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**GOVERNMENT OF HARYANA
DEPARTMENT OF AGRICULTURE
NOTIFICATION**

Dated the 29-11-05

No.3180-Agr.II(I)-2005/17944 -The Governor of Haryana is pleased to establish Haryana Agriculture Management and Extension Training Institute (HAMETI) at Jind. The institute shall be established in the premises of Agriculture Training Institute, Jind. The required staff and other faculty will be posted at the institute from the existing staff of the Department of Agriculture. The Institute so established will be an autonomous institute and will be registered under the Societies Registration Act, 1860. The Key functions of the HAMETI shall be as follows:

1. To provide capacity building support in Extension Management related areas to the extension functionaries both from public and private sector.
2. To provide consultancy in the areas like project planning, appraisal, implementation etc.
3. To develop and promote the application of management tools for improving the effectiveness of agricultural Extension services through better management of human and material resources.
4. To organize need based training programmes for middle level and grass-root level agricultural extension functionaries and
5. To develop modules on Management, Communication, Participatory Methodologies etc. as a sequel to the feedback from training programmes.

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Asha Sharma
Financial Commissioner and Principal Secretary
to Government Haryana, Agriculture Department,

To provide consultancy in the areas like project planning, appraisal, implementation etc.

Encl. No.3180-Agr.II(I)-2005/17945 Chandigarh, dated 29-11-05

A copy is forwarded to the Controller, Printing & Stationery, Haryana, Sector 18, Chandigarh for publishing the notification in the Haryana Government Gazette (Extraordinary). 250 copies of the published notification may please be supplied to this Department for official use.

To organize need based training programmes for middle level and grass-root level agricultural extension functionaries and

Deputy Secretary
for Financial Commissioner & Principal Secretary to
Government Haryana, Agriculture Department,

To develop modules on Management, Communication, Participatory Methodologies etc. as a sequel to the feedback from training programmes.

Encl. No.3180-Agr.II(I)-2005/17946 Chandigarh, dated 29-11-05

A copy is forwarded to the following for information & necessary action:-

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BYE LAWS OF HARYANA AGRICULTURAL MANAGEMENT EXTENSION TRAINING INSTITUTE (HAMETI)

1. Name of the Society : The name of the society will be "The Haryana Agricultural Management Extension Training Institute" hereinafter called the "HAMETI".
2. Location of the Office : The registered office of the HAMETI shall be located at the office of former Agriculture Training Institute, Jind .
3. Definitions:

The definitions of these rules, the following expressions shall have the following meaning unless inconsistent with subject or context.

- a. The "Society" shall mean the Haryana Agricultural Management Extension Training Institute (HAMETI).
 - b. "Governing Board" shall mean the body as constituted under these rules.
 - c. The "Chairman" shall mean the Chairman of the Society referred to in these regulations.
 - d. The "Director" shall mean the Director and Treasurer of the Society referred to in these regulations.
4. Haryana Agricultural Management Extension Training Institute (HAMETI) – Governing Board.

There shall be a Governing Board of the Society and it shall comprise of the following members of the Society :

S.No.	Designation	Status
1.	Financial Commissioner & Principal Secretary to Govt. Haryana, Agriculture, Haryana	Chairman
2.	Director Agriculture, Haryana	Vice-Chairman
3.	Deputy Commissioner, Jind	Member
4.	Director of Horticulture, Haryana	Member
5.	Director of Animal Husbandry, Haryana	Member
6.	Director Fisheries, Haryana	Member
7.	Director Extension Education Institute, Nilokheri	Member
8.	Director of Extension Education, HAU, Hisar	Member
9.	Additional Director Agriculture(Ext.)	Member
10.	Director-Designate Joint Director of Agriculture	Member-Secretary

5. Appointment/Nomination/Terms of Members

- Non-official member of Governing Board will be appointed for a period of 2 years by the Chairman of the Governing Board on the approval of Government.
- If any of the non-official members nominated by the Government fails to attend three consecutive meeting, he/she shall cease to be a member of the Governing Board and the Governing Board may appoint another member in his/her place for the remaining part of the two years period, with the prior approval from the Government.

- c. If any non-official member nominated by Government fails to discharge his/her duties properly or is found interfering with the day to day working of the agency or acts in any way prejudicial to the interest and objectives of the Agency, the Governing Board may terminate his/her term by a resolution and nominate another member in his/her place for the remaining part of the two year period with the prior approval of Government.
- d. Some initial appointments would be staggered to ensure that about two-thirds of the members would carry over for an additional year on the Governing Board.
- e. Persons who sign the Memorandum of Association of the Society shall be the first members of the Society duly admitted.
- f. Whenever a member desires to resign from the membership of the Society, he shall address his resignation to the Chairman of the Society (HAMETI) and present it to him.
- g. When a person becomes or is appointed or is nominated as a member of the Society by virtue of office held by him, his membership of the Society will terminate when he ceases to hold that office and the vacancy so caused shall be filled by his successor to that office. Members shall hold office for two years unless the authority which nominated/appointed/co-opted them terminates their membership earlier. No member shall serve for more than two years.
- h. Any vacancy in the membership of the society either by request or under article 5(g) of these regulations or otherwise shall be filled by appointment or nomination or co-option by the Authority or institution entitled to do so, as the case may be.

- i. A member of the Society shall cease to be a member if he becomes insolvent or of unsound mind or is convicted of a criminal offence involving moral turpitude.
- j. Each member of the Society shall have one vote.
- k. The society may further admit members subject to the approval of the Technology Dissemination Management Committee (TDMC) constituted in the Department of Agriculture, Government of India, New Delhi.,
- l. The Society shall maintain a roll of its members at the registered office and every member shall sign the roll and state therein his occupation and address.
- m. It shall be incumbent upon a member of the Society to notify to the Director any change of his address and occupation.
- n. The Society shall enter into the register of membership, the following particulars.
 - I. Name and address of each member
 - II. The date on which the member was admitted, and
 - III. The date on which the member ceased to be a member

6. Appointment of Officials:

- a. The Director would be selected by the Commissioner Agriculture for the Project period. After the project period, the Chairman in consultation with the Governing Board will appoint the Director. The Director will act as a Member Secretary-cum-Treasurer in whom the executive authority of the Agency will vest. Initially, the appointment shall be for one year subject to the extension for two years period and another two years. The total period not exceeding 5 years for an incumbent.

and incur legal expense, provided that these powers are exercised for and on behalf of the HAMETI.

- vii. Purchase, hire, take on lease, exchange or otherwise acquire a property moveable or immoveable or sale/hire/lease exchange or otherwise transfer or dispose of all or any property, moveable or immoveable of the HAMETI provided that for the transfer of immoveable property the prior approval of the State Government is obtained in that behalf.
- viii. To accept the management of any endowment trust, fund, subscription or donation, provided that it is not attended by any condition inconsistent or in conflict with the objective of the HAMETI,
- ix. To draw up the annual budget of the HAMETI to be submitted for approval of the Governing Board.
- x. To scrutinize the annual reports and balance sheet and audited accounts of the HAMETI for the consideration/approval of the Governing Board.

8. KEY FUNCTIONS OF THE HAMETI GOVERNING BOARD

- i. The Governing Board shall meet at least once in a quarter to discuss and deliberate upon the activities of the Society. The quorum of at least $\frac{1}{3}^{\text{rd}}$ of the total strength is essential for the meeting of the GB under this regulation. The fresh meeting must be conveyed immediately by the Member Secretary in case the requirement of quorum is not met at any meeting. Any change in the Society (HAMETI) by-laws should be approved by $\frac{2}{3}$ of the members of Society and shall be submitted for approval of TDMC, Government of India, New Delhi.

performed by the Governing Body either by itself or through the Management Committee subject to such limitation as the Government of India and the State Government may from time to time impose in respect of the expenditure of their grants.

ii. In particular and without prejudice to the generality of foregoing provisions, the Governing Board may:

- a) Make, amend or repeat any regulations relating to the administration and management of the affairs of the Society subject to the observance of the provisions contained in the Societies Act under which the Society HAMETI is registered.
- b) To consider the Annual Budget and its subsequent alterations placed before it by the Member-Secretary from time to time and to pass it with such modification as the Governing Body may think fit.
- c) To accept donations and endowment or give grants upon such terms as it think fit.
- d) To appoint committees, boards and sub-committees etc. for such purpose and such terms as it may deem fit and to remove any of them.
- e) To do generally all such acts and things as may be necessary or incidental to carrying out the objectives of the society or any of them provided that nothing herein contained shall authorize the Governing Body to do any act or to pass any bylaws which may be repugnant to the provisions hereof or to the powers hereby conferred on the Governing Board and other



authorities, or which may be inconsistent with the objective of the society.

10. HAMETI MANAGEMENT COMMITTEE (HMC):

There shall be a Management Committee under the Chairmanship of Director of the Society to carry out executive functions and shall meet at least once in a month and take necessary decisions on all matters which are explicitly entrusted to the Governing Body subject to ratification by the latter.

THE COMPOSITION OF HAMETI MANAGEMENT COMMITTEE WILL BE AS UNDER

S.No.	Designation	Status
1.	Director of Agriculture, Haryana	Chairman
2.	Director Extension Education, CCS HAU, Hisar	Vice-Chairman
3.	Additional Deputy Commissioner, Jind	Member
4.	Additional Director of Agriculture(Extension)	Member
5.	Deputy Director of Agriculture, Jind	Member
6.	Deputy Director, Animal Husbandry	Member
7.	Chief Executive Officer Fisheries, Jind	Member
8.	Coordinator Krishi Gyan Kendra, Jind	Member
9.	Director (HAMETI)	Member-Secretary

The functions of the HAMETI Management Committee would include the following:

- a) Guide the HAMETI for effective planning and functioning Participatory Rural Appraisals (PRAs) to identify the problems

and constraints faced by different socio/economic groups of farmers within the districts.

- b) Prepare annual work plans and budget proposals that would be submitted to the HAMETI GB for review, possible modification, and approval.
- c) Maintain appropriate project accounts and carry out satisfactory audit thereof for submission to Technology Dissemination Unit (TDU) for audit purposes.
- d) Coordinate the execution of these annual work plans through participating line departments, ZRS, KVKs, NGOs, FIGs/FOs and allied institutions, including private sector forms.
- e) Provide annual performance reports to the GB outlining the various training programme organized and related activities that were actually carried out, including targets achieved, and
- f) Provide secretariat assistance to Governing Board and initiate action on policy direction, investment decisions and other guidance received from the Board.

11. PROCEEDINGS OF THE GOVERNING BOARD

- i. The Agriculture Commissioner, Haryana shall be the Chairman of the Governing Board and in his absence the Vice Chairman of the Society (HAMETI) shall preside at the meeting.
- ii. Not less than 7 clear days notice of every meeting of the Governing Board respectively shall be given to each member.
- iii. The Chairman may himself call, or by a requisition in writing signed by him may require the Secretary to call a meeting of the

Governing Board at any time and on the receipt of requisition the Secretary shall forthwith call such a meeting.

- iv. Each Member of the Governing Board shall have one vote and in the event of an equality of votes on any question to be decided, the Chairman shall have a casting vote.
- v. Any business which it may be necessary for the Governing Board to perform may be performed by a resolution in writing, circulated among all its members and any such resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as a resolution passed at a meeting of Governing Board.

12. **ANNUAL GENERAL MEETING**

- i. The Society shall hold an annual general meeting at-least once in a year and not more than 15 months shall elapse between two successive annual general meetings.
- ii. The members of HAMETI Governing Board and HAMETI Management Committee will be member of Annual General Meeting.
- iii. The balance sheet and the Auditor's Report shall be placed at the Annual General Meeting of the Society for its consideration.
- iv. At least 6 members of the Society Management Committee present at the Annual General Meeting shall form a quorum.

13. **THE FUNDS OF THE SOCIETY SHALL CONSIST OF THE FOLLOWING:**

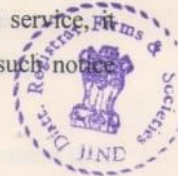
- a. Recurring and non-recurring grants made by the Government of India and the State Government for the furtherance of objectives of the society.
- b. Income from Investments.
- c. Income from other sources.

14. The Bankers of the Society shall be appointed by the Governing Board. All funds of the Society should be paid into Society's account with the said bankers and shall not be withdrawn except on cheques signed by the Director to the extent he is empowered and cheque over that value would be countersigned by the Chairman.

15. **ACCOUNTS AND AUDIT**

- i. The Accounts of the Society shall be audited by a Chartered Accountant to be appointed by the Governing Board. 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 the presentation of the accounts for audit shall be prescribed by the bye-laws to be framed by the Governing Board and approved by the State Government.
- ii. Annual Report of the proceedings for the Society and all the work undertaken during the year shall be prepared by the Governing Board for the information of the State Government, Government of India and the members of the society. This report and the audited accounts of the Society shall be placed before the Society at the Annual General Meeting.

24. Members to receive no profit upon dissolution of the Society. If after disposal and settlement of the property of the Society and its claims and liabilities, there are any surplus assets, such assets shall not be paid to or distributed amongst the members of the society or any of them but shall be disposed of as directed by the Government of India and the State Government with the approval of the Registrar of Societies.
25. A notice may be served upon any member of the Society either personally or by sending it through the post in an envelop addressed to such members at the address mentioned in the roll of members.
26. 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 providing such service, it shall be sufficient to prove that the cover containing such notice was properly addressed and put into the post office.

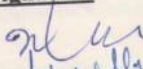
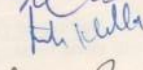
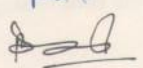


27. **ALTERATION OR EXTENSION OF THE PURPOSES OF THE SOCIETY:**

Subject to the approval of the State Government previously obtained, the Society may alter or extent the purposes for which it is established.

- a. If the Governing Body shall submit the proposition, for such alteration or extension as aforesaid to the members of the Society in a written or printed report.
- b. If the Governing Body shall convene a special General Meeting of the members of the society according to their Rules for the consideration of the said proposition.

- c. If such report be delivered or sent by post to every member of the society fourteen clear days previous notice be given to convene such special General meeting as aforesaid.
- d. If such proposition be agreed to by the votes of three fifth of the members of the Society delivered in person at such special General Meeting as aforesaid and
- e. If such proposition be confirmed by the votes of three fifths of the members of the Society present at a second special General meeting convened by the Governing Body at an interval of one month after the former meeting.
28. The Rules of the Society may be altered at any time by a Resolution passed by a majority of the members of the society present at any meeting of the society which shall have been duly convened for the purpose. The modified Rules will be deemed to have come into force in accordance with the provision contained in Societies Registration Act of 1860.
29. The Government of India and the participating state Government shall be entitled to obtain information, advice and assistance of the Society on all matters connected with training of extension functionaries, studies conducted and any other programmes undertaken or to be undertaken by the Society.

<u>No.</u>	<u>Name</u>	<u>Signature</u>	<u>Designation & Authority</u>
1	Mrs Asha Sharma		F.C. P.S. to Govt Haryana Agri Deptt.
2	Sh. R.K. Khullar		Director of Agri Haryana
3	Sh. B.S. Duggal		Director, HAMETI

Witnesses

1. Certified to Be True Copy
2. Distt. Registrar Of Firm & Societies
JIND