



GOVERNMENT OF PUNJAB

Memorandum of Association (MoA)

and

Rules & Regulations

of

**Punjab Skill Development
Mission Society**

Registered as a Society under Societies Registration Act 1860

**Department of Technical Education
and Industrial Training, Punjab**

INDEX

MEMORANDUM OF ASSOCIATION

SN	CONTENT	PAGE NO.
	Preamble	1
1.	Name of Society	1
2.	Registered Office of Society	1
3.	Aims and Objectives	1-8
4.	Governing Council	8-10

RULES AND REGULATIONS

SN	CONTENT	PAGE NO.
1.	Introduction	11
2.	Definitions	11-14
3.	General Body	14-16
4.	Meetings of Society	16-19
5.	Governing Council	19
6.	Composition of Governing Council	19-21
7.	Powers, Functions and Responsibilities of the Governing Council	21-23
8.	Meetings of Governing Council	23-25
9.	State Steering Committee-Composition	25
10.	Powers, Functions and Responsibilities of State Steering Committee	26
11.	State Executive Committee (SEC)-Composition	26-27
12.	Powers, Functions and Responsibilities of State Executive Committee	27-29
13.	State Program Management Unit(SPMU)	29
14.	Functions of SPMU	29-30
15.	District Executive Committee-Composition	31
16.	Functions of District Executive Committee	31-32
17.	District Program Management Unit (DPMU)	32-33
18.	Block Level Coordination and Monitoring Unit(BCMU)	33
19.	Authorities of the Society	33
20.	The Chairman	33-35

21.	The Member Secretary of the Governing Council	35-36
22.	Mission Director	36-37
23.	Funds of the Society	37-38
24.	Property of the Society	38
25.	Accounts and Audit	38
26.	Annual Report	39
27.	Alteration of the Aims & Objectives and the Rules & Regulations of the Society	39
28.	Amalgamation with Other Societies	40
29.	Seal of the Society	40
30.	Dissolution of the Society	40
31.	Submission of Annual List	40
32.	Legal Proceedings	40
33.	Applicability Clause	41
34.	General	41

Memorandum of Association of
Punjab Skill Development Mission Society

Preamble

The Government of Punjab accords highest priority to the Skill Development of its youth and to make them employable. The State Government accordingly has set up a Skill Development Mission in line with the National Skill Development Policy and other best practices being followed by different States.

The Mission would be a single point within the Government to formulate and steer various skill development schemes. The Mission will bring necessary synergy, oversight and effective coordination in the implementation of various skill development schemes across the Departments.

It has been decided to set up the Mission as a Society and provide it Legal entity by getting it registered under the Societies Registration Act, 1860.

1. Name of the Society: The name of the Society shall be “Punjab Skill Development Mission Society (PSDMS)”.

2. Registered Office of the Society: The Registered office of the Society shall be situated at Govt. ITI, Phase V, SAS Nagar.

3. Aims and Objectives:

A. Aims of the Society:

The main aims of the Society are:

- (i). To provide for State Skill Development Mission, a single point within the Government to formulate and steer various skill development schemes and to bring necessary synergy, oversight and effective coordination in the implementation of various skill development schemes across the Departments.
- (ii). To collaborate and partner with various Central Government Ministries/ Agencies, National Skill Development Corporation, State Government Departments/ Agencies and any other organization for effective implementation of various Skill Development Initiatives in the State.
- (iii). To set up and manage Skill Development Fund under the Mission for creation of infrastructure, capacity building and supporting various Skill Development Initiatives.

B The main objects to be pursued by the Society are:

- (i). To assist all the Departments and Agencies of the State in formulating and implementing policies, procedures and guidelines for the adoption of Skill Development;
- (ii). To implement various schemes of State and Central Government in the area Skill Development in general and take up the implementation, in partnership with various Departments, of the following ongoing initiatives in particular
 - Skill Development Initiative Scheme, Ministry of Labour and Employment, Govt. of India
 - Aajeevika Skills under National Urban Livelihood Mission, Ministry of Rural Development, Govt. of India
 - National Urban Livelihood Mission, Ministry of Housing and Urban Poverty Alleviation, Govt. of India
 - Skill Development Schemes and Entrepreneur

Development Programs under Department of Welfare of SC and BC, Govt. of Punjab

- Hunar se Rozgar Tak skill development scheme of Ministry of Tourism, Govt. of India
- Skill Development Initiatives under Punjab Building & Other Construction Workers Welfare Board, Department of Labour, Govt. of Punjab
- Skill Development/ Entrepreneurship Development Schemes of Department of Food Processing
- Revised Vocational Education Scheme under NSQF, Ministry of Human Resources Development, Govt. of India
- ESDM and P-STEP of the Deptt. of Information Technology
- Entrepreneurial Development Programme under Department of Industries and Commerce
- Other such ongoing schemes and programs of other departments

- (iii). To develop quality skilled workforce and entrepreneurs relevant to meet the current and emerging needs of economy;
- (iv). To enhance the employability of individuals and promote self-employment and ability to adapt to changing Technologies and Labour Market Demands;
- (v). To increase the intake capacity and better utilization of various Govt. and Private institutions;
- (vi). To develop and promote an eco-system amongst all stakeholders, which is conducive to the skill development;
- (vii). To enable the establishment of flexible delivery mechanisms that respond to the characteristics of a wide range of needs of all stakeholders;
- (viii). To design and implement Internal Resource Generation schemes;
- (ix). To promote public-private partnership models to encourage

private sector initiatives like CSR in the field of Skill Development;

- (xiv). To conduct Skill Gap Study/ Demand Assessment on regular basis to assess the demand of the Industry and Service Sector;
- (xv). To do Social Mobilization of potential candidates who are desirous for acquisition of employable skills;
- (xvi). To put in place a mechanism for Selection of Training Partners and Selection of Courses and Curricula development;
- (xvii). To ensure credible Assessment and Certification of candidates after training to produce quality Skilled Manpower;
- (xviii). To conduct Tracking of Placement and Post Placement Support so that pass outs are suitably employed;
- (xix). To conduct Monitoring, Evaluation of training including Quality Assurance and impact studies;
- (xx). To promote development of Skills as laid down under National Skill Development Policy/State Skill Development Policy as framed from time to time;
- (xxi). To collaborate with National Skill Development Corporation (NSDC) on various skill development initiatives;
- (xxii). To conduct and support Research and Development in the Skill Development Sector to learn from innovative and emerging trends globally for improving skill development and livelihoods;
- (xxiii). To develop and support projects on skill Development in traditional as well as sunrise sectors;

- (xxiv). To document and evaluate existing Skill Development programs and recommend phasing out of outdated programmes and to introduce new programmes;
- (xxv). To evaluate Skills of existing trainers and arrange for upgrading/re-Skilling through Training of Trainers (TOT) programmes.
- (xxvi). To take such actions, incidental, ancillary or conducive to the attainment of the objects stated above or any other similar object, as per requirement prescribed by Central Government or State Government or any other organization.

C. The objects incidental or ancillary to attainment of Main objects of the Society are:

- (i). To enter into collaborations, MoUs, partnerships, agreements and contracts with Indian and/or foreign individuals, companies or other organizations for delivery and improvement of skills in any sector.
- (ii). To acquire, transfer, sell, purchase of equipment and for technical, financial or any other assistance for carrying out all or any of the objects of the Society.
- (iii). To enter into any agreement with any Government or authorities (Municipal/local or otherwise) or any corporations, companies, or persons which may seem conducive to the Society's objects or any of them and to obtain from any such Government authorities, corporations, companies, societies or persons any contracts, rights, privileges and concessions which the society

may think desirable and to carry out, exercise and comply with any such contracts rights, privileges and concessions.

- (iv). To hire professionals, consultants and other specialized agencies as found necessary for efficient delivery of skills and handling and conduct of the business of the society.
- (v). To take all the steps necessary to fulfill the objectives of the Society for the overall benefit of the citizens and public in the State of Punjab. To do all such other lawful things as may be necessary, incidental or conducive to the attainment of the above objectives;
- (vi). To lend or deposit moneys belonging to or entrusted to or at the disposal of the Society and others having dealings with the society with or without security, upon such terms as may be thought proper and to guarantee the performance of contracts by such persons or company provided that the Society shall not carry on banking business as defined in Banking Companies Regulation Act 1949;
- (vii). To borrow and raise money with or without security or to receive money and deposit on interest or otherwise in such manner as the Society may deem fit;
- (viii). To establish and maintain any agencies and franchises in the State for the conduct of the business of the Society;
- (ix). To apply for tender, purchase or otherwise require any contracts and concessions for or in relation to the construction, execution, carrying out, equipment, improvement, management, administration or control of improvement, management,

administration or control of works and conveniences and to undertake, execute, carryout, dispose of or otherwise turn to account the same;

- (x). To improve, manage, work, develop, alter, exchange, lease, mortgage, turn to account, abandon or otherwise deal with all or any part to the property rights and concessions of the Society;
- (xi). To let out on hire all or any of the properties and assets of the Society;
- (xii). To open account or accounts with any individual firm or company or with any bank or banks and to pay into and to withdraw moneys from such account or accounts;
- (xiii). To invest apply for and acquire, or otherwise employ moneys belonging to or entrusted to or at the disposal of the Society upon securities and shares or without securities upon such terms as may be thought proper and from time to time and vary such transactions in such manner as the Society may think fit;
- (xiv). To guarantee the payment of money to guarantee become sureties for the performance of any contracts or obligations.
- (xv). To create Training fund and any fund such as reserve fund, sinking fund, insurance fund or any special or other fund whether for depreciation or for repairing, improving, extending or maintaining any of the properties of the Society and to transfer any such fund or part thereof to any of the other funds herein mentioned.
- (xvi). To create posts of various classifications and provide for the methods of appointment and terms and conditions of services

- (xvii). To promote healthy competition among the staff and to introduce reward system, a suitable mechanism shall be evolved & implemented. The incentives in terms of Career Growth, Monetary benefits and awards shall be designed by the Society.
- (xviii). To promote innovation in Skill Development and to create/ build any such mechanism/projects for improvement of quality & quantity of all such process/resources/systems identified or deemed fit to society.

4. Governing Council

The Governing Council, constituted in accordance with the Rules and Regulations of the Society, shall be the Apex decision making body, and shall be responsible for approving the broad vision and framework for skill development in the state and long term objectives and goals for the Society.

The Governing Council shall have following members:

(i).	Chief Minister	Chairman
(ii).	Minister, Technical Education and Industrial Training	Member
(iii).	Minister, Finance and Planning	Member
(iv).	Minister, Industries & Commerce	Member
(v).	Minister, Labour	Member
(vi).	Minister, Employment Generation	Member
(vii).	Minister, Local Government	Member
(viii).	Minister, Rural Development and Panchayats	Member
(ix).	Minister, Health and Family Welfare	Member
(x).	Minister, Welfare of SC and BC	Member
(xi).	Minister, Social Security, Women and Child Dev.	Member
(xii).	Minister, School Education	Member
(xiii).	Chief Secretary	Member
(xiv).	Financial Commissioner Development	Member
(xv).	Principal Secretary, Finance	Member

(xvi).	Principal Secretary, Labour	Member
(xvii).	Principal Secretary, School Education	Member
(xviii).	Principal Secretary, Industries & Commerce	Member
(xix).	Principal Secretary, Rural Development and Panchayats	Member
(xx).	Principal Secretary, Local Government	Member
(xxi).	Principal Secretary, Health and Family Welfare	Member
(xxii).	Principal Secretary, Welfare of SC and BC	Member
(xxiii).	Principal Secretary, Social Security	Member
(xxiv).	Secretary, Employment Generation	Member
(xxv).	Secretary, Planning	
(xxvi).	Representatives from Industry to be nominated by Government (for three years)	Five Members
(xxvii).	Skill Dev. Experts to be nominated by Government (for three years)	Two Members
(xxviii).	MD and CEO, National Skill Development Corporation	Member
(xxix).	Secretary, Technical Education & Industrial Training	Member Secretary

We, the several persons whose names and addresses are given below, having associated and declared to form a Society under the Societies Registration Act 1860, This..... (month).....(dated), 2014 (year) at Chandigarh (Place).

SN	Name	Designation	Designation	Signature
(i).	Sh. Sarvesh Kaushal, IAS	Chief Secretary	Member	
(ii).	Smt. Vini Mahajan, IAS	Principal Secretary, Finance	Member	
(iii).	Sh. Vishwajeet Khanna, IAS	Principal Secretary, Labour	Member	
(iv).	Sh. M.S. Sandhu, IAS	Principal Secretary, Rural Development and Panchayats	Member	
(v).	Sh. Ashok Gupta, IAS	Secretary, Local Government	Member	
(vi).	Smt. Seema Jain, IAS	Principal Secretary, Welfare of SC and BC	Member	
(vii).	Sh. R.K.Verma, IAS	Secretary, Technical	Member	

		Education & Industrial Training	Secretary	
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RULES AND REGULATIONS

OF

PUNJAB SKILL DEVELOPMENT MISSION SOCIETY (PSDMS)

1. The Society shall be known as 'Punjab Skill Development Mission Society '
2. The address of the Registered Office of the Society shall be situated at Govt. ITI Phase-V, Mohali
3. The Society was formed on.....
4. The Society is within the jurisdiction of the Registrar of Societies, Punjab Govt.
5. These rules may be called "Rules of the Society - Punjab Skill Development Mission Society"
6. The aims and main objects of the Society shall be as set out in the Memorandum of Association.
7. In these Rules and Regulations, the language shall be interpreted according to its ordinary meaning provided, however, that unless the context necessarily indicates otherwise.
8. Definitions: For the purpose of these Rules and Memorandum of Association of the Society;
 - (i). **'Rule'** means any of the rules, regulations and bye laws of the Society, set out herein or in Memorandum of Association.
 - (ii). **'Society'** means the "Punjab Skill Development Mission Society" as registered under Societies Registration Act 1860.
 - (iii). **'Act'** means the Societies Registration Act, 1860.
 - (iv). **'Mission'** means Punjab Skill Development Mission.

- (v). **'Skill Development'** will encompass all activities and schemes that have the potential to contribute to skilling, up-skilling or recognition of prior learning and it includes:
- (a). Institution based Skill Development including ITIs/ ITCs/ Vocational Schools/ Technical Schools/ Polytechnics/ Professional Colleges etc.;
 - (b). Learning initiatives of sectoral Skill Development organized by different Ministries/ Departments;
 - (c). Formal and informal apprenticeships and other types of training by enterprises/establishments;
 - (d). Training for entrepreneurial development/self-employment;
 - (e). Adult learning, retraining of retired or retiring employees and lifelong learning;
 - (f). Non-formal training including training by Civil Society Organizations;
 - (g). E-Learning, web-based learning and distance learning
- (vi). **'Governing Council'** means Committee in terms of the Section 2 of the Societies Registration Act, 1860 to which the management of the affairs of the Society "Punjab Skill Development Mission Society" shall be entrusted.
- (vii). **'General Body'** of the Society shall mean the body consisting of the members of the Governing Council together with other categories of members mentioned hereinafter.
- (viii). **'Chairman'** means the Chairman of the Governing Council who shall also be the ex-officio President of the Society.

- (ix). **'Vice Chairman'** means the Vice Chairman of the Governing Council who shall also be the ex-officio Vice President of the Society.
- (x). **'President'** means President of the Society whose functions and powers shall be exercised by the Chairman of the Governing Council.
- (xi). **'Secretary'** means the Administrative Secretary, Department of Technical Education and Industrial Training, Punjab who shall also discharge the duties and responsibilities of the Secretary of the Society and the Governing Council and as such shall be referred to as Secretary hereinafter in the relevant context.
- (xii). **'State Government'** means the Government of the State of Punjab in the Department of Technical Education and Industrial Training.
- (xiii). **'Annual General Meeting'** means the meeting of the members of the Society held once in a Year within six months after closing of the financial year of the Society for adopting the accounts of the Society, appointing auditors and discussing such other issues as may be brought before the meeting.
- (xiv). **'Registrar'** means Registrar under the Society Registration Act, 1860.
- (xv). **'Special Resolution'** means resolution passed by a majority of not less than three fourth of Society members present and entitled to vote as are present in person or by proxy at a General Body with a notice of not less than 15 days specifying the intention to propose the resolution as been duly given.
- (xvi). **'SSC'** means 'State Steering Committee' a Committee at the State level for laying down policies, guidelines, regulations and rules for the Society.

(xvii). **'SEC'** means 'State Executive Committee' a body at State level for guiding the implementation and monitoring of Skill development Initiatives.

(xviii). **'Year'** means the period commencing from the 1st April and ending on the 31st March.

General Body of the Society

9. The General Body of the Society shall be composed of members of the Governing Council together with such persons, from public and private bodies and individuals of ability or experience, subscribing to the aims and objects of the Society as may be nominated by the Governing Council and approved by the State Government, provided, however, that it will also be open for the State Government to nominate any individual as a member of the Society.
10. The Society shall keep a roll of members with their addresses and occupations and every member shall sign the same.
11. If a member of the Society changes his address, he shall notify his new address to the Secretary and the entry in the roll shall be changed accordingly. If such member fails to notify his address, the address in the rolls of the Society shall be deemed to be his address.
12. Should any ex-officio or institutional member of the Society be unable to attend or prevented from attending a meeting of the Society, the respective member and the parent organization shall be at liberty to appoint a substitute in his place for that meeting of the Society. Such a substitute shall have all the rights and privileges of a member of the Society for that meeting.

13. (a) When a person is appointed as a member of the Society by reason of the office of appointment he holds, his membership of the Society shall terminate when he ceases to hold that office or appointment. The respective parent organization shall, however, be entitled to remove their nominee at any time from membership of the Society and appoint others in his place.
 - (b) Member of the Society shall hold the office for such a period not more than three years or as may be prescribed by the Society at the time of their appointment or at any time thereafter.
 - (c) The Society may, notwithstanding anything contained in sub-rule (b) above, terminate the membership of any member or one and the same time the membership of all members. Upon such termination, the vacancies shall be filled in accordance with the relevant provisions of the Rule. The members, whose membership is so terminated, shall be eligible for reappointment.
14. A member of the Society shall lose his/her membership on the following grounds and reasons and the Governing Council is empowered to take such decisions:
 - (i). If he/she does not attend three consecutive meetings of the Society without sufficient cause or leave of absence granted to him/her by the Chairman;
 - (ii). If he/she dies, resigns, becomes of unsound mind or insolvent and is convicted of a criminal offence involving moral turpitude;

- (iii). If the tenure of his/her respective office as prescribed in these Rules and Regulations terminates.
 - (iv). If he/she is hindrance in the achievements of the aims and objects of the Society.
15. The resignation of a member shall be tendered to the Society through the Secretary and shall not be effective till it has been accepted in writing by the Chairman of the Governing Council on behalf of the Society.
16. (a) A vacancy in the membership caused by any of the reasons mentioned above may be filled up by the Society.
- (b) The members whose membership is terminated for the reason as mentioned in rule 14 (iii) shall be eligible for reappointment.

Meetings of the Society

17. There shall be two meetings of the Society, namely:
- (i). Annual General Meeting
 - (ii). Extra Ordinary General Meeting
18. (a) The Annual General Meeting of the Society shall be held not later than six months after the expiry of each financial year at such date and time and place as may be determined by the President in consultation with the Governing Council.
- (b) The business of the Annual General Meeting shall be:
- (i). To receive and adopt the audited statements of accounts prepared for the preceding financial year and the annual report of the Society:

- (ii). To consider the budget estimates and the action plan of the Society for the next financial year prepared by the Secretary and approved by the Governing Council, and to adopt the same;
 - (iii). To appoint auditors of the Society; and
 - (iv). To transact such other business which may be brought before the meeting by the Governing Council.
19. The President can at any time summon an extra ordinary general meeting of the Society, if considered necessary for transacting business of important nature or if so requisitioned by not less than five members of the Society by request in writing and specifying the reasons for the requisition within one month from the date of request of requisition.
20. Except as otherwise provided in these Rules and Regulations, all meetings of the Society shall be called by notice under the hand of the Secretary who shall act in accordance with the directions of the Chairman in this regard.
21. (a) Every notice calling meetings of the Society under Rule 17 shall state the date, time and place at which such meeting will be held and be served upon every member of the Society not less than 10 clear days before the day appointed for the meeting.
- (b) The accidental omission to give or non-receipt of such notice by any member shall not invalidate the proceedings of any such meeting.
- (c) A notice may be served upon any member of the Society either personally or by sending it by post in an envelope addressed to such member at his address as mentioned in the roll of members.
- (d) Any notice so served by post shall be deemed to have been served on 4th day following that on which the envelope containing the same was

posted and prove that the envelope containing such notice was properly addressed and duly posted.

22. Every meeting of the Society shall be presided over by the President/Vice President and in their absence, by a member chosen to preside over that particular meeting,
23. One-third of the total members of the Society present in person shall form a quorum at every meeting of the Society. Where the quorum is not present within half an hour after the time fixed for the meeting of Governing Council, the meeting shall stand adjourned and may be held at the same place after half an Hour following the adjournment. No quorum shall be necessary for such adjourned meeting.
24. Subject to the provisions contained in Rule above, all disputed questions at the meeting of the Society shall be determined by majority of votes.
25.
 - (a) Each member of the Society shall have one vote,
 - (b) In case of equality of votes for and against a particular issue, the Chairman shall have a casting vote.
26.
 - (a) The Society shall cause minutes of all proceedings of its Annual General Meetings, and of its Extra Ordinary General Meetings to be entered in a Minute Book kept for the purpose.
 - (b) Any such minutes, if purporting to be signed by the Chairman of the meeting at which the proceedings were held or by the Chairman of the next succeeding meeting, shall be evidence of the proceedings.
 - (c) The minutes book shall be kept at the Registered Office of the Society and shall during business hours be open to inspection of any member free of charge.
27.
 - (a) In respect of the following business of the Society a special resolution as per the provisions of the Act would be required to be passed:
 - (i). Amendment of the Memorandum of Association and Rules &

Regulations;

- (ii). Change in the name of the Society, subject to approval of the Registrar.
 - (iii). Amalgamation and division of the Society:
 - (iv). Manner of distribution of any property left undistributed on dissolution of the Society.
- (b) A copy of the special resolution shall be filed with the Registrar within 30 days from the date of passing of such resolution signed by the **Secretary** of the Society.

Governing Council

28. (a) The affairs of the Society shall be administered, directed and controlled by a Governing Council in accordance with its Rules and Regulations.
- (b) The members of the Governing Council shall become ipso facto members of the Society on their admission.

Composition of the Governing Council

29. The Governing Council of the Society shall have the following members:

(i).	Chief Minister	Chairman
(ii).	Minister, Technical Education and Industrial Training	Member
(iii).	Minister, Finance and Planning	Member
(iv).	Minister, Industries & Commerce	Member
(v).	Minister, Labour	Member
(vi).	Minister, Employment Generation	Member
(vii).	Minister, Local Government	Member
(viii).	Minister, Rural Development and Panchayats	Member

(ix).	Minister, Health and Family Welfare	Member
(x).	Minister, Welfare of SC and BC	Member
(xi).	Minister, Social Security, Women and Child Dev.	Member
(xii).	Minister, School Education	Member
(xiii).	Chief Secretary	Member
(xiv).	Financial Commissioner Development	Member
(xv).	Principal Secretary, Finance	Member
(xvi).	Principal Secretary, Labour	Member
(xvii).	Principal Secretary, School Education	Member
(xviii).	Principal Secretary, Industries & Commerce	Member
(xix).	Principal Secretary, Rural Development and Panchayats	Member
(xx).	Principal Secretary, Local Government	Member
(xxi).	Principal Secretary, Health and Family Welfare	Member
(xxii).	Principal Secretary, Welfare of SC and BC	Member
(xxiii).	Principal Secretary, Social Security	Member
(xxiv).	Secretary, Employment Generation	Member
(xxv).	Secretary, Planning	
(xxvi).	Representatives from Industry to be nominated by Government (for three years)	Five Members
(xxvii).	Skill Dev. Experts to be nominated by Government (for three years)	Two Members
(xxviii).	MD and CEO, NSDC	Member
(xxix).	Secretary, Technical Education & Industrial Training	Member Secretary

The Chairman may co-opt other Ministers/Experts as per the need.

30. The tenure of the Governing Council shall be for a period of not more than three years, and the outgoing members shall be eligible for reappointment.
31. The ex-officio and nominated members of the Governing Council shall hold their office by virtue of being the nominees on behalf of their respective parent organizations. Their membership of the Governing Council shall automatically terminate in case they cease to be in that office or appointment by reason of which they hold membership in the Society or if they are removed by their respective nominating organization from membership of the Society. The respective nominating organization shall have power to nominate

others as their representative instead of the previous ones.

32. (a) The members of the Governing Council, except the ex-officio members, shall lose his/her membership on the following grounds and the Governing Council is empowered to take such decision;
- (i). if they do not attend three consecutive meetings of the Governing Council without sufficient cause or leave of absence granted to them by the Chairman;
 - (ii). if they resign, become of unsound mind or insolvent and are convicted of a criminal offence involving moral turpitude;
 - (iii). if in the opinion of the Society, continued association of any member is not conducive to the interest of the Society and an order in writing is made to that effect.
- (b) Upon such termination of membership, the vacancies shall be filled in accordance with the relevant Rules and Regulations of the Society.
33. The resignation of a member of the Governing Council shall be tendered to the Secretary and shall not be effective till it has been accepted in writing by the Chairman of the Governing Council on behalf of the Society.

Powers, Functions and Responsibilities of the Governing Council

34. With a view to attaining the aims and objects of the Society, the Governing Council shall discharge such duties and responsibilities, exercise such powers and undertake to carry out such activities as are considered essential in general and with particular reference to the following:
- (i). To prepare and execute plans and programmes and to carry on the administration and management of the Society;
 - (ii). To receive grants and contributions and to have custody of the funds of the Society;

- (iii). To prepare the budget estimates of the Society each year and sanction expenditure within the limits of the budget approved by the Society at the Annual General Meeting;
- (iv). To prepare and maintain accounts and other relevant records and annual statements of accounts including the Balance sheet of the Society;
- (v). To fix, levy and receive such fees and other charges for service rendered by the Society;
- (vi). To make, inform, adopt, amend, vary or rescind from time to time rules and byelaws with the approval of General Body of the Society for regulation of any purpose connected with the management and administration of affairs of the Society and for the furtherance of its aims and objectives;
- (vii). To perform such additional functions and carry out such duties as may from time to time be assigned to it by the Society;
- (viii). To establish procedure in respect of services and technical advice to be rendered by the Society and the levy and collection of charges for the same;
- (ix). To create posts of various classifications and provide for the method of appointment and the terms and conditions of their services;
- (x). To institute and award scholarship, prizes and medals;
- (xi). To co-operate with any other organization in the matters of education, training management and allied subjects;
- (xii). To enter into arrangements for and on behalf of the Society;
- (xiii). To sue and defend all legal proceedings on behalf of the Society;
- (xiv). To appoint committee or committees for disposal of any business of the Society or for advice in any matter pertaining to the Society;
- (xv). To delegate to such extent, it may deem necessary any of its powers to any officer or committee of Governing Council;
- (xvi). To consider and pass such resolution on the annual report, the annual

accounts and the financial estimates of the Society as it thinks fit;

35. The Governing Council shall abide by any instructions issued by the State Government in respect of any matter related to implementation of the Skill Development initiatives.
36. (a) In the event of any matter not being provided for herein, the Governing Council have the power to make bye-laws, as it deems necessary, with the approval of General Body of the Society.

(b) The Governing Council shall be the sole authority for resolving any doubts as to the interpretation of these provisions and its ruling shall be final and binding.
37. Subject to the provisions of the Act, no member of the Governing Council shall be held personally liable for any loss damage or harm that may be caused by reason of any act or omission done by him in good faith, in course of discharging his functions and powers.
38. No member of the Governing Council shall in that capacity be entitled to receive remuneration except travel allowance for attending the meeting the quantum for which shall be fixed from time to time by the Governing Council.

Meetings of the Governing Council

39. The meetings of the Governing Council shall be held as frequently as is considered necessary by the Chairman but in any case not less than one meeting every six months for considering the progress of the Society, solving problem, if any, that may arise in the way of achieving the desired aims and objects as mentioned in the Memorandum of Association of the Society and planning future course of action.
40. The agenda for all meetings shall include confirmation of the minutes of the preceding meeting, shall be prepared by the Secretary in consultation with Chairman.
41. (a) Members of the Governing Council shall be served notice in writing 7 days before the date of all the meetings. The Chairman shall have

powers to reduce the notice period if the circumstances so warrant.

- (b) The notice of the meeting shall set out the date, time and venue of the proposed meeting of the Governing Council and shall be accompanied by the agenda of the meeting.
 - (c) Any accidental omission and /or non receipt of the notice for any meeting shall not itself invalidate the proceedings of any meeting of the Governing Council.
42. The Governing Council may frame such bye laws as it may deem necessary for holding and conduct of its meetings.
- 43 (a) The Chairman shall preside over all the meetings of the Governing Council.
- (b) If the Chairman is unable to attend a meeting of the Governing Council, the Vice Chairman will preside over the meeting.
- (c) If there is no Chairman / Vice Chairman or the Chairman/ Vice Chairman is not present within half an hour of the time appointed for the meeting, the members present shall choose one of themselves to function as acting chairman of that meeting.
44. (a) All questions in the meeting of the Governing Council where unanimity can not be reached, shall be decided by a majority of votes.
- (b) In case of equality of votes for and against a particular issue, the Chairman shall have a casting vote in addition to his ordinary vote.
45. (a) The quorum for all the meetings of the Governing Council shall be one third of the total number of its members.
- (b) Where the quorum is not present within half an hour after the time fixed for the meeting of Governing Council, the meeting shall stand adjourned and may be held at the same place after half an hour following the adjournment. No quorum shall be necessary for such adjourned meeting.

46. The Chairman of the Governing Council may himself call or by resolution in writing signed by him require the Member Secretary to call a meeting of the Governing Council at any time.

State Steering Committee (SSC) : Composition

47. The Society shall have a State Steering Committee. The State Steering Committee will be responsible for laying down the policies, guidelines, regulations and rules for the Society under the overall guidance of Governing Council and will be fully empowered to take all financial and administrative decisions for the Society. The Steering Committee shall meet once in every three months. The Steering Committee shall have following members:

(i).	Chief Secretary	Chairman
(ii).	Financial Commissioner Development	Member
(iii).	Principal Secretary Industries & Commerce	Member
(iv).	Principal Secretary Rural Development and Panchayats	Member
(v).	Principal Secretary Finance	Member
(vi).	Principal Secretary Labour	Member
(vii).	Principal Secretary Local Government	Member
(viii).	Principal Secretary Health and Family Welfare	Member
(ix).	Principal Secretary Social Security	Member
(x).	Principal Secretary Welfare of SC and BC	Member
(xi).	Principal Secretary Food Processing Industries	Member
(xii).	Principal Secretary Information Technology	Member
(xiii).	Principal Secretary School Education	Member
(xiv).	Secretary, Technical Education & Industrial Training	Member
(xv).	Secretary, Employment Generation	Member
(xvi).	Secretary, Planning	Member
(xvii).	Representatives from Industry to be nominated by Government (for three years)	Five Members
(xviii).	Representative from NSDC	Member
(xix).	Skill Dev. Experts to be nominated by Government (for three years)	Two Members
(xx).	Mission Director, State Skill Development Mission	Member Secretary

The Chairman may nominate any other person(s) as special invitee in the meeting of the Steering Committee.

Powers, Functions and Responsibilities of State Steering Committee

48. The following functions will be carried out by the State Steering Committee
- (i). To frame policies, guidelines, regulations and rules for the Society/Mission
 - (ii). To approve guidelines for functioning of the Society/Mission like engaging private partners, recruitment rules, purchase rules etc.
 - (iii). To approve delegation of administrative and financial powers at various levels.
 - (iv). To approve Annual Action Plan of the state
 - (v). To approve budgets of Society/Mission
 - (vi). To approve communication and social mobilization strategy
 - (vii). To approve the recruitments for various posts as laid down by Governing Council
 - (viii). To approve procurement of services beyond specified amount
 - (ix). To facilitate inter-departmental coordination
 - (x). To appoint sub committees for addressing specific issues.
 - (xi). To periodically review the progress of activities of Society/Mission
 - (xii). Any other matter referred by the State Executive Committee

State Executive Committee (SEC): Composition

49. The Society shall have a State Executive Committee. The State Executive Committee shall be responsible for implementation and monitoring of all activities of the Society/Mission as prescribed by the Governing Council and Steering Committee. The State Executive Committee shall meet at least once every month. The Executive Committee shall have following members:

(i).	Secretary, Technical Education & Industrial Training	Chairman
(ii).	Representative of Principal Secretary, Finance (Not below the level of Additional Secretary)	Member
(iii).	Commissioner, Labour	Member
(iv).	Director, Rural Development	Member
(v).	Director Industries & Commerce	Member
(vi).	Director, Health & Family Welfare	Member
(vii).	Director, Employment Gen. and Training	Member
(viii).	Director, Local Government/ Mission Director, SULM	Member
(ix).	Director, Rural Development & Mission Director, SRLM	Member
(x).	Director, Social Security, Child & Women Development	Member
(xi).	Director, Welfare of SC & BC	Member
(xii).	Director General, School Education	Member
(xiii).	Director, Agriculture	Member
(xiv).	Director, Tourism	Member
(xv).	Representatives from Industry to be nominated by Government (for three years)	Five Members
(xvi).	Representative from NSDC/NSDA	Member
(xvii).	Skill Dev. Experts to be nominated by Government (for three years)	Two Members
(xviii).	Mission Director, Skill Development Mission	Member Secretary

The Chairman may nominate any other person(s) as special invitee in the meeting of the State Executive Committee.

Powers, Functions and Responsibilities of State Executive Committee

50. The Executive Committee shall have the responsibilities in respect of the following:

- (i). To review the district action plans and finalize Annual Action Plan for the State
- (ii). To consider and approve the recommendations of the Course and Fee Standardization Committee and finalize the courses, syllabus and training fee and other arrangements for running these courses.

- (iii). To finalize the RFP /RFQ for engaging private sector Training Providers and after seeking approval of the competent authority, engage private sector Training Providers and enter into contracts with them.
- (iv). To finalize and seek approval of the State Steering Committee on the Process Guidelines for implementing the Skill Development Programmes/Mission.
- (v). To review the progress of implementation of the approved Action Plan at least quarterly.
- (vi). To approve registration of training organisations/entities as VTPs under the SDI scheme.
- (vii). To supervise the functioning of the District Executive Committees, State Programme Management Unit and District Programme Management Unit.
- (viii). To exercise administrative and financial powers as per delegation.
- (ix). To finalize innovative Arrangements/Agreements with Industrial Units and other private organizations for Skill Development and seek the approval of the State Steering Committee for signing of MoUs.
- (x). To plan for setting up of Skill Development Centres and for upgradation of infrastructure and seek approval of the State Steering Committee after tying up the financial arrangements.
- (xi). To engage with Central Government training organizations, and NSDC for follow up on trainings being imparted by them.
- (xii). To approve research and evaluation studies in the area of Skill Development.
- (xiii). To strengthen the institutional infrastructure for Skill Training and Certification.

(xiv). Any other work assigned by the Steering committee.

State Program Management Unit (SPMU)

51. The SPMU shall be headed by Mission Director to be appointed by the State Government, State Skill Development Mission Society (to be referred as Mission). He shall be responsible for proper administration of the affairs and funds of the Mission, and implementation of various activities and programs in a Mission Mode under the control, directions and guidance of the Chairperson of the State Executive Committee. Mission Director shall have following responsibilities:

- (i). Constitute a Mission Task Force, comprising of officers and staff of the Mission, which would work in a Mission Mode for the achievement of the objects of the Mission.
- (ii). Prescribe the duties of officers and staff of the Mission at state and district level.
- (iii). Exercise due supervision and control over the officers and staff of mission at state and district level.
- (iv). Coordinate and exercise general control and supervision over the activities of the Mission.
- (v). Conduct meetings of the State Steering Committee and Executive Committee and keep a record of proceedings of the meetings in accordance with these Rules.
- (vi). Exercise such financial and administrative powers as delegated by the State Steering Committee from time to time,
- (vii). Discharge such other functions as may be assigned to him by the Executive Committee in furtherance of the objects of the Mission.

- (viii). Plan, direct, coordinate, organize and supervise day to day work of the Mission.

Functions of SPMU

52. The broad functions and roles of SPMU will include:

- (i). Preparation of EOI/RFQ/RFP and Contract for engaging private sector training providers.
- (ii). Assisting the mission in finalization of courses, their syllabus and normative training fees.
- (iii). Assisting the Mission in empanelment of Training Providers as per the approved RFP.
- (iv). Developing Process guidelines for implementation of Skill Development programs as per the broad principles approved by the Mission.
- (v). Developing templates for District and State Skill Development Plans and training of District teams in preparing their plans.
- (vi). Developing an integrated IT system for managing the programme as per the approved process guidelines and support for its implementation.
- (vii). Developing monitoring system for the Mission activities at various levels.
- (viii). Capacity building of the SPMU, DPMU and other staff by organizing training programmes, workshops and conferences.
- (ix). Design of Mobilization campaign and communication strategy and assistance in its roll out.
- (x). Designing systems for post placement tracking of trainees.
- (xi). Assisting the mission in engaging short term specialists / consultants for undertaking special research studies / surveys etc.

District Executive Committee: Composition

53. There shall be a District Executive Committee at each district. The committee shall be responsible for preparing district annual plan for Skill Development and implementing the approved district plan as per the guidelines laid down by the society. The District Executive Committee shall have following members:

(i).	Deputy Commissioner	Chairman
(ii).	Add. Dy. Commissioner (Development)	Vice Chairman
(iii).	DPM (NRLM)	Member
(iv).	District Welfare officer	Member
(v).	District Program Officer	Member
(vi).	District Education Officer	Member
(vii).	District Employment Officer	Member
(viii).	District Assistant Labour Commissioner	Member
(ix).	Representative of District RUDSETI	Member
(x).	Principal Nodal Polytechnic	Member
(xi).	Principal Nodal ITI	Member
(xii).	District Head of BACFINCO, Punjab SC Land Dev. And Finance Corporation, KVIB and Cooperative Banks	Member
(xiii).	District Dev. & Panchayat Officer	Member
(xiv).	General Manager DIC	Member
(xv).	Representatives from Industry nominated by the DC	Two members
(xvi).	District Coordinator (PSDM)	Member Secretary

Chairman may nominate any other person as a special invitee in the meetings of the Committee.

Functions of District Executive Committee

54. The District Committee will perform the following functions:

- (i). To prepare District Action Plan for Skill Development
- (ii). To coordinate the efforts of different departments in the district.
- (iii). To organize campaigns/programs for Awareness Generation and Mobilization of Youth
- (iv). To facilitate registration of candidates on IT portal.
- (v). To supervise the training programs conducted by training providers.
- (vi). To prepare a list of employment opportunities in the district and nearby areas and its updation on the IT portal periodically.
- (vii). To conduct Job Melas on a regular basis
- (viii). To organise meetings with local industries once in every three months for seeking feedbacks.
- (ix). To review the progress of DPMU every month.
- (x). To facilitate counselling and post placement support services to the candidates.
- (xi). Any other work assigned by the State Steering or Executive Committee.

District Program Management Unit (DPMU)

55. Each district shall have a District Program Management Unit. This unit will be responsible for overall implementation of the skill development programme in the district including mobilization, registration, data collection, MIS, supervision, inspection and monitoring of the programs and counseling and post placement services in the district on a day to day basis. This unit will be headed by a District Coordinator (PSDM). The unit will have District Manager Skill & Placement (NRLM) and two counselors as members. The district level unit will function under the direct control of ADC(D) and general supervision and guidance of Deputy Commissioner. The staffing scheme for DPMU detailing the positions, competencies for each position, compensation levels,

source of recruitment etc. will be decided in due course of time.

Block Level Coordination and Monitoring Unit (BCMU)

56. At the block level, Block Manager (Social Mobilization) and Block manager (Skill and Placement) to be hired under NRLM will work for the skill development mission. In urban areas, Coordinators of SUDA will be co-opted for social mobilization function.

Authorities of the Society

57. The following shall be the authorities of the Society:

- (i). The Chairman of the Governing Council, who shall also be ex-officio President of the Society
- (ii). The Governing Council
- (iii). The Member Secretary of the Society, who shall also be Member Secretary of the Governing Council
- (iv). Mission Director
- (v). Such other authorities as may be constituted as such by the Governing Council.

58. The Governing Council shall have powers to appoint financial and other committees/ sub committees and set up Units/Cells for carrying out the objects of the Society, and by resolution delegate to the committees or sub-committee(s) so constituted such of its powers for conduct of business as it may deem necessary.

The Chairman

59. The Chairman of the Governing Council shall be the Hon'ble Chief Minister

Punjab.

60. The Chairman shall have the following powers, functions and responsibilities:

- (a). The chairman shall provide vision to the Society and lead the Skill Development Mission.
- (b). The Chairman may direct the Secretary to call a special meeting at a short notice in case of emergency.
- (c). The Chairman shall see that the affairs of the Society are run efficiently in accordance with the provisions of the Memorandum of Association, Rules & Regulation and bye laws of the Society as may be framed.
- (d). On such matters, which the Chairman thinks are of sufficient importance and urgency and can not wait for being placed in the next meeting of the Governing Council, and which he anticipates would get the approval of the Council, the Chairman shall take decisions and place the same before the Governing Council at its next meeting.
- (e). The Chairman shall be the sole and absolute authority to judge the validity of the votes cast by the members of the Governing Council and General Body.
- (f). The Chairman may in writing delegate such of his powers as he may consider necessary to the Secretary.
- (g). The Chairman shall be entitled to invite any other person to attend the meeting of the Governing Council but such person shall not have power to vote.
- (h). The Chairman shall have the authority to review periodically the work and progress of the Society and to order inquiries into the affairs of the Society and to pass necessary orders on the recommendations of the

inquiry committee.

- (i). The Chairman shall plan, direct and coordinate the overall working, of the Society.

The Member Secretary of the Governing Council

61. The Secretary will be Member Secretary to the Society as well as the Governing Council and shall, in consultation with, the Chairman prepare agenda for the meetings of the General Body and Governing Council, convene such meetings, keep a true and accurate record of the proceedings of the same and forward all such documents, papers and related information as may be required in the discharge of his duties.
62.
 - (a) The Secretary shall be charged with the responsibility of day to day management and administration of the Society.
 - (b) The Secretary shall perform his duties and functions and exercise his powers under the overall direction, superintendence and control of the Chairman of the Governing Council under the Rules and Regulations, of the Society.
63. In discharge of his functions, duties and powers, the Secretary, shall in particular do the following:
 - (a). Plan, direct, co-ordinate, organise and supervise day to day work of the Society;
 - (b). Prepare concrete operational plan of action for the year together with the revolving action plan for subsequent period of time to be determined by the Governing Council and budget estimates for the concerned period;
 - (c). Report to the Governing Council on policy matters and achievements and delegate responsibilities to other officers, if required.
 - (d). Present report of the Governing Council in the annual general meeting

of the Society;

- (e). Determine operational targets, measures and methods to achieve such targets and implement them after the approval of Governing Council;
- (f). Submit annual budget of the succeeding year at least six months prior to the closing of the Financial Year and furnish the same to State Government for getting funds from them, if any, after approval of Governing Council;
- (g). Submit audited statements of accounts of the preceding year not later than three months after the close of the Financial Year;
- (h). Submit all such other reports as may be required by the Governing Council or otherwise;
- (i). Report to the Governing Council on all capital and recurring expenditure;
- (j). Sanction and incur expenditure in accordance with the procedure laid down in the bye laws framed for the purpose and within the authority as may be delegated by the Governing Council;
- (k). Sign all deeds and documents for and on behalf of the Society;
- (l). Sign all documents and proceedings requiring authentication by the Society;
- (m). With the approval of the Governing Council delegate any of his powers and functions and duties to any member/staff of the Society, which are not inconsistent with the provisions of these rules;
- (n). Do all such things as may be required for day to day management and administration of the Society.

Mission Director

64. Mission Director will head the Mission and State Program Management Unit under the guidance of the Chairman, Executive Committee and shall perform all the functions and exercise all powers, which are listed therein or delegated to him from time to time.

Funds of the Society

65. The Society will set up and manage a State Skill Development Fund. The sources would include:
- (i). Transfer of surplus funds from Punjab Board of Technical Education and Industrial Training;
 - (ii). Transfer of funds from Punjab Building and Other Construction Workers Welfare Board as per stipulation for Skill Development Initiatives;
 - (iii). Contributions from Punjab Technical University and other such institutions;
 - (iv). Funds/Budget available under different schemes/projects of Central Government Ministries/Organizations;
 - (v). Funds/Budget available under different schemes/projects including State Share of State Government Departments/Organizations;
 - (vi). Corporate Social Responsibility (CSR) Funds from companies and firms;
 - (vii). Grants, contributions, and donations received by the Society from Government of India, State Governments, Public Sector Undertaking, Private Parties or any other sources;
 - (viii). The Society may levy service charges or administrative charges for the schemes/projects to be facilitated, executed or implemented by it as may be fixed by the Governing Council from time to time;
66. All the funds of the society shall only be applied towards the aims and objects of the Society.
67. All funds shall be paid into accounts of the Society which shall be operated upon by such officer(s) as may be duly authorized by the Governing Council.

68. Subject to the provisions of the Act, and with the approval of Governing Council, any portion of the funds of the Society, not immediately required, may be invested or deposited.
- (i). in a special account opened by the Society for the purpose in a banking company as defined in the Banking (Regulation) Act,1949.
 - (ii). in any other mode permitted by State Government in its instructions issued from time to time.

Property of the Society

69. All funds and assets transferred to the Society shall be at the disposal of the Society.
70. All the properties of the Society shall be acquired and registered in the name of the Society.
71. All funds and properties of the Society shall be used only for the aims and objects of the Society.
72. No property of the Society shall be disposed of except on the recommendations of the Governing Council. Disposal of any immovable property shall be approved by the Society as well.

Accounts and Audit

73. (a) The Society shall maintain proper accounts and other relevant records and prepare annual statements of accounts for each of the financial year ending 31st March in such form as may be prescribed by the auditors appointed by the Society.
- (b) The audited accounts of the Society shall be placed before General Body within six months from the date of closing of financial year for approval and the reports shall be filed with the Registrar within three months from the date of conducting the General Body of the Society.

74. Books of accounts of the Society shall be kept at the Registered Office of the Society and shall be open to inspection of any member free of charge during the business hours.
75. The accounts of the Society shall be audited annually by auditors and any expenditure incurred in connection with the audit of accounts of the Society shall be payable by the Society.
76. The audited Statements of Accounts together with the Audit Report shall be placed before the Governing Council for consideration and approval and thereafter the same shall be put up before the General Body for approval.
77. Every member of the Society on an application made and payment of prescribed fees shall be entitled to receive a copy of the bye-laws, balance sheet and receipts and expenditure account.

Annual Report

78. (a) A draft of Annual report and the yearly accounts of the Society shall be prepared by the Secretary for consideration and approval of the Governing Council and shall thereafter be placed before the General Body at its Annual General Meeting for consideration and adoption;
- (b) Copies thereof as finally approved by the Society shall be supplied to the members of the Society.
- (c) The Books and Registers of the Society shall be kept ready for inspection by Registrar at all reasonable hours.

Alteration of the Aims and Objects of the Society and The Rules and Regulations

79. Whenever it appears to the Governing Council that it is advisable to alter, extend or abridge the aims and objects of the Society either wholly or partially, the Governing Council may take necessary action in accordance with the provisions of the Act.

Amalgamation with Other Societies

80. If in the opinion of the Governing Council it is desirable to amalgamate the Society either wholly or partially with any other Society having similar aims and objects, it can be done as per the provisions of the Act.

Seal of the Society

81. The Governing Council of the Society shall provide a seal and also its safe custody and the seal shall never be used except with the authority of Governing Council previously given and one member of the Council shall sign every instrument to which the seal is affixed and every such instrument shall be countersigned by the **Secretary** or by some other person appointed by the Council.

Dissolution of the Society

82. The Society shall not be dissolved without the consent of the State Government and upon such dissolution; the assets of the Society shall be dealt with in accordance with the provisions contained in the Societies Registration Act as applicable to the State of Punjab.

Submission of Annual List

83. Once in every year a list of members shall be filed with the Registrar of Societies as per provisions of the Act.

Legal Proceedings

84. The Society may sue or may be sued in the name of the Chairman or the **Secretary** of the Society as per provisions laid down under the Act.

Applicability Clause

85. All the provisions of the Societies Registration Act, 1860 shall apply to this Society.

General

86. The Society shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Society and notwithstanding any other vacancy in its body whether by non-appointment or otherwise and no act or proceedings of the Society or its Governing Council shall be deemed to be invalid merely for the reasons of any vacancy or defect in the constitution of the General Body, Governing Council or Committee as the case may be.

CERTIFIED THAT THIS IS THE CORRECT COPY OF THE RULES AND REGULATIONS OF THE SOCIETY.

Witnesses:

Members Governing Council

1.	1. Ashok Gupta, IAS Secretary, Local Government	
2.	2. Seema Jain, IAS Secretary, Welfare of SC & BC	
	3. R.K.Verma, IAS Secretary, Technical Education & Industrial Training	