



- (h) To make arrangement for recreation centers in rural areas. ✓
- (i) To establish, promote and run health centers for destitute women, children and others. ✓
- (j) To promote schemes for National Integration and to create regular attitude among citizen and love for the Nation through various programs and activities. ✓
- (k) To take up activities for cleanliness of rural areas and slums. ✓
- (l) To establish, promote and run institute of Hotel Management and allied courses to impart Hotel Management and Catering Technology and allied courses. ✓
- (m) To organize inter-school, inter-college, inter-district or inter-state tournaments of games and sports and other related activities. ✓
- (n) To organize and conduct survey of the area for absorption of the manpower in different trades and vocations. ✓
- (o) To appoint and fix pay and other remuneration or honoraria and make payment of any official or worker of the society and to frame their service rules and do allied work. ✓
- (p) To borrow or raise funds, collect money, accept donations, and loans from public and other similar bodies and aid from the Government under law and to do such other work as may fulfill the aims of the society and help in the promotion of the different institutions and centres etc. run by the society. ✓
- (q) To acquire, purchase, take on lease, or hire in rent land required to fulfill the above aims of the society. ✓
- (r) To construct, acquire, or hire on rent the buildings and other property to lodge and run the above institutions and centres etc. of the society. ✓
- (s) To give on rent the land or building of the society and/or to dispose off the movable or immovable property of the society after the permission of competent court if necessity arisen. ✓
- (t) To enter into any arrangement with any Government or authority or local body in the interests of the society. ✓
- (u) To seek recognition or affiliations from relevant bodies for different exams of the institutions, schools and centers of the society. ✓



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**RULES AND REGULATIONS**

OF

**CITY EDUCATIONAL & SOCIAL WELFARE SOCIETY  
(AS AMENDED\*)**

**1. NAME OF THE SOCIETY**

The name of the Society is 'CITY EDUCATIONAL AND SOCIAL WELFARE SOCIETY, MEERUT (U.P.)' ✓

**2. REGISTERED OFFICE**

The registered office of the society is at 47/L-4 & M-1, Jawahar Quarters, Meerut (U.P.) ✓

**3. JURISDICTION**

Jurisdiction of the society is the whole of India. ✓

**4. DEFINITION**

In these Rules and Regulations, unless the context otherwise requires, ✓



(a) 'The Society' means the 'CITY EDUCATIONAL AND SOCIAL WELFARE SOCIETY, MEERUT (U.P.)' ✓

(b) 'General Body' means the general body of the society comprising of all the members of all types of the Society. ✓

(c) 'The Executive Committee' means the Executive Committee of the Society comprising of the President, Vice President, General Secretary, Additional General Secretary, Treasurer, Additional Treasurer and other members according to rules. ✓

**5. INSTITUTIONS, SCHOOLS AND CENTRES OF THE SOCIETY.**

All the institutes, schools, centers and colleges etc. established by the society will work under the independent constitution but in guidance of the society. They will be given different names and will be placed under separate independent Managing Committees or Governing Bodies. ✓

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'Institutions' will include an institute or a college also here-in-after if not mentioned separately. Similarly Managing Committee will also mean Governing Body if not mentioned separately.

6. PROPERTY OF THE SOCIETY

The whole property, movable or immovable, acquired by the society to fulfill aims as mentioned in the memorandum will be property of the society. The property of the Institute will be the property of the Institute and not of Society.

7. MEMBERSHIP OF THE SOCIETY

The membership of the society will be open to all irrespective of caste, creed, sex, locality or region. The society shall be comprised of the following types of members:

(A) LIFE-LONG FOUNDER MEMBERS

Persons forming the Managing Committee of the society, the list of whom is given in Appendix 'A', will be the life-long Founder Members of the society. They will cease to be members either on submission of resignation and its acceptance by the Society or on death. Each Founder member will be authorized to nominate some one, with the approval of other life-long Founder Members, to take their place as Founder Member when he/she ceases to be a member either on acceptance of resignation or on death provided he or she is not disqualified to be members under these rules. Life Long Founder Member is unable to nominate some one either before his or her death or on submission of his or her resignation for any reason whatsoever, the other Life-Long Founder Member will be authorized to nominate any person to take his or her place as Life Long Founder Member. However, the number of founder members will not exceed eight.



(B) PATRON MEMBER

Persons donating Rs.1,00,000/- (Rupees One Lac only) in cash as membership fees subject to the approval of the Executive Committee may be admitted as Patron Members for their whole life. This amount may be raised at the discretion of the Executive Committee. An institution, Society or business or industrial concern paying Rs.1,00,000/- or more to the society shall be entitled to send its one representative who shall work as a patron member (subject to the approval of the Executive Committee) during his life time or the life time of the society or the life time of the institution which he belongs, whichever is earlier.

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(C) LIFE MEMBERS

Persons donating Rs. 50,000/- or more in cash subject to the approval of the Executive Committee shall be life members of the society. This amount may, however, be increased at the discretion of the Executive Committee.

(D) ORDINARY MEMBERS

Persons donating Rs.5,000/- or more in cash, subject to the approval of the Executive Committee, may be enrolled as Ordinary Members of the society for a period of three years only. They may, however, get their membership renewed for another three years by paying in cash a sum of Rs.5,000/- subject to the approval of the Executive Committee.

(E) HONOURABLE HONORARY MEMBERS

The Executive Committee may enroll distinguished persons in literature, art, culture and education etc. as Honorable Hony. Members of the society for a period to be specified in each case by the Executive Committee in its resolution.

8. PROCEDURE FOR ENROLMENT OF MEMBERS

Persons of more than 18 years of age, if he/she is otherwise qualified/eligible under these rules to be enrolled as a member of the society and desirous of enrolment as a member of the society shall make an application in writing on the prescribed form, available from the Secretary of the Society. The application should be recommended by at least two Founder Members of the society. It will be placed before the Executive Committee for consideration. The Executive Committee shall have the right to refuse admitting to any person, institution or society etc. without assigning any reason therefor. The decision of the Executive Committee in this respect, shall be final. Nobody shall be deemed to be a member or be entitled to exercise his rights and privileges of a member until and unless his name is enrolled as a member after the decision of the Executive Committee.



9. DIS-QUALIFICATIONS TO BE ENROLLED AS A MEMBER OF THE SOCIETY.

A person will not be eligible for the membership of this society if:

- (i) He has been dismissed by the Govt. for misconduct.
- (ii) or has been declared insane or insolvent.
- (iii) or sentenced by any court of law for any panel offence.
- (iv) or bailed out under section 109 and 110 of the criminal procedure court.

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**10. TERMINATION OF THE MEMBERSHIP**

A member (except Founder Members) shall cease to be such a member:

- (a) On his resignation by a letter addressed to the General Secretary/Additional General Secretary of the Society and acceptance by the Executive Committee.
- (b) On his becoming insane or insolvent.
- (c) On his conviction for any offence involving moral turpitude.
- (d) On his death.
- (e) On non payment of donation/subscription after the expiry of the period of membership.
- (f) On acquiring any one of the disqualifications mentioned in clause 9 above.
- (g) On termination of his membership by the Executive Committee. The Executive Committee can terminate the membership of any member for any act of his which in the opinion of the Executive Committee, is against the interest of the society, after giving him reasonable opportunity to explain his conduct. The termination of membership shall be effective from the date of resolution of the Executive Committee to that effect.

An institution, society or firm shall cease to have the right of sending its representative on being declared insolvent, or on voluntary liquidation or on changing its name or on ceasing to function for any reasons.

**11. ADMINISTRATION AND MANAGEMENT**

The affairs of the society shall be managed by the General Body of the society through the Executive Committee.



**12. THE GENERAL BODY**

**(i) FORMATION**

The General Body shall comprise of all the members of all types of the society as laid down in clause 7 above.

**(ii) MEETING**

The General Body shall hold two types of meetings:

- (a) Ordinary Meeting.
- (b) Requisition Meeting.

(a) **THE ORDINARY MEETINGS** will be held at least once every year at such date, place and time as the Executive Committee decides. It will also decide the agenda. The General Secretary/Additional General Secretary will issue the notice of the meeting at least 7 days before the date of the meeting and will send it to all the members enrolled on that date. It may be sent U.P.C. or given personally. The

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ordinary meetings will confirm the minutes of the previous ordinary or requisition Meeting, if any, and will adopt the report of the working and progress of the society for the previous year, submitted by the General Secretary/Additional General Secretary. It will receive and pass the audited accounts of the said year and will pass the budget of the ensuing year proposed/passed by the Executive Committee. Resolutions received from the members at least two months before the date of the meeting and adopted by the Executive Committee will be considered.

(b) REQUISITION MEETING

On the requisition in writing by the least one half of the total strength of all types of members of the society a Requisition Meeting of the society will be held. The notice of requisition will be addressed to the President and sent to the General Secretary/Additional General Secretary who will put it before the President for his consent. The president will fix date, place and time of the meeting. The General Secretary/Additional General Secretary will then issue notice of the Requisition Meeting at least 21 days before the date of the meeting to all the members of the Society. The requisition shall specify the object and purpose of the meeting and only that business shall be discussed in that meeting. The General Secretary/Additional General Secretary will have power to convene a special meeting of the Society in consultation with the President at such place, date and time as they decide. This specially convened meeting will be for a special purpose only as amendments in Rules and Regulations and its notice will be sent at least 21 days before the date of meeting.

(iii) QUORUM

The quorum for all types of meetings shall be at least two third of the members. In calculating the quorum a fraction will be raised to the next whole number.



13. (a) EXECUTIVE COMMITTEE

The Management of the affairs of the Society shall vest in the Executive Committee which shall comprise of not fewer than 8 members including the following office bearers.

- (i) President
- (ii) Vice-President
- (iii) General Secretary
- (iv) Additional General Secretary
- (v) Treasurer
- (vi) Additional Treasurer

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**(b) FORMATION OF THE EXECUTIVE COMMITTEE**

The first member of the Executive Committee shall be all the life long Founder Members as given in clause 7 (a) above. They will hold office for a period of 3 years from the date of the registration of the society by the Registrar of Societies, Firms and Chits, U.P. Meerut, or till the Election of New Executive Committee whichever is later.

**(c) THE EXECUTIVE COMMITTEE ON ELECTION SHALL COMPRISE OF THE FOLLOWING:**

1. All the Life Long Founder Members ✓
2. All Patron Members. ✓
3. Two life members to be elected by all the Life Members from amongst themselves. ✓
4. One out of every twenty or part of ordinary members to be elected by ordinary members from amongst themselves, when the part is ten or more then ten members. ✓
5. Some of the Honorable Honorary members may be invited by the Executive Committee for meeting of the Executive Committee who will have right to vote on any resolution but will have no vote in election. ✓
6. The above members of the Executive Committee at Nos. 1, 2, 3, 4, 5 and 6 will elect the office bearers from amongst themselves. The President, the General Secretary, Additional General Secretary, the Treasurer and Additional Treasurer shall be elected from the Life-long Founder Members only. ✓

If there is a vacancy of any member or vacancies of members in the constitution of the Executive Committee due to any reason, it will have no effect on the election of office-bearers.

7. The date, time, place and manner of election for the members and office-bearers of the next Executive Committee will be decided by the present Executive Committee and the General Secretary/Additional General Secretary will make all the arrangements for the election. ✓



**14. THE TERMS OF OFFICE OF THE EXECUTIVE COMMITTEE**

The term of office of all the members of the Executive Committee shall be three years. However, the office bearers will continue to hold office even after 3 years till their successors are elected in due time. ✓

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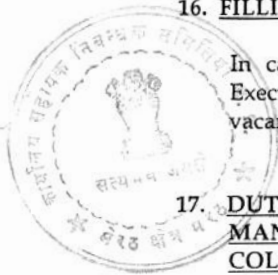


**15. DUTIES, POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE**

- (a) The Executive Committee through its office bearers shall have all the powers of administration of the Society and the responsibility of conducting its day to day affairs and activities. It will have the following powers and functions:
  - (i) To execute the aims of the Society and decisions of the General Body.
  - (ii) To prepare the annual and supplementary Budget of the Society and sanction expenditure within the limits of the budget passed by the General Body.
  - (iii) To prepare and maintain accounts and open and operate Bank Accounts through the General Secretary/Additional General Secretary and/or the Treasurer/Additional Treasurer.
  - (iv) To accept through the office bearers donations and subscriptions from public or establishments etc. and receive grants (if any) from the government or other boards.
  - (v) To keep all the funds in its custody.
  - (vi) To create posts according to the needs of the society and the Institutions, Schools and Centers etc. established by the Society and appoint suitable incumbents against them.
  - (vii) To do such work as is assigned to it by the General Body.
  - (viii) To constitute Managing Committee for each and every institute, school, center, college etc. of the Society.
  - (ix) To do any work which is in the interest of the Society to achieve its aim and objectives.
  - (x) To make, amend, alter, add or delete bye-laws for the management and administration of the Society.
  - (xi) To file and take to the court cases and legal proceedings.

**16. FILLING OF THE VACANCIES IN THE EXECUTIVE COMMITTEE**

In case of any vacancy falling in the members or office-bearers of the Executive Committee, the Executive Committee, will have the right to fill any vacancy for the rest of the term.



**17. DUTIES, POWERS AND FUNCTIONS OF GOVERNING BODIES/ MANAGING COMMITTEES OF INSTITUTES, CENTRES AND COLLEGES OF THE SOCIETY**

- (a) The Governing Bodies/Managing Committees of the Institutions, Centres, and College etc. will be independent from the Society.
- (b) They will function in accordance with the prescribed rules of the concerned affiliating, approving, recognizing or sanctioning body and will

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have such powers, duties and functions as are set for them by the concerned body.

- (c) The Governing Bodies/Managing Committees of the Institutions, Centres, and College etc. has got full power and authority to operate bank accounts of their institutions, centers and colleges etc. respectively separately, either jointly or severally. They are further authorised to obtain loan/cash credit limit from any bank, financial institutions etc. for fulfillment of the objects of the institutions/centers/college etc. run by the society. They are fully authorized to mortgage the property of their institutions/center/college etc. respectively to obtain such loan. C.C.limit etc.

**18. DUTIES, POWERS AND FUNCTIONS OF THE OFFICE BEARERS.**

The duties, powers and functions of the office bearers of the Executive Committee will be as follows:

**(a) PRESIDENT**

- (i) He will preside over the meeting of the General Body as well as of the Executive Committee.
- (ii) He will give directions to the Executive Committee through the General Secretary/Additional General Secretary to fulfill the aims and objectives of the society.
- (iii) He will have the right to vote on any resolution or election but in case of equal votes he will not have any additional Casting Vote and in such case the resolution will be dropped.
- (v) To do such other acts as required of him to discharge his functions as President of the Society.



**(b) VICE-PRESIDENT**

- (i) To conduct the meetings of the General Body or the Executive Committee in the absence of the President exercising all the rights of the President in those meetings.
- (ii) To carry out any other business assigned by the President.

**NOTE:** In case both the President and Vice-President are absent, a Chairman person will be elected by the members present to preside over the meeting.

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(c) GENERAL SECRETARY/ADDITIONAL GENERAL SECRETARY

- (i) To execute the decision taken by the General Body and the Executive Committee of the Society.
- (ii) To Communicate with the members of the General Body and the Executive Committee.
- (iii) To keep the proceedings of the General Body and the Executive Committee and get them approved by the Presiding Officer in the next meeting.
- (iv) To get the accounts of the Society posted through the Treasurer/Additional Treasurer or other persons concerned.
- (v) Any other work assigned by the President, General Body or Executive Committee.
- (vi) Any other work required of him by the rules and regulations of the Society.
- (vii) To maintain and operate the accounts of the Society in the banks jointly or severally.
- (viii) The division of work to both General Secretary and Additional General Secretary will be decided by the Executive Committee from time to time.

(d) TREASURER/ADDITIONAL TREASURER

- (i) To check the accounts of the Society and operate Bank Accounts severally or jointly.
- (ii) To prepare the annual and supplementary budget of the Society, receive such budgets (together with accounts etc.) of the Institutions, Schools or Centers through the Chairman of their Governing Bodies/Managing Committees and place them before the Executive Committee and the General Body for approval etc.
- (iii) To get accounts audited by the auditors appointed by the Executive Committee before 30th September every year.
- (iv) To produce the accounts before the Executive Committee together with the auditors reports.
- (v) To keep and maintain details of movable and immovable properties of the Society.
- (vi) Any other work assigned to him by the Executive Committee or General Body or President as required of him under these rules.
- (vii) To issue and collect the receipt books and the amount collected by the General Secretary/Additional General Secretary or any other person on his behalf.
- (viii) The division of work to both Treasurer and Additional Treasurer will also be decided by the Executive Committee from time to time.



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**19. AMENDMENT IN RULES AND REGULATIONS OF THE SOCIETY**

The rules and regulations of the Society may be altered modified, rescinded, cancelled or added to by a special resolution passed by the General Body in its specially convened meeting for the purpose.

**20. FUNDS OF THE SOCIETY**

The funds of the Society will be from the following sources;

- (i) Membership fees.
- (ii) Subscriptions, contributions and donations etc. from all sources.
- (iii) Grants and aids (if any) from the state or Central Govt. or any statutory body.
- (iv) Income from investments.
- (v) A fixed amount or a percentage of Income of the Institutions, Schools and Centres run by the Society. This amount/percentage will be fixed by the Executive Committee.
- (vi) Income and receipts from other sources.

**NOTE:** The income and property of the Society and Institutions, Schools etc. established by the Society in whatever manner derived, shall be used solely for the promotion of the aims of the Society and no-portion of that shall be paid or transferred directly or indirectly, as profit or dividend, bonus or otherwise to any member of the Society, provided that nothing contained herein shall prevent the payment of any remuneration or gratuity payable to any person, officer or servant or part-time office bearer in return for the services rendered by him to the Society or its Institutions, Schools or Centres etc. The Society or its office bearers, the Institutions, Schools or Centres etc. and the office-bearers of its Governing Bodies/Managing Committees shall also be authorized to repay loan and pay interest etc. at the rate of bank rate or cost of landed or other property etc. at market rate/circle rate on the date of purchase of such property by the Society or its Institutions, Schools etc. to any member or office-bearer of the Society or of the Governing Body/Managing Committee when the loan is taken or property purchased from him or her to promote the objects of the Society.



The General Secretary/Additional General Secretary and/or the office-bearers of the Society, if so authorized by the Executive Committee, shall collect money on behalf of the Society and shall deposit the money received by them, with the Treasurer/Additional Treasurer who will deposit it in the accounts of the Society in the bank approved by the Executive Committee as soon as possible.

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21. TO TAKE LOAN AND TO MORTGAGE THE PROPERTY OF THE SOCIETY.

The Managing Committee can take Loans from bank, Financial Institutions and other parties for fulfilment of the objects of Society They may also mortgage the property of Society to get such loans.

22. AUDIT OF ACCOUNTS

The auditor or auditors authorized by the Executive Committee will audit the accounts of the Society and Institutions, Schools and Centres, etc. run by it, every year or at such time as is fixed by the Executive Committee.

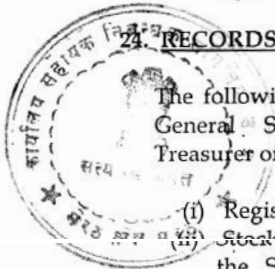
23. LEGAL RESPONSIBILITIES

The General Secretary/Additional General Secretary is authorised to take every sort of legal action on behalf of the institutions/colleges/centres etc. run by the Society and the Society to file civil suits, applications, affidavit etc. to sign and verify the plaint, written statement etc. and to do all acts necessary for proper conduct of the said appeal, writ, special appeal, S.L.P. etc. . The general secretary/additional general secretary will not incur any expenditure without approval of the Executive Committee of the Society. Similarly they will not compromise in any proceedings/suit etc. with the third party without the approval of the Managing Committee of the institution to which the matter relates. The General Secretary/Additional General Secretary or any other office-bearer of the Society, Governing Body/Managing Committees etc. will not be held personally responsible for any omission or commissions done in good faith. No property of the institution will be sold by the Society except with the approval of the Managing Committee of the Institution to the matter relates.

24. RECORDS OF THE SOCIETY

The following registers and records of the Society will be maintained by the General Secretary/Additional General Secretary; Treasurer/Additional Treasurer or any other office-bearer to be decided by the Executive Committee.

- (i) Register of members.
- (ii) Stock books having details of all the stocks, equipments and furniture of the Society. Separate stock-books will be maintained for different Institutions, Schools and Centres etc. run by the Society.
- (iii) Book of proceedings of the meeting of the Executive Committee and the General Body.
- (iv) Files of the correspondence.



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- (v) Service books and other service records of the employees of the Society.
- (vi) Cash-books etc. and its accompanying books and receipt books and files etc.
- (vii) Any other register required for the Society.

**25. DISSOLUTION OF THE SOCIETY.**

The Society may be dissolved by not less than three-fourth members of the Society at its Requisition Meeting convened for the purpose. The funds and assets of the Society after dissolution shall be disbursed in accordance with the provisions of the Societies Registration Act XXI of 1900.

26. We the undersigned Life-Long Founder Members of the CITY EDUCATIONAL & SOCIAL WELFARE SOCIETY, MEERUT (U.P.) do hereby certify that the above is the true copy of the deed of ' CITY EDUCATIONAL & SOCIAL WELFARE SOCIETY, MEERUT (U.P.)' with its headquarters at 47/L-4 & M-1, JAWAHAR QUARTERS, BEGUM BRIDGE, MEERUT, (UTTAR PRADESH)-250 001.

1. Smt. Usha Agarwal
2. Dr. Om Prakash.
3. Shri Vishnu Saran
4. Dr. (Mrs.) Sarojini Agarwal
5. Smt. Harnandi Devi
6. Smt. Himani Baadkar
7. Shri Nipun Agarwal
8. Dr. (Smt.) Himani Baadkar



Originally Dated on the 10<sup>th</sup> Day of March 1989 at Meerut now amended on dated this 27<sup>th</sup> Day of December 2005 at Meerut.

\*Amended by the Members in their meeting held on 27<sup>th</sup> December 2005.

*Usha Agarwal* *Om Prakash* *Sarojini Agarwal*

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