

**A FOUNDATION FORMED & REGISTERED
UNDER THE SOCIETIES REGISTRATION ACT, 1860
(ACT, XXI OF 1860)**

MEMORANDUM OF ASSOCIATION

OF

PEOPLE'S WELFARE FOUNDATION

Section-I : Name of the Society:

The name of the Society is 'People's Welfare Foundation' in Bengali - 'পিপলস্ ওয়েলফেয়ার ফাউন্ডেশন'

Section-II: Office of the Society and Operational Area:

- a. The Head office of the society will be situated at **Kaitra, Laksam, Comilla, Bangladesh** and may be shifted to elsewhere in Bangladesh as decided by Governing Body and permission of the proper Authority.
- b. The area of operation of the Society shall be throughout Bangladesh and operation area may be extended to all over the World as decided by Governing Body & General Body and pre-permission of the Registration Authority.


Section -III: Nature of the Society:

It is a Non-profitable, Non-political, Non-Government, Voluntary & Charitable Society.

Section -IV: Objectives of the Society:

"All the objects mentioned hereunder will be implemented after obtaining necessary permission from the government/concerned authority or competent authority and the objects contrary to the provision of section 20 of the Act shall be treated as ineffective."


1. To engage in possible motivational works of social development and welfare activities.
2. To provide relief to the people in areas affected by natural disasters as may be decided by the Governing Body of the Society (hereinafter referred to as the "Board") and to assist and development of the said areas.
3. To cooperate, assist seeking the goal of relief and development in Bangladesh.
4. To provide health care, hygiene and the medical treatment to "impoverished people" living in disadvantageous stage.
5. To provide health support to charitable purpose including relief to the poor.
6. To assist organization or establishment in Bangladesh having objects similar to the objects of the society for carrying out the objectives of the Society.
7. To establish, promote, organize and maintain offices and branches for conducting the functions of the Society wherever and whenever necessary and to appoint such officers, employees, workers and volunteers as may be deemed necessary by the Society from time to time for the efficient performance of its functions.


(বানজিৎ কুমার রায়)
সহকারী রেজিষ্টার
রেজিস্ট্রার
লেখক

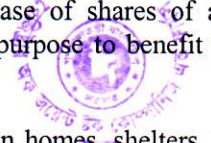
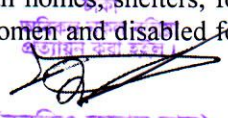
8. To purchase, hire or lease, turn to use, or develop land and use it for all or any of the purposes of the Society as may be determined by the Governing Body.
9. To plan and execute long range programs for development in Bangladesh.
10. To purchase, take on lease, exchange, hire or otherwise acquire immovable or movable properties, rights and privileges whatsoever to build, construct, alter and maintain buildings, houses or other constructions for the Society or its staff as necessary or convenient for any of the objects or purposes of the Society.
11. To purchase, hire, maintain any agricultural equipment, machinery or apparatuses for any of the purposes of the Society.
12. To promote, fund, build, aid, assist, manage, maintain, administer and run schools, polytechnics, colleges, universities, research centers, educational institutions, training centers and technical institutions by the permission of proper Authority.
13. To purchase, take on lease or in exchange or allotment or hire or otherwise acquire, erect, maintain, equip, construct, re-construct, repair, renovate, or adopt movable or immovable property including residential quarters, quarters for officers, places of worship, schools, hospitals, dispensaries, recreation rooms, warehouses, godowns, structures, erections or convenient for the purposes of the society to obtain prior permission of proper Authority by expending from time to time such sum or sums of money as may be necessary or expedient for improving, adding to altering, repairing and maintaining the buildings, structures, property for the time being of the society and to sell or mortgage, let out or any portion of the same as may be thought desirable for the implementation of objects of the society.
14. To fund, build, aid, assist, set up, manage, maintain, administer libraries, museums, public buildings and halls, parks, playgrounds, places for recreation and other places of use or benefit to communities and people as a whole or to any specially disadvantaged section by the permission of proper Authority.
15. To purchase, charter, hire, build or otherwise acquire vehicles of any or every sort of description for use on land or on and under water or in the air, for the purposes of the Society
16. In association with any foreign organization or on its own the Society may undertake all or any of its programs or activities in any country of the world or assist the replication of such programs or activities in such manner as the Governing Body may decide from time to time subject to obtain prior permission from the concern authority.
17. To arrange for money for such persons, firms or associations, on such terms and conditions as may seem expedient in furthering the objectives of the Society.
18. To guarantee or stand as surety to secure any obligation of any sister concern of the Society and / or any other organization in which the Society may be interested.
19. To enter into any arrangement with any Government or authority, local municipal or otherwise public or quasi-public bodies that may seem conducive to the objects of the Society for rights, privileges and concessions, which the Society may think desirable to obtain and to carry out, exercise, and comply may such arrangements, rights, privileges and concessions.

ঢাকা
বিরক্তা নুসর বঙ্গিয়া
স্বাক্ষর করা
(রনজিৎ কুমার রায়)
স্বাক্ষরিত
নেভিগেটর পক্ষে।
লেখক ও পাঠক ২

20. To promote, advance and encourage general technical, vocational and religious education among the poor of the country.
21. To conduct study, review, evaluate and survey programs on different areas for development of as science, environment and agriculture with a view to promote, modernize sector/sectors concerned.
22. To procure for Society registration or recognition in and foreign country or place and to take all steps this may be necessary or expedient to enable it to carry on its functions there.
23. To handle poor, disadvantaged and vulnerable family or person to render direct or indirect help to make them able to meet the requirement of food, shelter, clothing, sanitation, health care, education, environment and for any other purpose relating to their life.
24. To provide help without condition to such persons, organizations or associations, as may seem expedient solely in connection with relief and development.
25. To accept donations, gifts, contributions, subscription, cash or kind from any person, institutions or companies from here or abroad and to use the same towards the promotion and maintenance of the objects of the Society as may deem expedient for the fulfillment of its objects, provided that the Society shall not receive any foreign donation without undergoing the formalities as laid down in the Foreign Donation (Voluntary Activities). Regulation Ordinance (Ordinance No. XLVI of 1978) and the Foreign Contribution Regulation) Ordinance (Ordinance No. XXXI of 1982) as amended from time to time.
26. To receive donation and loan from any person, local organizations, corporate bodies including without limitation private and public limited companies, Government of Bangladesh, International Development Agencies, International Organizations, Foreign Governments, UN Agencies from home and abroad.
27. To invest the money of the Society not immediately required in such manner as may from time to time be determined by the Society.
28. To undertake and/ or start any lawful commercial or financial activity including microfinance or micro credit & micro enterprise programs or otherwise with the intention to use the profits or income generated from there to achieve or to further or expend any or all the objects and purposes of the Foundation/ society.
29. To borrow, raise, or secure the payment of money in such manner, as the Society shall determine from time to time and generally to borrow money in such manner as may be agreed upon between lender and the Society and to apply the same for all or any purpose of the society.
30. To guarantee the payment of money or performance of any obligation or undertaking whatsoever and to stand surety for any obligation of the Society or any concern / project in which the Society and / or any of its sister concern has any direct or indirect interest and to perform and discharge obligations arising from giving of such guarantee or security.
31. To draw, make, accept, discount, execute and issue bills of exchange, promissory notes, bills, bills of lading, warrants, debentures and other negotiable or transferable instruments or securities.


(রনজিব কুমার রায়)
সহকারী রেজিষ্ট্রার
রেজিষ্ট্রার অফিস
লেখক

32. To remunerate any person or company for services rendered or to be rendered in or about the formation or promotion of the Society or the acquisition of property by the society.
33. To establish in any place in Bangladesh or elsewhere in the world such branches, agency or local board for managing any of the affairs of the Society as may be settled by the Governing Body by the permission of proper Authority.
34. To establish, run and support research institutions, laboratories, technical training centres, schools, colleges, universities or any educational institutions and grant stipends, scholarships for training abroad, and to do all such other things as may be calculated to benefit the society subject to obtain prior permission from the concern authority.
35. To appoint advisors and consultants as shall be deemed necessary by the Society to carry out the objects of the Society more effectively.
36. To do all such other things as are incidental to or as the Society may think conducive for the attainment of the objects or any one of the society subject to the permission to be obtained from the appropriate authority, as and when necessary.
37. The objects as set forth in any sub-clause of the above clause shall not, except when the context expressly requires, be anyway limited or restricted by reference to of inference from the terms of any sub-clause or by the name of the Society. No such sub-clauses or the objects therein specified or the powers thereby conferred shall be deemed merely subsidiary or auxiliary to the objects mentioned in the first sub-clause of this clause and the Society shall have full powers to exercise all or any of the powers conferred in any part of the world.
38. To promote arts and science and advancement of knowledge on literature, medicine, engineering, information technology, agriculture and other areas to promote the well-being of human beings and / or preservation of flora and fauna on a sustainable basis and give literary and science awards and prizes in furtherance of these objectives.
39. To establish, support, or aid in the establishment and running of associations, institutions fund and conveniences calculated to benefit employees or ex-employees of the Society, or the dependents connected to such persons and to grant pensions and allowances and to pay towards insurance and to subscribe or contribute money to employees' provident fund.
40. To improve, manage, administer, develop, turn to account, gift away, sell, lease, mortgage or otherwise dispose of or deal with all or any of the funds, movable or immovable properties and assets of the Society as may be thought expedient to promote its objects and purpose of the Society.
41. To give grants, aid or other assistance to person(s), co-operative societies, undertaking or associations of persons and agencies at home and abroad.
42. To take over and carry on business including buying and purchase of shares of any financial, banking or other companies or bodies with the ultimate purpose to benefit the Society in carrying out its objects and purpose.
43. To fund, build, aid, assist, set up, manage, maintain, administer, run homes, shelters, for poor and ultra poor with special emphasis on welfare of children, women and disabled for their development and empowerment and for relief of distress.



 (বিনজিৎ কুমার রায়)
 সহকারী রেজিষ্টার
 রেজিষ্টারের কার্যালয়
 লেখক-৩০০৬

44. To print, publish, issue, circulate papers, periodicals, books, publications and other literary, scientific and useful works, efforts and undertakings as may be helpful to accomplish any of the objects of the Society.
45. To act or be appointed as agent, representative, delegate to control, manage, superintend and to provide other assistance to any association, institution or group which to the Society may seem advantageous to achieve any of its own objects and purposes.
46. To fund, aid, assist, establish, maintain, run, administer, manage funds grants, and other beneficial entities.
47. To encourage research, investigation, discovery in any field for human well-being and development.
48. To encourage, secure and maintain good and close relationships and amity in and among communities and peoples of Bangladesh and other countries of the world.
49. To arrange, establish, maintain and manage funds, properties and assets of the Society as may be determined.
50. To set up, acquire, purchase, manage and dispose of industrial, business, financial institution subject to the approval by the relevant authority and other concerns and real estate for the benefit of the Society.
51. To do all such other things as are incidental or conducive to the attainment of the above objects.
52. The objects as set forth in any sub-clause of the above clause shall not, except when the context expressly requires, be in anyway limited or restricted by reference to or inference from the terms of any sub-clause or by the name of the Society. No such sub-clauses or the objects therein specified or the powers thereby conferred shall be deemed merely subsidiary or auxiliary to the objects mentioned in the first sub-clause of this clause, and the Society shall have full powers to exercise all or any of the powers conferred by any part of this clause.


Section-V: Source of Fund:

The Society's financial assets shall be raised in any of the following ways:

1. Membership admission and readmission fees.
2. Members, Workers, Supporters, Good wisher's and Elite persons subscriptions and grants/donations.
3. Receiving loan and grants/donations from Governments/Local or Foreign donor's organizations/ any Banks/ PKSF/any persons/any other Organizations.
4. Donations from national welfare organizations.
5. Income/service charge etc from the ongoing projects of the Society.
6. The Society may take loans from any organization to conduct micro-credit/microfinance programs among the poor.
7. Money borrowed from Bank/Leasing companies /other NGOs/other Organizations etc. for investment in the income generating projects/programs etc.
8. Miscellaneous income.

Section-VI: Utilization of Fund :

The income of the Society however derived, shall be expended or employed ~~solely~~ towards the implementation of its objects and shall not be distributed to its members by way of dividend, bonus or otherwise.


 ঢাকা
 অধিকার নব্বল বসিয়া
 (রনজিত কুমার রায়)
 সহকারী রেজিষ্টার
 রেজিষ্টারের কার্যালয়
 ন্যাশনাল ব্যাংক

Section-VII: Winding up or Dissolution:

The society may be wound up by the votes of 2/3 members of the present in the general meeting convened for the purpose. In case of winding up of the Society, the surplus income, if any, shall not be distributed to its members, but shall be handed over to some other Societies having same or Similar objects after satisfaction of all debts and liabilities. If there is any dispute regarding this distribution then the decision of the appropriate court of law would be final and binding.


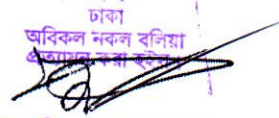
Section-VIII: Members of Governing Body:

The present Governing Body is hereby constituted with the following members whose names, addresses and occupations described below as desire for forming a Society:

Sl. No.	Name & Father's Name	Nationality	Address	Designation
1.	Kazi Fatema Begum D/o. Late Kazi Rustom Ali	Bangladeshi	Village: Misree, Post Office: Laksam, Upazila: Laksam, District: Comilla	Chairman
2.	Mohammed Monowar Hossain S/o. Mohammed Abdur Rahman	Bangladeshi	Village: Kaitra, Post Office: Uttar Gazipur, Upazila: Laksam, District: Comilla	Vice- Chairman
3.	Md. Abdul Khaleque S/o. Late Md. Akkas Ali Prodhan	Bangladeshi	Village: Chasai, Post Office: Pitambordi, Upazila: Daudkandi, District: Comilla	Secretary
4.	Mohammad Anisur Rahman S/o. Abdur Rouf	Bangladeshi	Village: Raipura Post Office & Upazila: Raipura District: Narsingdi	Treasurer
5.	Mohammad Shariful Islam S/o. Mohammad Abdul Huq	Bangladeshi	Village: Kaitra, Post Office: Uttar Gazipur, Upazila: Laksam, District: Comilla	Member
6.	Md. Iqbal Hossain S/o. Md. Eunus Mia	Bangladeshi	Village: Kamalpur Post Office: Kamalpur Upazila: Sadar South Comilla District: Comilla	Member
7.	Mst. Mahmuda Akter D/o. Abdul Mannan Master	Bangladeshi	Village: Kadarapur, Post Office: Nimshar, Upazila: Burichang, District: Comilla	Member

Section-IX: General Body:

We, the several person, whose name, address and signatures subscribed below, do hereby certify this Memorandum of Association as true and correct & we are hereby attached copy of Memorandum of Association of People's Welfare Foundation:

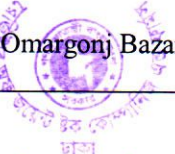

চাবা
অবিকল নকল হলিয়া

(রনজিৎ কুমার রায়)
সহকারী রেজিষ্টার
রেজিস্ট্রারের পক্ষে।
লেখক ও স্বাক্ষর 6

Sl. No.	Name and Address	Occupation	Signature
1.	Kazi Fatema Begum D/o. Late Kazi Rustom Ali Village: Misree, Post Office: Laksam, Upazila: Laksam, District: Comilla	Social Worker	
2.	Mohammed Monowar Hossain S/o. Mohammed Abdur Rahman Village: Kaitra, Post Office: Uttar Gazipur, Upazila: Laksam, District: Comilla	Private Service and Social Worker	
3.	Md. Abdul Khaleque S/o. Late Md. Akkas Ali Prodhan Village: Chasai, Post Office: Pitambordi, Upazila: Daudkandi, District: Comilla	Private Service and Social Worker	
4.	Mohammad Anisur Rahman S/o. Abdur Rouf Village: Raipura Post Office & Upazila: Raipura District: Narsingdi	Private Service and Social Worker	
5.	Mohammad Shariful Islam S/o. Mohammad Abdul Huq Village: Kaitra, Post Office: Uttar Gazipur, Upazila: Laksam, District: Comilla	Private Service and Social Worker	


 ঢাকা
 অবিকল নবন বণিয়া
 সন ১৪৩৩ হিজরি
 (বনজিৎ কুমার রায়)
 সরকারী রেজিষ্ট্রার
 রেজিষ্ট্রারের পক্ষে।
 লেখক পাঠক

6.	Md. Iqbal Hossain S/o. Md. Eunos Mia Village: Kamalpur Post Office: Kamalpur Upazila: Sadar South Comilla District: Comilla	Private Service and Social Worker	
7.	Mst. Mahmuda Akter D/o. Abdul Mannan Master Village: Kadarapur, Post Office: Nimshar, Upazila: Burichang, District: Comilla	Social Worker	
8.	Md. Emdadul Hoque S/o. Md. Monohar Ali Village: Kaitra, Post Office: Uttar Gazipur, Upazila: Laksam, District: Comilla	Private Service and Social Worker	
9.	Md. Moklesur Rahman S/o. Late Ahatab Uddin Mondol Village: Jangalia, Post Office: Kancher Cole, Upazila: Sailkupa, District: Jhenidah	Private Service and Social Worker	
10.	Ali Ashad S/o. Anowar Hossain Village: Durgapur, Post Office: Kabila Bazar, Upazila: Burichang, District: Comilla	Private Service and Social Worker	
11.	Qumaruzzaman Chowdhury S/o. Late Dalilur Rahman Chowdhury Village & Post Office: Bajalia Upazila: Satkania, District: Chittagong	Private Service and Social Worker	
12.	Md. Rezaul Haque S/o. Late Md. Abdul Ali Village: Kaitra, Post Office: Uttar Gazipur, Upazila: Laksam, District: Comilla	Private Service and Social Worker	
13.	Ms. Rokeya Begum D/o. Late Kazi Rustom Ali Village: Misree, Post Office: Laksam, Upazila: Laksam, District: Comilla	Teacher and Social Worker	
14.	Hosneara Begum Husband: M.S Emran Village: Haripur Post Officer + Upazila: Barura District: Comilla	Social Worker	

15.	Nazma Akter D/o, Sakka Mia Village: West Kawadi Post Officer: East Kawadi Upazila: Daudkandi, District: Comilla	Social Worker	
16.	Md. Abdul Kader S/o. Md. Joynal Abedin Village: Patwar, Post Office: Omargonj Bazar, Upazila: Nagal kat, District: Comilla	Private Service and Social Worker	
17.	Nahida Yasmin D/o. Md. Nazrul Islam Village: Ratanpur Post Office: Chariarbill Upazila: Shailakupa District: Jhenaidhah	Social Worker	


 ডায়েরী নং ১০০০
 অতিরিক্ত মুকব্বল সিনিয়র
 প্রোগ্রামার কক্ষ
 (রনজিত কুমার মায়)
 সহকারী সিনিয়র
 রেজিস্ট্রার
 লেখক

**A FOUNDATION FORMED & REGISTERED
UNDER THE SOCIETIES REGISTRATION ACT, 1860
(ACT, XXI OF 1860)**

**RULES AND REGULATIONS
OF
PEOPLE'S WELFARE FOUNDATION**


Clause-1 : Definition and Interpretation:

In construction of these Rules and Regulations of the society, unless the contrary shall be expressed or implied by the context:

- "The Society/Foundation/Organization" shall mean "People's Welfare Foundation".
- Chairman means "The Chairperson of the Governing Body of the Society"
- "The Board" shall mean "The Governing Body/Executive Committee" as constituted in pursuance of these Rules and Regulations.
- The General Body" means the General Body/General Committee of Society.
- "Member" shall mean the member of the society appearing on the Register of Members of the Society admitted as such by the society in pursuance of these Rules and Regulations.
- "Office bearers" shall mean the officers of the society elected from amongst the accredited representatives.
- "Articles of Association/Rules and Regulations" means the Rules and Regulations of the Foundation.
- "Month" shall mean a calendar month.
- "Fiscal Year" means the period from 1st July of a year to 30th June of the next following year;
- "Government" means Government of the Peoples Republic of Bangladesh.
- "Registration Authority" means where from Society has taken its registration.
- The General Body Meeting" means the meeting of the General Members of Society.
- The Governing Body Meeting" means the meeting of the Governing Body of Society.
- "Seal" means the common seal for the time being of the Foundation.
- "The Act" means the Societies Registration Act (Act No XX1/1860) and any reference to any provisions thereof shall be read as reference to such provision as amended or re-enacted by any statue for the time being in force.
- Unless the contrary appears from the context, words importing the singular number shall include the plural number and vice versa and words importing the masculine gender shall include the feminine gender and vice versa.
- The headings in this document are inserted for convenience of understanding and shall not affect the construction and interpretation of the articles.

Clause-2: Membership Procedures:

- Any person, belonging to any nationality is eligible to become a member of the Society if recommended by two existing members of and approved by the Governing Body. An elected member will pay an annual subscription of Taka 100/- and the amount may be increased or decreased from time to time as decided by the Governing Body.

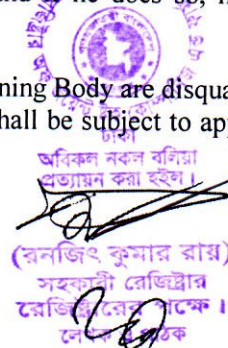

স্বাক্ষর করা হয়েছে।
স্বাক্ষর করা হয়েছে।
(জনজিৎ কুমার রায়)
সংসদীয় রেজিস্ট্রার
সেইল
সেইল

- The Governing Body shall have full discretion power to accept or refuse any membership of the Society without assigning any reason whatsoever.
- The society for the purpose of registration is declared to consist of members. The Governing Body may whenever the business of the society so requires, determines the number of members.
- A Register containing a list of Members and of the Governing Body shall be maintained and kept in the office of the society setting out the names and addresses of each member for the time being of the society and in which all changes from time to time taking place in the number and other particulars of the members shall be recorded.

Clause-3: Decease/Cancellation of Membership:

A membership will be vacated, canceled for the following reasons:

- a) If he/she resigns;
- b) If he/she ceases to be a member of the Society;
- c) If found to be of unsound mind and approved by two third majority of the members present in the Governing body meeting;
- d) If adjudged insolvent;
- e) If the Society in the Governing body meeting by special resolution on ground of issues detrimental to the interest of the society and passes a vote of no confidence against him with three fourth majority;
- f) Accepts a loan from the Society;
- g) If he/she do not pay subscription for 3 consecutive years.
- h) In case of death.
- i) If the person continuously remains absent in three consecutive meetings without intimation to the Governing Body.
- j) If concerned or participates in the profits of any contract with the Society;
- k) If punished with imprisonment by a competent Court for a term exceeding six months in respect of an offence which under the law for the time being in force is cognizable;
- l) Provided, however, that the member of the Governing Body shall not be vacated by reason that the member concerned is a director or member of any company or corporation which has entered into contract or done work for the Society but the member concerned must not vote in respect of any such contract or work and if he does so, his vote shall not be counted;
- m) Provided further that if all members of the Governing Body are disqualified from voting in respect of any such contract or work, the same shall be subject to approval or ratification of the Society in General Meeting;



 (স্বনজিৎ কুমার রায়)
 সহকারী রেজিস্ট্রার
 রেজিস্ট্রার অফিস
 কলকাতা

Clause-4: Reinstatement /revive of Membership:

For the activities under Clause 3 (a).(b).(f).(g).(i).(j), if any Member pardons and applies to President of Society & submit a Promissory Note to mention that not to same work in future and if he/she pays all dues, then the Governing Body may consider for revive of Membership. For the activities under section 3(c)(d)(e)(h), no one shall enter the society. For the activities under section 3(k), the membership may be reinstated if the member reapply for membership after having been declared innocent by the order of court.

Clause-5: Organizational Structure:

There are two types of Committee/Body of this Organization. They are as follows:

1. General Body/Committee
2. Governing Body/Executive Committee

Clause-6: General Body:

General Body will be composed of 21 (Twenty One) members including at least 2 (Two) female. General Body is the supreme Body of the Society.


Clause-7: Powers, Duties and Responsibilities of the General Body:

The Annual General Meeting shall be held in the office of the society or in a place determined by the Governing body to transact the following business:

- a. Adopt the Annual Report of the society;
- b. Adopt Audited Accounts of the society;
- c. Approve Annual Budget and Annual Income & Expenditure of the society;
- d. Appointing and fixing of remuneration of Auditors;
- e. Make and confirm the election of the Governing Body if due;
- f. General body will finally approve the policies and procedures adopted by Governing body
- g. To approve for amendment of the Memorandum & Articles of the Association.
- h. General Body will approve the activities of Governing Body
- i. The General Body may delegate any duties to the Governing Body.

Clause-8: Meeting, Notice & Quorum of General Body:

- a. The society shall each year hold a general meeting as its Annual General Meeting (AGM) and shall specify the meeting as such in the notice calling it, provided that there has been not more than 15 (fifteen) months' gap between the date of one Annual General Meeting of the Society and that of the next. The notice for the Annual General Meeting shall be given in writing through registered post or E-mail by the Secretary with the consent Chairman at least 14 clear days before, specifying the place, day and hour with an agenda of the business to be transacted.


(রনজিত কুমার রায়)
সহকারী রেজিষ্ট্রার
রেজিষ্ট্রার অফিস
সেবাসিক

- b. The Governing Body may call an Extra-ordinary General Meeting (EGM) of members of General Body in the same manner as the Annual General Meeting; in this case the Chairman shall circulate notice with the agenda 14 clear days before hand.
- c. The Chairman of the Governing body shall preside as Chairman of the General Meeting of the society. In case the Chairman is absent, the Vice-Chairman shall preside over the meeting as Chairman. In case both the Chairman and the Vice-Chairman are absent, members shall elect a Chairman from amongst themselves for presiding over the meeting.
- d. Two third majorities of members present in person shall be a quorum for the General Meeting. Every question may be decided by a show of hands; in case of equality of votes, the Chairman shall have a casting vote in addition to that which he is entitled to as a member.
- e. Quorum will be considered to have been formed if any member takes part in the meeting through tele-conferencing facilities such as (but not limited to) telephone, video conferencing and the like. This provision shall be available for ascertaining whether quorum has been reached at any meeting of the Society.
- f. Minutes of proceedings and resolutions shall be made/recorded by the by the Secretary or in his absence by a person appointed by the Chairman. The minutes shall be signed by the Chairman. Minutes so signed and approved by the succeeding General Meeting shall be conclusive evidence of such proceedings and resolutions.
- g. No business except the choice, when necessary, of a Chairman or the adjournment of the meeting shall be transacted or discussed at a General Meeting while the Chair is vacant.
- h. If Chairman is absent or if at any meetings, s/he is not present within fifteen minutes after the time appointed for holding the meeting or is unwilling to act as Chairman, the members present shall choose one of their members to be Chairman of the meeting.
- i. The Chairman may adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. It shall not be necessary to give notice of an adjourned meeting or of the business to be transacted at such meeting if the adjourned meeting is held within 7 (seven) days.
- j. Minutes shall be kept in books provided for that purpose. All resolutions and proceedings at General Meetings and any such minutes if signed by the Chairman of the meeting to which they relate or by the Chairman of the next subsequent General Meeting shall be conclusive evidence of such resolution and proceedings.
- k. The members attend in meeting may provide honorarium.

Clause-9: Formation of Governing Body:

1. The Governing Body shall be comprised of seven (7) members including at least 2 (Two) female.

2. The Governing body shall be as follows-

a. Chairman	-	1
b. Vice Chairman	-	1
c. Treasurer	-	1
d. Secretary	-	1
e. Member	-	3
<hr/>		
Total		7 (Seven)


 ডায়েরী
 অবিকল নবল বসিয়া
 প্রস্তুত করা হয়েছে।

 (বিনজিৎ কুমার রায়)
 সহকারী রেজিস্ট্রার
 রেজিস্ট্রার অফিস।
 লেখক ও সীল

3. The Governing Body shall be elected for a term of three years. If a member of the Governing Body has been a member for three consecutive terms, that member will not be eligible for re-election.
4. A member of the Governing Body may receive such remuneration as may be determined by the Governing Body for services specially rendered to the Society.

Clause-10: Meeting, Notice & Quorum of Governing Body:

1. The Governing Body will hold regular meetings to decide on the policies and programs of the society. The Governing Body shall hold at least four regular (quarterly basis) meetings in every year. Meetings shall be called by the Secretary in consent of the Chairman. The members of the Governing body shall be given notice of all regular meetings at least a week before by written notice through registered post or E-mail. However emergency Governing Body meeting may be called within 24 hours notice through Mobile or E-mail.
2. The Chairman shall preside over the Governing body meetings of the society. In the event if the Chairman is absent, the Vice Chairman shall preside over the meetings of the society. In the event of absence of both the Chairman and the Vice Chairman, the Treasurer shall preside over the meetings of the society. In case all three are absent, the members present will elect a Chairman from amongst those present for presiding over the meeting.
3. The quorum necessary for the transaction of business of the Governing Body may be fixed by the Governing Body and unless so fixed, shall be constituted when two-thirds of members are present. Quorum will be considered to have been formed if any member takes part in the meeting through Tele-conferencing facilities such as (but not limited to) telephone, video conferencing and the like.
4. Special meetings of the Governing body may be called by the Secretary as and when required basis with consultation of the Chairman. Two third majorities of members present in person shall be a quorum for the Special Meeting. Such meetings are for consideration only of the agenda for which the special meeting is called. Notice of such meetings must be communicated to all members at least on the previous day.
5. Minutes of the meetings of the Governing body shall be recorded by the Secretary or in his absence by a person appointed by the Chairman. The minutes shall be duly approved or corrected at the following regular meeting and duly signed by the Chairman. All minutes of the Governing body meetings will be made available to any member upon their request.
6. A member of the Governing Body may receive such honorarium as shall be determined by the Governing Body for attend the meeting of the Society.

Clause-11: Powers, Duties and Responsibilities of the Governing Body:

Governing Body will be responsible for all administrative, financial planning and executing responsibilities of the Society. Governing Body shall have the following powers:

1. To receive donation of funds, properties and endowments for the use and benefit of the society and when so received shall be at absolute disposal of the Society.
2. To borrow against the security of the assets of the society by way of bank overdrafts, loan or otherwise, as may be necessary, for the benefit of the society provided however the Governing Body agreed on such borrowing and limited to the terms of their decision or agreement.

3. To purchase or otherwise acquire for the Society any property, rights or privileges which the Society is authorized to acquire at such price and generally on such terms and conditions as they think fit and to sell, let, exchange or otherwise dispose of absolutely or conditionally any part of the property, privileges and undertakings of the Society upon such terms and conditions and for such consideration as they may think fit.
4. To secure the fulfillment of any contracts, agreements or engagements entered into by the Society, mortgage or charges of all or any of the property of the Society or in such other manner as they may think fit.
5. To institute, conduct, defend, compound and abandon any legal proceedings by or against the Society or its officers or otherwise concerning the affairs of the Society and also to compound and allow time for payment or satisfaction of any claims or demands by or against the Society. To act on behalf of the Society in all matters relating to bankruptcy and insolvency.
6. To invest and deal Fund with any of the purposes of the society and in such manner as they think fit, and from time to time vary or realize such investment.
7. To give to any person employed by the Society as remuneration for his services incentive payments as such a commission based on performance and such payment shall be treated as a part of the working expenses of the Society. To appoint Chairman of the Governing Body.
8. To appoint or make provision for the appointment of Committee/ Sub committee. Executive and /or other to attend to or supervise or conduct specified jobs or functions or society matters in such manner and subject to such rules and regulations as the Governing body of Governing Body may prescribe.
9. To refer any claims or demands by or against the Society to arbitration and observe and perform the awards.
10. To make and give receipts, release and other discharges for money payable to the Society and for the claims and demands of the Society.
11. To execute in the name and on behalf of the Society or in favour of any member or other person who may incur or be about to incur any personal liability for the benefit of Society, such mortgages of the Society's property (present and future) as they think fit, and any such mortgage may contain a power of sale and such other powers, covenants and provisions as shall be agreed upon.
12. From time to time to make, vary, repeal by-laws for the regulations of the business of the Society, its officers and employee.
13. To make and alter rules and regulations concerning the time and manner of payment of the contributions of the employees and the Society respectively to any Fund and the actual employment, suspension and forfeiture of the benefit of the said fund and application and disposal thereof, and otherwise is relation to the working and management of the Funds as the Governing Body shall from time to time think fit.
14. To take decision for signing contracts or agreements or MoUs with government/other organizations and do all such acts, deeds and things in the name and on behalf of the Society as they may consider expedient for or in relation to any of the matters aforesaid or otherwise for the purpose of the Society.

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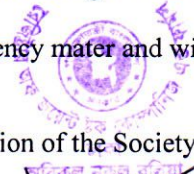
15. To make, draw, endorse, sign, accept, negotiate and give all cheques, bills of lading, drafts, orders, bill of exchange and promissory notes and other negotiable instruments required in the business of the Society.
16. To provide for the welfare of any employees of the Society and the spouses, widows and families or the dependents or connections of such person by building or contributing to the building of houses or dwellings or by grants of money, pensions, allowances, bonus or other payments or by creating and from time to time subscribing or contributing to provident Fund and such other attendance as the Governing Body shall think fit and subscribe, contribute or otherwise assist or to grant money to cultural, charitable, benevolent, religious, scientific, national or other objects which shall have a moral or other claim to support or aid by the Society by reason of public and general utility or otherwise.
17. The Governing Body may from time to time delegate all or any of their powers and authorities herein to the Chief Executive Officer, members of Governing Body, officers of the Society and/or any other person(s) as they may decide.
18. To authorize any one or more members or any person or persons to hold any property or any fund or any investment of the society subject, however to the terms of these presents in such manner and subject to such terms and conditions, rules and regulations as the Governing body may from time to time think fit and proper.
19. To spend any portion of the corpus or the corpus or the income of the society fund for purchasing any land and or constructing any building or buildings for and in the name of the society for the purpose of carrying out, promoting and executing any or all of the objects of the society.
20. Shall cause true and accurate accounts to be kept of all money received and of all matters in respect there of in course of management of society properties or in relation to the carrying out of the objects of the societies as well as of all the assets, credits of the society properties.
21. If the income from the society property in a particular year is not fully utilized the unspent income subject to the applicable provisions of the Income Tax Ordinance of 1984 shall be carried over through the next year or years and spent in such subsequent year or years for the advancement and implementation of any of the objects of the society.
22. Pay all charges and out going payable in respect of any immovable property for the time being to be done to the same and keep the same expenses incidental to the administration and management or the Society Estate and the properties for the time being belonging to the Society as they may in their absolute discretion think fit.
23. Manage or supervise the management of any land and premises for the time being comprised in the society property or any part there of with power to erect, pull down, re-build and to after and repair house and other buildings and buildings and to build drains and make roads and fences and otherwise to improve and develop and to cultivate or cause to be cultivate or cause to be cultivated all or any of the said lands and premises and to insure houses and buildings against loss or damages by fire and / or others risks or to let, agriculturists and generally to deal with the said premises as they may deem fit.
24. Appoint principal, Secretaries, Doctors, Agronomists, Managers, Lawyers, Solicitors, Auditors, Architect, Engineers & Surveyors or other employees for the purpose of management and supervision of the Society Estate for collection of rents profits for keeping the accounts and records and for the efficient management of the Society. A vacancy in any officer because of resignation removal or any other causes, may be filled or the unexpired portion of the term by the Chairman of the Governing Body.

25. Shall have full power to compromise new or compound all actions, suits and other proceedings and settle deference and disputes touching the Society and Estate and or the Society properties and to do all other acts, deeds and things fully and effectual being liable or answerable for any bona-fide loss occasioned there by.
26. May join, co-operate and amalgamate the Society created by these presents or any portion there of with any Society or institution having allied and or similar object upon such form and term as they may in their absolute desecration think fit.
27. May from time to time frame schemes, rules and regulations to carry out the objects of the Society and for managing the affairs of the Society and otherwise for giving effect to the objects and purposes of the Society to vary the same from time to time as members may in their discretion deem fit and proper.
28. May reimburse themselves and pay and discharge out of the Society Fund all expenses incurred by them in or about the execution of the society or any of their duties under these presents including traveling expenses.
29. To borrow or raise any sum of money by loan, on hypothecation or mortgage on such terms and conditions as may be deemed fit and proper from any government, non-government institution and autonomous institutions.
30. To establish branch offices and agencies in any part of Bangladesh to promote the objectives of the Society or to replicate its programs and/or activities.
31. To give donation and subscriptions for charitable or benevolent objects.
32. Generally to do such things as they may consider necessary or expedient for the purpose of carrying out the aims and objectives of Society.

Clause-12: Duties & Responsibility of Governing Body Members:

A. Powers and Function of the Chairman:

1. Chairman will be the constitutional chief of the Society.
2. The Chairman of the Governing Body will give the appoint letter of the Chief Executive Officer/Executive Director on behalf of the Society.
3. The Chairman will conduct the day to day issues of the Chief Executive Officer/Executive Director as reporting superior.
4. The Chairman would preside/conduct the meetings of General Body and Governing body and would duly approve/recommend the discussion and decisions of the meeting accordingly.
5. Chairman will cost vote during any voting against any decision if casting of vote remains equal.
6. Chairman will be able to take individual decision in any emergency mater and will be approved through in the Governing body meeting.
7. Chairman will explain the Memorandum & Articles of Association of the Society.
8. She/he will sign the minutes of the meeting of General Body and Governing body.


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9. The Chairman shall exercise such powers and fulfill such functions, as may be determined from time to time by the Governing Body.
10. The Chairman and The Chief Executive Officer shall be separate individuals and one person alone cannot hold the said two positions. Persons being related either by blood or by marriage (father-mother, daughter-son, husband-wife and brother-sister), are not eligible to become Chairman and Chief Executive Officer/Executive Director simultaneously. Moreover, at the same time, persons having these kinds of relationships cannot become the joint signatories of the bank account(s) of the Society.

B. Powers and Function of the Vice Chairman:

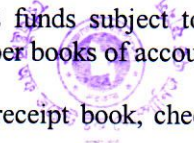
In absence of Chairman, Vice Chairman will perform the functions of the Chairman in charge as Chairman and will perform all such duties as may be delegated to him/her by the Governing body from time to time.

C. Power and Function of the Secretary:

1. Secretary shall keep minutes of all proceedings of the meeting of the Governing Body and the General Body or in absence of Secretary by a person appointed by the Chairman. He/she will provide safe custody of the "seal" and other official records, files, documents and papers.
2. If any member(s) of the Society engage in any anti-social activities or anti constitutional activities, the Secretary shall present in that matter before the Governing Body and the Governing Body shall take decision in that case.
3. She/he will approve all expenditure & Vouchers, bills, vouchers and all other necessary documents of the Society.
4. Secretary will ask for meeting and determine the agenda of the meeting upon consultation with the Chairman.
5. Secretary will operate, control, co-ordinate, supervise take necessary measure of the implemented projects and duly inform to the Chairman.
6. She/he will prepare annual report including the proceedings of General and Governing body meeting.
7. Secretary will keep regular contact with the government, non-govt. corporation autonomous, local administration, registration authorities, advisor committee, consultants and all possible sectors. He will represent the society every where.
8. All other duties and function that may be assigned to him/her by the Governing Body from time to time.

D. Powers and Function of the Treasurer:

1. She/he will be the in-charge of investment of the Society's funds subject to direction or approval of the Governing Body including maintenance of proper books of accounts.
2. The treasurer will preserve central cash-book, ledger book, receipt book, check book, pass book and all the files related to accounts of the society.
3. She/he will perform the responsibilities bestowed by Chairman and Secretary.


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সংসদীয় সন্থা বহিরা
(বনজিৎ কুমার রায়)
সহকারী সেক্রেটারী
বোর্ডিং সন্থা বহিরা
সংসদীয় সন্থা বহিরা

4. She/he will collect the weekly/monthly income & expenditure statement form branch & project offices, keep the entries of those in the record books and prepare weekly/ monthly statement.
5. She/he will maintain the income expenditure vouchers & salary sheet.
6. In general, he/she shall perform all duties relating to all financial activities and the Governing Body may from time to time assign such other duties to him.

E. Powers and Function of the Member:

1. Members will actively participate to achieve aims and objectives of the Society.
2. They will help Governing Body to implement decision of General Meeting as well as Governing Body meeting
3. They will cooperate to Chairman, Vice-Chairman, Secretary and Treasurer to carry out their responsibilities properly.

Clause 13: Election Procedures:

1. Elections for the Governing Body shall be held every three years. The election will be held on Annual General meeting day of the third year. But the preparation will have to be taken at least 90 days before the end of tenure of the existing Governing Body for the formation of Governing Body for next term.
2. Election will be conducted by the Election Commission duly constituted by Governing Body. The numbers of the election commission shall be 3 (three), one chairman and 2 members. The Election Commission may be drawn from persons of the society who are not interested to participate the election or known figure of area. They will not be allowed to cast their votes or not take part in the election. The election commission will conduct election and examine the legal status before the election. They shall conduct the election with the assistance of the Society's staff.
3. To be eligible to vote in the elections, a general body member must have paid his/her annual fees.
4. A list of the general body members who are eligible to vote in the elections shall be prepared by the Secretary and approved by the Governing Body, then final voter list shall be displayed on the Society's notice board at least thirty days before the elections.
5. Elections shall be held either using confidential ballots or by show of hand. Any one having General Membership is qualified to contest for any position of the Governing Body. Provided that his or her candidature is proposed by at least a member and witnessed by at least two members.
6. Each voting member shall have one vote for each Governing Body post.
7. Eligible member may be reelected to any post and serve for more than one term according to the Microcredit Regulatory Authority (MRA) Act & Rules.
8. A lottery shall be held if two or more contestants for the same post receive the equal number of vote. The Election Commissioner shall arrange the lottery. In case of tie of votes, the decision will be made by Lottery by the Chairman of Election Commission. Election Commission shall be done all kinds of task related to Election. They are the full authority about Election. Any objection or dispute arise about Election, the decision of Election Commission shall final.

9. After formatting, the Governing Body shall be approved by the Registration Authority, Then the existing Governing Body will hand over charges to the newly elected Governing Body within 7 days. Otherwise handing over of the charge shall be deemed to have been done automatically and the newly elected Governing Body shall assume the office.
10. In any case, the election is not held in due time, the present Governing Body shall execute as interim body for the next 90 days until the election is held.

Clause-14: Co-opt/fill up the Member of Governing Body:

If there is a vacancy in the Governing Body, the Governing Body shall invite a member of the General Body to fill-up such vacancy on grounds of death, resignation or abolishment of membership till the period of next election & the fulfillment of the vacation shall be approved by the Registration Authority.

Clause-15: Powers and Function of the Chief Executive Officer/Executive Director:


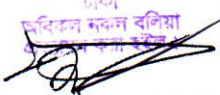
1. The Governing Body shall appoint Chief Executive Officer (CEO)/Executive Director who shall act as Chief Executive of Society. His/her salary & other facilities shall be fixed by the Governing Body of society.
2. The Chief Executive Officer/Executive Director will be responsible for overall administration, management, implementation, coordination, monitoring planning of projects, programs, control of funds and resources and all other activities of the Society subject to the approval of the Governing Body time to time.
3. The Chairman will supervise all the activities of the Chief Executive Officer on behalf of Governing Body.
4. If not otherwise decided by Governing Body, the Chief Executive Officer/Executive Director will be in charge of the office. With the consent of the Governing Body of the Society, he shall appoint manpower such other staff from time to time on such terms and conditions.
5. With the approval of the Governing Body, the Chief Executive Officer/Executive Director will be the head of all operational sub committees formed for internal control and governance of the Society.
6. He/she shall perform all other duties given the Governing Body from time to time.

Clause-16: Agreement/contract sign:

The Governing Body shall appoint the person who sign all papers, documents, agreements, Memorandum of Understanding (MoUs) & contracts or any other paper on behalf of society.

Clause-17: Assets/property of the Society:

All movable and immovable assets/property shall be the name of the Society. The Governing body shall select the person(s) for buying/selling of all movable and immovable assets/property on behalf of the Society.


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(বনজিৎ কুমার রায়)
সহকারী সেক্রেটারী
স্বাক্ষর করুন বসিয়া
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Clause-18: Sub-Committee's:

1. The People's Welfare Foundation can form different sub committee's i.e. project implementation committee, finance committee, audit committee, risk management committee, purchase and procurement committee or other committee when and wherever required basis.
2. The duration/tenure of a committee will determined by the nature of works to be done and approved by the Governing body.
3. The Committee will report to the Governing body time to time or as and when required basis.

Clause-19: Administering the Accounts:

1. To open & operate Mother Account or other accounts in the name of People's Welfare Foundation through joint signatures of the three signatories from time to time as the Governing Body may think fit with any Bank or Banks and to pay money into, draw money from any such accounts.

To open & operate area/project/branch office Bank Account in the name of People's Welfare Foundation through joint signatories of three signatories of the employees of the Society & style will be decided by the Chief Executive Officer with the permission of the Governing body with any Bank or Banks and to pay money into, draw money from any such accounts.

2. The society shall have an internal guideline for maintaining all accounting procedure/matters and checklist for its good governance and internal control.
3. The Governing Body shall cause to maintain proper books of accounts with respect to:
 - all sums of money received and expended by the society in the matters in respect of which the receipts and expenditures take place;
 - all sales and purchases by the Society; and
 - the assets and liabilities of the society;
4. The books of account shall be maintained in the manner prescribed by the Governing Body and shall be kept at the registered office of the Society or at such other place as the Governing Body shall think fit and shall be open to inspection by members of the Governing Body during business hours.
5. The Governing Body shall from time to time determine whether and to what extent and at what time and place and under what conditions or regulations the accounts and books of the Society or any of them shall be open to inspection by members not being members of the Governing Body and no member not being a member of the Governing Body shall have any right of inspecting any account or book or document of the Society except as conferred by law or authorized by the Governing Body or by the Society in General Meeting.
6. The income and expenditure account shall show, arranged under the most convenient heads, the amount of gross income distinguishing the several sources from which it has been derived, and the amount of gross expenditure, distinguishing the expenses of establishment, salaries and other like matters. Every item of expenditure fairly chargeable against the income of the year shall be brought into account so that a just balance of income and expenditure may be laid before the meeting and in case where any item of expenditure which may in fairness be distributed over several years has been incurred in one year, the whole or such item shall be stated with addition of the reasons why only a portion of such expenditure is shown as charged for the year.

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7. A balance sheet shall be made out in every year and laid before the Society in General Meeting made up to a date not more than nine months before such meeting. The balance sheet shall be accompanied by a report of the Governing Body as to the Society's affairs.
8. A copy of the balance sheet and report of the Governing Body and of the auditors shall, fourteen days previous to the meeting, be sent to the members entitled to receive notice of a General Meeting in the same manner in which notices are given hereunder and in the like period shall be open to inspection of all members of the Society at the registered office of the Society during business hours.

Clause-20: Policies:

The Society would have following policies and other policies for its sounds running, execution of the projects, internal compliance and governance, office administration and would reviewed time to time or as and when required basis.

1. **Operational Policy:** It would include on how to run the projects as well as overall operations of the foundation.
2. **HR Policy:** It would contain all forms of employee issues i.e recruitment, selection, issuing employment letter, training, compensation packages/structure/pay scale, disciplinary issues, employee benefit schemes, organizational development, and social responsibility, leave, etc.
3. **Financial Policy:** It would include all sorts of financial issues, investment modes, of the society.
4. **Procurement Policy:** It would include purchase process, procurement, and disposal of assets, sale, and acquisition, inventory management.

Clause-21: Seal:

The Governing Body shall have a common seal for the purpose of the People's Welfare Foundation and shall have the power from time to time to destroy the same and substitute a new seal in lieu thereof and Governing body shall provide to the Secretary for the safe custody of the seal for the time being. The seal shall never be used except by or under the authority of the Governing body or a Committee of the Governing body and at least in presence of one member of the Governing body, who shall sign every instrument to which the seal is affixed in his presence.

Clause-22: Logo:

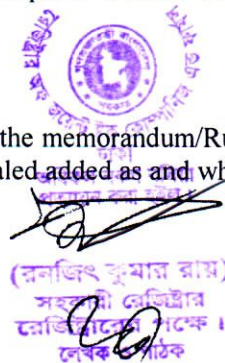
1. The Society should have a well visible logo/monogram.
2. The design and the format of the monogram must be approved by regulatory bodies (if required).
3. The design and format of the monogram should not be the similar with any organization, institution, voluntary association or anything else.
4. The design, pattern, template of the monogram can be change, modify, time to time as required by the organization.

Clause 23: Audit:

Once a year the accounts of People's Welfare Foundation shall be examined and audited. Remuneration of the auditors shall be fixed by People's Welfare Foundation in General meetings.

Clause-24: Amendment:

1. Any part, clause, sub clause, word, sentences of the memorandum/Rules and regulation of the Society can be edited, deleted, replaced, repealed added as and when required basis and subject to the course of works of the Society.


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রেজিস্ট্রারের কার্যালয়।
লেখক

2. In that cases two third majority of Extra-ordinary General Meeting (EGM) of the members to be present, provided that notice of the amendment is contained in the agenda of the meeting in writing through registered post or E-mail and provided further that such notice shall have been served on the members of the society at least fourteen days prior to the meeting.
3. Any such alteration or extension or abridgment or amendment of the memorandum/Rules and regulation of the Society as the case may be or amalgamation or any change in name, address or list of the members of the Governing Body shall be intimated to the Registrar of Joint Stock Companies and Firms for record within 21 (twenty one) days from the date of such amendment, alteration, extension, abridgment, amalgamation or change as the case may be.


চান্স
অবিকল নকল জমা

(বনজিৎ কুমার রায়)
সহকারী রেজিষ্ট্রার
রেজিষ্ট্রার পক্ষে।
লেখক ও পাঠক

We the following members of the society whose name and address appeared below, do hereby certify that the above Rules & Regulations of the Society are the true and correct copy.

Sl. No.	Name & Father's Name	Nationality	Address	Designation	Signature
1.	Kazi Fatema Begum D/o. Late Kazi Rustom Ali	Bangladeshi	Village: Misree, Post Office: Laksam, Upazila: Laksam, District: Comilla	Chairman	
2.	Mohammed Monowar Hossain S/o. Mohammed Abdur Rahman	Bangladeshi	Village: Kaitra, Post Office: Uttar Gazipur, Upazila: Laksam, District: Comilla	Vice- Chairman	
3.	Md. Abdul Khaleque S/o. Late Md. Akkas Ali Prodhan	Bangladeshi	Village: Chasai, Post Office: Pitambordi, Upazila: Daudkandi, District: Comilla	Secretary	



ঢাকা
অবিকাশ নকল বলিয়া
(রনজিৎ কুমার রায়)
সহকারী রেজিষ্ট্রার
রেজিষ্ট্রার অফিস
লেখক পাঠক