

National Institute of Urban Affairs

In recent years a growing volume of surveys, research studies and other literature on urbanisation and its various facets, has been put forth by geographers, sociologists and economists as well as technical and professional groups such as engineers, town-planners, architects, transport specialists, sanitarians and the like. Practically every discipline in the areas of social sciences and technology has been drawn into this field of study of the modern manifestations of life pointing to the expansion of human needs and the resultant complexities of growth. The over-all impact of all these researches on the quality of human environment and on planning and policy formulation has, at best, been marginal. The policymakers and the executive organs charged with the management of urban affairs, look upon the available results of research as largely academic, providing little guidance for informed decision making in dealing with practical issues and field problems. This may be ascribed, among others, to the following factors-

- (a) Urban studies are obviously multi-disciplinary. As a corollary they require an inter-disciplinary approach - a meeting ground if not fusion of different expertise which rarely takes place. Studies are taken up in an ad hoc manner without much inter-relationship. Urban research requires continuity and integration for practical application.
- (b) Even when individual research findings are useful, pertinent and of high quality from the academic and technical angles, there is hardly any attempt at coordinating and translating the results into research utilisation for meaningful action programmes.
- (c) There is hardly any inter-action and dialogue between researchers and the technical experts and managers of Planning and Development Authorities to ensure policy and problem oriented research as an aid .to decision making by the Government and local development authorities.
- (d) Often the research patterns and study designs are based on experiences, thought processes and perspectives of the western industrialised societies. There are principles enunciated and policies and programmes adopted by them, which may either, have become obsolete or may be inapplicable to our conditions. Some approaches, norms and standards may seem ideal but unsuited for immediate integration into a given environment. For instance, often the rural context may remain neglected. Not enough consideration is given to the inhabitants of the country: their roots, history and culture, ways of living, customs and traditions, their ability to solve their own problems with their limited means and the know-how inherited from their ancestors.

The Government of India had in view, for sometime, the question of promoting an organisation that could bridge the gap between researchers and practitioners in the field of urban and rural integrated planning and development. In November 1975, the Ministry of Works and Housing, after obtaining the views of some organisations and knowledgeable persons in various meetings, took the decision that an autonomous body to be named as "National Institute of Urban Affairs" be set up with the support and commitment of the Government of India and with participation of the State Governments, urban and regional development authorities and other agencies interested in urban affairs.

The Institute was thus registered as a society under the Societies Registration Act XXI of 1860 on January 12, 1976. The Memorandum of Association and the Rules and Regulations of the Institute are appended.

Objectives and Tasks

It is envisaged that the proposed Institute would cover all Important issues concerning urban and rural environment, assist policy makers in evolving suitable solutions to the problems faced by them and make available to the national and state governments and other authorities, critical and objective analysis of the urban and rural situation in the regional setting. It is felt that 'there should be a machinery to formulate objective strategies and action plans, induct studies in various existing institutions, coordinate the results of such studies and researches and advise the Government and public agencies in the application of research so conducted'. The National Institute would thus be a high level body consisting of academics as well as those in charge of policy making and programme implementation, so that the results of research can be given practical shape. The Institute will promote continuing action research on different aspects of urban-rural development in the context of the national five year plans.

The Institute's task system will focus on the human factor - the people, the communities and their habitat. The impact of technology and the compulsions of livelihood that drive the rural folk to live in an environment alien to their culture, habits, values and attitudes require careful study and analysis to secure a smooth transition and adjustment rather than confrontation with the urban environment. Modern technology has to be harnessed to promote healthy surroundings and better liveability. It is not technology that creates pollution but the manner in which it is exploited and the ends it is required to sub-serve Urban environment has to be attuned to the needs of the people, to serve the ends of justice and to provide, the necessary opportunities for the growth and development of human personality, particularly of the rural and the urban poor - as reflected in the 20-point programme of the Prime Minister.

The immediate tasks of the Institute may broadly be outlined as-

- (1) the preparation of the comprehensive frame of reference for policy and programme oriented urban research in India. This implies identification of different areas of research and training programmes taken up so far by existing agencies with a view to ascertain relevant gaps and accord priorities for programmes to be undertaken;
- (2) coordinating research and promotion of effective utilisation of the results of studies and researches in their application to field problems; relating research to the practical problems of urban areas; and action research for programme formulation and implementation;
- (3) projecting the perspectives of integrated rural-urban planning and development to the general public and the decision makers-both administrative and legislative - and also providing necessary forum by arranging seminars and workshops and other means, for an objective discussion with a view to evolve policies and programmes for meeting the new challenges;

- (4) collection, analysis and dissemination of information and intelligence on rural urban processes through various communication channels including the publication of a journal; and the gradual development of a documentation centre.

Methods of Work

Urban studies today extend over a wide-ranging field of various disciplines concerned with the total human environment. There is shortage of trained and experienced research personnel in the different specialised fields of urban affairs. No organisation can hope to have as large and varied a faculty as could handle all the facets of human settlements. The Institute will therefore, be organised on rather un-conventional lines with a modest core research staff with emphasis on bringing together like minded intellectuals and practitioners - academic institutions and field agencies - to generate new ideas and promote fresh innovative thinking in dealing with problems of integrated rural-urban planning and development.

The Institute will aim at 'pooling of expertise' enlisting the cooperation of existing active institutions and specialised agencies in the country as well as individual specialists. Research studies identified by the Institute after due consultations, will be entrusted to high ranking experts and inter-disciplinary specialists' teams for high level scrutiny and advice.

A feature of the functioning of the Institute will be not only cooperation but close association and participation of senior administrative and technical officials of Government and urban authorities in:

- (a) identification of tasks and areas for study;
- (b) the conduct of problem oriented research; and
- (c) evolving workable programmes and projects.

The Study Panels and Working Groups will ensure interaction between academics, professionals and experienced officials; thus ensuring realism and objectivity in the task system of the Institute.

In brief, the Institute is expected to study factors that go to make for happy liveability of man in congenial environment in rural and urban settings. It will be the endeavor of the Institute to involve knowledgeable and devoted persons to achieve these ends and to mobilise its individual and corporate members to assist in the stupendous task ahead.

Memorandum of Association of National Institute of Urban Affairs

1. The name of the society is "National Institute of Urban Affairs" hereinafter referred to as the "Institute".
2. The Registered Office of the Institute shall situate in the Union Territory of Delhi. At present it is located in 1st & 2nd Floor, Core 4 B, India Habitat Centre, Lodhi Road, New Delhi – 110003.
3. The objectives of the Institute are as under:
 - (a) to act as an autonomous scientific and research organisation to undertake, promote and coordinate studies in urbanisation, rural-urban relationship, administration, environment and technology pertaining to human settlements and urban and regional development in India;
 - (b) to act as a centre for advanced study of urban problems and to provide and promote the necessary training and research facilities;
 - (c) to initiate and assist in developing suitable policies and programmes pertaining to the problems of urban development and allied fields by the Central, State and Local Governments as well as private and public sector undertakings;
 - (d) to study social, administrative and financial and other aspects of the implementation of various plans for urban development vis-à-vis policies and in different regions;
 - (e) to act as an agency for strengthening the interaction on urban affairs between the Government and the people, local authorities, legislature, and members of academic, industrial and business communities;
 - (f) to mobilise available expertise in the field of urban affairs and to offer and coordinate technical and consultancy services with or without payment of remuneration as necessary;
 - (g) to establish and maintain libraries and to act as a clearing house of information, operate a documentation centre and disseminate information on urban affairs;
 - (h) to undertake, facilitate, publish and distribute newsletters, research papers, books, periodicals, journals, bulletins, pamphlets, monographs, posters and other literature pertaining to urban affairs;
 - (i) to organise and facilitate study courses, conferences, seminars, lectures, research and investigations in matters pertaining to urbanisation, urban environment and urban development and administration;

- (j) to constitute or cause to be constituted or give affiliation to regional, state or local centres to promote the purposes of the Institute;
 - (k) to appoint, if it deems fit, delegates to represent the Institute at conferences in which the Institute is interested in India and abroad;
 - (l) to accept any grants, gifts, donations and subscriptions whether in cash or securities and of any property either movable or immovable;
 - (m) to accept the management of any trust fund or endowment with objects identical, analogous or comparable to the objects of the Institute;
 - (n) to borrow or raise money as may be required for the purposes of the Institute upon, securities, bonds, debentures, promissory notes or other obligations or securities of the Institute or otherwise or by mortgage or charge on the property of the institute;
 - (o) to acquire by gift, purchase, exchange, lease, hire, or otherwise, any lands, buildings, or other immovable property together with all rights appertaining thereto for the purposes of the Institute;
 - (p) to construct and maintain buildings for furtherance of the objects of the Institute including the right to alter, equip and improve the same;
 - (q) to manage, sell, transfer, mortgage, lease, exchange or otherwise dispose of, any and all properties of the Institute movable and immovable;
 - (r) to hire or appoint full or part time employees to carry out the work of the Institute, and to provide for emoluments, allowances and service benefits as may be determined by bye-laws made in this behalf;
 - (s) to carry out all such other things as are conducive or incidental to the attainment of the objects of the above mentioned objects of the Institute.
4. The names, addresses, occupations and designations of the present members of the Governing Body to which the management and affairs of the Institute are entrusted as required under section 2 of the Societies Registration Act XXI of 1860 (Punjab-Amendment Act 1957) as extended to the Union Territory of Delhi are as follows:

<i>S. No.</i>	<i>Name, full residential address</i>	<i>Occupation</i>	<i>Designation</i>
1.	Shri Bhagwan Sahay, C-31, NDSE-II, New Delhi.	Human Management	President of the Institute
2.	Shri S. Bhoothalingam, B-5, Vas ant Vihar, New Delhi.	Retd. Civil Servant	Vice President of Institute
3.	Shri J.R. Bhalla, 5, Sundar Nagar, New Delhi. Council	Architect	Member of the Governing
4.	Shri Jagmohan, DDA Flats-Bungalow No. 1, Bhagwan Das Road New Delhi.	Service	"
5.	Prof. P.B. Desai, A/5, Institute of Economic Growth, Campus, Delhi University, Delhi.	Economist	"
6.	Dr. Ashish Bose, Warden's House, Institute of Economics Growth, Campus, Delhi University, Delhi.	Professor (Urban studies)	"
7.	Shri P. L. Varma, 28, Sector 5, Chandigarh.	Engineer	"
8.	Shri C.S. Chandrasekhara, II -E-255, East of Kailash, New Delhi.	Town and Regional Planner	"
9.	Shri Sayed S. Shafi, 18-C-II, Tilak Marg, New Delhi.	Town Planner	"
10.	Prof. Deva Raj, Flat No.8, IIPA Campus, I.P. Estate, New Delhi.	Consultant in Urban Affairs	Director of the Institute.

5. A copy of the Rules of the Institute, certified to be a true and correct copy by three members of the Governing Body is filed with the Registrar of Societies along with the Memorandum of Association.

6. We, the undersigned are desirous of forming a society named The National Institute of Urban Affairs under the Societies Registration Act XXI of 1860 (Punjab-Amendment Act 1957) as extended to the Union Territory of Delhi in pursuance of this Memorandum of Association and do hereby set out our several and respective hands this Tenth day of December, 1975, at New Delhi.

<i>S. No.</i>	<i>Name/Full Residential address</i>	<i>Occupation</i>	<i>Signature</i>
1.	Shri Bhagwan Sahay, C-31, NDSE-II, New Delhi.	Human Management	Sd/-
2.	Shri S. Bhoothalingam, B-5, Vasant Vihar, New Delhi.	Retd. Civil Servant	"
3.	Shri J.R. Bhalla, 5, Sunder Nagar, New Delhi.	Architect	"
4.	Shri Jagmohan, DDA Flats-Bungalow No.1, Bhagwan Das Road, New Delhi.	Service	"
5.	Prof. P.B. Desai, A/5, Institute of Economic Growth, Campus, Delhi University, Delhi.	Economist	"
6.	Dr.Ashish Bose, Warden's House, Institute of Economic Growth, Campus, Delhi University, Delhi.	Professor (Urban studies)	"
7.	Shri P.L. Varma, 28, Sector 5, Chandigarh. .	Engineer	"
8.	Shri C.S. Chandrasekhara, E-255, East of Kailash, New Delhi.	Town and Regional Planner	"
9.	Shri Sayed S. Shaft, 18, C-II, Tilak Marg, New Delhi.	Town Planner	"
10.	Prof. Deva Rai, Flat No.8, II P A Campus, I.P. Estate, New Delhi.	Consultant Urban Affairs	"

WITNESS

Certified Signatures 1 to 10 above and on prepage.

Sd/- 10.12.75
(BHASKAR NARAYAN RAHALKAR)
Town and Country Planner
Town and Country Planning Organisation
Min. of Health F.P.W.H. & U.D.

Certified that this is the correct copy of our Memorandum of Association as passed in the Special General Body Meeting held on February 23, 1976 and confirmed on March 26, 1976.

1. Shri J.R. Bhalla, 5, Sunder Nagar, New Delhi. Sd/-
2. Prof. P.B. Desai, A/5, Institute of Economic Growth, Delhi University, Delhi. Sd/-
3. Shri P.L. Varma, 28, Sector 5, Chandigarh. Sd/-

Rules & Regulations of "National Institute of Urban Affairs"

Title

1. These rules shall be called the Rules of the "National Institute of Urban Affairs", hereinafter referred to as the Institute.

Headquarters

2. The headquarters of the Institute shall be situated in the Union Territory of Delhi.

Definitions

3. In these Rules unless the context otherwise requires: -

- (a) "The Institute" means the National Institute of Urban Affairs.
- (b) "Act XXI of 1860" means the Societies Registration Act XXI of 1860 (Punjab Amendment Act. 1957) as extended to the Union Territory of Delhi.
- (c) "The Governing Council" means the Governing Council of the Institute, as constituted under Rule 9.
- (d) "The President" means the President of the Institute.
- (e) "The Vice-President" means the Vice-President (s) of the Institute.
- (f) "The Director" means the Director of the Institute.
- (g) "Official year" means the official financial year from April 1 of a particular year and ending on March 31 of the ensuing year.

GENERAL BODY AND MEMBERSHIP

The General Body

4. The General Body of the Institute shall be composed of all Members of different categories as specified in Rule-5.

Membership

5. (1) The membership of the Institute shall include the following categories:

- (a) i. Founder Members:

All the individual signatories to the Memorandum of Association.

ii. All the State Governments and Union Territories of Delhi and Goa, subject to payment of Rs. 1,00,000 as foundation grant and other Andaman & Nicobar, Dadara & Nagar Haveli subject to payment foundation grant of Rs. 50,000 and Mizoram, Lakshadweep, Andaman & Nicobar, Dadra&Nagar Haveli subject to payment of Rs.25,000 as foundation grant. Such founder members who make the payment of foundation grant may be entitled to nominate two representatives to the General Body.

(b) Ex-officio Members:

Three representatives of the Government of India as nominated from time to time shall be ex-officio members of the General Body of the Institute.

(c) Patron Members:

Urban authorities and organisations contributing at least Rs. 10,000/- per annum shall be patron Members of the Society and may be entitled to nominate one representatives to the General Body.

(d) Corporate Members:

The Director may admit as corporate Members:-

- (1) a) Research Institutions & universities subject to payment of admission fee of Rs.500/- and annual subscriptions Rs. 500/-. To get life membership, annual fee Rs. 500/- and a lump sum ofRs.2500/- for life.
- b) Municipal Corporation having a population of more than one lakh, development authorities any departments of Central or State Government, autonomous board, Charitable Trust, Joint Stock companies and Business Establishment or any organization of the manufactures or traders who are interested in the aims and objectives of the Institute subject to payment of Rs.5000/- as Admission fee plus Rs. 2500/- as annual subscription or for life membership Rs.5000/- as admission fee plus Rs. 15000/- as lump sum for life.
- c) i. Municipalities having a population of less than one lakh subject to the payment of Rs. 1000/- as admission fee plus Rs. 1000/- as annual subscription or for life membership Rs.1000/- as admission fee plus Rs.5000/- lump sum for life.
- ii. Municipalities of Class III/c and below, subject to the payment of Rs. 500/- as admission fee plus Rs. 500/- as annual subscription, or for life membership Rs.500/- admission fee plus Rs.2500/- lump sum for life membership.

Corporate Membership in the above categories may be entitled to nominate one representative to the General Body.

(e) Individual Members:

The Institute may from time to time invite a few persons who have achieved distinction or special knowledge or relevant fields to become members and such persons may be charged only an annual fee of Rs. 50/- only.

- (2) The terms and conditions applicable and the manner of receiving applications for admission of different categories of members will be determined by a committee consisting of the president the two Vice Presidents and two or three founding members.

Roll of Members

6. i. The Institute shall maintain a Roll of Members, who have been admitted and paid their subscription, stating their full address as given in the application for membership.
- ii. Whenever any member changes his address, he shall notify his new address to the Director of the Institute, but if he fails to notify the change, his address, as recorded in the Roll of Members, shall be deemed to be his address.
- iii. The rights of Patron Members and Corporate Members shall be exercised by respective representatives, whose names are notified in writing to the Director from time to time.
- iv. When a person is a Member of the Institute or its Governing Council by virtue of an office held by him, his membership shall terminate when he ceases to hold that office and the vacancy so caused shall be filled by his successor.
- v. A member of the Institute may resign by a letter addressed to the Director, but his resignation shall take effect only on its acceptance by the Governing Council.
- vi. In all proceedings of the Institute, no person shall be entitled to vote or be counted as a member, whose subscription at that time has been in arrears for a period exceeding three months as per section 15 of Act XXI of 1860.
- vii. A member of the Institute shall cease to be such a member if he becomes unsound of mind or insolvent or is convicted of a criminal offence involving moral turpitude.

Office Bearers of the Institute

7. (i) The office bearers of the Institute shall be:-
- (a) The President shall be appointed by the Government after giving due consideration to such recommendations as the General Body may make in this regard. The term of the President shall be two years.
- (b) not more than two Vice-Presidents, elected by the General Body every alternate year.
- (c) Director appointed by the Governing Council with the approval of the Government. The term of his office and other conditions of service to be such as may be determined by the Governing Council.
- (d) Such other officers as the Governing Council may from time to time appoint.

7. (ii) Notwithstanding the provisions of sub-Rule (i), the President, Vice President and Director, whose names are set out in clause 4 of the Memorandum of Association, shall hold office until such time as a new President and Vice-Presidents are elected and another Director appointed under these Rules.

Meetings of the Institute

8. 1. Annual General Meeting:

The General Body of the Institute shall meet at least once a year at a time and place as may be determined by the President to transact the following business:-

- a. to recommend the name of President to the Government for appointment, and to elect Vice-presidents for a period of two years;
- b. to elect ten members of the Governing Council as per Rule 9;
- c. to appoint Auditors each year;
- d. to consider the Annual Report along with Annual Accounts of the Institute;
- e. to consider any other matter of which 7 days notice has been given in advance to the Director, in writing and any other ancillary business as may be brought forth with the permission of the Chairman.

2. Extraordinary General Meeting:

The President may convene Extra ordinary General Meeting of the Institute on the written requisition of not less than one-fifth of the members of the Institute. Every requisition so made by the members of the Institute shall express the objects for which the meeting is proposed to be called and shall be left at the address of the Director or posted to his address. Upon receiving any such requisition, the Director in consultation with the President shall forthwith convene a meeting of the Institute. At all Extraordinary General Body Meetings, no subject other than that stated in the notice of the requisition, shall be discussed, except with permission of the President.

3. Notice:

Every notice calling a meeting of the Institute shall state the date, time and place at which such meeting shall be held and shall be served upon every member of the Institute not less than fifteen days before the day appointed for such a meeting.

4. Quorum:

Any ten members present in person shall form a quorum for any meeting of the General Body.

5. President of the Meeting:

The President and in his absence one of the Vice-presidents and in their absence one of the members to be elected by those present shall preside at the meeting of the General Body.

6. Decisions by Majority:

All matters before the General Body of the Institute shall be decided by a majority of those present and voting and the presiding officer shall have a casting vote.

GOVERNING COUNCIL

9. Composition of the Governing Council

(1) The Governing Council of the Institute *for the purposes of Act XXI of 1860* shall consist of the members and office bearers, whose names are set out in clause 4 of the Memorandum of Association. The number of *Members of the Governing Council excluding the office bearers may*, however, be increased to fifteen and the vacancies thus arising may be filled by cooption by the Governing Council. Members of the Governing Council shall hold office till 31st March, 1977 or till such earlier date, as a new Governing Council is constituted as follows:-

(a) The President appointed by the Government and Vice- Presidents of the Institute elected by the General Body according to Rule 7.(i) (a & b)

(b) One ex – officio member who shall be the representative of Ministry of Finance/Integrated Finance Division of the Ministry of Urban Affairs and Employment, to be nominated by the Ministry of Urban Affairs and Employment in consultation with the Ministry of Finance.

(c) Nine persons to be elected by the Members of the Institute present and voting at a meeting of the General Body so that at least eight of them are drawn from the categories of Founder, patron, Ex- officio or Corporate members. The term of members so elected shall be four years; provided that at the first election, half the number of members shall be elected for two years.

(d) Not more than five members representing different disciplines as may be coopted by the Governing Council for a term ending on the date when fresh elections are held at the Annual Meeting of General Body.

(e) The Director to be ex-officio Member-Secretary of the Governing Council.

(2) Any casual vacancy amongst the members of the Governing Council arising from death, resignation or discontinuance of membership or for any other cause, may be filled up by cooption by the Governing Council for the unexpired portion of the term of office causing the vacancy.

10. As required under section 4 of Act XXI of 1860, once in every year, on or before the fourteenth day succeeding the day on which the Annual General Meeting of the Institute is held according to these Rules, a list of the names,

addresses and occupations of all the members of the Governing Council shall be filed with the Registrar of Societies of the Union Territory of Delhi.

Powers of the Governing Council

11. The general superintendence, direction and control of affairs, funds, assets and properties of the Institute shall vest in the Governing Council, which shall exercise all powers and do all acts and things which may be necessary or expedient for the furtherance of the objects of the Institute.

Suits by and Against the Institute

12. The Governing Council may on behalf of the Institute see and defend all legal proceedings through the Director or such other officer as may be designated for the purpose by the Governing Council in accordance with section 6 of Act XXI of 1860.

Bye-laws

13. The Governing Council shall have power to make such byelaws as it deems fit for the regulation of the business of the Institute and in particular with reference to the appointment of the staff, their condition of service, preparation and sanction of budget estimates, the sanctioning of expenditure, entering into contracts and investment of the funds of the Institute provided that, (i).the structure of emoluments of posts, i. e pay scales and allowances and revision thereof, and (ii)creation of additional posts above the pay level specified by the Ministry of Finance from time to time, shall come into effect only after the approval of the Ministry of Urban Affairs and Employment in consultation with Ministry of Finance, Deptt. Of Expenditure. Provided, further, that, the approval of the Deptt. Of Expenditure, Ministry of Finance may not be necessary for the creation of posts of project Consultants as well as posts for projects sponsored by other organisations, required for specific periods, and also for the terms and conditions of appointment to such posts.

Acceptance of Endowments etc

14. The Governing Council may accept the management of any endowment, trust or donation provided that it is unaccompanied by any' condition inconsistent or in conflict with the objects of the Society.

Delegation of powers

15. The Governing Council may by Resolution delegate to the President, Director, any officer or any Committee or Sub-Committee which may be formed, such of its powers for the conduct of business as it may deem fit.

Committees and Study Panels

16. The Governing Council may by Resolution appoint :

- (a) Committees for such purposes and with such powers as the Governing Council may think fit, and lay down rules of procedure for such Committees; and
- (b) Specialists' Panels and Expert Working Groups, drawn if necessary from non-members, for studies and investigation in particular fields and make necessary provision for their functioning.

17. (1) *Method of Calling Meeting of Governing Council:* The President himself can, or by requisition in writing signed by him may require the Director to call, a meeting of the Governing Council at any time and on the receipt of such requisition the Director shall forthwith call such meeting.

(2) *Notice of Meeting of Governing Council:* Not less than seven clear days' notice of every Meeting of the Governing Council shall be given to each member of the Governing Council.

(3) *Presiding Authority:* Every meeting of the Governing Council shall be presided over by the President. If the President is not present at any meeting one of the Vice-president(s) and in their absence one of the members chosen by those present shall be the Chairman of the meeting.

(4) *Quorum:* Any five members of the Governing Council present in person shall form a quorum for any Meeting of the Governing Council.

(5) *Decisions by Majority of Vote:* All matters at a meeting of the Governing Council shall be decided by a majority of those present and voting and in case of an equality of votes, the Chairman shall have a casting vote, provided further that, in the event of disagreement between the ex- officio member nominated in accordance with sub – clause (b) of clause (1) of Rule 9 and the Chairman of the Governing Council on any financial matter which is beyond the powers delegated to the Ministry of Urban Affairs and Employment, Govt.of India, the matter shall be referred to the Ministry of Urban Affairs & Employment and the Finance Minister for a decision.

(6) *Business by Circulars:* Any business which it may be necessary for the Governing Council to transact may be transacted by circulation among all its members and any resolution so circulated and approved by a majority of the -members shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Council.

Powers of the Director

18. The Director shall be responsible for the over-all supervision of the affairs of the Institute under the direction and guidance of the " Governing Council. He shall regulate the work of the Institute undertaken in furtherance of its objects

as its technical and academic head. He shall be responsible for all administrative duties as the Chief Executive Officer of the Institute, control the academic, professional and other staff and perform all duties and exercise all powers assigned to him under these , rules or entrusted or delegated to him by the Governing Council.

FINANCE

Funds of the Institute

19. The funds of the Institute shall consist of the following:-
- (a) Grants made by the Government of India, any State government or planning and development authority; municipal corporation or other local bodies;
 - (b) Donations and contributions from other sources;
 - (c) Membership fees and subscriptions;
 - (d) Fees and charges imposed by the Institute for services rendered by it;
 - (e) income from investment, properties and other assets;
 - (f) income and receipts from publication and other sources.

Reserve Funds or Special Funds

20. The Governing Council may set apart a Reserve Fund or Special Funds out of any income, endowments, loans, donations, grants and contributions *for* specified purposes and *for* progressive financing of the activities of the Institute. No part of such funds shall be utilised *for* purposes other than specified.

Bankers, Accounts & Audit

21. (1) The bankers of the Institute shall be a duly constituted bank or banks designated for the purpose by the Governing Council from time to time. All money shall be paid into the Institute's account with the bank or banks so appointed and shall not be withdrawn except by means of cheques signed by the Director or by such officer or officers of the Institute or by such of its members as may be decided by the Governing Council.
- (2) The accounts of the Institute shall be audited by Auditors appointed by the General Body. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and presentation of the account shall be determined by the Governing Council from time to time.
- (3) The annual account of the Institute together with the audit report thereon and a report of the proceedings on all work undertaken during the year shall be prepared by the Governing Council *for* the information of the members and shall be placed .before the General Body of the Institute at the Annual General meeting.

GENERAL

22. (1) No proceedings of the General Body of the Institute or the Governing Council shall be deemed *to* be invalid by reason merely of any Vacancy in or any defect in the constitution of the Institute or the Governing Council as the case may be.
- (2) In all cases of elections or cooption provided in these rules. -persons concerned will be eligible *for* re-election or re-cooption as the case may be.
- (3) The income and property of the Institute however derived, shall be solely applied towards the promotion of the objects of the Institute as set forth in the Memorandum of Association. No portion of the income and property of the Institute shall be paid *or* transferred directly or indirectly by way of dividends, bonus or otherwise howsoever by way of profit to persons who at any time are or have been members of the Institute *or* to any of them, *or* to any claiming through them or any of them, provided that nothing herein shall prevent the payment in good faith of remuneration to any members or other person in return for service rendered to the Institute *or for* traveling allowance, halting allowances and other similar charges.

Service of Notice

23. (1) A notice may be served upon any member of the Institute either personally or through the post at his/her address mentioned in the roll of members.
- (2) Any notice so served by post shall be deemed to have been served on the day following that on which the letter, envelope or wrapper containing the same is posted and in proving such service it shall be sufficient to prove that the cover containing such notice was properly addressed and put into the Post Office.

Alteration or Extension of the Purposes of the Institute

24. The Institute may alter or extend the purposes for which it is established:-
- (a) If the Governing Council shall submit a proposal for such alteration or extension as aforesaid to the members of the Institute in a written or printed report;
- (b) if the Governing Council shall convene an Extraordinary General Body Meeting of the members of the Institute according to these Rules for the consideration of the said proposal;
- (c) if such report be delivered or sent by post to every. member of the institute fourteen clear days previous to such Extraordinary General Meeting as aforesaid;
- (d) if such proposal be agreed to by the votes of three-fifths of the members of the Institute delivered in person at such Extraordinary General Meeting as aforesaid; and

- (e) if such proposal be confirmed by the votes of three-fifths of the members of the Institute present at a second Extraordinary . General Meeting convened by the Governing Council at an interval of one month after the former meeting. .

Amendment of the Rules

25. The rules of the Institute may be altered at any time by Resolution passed by two-thirds majority of members of the Governing Council present and voting at a meeting of the Council which shall have been specially convened for the purpose, and subject to confirmation at a meeting of the General Body of the Institute, duly convened for the purpose.
26. The Institute may change its name by a Resolution passed by a majority of the members of the Institute present and voting at a meeting of the General Body of the Institute, which shall have been duly convened 18 for the purpose.

Dissolution

27. (a) The dissolution of the Institute and adjustment of its affairs shall be in accordance with Section 13 of Act XXI of 1860.
- (b) If on winding up or dissolution of the Institute there shall remain after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Institute or any of them, but shall be dealt with in the manner provided by Sections 14 of Act XXI of 1860, "subject to the condition that the transfer shall take place to some other charitable society having similar aims and objects".

Act XXI of 1860 to Apply

28. All the provisions of the Societies Registration Act XXI of 1860 (Punjab Amendment Act, 1957), as extended to the Union Territory of Delhi shall apply to this Institute.

We, the undersigned being three of the members of the Governing Council of the National Institute of Urban Affairs, do hereby certify that this is the correct copy of our Rules and Regulations as passed In the special General Body meeting held on February 23, 1976 and confirmed on March 26, 1976.

1. Shri J.R. Bhatia
5, Sunder Nagar
New Delhi .. Sd/-
2. Prof. P .B. Desai.
A/5, Institute of Economic Growth
Delhi University, Delhi Sd/-
3. Shri P.L. Varma
28, Sector 5
Chandigarh Sd/-

