

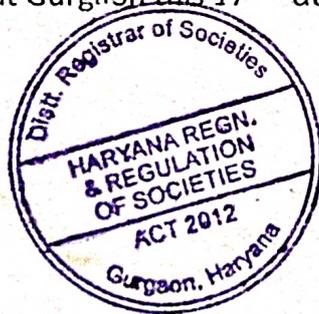


## Revised Certificate of Registration of Society.

I here by certify SHRI CHITRAGUPT EDUCATION SOCIETY. 675/4, URBAN ESTATE, SEC-4, GURGAON registered vide Registration Number 457 Year 1993-94 with District Registrar/ Registrar, Firms & Societies Haryana, Gurgaon has been allotted a new Registration Number as under mentioned on this 17<sup>th</sup> day of October (month), 2013 Year under the Haryana Registration and Regulation of Societies Act, 2012 (Haryana Act No. 1 of 2012) and having complied with the provisions of rule 9 (b), the registered office of the society is hereby accepted to be changed to Vill & P.O Teekli Distt. Gurgaon Consequent upon the change of the registered office of the said society, its new registration number will be as under:-

State Code		District Code			Year of Registration				Registration Number				
H	R	0	1	8	2	0	1	3	0	1	0	5	3
Name of the society								Registered Office Address					
SHRI CHITRAGUPT EDUCATION SOCIETY.								Vill & P.O Teekli, Distt. Gurgaon					

Issued under my hand at Gurgaon this 17<sup>th</sup> day of October month, Year 2013



  
District Registrar  
Firms & Societies  
Gurgaon

Station: Gurgaon

**MEMORANDUM OF**  
**SHRI CHITRAGUPT EDUCATION SOCIETY**

1. Name of the Society : SHRI CHITRAGUPT EDUCATION SOCIETY
2. The Registered Office ; Vill. & P.O. Teekli,  
of the Society Shall be at Distt. Gurgaon.
3. Jurisdiction : The society shall work in all over Haryana.
4. Aims and Objects of the Society :

The purpose to form this Society is to serve the society at large to carry out social work and not to earn any profit. The same shall be run on no profit and no loss basis entirely for social work.

- To establish maintain, run, develop & improve schools, colleges, industrial and technical Institutes and computer studies and the medical colleges academic institution and other institutions and to promote generally educational and cultural knowledge and activities.
- To establish maintain, run, develop and improve Nursery, primary, secondary, Higher Secondary Schools, commercial, Industrial, Technical, Physical and all or any other type or kind of education.
- To impart education to children and for the purpose to all acts that may be necessary.
- To hold, arrange and organize meetings, lectures, talks, discussions, seminars, symposia, conferences, competitions, research and study visits, tours, excursions, exhibitions, debates, cinema, audio-visual programmes, the artistic performances and other cultural activities, sports and games.
- Establishment, maintenance and support of libraries, museums and reading rooms and distribution of books etc, for advancement of education and knowledge in general.



*Sunil*  
Manager

*Chaitan*  
Chairman  
Shri Chitragupt Education Society

*Ash*  
Treasurer

Shri Chitragupt Education Society  
GURGAON

Chairman

Shri Chitragupt Education Society

Shri Chitragupt Education Society  
GURGAON

- Advancement and propagation of education and learning including establishment, maintenance and support of schools, college, pathshalas and other educational institutions, auditoriums, lectureship professorship, scholarship and prizes etc.
- Advancement of any other object of general public utility and relief like conducting seminars on educational advancement, providing necessary assistance during natural calamities and such other assistance as may be required from time to time.
- To create awareness in society about social evils through contacts, meetings, classroom training etc.
- To establish Libraries of books, journals, magazines, audio and visual aids, publishing facilities, etc for promotion of educational knowledge.
- To establish Institutions for education and promotion of Fine Arts, Performing Arts, Scientific knowledge in all fields of learning.
- To encourage to development of healthy and critical attitude towards mental, physical and moral faculties of the students and those connected with the society as to make them good and useful citizens of the country.
- To carry on community development programmes for the enlistment of educationally and economically weaker sections of the society irrespective of caste, colour and creed.
- To institute and award scholarship for study, research and apprenticeship for all or any educational purposes.
- To arrange, maintain and build Community Centres, Clubs, Parks, Library Reading Room, etc.



*[Signature]*

Treasurer

Chitragupt Education Society  
GURGAON

*[Signature]*

Chairman

Shri Chitragupt Education Society

*[Signature]*

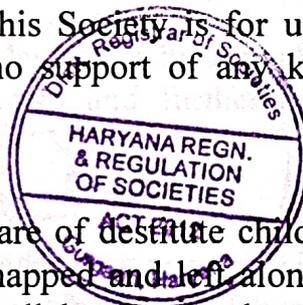
Manager

Shri Chitragupt Education Society  
GURGAON

Chairman

Shri Chitragupt Education Society

- To organize, to bring together and to generate resources for the help of illiterate persons, disabled persons, rural ignorant, urban homeless, orphans, the riot victims, street children, community living below poverty line, widows, distressed men and women etc. and also enabling them through education and training, to meet their day to day survival needs.
- To generate resources and to contribute in cash or kind to rehabilitate women, children, old age people, disabled persons for their better living, for achieving this objective own rehabilitation centers and old age home can also be set up.
- To manage and organize cultural programs for the help of widows , illiterate persons , disabled persons and community living below poverty line in the manner of educating them in sewing , cutting and tailoring , typing , computers , handicrafts and to open and manage Aangan wari, and also to provide them hostel facilities etc.
- The basic purpose to form this Society is for upliftment of the poor and needy children who have no support of any kind from their parents or relatives to rise above in life.
- The Society shall also take care of destitute children who are left alone by their parents or they are kidnapped and left alone. The Society shall take care of such children and shall hand over them to the police and to the society that is responsible to keep such children in their custody.
- To carry out conservation of environment and protection activities including control and prevention of pollution, natural resources and to educate people about dangers of pollution etc.
- To conduct and carry on programmes for promoting awareness in the people in connection with the movements for afforestation,, plantation and development of waste land.



*ASL*

Treasurer  
Shri Chitragupt Education Society  
GURGAON

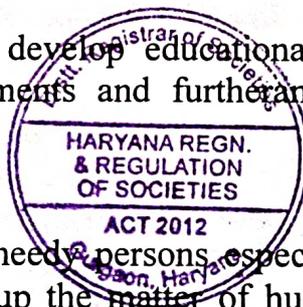
*Suvita*

Manager  
Shri Chitragupt Education Society  
GURGAON

*Chitragupt*

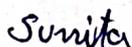
Chairman  
Shri Chitragupt Education Society

- To manage & run institutions to provide qualitative education
- To promote co-operation, harmony, brother-hood, love and affection among the people for the welfare of the Society.
- To bring up the leadership qualities among the youngsters so as to make them future leaders of the country.
- To give humanitarian services to every human being without any distinction of religion, caste, sex, social character etc.
- To promote awareness on health and hygiene through Yoga/Meditation Camps in rural and urban areas.
- To organize sports clubs, sports meets, sports competitions and promote sports spirit amongst youth.
- To establish, construct and develop educational community centers and institutions for the achievements and furtherance of the objects of the Society.
- To protect human rights of needy persons especially of poor, women and small children. to also take up the matter of human right violation to the national human right commission and to other such authorities.
- To educate people about the consumer rights and to also educate them how to file complaints before the consumer forum in case of deficiency of service by any service provider.
- To educate people about the public interest and to file the public interest litigation before the High Courts and Supreme Court.

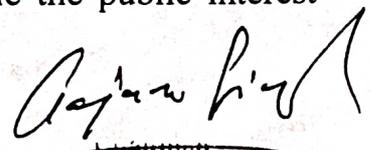


  
Treasurer

**Shri Chitragupt Education Society**  
**GURGAON**

  
Manager

**Shri Chitragupt Education Society**  
**GURGAON**

  
Chairman

**Shri Chitragupt Education Society**  
**GURGAON**

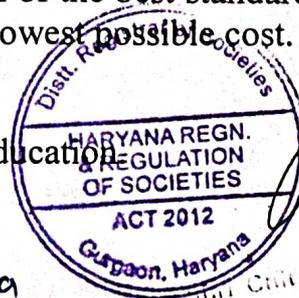
- The Society shall also take care of destitute Animals who are found on roads and shall hand over them to the Animal Husbandary department and to the society who is responsible to keep such animals in their custody.
- To organize the Blood Donation Camps for the needy patients with the Expert Doctors Team.
- Rehabilitation for the physically and mentally challenged people.
- To establish welfare project and to assist, affiliate and establish connections with other institutions having similar objects and/or help them in providing aid to the victims.
- To give financial aid or otherwise to individuals, agencies, trusts, relief societies etc. dealing with calamities in any part of India.
- To provide Medical Aids, Medicines, Food, and financial assistance and other needs to the victims of the natural calamities.
- To incur expenses including educational scholarships, establishing educational institutions, health care centres, community centres, medical assistance, assistance for humanitarian work, project financing and assistance aimed at humanitarian and social uplift as well as other welfare activities to improve the quality of life.
- To arrange, establish and run primary, middle and / or higher secondary school and / or educational and vocational , engineering , management school / institution and to provide the general education to the students of all sedum and also bring the education of the best standard with in the reach of poor and backward children at the lowest possible cost.

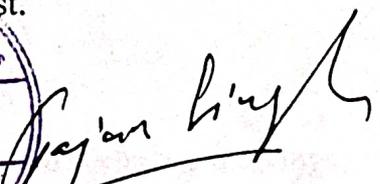
  
Treasurer

Shri Chitragupt Education Society  
GURGAON

  
Manager

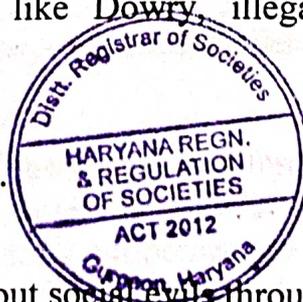
Shri Chitragupt Education Society  
GURGAON



  
Chairman

Shri Chitragupt Education Society

- To receive donations raised under the name and style of our Society and also through the various offices in response to the appeal published in our newspapers and websites for funds to afford relief and to make disbursements from the donations received.
- To provide for Hospital facility / Medicines, to the poor/ needed patients.
- To mobilize the people for the larger interest of Society and also to nit them in a chain for betterment of Society.
- To educate people about the right to information Act 2005 and to educate them how to use this right.
- To carry out Community Development Programs in Urban and Rural Areas.
- To take care of Senior Citizens who have no one to look after them and also to educate the youngster to respect their seniors and parents especially in the old age.
- The basic aim of our organization is to organise relief and carry on rehabilitation measures in times of calamities and disasters so as to mitigate human sufferings, alleviate distress and losses arising out of calamities such as floods, cyclones, fires, earthquakes, droughts, famines, wars, hostilities, riots, epidemics and other miseries affecting people in any part of India and to provide financial and other assistance to them.
- To fight against social abuses like Dowry, illegal Trafficking, Child Marriage, Child Labor.
- To fight for eradication of Poverty.
- To create awareness in Society about social evils through contacts, meetings, classroom training etc



*[Signature]*  
Treasurer

*[Signature]*  
Manager

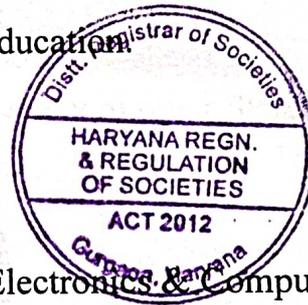
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Shri Chitragupt Education Society  
GURGAON

Shri Chitragupt Education Society  
GURGAON

Shri Chitragupt Education Society

- To encourage to development of healthy and critical attitude towards mental, physical and moral faculties of the students and those connected with the Society as to make them good and useful citizen of the country.
- To carry on community development programs , activities and also to construct and develop the community halls , barat ghars, dharmsala, sulabh sochalays , old age homes, health care centers , charitable dispensaries , hospitals , libraries, reading rooms , play grounds , training centers, aagan wari, balwari study drama stages , and other training and research institutes for the attainment of aims and objects of the Society.
- To give aid to construct, re-construct repair and make hospitable dwellings and structures for those in need.
- To eradicate illiteracy & arrange adult education.
- To develop a scientific outlook.
- To give in impetus to current topic eg. Electronics & Computer.
- To provide Career counseling.
- To let a sense of desthetic sensibility for Art, Songs, play and exhibitions.
- To prepare talented staff for proper jobs and services.
- To issue appeals and applications for money and funds for the furtherance of the objects of the Society and to receive donations in cash or kind, movable or immovable or freehold leasehold properties, to accept gifts donations subscriptions, etc. for the purpose of the Society.



*[Signature]*  
Treasurer

Shri Chitragupt Education Society  
GURGAON

*[Signature]*  
Manager

Shri Chitragupt Education Society  
GURGAON

*[Signature]*  
Chairman

Shri Chitragupt Education Society

- To prompt woman craft, Tailoring Child-nursing Embroidery, Cooking, Knitting, Typing etc.
- To organise awareness programme on self defence & to encourage about Judo Karate, Tai Kawando, etc. etc.
- Also to educate women about Laws applicable on them such as Domestic Violence Act 2005, Section - 125 of the Criminal Procedure Code, 1973 for maintenance of wife and children / dependents, dowry Laws etc.
- To educate people about the Universal brotherhood and to teach them the benefits of peace for the development of the Society and the country at large.
- To educate people about the disadvantages of the pollution and its bad effects on the health of the people.
- To develop the various branches of our society in other States.



*ASH*

Treasurer

Shri Chitragupt Education Society  
GURGAON

*Sumita*

Manager

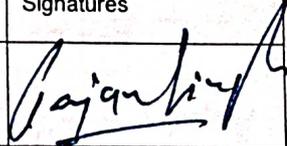
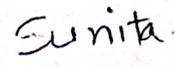
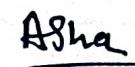
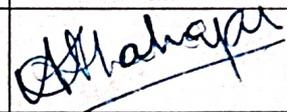
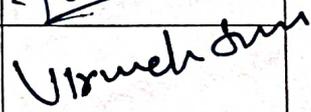
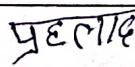
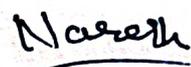
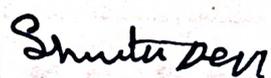
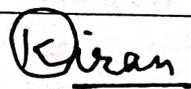
Shri Chitragupt Education Society  
GURGAON

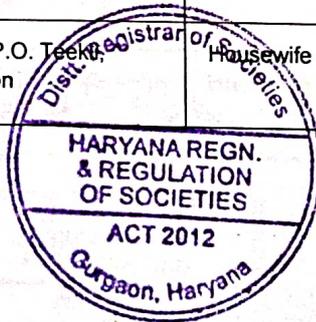
*Chaitan*

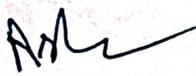
Chairman

Shri Chitragupt Education Society

We, the several persons whose names & addresses are subscribed hereunder, certify the above to be the true copy of the Bye-laws of the society.

S. No.	Name	Father/Husband Name	Age	Address	Occupation	Designation	Signatures
1.	Ganjan Singh	Late Shri Dungan Singh	42	Vill. & P.O. Badshahpur, Gurgaon	Business	Chairman	
2.	Smt. Sunita	Sh. Satpal	35	Vill. & P.O. Teekli, Gurgaon	House wife	Manager	
3.	Smt. Asha	Sh. Mahesh Chand	33	Vill. Noorpur, P.O. Badshahpur, Gurgaon	Teacher	Treasurer	
4.	Anoopam Bhatnagar	Late Shri S.N.R. Bhagnagar	42	H.No. 391, Sector-9, Urban Estate, Gurgaon	Teacher	Secretary	
5.	Smt. Nidhi Bhagnagar	Sh. Anoopam Bhatnagar	32	H.No. 391, Sector-9, Urban Estate, Gurgaon	Housewife	Asstt. Treasurer	
6.	Virender Singh	Late Shri Dharam Singh	46	Civil Lines, Gurgaon	Service	Auditor	
7.	Prahlad Singh	Late Shri Lal Singh	42	Vill. & P.O. Teekli, Gurgaon	Agriculture	Executive Member	
8.	Naresh	Late Shri Ram Kishan	38	Vill. Noorpur, P.O. Badshahpur, Gurgaon	Business	Executive Member	
9.	Smt. Shanta Devi	Sh. Virender Singh	45	Civil Lines, Gurgaon	Service	Executive Member	
10.	Smt. Kamla	Sh. Ram Kumar	63	Vill. & P.O. Teekli, Gurgaon	Housewife	Executive Member	
11.	Smt. Kiran	Sh. Suresh Yadav	39	Vill. & P.O. Teekli, Gurgaon	Housewife	Executive Member	





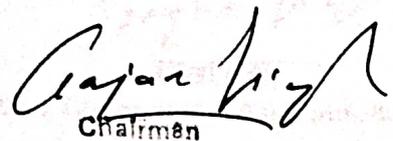
Treasurer

Shri Chitragupt Education Society  
GURGAON



Manager

Shri Chitragupt Education Society  
GURGAON

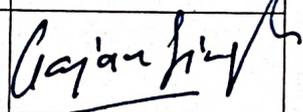
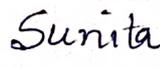
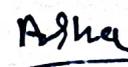
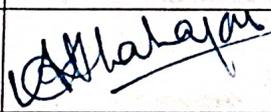
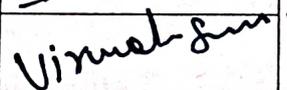
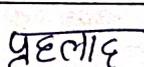
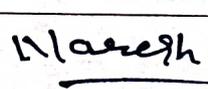
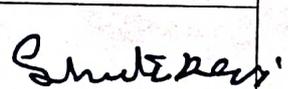
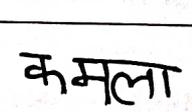
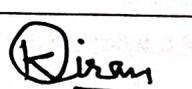


Chairman

Shri Chitragupt Education Society

## DESIROUS PERSONS / EXECUTIVE MEMBER

We, the undersigned desirous of forming a Society named SHRI CHITRAGUPT EDUCATION SOCIETY under the Societies Registration Act, 2012 as applicable to state of the Haryana, in pursuance of this Memorandum of the Society.

S. No.	Name	Father/Husband Name	Age	Address	Occupation	Designation	Signatures
1.	Ganjan Singh	Late Shri Dungan Singh	42	Vill. & P.O. Badshahpur, Gurgaon	Business	Chairman	
2.	Smt. Sunita	Sh. Satpal	35	Vill. & P.O. Teekli, Gurgaon	House wife	Manager	
3.	Smt. Asha	Sh. Mahesh Chand	33	Vill. Noorpur, P.O. Badshahpur, Gurgaon	Teacher	Treasurer	
4.	Anoopam Bhatnagar	Late Shri S.N.R. Bhagnagar	42	H.No. 391, Sector-9, Urban Estate, Gurgaon	Teacher	Secretary	
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11.	Smt. Kiran	Sh. Suresh Yadav	39	Vill. & P.O. Teekli, Gurgaon	Housewife	Executive Member	





Treasurer  
Shri Chitragupt Education Society  
GURGAON

Manager  
Shri Chitragupt Education Society  
GURGAON

  
Chairman

Shri Chitragupt Education Society

# Byelaws of the Society

## 1. NAME OF THE SOCIETY

**SHRI CHITRAGUPT EDUCATION SOCIETY**

2. The Registered Office of the Society shall be at

**VILL. & P.O. TEEKLI, Distt. GURGAON (HARYANA)**

3. The Society shall carry out its activities in all over Haryana.

## 4. MEMBERSHIP OF SOCIETY :

(1) The Society shall have a maximum of 250 members including the founder members/original subscribers.

(2) **Eligibility:** In order to be admitted as a member of the Society, a person:

(i) Must be 21 years of age on the date of admission;

(ii) Should subscribe to the aims and objects of the Society;

(iii) Must have deposited the admission fee and annual subscription fee and must not be in arrears of payment of such fee as on the date of annual general meeting for continuing as a member;

(iv) Must not be an insolvent and of unsound mind; and

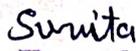
(v) Must not have been convicted of an offence involving moral turpitude involving imprisonment of one year or more.

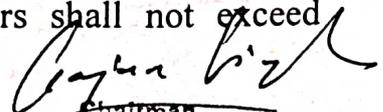
(3) **Kinds/Types/Categories of Members :** The Society shall consist of four different categories of members as under :

(i) **Founder Members** – A member who has been admitted as a founder member at the time of registration of the Society and has paid the requisite membership fee to the society. The number of founder members shall not exceed **SEVEN**. The founder members shall also be deemed to have become Life Members of the society and shall have the privilege of being members of the collegiums without elections, in case the total number of members of the society exceeds 300.

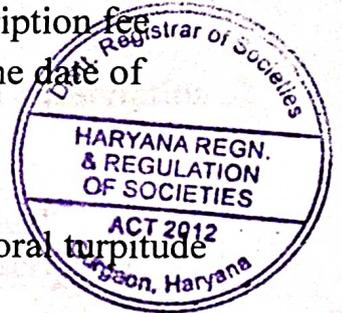
(ii) **Life Members** – A person may be admitted as a life member on payment of the prescribed fees and such person shall continue to be the member of the society for life. The total number of life members shall not exceed **HUNDRED**.

  
Treasurer

  
Manager

  
Chairman

Shri Chitragupt Education Society



(iii) **Ordinary Members** – The Society have a total of **HUNDRED** ordinary members who shall continue to enjoy their membership only so long as they are not in arrears of payment of their annual subscription fee. An ordinary member may be admitted as a tenure member, say for a period of two to five year(s), as the case may be, and he will be the Governing body for another tenure.

(iv) **Honorary Members** – The Governing Body may admit individuals of distinguished talent and merit or whose association is deemed to be beneficial to the Society or who has rendered services of outstanding merit to the Society or who is a distinguished citizen of India or any other country as Honorary Member of the Society, after obtaining consent of the individual, without payment of any membership or subscription fees. The members shall be entitled to attend the meeting and contribute to the deliberations but shall have no right to vote.

(4) **Membership Fees & Annual Subscription**

(i) The rates for membership of the Society and the annual subscription shall be as under :

Sr. No.	Types of Member	Admission Fee	Annual Subscription
(i)	Founder Members	1100/-	Nil
(ii)	Life Members	1100/-	Nil
(iii)	Ordinary Members	500/-	500/-
(iv)	Honorary Member	Nil	Nil

(ii) The payment of annual subscription of a member shall become due as on the 1<sup>st</sup> of April of every year, which may be paid latest by the 30<sup>th</sup> of June of such year. The membership of a defaulting member shall be deemed to be as under suspension after the due date (30<sup>th</sup> June) and such member shall not be entitled to cast his vote during the elections of the Society held after 1<sup>st</sup> July of the said year.

*Asst*

Shri Chitragupt Education Society

*Smriti*

Manager  
Shri Chitragupt Education Society  
GURGAON

*Chaitan Singh*

Chairman

Shri Chitragupt Education Society

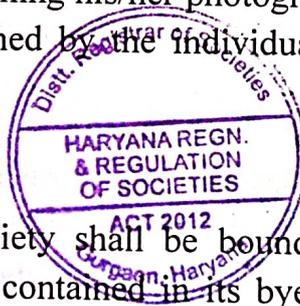
**(5) Admission Procedure (for members other than the subscribers):**

- (i) The admission of a person as a member of the Society shall be decided by its Governing Body from time to time;
- (ii) An individual willing to be a member of the Society has to submit an application in **prescribed form**, and along with supporting documents to the Secretary duly filled in and signed and recommended by a regular member of the society.
- (iii) The Secretary shall examine the application and place the same before the Governing Body for a decision.
- (iv) The Governing Body may accept or reject the application and the decision of The Governing Body in this regard shall be final, it shall not be bound to assigning any reason for its decision.
- (v) The approval of the Governing Body shall be intimated to the member, his name shall be entered in the register of members, to be maintained in such manner & form as prescribed under the Haryana Societies Registration and Regulation Rules, 2012 he/she will be issued an Identity Card of the Society.

(6) **Identity Card for every members :** Every person admitted as a member will be issued an identity card containing his/her photograph, brief particular and membership category duly signed by the individual Member and the General Secretary of the Society.

**(7) Rights & Obligations of Members:**

- (i) All the members of the Society shall be bound by the rules and regulations of the Society as contained in its byelaws and amended form time to time;
- (ii) Every member, except an Honorary member, shall have a right to cast his vote at the elections of the Society provided such member is not a defaulter in payment of any dues of the Society and the annual subscription for a period of three months beyond the due date;



*Am*

Treasurer

Shri Chitragupt Education Society  
GURGAON

*Sunita*

Manager

Shri Chitragupt Education Society  
GURGAON

*Payal K...*

Chairman

Shri Chitragupt Education Society

(iii) Every member of the Society shall have the right to inspect the books of accounts, books containing the minutes of proceedings of the general meetings, meetings of the Governing Body and register of members of the Society on any working day by giving a notice of seven days.

(iv) Every member shall inform the Society about any change in his address, which shall be duly recorded in the register of members of the Society and upon which the society shall issue a fresh Identity card to such members.

(8) **Cessation of Membership :** Any person admitted as a member shall cease to be a member of the Society in the following events:

(i) Attracts the provisions contained in Section 22 of the Act;

(ii) Upon his/her acting contrary to the aims and objective of the Society;

(iii) Upon such member being found guilty of a financial misappropriation of the funds of the society;

(iv) Upon indictment and directions for removal by the District Registrar/ Registrar/ Registrar General of Society;

(v) An Honorary member shall cease to be a member of the Society, if the Governing Body, Decades so by passing a resulation in this behalf.

(5) **General Body :**

(1) Every person admitted as a member shall be a member of the General Body of the Society and shall be entitled to cast his vote for the elections of the Governing Body of the Society, including the annual subscription.

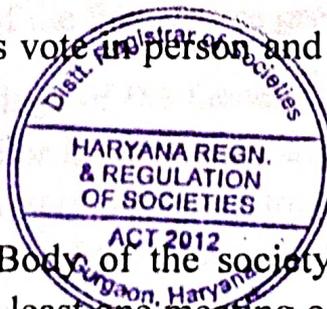
(2) Every member shall cast his vote in person and no proxy voting shall be allowed.

(6) **Meeting of the General Body :**

(i) A meeting of the General Body of the society will be held as and when required. However, at least one meeting of the General Body of

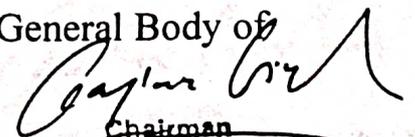
  
Treasurer

Shri Chitragupt Education Society  
GURGAON



  
Manager

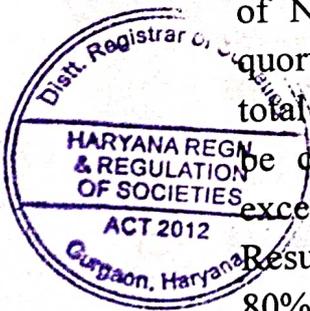
Shri Chitragupt Education Society  
GURGAON

  
Chairman

Shri Chitragupt Education Society

the Society, called as the Annual General Meeting, (AGM) will be held in a year, within six months of the close of the financial year for consideration and adoption of the duly audited annual accounts of the society in addition to transaction of any other business of the Society as may be required.

- (ii) The Governing Body of the society may convene an extra-ordinary meeting of the General Body of the society at any time after giving due notice as prescribed hereunder, either of its own or within in 45 days of receipt of a written requisition along with reason for convening such meeting, for at least 1/10<sup>th</sup> of the members of the General Body.
- (iii) For any meeting of the General Body, a clear notice of at least 14 day along with a copy of the agenda of the business to be transected, date, time & venue of the meeting will be given to the members of the General Body. A copy of such notice will also be endorsed to the District Registrar.
- (iv) A meeting of the General Body may also be convened at shorter notice, if agreed to, by a majority (at least above 80% of the total members) of the members of the General Body.
- (v) Quorum for the meeting of the General body will be 80% of the total members entitled to vote and present in person, subject to a minimum of Nine members. In case of a meeting adjourned for want of quorum, for the adjourned meeting shall not be less than 40% of the total members, subject to a minimum of three. The general Body shall be competent to transact all business in such adjourned meeting except the consideration of any Special Resulation. Any Special Resulation can be passed in such adjourned meeting only if at least 80% of the total members of the Society are present.
- (vi) The proceeding of all meetings of the General Body will be recorded in the minutes-book (bound or in loose leaves)) maintained separately for the purpose by the Secretary and such minutes will be signed by the Chairman of the meeting and the Secretary of the society.



*AM*  
Treasurer

Shri Chitragupt Education Society  
GURGAON

*Sunita*  
Manager

Shri Chitragupt Education Society  
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*Chaitan Singh*  
Chairman

Shri Chitragupt Education Society

## 1. Powers , Functions & Duties of the General Body –

- (i) To guide the Society in determining and fulfilling its aims and objects.
- (ii) To decide policy matters such as change of name of the Society, amendment in the Memorandum of Association and the Byelaws of the Society, approval of annual accounts of the society, approval for disposal of immoveable assets of the society etc. and all such other acts as may be required under the Haryana Registration and Regulation of society Act & Rules, 2012.
- (iii) To elect the members of the Governing Body.
- (iv) To remove any member from the Governing Body and according approval to the continuation of a appointed as a member of the Governing Body against a casual vacancy.

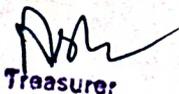
## 2. Governing Body :

- (i) **Composition** : The Governing Body of the society shall consist of a total of 11 office bearers and members as under:
  - (a) Chairman
  - (b) Manager
  - (c) Treasurer
  - (d) Secretary
  - (e) Asstt. Treasurer
  - (f) Auditor
  - (g) Five Nos. of Executive Members



### (2) Election of the Governing Body:

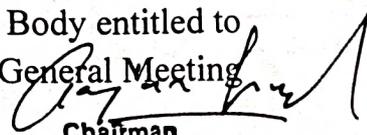
- (i) The term of the Governing Body shall be Five years from the date of approval of its election by the District Registrar;
- (ii) The Governing body will declare the Schedule of Elections and appoint the Returning officer for conduct of elections and also notify/ display a list of members of the General Body entitled to vote at least 45 days prior to the holding of the General Meeting

  
Treasurer

Shri Chitragupt Education Society  
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Manager

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GURGAON

  
Chairman

Shri Chitragupt Education Society

for conduct of the elections. The Governing Body shall also send notices for holding election of the Governing Body to all the members, conveying the date, time & the manner. The information w.r.t holding of election for the Governing Body shall also be sent to District Registrar to appoint an observer, if he so desires.

Any objection about the list of members of the Society entitled to vote shall be decided by the Returning Officer in consultation with the office-bearers of the society. However, the decision of the Returning Officer shall, thereafter, invite nominations to be filed within the period prescribed in the Schedule of elections, scrutiny and withdrawal of nominations, if any, for election of the office-bearers and the executive members of the Governing Body.

The Returning Officer will display a list of the contesting members on the notice board of the society. The returning officer will conduct the election on the notified date. The members, eligible to vote will be allowed to cast their vote in person, and wherever disputed, on production of the identity card issued by the society.

After closing hours on the date of poll, the returning officer will declare the results and constitute the Governing Body of the society. A list of the elected office-bearers and the executive members of the Governing Body, duly signed by the Returning officer, will be filed with District Registrar within 30 days, who shall accord his approval of the same upon his satisfaction.

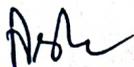
The office-bearers of the Society shall not be entitled to any remuneration for rendering services to the Society.

(3) Filling of any Casual Vacancy on the Governing Body-

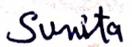
Any vacancy arising on account of resignation or death of any member of the Governing Body or for any other reason, may be filled-up by the Governing Body, if required, from amongst the members of

Chairman

Shri Chitragupt Education Society

  
Treasurer

Shri Chitragupt Education Society  
GURGAON

  
Manager

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GURGAON

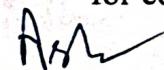
the General Body on adhoc basis till the holding of next Annual General Meeting of the Society. Such adhoc member of the Governing Body shall cease to be a member of the Governing Body on the date of the next Annual General Meeting, if his appointment is not approved in the annual General Meeting by a majority of vote for the balance term of the Governing Body.

(4) Meeting of the Governing Body-

- (i) The meetings of the Governing Body will be held as and when required. However, the Governing Body shall meet at-least once in every quarter and there will be minimum four meetings of the Governing Body in a financial year.
- (ii) A clear notice of three days of every such meeting will be given by the Secretary of the Governing Body to the office bearers and members before the date appointed for the meeting. However, the Governing Body may meet at shorter notice, wherever so required, with the consent of at least fifty percent of its members.

The quorum of the meetings of the Governing Body shall be at least 80% of the total members of the Governing Body, subject to a minimum of 9 members. In case quorum is not present, the meeting shall be adjourned To another date for which a proper notice shall be issued. The members present in the adjourned meeting, subject to a minimum of three members, shall form the quorum for the adjourned meeting.

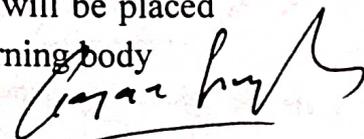
- (iv) The proceeding of every meeting of the Governing Body will be recorded in the proceedings book separately maintained for this purpose. Such minutes shall be signed by the Chairman of the meeting and the Secretary of the Society. In case the Chairman or the Secretary are not available to sign the minutes, these will be signed by any two members present in the meeting as may be authorised by the Governing Body.
- (v) The minutes of every meeting of the Governing Body will be placed for confirmation in the succeeding meeting of the Governing body

  
Treasurer

Shri Chitragupt Education Society  
GURGAON

  
Manager

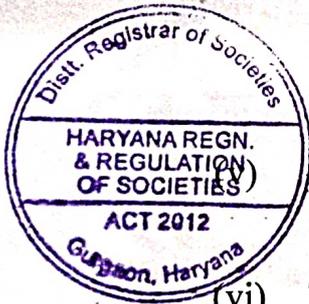
Shri Chitragupt Education Society  
GURGAON

  
Chairman

Shri Chitragupt Education Society

**(5) Powers, Functions & Duties of the Governing Body-**

- (i) The Governing Body will be responsible for achieving the aims & objectives of the society and shall work in the best interest of the Society, for which it shall be empowered to deploy the funds & assets of the Society for the stated objectives;
- (ii) The Governing Body will be competent to raise funds and purchase property, movable and immovable, on free-hold or lease basis in its name, as decided by it.
- (iii) The Governing Body shall have full charge of all immovable properties and moveable assets belonging to or vested in the Society and these will be managed in such a manner as it considers appropriate subject to the overall control and directions of the General Body of the Society.
- (iv) The Governing body shall be competent to invest the funds in the manner it considers appropriate in the best interests of the Society and it shall be competent to borrow or mortgage or hypothecate the properties on behalf of the Society in the manner decided.



To constitute various standing or adhoc Committees for looking after such functions as may be assigned from time to time.

- (v) To create provisions for engagement of regular or part-time employees of the Society to look after the secretarial, accounting and other functions in a seamless manner.
- (vi) To outsource certain functions e.g. cleaning, security and similar other maintenance activities of the premises of the society.

**(6) Powers, Functions & Duties of individual members of Governing Body-**

**(i) Chairman:**

- (a) To preside over all the meetings of the General Body and of the Governing Body and regulate the proceedings of such meetings.

*[Signature]*

Treasurer

Shri Chitragupt Education Society  
GURGAON

*[Signature]*

Manager

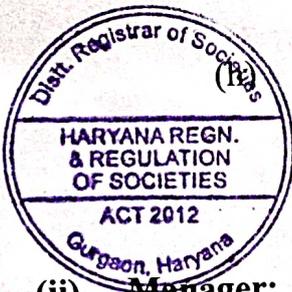
Shri Chitragupt Education Society  
GURGAON

*[Signature]*  
Chairman

Shri Chitragupt Education Society

- (b) To do all such acts, deeds and things as may be authorized by the General Body and/or the Governing Body from time to time.
- (c) To allow or disallow discussion on any matter which is not included in the agenda.
- (d) To ensure proper & transparent functioning of the Society/ Governing Body.
- (e) To ensure strict compliance of the provisions of the Haryana Registration and Regulation of Societies Act, 2012 and the rules made thereunder.
- (f) To supervise and guide the overall activities/ achievement of aims & objectives of the society.
- (g) To appoint staff/teachers/working people /manpower for the institution run by the society.

to dismiss the services of any employee, on one month notice if he is found involved in anti-society activities and indiscipline, not fit for school education and not following aims and objectives of the society.



(ii) **Manager:**

- (a) To Manage the all activities of the School.
- (b) To assist the Chairman in carrying out his duties.
- (c) In absence of the Chairman, to act on his behalf and perform all duties and exercise all the powers of the Chairman.
- (d) To do all such acts, deeds and things, as may be authorized by the Governing Body.

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Treasurer

Shri Chitragupt Education Society  
GURGAON

*Suneta*

Manager

Shri Chitragupt Education Society  
GURGAON

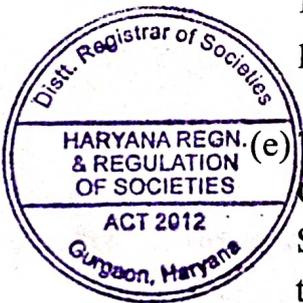
*Chajam Singh*

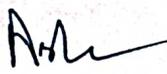
Chairman

Shri Chitragupt Education Society

(iii) **General Secretary/ Secretary:**

- (a) To conduct, organize, supervise and manage all the affairs of the Society and do all such acts and perform all such duties for the working of the Society as may be assigned by the President/ Governing Body;
- (b) To receive, scrutinize and place applications for membership of the Society before the Governing Body and to enter the name of the members, it approved, in the register of members under his initials and to intimate the members about the same and issue identity cards to the members so admitted;
- (c) To convene meetings of the General Body/ Governing Body with the consent of the President and serve proper notices as prescribed under these byelaws.
- (d) To attend all the meetings of the General Body and the Governing Body and assist the president in conducting the meeting and record proceedings of all the meetings.
- (e) To prepare annual report of the Society and place it before the Governing Body along with audited annual accounts of the Society, for approval to place the same before the General Body in the Annual General Meeting.
- (f) To keep and preserve the records of the Society/Governing Body.
- (g) To help and assist the President in looking after the complete affairs of the Society and in attaining aims & objects of the Society.
- (h) To ensure timely filing of all statutory returns/documents in the office of the District Registrar and such other authorities as may be prescribed under the Haryana Registration and Regulation of Societies Act 2012 and the rules made there under.

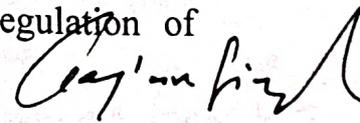


  
Treasurer

Shri Chitragupt Education Society  
GURGAON

  
Manager

Shri Chitragupt Education Society  
GURGAON

  
Chairman

Shri Chitragupt Education Society

- (i) To be the custodian for safe custody of common seal of the society and affix the same, wherever required, as per the authorization of the Governing Body.
- (j) To conduct correspondence on behalf of the Society/ Governing Body and to sign letters and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.
- (k) To prepare before announcing of the date of election and the Annual General Meeting, the list of all the members eligible to vote, duly updated and to place it before the Governing Body.
- (l) Act as the overall in-charge of the administration and execution of all the programmes of the Society/ including financial affairs on behalf of the Governing Body including creation of posts, fixation of salaries/remuneration/ allowances etc., make appointments/ engagement of staff, make purchases and do all other such things as may be necessary in the furtherance of the aims & objects of the Society in accordance with the delegations by the Governing Body from time to time and where no such delegation is specifically made, in consultation with the President of the Society.

(v) **Treasure:**



- (a) To keep accounts of all financial transactions of the Society and of all the sums of money received and spent by the Society and maintain records of receipts and expenses relating to such matters, and of assets, credits and liabilities.
- To get the accounts of the Society audited by the Chartered accountant appointed by the Governing Body at the close of the Financial year, every year.
- (c) To submit to the Governing Body through General Secretary/ Secretary, the audited annual accounts of the society, at least one month prior to the date of annual general meeting.

*AM*  
Treasurer

Shri Chitragupt Education Society  
GURGAON

*Sonita*  
Manager

Shri Chitragupt Education Society  
GURGAON

*Chaitan Singh*  
Chairman

Shri Chitragupt Education Society

(d) To act as the overall custodian of all the books of accounts of the society, financial statements, receipt books, expense vouchers, bank pass books & cheque books, cash etc.

**(vi) Asstt. Treasurer:**

(a) To assist the Treasurer in carrying out his duties.

(b) In absence of the Treasurer, to act on his behalf and perform all duties and exercise all the powers of the Treasurer.

(c) To do all such acts, deeds and things, as may be authorized by the Governing Body.

**(vi) Auditor**

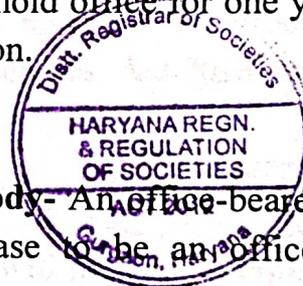
An Auditor shall be appointed by the members at each Annual General Meeting, to examine and audit the account of the current year and report thereon to the next Annual General Meeting. Should a vacancy occur during any year in the office of Auditor due to resignation or otherwise, it shall be filled by the Committee. The Auditor shall hold office for one year and the retiring Auditor shall be eligible for re-election.

**(7) Cessation of member of the Governing Body-** An office-bearer/executive member of the Governing Body shall cease to be an office-bearer or executive member:

(a) upon submission acceptance of his resignation;

(b) if he ceases to be a member in accordance with sub-clause(8) of clause 4 of these byelaws;

(c) if he is removed by a resolution passed in the meeting of the General Body.



*Asst*  
Treasurer

Shri Chitragupt Education Society  
GURGAON

*Sunita*  
Manager

Shri Chitragupt Education Society  
GURGAON

*Chaitan Singh*

Chairman

Shri Chitragupt Education Society

**(8) Exclusion from the Employment of a societies:**

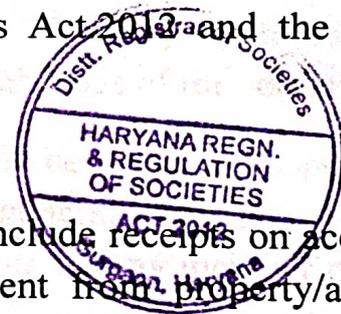
- (a) No member of the society shall be in full-time or the part-time employment of the society;
- (b) No dependant or family member or close relative of the office-bearers and members of the governing Body shall be engaged as an employee of the society during its term;
- (c) Every office-bearer and member of the governing Body shall make a declaration in case any person in the employment of the society is his close relative.

**(9) Amendments in the memorandum of Association, Byelaws, Name of the society, etc.**

Any amendment in the memorandum of association and byelaws, or change of name, amalgamation or division of the society will be done only with the approval of the general body by way of a special resolution. The intimation of any such amendment or change, along with attested copy of the requisite documents, shall be filed in the office of the district registrar by the general secretary/ secretary within such a time as may be prescribed under the Haryana Registration and regulation of societies Act 2013 and the rules made there under.

**(10) Management of assets and funds of the society**

- (i) The sources of income of the society will include receipts on account of membership fee, annul subscription, rent from property/assets, interest, consultation fees, donations, gifts, grants, etc. The society can also raise funds through interest-free short term loans from its members or from scheduled banks, societies, private financiers on interest. Loan from the scheduled banks on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenue expenditure under any circumstances.
- (ii) The governing body will prepare and approve an annual budget of the society on the basis of its estimated income and the capital revenue expenditure during the first quarter of the financial year and shall also



*Ashu*  
Treasurer

*Sumita*  
Manager

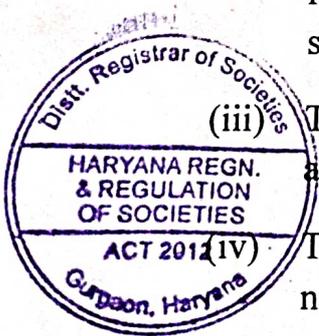
*Chaitan*  
Chairman

place a copy there of before the general body in its annual general meeting for information.

- (iii) The Bank accounts of the society will be jointly operated by such members/office bearers as may be decided by the governing body from time to time.
- (iv) All assets and funds will belong to the society and vest in the society.
- (V) All receipts and payments of the society shall be made through bank instruments (i.e. DD/pay order/ Cheques / Bank Transfers/RTGS) including all receipts towards the membership fees and the annual subscription from the members. However, the governing Body may determine the limits of financial transactions which may be conducted in cash in certain other cases.

**(11) Accounts of the society;**

- (i) The Treasurer of the society will be responsible for keeping and maintaining proper book of accounts i.e. cash book, ledger etc. As required under the income tax laws and/or any other authority including the institute of chartered Accountants of India, at its registered office with respect to all sums of money received and expended by the society and the assets and liabilities of the society.
- (ii) The books of accounts of the society shall be open to inspection during the business hours by the registrar general, registrar, district registrar or any officer authorized by them and by any member of the society.



- (iii) The annual accounts of the society will be signed by any two authorized office-bearers of the society.

The governing Body will appoint a chartered accountant, who shall not be a member of the governing body or family member of any member of the governing Body, for auditing the accounts and filing of income tax return of the society for each financial year, at such remuneration as be determined by the governing Body.

*Ash*  
Treasurer

Shri Chitragupt Education Society  
GURGAON

*Sumita*  
Manager

Shri Chitragupt Education Society  
GURGAON

*Chaitan Singh*  
Chairman

Shri Chitragupt Education Society

(12) **Common seal:-**

The society will have a common seal which shall be kept in safe custody of the general secretary/secretary and shall be affirmed wherever it is required in accordance with the authorization by the governing Body.

(13) **Amalgamation of the Society:**

The society may amalgamate itself with any other society established with the identical aims and objects or allow any other society to amalgamate with itself by a special resolution passed in this behalf in accordance with the provisions contained in section 51 of the act and rule 25 made there under.

(14) **Dissolution of the society:**

- (i) The society may resolve to dissolve itself in accordance with the provisions contained in the act and the rules there under in case it become difficult to carry on with the operation of the society, or it becomes insolvent or for any other pressing and unavoidable reasons;
- (ii) In the event of dissolution of the society, no assets of the society shall devolve on or distributed amongst the members of the society;
- (iii) Its assets and properties shall be first used to liquidate any liabilities and the left-over properties/assets, if any, shall be considered for transfer to any other society established with identical aims and objects or the district collector for use thereof in the general public interest.



*Sunita*

Manager

Shri Chitragupt Education Society  
GURGAON

*Rajan Singh*

Chairman

Shri Chitragupt Education Society

*Am*

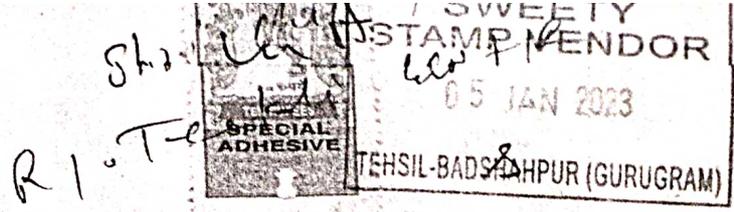
Treasurer

Shri Chitragupt Education Society  
GURGAON

Certified to be True Copy

*[Signature]*  
District Registrar of Films & Societies  
Gurgaon, Haryana

4992  
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## CERTIFICATE OF LAND

FILE No. : .....  
Date: 3.1.2023.

It is certified SHRI CHITRAGUPT SR. SEC. SCHOOL Vill. Teekli, Sub-Tehsil Badshahpur, Distt. Gurugram Haryana is in ownership of land Khewat/Khata No. 311/351 Khasra No. 661/3/2(0-12-0) Kita 1 Rakba 0 Bigha 12 Biswa 0 Biswansi (1517.57 Sq. Mtr) Salam and Khewat/Khata No. 277/324 Khasra No. 1402/1(2-15-0) Kita 1 Rakba 2 Bigha 15 Biswa 0 Biswansi to the extent of 300/1100 measuring 0 Bigha 3 Biswa 5 Biswansi (411 Sq. Mtr) Malik SHRI. CHITRAGUPT EDUCATION SOCIETY & Khewat/Khata No. 301/340 Khasra No. 658(1-2-0), 659(1-0-0) Field 2 measuring 2 Bigha 2 Biswa 0 Biswansi share 23/24 measuring 2 Bigha 0 Biswa 0 Biswansi (5058.57 Sq. Mtr) is leased to SHRI CHITRAGUPT EDUCATION SOCIETY Vill. Teekli, Sub-Tehsil Badshahpur, Distt. Gurugram Haryana lease by Rampal, Randhir, Harpal Singh, Narender, Ravinder, Pawan Yadav and Ravi etc. by Vasika No. 7756 dated 09.09.2019 registered in the office of Sub-registrar Badshahpur, Gurugram leased period 30 years from dated 09.09.2019 to 08.08.2049 on which the above trust is running to SHRI CHITRAGUPT EDUCATION SOCIETY Vill. Teekli, Sub-Tehsil Badshahpur, Distt. Gurugram Haryana.

Further certified that land Khewat/Khata No. 311/351 Khasra No. 661/3/2(0-12-0) Kita 1 Rakba 0 Bigha 12 Biswa 0 Biswansi (1517.57 Sq. Mtr) Salam and Khewat/Khata No. 277/324 Khasra No. 1402/1(2-15-0) Kita 1 Rakba 2 Bigha 15 Biswa 0 Biswansi to the extent of 300/1100 measuring 0 Bigha 3 Biswa 5 Biswansi (411 Sq. Mtr) Malik SHRI CHITRAGUPT EDUCATION SOCIETY & Khewat/Khata No. 301/340 Khasra No. 658(1-2-0), 659(1-0-0) Field 2 measuring 2 Bigha 2 Biswa 0 Biswansi share 23/24 measuring 2 Bigha 0 Biswa 0 Biswansi (5058.57 Sq. Mtr) is leased to SHRI CHITRAGUPT EDUCATION SOCIETY Vill. Teekli, Sub-Tehsil Badshahpur, Distt. Gurugram Haryana lease by Rampal, Randhir, Harpal Singh, Narender, Ravinder, Pawan Yadav and Ravi etc. by Vasika No. 7756 dated 09.09.2019 registered in the office of Sub-registrar Badshahpur, Gurugram leased period 30 years from dated 09.09.2019 to 08.08.2049 on which the above trust is running to SHRI CHITRAGUPT EDUCATION SOCIETY Vill. Teekli, Sub-Tehsil Badshahpur, Distt. Gurugram Haryana.

The said school is situated on the fore-mentioned land which is in contiguous (single piece of land). This is based on the revenue record.

The above land is bounded as

North: land of others

South: Road of PWD

East: House of Mr. Magan Singh etc.

West: land of Mr. Arjun Singh etc.

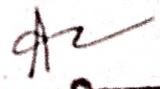
क्र. .... /RC/दिनांक.....  
हलका मिर्दावर नियमानुसार  
कार्यवाही रिपोर्ट करें।

उप तहसीलदार, बादशाहपुर (गुरुग्राम)  
3/1/2023

दीर्घा नदी

आमदा चौधरी नामक तहसीलदार सादर बावशाहपुर के अनुसार  
जाग दीकली के खसरा नम्बर 661/3/2, 1402/1 का मौजा मुआयना  
किया गया जो कि फल उपरोक्त खसरा नं० में जे० मु० स्कूल के व खसरा  
नं० 658 व 659 में हिनो आग पसनागा की चित्रगुप्त श्रद्धांश  
सासायदी दीकली गुडवाग अस्सा 9 9/16 ता 8 1/2 23 भाग का भागिद  
न भागिद के मौजा फल स्कूल बना हुका के सिपेट सेना में पैक्ट

प्रवीन पटवारी  
हस्ताक्षर  
CITIKLI  
Dt. 5/2/23

  
उप तहसीलदार  
बावशाहपुर

**From** Assistant Divisional Fire Officer/Fire Station Officer  
MC Gurgaon

**To** M/s Shri Chitragupt Sr Sec School  
Village Teekli Gurugram  
Memo No. FS/2023/381 dated : 04/02/2023

**Subject:** Renewal of Fire Safety Certificate Under 15 mtrs. height from the fire Safety Point of View of the Group B-Educational Building at Village Teekli, Gurugram meas. 2086.95 Sq. Mtrs. of M/s Shri Chitragupt Sr. Sec. School :

Reference to you online No 050262323000507 dated 03/02/2023 on the subject cited above.

Tower Name	Floor Detail	Height	Ground Coverage
01	G to 02	13.00 Mt.	557.06 Sq. Mt.
Basement Level	Basement Area	Remarks	
Nil	Nil	Nil	

Your site for the Renewal of the Fire Safety Certificate has been inspected by the Team of Fire Station Officers, MC Gurgaon from fire safety Point of View. The means of escape and Fire Protection system were checked and found as per the National Building Code of India, Part- IV guidelines.

In view of the satisfactory fire protection system / arrangement mentioned as above, this office has no objection for occupation from the Fire Safety point of view, with the following conditions:-

- 1) The owner/occupier shall keep duly trained Fire Staff in all three shifts.
- 2) The Fire Protection System tested during inspection shall be maintained properly & always should be in good working condition.
- 3) If any lapse is found in the fire protection system at the time of inspection or detected during outbreak of fire, action will be taken as per rules against you.
- 4) You are directed to apply for Renewal of Fire Safety Certificate in future before 2 month of expiry of your Fire Safety Certificate.
- 5) The open set back area is not checked at our end as it shall be checked by concerned building department.
- 6) The owner/occupier shall strictly follow the other applicable rules/ regulations/ byelaws laid down regarding fire safety system. If you fail to comply with any of the above terms & conditions you will be liable to be punished as per Section 30.31 & 47 of fire & Emergency Services Act 2022.
- 7) You have to perform quarterly Fire Drill in your building as per NBC with intimation to Fire Department and video graphy evidence to be kept as a record which shall be produced at the time of next Renewal; Officials/Residents/R.W.A. should be mentioned in the drill.

If the Infringements of Byelaws remains un-noticed the Authority reserves the right to amend the Fire Safety Certificate as and when any such Infringements comes to notice after giving an opportunity of being heard and the Authority shall stand Indemnified against any claim on this account.

- 9) The owner or occupier of the building shall give a self-declaration certificate annually to the effect that the fire fighting system installed in his building is working in good condition and there is no addition/alteration in the building. The Fire Officer may randomly check such building. In case there is any addition/alteration beyond permissible limits under the Haryana Building Code, 2017, the fire safety certificate shall cease to exist and the owner shall apply for approval of revised Fire Fighting Scheme as per the provisions of section 18.

The above Renewal of Fire Safety Certificate is valid for **Three** year from the date of issue of this letter Applying renewal of the same well in time shall be the responsibility of owner/occupier.

Remarks:- In continuation to this office letter no FS 2022 2224 dated 31 August 2022



Deputy Director Technical Fire

MC Gurgaon  
Digitally signed by GULSHAN  
KALRA  
of Director, Fire Services, Haryana  
Date: 2023.02.04 14:38:40 +05:30  
Reason: Digital Verification



# WATER BACTERIOLOGICAL LAB

## DISTRICT CIVIL HOSPITAL, GURUGRAM

D.No. 207/micro/22

Dated 19/11/22

To

The S.M.O./M.O. Incharge,

CHC/PHC Palwa

### SUB : WATER SAMPLES REPORT

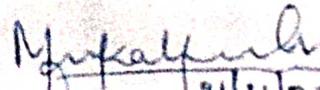
In reference to your letter no. PHC/100038Dated 17/11/22 vide which you have sent water samples for bacteriological examination, the result of each is as under:

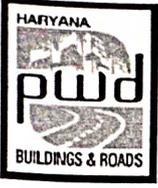
Sr. No.	Place of Collection	Result
1.	chitra-gupt school Tehli	P.O Water FIT.
2.		
3.		
4.		
5.		

P.C.C. Presumptive coliforms count

0/100 ml / Excellent / class I

\* Above samples is (are) fit / unfit for human consumption.

  
 31/11/2022  
 Dr. Anika Yadav  
 MD. (Pathologist) by  
 D.C.H., Gurugram



## PUBLIC WORKS DEPARTMENT (B & R), HARYANA

OFFICE OF THE SUB DIVISIONAL ENGINEER  
PROVINCIAL SUB DIVISION No.IV, GURUGRAM  
Email ID: [sdepsd4@gmail.com](mailto:sdepsd4@gmail.com)



No. \_\_\_\_\_

Dated \_\_\_\_\_

### BUILDING SAFETY CERTIFICATE

Considering the requested of Principal, Shri Chitragupt Sr. Sec. School, Village Tikli, Gurugram building was inspected by the undersigned alongwith Sh. Manish Kumar, Junior Engineer on dated 10.01.2023. It was found from visual inspection that the present condition of the building is satisfactory and building seems to be safe for the purpose of running of school. So, the certificate regarding the building safety is hereby issued which will be valid for one year up to 10.01.2024.

*sd*  
Sub Divisional Engineer  
Provincial Sub Division No.4  
PWD (B&R), Gurugram

Endst.No. *65*

Dated

*12/01/2023*

Copy of above is forwarded to the following for information and necessary action: -

1. The Executive Engineer, Provincial Division No.2, PWD B&R, Gurugram w.r.t. his office letter no.03 dated 02.01.2023
2. Principal, Shri Chitragupt Sr. Sec. School, Village Tikli, Gurugram w.r.t. his office letter dated 26.12.2022

D.A./Nil

*91*  
Sub Divisional Engineer  
Provincial Sub Division No.4  
PWD (B&R), Gurugram

No. PHC/00057

Dated 09/12/2022

**SANITATION / HYGIENE CERTIFICATE**

It is Certified that Premises of Shri Chitragupt Sr. Sec. School Teekli Gurugram (HARYANA) was inspected by Medical officer in-charge PHC Palra Gurugram. As per report of inspection the sanitation and hygienic conditions of the school are Satisfactory.

  
09/12/22

Medical officer I/C  
**Dr. NOOTAN YADAV**  
Primary health Medical Officer I/c.  
**PHC Palra (Gurugram)**  
Health Department Gurugram