

MEMORANDUM OF ASSOCIATION

1. NAME OF THE SOCIETY

The name of the Society shall be 'National Centre for Good Governance' (NCGG).

2. REGISTERED OFFICE

- (i) The Head office of the Society shall be situated in the National Capital Territory of Delhi at present at the following address:

Department of Personnel & Training (DoPT), Government of India, Block IV, 4th Floor, Old J.N.U. Campus, New Mehrauli Road, New Delhi - 110 067.

- (ii) **Mussoorie Campus:** Cozy Nook Complex, Charleville Road, Mussoorie, Uttarakhand.

3. REASON AND OBJECT


The Government of India has decided to set up the National Centre for Good Governance as an apex level Institute for governance and policy reforms. NCGG will be a national level multi-disciplinary institute for supporting good governance initiatives across the country. It will be responsible for catalyzing innovation in governance and providing leadership and guidance to all government agencies in this area.


4. AIMS AND OBJECTIVES

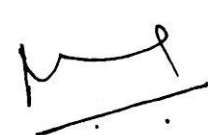
The main objectives for which the Society is established are:


- (i) To be a think tank for governance & policy reforms, cutting across administrative, social, economic and financial spheres;
- (ii) To function as a national repository on information on best practices, initiatives and methodologies that promote good Governance, e-Governance, innovation & change management within the government;
- (iii) To initiate and participate in action research and capacity building on various aspects of regulatory and development administration, public policy, governance and public management at National/State & local levels;
- (iv) To advise on key issues in governance and develop synergy across various Ministries/Departments of GoI, and State Governments;
- (v) To promote sharing and replication of innovative ideas and best practices in Governance;
- (vi) To interact with national and international organisations, in and outside government, engaged in research and capacity building in the above spheres;
- (vii) To engage in provision of consultancy services in and outside the country;
- (viii) To raise resources in support of the activities of 'the society' and maintain and manage a Fund to which shall be credited:

- (a) all moneys provided by the Central and State Governments;
- (b) all fees and other charges received by the Society,


Director General
& Member Secretary,
Governing Body,
NCGG


Secretary
DoPT & Member
Governing Body,
NCGG


Secretary
DARPG &
Vice-Chairperson,
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Cabinet Secretary
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- (c) all moneys received by the Society by way of loans, grants, consultancy fees, gifts, donations, bequests or transfers; and
- (d) all moneys received by the Society in any other manner or from any, other source;
- (ix) Any other work to be entrusted by the Government.

5. COMPOSITION OF THE GOVERNING BODY


The affairs of the Society shall be managed under the overall superintendence, direction and control of the Governing Body. The names, address and occupation of the designated members of the Governing Body to whom the management and affairs of the Society are initially entrusted as required under section 2 of the Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi are as follows:


| | | |
|-----|---|-------------------|
| 1. | Cabinet Secretary | Chairperson |
| 2. | Secretary, D/o Administrative Reforms & PG | Vice- Chairperson |
| 3. | Secretary, D/o Personnel and Training | Member |
| 4. | Secretary, D/o Rural Development | Member |
| 5. | Secretary, M/o Housing and Urban Affairs | Member |
| 6. | Secretary, D/o Health and Family Welfare | Member |
| 7. | Secretary, D/o Higher Education | Member |
| 8. | Secretary, D/o Economic Affairs | Member |
| 9. | Secretary, M/o Electronic and Information Technology | Member |
| 10. | Secretary, D/o Agriculture, Cooperation & FW | Member |
| 11. | Academicians/ Eminent Administrators/ Specialist/ Eminent Innovators/ Heads of reputed institutes | Member (5) |
| 12. | Director General, NCGG | Member Secretary |


6. DESIROUS PERSONS


We, the undersigned are desirous of forming a Society namely National Centre for Good Governance under the Societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi in the pursuance of the Memorandum of Association of the Society.

| | | |
|-----|---|-------------------|
| 1. | Cabinet Secretary | Chairperson |
| 2. | Secretary, D/o Administrative Reforms & PG | Vice- Chairperson |
| 3. | Secretary, D/o Personnel and Training | Member |
| 4. | Secretary, D/o Rural Development | Member |
| 5. | Secretary, M/o Housing and Urban Affairs | Member |
| 6. | Secretary, D/o Health and Family Welfare | Member |
| 7. | Secretary, D/o Higher Education | Member |
| 8. | Secretary, D/o Economic Affairs | Member |
| 9. | Secretary, M/o Electronic and Information Technology | Member |
| 10. | Secretary, D/o Agriculture, Cooperation & FW | Member |
| 11. | Academicians/ Eminent Administrators/ Specialist/ Eminent Innovators/ Heads of reputed institutes | Member (5) |
| 12. | Director General, NCGG | Member Secretary |


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RULES AND REGULATIONS

INTERPRETATION

In the interpretation of these rules and regulations, unless there is something inconsistent with the subject or context –

- (a) Society shall mean the National Centre for Good Governance.
- (b) Words bearing the singular number only include the plural also.
- (c) Words importing the masculine gender only include the feminine gender or a body corporate or other organisations'.
- (d) The 'Act' means the Societies Registration Act, 1860.
- (e) 'Prescribed' means prescribed by any Resolution of the Governing Body or By laws or rules approved by the resolution of the Governing Body.

1. NAME OF THE SOCIETY

National Centre for Good Governance

2. REGISTERED OFFICE

- (i) The Head office of the Society shall be situated in the National Capital Territory of Delhi at present at the following address:
Department of Personnel & Training (DoPT), Government of India, Block IV, 4th Floor, Old J.N.U. Campus, New Mehrauli Road, New Delhi – 110 067.
- (ii) **Mussoorie Campus:** Cozy Nook Complex, Charleville Road, Mussoorie, Uttarakhand

3. MEMBERSHIP OF THE SOCIETY

The Governing Body of the Society shall consist of not more than 16 members comprising the following: -

(a) Eleven Ex-officio Members:

- | | | | |
|-----|---|---|------------------|
| i | Cabinet Secretary | - | Chairperson |
| ii | Secretary, D/o AR& PG, GoI | - | Vice-Chairperson |
| iii | Secretary, D/o Personnel & Training, GoI | - | Member |
| iv | Director General, NCGG | - | Member-Secretary |
| v. | Secretaries of Ministry/ Department of GoI | - | Member (7) |
| | -D/o RD/ M/o Housing & UA/ D/o Health & FW/ D/o Higher Education/ D/o Economic Affairs/M/o E&IT/ D/o Agriculture, Cooperation & FW. | | |

- (b) **Academicians / Eminent Administrators/ Specialists/ Eminent Innovators/ Heads of Reputed Institutes** - **Members (5)**



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The members from category (b) shall be nominated by the Govt. for a period of 3 years

4. POWERS AND FUNCTIONS OF GOVERNING BODY

- (i) The Governing Body shall exercise overall general superintendence, direction and control over the affairs of the Society.
- (ii) The income and property of the Society shall be vested in the Governing Body of the Society.
- (iii) Set the strategic direction for Centre and identify core priorities for areas of action under Governance & Policy Reforms.
- (iv) Decisions affecting the finances of the Society needs approval/ratification of the Governing Body.
- (v) To consider, approve and adopt the resolutions passed by the Management Committee on the annual report, the annual accounts and the financial estimates of the Society.
- (vi) The Governing Body may by a resolution delegate to the Chairperson, Vice Chairperson and Director General any of its power for the conduct of the affairs of the Society as it may consider necessary or desirable.
- (vii) To delegate to such extent as it may deem necessary, any of its powers to any office bearer or the Management Committee.
- (viii) To recommend proposal for creation of post as per extant rules and regulations of the Government and as recommended by Management Committee,
- (ix) To approve Byelaws/ amendment to Byelaws of NCGG, based on recommendations of Management Committee.

5. MEMBERS OF THE GOVERNING BODY

(i) Membership Co-Terminus with the Office Held

Where a member of the Governing Body becomes such member by reason of the office he holds, his membership shall terminate when he ceases to hold that office.

(ii) Roll of Members

The Society shall keep a roll of members giving their addresses and occupations and every member shall sign the same.


(iii) Address of a Member


If a member of the Society changes his/her address, he/she may notify to the Member Secretary his/her new address; but if he/she fails to notify such address his/her address as recorded on the rolls of the members shall be deemed to be his/her address.

(iv) Cessation of Membership

A member of the Society shall cease to be such member if he/she (a) dies or (b) resigns his/her membership or (c) becomes of unsound mind or (d) becomes


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insolvent or (e) is convicted of a criminal offence involving moral turpitude or (f) if he/she is removed by the Governing Body from the membership of the Society or (g) if, except in the case of the Director General, he accepts a full time appointment in the Society or (h) if he/she fails to attend three consecutive meetings of the Society without the leave of the Chairperson.

(v) Resignation by Member

A member of the Society may resign his office by a letter addressed to the Chairperson, who shall forward the same with his remarks to the Governing Body and his/her resignation shall take effect from the date it is accepted by the Governing Body.

(vi) Filling up of Vacancies

Any vacancy in the Society shall be filled by the Government.

(vii) Validity of Acts Notwithstanding any Vacancy or Defect in Appointment

The Society shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination of any of its members and no act or proceeding of the Society shall be called in question merely by reason of the existence of any vacancy therein or of any defects in the appointment or nomination of any of its members.

6. MEETING OF THE GOVERNING BODY

(i) Annual Meeting of the Governing Body

The Governing Body shall meet once a year to consider and adopt the annual report and audited accounts of the Society. The Chairperson may call a meeting of the Governing Body upon a written requisition of not less than one-third members.

(ii) Notice for Meeting

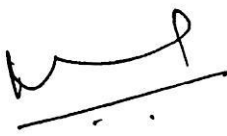
For every meeting of the Society, at least clear fourteen days' notice shall be given to the members, excluding the day of posting of the notice and the day of the meeting. However, in case of an emergency, the Chairperson is empowered to call a meeting of the members of the Society at shorter notice.


(iii) Quorum


One-third of the existing members, including the Chairperson, shall constitute the quorum at any meeting of the Society, any fraction being rounded off to the next higher number.

(iv) When Quorum Not Present

When a quorum is not present within thirty minutes of the time notified for the commencement of the meeting, the meeting (i) if called on the requisition of the members shall stand dissolved, (ii) in any other case, the meeting shall be adjourned for 30 minutes and the members present at the adjourned meeting shall form the quorum, notwithstanding para 6 (iii) above.


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Cabinet Secretary
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(v) **Decision by Majority**

In case of difference of opinion amongst the members, the opinion of the majority shall prevail.

(vi) **Votes for Members and Casting Vote for Chairperson**

Each member of the Society including the Chairperson shall have one vote, and if there be an equality of votes on any question to be determined by the Society, the Chairperson shall in addition have and exercise a casting vote.

(vii) **Chairperson of Meetings of the Society**

Every meeting of the Society shall be presided over by the Chairperson and in his absence, by the Vice Chairperson, and if both the Chairperson and Vice Chairperson are not present, the meeting shall be presided over by a member of the Governing Body elected by the members of the Society at the meeting.

7. MANAGEMENT COMMITTEE

(i) **COMPOSITION OF THE MANAGEMENT COMMITTEE**

The Management Committee shall be composed of 12 Ex- Officio members. Details of the Ex-officio Members are as under:

| | | |
|---|---|--------------------------|
| 1. | Secretary, D/o Administrative Reforms & PG | Chairperson (Ex-officio) |
| 2. | Secretary Coordination, Cabinet Secretariat | Member (Ex-Officio) |
| 3. | SS/AS & FA (Home) | Member (Ex-Officio) |
| Secretaries or their nominee not below the level of JS | | |
| 4. | D/o Personnel & Training | Member (Ex-officio) |
| 5. | D/o Rural Development | Member (Ex-officio) |
| 6. | M/o Housing and Urban Affairs | Member (Ex-officio) |
| 7. | D/o Health & Family Welfare | Member (Ex-officio) |
| 8. | D/o Higher Education | Member (Ex-officio) |
| 9. | D/o Economic Affairs | Member (Ex-officio) |
| 10. | M/o Electronic and Information Technology | Member (Ex-officio) |
| 11. | D/o Agriculture, Cooperation & FW | Member (Ex-officio) |
| 12. | Director General, NCGG | Member Secretary |


The appointment of DG, NCGG will be done by the Department of Administrative Reforms and Public Grievances, Govt. of India under guidance and approval of the Appointment Committee of the Cabinet (ACC).


(ii) **Membership Co-Terminus with the Office Held**


Where a member of the Management Committee becomes such member by reason of the office he holds, his membership shall terminate when he ceases to hold that office

(iii) **Validity of Acts of Management Committee Notwithstanding any Vacancy or Defect in Appointment**

The Management Committee shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment or termination of any


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of its members, and no action or proceedings of the Management Committee shall be called in question merely by reason of the existence of any vacancy therein or of any defects in the appointment or nomination of any of its member.

8. POWERS AND FUNCTIONS OF THE MANAGEMENT COMMITTEE

Subject to the provisions of the Memorandum of Association, the Management Committee shall have the following powers and functions: -

(i) Administration and Management of the Society


- (a) To prepare detailed plans and programmes for the establishment of the Society and to carry on its administration and management after such establishment, subject to the provisions of the Memorandum of Association and these Rules.
- (b) Articulate the vision of improving governance that will be the outcome of governance reforms in the country – guide design of Action Plan for Good Governance/ Governance Reform Programme for the country as a whole.
- (c) Review the key initiatives and projects to ensure that they are making an effective contribution to the main governance reform objectives and to the overall achievement of the reform vision of the Government.
- (d) Monitor progress, particularly of implementation of programmes, key projects and their findings.
- (e) Review the reports on the impact of the key components of NCGG's work and seek refocus of programmes and implementation from time to time where necessary.
- (f) Contribute to effective communication to the Government of India and State Government and to the citizens through publication and other means about governance reform and also through ensuring that public servants at all levels understand the rationale for reform, its positive features and progress that has been made.


(ii) Receive Grants Etc.


- (a) To receive grants and contributions and to have custody of the funds of the Society;
- (b) To raise, accept and spend moneys for all or any such purpose as the Society may decide;
- (c) To deposit all such moneys in banks or to invest them in such manner as the Society may decide;

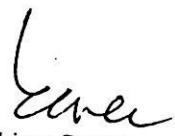
(iii) Annual Budget Estimates

To prepare the budget estimates of the Society for each year and to sanction the expenditure within the limits of the budget under the overall guidelines of Government of India in this regard. To forward annually to the Society the accounts of the Society as certified by the auditors;


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(iv) Creation of Post

To recommend creation of posts for administration, research, faculty etc for approval to Governing Body as per extant rules and regulations in the Government.

(v) Collaboration with Other Organizations

To collaborate with any other organization in the matter of education, research and training and other subjects;

(vi) Legal Matters

To sue and defend all legal proceedings on behalf of the Society;

(vii) Acts and Deeds Necessary

To do all such acts and deeds as may be necessary to achieve the objectives set out in the Memorandum of Association of the Society;

(viii) Delegation of Powers

- (a) The Management Committee may by a resolution delegate to the Chairperson and Member Secretary any of its power for the conduct of the affairs of the Society as it may consider necessary or desirable.
- (b) To delegate to such extent as it may deem necessary, any of its powers to any office bearer.

(ix) Annual Report and Accounts

- (a) To prepare and maintain accounts and other relevant records and to prepare an annual statement of accounts including the balance sheet of the Society in such form as may be prescribed by the Governing Body;
- (b) To forward annually to the Governing Body the accounts of the Society as certified by the Auditor(s) or any other authority as may be decided by the Governing Body; and
- (c) To consider and pass such resolution on the annual report, the annual accounts and the financial estimates of the Society as it thinks fit, such annual report, annual accounts and financial estimates along with the resolutions passed for submission to the Governing Body for adoption.

(x) Make or Amend Bye-Laws

To recommend Byelaws/ amendment to Byelaws, not inconsistent with the objectives of these Rules, for approval to Governing Body.

9. MEETING OF THE MANAGEMENT COMMITTEE

(i) Meeting Once in Three Months

The Management Committee shall ordinarily meet once in every three months provided that the Chairperson may, whenever he/she thinks fit, or on a written requisition of one-third of the existing members of the Management Committee (fraction being rounded off to the next higher number), call for a



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special meeting. Not less than fourteen days' notice shall be given for every meeting of the Management Committee. In case of urgency, the Chairperson may call for a meeting at shorter notice.

(ii) **Quorum for Management Committee Meeting**

One-third of the existing members of the Management Committee including the Chairman shall constitute the quorum for any meeting of the Management Committee, any fraction being rounded off to the next higher number. Members may attend the meeting, with the prior approval of the chairperson, through the video-conference.

(iii) **When Quorum Not Present**

When a quorum is not present within thirty minutes of the time notified for the commencement of the meeting, the meeting (i) if called on the requisition of the members shall stand dissolved, (ii) in any other case, the meeting shall be adjourned for thirty minutes and the members present at the adjourned meeting shall form the quorum notwithstanding rule 9 (ii) herein.

(iv) **Votes for Members and Casting Vote for Chairperson**

Each member of the Committee including the Chairperson shall have one vote, and if there be an equality of votes on any question to be determined by the Committee, the Chairperson shall in addition have and exercise a casting vote.

(v) **Chairperson of Meetings**

Every meeting of the Management Committee shall be presided over by the Chairperson. In the absence of Chairperson, the meeting of the Management Committee will be presided over by the senior most Member amongst ex-officio Members.


(vi) **Resolution by Circulation**


Any resolution except such as may be placed before the meeting of the Management Committee may be adopted by circulation among all its members and any resolution so circulated and adopted by a majority of the members who have signified their approval or disapproval of such resolution shall be as effective and binding as if such resolution has been passed at a meeting of the Management Committee.


10. DUTIES/POWERS OF CHAIRPERSON AND MEMBER SECRETARY OF MANAGEMENT COMMITTEE

(i) **THE CHAIRPERSON**

- (a) Shall exercise general supervision over the activities of the Society subject to the control of the Governing Body.
- (b) Shall preside over the meetings of the Committee.
- (c) Shall dispose of such important and urgent matters, which for want of time cannot be put to the Committee, and report the same in the next meeting of the Committee.
- (d) In case of equality of votes in any meeting he/she shall have a casting vote.


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- (e) The Chairperson of the Management Committee shall have the power to invite any person or persons, not being members of the Governing Body, to attend the meetings of the Management Committee. Such invitees shall not be entitled to vote at the meetings.

(ii) **MEMBER SECRETARY**

- (a) Director General, NCGG shall function as Member Secretary of the Governing Body and the Management Committee.
- (b) Subject to these rules and to any orders of the Management Committee, the Member Secretary shall be responsible for the proper administration and management of the Society and for the conduct of the staff under the direction and guidance of the Management Committee.
- (c) All appointments shall be made by the DG, NCGG in accordance with the rules and procedures approved by the Management Committee, subject to government approval, wherever required.
- (d) As required under section 4 of the Societies Registration Act, the list of Governing Body shall be filed once in every year with the Registrar of Societies, Delhi.
- (e) DG shall be primarily responsible for all matters including general management of the Society & keep control on income and expenditure of the Society. DG, NCGG shall be in-charge of the funds of the Society and shall receive all money on behalf of the Society.
- (f) Convene all meetings of the Committee and Governing Body and prepare a report of the working of the Society for the outgoing year and have it approved by the Management Committee for presentation to the Governing Body.
- (g) Maintain a register showing the names and address of all members and a consolidated inventory of all articles, assets etc of the Society.
- (h) Maintain record of the minutes of the meetings of the Committee and Governing Body.
- (i) Shall open an account on behalf of the Society in a Scheduled Bank Approved by the Management Committee. The bank account shall be operated by the Director General jointly with an officer of the Society deputed by the Management Committee. DG shall submit the account to the Auditor for report.

11. BUDGET AND ASSETS OF THE SOCIETY

All the income, earning, moveable, immovable properties of the Society shall be solely utilized and applied towards the promotion of its aim and objects only set forth in the Memorandum of Association and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present and past member of the society or to any person claiming through any or more of the present or past member.

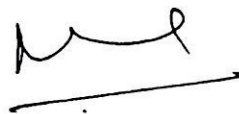
No member of Society shall have any personal claim on any moveable or immovable properties of the Society or make any profit, whatsoever by virtue of his membership.



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12. REMUNERATION AND ALLOWANCES

The members of the Society, the Management Committee or of any Committee thereof shall be entitled to such remuneration and allowances prescribed by Government from time to time.

13. ANNUAL ACCOUNTS AND AUDIT

The Management Committee shall cause to be prepared the annual accounts of the Society taking into account all receipts and payments, income and expenditure, acquisition of assets etc. The annual accounts of the Society shall be audited by the auditor or any other authority as may be decided by the Management Committee and any expenses incurred in connection therewith shall be borne by the Society.

14. ANNUAL REPORT TO GOVERNING BODY

A report on the working of the Society will be submitted annually within six months after the closing of the previous financial year, together with an audit report including an audited statement of accounts showing the receipt and payments during the previous year, to the Governing Body after the same has been adopted by the Management Committee.

15. SUITS BY OR AGAINST THE SOCIETY

For the purpose of section 6 of the Societies Registration Act, 1860, the persons in whose name the Society may sue or be sued shall be the Director General of the Society.

16. AMENDMENT OF RULES AND REGULATION

Any amendment in the Memorandum of Association or Rules will be carried out in accordance with the procedure laid down under Section 12 and 12-A of the Societies Registration Act 1860.

17. DISSOLUTION OF THE SOCIETY

The dissolution of the Society will be taken as per Rules 13 and 14 of Societies Registration Act, 1860


18. APPLICATION OF THE ACT


All the provisions under all the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi shall apply to this society.


19. ESSENTIAL CERTIFICATE

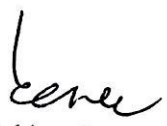
We, the following members of the Governing Body, certify that the Rules and Regulations of the Society given above are a correct copy thereof.

- | | |
|---------------------------|-------------------------------|
| 1. Cabinet Secretary | Chairperson (Ex-officio) |
| 2. Secretary, DARPG | Vice Chairperson (Ex-officio) |
| 3. Secretary, DoP&T | Member |
| 4. Director General, NCGG | Member Secretary |


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