

The Uttar Pradesh Societies Registration Rules, 1976

1. Short title, extent and commencement (Section 33) .-(1) These Rules may be called the Uttar Pradesh Societies Registration Rules, 1976.

(2) They extend to the whole of Uttar Pradesh.

They shall come into force with effect from the date of their publication in the Official Gazette.

2.. Definition (section 33)-In these rules unless the context otherwise requires,-

(a) 'Act' means the Societies Registration Act, 1860 as amended in its application to Uttar Pradesh.

(b) 'Form' means a form appended to these rules;

© 'Section' mean a society of the Act;

'Society' means a society registered under the Act;

words and expressions used in the Act and not defined in these rules shall have the meanings assigned to them in the Act.

3. Memorandum of Association (Section 2) .- The memorandum of Association of a society shall contain the particulars required by Section 2 and shall bear the name, address and signatures of all the seven or more persons referred to in Section 1. It shall also be dated.

4. Rules and Regulations (Section 2) The rules and Regulations of a society may provided for the following matters.

The conditions of eligibility for membership of the society.

The conditions under which the membership of the society shall cease.

The consequences of non-payment of the subscriptions, if any.

The resignation and expulsion from the membership of the society.

If the society is a trust, the appointment and removal of trustees and their powers and duties.

Provisions for annual general meeting and other meetings of the society, their time and place.

The manner in which advance notice of such meetings may be given.

The quorum necessary for the transaction of business at meetings may be given.

The manner of making, altering and rescinding of rules and regulations.

The investment of fund, keeping of accounts, preparation of balance sheet and for an annual or

periodical audit thereof.

The procedure for the dissolution of the society.

Disposal of the property of the dissolved society.

Manner of framing of bye- laws, if any, and matters to be provided therein.

Such other matters as may be deemed expedient having regard to the nature and objects of the society.

5. Procedure of filing document.- (1) Every document required to be filed under the provisions of the Act or these rules shall be sent or delivered to the Registrar personally or shall be sent to him by registered post.

The documents referred to in sub- rule (1) shall be neatly typed, printed or cyclostyled on only one side of the paper, and every page thereof shall be initialed by the signatories to the document. Every cutting in the document shall be initialed by one of the signatories.

6.Registers to be maintained by the Registrar.- The Registrar shall maintain the following registers, namely;-

The Register of Societies in Form I.

The Register of Renewals in Form II.

The Register of Daily Receipts in Form III.

Receipt Book in Form IV.

The Register of Inspections in Form V.

The Register of Verification of Deposits in FormVI.

The Register of Verification of Deposits inFormVII.

Any other Register which the Registrar considers proper or which the State Government so directs.

7.Application for Registration .- (1) Every application for the registration of a society shall be immediately registered in the Register referred to in Rule 6 (a)

When the society has been duly registered under the provisions of the Act, a Certificate of Registration shall be issued in Form VIII, and necessary entries shall be made in the said Register.

8.Application for renewal. (1) Every application for renewal of Certificate of Registration received under

Section 3- A , shall be immediately entered in the register referred to in Rule 6 (b) If the application is in order. A Certificate of Renewal shall be issued in Form IX and every such renewal shall be recorded in the registers referred to in clauses (a) and (b) of Rule 6.

9.Mode of payment of fee;-(1) All fee payable under the provisions of the Act or these rules shall be paid or remitted to the registrar in cash or through Bank Draft or Postal Order: Provided that no fee shall be paid or remitted through Postal Money Order.

(2)Where the fee is paid personally in the office of the Registrar in cash or through Bank Draft or Postal Order, a receipt duly signed by the Registrar or any other officer authorised by him shall be issued in Form IV to the person concerned.

(3)Where the fee is remitted through a Bank Draft or Postal Order, the sender must ensure that such Bank Draft or Postal Order has been duly crossed and is made payable to the Registrar of Societies Uttar Pradesh, Lucknow

(4)All fees realised under sub-rules (1) to (3) or otherwise shall be immediately entered in the Register referred to Rule 6(C).

(5) At the end of each day the amounts received by the Registrar shall be totalled up and the total shall be entered in words as well as in figures by the Registrar in his own hand writing in the Register referred to in Rule 6(c) and shall be signed and dated by him.

(6) All such amounts Drafts and Postal Orders shall be deposited in the State Bank of India without undue delay

and latest by the next working day through Treasury challans in triplicate under the head, "104-other General Economic Services (a) Regulation of other business undertakings-(ii) Receipts from the administration of the Societies Registration Acts". In case of delay in depositing the fee the Registrar shall record, in his own hand writing, the reason of delay in Register of Daily Receipts. The depositor's copy of the challan along with departmental copy duly verified with the record of the Treasury concerned shall be placed in file of the society concerned as proof of the payment of fee: provided that where more than one amount is deposited through one challan extract there from duly attested by the Registrar may be placed in the connected files.

(7) The Registrar shall maintain a Register of Verification of Deposits in Form VII in which amounts shown in departmental copies of the treasury challan shall be entered day to day and at the end of each month, proper reconciliation of the deposits of the Register shall be made with the records of the Treasury and Register of Daily Receipts in Form III.

10 Application for Inspection.- (1) Every application under Section 19 for inspection of any document shall be entered in the Register referred to in Rule 6(e).

39[(2) The application shall be accompanied with a fee of Rs. 50/- payable in respect of each society for each day of inspection or part thereof.]

11.Application of certified copy.-(1) Every application under Section 19 for certified copy or extract of a document or part thereof shall be entered in the Register referred to in Rule 6(f).

(2) The application must clearly specify the document or documents of which the copy or extract is required.

(3) 40[(3) application for copy of a certificate referred to in sub rule (2) of Rule (7) or sub-rule (2) of Rule 8- Rs. 50/- Application for copy or extract of any other documents or part thereof-Rs.10/- for every 100 words or part thereof.

(4) A self addressed postal envelope bearing requisite postage, should invariably accompany if the copy or extract is desired by registered post.

(5) If the Registrar finds that the fee paid by the applicants inadequate the Registrar shall inform the applicants to make the deficiency good within a time to be specified. The registered envelope referred to above shall be used for the purpose.

(6) The applicants shall make the deficiency in the amount of fee good within the time specified by the Registrar. He shall also supply a fresh envelope as required by sub-rule (4).

(7) Where the applicants fails to make the deficiency good within the time specified by the Registrar the application shall be rejected.

12. Change of Name of Society.-(1) Where any society registered under the Act has changed its objects Section 12 or its name under Section 12-A, it shall send the notice of such change under Section 12-B(1) to the Registrar within thirty days from the date of the resolution.

(2) A copy of the resolution changing the object or name of the society shall invariably be accompanied with the said notice, together with a copy of the minutes of such meeting.

(3) Where the Registrar is satisfied that the provisions of the Act or these rules regarding change in the objects or name of the society have been complied with, he shall make the necessary entries in the Registrar referred to in Rule 6(a).

(4) Where any change in the name of a society has been registered in accordance with sub-rule(3), a fresh Certificate of Registration shall be issued in Form X.

(5) Before issuing the fresh certificate referred to in sub-rule(4), the Registrar shall send for the original Certificate of Registration and cancel the same.

13. Service of notice.- Where the Registrar proposes to take action under Section 3(2) or the proviso to Section 3-A(2), or Section 12-D, he shall issue notice to the Secretary (and if there is no Secretary, to the President, Chairman or Director) of the society to show cause against the action proposed.

14. Appeal.- Every appeal under sub-section (2) of Section 12-D shall be sent to the Secretary to the Government of Uttar Pradesh in the Finance Department, Civil Secretariat, Lucknow. It shall be accompanied with a copy of order appealed against duly attested by a Gazetted Officer.

15. Return of Defective documents.- Applications and documents which are defective or which are not in accordance with the provisions of the Act or these Rules shall be returned to the sender for rectification.

16-Fee not to be returned.-The amounts of fee paid to the Registrar under the provisions of the Act or these Rules

shall not be refunded:

Provided that where any application for registration of a society has been returned for rectification under Rule 15

and the same is received back after proper rectification, payment of fresh registration fee shall not be necessary.

17-Procedure regarding documents.-The documents received from a society under the provisions of this Act or these Rules shall be filed along with the original papers, if any, of that Society and necessary entries shall be made in the Register in Form I.

18.Retention of record.-The following Registers, documents and papers shall be retained permanently:

- (a) The registrar referred to in clauses (a), (b) and (g) or Rule 6;
- (b) All the registered documents of the societies;
- (c) Notes and order sheets;
- (d) All papers connected with cancellation of register and dissolution of a society;
- (e) References to the Government of Uttar Pradesh;
- (f) All Government orders; and
- (g) Any other register, document or paper which in the opinion of the Registrar should be retained permanently.

19. Weeding of record.-The registers, documents and papers (other than those specified in Rule 18) shall be weeded after due consultation with the Inspector of Government Offices, Uttar Pradesh.