

## Manual-6

### Assets and Funds of Society :

- a) The capital cost and corpus fund for the smooth functioning of the society may be contributed by Government of Punjab, Government of India, contributions from Public sector undertakings, Co-operative institutions, other Public sector organizations and Financial Institutions.
  
- b) **Sources of income of the Society:** The Society will implement the various E-Governance projects and also provide integrated services on behalf of various Government Departments. Therefore, any receipts of the society including the receipt through the Sukhmani Societies for citizen services, will consist of the following:
  - i. Payments against the bills for various services rendered by the Departments which will be transferred by the Society into the accounts of the concerned departments or agency and proper accounts would be maintained,
  
  - ii. The fee prescribed by concerned Department of the Government for the certain categories of service would be transferred to the concerned department for depositing the same in the Government Treasury and;
  
  - iii. Lastly the approved user charges for providing the service by the Society which will be retained by the Society. These user charges will be apportioned between the Punjab E-Governance Society, Sukhmani Society and the Private partner to be selected on open tendering

basis for meeting the expenditure on account of operations, management and maintenance of the IT resources for providing the services

- c) The recurring expenditure of the society would be met out of the share of service charges collected through the implementation of various E-Governance Projects or from the services charges collected in lieu of the citizen's services and other income from resources and business of the society.
- d) For expanding the scope and coverage of E-Governance services in the State the Society may approach Government of India, Government of Punjab or any financial institutions for funding the E-Governance project depending upon the project structuring/ requirement.
- e) The services of the Society may be used as an institutional mechanism for the facilitation/ execution of various e-Governance projects which could be either fully or partially funded/ sponsored by Government of India, Government of Punjab or other financial institutions/ resources. The execution of such projects could be facilitated through the Society and any funds allocated for such projects could be utilized through the Punjab State e-Governance Society, District Level Society for Citizen Services or any other society. The Society would be paid a service charge for facilitating/ executing such projects to the tune of 4% to 6% as decided by the Government in the Department of IT from time to time.
- f) The Society may accept contributions from statutory bodies created under the Acts of Parliament or of the State Legislature, the national and International organizations, NRIs, industry. The contribution may also be accepted from Private bodies and individuals subject to the approval of its Board of Governors.

- g) The income and property of the Society howsoever derived shall be applied towards the promotion of the objects thereof as set-forth in this Memorandum of Association.
- h) No part of income and property of the Society shall be paid or transferred, directly or indirectly, by way of profit, to the persons/ body who are, or, at any time, have been or shall be members of the Society or Board of Governors or to any of them or to any persons claiming through them or any of them.
- i) **Operations and Management (O & M) of the society:**
- i. The required operating, administrative, technical and other manpower may be deployed on job work, contract or outsourcing basis from project to project basis for ensuring the efficient operation and management of the projects.
  - ii. Thus the hiring of manpower for the work of the Society would not be the liability of the Government and any expenditure on such account is proposed to be met out of the service charges/ other funds available with the Society.
  - iii. For the operations, the Society is likely to be financially self-sustaining after the successful implementation of the pilot projects. The Society will outsource its work on job-work basis or even totally outsource the projects depending upon the requirements of the specific project on a case to case basis. However, at no point of time the Society will have the permanent staff of its own and even the Skelton project base staff would be deployed on contract/ job work basis.
  - iv. Mostly the operating staff would be hired by the private partners and no Government Expenditure would be involved. Also expenditure on

any hiring of staff by the society would be met out of its own resources like the service charges collected by the Society.

j) **Vesting of the assets and funds of the Society:** The Assets of the fund shall vest with the Society.

i. **Assets register and accounts:** The Society shall maintain Assets Register (AR) and accounts as per the common corporate practices relating to IT industry.

ii. **The Treasurer of Fund:** The Executive Committee of the Board of Governors headed by the Member Secretary or any other person authorized by the Executive Committee shall be the treasurer of the funds.

iii. **Operation of Bank Account:** The bank accounts of the Society shall be kept in the name of the Society and shall be operated upon by the Member Secretary of the Society or any other person authorized by the Executive Committee or Member Secretary.

k) Objects for which the Fund of the Society could be used:

i. The objects of the fund shall be as approved by the Board of Governors.

ii. All decisions for utilization of funds would be recorded in Executive Office Order Register (EOOR).

iii. Some of the indicative objects for which the funds could be used are as follows:

- a. For creation, operation, management and maintenance of databases to be used for IT enabled citizen services in the District
  - b. For creation, operation, management and maintenance of IT and other resources for e-governance applications and IT enabled citizens services at the District level and below
  - c. To develop Decision Support System, MIS, Intranet and other applicable enabling technologies in district level offices;
  - d. For IT innovations in administration, re-engineering and for IT supported resource optimization at the District level;
  - e. To impart special training, awareness and capacity building in the field of IT for various district level staff and general public;
  - f. For any other improvements in the Citizen Services.
- iv. Administrative expenses incurred by the Society or Committee such as salary allowances and traveling Allowances and daily Allowances of the staff can be legitimate charges on the funds of the Society in accordance with the provision of the rules of the Society as approved by the Government in the Department of Governance Reforms.