# RAJA RAMMOHUN ROY LIBRARY FOUNDATION

राजा राममोहन राय लाइब्रेरी फाउण्डेशन

Memorandum of Association and Rules संगम ज्ञापन और नियम

BLOCK DD - 34, SECTOR - 1 SALT LAKE CITY, KOLKATA - 700 064

ब्लॉक - डी. डी. 34, सेक्टर-1, सॉल्ट लेक सिटी, कोलकाता - 700 064

# Raja Rammohun Roy Library Foundation



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## INTRODUCTION

The year 1972 is the year of celebration of the bicentenary of Raja Rammohun Roy. By a happy coincidence, it is also the year of the Silver Jubilee of India's independence and of the International Book Year. It is well known that Rammohun Roy raised the banner of revolt against obscurantism in society, and devoted his life to fight against forces that shackle and retard. Since reading habit is a potent means to liberalise the mind, the Government of India decided that a Library Foundation carrying library service to the towns and villages would be the best homage to Rammohun Roy's memory. The Raja Rammohun Roy Library Foundation is thus being established with its headquarters in Kolkata, to promote and support library movement in the country.

The Memorandum of Association and Rules of Raja Rammohun Roy Library Foundation was issued by the erstwhile Ministry of Education and Social Welfare, Government of India in 1972 with a view to constituting the Foundation as a registered society under the West Bengal Societies Registration Act, 1961. The Foundation was formally registered on 12 May 1972. The Registration Certificate is incorporated as an Appendix to this edition.

The Rules and Regulations framed under the Memorandum of Association were amended during 1981-83. The term "Member-Secretary" was changed to "Director" wherever it appeared, and this amendment has been reflected in this edition. No other change except the get-up of the booklet has been effected.

#### RAJA RAMMOHUN ROY LIBRARY FOUNDATION

IN THE matter of the West Bengal Societies Registration Act, 1961, being an Act for the registration of literary, scientific and charitable societies.

#### and

IN THE matter of the Raja Rammohun Roy Library Foundation.

#### MEMORANDUM OF ASSOCIATION

- 1. The name of the Society shall be the Raja Rammohun Roy Library Foundation (hereinafter referred to as the 'Foundation').
- 2. The registered office of the Foundation shall be situated at the premises of the National Library, Belvedere, Kolkata.
- 3. The objectives for which the Foundation is established are:
  - (i) to promote library movement in the country;
  - (ii) to enunciate a national library policy and to work towards its adoption by the Central and State Governments;
  - (iii) to help build up a national library system by integrating the services of National Libraries, State Central Libraries, District Libraries and other types of libraries (children's academic and special) through inter-library lending system;
  - (iv) to propagate the adoption of library legislation in the ccountry;
  - to promote the adoption of uniform terms of supply of imported and indigenous books to libraries with the cooperation of national organisations of authors, publishers, booksellers and librarie;
  - (vi) to sponsor Book Acquisition Cooperative Societies so that Indian publications could be purchased in bulk and the publishers are encouraged to bring out library editions;
  - (vii) to initiate measures in cooperation with participating libraries, for centralised cataloguing of Indian publications and provide printed catalogue cards to libraries for such publications;
  - (viii) to provide financial and tehnical assistance to libraries;
  - (ix) to grant financial assistance to library associations national or regional in the discharge of their functions;
  - (x) to extend financial assistance to any organisation which is engaged, or is interested, in the promotion of library development;

- (xi) to establish in the country Regional Library Servie Centres which will offer reprographic and book preservation services to assist in the reproduction and proper preservation of reading material, whether printed or in manuscript form;
- (xii) to publish, sell and distribute handouts, pamphlets, brochures, and journals in pursuance of the objectives of the Foundation;
- (xiii) to publish reviews periodically of library development in the country;
- (xiv) to act as a clearing house of ideas and information on library development in India and abroad;
- (xv) to undertake or sponsor periodical compilation and publication of all-India directories of libraries;
- (xvi) to support the compilation of National Union Catalogue of holdings of libraries;
- (xvii) to support compilation and publication of subject bib-liographies and documentation lists;
- (xviii) to advise the Government of India on all matters pertaining to the library development in the country;
- (xix) to maintain a national register of qualified librarians and their fields of specialisation;
- (xx) to promote research in problems of library development;
- (xxi) to collaborate with institutions engaged in similar activities in India and abroad, whether incorporated or not, with a view to furthering the objectives of the Foundation;
- (xxii) to enter into arrangements with the Government of India, State Governments and other public or private organisations or individuals for furtherance of its objectives, for implementation of its programmes and for securing and accepting endowments, grants-in-aid, donations or gifts on mutually agreed terms and conditions;
- (xxiii) to acquire by gift, purchase, lease or otherwise any property, movable or immovable, which may be necessary or convenient for the purposes of the Council and to construct, alter and maintain any building or buildings for the purpose of the Foundation;
- (xxiv) to draw, make, accept, endorse, discount and negotiate Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments;
- (xxv) to invest the funds of the Foundation in such securities or in such manner as may from time to time be determined by the Governing Body and, from time to time, to sell or transfer such investments;
- (xxvi) to take over and acquire by purchase, gift or otherwise from Government and

other public bodies or private individuals, movable and immovable properties or other funds together with any attendant obligations and engagements not inconsistent with the objects of the Foundation;

- to sell, transfer, lease or otherwise dispose of any movable or immovable property of the Foundation;
- to appoint all categories of officers and staff for conducting the affairs of the Foundation, to fix the amount of their remuneration and to define their duties and to grant pensions, allowances, gratuities and bonuses to its employees or ex-employees or the dependants of such persons; and
- generally to take all such measures as may be found necessary form time to time to promote library development and its utilisation in the country.
- The income and property of the Foundation, however derived, shall be applied towards the promotion of the objects thereof as set forth in the Memorandum of Association, subject nevertheless, in respect of the expenditure of grants made by the Government of India, to such limitations as the Government of India may, from time to time, impose.
  - (b) No portion of the income and property of the Foundation shall be paid or transferred, directly or indirectly, by way of dividends, bonus or otherwise howsoever by way or profit, to the persons who are or at any time, have been members of the Foundation or to any of them or to any person claiming through them.

**PROVIDED** that nothing herein contained shall prevent the payment, in good faith, of remuneration to any member or any other person in return for any services rendered to the Foundation or for travelling allowances, halting, or other similar charges.

5. The names, addresses and occupations of the first members of the Foundation to whom under the Rules and Regulations of the Foundation the management of its affairs is entrusted, are given below as required under the West Bengal Societies Registration Act, 1961:

S. No.	Name	Address	Occupation & Status
1.	Prof. Niharranjan Ray	57, Lodi Estate, New Delhi.	Member, Pay Commission, New Delhi.
2.	Prof. Moonis Raza	Jawaharlal Nehru University, New Mehrauli Road. New Delhi.	Educationist. Special Officer, Planning, Jawaharlal Nehru University, New Delhi.

3.	Shri Kanti Chaudhuri	99, Lodi Estate, New Delhi.	Civil Servant, Joint Secretary, Ministry of Education and Social Welfare, New Delhi.
4.	Dr. P. Machwe	Sahitya Akademi, Rabindra Bhavan, New Delhi.	Secretary, Sahitya Akademi, New Delhi.
5.	Shri K. S. Duggal	A-5, Green Park, New Delhi.	Director, National Book Trust, India, NewDelhi.
6.	Shri D. R. Kalia	Central Sectt. Library, Ministry of Education, New Delhi.	Director, Central Sectt. Library New Delhi.
7. The last	Shri A. B. Sen Gupta	National Library, Belvedere, Calcutta.	Assistant Librarian, National Library, Belvedere, Calcutta.

- A copy of the Rules of the Foundation, certified to be a correct copy by three members
  of the Foundation, is filed alongwith the Memorandum of Association.
- 7. We, the several persons whose names and addresses are given below, having associated ourselves for the purpose prescribed in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our several and respective hands hereunto and form ourselves into a society under the West Bengal Societies Registration Act, 1961 this sixth day of May, 1972 at Calcutta:

Sl. No.	Name	Address	Occupation & Status	Signatures Names & Addresses of Withnesses	
1.	Prof. Niharranjan Ray	57, Lodi Estate, New Delhi.	Member, Pay Commission,		
			New Delhi.		
2.	Prof. Moonis Raza	Jawaharlal Nehru	Educationist. S	pecial	
		University, New	Officer, Planning, Jawaharlal Nehru		
		Mehrauli Road,			
		New Delhi.	University, Nev	w Delhi.	

3.	Shri Kanti Chaudhuri	99, Lodi Estate, New Delhi.	Civil Servant, Joint Secretary, Ministry of Education and Social Welfare, New Delhi.
4.	Dr. P. Machwe	Sahitya Akademi, Rabindra Bhavan, New Delhi.	Secretary, Sahitya Akademi, New Delhi.
5.	Shri K. S. Duggal	A-5, Green Park, New Delhi.	Director, National Book Trust, India, NewDelhi.
6.	Shri D. R. Kalia	Central Sectt. Library, Ministry of Education, New Delhi.	Director, Central Sectt. Library, New Delhi.
7.	Shri A. B. Sen Gupta	National Library, Belvedere, Calcutta.	Assistant Librarian, National Library, Belvedere, Calcutta.

### RAJA RAMMOHUN ROY LIBRARY FOUNDATION RULES AND REGULATIONS

- 1. Short Title: These rules may be called the "Rules and Regulations of the Raja Rammohoun Roy Library Foundation".
- 2. Definitions: In these rules, unless the context otherwise requires:
  - (a) The 'Foundation' shall mean the Raja Rammohun Roy Library Foundation;
  - (b) The 'Chairman' shall mean the Chairman of the Foundation appointed by the Government of India under Rule 3 (i);
  - (c) The 'Member-Secretary' shall mean the Director appointed by the Government of India or the Foundation as the case may be under Rule 13;
  - (d) The 'Administrative Committee' shall mean the Administrative Committee appointed under Rule 29.
- 3. **Members of the Foundation :** The Foundation shall consist of the following members :
  - (i) Minister, Department of Culture, Government of India, or his nominee shall be the Chairman:
  - (ii) Secretary, Department of Culture, Government of India, or his nominee.
  - (iii) Thirteen persons to be nominated by the Government of India, four of whom shall be eminent librarians and nine shall be educationists.
  - (iv) One representative each of the following organisations:
    - (a) Indian Library Association
    - (b) Shahitya Akademi
    - (c) National Book Trust, India.
  - (v) Three persons nominated by the Government of India to represent, respectively, the Department of Education, the Department of Social Welfare, and the Ministry of Finance; and
  - (iv) Director, RRRLF who will be ex-officio Member-Secretary.
- 4. **Roll of Members :** The foundation shall keep a Roll of Members giving their addresses and occupations and every member shall sign the same, and facilities provided for inspection of the roll by the members.
- 5. If a member of the Foundation changes his address, he shall notify his new address to the Director who shall thereupon enter his new address. The address given in the Roll of Members shall be deemed to be his address.
- 6. **Duration of Membership:** The term of office of the Foundation constituted under Rule 3 shall be three years and shall be deemed to commence from the date on which it holds its first meeting. However, a Foundation once constituted shall continue to be in office till a new Foundation is constituted and the names of the members are published in the Official Gazette.

- 7. When the term of office of the Foundation comes to an end, all its members, except the Chairman and Director whose term of office will be regulated in accordance with these Rules and Regulations, shall vacate office. Outgoing members shall be eligible for reappointment, subject, however, to the condition that no person other than *exofficio* member, shall be a member of the Foundation for more than two consecutive terms of office.
- 8. During the term of office of the Foundation, vacancies may arise from the reasons indicated below:
  - (a) death;
  - (b) resignation addressed to the Director in writing and accepted by the Foundation;
  - (c) becoming of unsound mind or insolvent;
  - (d) conviction for a cirminal offence involving moral turpitude; or
  - (e) failure to attend three consecutive meeting of the Foundation without proper leave of the Foundation.
- 9. Any vacancy in the membership of the Foundation (or any of its committees) caused by any of the reasons mentioned above shall be filled in accordance with the provisions of these Rules. But the person appointed in the vacancy shall hold office only for the unexpired period of the term of the membership.
- 10. Where a member of the Foundation (or any of its committees) becomes a member by reason of the office or appointment he holds, his membership of the Foundation (or of its committees) shall terminate when he ceases to hold that office or appointment; and in his vacancy, his successor in office or appointment shall automatically be a member of the Foundation for the unexpired period of the term of membership.
- 11. The Foundation and all its committees shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Foundation (or its committees) for the time being and notwithstanding any other vacancy, whether by non-appointment or otherwise; and no act or proceeding of the Foundation (or its committees) shall be invalidated merely by reason of the happening of any of the above events or of any defect in the appointment of any of its members.
- 12. The officers of the foundation shall be the Chairman, and such other employees of the Foundation who may be so designated by the Foundation.
- 13. The first Member-Secretary of the Foundation shall be appointed by the Government of India and shall hold office till such time as a Member-Secretary has been appointed by the Foundation with the approval of the Central Government. The remuneration, terms and conditions of service, powers and duties of the Director shall be as specified in the regulations.
- 14. The Government of India may appoint one or more persons to review the work and progress of the Foundation and to hold enquiries into the affairs thereof and to

report thereon, in such manner as the Government of India may stipulate, and upon receipt of any such report, the Government of India may take such action and issue such directions as it may consider necessary in respect of any of the matters dealt with in the report and the Foundation shall be bound to comply with such directions.

- 15. (a) The Government of India may give directives to the Foundation in respect of its broad policies and programmes.
  - (b) If at any time a difficulty arises in the functioning of the Foundation because of any lacuna in the Memorandum of Association or in the Rules, or the failure of any of their provisions to operate, the Government of India shall have powers to give directives to resolve the difficulty and such directives shall be binding on the officers and authorities of the Foundation.
- 16. Authorities: The Foundation will be assisted in the discharge of its functions by the Administrative Committee and such other authorities as may be constituted by the Foundation.

The committees appointed by the Foundation shall consist of such members of the Foundation or other persons as the Foundation may decide.

Each Committee may co-opt with the previous approval of the Foundation such persons who have special technical qualifications and experience relevant to the purpose for which the committee is appointed.

### 17. Proceedings of the Foundation:

- (a) The Annual General Meeting of the Foundation shall be held at such time, date and place as may be determined by the Chairman; and the annual report of the Foundation for the previous year shall be filed with the Registrar within thirty days after the annual general meeting.
- (b) The Chairman may convene an ordinary general meeting of the Foundation whenever he thinks fit. However, the Foundation shall hold at least one ordinary general meeting every year.
- (c) The members of the Foundation may, by a letter addressed to the Director, requisition a special meeting of the Foundation. On receipt of such requisition, the Director shall convene a meeting.
- 18. Except as otherwise provided in these Rules, all meetings of the Foundation shall be called by notice under the signature of the Director or any other officer authorised in this behalf.
- 19. Every notice calling a meeting of the Foundation shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Foundation not less than fifteen clear days before the day appointed for annual or ordinary general meeting and seven days for a special meeting.
- 20. If the Chairman is not persent at a meeting of the Foundation, the members present may elect a Chairman for the meeting.

- 21. Seven members of the Foundation present in person shall form a quorum at every meeting of the Foundation.
- 22. All disputed questions at the meetings of the Foundation shall be determined by vote. In case of an equality of votes, the Chairman shall have a casting vote.
- 23. The Director who will be the *ex-officio* Member-Secretary shall keep a record of the proceedings of the meetings of the Foundation and a copy thereof shall be sent to the Government of Inda.

### 24. Regulations:

- (a) With the previous approval of the Government of India, the Foundation shall frame and can amend Regulations, not inconsistent with the Memorandum of Association and the Rules, for the administration and management of its affairs.
- (b) Without prejudice to the generality of the foregoing provision, such Regulations may provide for the following matters:
  - the preparation and sanction of budget estimates, the sanctioning of expenditure, making and execution of contracts, the investment of the funds of the Foundation and the sale or alternation of such investment, and account and audit;
  - ii) powers, functions and conduct of business of such Committees or Advisory Panels as may be constituted from time to time;
  - iii) the procedure, terms and tenure of appointments, emoluments, allowances, rules of discipline and other conditions of service of the officers and staff of the Foundation.

**PROVIDED** that the prior approval of the Government of India shall be obtained for the creation of all posts with a salary of Rs. 2,000.00 per month or more and for making appoinments to such posts;

**PROVIDED** also that the terms and conditions of service of the staff including allowances etc., admissible to them shall not be in excess of what is admissible to the corresponding staff of the Government of India as laid down from time to time;

- iv) terms and conditions governing scholarships, research schemes and projects;
- v) grants of financial assistance to organisations for the furtherance of the objectives and proper administration of the affairs of the Foundation.
- 25. The Foundation may, by resolution, appoint Advisory Panels or Committees other than the Administrative Committee, for such purposes and with such powers as it may think fit, and it may also dissolve any of the committees and advisory panels set up by it.
- 26. The Foundation may delegate to the Chairman, any of its committees, or members and to the Director or to any other officer of the Foundation such administrative and financial powers as it may deem proper and also prescribe limitations within which these powers are to be exercised or discharged.

- 27. The Annual General Meeting of the Foundation shall, among other things, approve the annual report and accounts of the preceding year, sanction the programme and budget estimates of the subsequent year and constitute the Administrative Committee.
- 28. Administrative Committee: The administrative and financial affairs of the Foundation shall be looked after, subject to rules and regulations and orders of the Foundation, by the Administrative Committee which shall consist of the following:
  - a) Chairman or his nominee;
  - b) Financial Adviser;
  - Not less than five or more than seven members appointed by the Foundation at the annual general meeting;
  - d) Representative of the Department of Culture; and
  - e) Director who will be ex-officio Member-Secretary.
- 29. The term of the office of the Administrative Committee shall be one year from the date of the annual general meeting in which it is constituted. However, an Administrative Committee once constituted shall continue in office until another Administrative Committee is constituted.
- 30. The Director will be the Member-Secretary of the Foundation and the Administrative Committee.
- 31. Every meeting of the Administrative Committee shall be presided over by the Chairman or his nominee and in his absence by a member chosen by the members present at the meeting to preside for the occasion.
- 32. Four members shall constitute a quorum at any meeting of the Administrative Committee.
- 33. Not less than fifteen clear days notice shall be given for an ordinary meeting of the Administrative Committee but this condition may be relaxed by the Chairman for special meetings.
- 34. Every notice calling a meeting of the Administrative Committee shall state the date, time and palce at which such meeting will be held and shall be under the signature of the Director who will be *ex-officio* Member-Secretary or any other officer authorised by the Chairman in this behalf.
- 35. The Administrative Committee shall hold at least three meetings in a year at such times as the Chairman may decide.
- 36. Each member of the Administrative Committee including the Chairman shall have one vote; and if there shall be an equality of votes on any question to be decided by the Committee, the Chairman shall, in addition, have a casting vote.
- 37. Funds of the Council: The funds of the Foundation will consist of the following:
- a) Grants and loans made by Government of India for the furtherance of the object of the Foundation;
- b) Contributions from other sources;

- c) Income from the assets of the Foundation; and
- d) Receipts of the Foundation from other sources.
- 38. Prior approval of the Government of India shall be necessary for reappropriation of funds in excess of what is permissible for a Department or Ministry of the Government of India under the delegation of Financial Power Rules as amended from time to time.
- 39. The Bankers of the Foundation shall be the State Bank of India. All funds shall be paid into the Foundation's account with the State Bank of India and shall not be withdrawn except through a cheque signed by such officers as may be duly empowered in this behalf by the Chairman.
- 40. The person appointed by the Government of India, representing the Ministry of Finance on the Foundation, shall be the Financial Adviser to the Foundation. If the advice tendered by the Financial Adviser on any matter referred to him is not acceptable to the Director/Chairman, the matter should come before the Administrative Committee for a decision.

# 41. Accounts, Audit and Annual Reprot:

- (a) The Foundation shall maintain proper accounts and other relevant records and prepare annual accounts comprising the receipt and payment of accounts, statements of liabilities, etc., in such form as may be prescribed by the Government of India.
- (b) The accounts of the Foundation shall be audited annually by the Comptroller and Auditor-General or any other person appointed by him in this behalf and any expenditure incurred in connection with the audit of accounts of the Foundation shall be payable by the Foundation.
- (c) The Comptroller and Auditor-General or any other person appointed by him in this behalf shall have the same rights, privileges and authority in connection with the audit of accounts of the Foundation as the Comptroller and Auditor-General or any other person appointed by him in this behalf has in connection with the audit of government accounts and in particular shall have the right to demand the production of books, accounts, connected vouchers and other documents and papers, and to inspect the offices or institutions of the Foundation.
- (d) The accounts of the Foundation as certified by the Comptroller and Auditor-General or any other person appointed by him in this behalf together with the audit reports thereon shall be forwarded annually to the Government of India and the Government shall cause the same to be laid before both the Houses of Parliament.
- 42. An annual report of the proceedings of the Foundation and of the work undertaken during the year shall be prepared for the information of the Government of India and others concerned and interested, and shall be laid before both the Houses of Parliament.

- 43. The Foundation shall have a seal. The Administrative Committee shall provide for its safe custody. The seal of the Foundation shall not be affixed to any instrument except by the authority of a resolution of the Administratiove committee and in the presence of at least one member of the Committee and of the Director.
- 44. The Foundation may sue or be sued in the name of the Director.
- 45. Amendment of Rules: Subject to the prior approval of the Government of India and the provisions of the West Bengal Societies Registration Act, 1961, these rules may be amended at any time by a resolution passed at an ordinary general meeting of the Foundation duly convened for the purpose and supported by more than half of the total number of members of the Foundation.
- 46. General: The Foundation shall be subject to all the provisions of the West Bengal Societies Registration Act, 1961.
  Certified to be correct copy of the Rules and Regulations of the Raja Rammohan Roy Foundation.

(Sd.) Kanti Chaudhuri

(Sd.) Niharranjan Ray

(Sd.) K. S. Duggal

#### MEMBERS OF THE FOUNDATION

#### Chairman

Prof. S. Nurul Hassan

Minister of Education and Social Welfare
Government of India

Shri Bashiruddin President Indian Library Association Delhi Public Library Delhi.

Shri Kanti Chaudhuri
Joint Secretary
Department of Education
Ministry of Education and
Social Welfare
New Delhi.

Shri K. S. Duggal Director National Book Trust, India A-5, Green Park New Delhi.

Shri D. R. Kalia
Director
Central Secretariat Library
Ministry of Education and
Social Welfare
New Delhi.

Dr. P. Machwe Secretary Sahitya Akademi Ferozeshah Road New Delhi. Dr. B. D. Nagchoudhuri
Scientific Adviser
Ministry of Defence and DGR & D
South Block
New Delhi.

Shri S. D. Nargolwala
Additional Secretary, Ministry of Finance
and Financial Adviser
Ministry of Education and Social Welfare
New Delhi.

Shri K. D. Puranik Director, Public Libraries Asiatic Library Building Town Hall Mumbay

Prof. Niharranjan Ray Member Pay Commission Vigyan Bhavan Annexe New Delhi.

Prof. Moonis Raza Jawaharlal Nehru University New Mehrauli Road New Delhi.

Prof. R. S. Sharma Head of the Department of History Patna University Ranighat Quarters Patna - 6 Shri T. P. Singh Secretary Ministry of Education and Social Welfare New Delhi.

Dr. Vir Bahadur Singh, M.P. Department of Economics Lucknow University Lucknow.

Shri Surjit Sinha Director Anthropological Survey of India Kolkata Shri V. Thillainayagam Librarian Connemara Public Library Egmore Madras - 8

Representative of the Department of Social Welfare Ministry of Education and Social Welfare New Delhi. West Bongal Form No. 264.



# Certificate of Registration of Societies

West Bengal ACT XXVI of 1961
No. S/11742 of 1972-1973

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