

PeRGo

Standard Operating Procedure (SOP)

1. Annual General Meeting to be held on May 15 every year in which following matters are to be presented:
 - (a) Management Report of previous financial year,
 - (b) Audited copy of Balance Sheet,
 - (c) Income & Expenditure Account,
 - (d) Auditor's Report,
 - (e) Election to Governing Body after every 3 years

2. After Annual General Meeting and within next 14 days, a list containing the following is to be submitted to the Registrar:

List of Governing Body in Form-VI of Himachal Pradesh Societies Registration Rules – no fee required.

3. After Annual General Meeting and within 90 days, a list containing the following is to be submitted to the Registrar:
 - (a) Statement of Income & Expenditure in Form-VIII
 - (b) Balance Sheet in Form-IX
 - (c) Audit Report

4. Notice of change in Governing Body under Section 15(3)(ii) of Himachal Pradesh Societies Registration Act is to be sent to the Registrar within 14 days.

5. Register of Governing Body members to be maintained under Section-15(3)

Name	Address	Occupation
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6. Register of Members of General Body to be maintained under Section-23

Name	Address	Date of Induction	Date of Cessation	Signature
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7. Minute Book of General Body and Governing Body to be maintained under Section-19.

8. Following documents are to be maintained under Section-32 & Rule-10:

- (a) Cashbook showing Daily Receipt & Expenditure
- (b) Receipt Book containing Form in duplicate.