MEMORANDUM OF FAVORABLE ORGANISATION FOR RURAL WELFARE 
AND REGIONAL DEVELOPMENT

1. Name of the organisation :: FAVORABLE ORGANISATION FOR RURAL 
WELFARE AND REGIONAL DEVELOPMENT 
(FORWARD)

2. Location of the Regd. Office :: S1/16, INDUSTRIAL ESTATE, P.O. 
& DIST. - BALASORE, ORISSA, PIN - 756001. 
( Formerly : At - Bangara, P.O. - Khannagar, Via - 
Seragah, Dist-Balasore, Orissa )

3. Aims and Objectives :

  a) To cooperate and coordinate with other voluntary organisations and Government 
     Agencies to facilitate in implementing various developmental and issue based 
     programmes from time to time to eradicate the rural sufferings.

  b) To organise women’s power and other un-organised sectors by providing organising 
     know-how, training, education and awareness to have their due share in the 
     socio-politico systems and to have a just society.

  c) To impart vocational and other technical training (like computer), education, awareness 
     and to provide income generating assets to rural and tribal women and other needy 
     persons in order to enable them to maintain sound financial status.

  d) To provide legal aid and shelter to helpless and exploited women and orphan children 
     and to fight against women atrocity and child labour.

  e) To facilitate women and child education among elementary age group children and 
     other research works by establishing village library, study centres, schools, colleges 
     and other necessary institutions.

  f) To eliminate health hazards, especially among expectant mothers and children and to 
     popularise the family planning programmes and to develop the indigenous medicines 
     and other curative methods.

  g) To extend necessary help to the aged and the infirmed by providing shelter, training 
     awareness and other such facilities which ensures them a meaningful life.

  h) To look after rural environment and sanitation.

  i) To create social cadres by providing training, awareness and other necessary input to 
     uplift the very cause of the society and social harmony.

  j) To encourage the development and preservation of handicrafts and other cottage 
     industries.

  k) To mobilise youth resources by organising various leadership development training camps.
seminars, debates, sports and other cultural activities.

(i) To profess adult and other non-formal education, among illiterate adults and other needy persons.

(m) To provide institutional education and training to the SCs & STs and other weaker sections to help them to develop their socio-economic standard.

(n) To extend rural and tribal water supply facilities along with irrigational developments

(o) Adult education.

(p) Agricultural Activities

(q) For the achievement of the above objects

(i) To promote all scientific, industrial and research knowledge relating thereto

(ii) To empower women through micro credit training, self help group (S.H.G.) formation etc.

(iii) To save environment through plantation, awareness and green bank formation and wastage management etc.

(iv) To make exchange of culture through exchange visits to establish social development research centres, mini industrial training centres and production for rural unemployed youth and rural artisans to provide low cost equipments, models for solar energy, old age home, kanyashram residential school etc.

(v) To acquire movable and immovable properties on behalf of the Forward to utilise, sell and mortgage etc. or otherwise deal with the movable and immovable properties of the Forward.

(vi) To fulfill the above objects of Forward, Forward shall raise funds and contribution and can spend, sell mortgage or collect movable and immovable properties whenever necessary, establish offices, open branches and work and so on improve the position of the Forward.

(vii) To raise funds for the proper functioning of the Forward from members either as donation, deposits, advances, loans, subcriptions or otherwise and also receive from public institutions, Government Agencies (Statutory Boards) or such other boards funds by way of loan, Grant and subsidy etc.

(viii) To produce necessary and useful literature for propagating the objects of the Forward in order to develop the knolwedge of the programmes

(ix) To conduct research centres in all subjects in futurance of a healthy and good social life amongst the people

(x) All the movable and immovables secured for the society shall be the assets of the society.

(xi) To establish oldage home.
(xii) To establish food processing units, silos, godowns, etc. by obtaining grant-in-aid from the concerned ministries.

(xiii) To conduct entrepreneurial development programmes for the unemployed youths.

(xiv) To conduct youth exchange programmes at national and international level.

(xv) To establish human dynamics and public speaking forums in schools and colleges.

4. Name, address, designation, occupation and signature of the members of the Executive Body:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name &amp; Address</th>
<th>Designation</th>
<th>Occupation</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sri Jajnabarah Mohanty</td>
<td>Chairman</td>
<td>Industrialist &amp; Social Worker</td>
<td>[Signature]</td>
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<tr>
<td></td>
<td>At/P. O. - Khairai Dist. - Balasore</td>
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<tr>
<td>2</td>
<td>Sri Sadipta Ku. Behera Ranipatna, Bank Colony Balasore</td>
<td>Vice-chairman</td>
<td>Engineer &amp; Social Worker</td>
<td>[Signature]</td>
</tr>
<tr>
<td>3</td>
<td>Sri Soumendra Das</td>
<td>Director</td>
<td>Business</td>
<td>[Signature]</td>
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<tr>
<td></td>
<td>At-Tulangshahi P. O. - Motigaj Balasore</td>
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<tr>
<td>4</td>
<td>Sri Madan Mohan Panda</td>
<td>Jt-director</td>
<td>Social Worker</td>
<td>[Signature]</td>
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<td></td>
<td>At/P. O. - Kolha, Dist. - Bhadrak</td>
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<tr>
<td>5</td>
<td>Sri Jitendra Ku. Rath</td>
<td>Treasurer</td>
<td>Cost Accountant</td>
<td>[Signature]</td>
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<tr>
<td></td>
<td>At/P.O./ Dist. - Nayagarh</td>
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<td>6</td>
<td>Sri Baidhar Baske</td>
<td>Member</td>
<td>Farmer</td>
<td>[Signature]</td>
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<tr>
<td></td>
<td>At/P. O. - Bholagadia Dist. - Mayurbhanj</td>
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<td>7</td>
<td>Sri Ajay Ku. Mohanty</td>
<td>Member</td>
<td>Ex-Serviceman</td>
<td>[Signature]</td>
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<tr>
<td></td>
<td>At-Natapada, P. O.-Khairai Dist. - Balasore</td>
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<tr>
<td>8</td>
<td>Sri Sangram Singh</td>
<td>Member</td>
<td>Farmer</td>
<td>Sangram Singh</td>
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<td></td>
<td>Mitrapur, Balasore</td>
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<td>9</td>
<td>Dr. C. Satyabrata Nanda</td>
<td>Advisor</td>
<td>Doctor</td>
<td>[Signature]</td>
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<tr>
<td></td>
<td>Mirzapokhari, Balasore</td>
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<tr>
<td>10</td>
<td>Dr. Rajan Kant Doloi</td>
<td>Advisor</td>
<td>Social Worker</td>
<td>[Signature]</td>
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<tr>
<td></td>
<td>Rabindra Nagar, Midnapore West Bengal</td>
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<td>11</td>
<td>Sri M. Prakash Chandra</td>
<td>Advisor</td>
<td>Social Worker</td>
<td>Arner</td>
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<td>Bahana, Balasore</td>
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<tr>
<td>12</td>
<td>Sri Bishnu Ch. Seth</td>
<td>Chief Advisor</td>
<td>Social Worker</td>
<td>[Signature]</td>
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<td></td>
<td>Tinidi, Bhadrak</td>
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5. We, the undersigned are desirous to frame a voluntary organisation namely Favourable Organisation for Rural Welfare and Regional Development (FORWARD) in accordance with the Memorandum of Association and we believe that the facts stated above are true to the best of our knowledge and belief.

<table>
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<td>Business</td>
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<td>4</td>
<td>Sri Madan Mohan Panda At/P.O. - Kolha, Dist. - Bhadrak</td>
<td>Social Worker</td>
<td>Madam Mohan Panda</td>
</tr>
<tr>
<td>6</td>
<td>Sri Balchhar Baske At/P.O. - Bhalagadia, Dist.- Mayurbhanj</td>
<td>Farmer</td>
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</tr>
<tr>
<td>7</td>
<td>Sri Ajay Ku. Mohanty At Natapada, P.O. - Khaira Dist. - Balasore</td>
<td>Ex-Serviceman</td>
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<td>Sri Sngram Singh Mitrapur, Balasore</td>
<td>Farmer</td>
<td>Sangram Singh</td>
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<td>Dr. C. Satyabrata Nanda Mirzapokhari, Balasore</td>
<td>Doctor</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Dr. Rajani Kantala Doloi Rabindra Nagar, Midnapore West Bengal</td>
<td>Social Worker</td>
<td>Rajani Kantala Doloi</td>
</tr>
<tr>
<td>11</td>
<td>Sri M. Prakash Chandra Bahanaga, Balasore</td>
<td>Social Worker</td>
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<tr>
<td>12</td>
<td>Sri Bishnu Ch. Sethi Tihidi, Bhadrak</td>
<td>Social Worker</td>
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<tr>
<td>13</td>
<td>Sri Narayan Singh Batagram, Balasore</td>
<td>Social Worker</td>
<td>Narayan Singh</td>
</tr>
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<td>14</td>
<td>Sri Niranjana Bhoi Arsa, Ertal, Bhadrak</td>
<td>Social Worker</td>
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<tr>
<td>15</td>
<td>Sri Akshay Ku. Mohanty Natapara, Khaira, Balasore</td>
<td>Social Worker</td>
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<tr>
<td>16</td>
<td>Sri Madan Mohan Rout Agarpura, Bhadrak</td>
<td>Social Worker</td>
<td>Madan Mohan Rout</td>
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<tr>
<td>17</td>
<td>Ms. Sakuntala Mohanty Khaira, Balasore</td>
<td>Women Activist</td>
<td></td>
</tr>
</tbody>
</table>

Witness to above:

Janabarah Mohanty, At/P.O. - Khaira, Dist. - Balasore

Jitendra Ku. Rath
At/P.O. / Dist. - Nayagarh
RULES REGULATIONS / BYE-LAW OF FAVOURABLE ORGANISATION FOR RURAL WELFARE AND REGIONAL DEVELOPMENT (FORWARD)

1. Date of Establishment:
   The organisation has been established on the 7th December, 1992.

2. Title:
   The rules shall be called the rules and regulations of FAVOURABLE ORGANISATION FOR RURAL WELFARE AND REGIONAL DEVELOPMENT (FORWARD).

3. Name:
   The name of the organisation shall be FAVOURABLE ORGANISATION FOR RURAL WELFARE AND REGIONAL DEVELOPMENT, hereafter called as ‘FORWARD’

4. Location:
   The registered office of the organisation is located At- Bantara, Po- Khannaagar, Dist - Balasore, and now shifted to Sl/16 Industrial Estate, Balasore.

5. Jurisdiction:
   The scope of activities of the organisation shall be extended to all the people irrespective of their race, religion, case and language within the entire district of Balasore, Bhadrak and Mayurbhanj and may be extended to other part of the state of Orissa and other state of India.

6. Salient features:
   (a) The organisation is totally secular, non-political, moral and non-profit making institution.
   (b) Wide scope - The word "regional" incorporated in the very title of the organisation is used in a wider sense. It excludes the idea of any particular race, religion, language and place.
   (c) Logo - A "Forward" man is coming out of a "poor" man.
   Metto - "Work is workshop"

7. Membership:
   (a) Anyone of either sex shall be a member of this organisation if he / she at least attains the age 15 year.
(b) He/she should have a sound mind and good character.
(c) He/she should not be implicated in politics and directly related to any religious institution, movement or the like.
(d) His/Her application for membership shall be passed by the Executive Body of the Organisation. Here the decision of the Executive Body shall be final.

8. Cancellation of Membership:

(a) Any member may resign of his/her own by a letter duly addressed to chairman of the Organisation.
(b) Any member who is found with unsound mind and criminal record shall be removed by the Executive Body with a simple majority.
(c) Any member who is found disinterested by abstaining himself from the meeting and day to day affairs of the organisation or otherwise shall be removed by the Executive Body.
(d) Any member shall be removed by the Executive Body if he is found in active politics or directly related to any particular religious movement.
(e) If the Executive Body is satisfied that any member's activity is detrimental to the interest of organisation shall be removed. Here the satisfaction of Executive Body can't be challenged.

9. General Body:

(a) All its members together with the Executive Body shall be called as the General Body.
(b) The General Body meeting shall be held at least once in a year to assess the progress, to highlight the new programmes or to find out any failure, if any.
(c) The General Body meeting may be held more than once if the situation so arises.

10. Executive Body:

(a) There should be an Executive Body to run the organisation from day to day.
(b) The Executive Body shall be consisted of nine members duly selected/elected by the General Body. The number of the Executive Body may increased or decreased as and when it is so desired by the General Body.
(c) It should meet at least once in a month and it may be held more than once if it is so desired by the Executive Body to meet the situation.
(d) It shall formulate laws, regulations, resolutions regarding its day to day affairs, project plans etc. or to achieve its aim and objectives in a better way.
(e) The Executive Body shall have the right to amend any or all the laws, regulations etc. of the organisation or may add new law(s) or may curtail any one/more thereof.

(f) Any dispute or confusion regarding any term or concept of this Bye-law of the organisation shall be decided by the Executive Body. If the decision, scope, limitation and the spirit of the term concerned as decided by the Executive Body is binding.

(g) The Executive Body may prescribe any norm/norms for its members keeping the interest of the organisation in mind.

(h) It may dictate/direct any of its member(s) to do or not to do something for the interest of the organisation provided it is not detrimental to any law resolution of the organisation or social laws norms.

(i) The Executive Body has no power to make any law or resolution which is detrimental to the interest of the organisation or to any individual, institution, religious sects, society or laws of our country.

(j) The Executive Body may appoint any one or more sub-committee, for reason specified, under its direct supervision.

(k) It may also create the desired number of sister organisations for better and wider achievement of its aims and objectives. But these organisations are subject to function during the pleasure of the Executive Body.

(l) The term of the Executive Body shall be three years.

(m) The Executive Body may be dissolved earlier if a resolution is passed in this regard by the Executive Body itself with a simple majority.

(n) If the Executive Body is dissolved earlier, the General Body is empowered to select/ elect a new Executive Board within a period of one month of its dissolution. Hence the previous Executive Body may be requested to take the charge of the organisation till a new Executive Body is formed or the General Body may arrange it other way which it feels better.

(o) The Executive Body may extend its term upto six months under abnormal circumstances.

(p) The vacancy created by the member(s) by resignation or otherwise shall be filled up by the Executive Body if and only if the remaining terms of the existing Executive Body is more than three months.

(q) Any election/selection to the Executive Body should be notified to the members at least before fifteen days.

(r) The Executive Body shall look after its fellow members so as to keep harmony and friendly relation among its members.

(s) No member other than Executive Body members shall have the right to vote in the Executive Body meeting.

(t) Any member of the Executive Body shall be removed under the same conditions prescribed for the other members by the Executive Body with a 2/3rd majority of its members.
members present and voting.

(u) The Executive Body should be consisted of a Chairman, a Vice Chairman, a Director, a Joint-Director, a Treasurer and other six members (including member advisors). The can be more if it is decided by resolution.

(v) Any government representative/personnel/bonafied person from Funding Agency may be included in the Executive Body as an Ex-officio member on special cases whenever necessary.

11. Chairman:

He is the honour and dignity of the organisation. He will preside over the meeting. He is the head of the organisation and shall represent the organisation outside. No income or expenditure can be made without his knowledge. Any sort of agreement with any individual institution or government shall be made on his behalf. He shall convene all the meetings of the organisation. He shall deal all the money matters and shall sign voucher, money receipts etc. Every income and expenditure shall be made in his name. He is sole authority to deal any sort of receipts and payments to be made by the organisation. All records and documents of the organisation shall be checked and signed finally by him. He is empowered to take instant decisions alone for the welfare of the organisation as when required with proper justification. All sort of correspondences should be made in his name.

12. Vice-Chairman:

The Vice-Chairman of the organisation will assist the Chairman and will accomplish the duties of Chairman in his absence. He will be the chief co-ordinator to implement the projects. He will co-ordinate the donor agencies and organise funds for the organisation. The Annual Budget has to be verified by the vice-chairman before presenting the same before the general body meeting.

13. Director:

He is the spokesman of the organisation and he will have to play the key role in achieving the aims and objectives of the organisation should be kept with him. He should record all the proceedings, decisions etc. in the Executive Body meetings. As be the custodian of the property of the organisation, he enjoys a great responsibility for the safety of the property. He shall present the Annual Budget in the general meeting and shall prepare the Annual Report of the organisation.

14. Joint director:

He should look after the organisational activities of the organisation. His basic duty is to assist the Director in day to day affairs in the absence of the Director, the Jr-Director is empowered to perform his duty.

15. Treasurer:

The Treasurer shall properly maintain books of account of the organisation like cash...
book, ledger, journal, vouchers etc. All sort of cash and bank transactions shall be made through him with prior permission of the Chairman. He will help in preparing the annual budget & report, audit of the organisation.

16. **Advisory Board**:

There shall be an advisory Board if it is so desired by the General Body and a resolution is passed in the Executive Body in support of it. The number of its member shall be decided by the Executive Body. The advisory Board shall give aid and advice to the Executive Body from time to time for the interest of the organisation. But the Executive Body is not bound to accept the aid and advice of the Advisory Body if the situation so arises. Here the decision of the Executive Body is binding. When the Executive Body is satisfied that the function of the Advisory Board is undesirable or unnecessary it may be dissolved.

17. **Meeting**:

   (a) The Director shall convene all sorts of meetings of the organisation.
   (b) Majority - It means one plus half of the total strength.
   (c) Quorum - 2/3 members constitute the quorum.
   (d) Any outsider (non-member) may be called/ invited to attend the Executive Body meeting or General Body meeting if it is so desired by the Executive Body. But they have no voting right.
   (e) Any member irrespective of the post / position he / she holds has one vote i.e. one man one vote. The Chairman will be having the power to cast an extra vote as and when required.
   (f) All the proceedings, decisions, discussions, etc. of the meeting should be duly recorded.
   (g) The records of the organisation shall not be produced public unless and until it is so desire under law.

18. **Funds**:

   (a) Primary funds shall be collected from the members of the organisation according to the capacity of the members concerned.
   (b) It may accept donations, aids etc. from individuals, institutions, organisations and from the Govt. either of state or centre or both.
   (c) It may also accept foreign aids / contribution under established law of our country.
   (d) It may also accept loans for certain useful purposes from any public sector Banks or from any other financing institutions under due procedure.
19. Accounts:

(a) There shall be a joint account in the name of the Chairman and one member of the Executive Body as decided in the Annual meeting in any one or more public sector Banks, Co-operative Banks etc.

(b) Every account of income and expenditure should be duly recorded and produced before the Executive Body from time to time.

(c) No expenditure can be made from the account of the organisation unless and until a resolution is passed in favour of it in the Executive Body. And the expenditure already made should be passed by Executive Body.

20. Audit:

The accounts of the organisation should be properly audited in every April by the qualified auditor appointed by the Executive Body or by the Govt. Auditor which is better to ensure the fairness of accounts or to comply with the law.

21. Any member of this organisation may be / can be a member of any other organisation provided it is not detrimental to the interest of this organisation.

22. Festivals:

All the National days shall be observed as the festival of our organisation.

23. Permanent staff:

(a) The organisation may keep desired number of permanent staff for the smooth functioning of the organisation if and only if a resolution in support of it is passed by the Executive Body.

(b) These recruitments should be done in conformity with the rules and regulations.

(c) Honorarium may be paid to these permanent staff according to the nature of their work.

(d) The service of the permanent staff can be terminated as and when the Executive Body so desires for certain disciplinary actions for undesirability of such a person or personnel concerned. Here the decision of the Executive Body is final and it can not be challenged.

24. Property:

(A) The organisation may acquire some landed property of its own under law for the construction of building etc. These landed properties may be on lease basis or permanent.
25. **Dispute:**
   (a) Any dispute among its members shall be decided by the Executive Body or by
       the specific member authorised to do so.
   (b) Any legal action by any individual, institution, organisation or government shall
       be initiated in the name of the Director. The Director shall represent in the court of
       law on behalf of the organisation.

26. **Dissolution:**
   (a) After the fulfillment of its aims and objectives the organisation may be dissolved.
   (b) It may also be dissolved at any time if a resolution is passed in this regard in the
       Executive Body supported by at least 2/3 of its members and the same is passed
       with a simple majority by the General Body.
   (c) The property of the organisation shall go to the institution, organisation / govt /
       funding agencies as decided by the Executive Body / by law otherwise it will
       automatically go to the registering office of the organisation.

**CERTIFICATE**

(i) The Bylaws of Favourable Organisation for Rural Welfare and
Regional Development (FORWARD), At - S1/18, Industrial
Estate, P.o. / Dist - Balasore, State - Orissa, India, Pin - 756001 has been
approved in the Executive Body meeting.

(ii) Certified that there is no other organisation in the same name in this area.

(iii) Certified that this is a true and correct copy of the Rules and Regulations of
FORWARD.

[Signatures]

Jainabarah Mohanty
Chairman

Sadipra Behera
Vice-chairman

Jitendra Ku. Rath
Treasurer