

**MEMORANDUM OF ASSOCIATION
OF
BIHAR AGRICULTURAL MANAGEMENT AND EXTENSION TRAINING
INSTITUTE (BAMETI) PUSA, SAMASTIPUR**

1. The name of the society shall be Bihar Agricultural Management And Extension Training Institute herein called (BAMETI).
2. The registered office of the society shall be located at Patna.
3. The objectives of the Society to be set up are:
 - i. To function as State Agricultural Management and Extension Training Institute.
 - ii. To provide consultancy in areas like project planning, appraisal, implementation etc.
 - iii. To organize need based training programmes for middle level and grass root level agriculture and allied subjects to extension functionaries.
 - iv. To develop and promote the application of management tools for improving the effectiveness of agricultural extension services through better management of human resources.
 - v. To conduct studies on agricultural management, communication, participatory methodologies, etc. as sequel to the feed back from training programmes.
4. Pursuant to the aforesaid objectives, the society may:
 - i. Raise funds and accept donations (in cash or kind), grants of money securities, property of any kind and undertake and accept the management of any endowment trust, fund or donations not consistent with the objectives of the society to the condition that such acceptance from foreign agencies, institutions and governments on such terms as may be prescribed by the Govt. of India or Govt. of Bihar as the case may be from time to time.
 - ii. Raise funds from income generating activities like sales of publications and fees charged for training the trainers, consultancy fees received for project planning, appraisal, implementation, etc.
 - iii. Create administrative, technical, ministerial and other posts of BAMETI.
 - iv. Establish a provident fund for the benefit of the staff of the society or nay section thereof with the approval of the General Council of the society.
 - v. 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 with the approval of the General Council.
 - vi. Do all such other acts an the thing either alone or in conjunction with other organizations or conducive to attainment of above objectives.
5. Entire income of the society shall be utilized towards the promotion of aims and objectives of the society.
6. The names, occupations and addresses of the first members of the General Council are as follows:

Name	Occupation & Address	Designation in Society
Sri A.K.Chaudhary, IAS	Agri Production Commissioner, Bihar	Chairman

Dr. Ved Pal Gupta	Vice Chancellor, RAU, Pusa	Vice-Chairman
Sri N.K.Agrawal, IAS	Commissioner Finance, GoB	Member
Sri Rahul Singh, IAS	Joint Secretary, Agric., GoB	Member
Sri A.Verma, IAS	Secretary Cooperatives, GoB	Member
Sri Phool Singh ,I AS	Secretary, AH, GoB	Member
Md. Anjar Hasan, IAS	Director, Handlooms & Sericulture,GoB	Member
Sri Alok Kr.Sinha, IAS	Director, Agriculture, GoB	Member
Sri U.N.Chaubey	Director, Horticulture, GoB	Member
Sri S.P.Baitha	Director, Soil Conservation, GoB	Member
Sri D.N.Bhagat	Addl. Director Agric., GoB	Member
Sri R.N.Chaudhary	Director Fisheries, GoB	Member
Sri M.K.Majumdar	Eminent Agril. Technocrat at 153, Patliputra Colony, Patna	Member
Dr.A.K.Srivastava	Director Research, RAU, Pusa	Member
Dr.R.P.Nath	Director, Extension Edu. RAU, Pusa	Member
Dr.V.P.Sharma	Head,IT, MANAGE, Hyderabad	Member

7. It is acknowledged and admitted by all concerned that the society established by the Govt. of Bihar in the public interest.
8. We, the several members whose names and addresses are given below having associated for the purpose prescribed in this Memorandum of Association do hereby subscribe our names to this Memorandum of Association and set out the several and respective hands hereunto and form ourselves into society under the Societies Registration Act, 1860.

Name	Occupation & Address	Designation in Society	Signature
Sri A.K.Chaudhary, IAS	Agril Production Commissioner, Bihar	Chairman	Sd-
Dr. Ved Pal Gupta	Vice Chancellor, RAU, Pusa	Vice-Chairman	Sd-
Sri N.K.Agrawal, IAS	Commissioner Finance, GoB	Member	Sd-
Sri Rahul Singh, IAS	Joint Secretary, Agric., GoB	Member	Sd-
Sri A.Verma, IAS	Secretary Cooperatives, GoB	Member	Sd-
Sri Phool Singh ,I AS	Secretary, AH, GoB	Member	Sd-
Md. Anjar Hasan, IAS	Director, Handlooms & Sericulture,GoB	Member	Sd-
Sri Alok Kr.Sinha, IAS	Director, Agriculture, GoB	Member	Sd-
Sri U.N.Chaubey	Director, Horticulture, GoB	Member	Sd-
Sri S.P.Baitha	Director, Soil	Member	Sd-

	Conservation, GoB		
Sri D.N.Bhagat	Addl. Director Agric., GoB	Member	Sd-
Sri R.N.Chaudhary	Director Fisheries, GoB	Member	Sd-
Sri M.K.Majumdar	Eminent Agril. Technocrat at 153, Patliputra Colony, Patna	Member	Sd-
Dr.A.K.Srivastava	Director Research, RAU, Pusa	Member	Sd-
Dr.R.P.Nath	Director, Extension Edu. RAU, Pusa	Member	Sd-
Dr.V.P.Sharma	Head,IT, MANAGE, Hyderabad	Member	Sd-

Witnesses

S.No.	Name	Address	Signature
1.	Sri Ram Singhasan Ram	Dy. Director Agric. (HQ) Dte. Of Agriculture, Bihar	
2.	Sri Alakh Narayan Lal	Dy. Director Agric. (Farms) Dte. Of Agriculture, Bihar	

**THE BIHAR AGRICULTURAL MANAGEMENT AND EXTENSION TRAINING
INSTITUTE (BAMETI)
RULES**

1. SHORT TITLE, EXTENT AND COMMENCEMENT:

- (a) These rules may be called the Bihar Agricultural Management & Extension Training Institute (BAMETI) Rules 2001 and shall be applicable to the Bihar Agricultural Management & Extension Training Institute (BAMETI) and all other Institutions and units connected to it.
- (b) These rules shall come into force from the date on which the society namely Bihar Agricultural Management & Extension Training Institute (BAMETI) is registered, under the Societies Registration Act, 1860.

2. DEFINITIONS:

- (a) "Institute" means Bihar Agricultural Management & Extension Training Institute.
- (b) "Chairman" means the Chairman of the society.
- (c) "Executive Council" means an Executive Council constituted out of members of the society for carrying out its functions.
- (d) "General Council" means a General Council constituted under these rules, composed of all the members of the society, Bihar Agricultural Management & Extension Training Institute (BAMETI).
- (e) "Member" mean persons nominated as member of the society.
- (f) "Society" means the Bihar Agricultural Management & Extension Training Institute (BAMETI), registered under the Societies Registration Act, 1860.
- (g) "Secretary" means the secretary of the society.
- (h) "University" means the Rajendra Agricultural University, Pusa, Samastipur.
- (i) "Vice Chairman" means the Vice Chairman of the society.
- (j) "Year" means, unless otherwise specified by the General Council- the financial year of the Govt. of Bihar.

3. HEADQUARTER

- 3. **The headquarters of BAMETI, Bihar would be located at Patna.**

4. CONSTITUTION OF THE SOCIETY:

The Society shall consist of mainly the ex-officio members. However the Chairman can nominate any other member if he so desires, in the interest of the society. Since the members of the society are by virtue of their office or appointment which they hold, therefore, their membership to the society shall be determined when they possess to hold that office or appointment.

5. REGISTER OF MEMBERS

The society shall maintain a roll of members indicating their full names address and occupations and each member shall sign the same. If a member of the society changes his address, he shall intimate his new address to the secretary, who shall make necessary change in the roll of members. In case, a member does not intimate the change of address to the secretary, his address given in the roll of members shall be deemed to be his correct address.

6. TERMINATION OF MEMBERSHIP

- (i) If a person becomes a member of the society by virtue of the office or appointment which he holds, his membership of the society shall be terminated when he ceases to hold that office or appointment.
- (ii) Membership of other members shall be terminated on the following grounds:
 - Death, resignation, insolvency, lunacy or conviction for a criminal offence
 - involving moral turpitude; or
 - He does not attend three consecutive

7. VALIDATION OF ACTS

Notwithstanding any thing contained in these rules no act done or proceedings taken under these rules by the society shall be valid merely on the ground of:

- (a) Any vacancy or defect in the constitution of the Society, or
- (b) Any defect or irregularity in the nomination of person acting as member thereof.

8. AUTHORITIES AND OFFICE BEARERS

The following shall be authorities/ office bearers of the society:

A. General Council

- (i) Chairman Agricultural Production Commissioner,
Govt. Of Bihar, Patna
- (ii) Vice Chairman Vice Chanellor, R.A.U.,Pusa, Bihar
- (iii) Secretary Director, BAMETI

B. Executive Council

- (i) Chairman State Nodal Officer, ATMA Scheme
- (ii) Vice Chairman Director of Extension, RAU, Pusa
- (iv) Member Director - Agriculture, Govt. of Bihar
- (v) Member Secretary Director of BAMETI,

9. GENERAL COUNCIL

There shall be a General Council of the society consisting of its office bearers and members to whom by these rules the management of its affairs is entrusted.

10. MEETINGS

- (i) The annual meeting of the General Council shall be held on such date and at such time and place as may be determined by the Chairman.
- (ii) The Chairman or in his absence, the Vice Chairman shall convene a meeting on the written request of not less than one third members of the General Council. Such request shall express the object of the meeting and be delivered in the office of Secretary. No subject other than mentioned in the request shall be discussed except with the approval of the Chairman presiding over the meeting.

11. CONVENING AND PRESIDING OVER THE MEETINGS OF GENERAL COUNCIL

- (i) All meetings of the General Council shall be convened by a notice in writing issued by the Secretary.
- (ii) A notice for convening a meeting of the General Council shall specify the date, time and place and shall be delivered in person or sent by post to

- each member of the society at least fifteen days prior to the date of meeting.
- (iii) A meeting of the General Council shall be held at least once in a year at a time, date and place convenient to the Chairman.
 - (iv) Inadvertent omission to issue notice, the non-receipt of the same or late receipt of notice by a member shall not invalidate the proceedings of the meeting.
 - (v) The meeting of the General Council shall be presided by the Chairman or in his absence by the Vice Chairman.
 - (vi) The proceedings of the meeting of the society shall be recorded by the Secretary of the Society under the supervision of the Chairman of the meeting and shall be signed by the Chairman. The proceedings of each meeting shall be recorded in the minute book.

12. QUORUM

- (i) One fourth of the members of the General Council shall constitute the quorum at a meeting of the society. If a meeting is adjourned for want of quorum, no quorum shall be necessary at the next meeting called for transacting the same business.
- (ii) All questions before a meeting of the General Council shall be determined by majority of the members present and voting and, in case of equality of votes, the person presiding over the meetings may exercise a casting vote.
- (iii) The Chairman or in his absence, the Vice Chairman may invite a person other than a member of the society to attend a meeting of the General Council but he shall not be entitled to cast a vote.

13. MEMBERSHIP OF EXECUTIVE COUNCIL

The Executive Council shall consist of Chairman, Vice Chairman and Secretary. The Chairman may nominate any member to the Executive Council if he so desires. In case the number of members of Executive Council shall not be more than five.

14. CONVENING AND PRESIDING OVER THE MEETINGS OF THE EXECUTIVE COUNCIL

The meeting of the Executive Council shall be convened and presided over in the same manner as prescribed in these rules for convening and presiding over the meetings of the General Council as enumerated at Para 10, 11, & 12. However, the Chairman can convene the meeting of the Executive Council at a short notice.

15. CONDUCT OF BUSINESS BY CIRCULATION

Any business which an Executive Council consider necessary except such as may be required to be placed before the Annual meeting of the General Council, shall be got approved by majority of members through circulation and such resolution shall have the same effect and binding as if the same had been passed at a meeting of the Executive Council.

16. APPROVAL OF PROCEDURES

All the proceedings and resolution of the meeting of the Executive Council shall be approved by the Chairman before issuance.

17. FUNCTIONS AND POWERS OF EXECUTIVE COUNCIL

- (i) Subject to the general control and supervision of the General Council, the Executive Council shall execute the decision of the General Council for carrying out the objects of the society as set forth in its memorandum of Association.
- (ii) The Executive Council shall be responsible for the management and administration of affairs of the society in accordance with the provisions of these rules and the bye laws made thereunder.
- (iii) The Executive Council shall exercise administrative and financial powers of the Society in accordance with the directions, issued by the General Council from time to time.
- (iv) In particular and without prejudice to the generality of the foregoing provisions, the Executive Council shall have the power, subject to the provisions of these rules and bye laws framed thereunder, to:
 - (a) Prepare and execute detailed plans and programmes for the furtherance of the objects of the society.
 - (b) Prepare the annual and supplementary budgets of the society for the approval of the General Council.
 - (c) Prepare annual accounts and report of the society for the consideration of the General Council
 - (d) Subject to the approval of the General Council, the Executive Council, shall:
 - (i) Employ technical resource persons on deputation on such terms and conditions as agreed upon from institutes of repute including State Government and State Agricultural Universities etc.
 - (ii) Employ non-technical resource persons from Institutes of repute including State governments and State Agricultural Universities etc. or persons on contract basis.
- (e) Receive and to have custody of the funds and manage the properties of the society.
- (f) Incur expenditure, subject to the provisions of the approved budget.
- (g) Execute on behalf of the society agreements including arbitration matters.
- (h) Lay down terms and conditions governing scholarships, fellowships, deputation, consultancy, grant-in-aid, research schemes and projects.
- (i) Establish, maintain, amalgamate and/ or close institutions, laboratories, offices, hostels etc.
- (j) Enter into arrangements with the Govt. of Bihar, Govt. of India and through the Govt. of Bihar, and Govt. of India with foreign governments and other public or private bodies, or organizations or individuals for securing and/ or accepting grants-in-aid I terms of donation or gifts to the society on mutually agreed terms and conditions provided that such terms and conditions shall not be contrary to or inconsistent with the objects of the society or the policy of the Govt. of Bihar.
- (k) Take over, acquire (by purchase, gift, exchange, lease, hire or otherwise) from Govt. of India and through the Government from foreign and international agencies and organizations, the state Governments and other public or private bodies or organizations or individuals, institutions, libraries, laboratories, museums, immovable properties, endowments or

other funds together with any attendant obligations so that neither the transaction nor the terms and conditions whereunder it is concluded, is consistent with the objectives of the society or the policy of the Govt. of Bihar.

- (l) Constitute sub-committees and panels, consisting of persons who may or may not be members of the society or employees of the society to deal with any demarcated area of operation including approval of projects, the composition of which and the upper financial limit of which shall be determined by the Executive Council. In case of emergency, the Chairman shall have the powers to appoint such sub-committees and panels.
- (m) To levy and recover fees and charges for the services rendered by the society.
- (n) The Executive Council may, by resolution delegate its power to any office bearer or to other officer as it may consider necessary

18. APPOINTMENT, POWERS AND FUNCTIONS OF THE SECRETARY

- (i) A University Professor of any Agricultural University / Institute / Officer of the Department of Agriculture not below the rank of Additional Director (Agriculture) having adequate experience in extension reforms as fixed by the General Council from time to time, shall be appointed as Director of BAMETI, Bihar. The director shall receive such salary or emoluments which shall be not less than what he was drawing from his parent department / University and on terms and conditions agreed upon. He shall be the Principal Executive Officer of the Society.
- (ii) Subject to any order passed by the General Council or other competent authority of the society, the Secretary shall be responsible for:
 - (a) Proper administration of the affairs and functions of the society.
 - (b) Recruitment of staff of BAMETI
 - (c) Prescribing the duties of the employees of the society.
 - (d) Exercise supervision and disciplinary control over the work and conduct of the employees of the society.
 - (e) Coordinate and exercise general supervision over all the activities of the society.
- (iii) (a) During the absence of the Secretary while on long leave, on deputation to India or abroad or at a time of laying down office, arrangements to look after his duties may be made by the Chairman or in his absence by the Vice Chairman of the society.
- (b) The Secretary may, by writing, delegate such powers as he may consider necessary to any officer working under him.

19. FUNDS OF THE SOCIETY

- (i) The funds of the society shall consist of:
 - (a) Grants given by the Central Government or the State Government or its Corporations and Boards.
 - (b) Donations and contributions from other sources including agencies or foundation from abroad.
 - (c) Fees and charges levied by the society for services rendered by it.
 - (d) Income from investments
 - (e) Income and receipts from other sources.

- (ii) The Society may in pursuant of its objectives:
- (a) Borrow and raise monies on mortgages, promissory notes or other securities funded or based upon all or any of the properties and assets of the society or without any securities.
- (b) Draw, accept, make, endorse, discount, and deposit of Govt. of India and other promissory notes, bills of exchange, cheques or other negotiable instruments.
- (c) Create reserve fund, sinking fund, insurance fund or any other special fund whether for depreciation, repairs, improvements, extension or maintenance of any the properties of 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 fund.

20. INVESTMENT OF FUND

- (i) All receipts of the society shall be paid into the BAMETI, Bihar accounts with its bankers and shall not be withdrawn, except by means of cheques signed by the Director, BAMETI upto the financial powers delegated to him by the General Council and the Chairman of the Executive Council will countersign alongwith Director, BAMETI on all the cheques beyond the financial powers of the Director, BAMETI.
- (ii) All expenditure incurred by the society shall be defrayed out of funds of the society which shall be operated upon in such a manner as may be prescribed by the Executive Council.
- (iii) Unless otherwise authorized by the Chairman of the Executive Council or the Secretary, no new account shall be opened.

21. PROPERTY AND INCOME OF THE SOCIETY

- (i) All properties of the society-movable or immovable shall vest in the name of the society and shall be administered by the Secretary within the parameters set by the General Council.
- (ii) The Society may purchase, hire, lease, exchange or otherwise acquire property movable or immovable, tangible or intangible (including copy rights, patents and intellectual properties) which may be necessary or convenient for purpose of the society and construct, alter and maintain such buildings and works as may be necessary for carrying out the objectives of the society.
- (iii) The society may sell, hire, lease, exchange or otherwise transfer or dispose off all or any property, movable or immovable of the society with the prior approval of the General Council.
- (iv) The Property or the income of the society shall be utilized for the promotion of the objects set out in the Memorandum of Association. No part of the income or property of the Society shall be used or transferred directly or indirectly by way of dividend, bonus or otherwise, or by way of profit to persons who at any time are or have been members of the society or to any of them or to any persons claiming through them or any of them provided that nothing herein shall prevent the payment in good faith or remuneration to any member or other person in return for service rendered to the society or for traveling allowance, halting allowance and other such charges.

22. AUDIT OF ACCOUNTS

- (i) The society shall maintain regular accounts of its income and expenditure and its properties. The accounts shall be maintained in such form as may be prescribed by the Executive Council.
- (ii) The accounts of the society shall be audited annually by the registered Chartered Accountancy firm as approved by the Executive Council and the General Council.
- (iii) The results of the audit shall be communicated by the Auditor to the Executive Council of the society, who shall submit a copy of the Audit report along with its observations to the General Council.

23. ANNUAL REPORT

The Annual report of the working of the society and all works undertaken during the year, together with balance sheet and audited accounts, shall be prepared by the Executive Council for information of the General Council and the members of the society. A draft of the Annual Report along with the audited accounts shall be placed before the General Council in its annual meeting.

24. ALTERATION OR EXTENSION OF THE PUPOSE OF THE SOCIETY

With the approval of the General Council, the society may alter, extend or abridge the purpose for which it is established, or to amalgamate the society either wholly or partly with any other society in accordance with the provision of Societies Registration Act, 1860.

25. SERVICE RULES

The BAMETI staff will be governed by the service rules of Rajendra Agricultural University (RAU), Pusa.

26. ALTERATION OR AMMENDMENTS OF RULES

The rules of the society may at any time be altered, modified or amended by the General Council and be notified for information of the persons connected with the affairs of the society.

27. CHANGE OF NAME OF SOCIETY

The General Council may change the name of the society by way of resolution passed by majority of the members present and voting at its meeting convened for the purpose.

28. CHANE IN NOMENCLATURE OF THE DEPARTMENTS etc.

As and when there is any change in the nomenclature of Department(s), Institution(s), and designation(s) mentioned in these rules, such change(s) shall deemed to be incorporated in these rules.

29. INDEMNITY

Every officer of the society shall be indemnified out of the funds of the society for all losses and expenses incurred in the discharge of his duties except which may happen by his own neglect, willful act or default and the same shall not be indemnified by the society.

30. SUBMISSION OF ANNUAL LIST OF MEMBERS TO REGISTRAR

Once in every year a list of members of the General Council shall be furnished to the Registrar of Societies as required under section 4 of the Societies Registration Act, 1860.

31. LEGAL PROCEEDINGS

The society may sue or may be sued in the name through its Secretary and all expenditure so incurred shall be defrayed out of the funds of the society.

32. APPLICABILITY OF SOCIETIES REGISTRATION ACT, 1860

All the provisions of the Societies registration Act, 1860 will apply to this society.

33. DISSOLUTION OF THE SOCIETY

If, on the winding up or dissolution of society, there shall remain after the satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid to, or distributed among the members of the society or any of them but shall vest in Rajendra Agricultural University, Pusa, Samastipur