it on behalf of the Society.

22. Functions and Powers of the Office Bearers of the Governing Body:

The functions and the powers of the office bearers of the governing Body shall be as follows:

23. Funds of the Society:

The "funds" of the Society may consist of the following:

- a. Grants made by the Government of Andhra Pradesh, Government of India or any other Governments.
- b. Grants-in-aid from international agencies
- c. Contribution from other societies
- d. Income from investments and activities
- e. Amounts collected towards fees for conducting trainings, workshops, seminars, study tours, publication and study/Print material, extension and education activities etc., and such other activities undertaken time to time.
- f. Amounts received on consultancy works
- g. Receipts from other sources including money borrowed with or without security
- h. Funds from other agencies for carrying out the activities in the Centre.

24. The funds of the society shall be utilized towards promotion of the aims and objectives of the society

25. Staffing:

No permanent posts will be created in the Society. All appointments will be on project basis, and or on deputation. The staff shall be paid a monthly fee/remuneration as per eligibility

26. Accounts of the Society:

- (a) The funds of the Society shall be deposited in one or more accounts opened with a Nationalised Bank for maintaining Government deposits. The Member Secretary shall operate the Bank account of the Society.
- (b) These accounts will be presented to the Board of Directors and Executive Committee whenever they meet regularly, and on monthly basis.
- (c) Chartered Accountant shall audit the accounts of the Society once in a financial year and the Executive Committee will approve it.

27. Amendments to Regulations:

Amendments to these Regulations may be made by a resolution of the society and any such amendment shall come into force on the date immediately, following the expiry of three months reckoned from the date of its approval by the Government in EFS&T Department.

28. Annual report:

The Society shall submit annual report within three months of the closing of the previous year to the Government of Andhra Pradesh in the EFS&T Department. The Annual report shall comprise a report on the working of the Centre for Forests and Natural Resource Management studies, (CEFNARM), managed by it during the year under report together with an audited statement of accounts showing the income and expenditure for the year.

1. Chairman:

Chairman of the Centre shall preside over the meetings of the Board. He shall have the power to delegate responsibility to Executive Committee for carrying out duties for the attainment of the objectives and goals of the Centre. His functions shall include the following:

- a. To guide in formulation of plans and policies for the growth and development of the Centre.
- b. Formation of Committees for various purposes and delegating suitable powers to them to achieve the goals and objectives.
- c. Any other powers as delegated by the Board of Directors

2. Vice-Chairman:

The Vice Chairman shall preside over the Executive Committee and also the Board meetings and perform all the functions of the Chairman in the absence of Chairman.

3. Member Secretary

Ex-officio Secretary of the Board of Directors shall also be the Ex-officio Secretary to the Executive Committee. He/She would be the Chief Executive responsible for running the centre. The functions of the Secretary shall include the following:

- a. Preparation of agenda for all the meetings of the Board and maintenance of the records of proceedings of all such meetings.
- b. Ensuring action on all the decisions taken at the meetings and reporting back the progress achieved to the Board.
- c. Signing of Terms of Reference (TORs), Agreements, Deeds etc., on behalf of the Centre with the approval of the Chairman or Vice Chairman.
- d. Such other functions as delegated or entrusted to him/her by the Chairman and Vice Chairman.
- e. The Secretary shall be authorized to sue and sued contest on behalf of the centre in all legal matters (for the purpose of the provisions of relevant sections of the societies Registration Act, 2001). Any expenses that are incurred by the Secretary or on behalf of the Secretary or any claims settled shall be fully borne by the Centre.
- f. To delegate such powers as may be necessary from time to time to the Joint secretary or other functionaries.

The Secretary shall also perform the following powers delegated to him/her namely:

- a. He/she should implement the decisions of the Board of Directors
- b. He/she should supervise the maintenance of all the accounts of the Centre.
- c. Administer the Management of all the activities of the Centre.
- d. Supervise all documentation and publication activities of the Centre.

29. Financial Year:

The accounting year for the Society shall be from 1st April to 31st March. The annual income and expenditure, accounts and balance sheets of the Society shall be presented at the Annual General Body Meeting within five months of accounting year, duly audited by the competent auditor nominated by the General Body.

30. Keeping the Accounts:

The Executive Committee shall arrange for the proper maintenance of accounts with respect to:

1. All the sums of money received and spent by the Society and the matters in respect of which receipts and expenditure take place.
2. All sales and purchases of goods by the Society, and
3. The Assets and liabilities of the Society.

31. Audit:

A Chartered Accountant shall be appointed as the auditor of the Society at the annual meeting of the Governing Body and, he, or she shall audit the accounts of the Society for the next year. The auditor of the Society shall have access to the books of accounts and vouchers of the Society and shall be entitled to seek information and explanation as he or she may think it necessary for the performance of his or her duties as an auditor.

32. Annual List of Executive Committee:

Once in every year, a list of Office bearers and members of the Society shall be filed with the Registrar of the Societies, Hyderabad.

33. Legal Proceedings:

The Society may sue or be sued in the name of the Member Secretary as per the provision laid down under the Act.

34. Amendment of "Memorandum of Association":

Any amendment to the memorandum shall be carried out in accordance with the procedure laid down under the Act.

35. Dissolution and Adjustment of Affairs:

If the Society needs to be dissolved, it shall be dissolved as per the provisions laid down under the Act, and, the net amount remaining at the end along with the assets shall be donated to a Society or Trust or institution or Government or Department with similar objectives of the Society.

36. Essentiality Certificates:

"Certified that this is the correct copy of the Regulations of the Society".

37. The income and funds of the Society shall be solely utilized to achieve the goals and objectives of the Society and no portion of it shall be utilized for payment to the members of the Governing Body or the Executive Committee by way of profit, interest, dividend etc., except for remuneration as allowed by the Government.

38. The Society shall not carry on its activities only with the intention of making profit.

39. The activities of the Society shall be carried out only in India.

40. The investment of funds of the Society shall be in accordance with the provisions of the Income Tax Act.

41. The Society is irrevocable by the promoters.

42. The benefits of the Society are open to all irrespective of caste, religion, community, sex etc.

Sl. No.	Name & Address	Designation in the Society	Signature
1	Principal Chief Conservator of Forests, Andhra Pradesh, Hyderabad.	Ex-Officio Chairman	
2	Special Principal Chief Conservator of Forests / Addl. Principal Chief Conservator of Forests /Chief Conservator of Forests I/c of (T&E), O/o Principal Chief Conservator of Forests, Andhra Pradesh, Hyderabad.	Vice Chairman	
3	Special Principal Chief Conservator of Forests /Addl. Principal Chief Conservator of Forests/ Chief Conservator of Forests I/c (IT), O/o Principal Chief Conservator of Forests, Andhra Pradesh, Hyderabad.	Ex-Officio Member	
4	Special Secretary to Govt., (Forests), EFS & T Department	Ex-Officio Member	
5	Addl. Principal Chief Conservator of Forests / Chief Conservator of Forests (Accts. & Audit), O/o Principal Chief Conservator of Forests, Andhra Pradesh, Hyderabad.	Member	
6	Director, CEFNARM, A.P. Forest Academy Dulapally, Hyderabad	Ex-Officio Member Secretary	
7	Addl. Director, CERNARM, A.P. Forest Academy Dulapally, Hyderabad	Ex-Officio Joint Secretary	..

Witnesses:

- 1.
- 2.

JANAKI R. KONDAPI,
SPECIAL CHIEF SECRETARY TO GOVERNMENT.

// TRUE APPENDIX //

S. H. J. Jagan
SECTION OFFICER.