

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচসি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, HC Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

File No.SUDA-14012(15)/10/2020-NULM SEC(SUDA)-SUDA 5733 Date: 10.11.2020

From : Addl. Director SUDA
& Addl. Mission Director, SWAYAMSIDDHA
& Ex-officio Joint Secretary, UD&MA Department

To: Chairperson / Administrator/ Executive Officer /Commissioner
..... Corporation /Municipality / NAA

Sub : Revised Operational Guideline of City Level Federation and Memorandum of Association , under “SWAYAMSIDDHA-State Urban Livelihood Mission” - regarding

Sir,

You are aware that formation of City Level Federation (CLF), under “SWAYAMSIDDHA-State Urban Livelihood Mission (WBSULM) ” is a major task for building federation Structure under Social Mobilization and Institution Development (SM&ID) component.

Over the Period Certain Amendments have been made to these guidelines . After incorporating these guidelines , made so far , the consolidated revised Guidelines are being issued for ease of use by all stakeholders . Revised Guidelines also been uploaded on the website of SUDA- [http //wbsuda.org](http://wbsuda.org) for further reference .

Yours faithfully


Addl. Director SUDA

& Addl. Mission Director, SWAYAMSIDDHA
& Ex-officio Joint Secretary, UD&MA Department

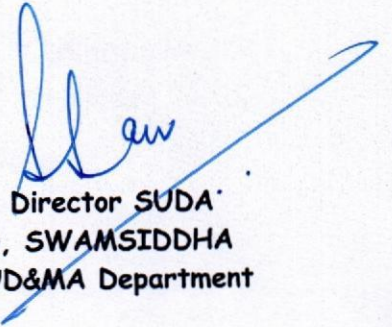
Date. 10.11.2020

No:

Date :

Copy to :-

- i) PS to Hon'ble MIC to MA & UD Deptt. for kind perusal of MIC
- ii) Sr. PA to Secretary to MA Deptt. for kind perusal of Secretary
- iii) City Project Officer , CMMU Municipality for information and necessary action.



Addl. Director SUDA
& Addl. Mission Director, SWAMSIDDHA
& Ex-officio Joint Secretary, UD&MA Department

OPERATIONAL GUIDELINE of CITY LEVEL FEDERATION (CLF)

City Level Federation (CLF)

(Revised Operational Guidelines)
Under
Social Mobilisation
and Institution Development (SM&ID)

“SWAYAMSIDDHA”

STATE URBAN LIVELIHOOD MISSION
(WBSULM)



OPERATIONAL GUIDELINE OF CITY LEVEL FEDERATION (CLF)

Introduction :

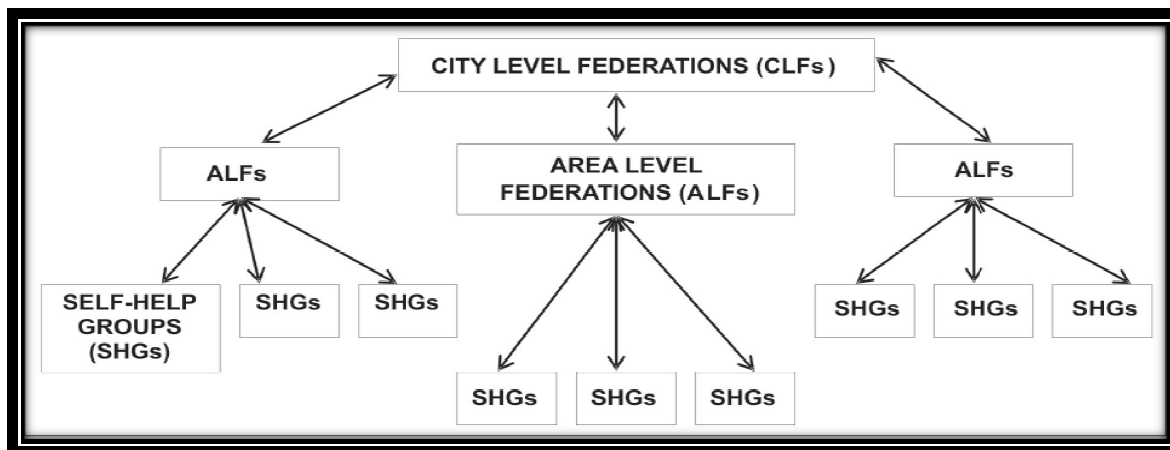
The National Urban Livelihoods Mission (NULM) shall rest on the foundation that the mobilisation of urban poor households to form their own institutions is an important investment for an effective and sustainable poverty reduction programme. These institutions of the poor would partner with local self-governments, public service providers, banks, private sector and other mainstream institutions to facilitate delivery of social and economic services to the poor.

NULM envisages mobilisation of urban poor households into a three tiered structure with Self-Help Groups (SHGs) at the grass-root level, Area Level Federations (ALFs) at the slum / ward level and City-level Federations (CLFs) at the city-level:

Federations of SHGs at the city-levels :

The ALFs will come together to form a City Level Federation (CLF). It is expected that each city will have at least one CLF. The CLFs should be registered as West Bengal Societies Registration ACT . All ALFs in a city should be represented at the CLF. Bigger Cities may have more than 1 CLF based on the size and population. The CLF is expected to work with ALFs, member SHGs, city administration and financial institutions to ensure social and economic empowerment of the urban poor.

Federations of SHGs at the Area and City-levels:



Formation of City Level Federation: The CLFs will come together to form a City Level Federation (CLF). It is expected that each city will have at least one CLF. All ALFs in a city should be represented at the CLF. Bigger Cities may have more than 1 CLF based on the size and population (Priorior permission of SMMU) . Municipal Corporations may form Borough wise City Level Federations . The CLF is expected to work with ALFs, member SHGs, city administration and financial institutions to ensure social and economic empowerment of the urban poor. ALF will need to be duly registered under West Bengal Societies Registration Act, 1961. CLF shall make their own bye-laws.

1. Membership of CLF :

- ❖ CLF is the formal association of all ALFs with a specific name speeded over in the City with all ward nos. under Municipal Corporation / Municipality in the district

- ❖ This association is based on common goals and objectives. CLF will consist of two representatives, duly nominated by ALF .
- ❖ There shall be a Governing Body Governing Body shall be formed with one of the two ALF representatives in the General Council (ALF will nominate the Representative)
- ❖ The office-bearers of Governing Body shall comprise of Chairperson, Vice-Chairperson, Secretary, Treasurer, Livelihood Volunteer, Social Security Volunteer, Financial Inclusion Volunteer & other members.
- ❖ The office bearers and other members of Governing Body will be elected bi-annually at the AGM, who shall each be elected by members of the Governing Body of CLF.

ALF, as referred to earlier is a formal association of women members of minimum 10 SHGs covering a ward or slum or such other geographical unit. ALF consists of two members (nominated representatives) from each SHG. ALF shall one Chairperson, one vice-Chairperson, one Secretary and one Treasurer. ALF will need to be duly registered under West Bengal Societies Registration Act, 1961.

SHGs, as mentioned earlier are groups of 10-20 women or men who come together to improve living conditions through group savings and loans. Under NULM, members of SHGs are usually the urban poor but non-poor can be included in SHGs where strong affinity or special reasons exist. Normally, women SHGs will be formed but formation of male SHGs of handicapped persons is also permissible under NULM. SHGs need not be a registered body.

2. Contributions:

- a. At the time of admission, each ALF shall pay an admission fee of **Rs. 50.00** (rupees fifty) only

- a. In addition, each member ALF shall pay a subscription fee of **Rs. 100.00** (Rupees twenty) only per year.
- b. If a member ALF does not pay the yearly subscription fee on the decided date, it will be fined **Rs.2.00 (Rs. two)** only per month on the defaulted amount

3. Register of Members:

CLF shall maintain a Register of member ALFs containing members' name, address & date of admission. The Register will be kept open for inspection of all the members of concerned CLF. All entries required to be made therein shall be entered within a period of 15 days.

4. Cessation of membership:

A member shall cease to be a member of CLF on the following grounds:

- a. Non-participation in CLF meetings for more than 3 consecutive meeting
- b. On her tendering of resignation and acceptance of the same by concerned SHG/ALF/CLF

5. Rights and Obligations of Members:

Anyone representing member ALF in CLF has the right:

- a. To elect/ be elected in any election of the CLF
- b. To submit suggestion for discussion to the Governing Body and sub-committee on any matter relating to the CLF
- c. To inspect the accounts and proceedings of meeting of CLF on appointment with Chairperson / Secretary of CLF
- d. To pay subscription of ALF within the prescribed time.

6. Governing Body:

- a. As stated earlier, there shall be a Governing Body in the CLF. The Governing Body will be responsible for conducting day to day functions of CLF. The office-bearers of Governing Body shall comprise of Chairperson, Vice-Chairperson,

Secretary, Treasurer, Livelihood Volunteer, Social Security Volunteer, Financial Inclusion Volunteer & other members. The office bearers and other members of Governing Body will be elected bi-annually at the AGM, who shall each be elected by members of the Governing Body of CLF.

b. Register shall be maintained for the Governing Body members referred to above in Para 26.

b. **Term of office:** Normally the term of office of the Governing Body shall be two years, unless it is dissolved and/or terminated early for unforeseen reasons. After election, the old Governing Body will continue to function till the new body takes over charge which shall under no circumstances be more than 30 days from the date of election. Any vacancy created in the Governing Body shall be filled up within 4(four) weeks from the day the vacancy has been created.

c. Meeting of CLF Governing Body shall be held at least once a month and that of General council shall be held at least once in three months at such place, date & time as the Chairperson/Secretary may deem appropriate. All the members shall be informed well in advance for the meetings. First meeting of CLF will be convened by the Assistant Project officer/Community organizer and be presided over by a member of the Governing Body to be elected at the meeting. Requisition meeting of CLF Governing Body may be summoned by at least one third of the members of the Governing Body. Secretary shall summon the meeting within 7 days failing which the Chairperson shall do so provided that no business other than specified in the notice is transacted in the meeting.

d. A minimum of 60% of members with at least four office bearers out of seven shall be present for any financial decision to be valid. Where decisions on changes in bye-laws are to be made, at least 3/4th of the members shall be present.

e. CLF will hold Annual general Meeting within two months from end of financial year

e. Notice & quorum: At least 7 days notice shall be given to all the members for meeting of CLF Governing Body specifying therein date, time, place and general agenda to be transacted at the meeting. Emergency meeting may be called giving 24 hours notice.

One third of the members personally present shall constitute a quorum for the meeting of the CLF Governing Body. Non-observance of quorum even after lapse of 30 minutes of the scheduled time will eventually lead the members present to adjourn the meeting.

f. Procedure of the Meeting: The Chairperson or in her absence, the Vice-Chairperson will chair all meetings of federation on Governing Body. In the absence of both Chairperson and Vice-Chairperson, the members present shall elect Chairperson of the meeting. All questions before the meeting will be settled by consensus, failing which the decision will be taken by a majority of votes. Each member (except honorary members) will have one vote. In case of equality of votes, the Chairperson of the meeting shall have a casting vote in addition to her own vote.

7. Expulsion & Removal:

If any frequent action by a member is found to be prejudicial and detrimental to the interests of CLF and also in violation of Rules and Regulations of CLF, the Governing Body may after due enquiry, censure, suspend or even expel the member from the Governing Body. In that case the Governing Body shall first serve the member concerned a show cause notice showing therein the charges framed and ask her to submit her statement in defence within a month. On receipt of the explanation, the governing body shall have the power to take suitable action against the erring member after allowing her to defend her case. If no reply to the show cause notice is received within a month the Governing Body may take ex-parte decision.

For any act of expulsion or termination, no such member shall be entitled to prefer any claim for compensation of damage even if it is proved on subsequent date that such act of expulsion or termination was wrongful and/or unlawful.

8. Functions of City Level Federations (CLFs) :

City Level Federations have been providing a number of services to SHGs and individual members. These could be grouped into 4 categories:

- (1) Institutional development
- (2) Financial intermediation
- (3) livelihoods enhancement or business development services and
- (4) Social intermediation.

Services offered by SHG Federations :

(1) Institutional development / SHG strengthening (or supporting) Services:

- 1.1 Grading of SHGs
- 1.2 Book Keeping
- 1.3 Capacity Building and Training
- 1.4 Monitoring
- 1.5 Problem solving
- 1.6 Convergence with other institutions

(2) Financial intermediation :

- 2.1 Monitoring to expedite the Credits (or loans)
- 2.2 Bank Linkage and other linkage
- 2.3 Linkage with other department to avail Insurance
- 2.4 Convergence with Pension schemes
- 2.5 Convergence with Housing Scheme
- 2.6 Hire purchase
- 2.7 Micro Credit Plan (MCP)

(3) Livelihoods enhancement or business development services :

- 3.1 Marketing services
- 3.2 Processing and value addition
- 3.3 Entrepreneurship development plan
- 3.4 Promotion of entrepreneurship

- 3.5 Livelihood opportunities for members
- 3.6 Cattle management Rights and entitlements
- 3.7 Supply of inputs –E.g. Drinking water inputs
- 3.8 Bulk purchase of required material

(4) Social intermediation :

- 4.1 Domestic violence
- 4.2 Child marriages
- 4.3 Child Trafficking
- 4.4 Gender discrimination
- 4.5 Child labour programme
- 4.6 Social discrimination
- 4.7 Health initiatives
- 4.8 Family counselling centres
- 4.9 Anti-liquor campaigns
- 4.10 Any other Social Issues

9. A. Duties, Responsibilities and Powers:

- A. The Governing Body shall have general power of supervision and conduct over all the affairs of CLF at its various tiers and in particular discharge the following functions.
- B. To appoint sub-committee with such duties and powers as may be considered necessary and expedient;
- C. To mobilize resources & build community development fund;
- D. To accept donation, gift, subscription, movable or immovable properties for fulfilling the objectives of the CLF & be responsible for safe keeping of assets/fund;
- E. To keep CLF fund in savings/current/term deposit account in a scheduled commercial bank / state cooperative bank to be operated upon by any two of the office bearers namely, Chairperson, Secretary and Treasurer
- F. To sell, lease, mortgage or otherwise dispose of or deal with all or any part of the property of CLF
- G. To prepare community based plans on the basis of feedback received from ALFs and determine priorities for implementation of plans;
- H. To sanction schemes, projects etc. to be undertaken by CLF;

- I. To facilitate thrift & credit activities for bettering income generation & raising quality of life
- J. To prepare budget of CLF

B. Responsibilities of the Chairperson:

- i) Presides over the regular meetings and any other meetings of the Federation;
- ii) Signs to approve the decision and resolutions of the Federation taken at various meetings;
- iii) Calls or postpones a special meeting;
- iv) Coordinates activities of Secretary, Treasurer and other members;
- v) Maintains relationships within and outside the Federation, especially with the banks and Other department (Municipality/Municipal Corporation) to boost credit flow to individuals & to SHGs as permissible under NULM besides ensuring access of SHG members to various benefits under different components of NULM;
- vi) Regularly report progress of the Federation to Municipal Authority along with any other details sought for;
- vii) Mobilize SHG members for social cause; organize at least one monthly camp on social issues in its operational area.

C. Responsibilities of the Vice Chairperson:

- i) Presides over the regular meetings and any other meetings of the Federation in absence of Chairperson;
- ii) Signs to approve the decision and resolutions of the Federation taken at various meetings;
- iii) Coordinates activities of the Secretary, Treasurer and other members;
- iv) Maintains relationships within and outside the Federation, especially with the banks and other department (Municipality/Municipal Corporation) to ensure credit flow to SHGs and individual members as well as access of SHG members to various benefits under all relevant components of NULM
- v) Regularly report progress of the Federation to the Municipal Authority along with any other details requested ;

- vi) Mobilize SHG members for social cause; organize at least one monthly camp on social issues in its operational area.

C. Responsibilities of the Secretary:

- i) Convene meetings with prior permission of the Chairperson and prepare the agenda for every meeting;
- ii) Maintain record of the proceedings of all regular and special meetings and place them at the next meeting for ratification;
- iii) Maintain membership register, attendance register, resolution book and activity register;
- iv) Chair meetings in absence of Chairperson/Vice-Chairperson ;
- v) Verify books of account of the Federation regularly and report to the members in every meeting;
- vi) Maintain relationships within and outside the Federation, especially with the banks and other department (Municipality/Municipal Corporation) to ensure sufficient credit flow to group and individual SHG members as well as access of SHG members to all the benefits specified in NULM guidelines;
- vii) Regularly report progress of the Federation to Municipal Authority along with any other information sought for;
- viii) Extend market linkage support to member- ALF fund Groups on / Export of SHG products.

D. Responsibilities of the Treasurer:

- i. Preserve all important papers and documents related to financial matters of the Federation such as bank pass book/s, cheque books, fixed deposit certificates, ;
- ii. Receive savings, loan instalments, service charges, fines, etc.;
- iii. Deposit all cash collected at meetings within two days of collection;
- iv. Maintain all accounts of the CLF i.e. cash book, loan ledger, asset & stock register, receipt and payment vouchers, etc.;
- v. Disburse CLF approved loans to member ALFs and place all financial reports of CLF to all ALF ;

- vi. Enhance CLF corpus through different sources and use it judiciously for smooth functioning of CLF

E. Responsibilities of the Livelihood Volunteer:

- i) Identify sectors having satisfactory income-generating potential & disseminate the information to all member ALFs;
- ii) Arrange skill training with special focus on identified sectors;
- iii) Provide advisory services for setting up of new business enterprises including marketing of products & services
- iv) Arrange bank credit for the budding business units
- v) Arrange capacity building of the budding entrepreneurs in the field of accounts & book-keeping , marketing & packaging, business strategy & techniques

F. Responsibilities of the Social Security Volunteer:

- i) Assess social security needs of the member & identify gaps;
- ii) Liaise with municipal officials to ensure better health, education and social security for all CLF members;
- iii) Disseminate information on different existing social security schemes of the Government such as health insurance, pension schemes etc. among all members

G. Responsibilities of the Financial Inclusion Volunteer:

- i) Ensure that all member are linked to formal banking system;
- ii) Ensure that all members open Basic Savings Bank Deposit Accounts (BSBDAs) in the banks;
- iii) Ensure that all members are covered by insurance facilities such as accidental insurance, life insurance etc.;
- iv) Organise financial literacy training for the members on regular basis;
- v) Arrange for regular meeting with bank officials and city livelihood centre to mitigate bank-related problems.

K. General Meeting:

i. Annual General Meeting

a. Notice -

The Secretary shall call the Annual General Meeting within two months from the end of the last financial year giving at least 14 days' notice to all members. The Notice shall contain the place, day, time and agenda of the meeting. Notice to be handed over or to be sent by post with acknowledgement.

b. Agenda -

The business to be transacted at the AGM shall be:

- i. To confirm the minutes of the last AGM and of Special General Meeting, if any;
- ii. To adopt with or without modification the report of the working of the federation for the previous year;
- iii. To pass audited accounts of federation for the previous year ended;
- iv. To appoint qualified Auditor or Auditors;
- v. To transact such business as may be fixed by the Governing Body
- vi. To transact such other business as may be brought forward by giving 14 days' notice from any members, and
- vii. To conduct election to the Governing Body bi-annually

c. Quorum of the Meeting -

One-third of the total number of members (with voting right) of the federation personally present at the commencement of the meeting shall constitute the quorum.

d. Manner and Method of Voting -

The Chairperson of the meeting shall decide the manner and method at the outset of the meeting.

ii. Special General Meeting:

A Special General Meeting may be convened by the Governing Body at any time depending upon the urgency of the matter. At least 7 days' notice shall be given to every member for Special General Meeting.

At least 2/3rd (two-third) of the members (with voting right) may request the Chairperson of the federation to hold a Special General Meeting. The Chairperson or in her absence, Vice-Chairperson or in the absence of both, Governing Body shall convene the Special General Meeting within 15 days from the date of receipt of such request. In default of the Governing Body, the requisitionists shall hold such meeting provided that no business other than those specified in the notice shall be transacted.

iii. Extra-ordinary General Meeting:

The Governing Body may direct to convene an extra-ordinary general meeting for consideration of addition or modifications of the Memorandum / Regulations of the federation. 7 (seven) days' notice along with the draft of proposed changes shall be sent to all members before the meeting. The resolution for change/ amendment etc. of the Memorandum and Regulations be carried out if accepted by the three-fourth of the members (with voting right) present at the meeting.

L. Safe Custody of Properties:

The Governing Body shall be responsible for the safe custody of the fund, properties and assets of the federation. Secretary shall be custodian of assets. The fund of the federation shall be kept in Savings Accounts /Fixed Deposits with any scheduled commercial bank / Co-operative bank / Post Office in the area of operation of the federation. Treasurer shall be custodian of all liquid cash and fund.

M. Books of Accounts and Inspection:

The books of accounts and other statutory books shall be kept at the registered office which shall be located at a central place within its jurisdiction and shall be open to inspection of the members at such time and place as the Governing Body directs on a written request made by any member.

N. Auditors

The accounts of the Federation shall be audited by Chartered Accountants to be appointed by the Governing Body annually.

During audit of accounts, the auditors shall have access to all books of accounts of the Federation and shall be entitled to enquire from the Chairperson of the Federation and any other member of the Federation such information and explanations as deemed necessary by them.

O. Accounting Year:

The accounting year of the federation shall be from 1st day of April of each year to the 31st day of March of the following year.

P. Suit and Legal Proceedings

All suits and legal proceedings by or against the federation shall be in the name of Chairperson/Secretary or such person as shall be appointed by the federation.

Q. Alternation of Memorandum and Regulations:

The Memorandum and Regulations may be altered, modified, rescinded or added to by special resolutions passed by the 3/4th members in an extra-ordinary general meeting called for the purpose.

The Federation may delegate the Governing Body the power to make, alter, modify or rescind such bye-laws and rules as may be considered necessary in the interest of smooth functioning of the federation.

R. Dissolution of the federation:

The dissolution may be carried out following Section 24 of WBSR Act, 1961.

We, the undersigned members of the Governing Body of the
Federation, do hereby certify that the above is a true copy of the Rules and Regulations of the
Federation.

Signed:

1.....

2.....

3.....

4.....

5.....

Dated, day of 20

Witness: 1.

Signature & Seal of Mayor/Chairpersons/Administrator

S. Managing the Group's funds:

- I. Loans will be considered during periodic meetings of the federation based on a written application from any member SHG addressed to the Chairperson of the Managing Committee of the federation. While representatives of the member SHG applying for the loan may take part in the discussions, they will not be allowed to vote at the time of taking a decision on the loan.
- II. The loan limit for each individual member SHG shall be decided by the full Executive Committee considering the financial position of the federation and its obligations to meet the credit needs of a number of member SHGs. This should be included in by-law.
- III. The service charges shall be Rs. 2 per month per Rs. 100.00 (Rupees One Hundred Only).
- IV. The loan repayment procedure shall be decided by the Executive Committee of the Federation.
- V. On sanction of the loan, the record of the loan, including agreed repayment schedule must be recorded in the Activity, Resolution, Saving and Loan registers. Thereafter, all repayments (and defaults, if any) must also be so recorded.

K. The loan shall be granted as long as:

- i. The member SHG has paid all federation membership fees due and has repaid any previous loan amount in full, along with the interest
- ii. The proposed loan purpose is viable
- iii. The member SHG is meeting and saving on a regular basis, is following its byelaws and takes an active interest in the Federation
- iv. All the income that accrues to the Federation from interest on savings and loans and returns from penalties and fees will be re-invested in the Federation fund/corpus.

L. Managing the Group's Bank Account:

The Federation account shall be kept in the nearest bank. The Treasurer, Chairperson and/ or Secretary (any two) shall have joint signatory power. All withdrawals to be supported by a resolution of the Executive Committee of the Federation.

M. Suit and Legal Proceedings

All suits and legal proceedings by or against the federation shall be in the name of Chairperson/Secretary or such person as shall be appointed by the federation.

vi) Cash book and bank loan register will be maintained by the Treasurer who will update the position of all income and expenditure as well as bank loans received and repaid.

vii) Group Bank Pass Book to be maintained by the Treasurer and updated regularly at each deposit and withdrawal.

viii) If CLC gone through CLF then the all procedure and MOU may be signed and Charges The buyers of the services provided by CLC services in a services shall however need to be moderately priced so that they are affordable and acceptable both to the service providers and to that they feel inclined to use the services being offered by CLC to the maximum possible extent which would also help to popularize the centre among the potential sellers/buyers. The rate of service charges before being finally levied by the CLF ----- (name of CLF) shall however need prior approval of the City Level Executive Committee formed under NULM at the Corporation / Municipality.

K. Alteration / modification of Memorandum and Regulations:

The Memorandum and Regulations may be altered, modified, rescinded or added to by special resolutions passed by the 3/4th members in an extraordinary general meeting called for the purpose.

The Federation may delegate the Governing Body the power to make, alter, modify or rescind such bye-laws and rules as may be considered necessary in the interest of smooth functioning of the federation.

L. Training for CLF:

The basic objective of imparting the training and other capacity building inputs to the members is to equip them with requisite skills to manage their institutions. Different strategies by SMMU , including exposure visits to model institutions for capacity building of the members should be implemented for continuous capacity building of community structures .

The CLF will agree to the guidelines through the following affirmation.

We, the undersigned members of the Governing Body of the **City LEAVEL FEDERATION**, do hereby certifies that the above is a true copy of the Rules and Regulations of the Federation.

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Form of Application for the Registration of a Societies under WB Registration Act, 1961 with Limited Liability

FORM – 1

সীমাবদ্ধ দায়িত্ব বিশিষ্ট একটি সমিতি-র সদস্য হিসাবে নিবন্ধি করনের জন্য আবেদন ফর্ম

[Rule 4(1)]

PART – I

প্রথম খন্ড

সমিতি সমূহের নিবন্ধক সমীপেষু

To
The Registrar of Societies
Sir,

Date _____
তারিখ

We, the undersigned, agree to the enclosed Bye-laws and under Section 4 of the West Bengal Societies Registration Act, 1961 apply to be registered as a Society with Limited Liability under the title of _____the registered Office being at _____Post Office.....Thana.....Municipality/ CorporationSub-division.....District.....

মহাশয়,
আমরা নিম্নস্বাক্ষরকারীগণ অত্র উপবিধিসমূহ স্বীকার করে নিচ্ছি ও _____ সীমাবদ্ধ দায়িত্ববিশিষ্ট সমিতিরূপে নিবন্ধভুক্ত হবার জন্য ২০০৬ সালের (২০০৬ সালের পশ্চিমবঙ্গীয় ৪ আইনের) ১ ধারা মতে আবেদন করছি। আমাদের নিবন্ধভুক্ত অফিসের ঠিকানা _____পোষ্ট অফিস.....থানা.....পৌরসভামহকুমা.....জেলা.....

Sl.No. ক্রমিক নং	Name of Representative of SHG for Registration নিবন্ধভুক্ত করার জন্য স্বনির্ভরদলের প্রতিনিধির নাম	Name of SHG স্বনির্ভরদলের নাম	Occupation পেশা	Age বয়স	Permanent Address স্থায়ী ঠিকানা	Present Address বর্তমান ঠিকানা	Whether member of any other society, if so, name and address of the society (ies) কোন সমিতির সদস্য হলে তার বা তাদের নাম ও ঠিকানা	Signature or L.T.I of Representative প্রতিনিধির সহি অথবা টিপসহি
১	২	৩	৪	৫	৬	৭	৮	৯

[illegible]

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[illegible]

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PART – II

Name of the Proposed Society _____

Nature of Liability of Members _____

On share basis or without shares _____

Numbers of Applicants _____

Individuals _____

under Societies _____

Name of the members of the first board Constituted under West Bengal Societies Act, 1963

1. _____ Chairperson

2. _____ Vice-Chairperson

3. _____

4. _____

5. _____

6. _____

6. Name and address of the person (Chief promoter in the case of a Society) to whom communication, if any, are to be addressed till registration of the Society.

7. Certified that each of the applicant belongs to a different family as require

Signature of three applicants authorized by the
promoters to sign and certify on their behalf.

1.

2.

3.

Date

দ্বিতীয় খন্ড

১) প্রস্তাবিত সমিতির নাম

২) সদস্য দায়িত্ব প্রকৃতি

৩) শেয়ারভিত্তিক বা শেয়ার ব্যতীত

৪) আবেদনকারীর সংখ্যা

(এ) ব্যক্তি :

(বি) সমবায় সমিতিসমূহ :

৫) প্রথম বোর্ডের সদস্যদের নাম গঠিত

(১) সভাপতি

(২) সহ-সভাপতি

(৩)

(৪)

(৫)

(৬)

(৬) সমিতির নিবন্ধভুক্ত না হওয়া পর্যন্ত প্রয়োজনবোধ যার সাথে যোগাযোগ করতে হবে সেই ব্যক্তির (সমিতির ক্ষেত্রে মুখ্য উদ্যোক্তার) নাম ও ঠিকানা

(৭) এতদ্বারা প্রমাণিত করা যাচ্ছে যে, আইনের ধারার বিধান মোতাবেক আবেদনকারীগণ ভিন্ন পরিবারভুক্ত। উদ্যোক্তাদের পক্ষে স্বাক্ষর করা ও প্রমাণপত্র দেওয়ার বিষয়ে ক্ষমতাপ্রাপ্ত তিনজন দরখাস্তকারীর স্বাক্ষর।

(১)

(২)

(৩)

তারিখ :

স্মারক সংখ্যা -

তারিখ -

প্রতি,

মূখ্য উদ্যোক্তা

এবং

সম্পাদিকা নগর মহাসংঘ

বিষয় - অনুমতিপত্র

এতদ্বারা আপনাকে, আপনাদের নগর-মহাসংঘ / পরিচালনার জন্য পৌর অফিসে একটি নির্দিষ্ট ঘর বিনা শুল্কে ব্যবহারের অনুমতি দেওয়া হল ।

পৌর প্রধান

পৌর সভা

স্মারক সংখ্যা -

তারিখ -

অনুলিপি জ্ঞাতার্থে প্রেরিত হল -

১) নির্বাহী আধিকারীক,পৌর সভা

২) সোসাইটি নিবন্ধক

পৌর প্রধান

পৌর সভা

ক্যাশ বই (Cash Book)

					মিটিং নম্বর (Meeting Number):-			
তারিখ (Date)	জমা (Receipts)				খরচ (Payments)			
	রসিদ নং (Receipt Voucher No.)	কার কাছ থেকে কি বাবদ পাওয়া গেল (From Whom received and purpose)	জমা (Amount Received)		রসিদ নং (Payment voucher No.)	কাকে এবং কী বাবদ / খাতে অর্থ দেওয়া হল (To Whom Paid & purpose)	খরচ (Amount Paid)	
			ক্যাশ (Cash)	ব্যাঙ্ক (Bank)			ক্যাশ (Cash)	ব্যাঙ্ক (Bank)
মোট জমা (Total Receipts) (A)					মোট খরচ (Total Payment) (C)			
শুরুর জের (Opening Balance) (B)					শেষের জের (Closing Balance) (D)			
সর্ব মোট (Total) (A + B)					সর্ব মোট (Total) (C+D)			

সভাপতির স্বাক্ষর
(Signature of the president)

কোষাধ্যক্ষ এর স্বাক্ষর
(Signature of the Treasurer)

টেবিল - ১

NULM General Ledger

Name of the Account :- Admission fee received from ALFs

[illegible]

টেবিল - ২

NULM General Ledger

Name of the Account :- Yearly Subscription received from ALFs

[illegible]

টেবিল - ৩

NULM General Ledger

Name of the Account :- Penalty Received from ALFs

[illegible]

টেবিল - ৪

NULM General Ledger

Name of the Account :- Total Interest Received from ALFs

[illegible]

টেবিল - ৫

NULM General Ledger

Name of the Account :- Interest Received from savings Bank Account of CLF

[illegible]

টেবিল - ৬

NULM General Ledger

Name of the Account :- Expenses made by CLF

[illegible]

ঋণ খাতা (Loan Ledger)

সূচীপত্র (Index)

ক্রমিক নং (Sl. No.)	সদস্যের নাম (Name of the Member)	পৃষ্ঠা নং (Page No.)
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ପୃଷ୍ଠା ନଂ__

সদস্যের নাম (Name of the Member) _____(ALF এর নাম লিখতে হবে)_____

সদস্যের ক্রমিক নং (Serial No. of the member) _____২_____

ALF এর সভাপতির নাম (Name of the president of ALF) _____

ঠিকানা & মোবাইল নম্বৰ (Address & Mobile No.)_____

সুদের হার (Interest rate) ১% প্রতিমাসে (Per Month) (পড়ে থাকা ঋণের উপর) (Reducing balance)

[illegible]

মিটিং রেসুলিউশন খাতা (Meeting Resolution Book)

মিটিং নম্বর : তারিখ : সময় : স্থান :

উপস্থিত সদস্যদের স্বাক্ষর (Signature of the Members) :

১)..... ২) ৩).....৪).....
৫).....৬)৭).....৮).....
৯).....১০) ১১)..... ১২).....
১৩)..... ১৪)..... ১৫)..... ১৬).....
১৭).....১৮).....১৯).....২০)

আলোচ্য বিষয় (Agenda)

আজকের মিটিং রেসুলিউশন (Today's Meeting Resolution)