

**MEMORANDUM OF ASSOCIATION
RELATING TO THE MEMBERSHIP OF
HIMACHAL PRADESH
SOCIETY FOR PROMOTION OF IT & E-GOVERNANCE (SITEG)**

In the matter of Act XXI of 1860 for the registration for Literary, Scientific and Charitable Societies, and

In the matter of formation of a Society for the promotion of IT and e-Governance based activities by Department of Information Technology, Government of Himachal Pradesh

(i) **The Name of Society** is **"HIMACHAL PRADESH SOCIETY FOR PROMOTION OF IT & E-GOVERNANCE (SITEG)"** which will be referred to as the Society in the subsequent paras.

(ii) The Registered Office of the Society shall be situated at Shimla (Himachal Pradesh).

2. (a) OBJECTIVES:

(i) Conceptualizing, developing, implementing and managing the e-Governance projects.

(ii) Capacity Building in terms of resources of people, process and tools for conceptualizing, developing and managing the e-Governance projects.

(iii) To implement Capacity Building and e-Governance Project under the National e-Governance Action Plan (NEGAP).

(iv) Information Technology education and training for all the departments.

(v) Making a foray in G2B (Government to Business) Sector by preparing publicity material, organizing seminars and participating in fairs.



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- (vi) Creating and running basic infrastructure for Government to Citizen (G2C) interface in terms of back-end/front-end computerization, leased lines, civil/ IT infrastructure etc.
 - (vii) Strengthening Communication and Information Technology Network in the State by establishing, operationalising & managing of State Wide Area Network.
 - (viii) Setting up Information Technology Park in collaboration with the corporate sector and with the assistance of the State Government.
 - (ix) Promotion of Information Technology based industries in the State.

2. (b) FUNCTIONS : The functions of the Society Shall be:

- (i) Capacity building in respect of implementation of e-Governance projects/ initiatives related to various Departments under various projects including National e-Governance Action Plan (NEGAP)
- (ii) Establishment of core IT infrastructure in the State including connectivity through State Wide Area Network (SWAN) and management of the same.
- (iii) Promotion of investment in Information Technology Sector (hardware, software and services – particularly ITES and BPO) and related activities and creation and upgradation of Information Technology infrastructure in the State.
- (iv) Facilitating change management process, changes and re-engineering employing agencies for software development, hardware, networking, data entry, financial sustainability of e-Governance projects.
- (v) Creation of Govt.-Public Interface through unified service delivery channel by using IT & IT enabled infrastructure and also to launch awareness campaigns on the advantages of the use of IT and related technologies in enhancing the standard of living and improving quality of life.
- (vi) Promotion of Information Technology education & training in

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educational institutions & Government departments/ semi Government organisations and facilitation of development/dissemination of educational software and promoting programmes in IT enabled education.

- (vii) Organisation of various promotional activities like national/international conferences/seminars and participation in the same.
 - (viii) Maintenance of database for all IT related material and human resources available in the State.
 - (ix) The Society will work on no profit motive.
3. The Secretary (Information Technology), Govt. of H.P. will be the full time Chairman of the Executive Committee of the Society for IT & e-Governance and will also be the Member Secretary of the General House.
4. No benefaction shall be accepted by society from any source which in its opinion involves conditions or obligations opposed to the spirit, and objectives of the Society (SITEG).

5 (a) The names, address and occupations of the first members of the General House of the Society ("HIMACHAL PRADESH SOCIETY FOR PROMOTION OF IT & e-GOVERNANCE (SITEG)" to which the management of its affairs is entrusted are:-

1	Hon'ble Chief Minister, Himachal Pradesh	Chairman
2	Chief Secretary to HP Govt.	Vice-Chairman
3	Additional Chief Secretary (Finance), HP Govt.	Member
4	Secretary (IT), Govt. of India	Member
5	Secretary (Science. & Technology.), GoI or his representative	Member
6	Director General, NIC	Member
7	Director General, STPI	Member
8	President, NASSCOM	Member
9	Secretary Planning, HP Govt	Member

10	CEO, National Institute of Smart Governance	Member
11	FC-cum-Secretary (Revenue) HP Govt.	Member
12	Secretary Home, HP Govt	Member
13	Secretary Industries, HP Govt.	Member
14	Secretary Education, HP Govt.	Member
15	Secretary Agriculture	Member
16	Secretary Health, HP Govt	Member
17	Secretary Excise and Taxation, HP Govt	Member
18	Secretary PWD, HP Govt	Member
19	Secretary IPH, HP Govt	Member
20	Secretary Tourism, HP Govt	Member
21	Secretary Transport, HP Govt	Member
22	Secretary Welfare, HP Govt	Member
23	Secretary Labour & Employment, HP Govt	Member
24	Secretary (IT, BT & ST), HP Govt.	Member-Secretary
25	Secretary (Rural Development), HP Govt.	Member
26	Secretary MPP & Power, HP Govt	Member
27	Chairman, HPSEB	Member
28	Vice Chancellor, HP. University, Shimla	Member
29	Vice Chancellor, JUIT, Wagnaghat, Shimla	Member
30	Director, Information Technology, Shimla	Member
31	Director, NIT, Hamirpur	Member
32	Director, UIIT, HPU	Member
33	Co-ordinator, Bio-informatics, HPU	Member
34	IT Industrialist -1	Member
35	IT Industrialist-2	Member

36 IT Expert-1

Member

37 IT Expert-2

Member

5 (b) GENERAL HOUSE: All the founder members, who formulated the Society, shall constitute the General House. The quorum for its meeting shall be not less than 1/3rd of its members. The Chairman/Vice Chairman will summon the meeting of the General House and it shall meet at least once in a year.

5 (c) Functions of the General House:

- i. To formulate policy guidelines and work plan for major thrust areas with short and long term objectives.
- ii. To supervise the affairs of the Society
- iii. To pass annual budget of the Society.
- iv. To make rules and regulations for the smooth conduct of affairs of the Society and to add, amend, vary or revise them from time to time as per needs.
- v. To make rules and bye-laws for the conduct of the affairs of the Society and to add, amend, vary or restructure them from time to time with the approval of the State Government or any other statutory body

6. We, the several persons whose names and address are given below, having associated ourselves for the purpose subscribed in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set ourselves and respective hands hereinto and form ourselves into a Society **"HIMACHAL PRADESH SOCIETY FOR PROMOTION OF INFORMATION TECHNOLOGY & E-GOVERNANCE (SITEG)"** under Societies Registration Act XXI of 1860.

Sr. No. Name

Occupation & Address










Signatures

1. **Sh. Virbhadra Singh**

Hon'ble Chief Minister

2. **Sh. S.S. Parmar**

Chief Secretary, HP Govt.

3.	Sh. Yogesh Khanna	Additional Chief Secretary (Finance)	
4.	Ms. Harinder Hira	Principal Secretary (Health), GoHP	
5.	Sh. Ashok Thakur	Principal Secretary (Tourism), GoHP	
6.	Sh. S.C. Negi	Principal Secretary (PWD), GoHP	
7.	Sh. T.G. Negi	Principal Secretary (E&T), GoHP	
8.	Sh. B.S. Chauhan	Principal Secretary (Industries), GoHP	
9.	Sh. Sanjeev Gupta	Secretary IT & BT, GoHP.	
10.	Sh. Prabodh Saxena	Secretary (Home), GoHP	
11.	Sh. Maneesh Garg	Director-IT & BT, HP	

Place:

Date :

HIMACHAL PRADESH

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SOCIETY FOR PROMOTION OF INFORMATION TECHNOLOGY & E-GOVERNANCE (SITEG)

RULES

1. The registered office of the Society "**HIMACHAL PRADESH SOCIETY FOR PROMOTION OF INFORMATION TECHNOLOGY & E-GOVERNANCE (SITEG)**" will be situated at Department of Information Technology, STPI Building, Block No. 24, SDA Complex, Kasumpti, Shimla -171 009.
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 - a) "Society" shall mean the HIMACHAL PRADESH SOCIETY FOR PROMOTION OF INFORMATION TECHNOLOGY & E-GOVERNANCE (SITEG) registered Society, Department of Information Technology, H.P. Government for promoting Information Technology and e-Governance based activities in the State of Himachal Pradesh.
 - b) "State Government" shall mean Government of Himachal Pradesh
3. The Society shall consist of the following members, which will constitute General House:

1	Hon'ble Chief Minister, Himachal Pradesh	Chairman
2	Chief Secretary to HP Govt.	Vice-Chairman
3	Additional Chief Secretary (Finance), HP Govt.	Member
4	Secretary (IT), Govt. of India	Member
5	Secretary (Science. & Technology.), GoI or his representative	Member
6	Director General, NIC	Member
7	Director General, STPI	Member
8	President, NASSCOM	Member
9	Secretary, Finance and Planning, HP Govt	Member
10	CEO, National Institute of Smart Governance	Member

11	FC-cum-Secretary (Revenue) HP Govt.	Member
12	Secretary, Home, HP Govt	Member
13	Secretary, Industries, HP Govt.	Member
14	Secretary Education, HP Govt.	Member
15	Secretary, Agriculture	Member
16	Secretary, Health, HP Govt	Member
17	Secretary, Excise and Taxation, HP Govt	Member
18	Secretary, PWD, HP Govt	Member
19	Secretary, IPH, HP Govt	Member
20	Secretary, Tourism, HP Govt	Member
21	Secretary, Transport, HP Govt	Member
22	Secretary, Welfare, HP Govt	Member
23	Secretary Labour & Employment, HP Govt	Member
24	Secretary (IT, BT & ST) HP Govt.	Member-Secretary
25	Secretary (Rural Development), HP Govt.	Member
26	Secretary MPP & Power, HP Govt	Member
27	Chairman, HPSEB	Member
28	Vice Chancellor, HP University, Shimla	Member
29	Vice Chancellor, JUIT, Wagnaghat, Shimla	Member
30	Director, Information Technology, Shimla	Member
31	Director, NIT, Hamirpur	Member
32	Director, University Institute of IT, HP University	Member
33	Co-ordinator, Bio-informatics, HP University	Member
34	IT Industrialist -1	Member
35	IT Industrialist-2	Member
36	IT Industrialist-3	Member
37	IT Industrialist-4	Member

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4. If a member of the Society changes his address, he may notify to the **Member Secretary** his new address, but if he fails to notify such new address, his address as recorded in the roll of the Members shall be deemed to be his actual address.
5. The general superintendence, direction and control of the affairs of the Society, its income and property etc. shall be vested in the Executive Committee of the Society.

The Executive Committee shall consist of the following members:-

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|---------------------|-------------------------|
| 1. Chairman | Secretary(IT), HP Govt. |
| 2. Member Secretary | Director(IT), HP Govt. |
| 3. Members | |
- (i) Secretary (Finance), HP or his representative
 - (ii) Director-DIT, GoI dealing with Himachal Pradesh
 - (iii) Two HODs to be nominated by the Chairman in rotation ever year depending on thrust area
 - (iv) One Divisional Commissioner and two Deputy Commissioners to be nominated by the Chairman in rotation every year
 - (v) Managing Director, HPSEDC
 - (vi) One Eminent IT Expert to be nominated by the Chairman
 - (vii) Joint Director/Deputy Director, DIT- HP Govt.
 - (viii) Manager, DIT- HP Govt.

6 a) Where a member of the Executive Committee of the Society is a member by reason of the office he holds, his membership shall stand terminated at the time he ceases to hold that office;

b) Any member of the Executive Committee of Society representing any

Department of the State Government shall continue to be such member during his tenure with the pleasure of the State Government; Chairman can Copt any additional/outside member for a meeting for obtaining his expert opinion

- c) Every nominated member of the Executive Committee of the Society shall cease to be the member of the Committee on the expiry of one year from the nomination. The nominated member shall however be eligible for re-nomination, on the recommendation of the Department of Information Technology.
 - d) Should any Executive Committee member of the Society other than the Chairman and Secretary be unable to attend the meeting of Society, he shall be at liberty to appoint and authorize a representative to take part in that meeting of the Society, but said representative will have no right to vote.
 - e) The Executive Committee will meet once in three months. The Chairman will be competent to take decisions in case of urgent matters when it is not possible to convene a meeting of the Executive Committee at a short notice, for which 'ex-post facto' sanction of the Executive Committee shall be obtained.
7. An Executive Committee member of the Society shall cease to be a member if he (a) dies, (b) resigns his membership, (c) is convicted for a criminal offence involving moral turpitude etc. (d) becomes insolvent, (e) becomes of unsound mind, (f) if he is removed by the State Government from the membership of the Society, (g) if he fails to attend three consecutive meetings of the Society without giving any valid reasons.
8. Any casual vacancy in the Executive Committee shall be filled by the appointment or nomination by the Chairman of the Society. Members, thus appointed or nominated to fill such casual vacancy, shall hold office for the remaining part of the term.

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9. The Executive Committee of the Society shall continue to function, not with standing any vacancy therein and not withstanding any defect or shortcoming in the appointment/ nomination of any of its members, and no act or proceeding of Society shall be called in question merely for above reasons.
10. (i) For every meeting of the Society, fifteen days advance notice shall be given to all the members
- (ii) Five members, including the Chairman, shall constitute quorum for any meeting of the Executive Committee of the Society.
- (iii) Every Executive Committee meeting of the Society shall be presided over by the Chairman.
- (iv) In case of difference of opinion amongst the members, the opinion of the majority shall prevail; each member of the EC including the Chairman shall have one vote. In the event of a tie, the Chairman can exercise a casting vote.
- (v) Any resolution may be adopted by circulation, among its Executive Committee members and any resolution thus adopted, will have the same force as the one adopted in any regular meeting of the Executive Council.
11. The Accounts Officer (IT & BT), HP Govt. will be the Ex-Officio Treasurer of the Society (SITEG).

12. Powers and functions of Executive Committee of Society:

- (i) To formulate the operational model of the IT and e-Governance activities and to promote and execute it.
- (ii) To prepare and maintain accounts, annual statement of accounts including the balance sheet of the Society in such form as may be prescribed by the State Government.
- (iii) To forward annually to the State Government the accounts of the Society

as certified by an auditor appointed for getting the account of Society audited from time to time to ensure proper utilization of funds/budget.

- (iv) To constitute such Groups (from among the members of the Society and from outside it) as it may deem fit for the disposal of any business of the Society or for tendering advice in any matter pertaining to the Society.
- (v) To prepare and execute plans and programmes for the operational activity of the Society and to carry on its day-to-day administration and management.
- (vi) To receive grants and other contributions for the operational activity of the Society and manage the properties & other assets of the Society.
- (vii) To place the budget estimation of the Society annually before the General House for approval.
- (viii) To approve Committees, task-forces, action forces etc. created for day-to-day business of the Society.
- (ix) To delegate needed powers to any member of the Executive Committee of the Society.
- (x) To perform such additional functions and to carry out such duties as may, from time to time, be assigned to the Society by the State Government.
- (xi) To carry out any such function which may be considered in the interest of the operational activities of the Society
- (xii) To implement National e-Governance Action Plan by receiving and gainfully utilising the money meant for this purpose
- (xiii) To engage/hire project based (co-terminus) consultants/associates and fix their remuneration under NeGAP and other Projects.
- (xiv) To acquire and hold property, provided that prior approval of the competent authority is obtained for the acquisition of such property
- (xv) To deal with or dispose of or write off any property therein belonging to or vested in the Society in such a manner as the Society may deem fit for



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advancing its objects, subject to the provision that in case of transfer and disposal of any immovable property, the prior approval of the competent authority shall be obtained

(xvi) To maintain and utilize the following funds for IT and E-governance in the State subject to the overall policy guidelines laid down by the General House of the IT and E-Governance Society (SITEG):

- (a) Money provided by Govt. of India/ State Govt. and National/ International Funding Agencies
- (b) All fees, revenue and other charges received by the Society from various sources either directly or as its share from the District e-Governance Societies for providing various services and consultancies including HIMSWAN.
- (c) Money received by the Society by way of grants, gifts, donations, benefactions, banquets or transfers
- (d) Money received by the Society in the form of loans or in any other manner or from any other source and
- (e) Money received by the Society as a result of participation in Joint Venture Activities or as annual returns determined at the time of bidding for creation for IT Infrastructure

(xvii) To deposit all money credited to the Fund in such a Bank or invest in such a manner as the Executive Committee may decide and the funds shall be operated upon and utilized by the Chairman/Member Secretary/ Treasurer of the Executive Committee of the Society.

(xviii) To meet the expenses of the Society including expenses incurred in exercise of its powers and discharge of its functions/duties out of the funds.

(xix) To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objectives of the Society.

(xx) To create specific programmes-terms, task-forces, coordination-committees, action-plan groups etc. consisting of the specific professionals from the relevant fields / disciplines.

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(xxi) To engage professional services for promotion of Information Technology and E-Governance in the State.

(xxii) Secretary of the EC shall be authorized to enter into any agreement for and on behalf of the Society with the approval of the Chairman.

(xxiii) Secretary of the EC shall sue and defend all legal proceedings on behalf of the Society with the approval of Chairman.

13. In case the State Government is satisfied that the Society is not functioning properly, the State Government shall have the power to take over the administration and assets of the Society, if required.
14. If, on the dissolution of the Society, there shall remain, after satisfaction of all its debts and liabilities, any assets and property whatsoever, the same shall not be paid to or distributed among the members of the Society or any of them but shall be dealt with in such manner as the State Government may determine. The appropriate provisions of the Societies Registration Act shall be followed.
15. Certified that this is the true and correct copy of the constitution of **"HIMACHAL PRADESH SOCIETY FOR PROMOTION OF INFORMATION TECHNOLOGY & E-GOVERNANCE (SITEG)"** adopted by it.


CHAIRMAN


VICE-CHAIRMAN


MEMBER-SECRETARY

Chief Minister
Himachal Pradesh


Chief Secretary
Govt. of Himachal
Pradesh

**Secretary IT, BT and
S&T**
Govt. of Himachal Pradesh

Place :

Date :

*Reg. This Certificate for the
day of March Two thousand
& Five (24.03.05) under Reg. No.
232/2005.*


Registrar,
Cooperative Societies H. P.
Shimla